



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

JANUARY 30, 2015

1:00 P.M.

COUNCIL CHAMBERS
FORT VERMILION, AB



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

NOW		ADVOCACY
1. HOUSING ENTITY: Housing needs study funds	Oct	<input type="checkbox"/> <i>Zama Road Paving Funds</i>
2. HAMLET STREETS: Develop Policy	Sept	<input type="checkbox"/> <i>Highway Development</i>
3. RURAL ROADS: MY rural road upgrade plan	Sept	<input type="checkbox"/> <i>Canada Postal Service – La Crete</i>
4. OIL AND GAS STRATEGY	Sept	<input type="checkbox"/> <i>Land Use Framework Input</i>
5. ZAMA ROAD: Business Case	Aug	<input type="checkbox"/> <i>Senior's housing</i>
6.		<input type="checkbox"/> <i>OSB Plant</i>
7.		
NEXT		
<input type="checkbox"/> TRANSPORTATION DEVELOPMENT		<input type="checkbox"/> TOURISM: Strategy (REDI)
<input type="checkbox"/> REVENUE DECLINE		<input type="checkbox"/> BRANDING STRATEGY (2015 – REDI)

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Joulia/Byron)	
1. HOUSING ENTITY: Study Completion	Oct	1. OIL AND GAS STRATEGY: Info	Sept
2. Canada Postal Service – La Crete	Aug	2. ZAMA ROAD: Business Case	Aug
3. _____		3. Economic Development	Dec
<input type="checkbox"/> Regional Sustainability Study	Oct	<input type="checkbox"/> OSB Plant	
<input type="checkbox"/> First Nations Relations		<input type="checkbox"/> TRANSPORTATION DEVELOPMENT (Apache and P5 Road Assessments)	
		<input type="checkbox"/> Bio-Industrial Project	
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. COR Certification: Self-Audit	Nov	1. Surface Water Management Plan - Lidar	July
2. Rec. Board Agreement Renewal	Aug	2. Steephill Creek/BHP Surface Water Management Plan – ESRD Approval	July
3. Disaster Emergency Planning – Communication & Shelter Planning	Dec	3. 2014 Ag Fair Planning	July
<input type="checkbox"/> Radio Communication System – Secure Frequency Channel	Aug	<input type="checkbox"/> Emergency Livestock Response Plan	Nov
<input type="checkbox"/> _____		<input type="checkbox"/> Wilson Prairie Surface Management Plan	Aug
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans	Aug	1. Communication Plan – Front Desk Protocol	Sept
2. Land Use Framework		2. Flag Policy	Sept
3. LC & FV Airports – Infrastructure Review	Sept	3. Cell Phone Review & Draft RFP	Sept
<input type="checkbox"/> Urban Development Policy	Sept	<input type="checkbox"/> Human Resource Policy Review	Nov
<input type="checkbox"/> _____		<input type="checkbox"/> Event Planning – Golf, 88 Opening	Sept
FINANCE (Mark)		PUBLIC WORKS* (John/Ron)	
1. Long Term Capital Plan	Aug	1. RURAL ROADS: MY RR upgrade plan	Sept
2. Long Term Financial Plan	Sept	2. HAMLET STREETS: Develop Policy	Sept
3. _____		3. Gravel Pit Transfer (Meander)	Oct
<input type="checkbox"/> Investments Strategy Review		<input type="checkbox"/> Multi-Year Capital Assessment	Oct
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
ENVIRONMENTAL (John)			
1. Rural Water		<u>Codes:</u>	
2. HL North Waterline Assessment		BOLD CAPITALS – Council NOW Priorities	
3. _____		CAPITALS – Council NEXT Priorities	
<input type="checkbox"/> Sewer Servicing Options		<i>Italics</i> – Advocacy	
<input type="checkbox"/> Potable Water Supply Study RFP	Aug	Regular Title Case – Operational Strategies	
		* See Monthly Capital Projects Progress Report	

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Friday, January 30, 2015
1:00 p.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the January 13, 2015 Regular Council Meeting	7
DELEGATIONS:	4.	a) Glenda Farnden, STARS – 2:00 p.m. b)	
GENERAL REPORTS:	5.	a) Municipal Planning Commission Meeting Minutes b)	17
TENDERS:	6.	a) None	
PUBLIC HEARINGS:		Public hearings are scheduled for 1:00 p.m.	
	7.	a) None	
COMMUNITY SERVICES:	8.	a) National FireSmart Community Series Conference b) c)	39

ENVIRONMENTAL SERVICES:	9.	a)		
		b)		
OPERATIONS:	10.	a)	Bylaw 981-15 Traffic Regulation Bylaw	45
		b)	Range Road 14-5 and 17-2	61
		c)		
PLANNING & DEVELOPMENT:	11.	a)	Policy DEV001 – Urban Development Standards	63
		b)		
		c)		
FINANCE:	12.	a)	Bylaw 982-15 Borrowing Bylaw – La Crete 99th Ave. from 101 St. to 104 Ave.	81
				85
		b)	Borrowing – Zama Access Paving	
		c)	Policy FIN025 Purchasing Policy Directive and Tendering Process	91
		d)	Request to Waive Penalties – Tax Roll 105938	101
		e)	Financial Reports – January 1 to December 31, 2014	105
		f)		
ADMINISTRATION:	13.	a)	Hill Crest Community School – Petition	117
		b)	AAMDC District 4 Meeting	121
		c)	Mobile Home/Accommodations – Zama	123
		d)	Correspondence from the Associate Minister of Aboriginal Affairs	127
		e)		
		f)		

- | | | | | |
|--|-----|----|--|-----|
| INFORMATION /
CORRESPONDENCE: | 14. | a) | Information/Correspondence | 131 |
| IN CAMERA
SESSION: | 15. | a) | Legal <ul style="list-style-type: none">• Regional Sustainability Study | |
| | | b) | Labour <ul style="list-style-type: none">• CAO – 2015 Vacation | |
| | | c) | Land | |
| NOTICE OF MOTION: | 16. | | Notices of Motion | |
| NEXT MEETING
DATES: | 17. | a) | Regular Council Meeting
Tuesday, February 10, 2015
10:00 a.m.
Fort Vermilion Council Chambers | |
| ADJOURNMENT: | 18. | a) | Adjournment | |



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the January 13, 2015 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the January 13, 2015 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved council minutes are posted on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the January 13, 2015 Regular Council meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, January 13, 2015
10:00 a.m.**

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

PRESENT: Bill Neufeld Reeve (arrived at 12:14 p.m.)
Walter Sarapuk Deputy Reeve
Jacquie Bateman Councillor
Peter F. Braun Councillor
Elmer Derksen Councillor
John W. Driedger Councillor
Eric Jorgensen Councillor
Josh Knelsen Councillor
Lisa Wardley Councillor

REGRETS: Ricky Paul Councillor

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
Ron Pelensky Director of Community Services & Operations
Byron Peters Director of Planning & Development
Grant Smith Agricultural Fieldman
Carol Gabriel Manager of Legislative & Support Services

ALSO PRESENT: Media

Minutes of the Regular Council meeting for Mackenzie County held on January 13, 2015 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Deputy Reeve Sarapuk called the meeting to order at 10:03 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 15-01-013 MOVED by Councillor Driedger

That the agenda be approved with the following additions:
15. a) Regional Sustainability Study
13. d) Correspondence from Associate Minister of
Aboriginal Relations

13. e) Health Advisory Council (HAC)

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the December 8, 2014 Regular Council Meeting

MOTION 15-01-014

MOVED by Councillor Braun

That the minutes of the December 8, 2014 Regular Council meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. b) Minutes of the January 7, 2015 Special Council (Budget) Meeting

MOTION 15-01-015

MOVED by Councillor Wardley

That the minutes of the January 7, 2015 Special Council (Budget) meeting be adopted as presented.

CARRIED

GENERAL REPORTS:

5. a) CAO Report

MOTION 15-01-016

MOVED by Councillor Knelsen

That administration request a meeting with the Minister of Environment and Sustainable Resources Development regarding the East Peace Resources (P5) Road.

CARRIED

MOTION 15-01-017

MOVED by Councillor Jorgensen

That the CAO Report for December 2014 be accepted for information.

CARRIED

5. b) Municipal Planning Commission Meeting Minutes

MOTION 15-01-018

MOVED by Councillor Wardley

That the Municipal Planning Commission meeting minutes of

November 20, 2014 be received for information.

CARRIED

5. c) Public Works Committee Meeting Minutes

MOTION 15-01-019

MOVED by Councillor Braun

That the Public Works Committee meeting minutes of July 21, 2014 and December 3, 2014 be received for information.

CARRIED

5. d) Community Services Committee Meeting Minutes

MOTION 15-01-020

MOVED by Councillor Knelsen

That the Community Services Committee meeting minutes of May 8, 2014 be received for information.

CARRIED

TENDERS:

6. a) None

PUBLIC HEARINGS:

7. a) None

COMMUNITY SERVICES:

8. a) Policy COM001 – Parks Caretaker Bonus Policy

MOTION 15-01-021

MOVED by Councillor Bateman

That Policy COM001 Parks Caretaker Bonus Policy be AMENDED as presented.

CARRIED

**8. b) Council Committee Terms of Reference –
Amendment to Community Services Committee**

MOTION 15-01-022

MOVED by Councillor Bateman

That the Council Committee Terms of Reference for the Community Services Committee be AMENDED as presented.

CARRIED

8. c) Park Re-Naming (Knelsen Subdivision & 108 St. La Crete)

MOTION 15-01-023

MOVED by Councillor Wardley

That the park located in the Knelsen Subdivision in La Crete be named the "Knelsen Park" and that the 108 Street Park in La Crete be named "The Big Backyard Park".

CARRIED

ENVIRONMENTAL SERVICES:

9. a) None

Deputy Reeve Sarapuk recessed the meeting at 10:29 a.m. and reconvened the meeting at 10:41 a.m.

OPERATIONS:

10. a) Peace River Bridge Traffic Concern – Agricultural Implements

MOTION 15-01-024

MOVED by Councillor Jorgensen

That the crossing of agricultural implements on the Peace River bridge be identified as a traffic safety concern and that administration meet with regional Alberta Transportation staff and local RCMP to discuss a potential solution.

MOTION 15-01-025

MOVED by Councillor Bateman

That Peace River Bridge Traffic Concern – Agricultural Implements be TABLED to February 10, 2015 for more information.

CARRIED

PLANNING & DEVELOPMENT:

11. a) None

FINANCE:

12. a) Financial Reports – January 1 to November 30, 2014

MOTION 15-01-026

MOVED by Councillor Wardley

That the financial reports for the period, January 1 – November 30, 2014, be received for information.

CARRIED

12. b) Cheque Lists & Council Expense Claims

MOTION 15-01-027

MOVED by Councillor Jorgensen

That the distribution of the cheque lists to the whole Council be referred to the Finance Committee to review the Terms of Reference and applicable Policies.

CARRIED

MOTION 15-01-028

MOVED by Councillor Wardley

That the Finance Committee review the Freedom of Information and Protection of Privacy regulations.

CARRIED

ADMINISTRATION:

13. a) AAMDC Request for Input – Community Aggregate Payment Levy Regulation

Councillor Bateman declared herself in conflict and left the meeting at 11:10 a.m.

MOTION 15-01-029

MOVED by Councillor Braun

That administration submit input to the AAMDC regarding the Community Aggregate Payment Levy Regulation as discussed.

CARRIED

Councillor Bateman rejoined the meeting at 11:23 a.m.

DELEGATIONS:

4. a) S/Sgt. Peter Pilgrim, High Level RCMP

Presentation of statistical reports by S/Sgt. Peter Pilgrim from the High Level RCMP detachment.

13. b) La Crete Agricultural Society – Request for Letter of Support

MOTION 15-01-030

MOVED by Councillor Wardley

That a letter of support be provided to the La Crete Agricultural Society for their grant application under the Community

Initiatives Program for Phase III of Jubilee Park.

CARRIED

4. b) S/Sgt. Jeff Simpson and Cpl. Glenn Regan, Fort Vermilion RCMP

Presentation of statistical reports by S/Sgt. Jeff Simpson and Cpl. Glenn Regan from the Fort Vermilion RCMP detachment.

MOTION 15-01-031

MOVED by Councillor Driedger

That the RCMP statistical reports be received for information.

CARRIED

Reeve Neufeld joined the meeting at 12:14 p.m.

Deputy Reeve Sarapuk recessed the meeting at 12:14 p.m. and Reeve Neufeld reconvened the meeting at 12:58 p.m. with all members present except Councillor Driedger and Councillor Jorgensen.

13. c) FarmTech Conference

MOTION 15-01-032

MOVED by Councillor Wardley

That Councillor Driedger and Deputy Reeve Sarapuk be authorized to attend the FarmTech Conference in Edmonton January 26 – 29, 2015.

CARRIED

13. d) Correspondence – Associate Minister of Aboriginal Relations (ADDITION)

Councillor Driedger and Councillor Jorgensen rejoined the meeting at 1:01 p.m.

MOTION 15-01-033

Requires Unanimous

MOVED by Councillor Wardley

That the correspondence from the Associate Minister of Aboriginal Affairs be TABLED to the next meeting.

CARRIED

13. e) Health Advisory Council (HAC) (ADDITION)

MOTION 15-01-034
Requires Unanimous

MOVED by Councillor Wardley

That Councillor Bateman be authorized to attend the True North Health Advisory Council meeting with the Official Administrator on January 14, 2015 in High Level.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 15-01-035

MOVED by Councillor Wardley

That eight councillors be authorized to attend the La Crete Chamber of Commerce Annual General Meeting on February 27, 2015 without claiming honorariums.

CARRIED

Reeve Neufeld recessed the meeting at 2:02 p.m. and reconvened the meeting at 2:08 p.m.

MOTION 15-01-036

MOVED by Councillor Wardley

That the information/correspondence items be received for information.

CARRIED

IN-CAMERA SESSION:

15. In-Camera Session

MOTION 15-01-037

MOVED by Councillor Derksen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:14 p.m.

15. a) Legal

15. b) Labour

15. c) Land

CARRIED

MOTION 15-01-038

MOVED by Councillor Jorgensen

That Council move out of camera at 2:37 p.m.

CARRIED

15. a) Legal – Regional Sustainability Study (ADDITION)

MOTION 15-01-039

MOVED by Councillor Driedger

That the Regional Sustainability Study update be received for information.

CARRIED

15. c) Land – Land Purchase (South of High Level)

MOTION 15-01-040

MOVED by Councillor Bateman

That the update on the land purchase south of High Level be received for information.

CARRIED

NOTICES OF MOTION:

16. a) None

**NEXT MEETING
DATES:**

17. a) Committee of the Whole
Friday, January 30, 2015
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
Friday, January 30, 2015
1:00 p.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

18. a) Adjournment

MOTION 15-01-041

MOVED by Councillor Wardley

That the council meeting be adjourned at 2:54 p.m.

CARRIED

These minutes will be presented to Council for approval on January 30, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The adopted minutes of the December 11, 2014 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Municipal Planning Commission meeting minutes of December 11, 2014 be received for information.

Author: B. Peters Reviewed by: _____ CAO: JW

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, December 11, 2014 @ 10:00 a.m.

<u>PRESENT:</u>	John W Driedger	Chair, Councilor, MPC Member
	Jack Eccles	Vice Chair, MPC Member
	Erick Carter	MPC Member
	Beth Kappelar	MPC Member
	Jacque Bateman	Councilor, MPC Member
<u>ADMINISTRATION:</u>	Byron Peters	Director of Planning & Development
	Liane Lambert	Planner
	Caitlin Smith	Development Officer
	Margaret Fehr	Administrative Assistant, Recording Secretary

<u>MEMBERS OF THE PUBLIC:</u>	Elmer Derksen
	Jake Wiebe
	Jake Wolfe

MOTION 1. **CALL TO ORDER**

John W Driedger called the meeting to order at 10:10 a.m.

2. **ADOPTION OF AGENDA**

MPC-14-12-238 **MOVED** by Jacque Bateman

That the agenda be adopted as presented.

CARRIED

3. **MINUTES**

a) **Adoption of Minutes**

MPC-14-12-239 **MOVED** by Beth Kappelar

That the minutes of the November 20, 2014 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**

a) **Development Permit Application 303-DP-14
776203 Alberta Ltd.; Natural Resource Extraction
Industry (Gravel Pit)
In Forestry "F"(La Crete)
NE 13-107-16-W5M**

MPC-14-12-240 **MOVED** by Beth Kappelar

That Development Permit 303-DP-14 on NE 13-107-16-W5M in the name of 776203 Alberta Ltd. be APPROVED with the following conditions:

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

1. **This development permit is temporary and will expire on December 17, 2034, should you require a time extension contact the Planning and Development department at 780-928-3983.**
2. **PRIOR to the use of a County road, the developer must enter into a Road Protection agreement with Mackenzie County. To enter into an agreement contact the Operations Department at the La Crete office at 780-928-3983.**
3. **All transporting/hauling will be done on the designated truck route which will be determined by the Operations department. Failure to comply will render this permit null and void.**
4. Developer shall obtain all applicable Provincial approvals prior to commencing development. Copies of all approvals shall be submitted to Mackenzie County.
5. The developer shall be responsible for the maintenance of their hauling and access roads which include dust control.
6. Minimum setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
7. The site, when depleted, must be reclaimed to Alberta Environmental Protection standards.

8. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operations Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developer's expense.

The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

- b) **Development Permit Application 308-DP-14
1861166 Alberta Ltd.;**
**Dwelling-Duplex (Manufactured Home) in
Hamlet Residential 1 "HR1" (Fort Vermilion)
Plan 2938RS, Block 07, Lot 09**

MPC-14-12-241 **MOVED** by Jacquie Bateman

That Development Permit 308-DP-14 on Plan 2938RS, Block 07, Lot 09 in the name of 1861166 Alberta Ltd. be APPROVED with the following conditions:

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

1. **The front of the Dwelling – Duplex shall be a minimum of:**
 - a. **7.6 meters (25 feet) from the front (49th Avenue) property line;**
 - b. **1.5 meters (5 feet) (East & West) side yards;**
 - c. **1.5 meters (5 feet) rear (South) yard from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks. All setbacks are to be measured from your property lines.**
2. The Dwelling – Duplex (Manufactured Home) shall meet all Alberta Safety Code requirements for Dwelling – Duplex (Manufactured Home) buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
3. The architecture, construction materials and appearance of the Dwelling – Duplex shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.

4. The Dwelling – Duplex is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner, **each unit must be serviced individually**.
5. The Municipality has assigned an address to each unit on the Dwelling – Row as follows from **East to West**:
 - 5105-49th Ave, Unit 1
 - 5105-49th Ave, Unit 2

You are required to display the addresses on the units 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.

6. **Provide adequate off street parking as follows: 6 stalls for Dwelling – Duplex. “One parking space, including the driveway area, shall occupy 300 square feet.”**
7. 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.
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 311-DP-14**
Isaac Martens;
Tradesmen’s Business (Farm Equipment Repair Shop)
in Agricultural “A” (Blumenort)
Plan 132 5315, Block 01, Lot 01

MPC-14-12-242 **MOVED** by Beth Kappelar

That Development Permit 311-DP-14 on Plan 132 5315, Block 01, Lot 01 in the name of Isaac Martens 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 for the operation of a Tradesmen's Business out of the existing building.
2. **The Building shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. **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.**
5. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.
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 to Mackenzie County standards and at the developers' expense.
7. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.
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. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 37.2 square meters of building area, which in this case is 6 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."
10. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.

11. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
12. The sight and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
13. 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.
14. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

Elmer Derksen and Jake Wiebe left the meeting at 10:16 a.m.

- d) Development Permit Application 312-DP-14
Henry Unruh; Home Based Business
(Vehicle Cluster Repair) in Manufactured Home
Subdivision 1 "MHS1" (La Crete)
Plan 042 5759, Block 23, Lot 49**

MPC-14-12-243

MOVED by Jack Eccles

That Development Permit 312-DP-14 on Plan 042 5759, Block 23, Lot 49 in the name of Henry Unruh be APPROVED with the following conditions:

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

1. **The Home Based Business portion of the business is approved to be operated out of the dwelling only and the area for it shall not exceed an area of 200 square feet (18.58 square meters).**
2. **This development permit is only for the Home Based Business (Vehicle Cluster Repair), under no circumstances should an AMVIC license be required for any activity at this site.**

3. This permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business has become detrimental or otherwise incompatible with the amenities of the neighborhood.
4. **There shall be a parking stall for each vehicle owned and one (1) stall for a client vehicle as to reduce the amount of congestion.**
5. At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.
6. There shall not be any outdoor business activity or storage of materials on site related to the Home Based Business.
7. The Municipality has assigned the following address to the noted property (**10405-109 Street**). You are required to display the address (**10405**) 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. 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.
9. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.
10. The sign shall not be placed within the Road Right of Way.
11. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. 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.
 - e. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.

- f. Wiring and conduits of any signs must be concealed from view.
- g. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

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 51-SUB-14
Part of SE 10-106-15-W5M (La Crete)
Frank & Tina Goertzen**

MPC-14-12-244 **MOVED** by Jacquie Bateman

That Subdivision Application 51-SUB-14 in the name of Frank & Tina Goertzen on Part of SE 10-106-15-W5M be APPROVED with the following conditions;

1. This approval is for a 10 lot subdivision, 15.73 acres (6.36 hectares) in size.
2. The area identified in the tentative plan as Municipal Reserve is not acceptable to Mackenzie County and shall be designated as Environmental Reserve.
3. Applicant/developer shall enter into and abide by 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 all sanitary systems including service lines, main and appurtenances as required by the Municipality,
 - c) Provision of all water lines, including all fittings and valves as required by the County,
 - d) Provision of municipal servicing (water and sanitary sewer) to each lot,

- e) The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:
 - (1) Drainage of internal road system,
 - (2) Erosion prevention systems, if required,
 - (3) Direction of site drainage
 - (4) High water mark of existing waterbed
 - (5) Lot elevations in comparison to existing waterbody, and 1:25 year flood elevations.
- f) Provision of internal roads and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
- g) Provision of access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Mackenzie County's Access Construction Policy No. PW037;
- h) Engineered signage package,
- i) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- j) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. **Utility Right-of-Way agreements shall include provisions for the construction of fences over and/or through Utility Rights-of-Way.** Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- k) The developer is responsible for landscaping to design

elevation and seeding with grass or other approved landscaping,

- l) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- m) Any outstanding property taxes shall be paid in full prior to registration of title,
- n) Provision of off-site levies as required by the County as follows:
 - i) Water and Sewer Service Offsite Levy (Bylaw 440/04)
Water and Sewer Off-Site Levies are imposed for the Installation of water supply to the industrial and residential areas of Sections 10-106-15-W5M and NE 3-106-15-W5M in La Crete, and:

Installation of sewer lines to the residential areas of SE 10-106-15-W5M and NE 3-106-15-W5M in La Crete. The levy is calculated at:

Residential - \$1,495.82 per lot for water
 \$1,158.11 per lot for sewer

The Water and Sewer Off-Site levy for ten (10) lots equals \$26,539.30.

Total Levies = \$26,539.30

- o) **Provision of municipal reserve in the form of money in lieu of land, land or a combination of both. Specific amount to be based on 10% of the market value of the subject land and on the current market value. The current market value for this property is \$_____ per acre. Municipal reserve is charged at 10%, which is \$_____ per subdivided acre. 30.05 acres times \$_____ equals \$_____.(To be Determined)**
- p) **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).**
- q) Security, in the form of an irrevocable letter of credit or

certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

- r) Caveats restricting the building area of the lots backing onto the waterbody shall be provided and registered against each title, or sufficient proof that water elevations will not impede on any lots.

CARRIED

Jake Wolfe left the meeting at 10:45 a.m.

**b) Subdivision Application 52-SUB-14
NW 11-107-14-W5M (Blumenort Area)
David & Susanna Enns**

MPC-14-12-245 **MOVED** by Beth Kappelar

That Subdivision Application 52-SUB-14 in the name of David & Susanna Enns on NW 11-107-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 10.76 acres (4.35 hectares) in size.
2. Applicant/developer shall enter into and abide by 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) 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 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 \$4000.00 per acre. Municipal reserve is charged at 10%, which is \$400.00 per subdivided acre. **10.76 acres times \$400.00 equals \$4,304.00.**
- 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) 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.
- j) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- c) **Subdivision Application 53-SUB-14
SE 6-106-14-W5M (La Crete Rural)
Jake Martens**

MPC-14-12-246 **MOVED** by Jacquie Bateman

That Subdivision Application 53-SUB-14 in the name of Jake Martens on SE 6-106-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 5 acres (2.02 hectares) in size.
2. Applicant/developer shall enter into and abide by 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) 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.
 - h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

John W. Driedger recessed the meeting at 10:55 a.m. and reconvened the meeting at 11:01 a.m.

**d) Subdivision Application 54-SUB-14
SE 15-104-17-W5M (La Crete Rural)**

Abe Zacharias

MPC-14-12-247 **MOVED** by Beth Kappelar

That Subdivision Application 54-SUB-14 in the name of Abe D. Zacharias on SE 15-104-17-W5M be REFUSED.

Reasons:

Does not meet current Land Use Bylaw Regulation, that being under the Agricultural Zoning only a maximum of two agricultural parcels are allowed.

Subdivision Type A:

- A quarter* may be subdivided a minimum of 20 acres up to an 80 acre parcel split, limited to two titles per quarter, no further subdivisions will be allowed in the two parcels splits,

Or:

Subdivision Type B:

- Three titles per quarter* with the balance of the quarter being one of the parcels; with the subdivided parcels being any two of the following:
 - i. Existing farmstead or homestead,
 - ii. Vacant parcel
 - iii. Fragmented parcel

RESIDENTIAL: Minimum: 1.2 ha (3.0 acres)
Maximum: 4.1 ha (10 acres) unless an existing residence requires the approval of a larger parcel size to meet setback requirements, or the subject site is a FRAGMENTED PARCEL that in the opinion of the Development Authority is difficult to farm.

**Quarter being defined as 160 acres more or less (this includes River Lots)*

Any Crown land parcels are not considered as Titled Land for the purpose of this bylaw

iii) All other uses: All other uses require rezoning and must submit an Area Structure Plan for the entire PROPERTY

This Quarter section already contains two agricultural zoned subdivisions

CARRIED

**e) Subdivision Application 55-SUB-14
Plan 912 1920, Lot C (La Crete)
1323963 Alberta Ltd./Harvey Derksen**

MPC-14-12-248 **MOVED** by Jacquie Bateman

That Subdivision Application 55-SUB-14 in the name of 1323963 Alberta Ltd. on Plan 812 1920, Lot C, be APPROVED with the following conditions;

1. This approval is for 2 lots subdivision, 1.5 acres (0.61 hectares) in size.
2. Applicant/developer shall enter into and abide by 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 all sanitary systems including service lines, main and appurtenances as required by the Municipality,
 - c) Provision of all water lines, including all fittings and valves as required by the County,
 - d) Provision of municipal servicing (water and sanitary sewer) to the lot,
 - e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County.

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- (1) Drainage of internal road system,
 - (2) Erosion prevention systems, if required,
 - (3) Direction of site drainage, and
 - (4) Elevation plans for each lot
- f) Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County

Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;

- g) Provision of street lighting with underground wiring, design and location as required by the County,
- h) Engineered signage package,
- i) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- j) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- k) The developer is responsible for landscaping to design elevation and seeding with grass or other approved landscaping,
- l) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- m) Any outstanding property taxes shall be paid in full prior to registration of title,
- n) Provision of off-site levies as required by the County as follows:
 - ii) Subdivision Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
 - a) new or expanded facilities for the storage, transmission,

- treatment or supplying of water;
- b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
- c) new or expanded storm sewage drainage facilities;
- d) new or expanded facilities for the storage, transfer, or disposal of waste;
- e) land required for or in connection with any facilities described in clauses (a) to (d); and
- f) ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. Two (2) lots at \$1,000 equal **\$2,000.00**,

- iii) Lift Station #5 Levies (Bylaw 474/04) are charged for the cost of new or expanded facilities for the treatment, movement or disposal of sanitary sewage. Payment of levies that contribute towards the cost of Lift Station Number 5 force mains and gravity sewer mains. The total costs of these improvements are being charged on a cost per hectare basis. As each hectare is subdivided the developer will be required to pay \$1,185.00 per hectare for development within the benefiting area. Your subdivision is for 0.61 hectares (1.5 acres).

\$1,185.00/ha x 0.61 hectares = \$722.85

Total Lift Station Number 5 levy owing is \$722.85

- iv) Sewer Service Off-site Levies (Bylaw 739-09) are charged for the southwest area of the Hamlet of La Crete for the purpose of recovering a portion of the costs for new or expanded facilities for the treatment, movement or disposal of sanitary sewage. The levy is calculated at \$2,088.00 per acre. Your subdivision is a total of 1.5 hectares. The total is **\$3,132.00**.

Total Levies - i)+ ii) + iii) = \$5,854.85

- q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No,

DEV003.

CARRIED

- f) **Subdivision Application 56-SUB-14
NE 13-104-15-w5m (La Crete Rural)
John & Susie Wiebe**

MPC-14-12-249 **MOVED** by Jack Eccles

That Subdivision Application 56-SUB-14 in the name of David & Helen Wiebe, John & Susie Wiebe & Ernest & Katharina Wiebe on NE 13-104-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** single lot subdivision, 80 acres (32.38 hectares) in size.
2. Applicant/developer shall enter into and abide by 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 (both 80 acres) 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) 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.

- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

6. MISCELLANEOUS ITEMS

a) La Crete Transportation Master Plan (Draft)

MPC-14-12-250 **MOVED** by Jacquie Bateman

That the draft La Crete Transportation Master Plan be received for information.

CARRIED

b) Policy DEV 007 Rural Development Standards (Draft)

MPC-14-12-251 **MOVED** by Jacquie Bateman

That draft Policy DEV007 Rural Development Standards be received for information.

CARRIED

c) Policy DEV001 Urban Development Standards (Draft)

MPC-14-12-252 **MOVED** by Erick Carter

That draft Policy DEV001 Urban Development Standards be received for information.

CARRIED

d) Action List

For information.

7. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ January 15, 2015 at 10:00 a.m. in Fort Vermilion
- ❖ February 12, 2015 at 10:00 a.m. in La Crete
- ❖ February 26, 2014 at 10:00 a.m. in Fort Vermilion

8. **ADJOURNMENT**

MPC-14-12-253 **MOVED** by Jack Eccles

That the Municipal Planning Commission Meeting be adjourned at 11:41 a.m.

CARRIED

These minutes were adopted this 15th day of January, 2015.

John W Driedger, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	National FireSmart Community Series Conference

BACKGROUND / PROPOSAL:

On January 23, 2015 an email was received by administration inviting interested parties to attend the *National FireSmart Community Series Conference* in Rocky Mountain House March 3-5, 2015.

As the Council Committee Terms of Reference does not identify the *National FireSmart Community Series Conference* as an approved external activity, Council Motion for a Councillors' attendance is required.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

\$259.00 Registration Fee plus travel and subsistence and honorariums.

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That one Councillor be authorized to attend the National FireSmart Community Series Conference in Rocky Mountain House on March 3-5, 2015.

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



FireSmart Community Series

**Rocky Mountain House
March 3–5, 2015**

FireSmart Community Series 2015 Event Schedule
March 3 - 5

Tuesday March 3

500 - 900 p.m. **Registration Desk and Opening Reception** - Lou Soppit Centre

Wednesday March 4

700 - 815 a.m. **Breakfast** - Lou Soppit Centre

730 a.m. **Registration Desk Open**

815 a.m. **Opening Remarks and Welcome** Bruce Mayer - Assistant Deputy Minister, ESRD

830 a.m. **Clearwater County Welcome** Jim Duncan - Councillor, Clearwater County

900 a.m. **Interactive Session 1**

945 a.m. **Break**

1015 a.m. **Interactive Session 2**

1100 a.m. **Keynote Address** Vernon Champlin - Fire Marshal, NE Teller County Fire District, Colorado

Bob Harvey - Rubicon Fire Solutions, Monument, Colorado

1200 p.m. **Lunch**

100 p.m. **Field Tour** - Crimson Lake

400 - 430 p.m. **Day One Wrap-up** Patrick Loewen - Director, Wildfire Prevention Section, ESRD

530 - 930 p.m. **Pub Night** - Walking Eagle Inn & Lodge Presented by Partners in Protection

Thursday March 5

700 - 815 a.m. **Breakfast** - Lou Soppit Centre

815 a.m. **Opening Remarks** Patrick Loewen - Director, Wildfire Prevention Section, ESRD

900 a.m. **Interactive Session 3**

945 a.m. **Break**

1015 a.m. **Interactive Session 4**

1100 a.m. **Keynote Address** Kelly Johnston - Executive Director, Partners in Protection

1200 p.m. **Lunch**

100 p.m. **Keynote Address** Paul Kovacs - Executive Director, Institute for Catastrophic Loss Reduction

140 p.m. **Interactive Session 5**

225 p.m. **Break**

300 p.m. **Interactive Session 6**

400 - 430 p.m. **Keynote Address and Closing Remarks** Wally Born - Executive Director, Wildfire Management Branch, ESRD

Kevin Gagne - Wildfire Manager, Rocky Mountain House, ESRD

FIRESMART COMMUNITY SERIES INTERACTIVE SESSIONS SCHEDULE

	Break Schedule Wednesday March 4		Break Schedule Thursday March 5			
	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5	SESSION 6
	900am	1015 am	900am	1015am	140pm	300pm
FireSmart Community Grant Program - Questions, Answers and Mechanics Geoffrey Braid, FireSmart Support Technologist, ESRD Wendell Pozniak, FireSmart Forest Management Specialist, ESRD				BREAK		
Planning for Wildfire/ Emergency Response Industry - Camps When Evacuations Are Not an Option Bobbie Jo Butters, Lodging and Logistics Supervisor, MEG Energy Mary Hagell, Health and Safety Manager for Operations and Site Services, MEG Energy Paul St. John, Wildfire Prevention Officer, ESRD			BREAK			
Partners in Protection - FireSmart Canada Community Recognition Program Kelly Johnston, Executive Director, Partners in Protection Association Laura Stewart, Wildfire Information Officer, ESRD		BREAK				
Social Media and Crisis Communications - Experiences and Success Geoff Driscoll, Wildfire Information Lead, ESRD Kelly Burke, Wildfire Information Officer, ESRD				BREAK		
Community Engagement - Community Member Perspective Tim Taylor, Program Manager, Frontier Lodge Wade Colwell, Wildfire Technologist, ESRD	BREAK					
Empowering Education - FireSmart Initiatives For Youth MJ Kristoff, Executive Director, Lesser Slave Forest Education Society Patti Campsall, Executive Director, Boreal Centre for Bird Conservation						BREAK
FireSmart Gardening/ Landscaping Local Workshop Eleanor Pengelly, Development Officer, Clearwater County Gary Lewis, Landcare Supervisor, Clearwater County					BREAK	
FRIAA FireSmart Grant Program - Questions, Answers and Mechanics Byron Grundberg, Forest Resource Improvement Association of Alberta Adam Gossell, FireSmart Program Manager, ESRD		BREAK				
FireSmart in 20 years - Looking Back at the First FireSmart Treatments, What is the Plan From Here Kevin Freehill, Wildfire Prevention Officer, ESRD Mike Tucker, Wildfire Prevention Officer, ESRD				BREAK		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 981-15 Traffic Regulation Bylaw

BACKGROUND / PROPOSAL:

At the December 16, 2014 Public Works Committee meeting the following motion was made:

MOTION PW-14-12-089 MOVED by Councillor Braun

That Administration prepares RFD to Council concerning Bylaw 794-11 with intent to remove 'Ring Road' as a truck route.

CARRIED

The Hamlet of La Crete designated truck route contained within the Bylaw 794-11 as Schedule B has been amended to remove 'Ring Road' as a truck route. The amendment is named Schedule B within Bylaw 981-15 (attached).

OPTIONS & BENEFITS:

Option 1:

That Bylaw 794-11 be amended as per attachment.

Option 2:

That Council receives this report for information.

COSTS & SOURCE OF FUNDING:

Sign replacement as per map.

Author: S. Wheeler Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

All County Bylaws are available to the public on the County's website. New route will be promoted via the County Image.

RECOMMENDED ACTION:

Motion 1 Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 981-15 being the Traffic Regulation Bylaw.

Motion 2 Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 981-15 being the Traffic Regulation Bylaw.

Motion 3 Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 981-15 being the Traffic Regulation Bylaw at this meeting.

Motion 4 Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 981-15 being the Traffic Regulation Bylaw.

Author: S. Wheeler Reviewed by: _____ CAO: _____

BYLAW NO. 794-11 981-15

**BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO REGULATE TRAFFIC IN
MACKENZIE COUNTY**

WHEREAS the Traffic Safety Act, Revised Statutes of Alberta 2000, Chapter T-6 and all amendments and successors thereto, Section 13 and 14 empowers the Municipal council to pass bylaws dealing with the regulation, control and management of vehicle, animal and pedestrian traffic;

AND WHEREAS the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, gives a municipality certain powers in regard to transport and transport systems;

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

PART 1 TITLE AND DEFINITIONS

1. This bylaw may be cited as the “Traffic Bylaw”.
2. In this bylaw, unless the content otherwise requires, the word, term, or expression:
 - a) **“ACT”** means the Municipal Government Act, RSA, 2000, Chapter M-26 and amendments thereto, the Provincial Offences Procedure Act, RSA 2000, Chapter P-34 and amendments thereto, the Traffic Safety Act, RSA 2000, Chapter T-6 and amendments thereto.
 - b) **“Alley”** shall mean a narrow passageway providing access to the rear of buildings and parcels of land including utility lanes.
 - c) **“Chief Administrative Officer”** shall mean the Chief Administrative Officer for Mackenzie County.
 - d) **“Council”** shall mean the Municipal Council of Mackenzie County.
 - e) **“County”** means Mackenzie County.
 - f) **“Crossing/Crosswalk”** means that areas used or constructed to provide access across the highway.

- g) **“Emergency Vehicle”** means a vehicle operated by a law enforcement agency, fire department, or ambulance.
- h) **“Heavy Vehicle”** shall mean a vehicle that is properly registered to operate on a highway in Alberta having a licensed maximum gross weight in accordance with the Traffic Safety Act of the Province of Alberta, as amended, of more than five thousand five hundred kilograms (5,500 kg) or exceeding ten meters (10.0 m) in length, excluding a recreational vehicle.
- i) **“Highway”** shall mean any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes
 - i) a sidewalk, (including the boulevard portion of the sidewalk),
 - ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - iii) if a highway right of way is contained between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as cause may be,

but

 - e.1) does not include a place declared by the Lieutenant Governor in council not to be a highway.
- j) **“Municipality”** shall mean Mackenzie County.
- k) **“Owner”** shall include any person renting a motor vehicle or having the exclusive use of it under a lease or otherwise for a period of more than 30 days or the registered owner of the vehicle pursuant to the Traffic Safety Act of Alberta.
- l) **“Park”** shall mean to allow a vehicle (whether occupied or not) to remain standing in one place, except
 - i) when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers, or

- ii) when standing in obedience to a peace officer or traffic control device.
- m) **“Peace Officer”** shall mean a member of a Royal Canadian Mounted Police, a Bylaw Enforcement Officer appointed by the Municipality, or Special Constable appointed by Alberta Justice for Mackenzie County.
- n) **“Pedestrian”** shall mean a person afoot or a person in a wheel chair.
- o) **“Person”** shall mean any individual, corporation, society, association, partnership or firm.
- p) **“Roadway”** shall mean that part of a highway intended for use of vehicular traffic.
- q) **“Stop”** shall mean
 - i) when required, a complete cessation from vehicular movement, and
 - ii) when prohibited, any halting even momentarily of a vehicle, whether occupied or not, except when in compliance with the directions of a Peace Officer or traffic control device.
- r) **“Street Furniture”** shall mean every curb, sidewalk, pole, traffic control device, waste receptacle, tree, plant, grass or any other property belonging to the Municipality.
- s) **“Tow Truck”** shall mean a vehicle designed or adapted for towing of other vehicles from place to place.
- t) **“Tracked Vehicle”** shall mean a vehicle having metal spikes, lugs or cleats or bands projecting from the surface of the wheel or tire of such wheel or any vehicle or trailer having skids or not using triple grouser or flat surface tracks.
- u) **“Trailer”** shall mean a vehicle so designed that it may be attached to or drawn by a motor vehicle and intended to transport property or persons and includes any trailer that is designed, constructed and equipped as a dwelling place, living abode or sleeping place, either permanently or temporarily, but does not include machinery or equipment used in the construction or maintenance of highways.

- v) **“Traffic Control Device”** shall mean any sign, signal, marking, or device placed, marked or erected for the purpose of regulating, warning or guiding traffic.
- w) Whenever **“time”** is referred to in this Bylaw, it shall mean either Mountain Standard Time or Mountain Daylight Saving Time, which ever is proclaimed to be in effect by the Province of Alberta.
- x) **“Vehicle”** shall mean a device in, upon or by which a person or thing may be transported or drawn upon a highway.

PART 2 **PARKING**

- | | | | |
|-------------------------------------|----|-----|---|
| PROHIBITED
PARKING | 3. | (1) | No person or owner shall park or permit to be parked a vehicle for any period of time whatsoever at the following locations, namely: |
| EMERGENCY
DOOR | | (a) | where the vehicle may interfere with the use of a doorway intended as a fire or emergency exit from any building abutting the highway. |
| ENTRANCE TO
EMERGENCY
SERVICE | | (b) | in the entrance way to any fire hall, police station, ambulance station or to any ambulance entrance to any hospital. |
| NO PARKING | 4. | (1) | No person or owner shall park or permit to be parked any vehicle upon any portion of a highway which is marked with a traffic control device as “No Parking”. |
| | | (2) | No person or owner shall park or permit to be parked any vehicle upon any portion of a highway which is marked with a traffic control device as “No Parking” during the time indicated on the traffic control device. |
| TEMPORARY
“NO PARKING” | 5. | (1) | Notwithstanding any other provision in this Bylaw, the Chief Administrative Officer or his/her designate may cause “No Parking” traffic control devices to be placed on or near a roadway for roadway maintenance or construction purposes. |

- (2) After such traffic control devices are placed on or near a roadway, no person shall park on the portion of roadway contrary to provision of such traffic control devices.
 - (3) When roadway maintenance or construction commences, any vehicle parked on a roadway prohibited by a traffic control device may be removed pursuant to section 16 hereof.
- NO STOPPING 6. No person or owner shall stop or permit to be stopped any vehicle upon any portion of a highway which is marked with a traffic control device as “No Stopping”.
- DISABLED
PERSONS
PARKING 7. (1) The Chief Administrative Officer or his/her designate is hereby delegated authority to establish parking places on property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, for the exclusive use of persons with disabilities who display on their vehicles a handicap placard or license plate that is issued or recognized by the Solicitor General.
- (2) No person or owner shall park or permit to be parked a vehicle in a parking place marked for the use of persons with disabilities, on public or private property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, unless:
 - (i) the vehicle displays a handicap placard or license plate that is issued or recognized by the Solicitor General, and
 - (ii) the vehicle is operated by, or being used to transport a disabled person.
- FIRE LANE 8. (1) The Chief Administrative Officer or his/her designate is hereby delegated authority to establish Fire lanes on property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, for the exclusive use of Emergency vehicles as defined in the Traffic Safety Act of Alberta.

- (2) No person or owner shall park or permit to be parked a vehicle in a designated Fire lane on property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, unless:
 - (i) the vehicle is a Emergency Traffic Safety Act of Alberta.

UNATTACHED TRAILER 9. No person or owner shall park or permit to be parked a trailer upon a highway unless the trailer is attached to a vehicle by which it may be drawn.

PARK IN ALLEY 10. No person or owner shall park or permit to be parked any vehicle in an alley except for the purpose of loading or unloading delivery of goods, wares, or merchandise.

PART 3 **RULES FOR OPERATION OF VEHICLES**

TRACKED VEHICLE 11. (1) Unless written authorization to do so has been issued by the Chief Administrative Officer or his/her designate, no person shall operate on a highway;

- (a) a vehicle or trailer having metal spikes, lugs or cleats or bands projecting from the surface of the wheel or tire of such vehicle, or
- (b) any vehicle or trailer having skids or not using triple grouser or flat surface tracks,

excluding a graveled highway.

(2) The Tracked Vehicle written authorization must be in the possession of the operator of the tracked vehicle being operated and shall be produced to a Peace Officer on demand.

MOVE LOAD 12. Any person moving a load or any portion of a Load shall comply with the Traffic Safety Act.

PART 4 **CONTROLLED OR RESTRICTED HIGHWAYS**

HEAVY
VEHICLE
TRAFFIC

13. (1) No operator or owner of a heavy vehicle shall travel or park within the Hamlets of Fort Vermilion and La Crete unless along the designated truck route of the municipality in Fort Vermilion Schedule "A" in La Crete Schedule "B" attached and forming part of this bylaw.
- (2) A vehicle shall not be deemed in contravention of section 13(1), if the vehicle was being operated on the most direct and most practical route between the premises or location concerned with the loading or unloading of his product of business.
- (3) Heavy vehicles may operate or park on a highway providing the vehicle complies with all weight and length restrictions as stipulated by traffic control devices.

PART 5 **MISCELLANEOUS**

FIRES

14. No person shall pass beyond a point designated by a Peace Officer or a member of the Municipal Fire Department near the location of a fire.

DAMAGE TO
STREET
FURNITURE OR
HIGHWAY

15. (1) No person shall damage, mark or deface any street furniture of the Municipality.
- (2) No person shall break, cut or otherwise damage a highway unless authorized by the municipality for maintenance purposes.
- (3) Any person found in contravention of section 15(1) or 15(2) shall be responsible for the repair or replacement costs of the damage, in addition to any fine or penalty imposed in respect to the violation.

~~21. This bylaw shall come into effect upon third reading thereof.~~

21. This Bylaw shall come into effect upon receiving third and final reading.

READ a first time this ____ day of January, 2015.

READ a second time this ____ day of January, 2015.

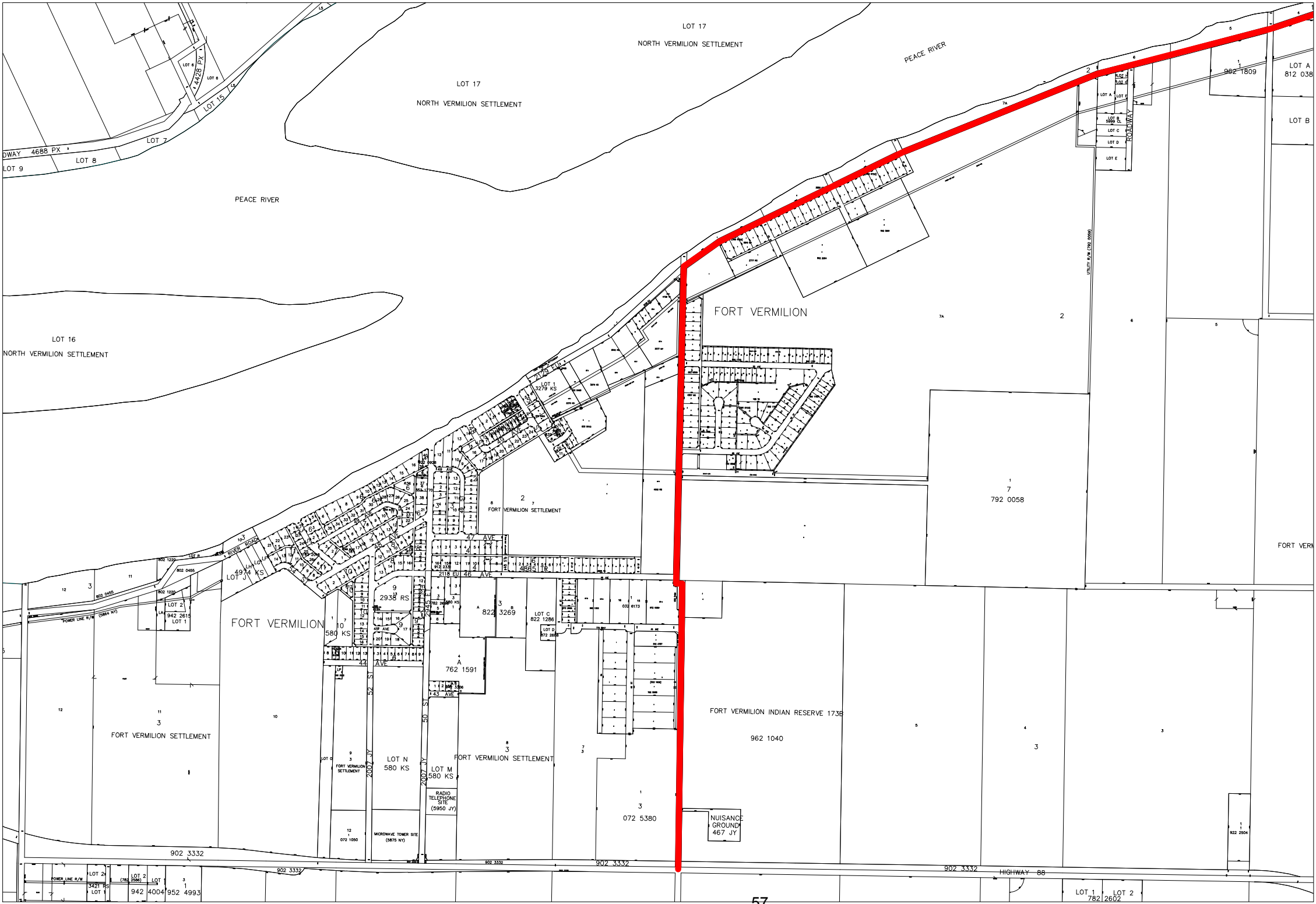
READ a third time and finally passed this ____ day of January, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

BYLAW NO. ~~794-11~~ 981-15
Schedule "A"

HAMLET OF FORT VERMILION
TRUCK ROUTE



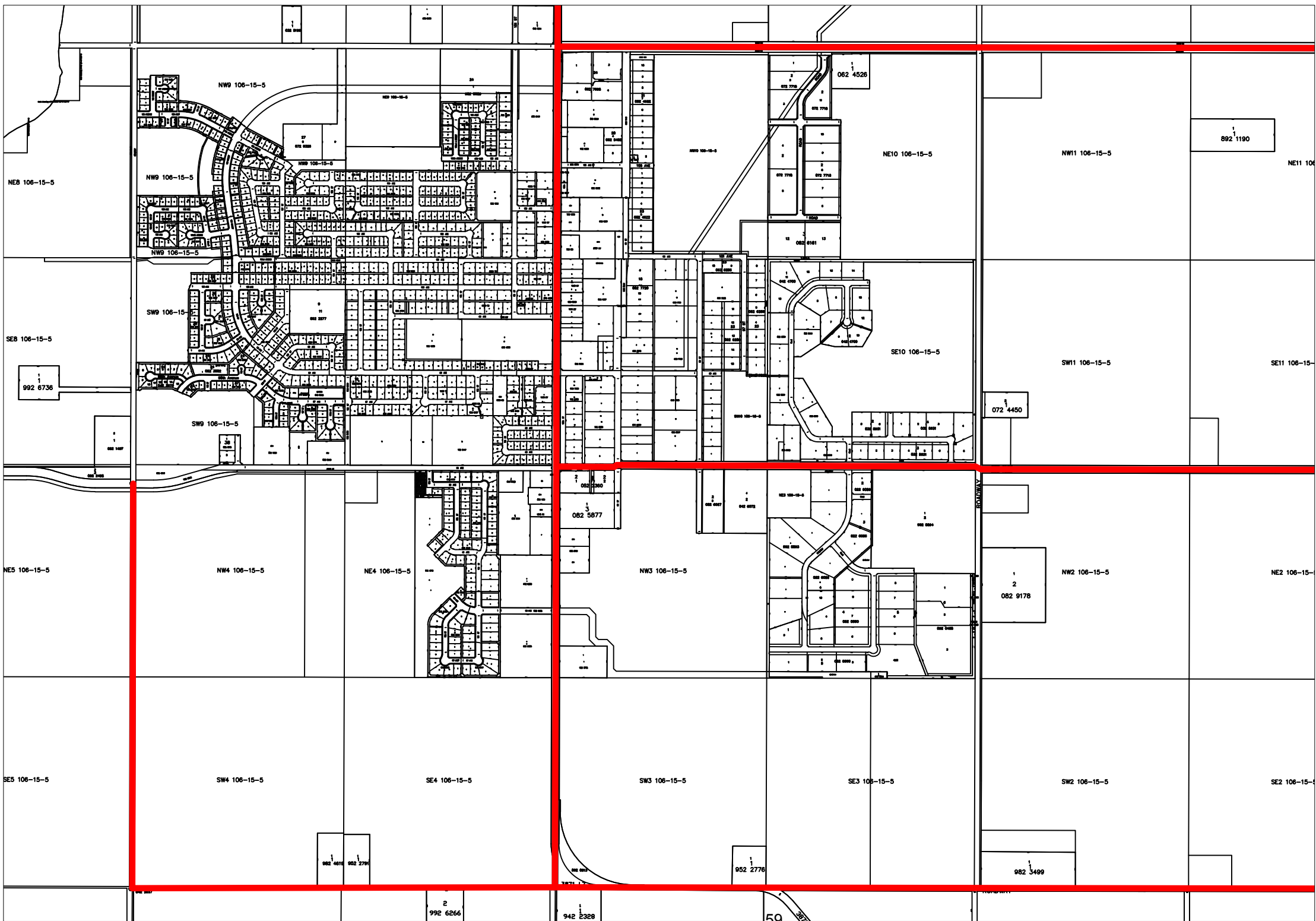
Bylaw No. 981-15
Schedule A
Hamlet of Fort
Vermilion
Designated
Truck Route


Legend:
 **Truck Route**

BYLAW NO. ~~794-11~~ 981-15
Schedule "B"

HAMLET OF LA CRETE
TRUCK ROUTE

*Bylaw No. 981-15
Schedule B
Hamlet of La Crete
Designated
Truck Route*



Legend:
 Truck Route



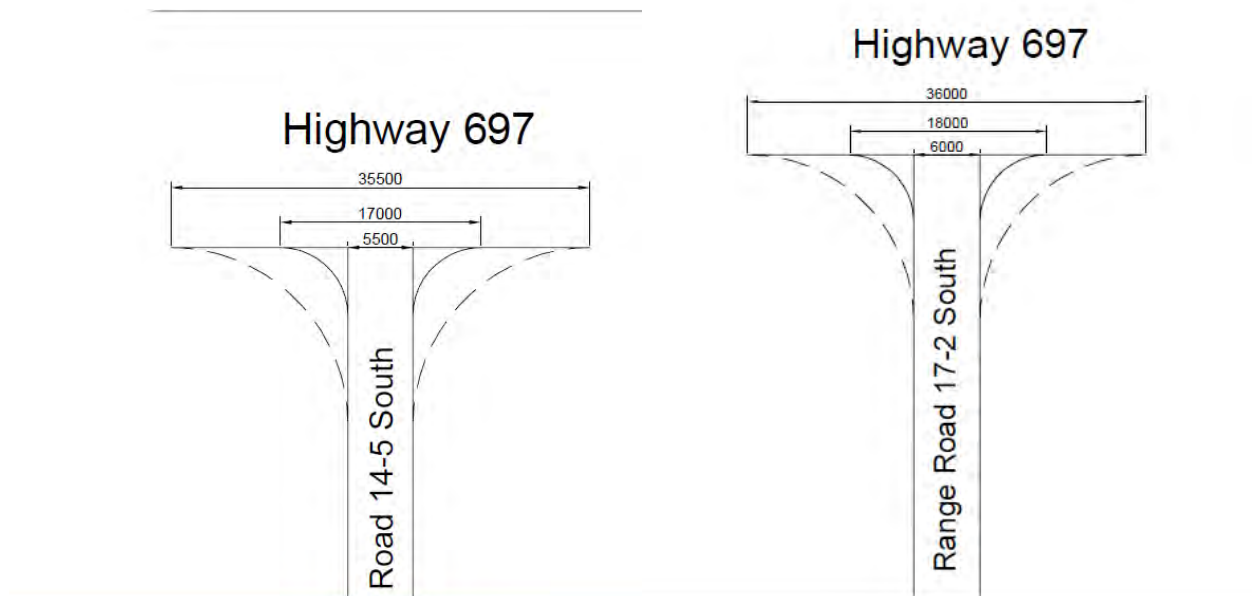
Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Trent McLaughlin, Acting Director of Facilities & Operations (South)
Title:	Range Road 14-5 and 17-2

BACKGROUND / PROPOSAL:

At their July 14, 2014 Council meeting, Council requested that administration investigate the intersections of Range Roads 14-5 and 17-2 and Highway 697. Staff measured the width of intersections and compared them to the Alberta Transportation standard.



The intersections were found to be too narrow when compared to Alberta Transportation minimum standard. The intersections should be 30 metres wide plus the width of the road. These two roads are also narrow, compared to the Counties local roads.

Author: T. McLaughlin Reviewed by: _____ CAO: JW

OPTIONS & BENEFITS:

The options to address the deficient intersections include:

1. Request Alberta Transportation to improve the intersections. Typically, Alberta Transportation would only address deficient intersections as part of a Highway Rehabilitation project, which is not currently planned in this area. A request to Alberta Transportation would likely respond that this is a Municipal responsibility as the local road authority.
2. Budget for the County to improve the Intersection. Most of the improvement would be required adjacent to the Highway, which is typically expensive.
3. Accept this report as Information. There are many deficient intersections throughout the County. If the County was to decide to address the problem, it should do so by prioritizing them. These two intersections are fairly low volume and have not been noted as high collision.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the report on the intersections of Range Roads 14-5 and 17-2 and Highway 697 be received for information.

Author: T. McLaughlin Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Policy DEV001 – Urban Development Standards

BACKGROUND / PROPOSAL:

At the December 8th Council meeting a draft version of DEV001 was presented to Council for information. Since then, the draft policy has also been reviewed by the Municipal Planning Commission, the Public Works Committee, engineering firms and utility providers. The draft policy was also provided to all of the active developers within the region.

Lots of great feedback was received, and the version of DEV001 presented today has been thoroughly tweaked and strengthened since the first draft.

Some key items that have changed since the first draft:

- Removed inverted crown (centerline swale) roads
- Clarified and strengthened the wording in the Funding section
- Removed the storm servicing into homes requirement
- Added natural gas and phone/data installation requirements
- Removed statement allowing alternative surfacing materials
- Clarified that reports required shall be provided by an engineer

OPTIONS & BENEFITS:

A more comprehensive policy will clarify the County’s expectations regarding the type of infrastructure that needs to be installed for new developments.

The increased standards that are proposed are primarily only addressing current complaints (such as paved roads and more sidewalks), and are intended to reduce the future obligation on the County to provide the upgrades that most people already want.

Author: B Peters **Reviewed by:** _____ **CAO:** JW

As our hamlets continue to urbanize, grow and be more connected, the residents tend to want the same level of service that large towns and cities have. By requiring developers to provide a larger piece of this level of service, it will significantly reduce the costs to the County.

COSTS & SOURCE OF FUNDING:

Different standards will effect operating and maintenance costs, but it is not anticipated to create a significant increase. No calculations have been done to assess the potential operating budget implications.

Capital requirements and expectations to the County will be reduced, but it will increase the cost of developing, and these costs will inevitably be passed onto new homebuyers and new businesses.

SUSTAINABILITY PLAN:

Several areas of the Sustainability Plan that relate to this policy:

Community Pride – Strengthening community pride creates the incentive to attend to community maintenance, cleanliness, and esthetic appeal.

Goal E17: Mackenzie County is an attractive destination for non-residents... and remains an attractive home for County residents at all stages of their lives.

Goal N6: Mackenzie County’s hamlet land-use plans are designed to provide energy efficient means of access between key destinations in the community.

Strategy C1.3: Establish policies that will ensure that residents of each hamlet have an attractive and well managed community park site that:

- Is easily accessible
- Is linked to other parks...

Goal C3: The County continues to provide high quality utility services and ensures that:

- Meet quality standards consistent with current national standards and demand
- Are stable and reliable
- Are each financially self-sustaining at both operational and capital levels

COMMUNICATION:

The approved policy will be distributed to all active developers and the engineers they typically utilize. The policy will be used internally when communicating with developers.

Author: B Peters Reviewed by: _____ CAO: JW

An article will also be placed in the County Image providing a brief overview of the policy changes and potential impacts this will have on the general public.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy DEV001 – Urban Development Standards be APPROVED as presented.

Author: B Peters Reviewed by: _____ CAO: JW

MACKENZIE COUNTY

TITLE	Urban Development Standards	POLICY NO.	DEV001
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LEGISLATION REFERENCE	Municipal Government Act, Section 5
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PURPOSE

Establish urban development standards to ensure consistent development is maintained within the hamlets of Mackenzie County.

POLICY STATEMENT

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of the community by creating development policies consistent with community objectives. Mackenzie County will provide guidance for development objectives. These policies will be applied equitably and fairly to all within that community.

All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit, through the use of off-site levies, local improvement bylaws and endeavor to assist clauses.

GUIDELINES

1. Mackenzie County will:
 - a) adopt development standard requirements for individual urban zoning as indicated in this policy and detailed within the GMIS,
 - b) determine who is responsible for installation of the infrastructure as indicated in this policy,
 - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy,
 - d) establish the mechanism of any cost sharing, endeavor to assist, or other financial considerations,
2. The developer will be responsible for all costs except where otherwise indicated in this policy.

DEFINITIONS

Development Agreement: A contract entered into between the municipality and the developer in regards to the installation of municipal improvements, including all conditions that need to be adhered to.

GMIS: refers to the General Municipal Improvement Standards (engineering guidelines) for Mackenzie County

Off-site Levy: As defined in the Alberta Municipal Government Act

Rural Standard: Built up asphalt surfaced roads with ditches/swales, power, street lighting

Development Approval: Refers to a subdivision/development approval where the application process has been followed and an approval subsequently issued by the development authority.

Urban Standard: curb & gutter, sidewalk, underground power, metal light standards with underground servicing, asphalt road surfacing and storm sewer

Zoning: As per the Land Use Bylaw

FUNDING

Funding for municipal infrastructure improvements required to support a developer's approved Development will be provided by the developer. The County, within the Development Agreement, will provide assistance to the developer when oversizing is required to collect appropriate funds from benefitting lands when the benefitting lands are further developed.

When the County constructs municipal improvements in advance of developments the County will, through the use of an Off-site Levy bylaw(s) collect apportioned costs as assigned to benefitting lands.

The County may consider providing a portion of the funding when oversizing is required, however this will be subject to negotiation and Council approval. Funding in these situations may also be recouped by way of a local improvement bylaw.

Where a development requires that an arterial road be constructed, the County shall only consider to cover the costs of upgrading the road from collector to arterial standard, and shall, whenever possible, utilize the mechanisms provided for by Off-site Levy or local improvement bylaw(s) to recover those costs.

URBAN DEVELOPMENT STANDARDS

The following chart indicates the minimum standards on new development:

Zoning Standards Chart

Road Classification	Zoning					
	Residential		Commercial		Industrial	
	HR, MHC, MHS	HCR	HCC1, HC2, TC1	HC1, GC1	HI1, LG1	HI2
Arterial Hamlet 40 m min ROW width	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power
Collector Hamlet 26 m min ROW width	urban standard	rural standard sidewalk u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard sidewalk o/h power	rural standard o/h power
Local Hamlet 20 m min ROW width	urban standard	rural standard u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard o/h power	rural standard o/h power
Core Hamlet 22 m min ROW width	urban standard	N/A	urban standard	N/A	N/A	N/A

* Denotes that the standard will be decided by evaluating anticipated traffic volumes, design speed, continuity with existing infrastructure and future proposed upgrades, and other criteria as deemed necessary.

UTILITIES

Power

New power installations shall ideally be underground. Industrial areas may be serviced by overhead power, but commercial and residential areas shall have underground servicing. Where infill development occurs, the development shall utilize the existing standard that services the area.

In residential and commercial areas, overhead servicing will only be considered where the developer has provided verification that underground installation is not viable, considering continuity with existing power supply, lot sizes and anticipated use, and other criteria as deemed necessary.

All overhead power servicing shall utilize the utility rights-of-way and be located behind the lots. Road crossings, especially in industrial areas, shall be designed to permit over size loads to safely traverse.

Lighting

Street lighting shall be installed in all new developments as per the Illuminating Engineering Society and Road and Transportation Association of Canada criteria. Street lighting shall ideally utilize steel light standards, but in areas developed to a rural standard, wood standards may be allowed.

Overall continuity, esthetic, maintenance costs, and likelihood of redevelopment requiring relocation of light standards shall all be considered when determining if wood or steel standards are required.

Natural Gas

Gas servicing shall be provided to new developments. Installation shall be in keeping with the utility providers current standard practice.

Depending on the location within the County, the developer may be required to install gas servicing as part of the improvements, in other areas the utility provider will independently install gas servicing as building development occurs.

Phone/Data

Phone and/or data infrastructure shall be provided for all developments, to the specifications of the local telecommunications provider.

Installation of higher grade infrastructure is encouraged in order to provide telecommunications providers with better options for providing digital data to the community.

Storm Sewer

Design criteria shall be in keeping with the County's GMIS.

Storm drainage shall be provided for all developments. The general level of service required by the County in regard to storm water management shall be in keeping with the dual drainage concept utilizing major and minor collection systems.

All urban standard development shall include an integrated surface and underground (major and minor) storm sewer system. All rural standard developments are anticipated to primarily use a surface drainage (major) system to manage storm water, however integration with an underground (minor) system may be required by the County.

Storm water retention ponds shall be constructed in accordance with design criteria established in the GMIS to reduce the downstream effects of the development. Ponds shall be constructed to service large areas, and be thoughtfully integrated with the

subdivision design. All new developments shall create zero net change to the existing storm sewer peak flows. The County retains the ability to alter storm pond placement.

Sanitary Sewer

Design criteria will be in keeping with Mackenzie County's GMIS.

Sanitary sewer shall be provided for all developments.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, sewer servicing shall be upsized to ensure adequate capacity (eg. 5" service to be installed to property line).

Sanitary sewer installations shall be gravity based. Where for multiple reasons a gravity system is not economical in an area, a detailed engineering report shall be provided to the County explaining the challenges, and how a low pressure system will help to alleviate the challenges. The report shall include details regarding site density, soil types, water tables, existing development, terrain, economics and any other factors that are perceived as a hindrance to installing a gravity system.

Water

Design criteria will be in keeping with Mackenzie County's GMIS.

All new developments shall include the installation of municipal water which shall provide adequate fire flow volumes.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, water servicing shall be upsized to ensure adequate capacity (eg. 1 ½" service to be installed to property line).

Private Servicing

For all high density or large lot development with multiple buildings serviced from an internal network, an isolation valve shall be provided at the property line. All internal underground servicing shall be engineered to meet AESRD, "Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems", and a copy of the engineered drawings shall be provided to the County for review before installation.

All private hydrants and valves shall be properly maintained to municipal standards. Preventative maintenance shall be performed annually, with records provided to the County Utilities department. Alternately, the Utilities department may be contracted to perform the preventative maintenance.

ROADS AND ROAD EDGE

Design criteria will be in keeping with Mackenzie County's GMIS.

All new roads constructed within hamlets shall be asphalt surfaced. Paving may be delayed until such time as there are additional paving projects in the area in order to save on cost and increase the project viability. In such cases of pavement delay the road base may require additional work prior to pavement application.

Arterial

Arterial roads shall be located as required to facilitate the efficient movement of vehicles and goods into and around a community. They shall typically be placed a minimum of 800 m apart, and shall primarily only be intersected every 300 m to 400 m by collector roads.

Where existing private properties already access directly onto an arterial road, sufficient traffic lanes must be provided to ensure a consistent traffic flow. Where possible, shared driveways and/or service roads shall be utilized in order to concentrate the turning movements of traffic.

Approach locations shall be well defined in order to help delineate where to expect traffic turning. Developments along arterial roads shall have parking areas of sufficient size so as to eliminate the need for traffic backing onto the roadway when leaving a property.

Driveways onto private properties shall be minimized, as moving traffic and goods are the primary priorities. Turning lanes shall be utilized to help maintain the flow of traffic with minimal disturbances.

It is anticipated that traffic signalization will be required where arterial roads intersect, and potentially where collector roads intersect with arterial. Traffic studies and signalization warrant reports shall be conducted for all such intersections, as deemed necessary by the County.

Conventional grass swales (ditches) may be utilized along arterial roads, but ditch slopes shall be a minimum of 4:1 to facilitate maintenance and esthetics. Where drainage swales may become too deep, grass swales shall be paired with a perforated pipe system under the swale. This reduces the width of ROW needed to facilitate the drainage, and improves esthetics, traffic safety and pedestrian walkability.

Arterial roads should not allow for any on street parking

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk, to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property, in order to avoid conflicts with underground utilities.

Collector

Collector roads shall typically be spaced about 300 m to 400 m apart, with intersections onto arterial roads at the same intervals in order to facilitate efficient traffic movement. When deciding on collector road location, adjacent land uses and existing and proposed arterial and collector road locations shall be considered.

Hamlet collector roads constructed to a rural standard shall utilize grassy swales integrated with a perforated pipe system (bioswales). Conventional ditches shall be discouraged as part of any new hamlet development, unless appropriate rationale is provided. Appropriate rationale shall include a brief engineering report detailing why conventional ditches are the best choice for the community, and shall include items such as esthetics, maintenance and lifespan.

When possible, locate buildings which are likely to draw high amounts of traffic to property that has direct access to an arterial road.

In residential and commercial areas, buildings shall be located near the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk (if not monolithic), to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property. Trees shall be located as to avoid conflicts with underground utilities.

Use curb bump-outs to help delineate parking lanes, and to prevent them from being used for through traffic.

Roundabouts are encouraged at intersections that are anticipated to see high traffic volumes but where signalization is not warranted. These are also effective at calming traffic and limiting speed while maintaining a consistent traffic flow. Consideration shall be given to ensure that sight lines are not negatively impacted at other intersections or onto private driveways.

Local

Local roads shall constitute the majority of roads within the communities. Their objective is to provide access to each individual property, and the primary purpose is to facilitate slow moving traffic frequently interrupted by vehicle turning movements and pedestrians.

On street parking is a staple feature of local roads in residential and commercial areas. Local roads constructed to a rural standard shall utilize bioswales for storm water catchment.

In commercial and residential areas buildings shall be located at the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted to provide shade and help define the pedestrian space. Trees shall be located as to avoid conflicts with underground utilities.

Core Hamlet

Roadways shall be designed to allow adequate movement of vehicular traffic with access to both on street parking and private parking. Pedestrian movement is a key consideration when considering streets within the Core district.

All curbs shall be straight faced with clearly defined driveway locations. Crosswalks shall be clearly marked, and may be located mid-block to help facilitate safe and efficient pedestrian movement.

Sidewalks shall be located on both sides of all streets, and be a minimum of 3 m in width in the Core area to help facilitate higher pedestrian volumes and encourage pedestrian traffic.

Deciduous trees shall be planted within or behind the sidewalks to provide shade, provide safety and to help delineate the pedestrian space. Property owners shall be strongly encouraged to plant trees on their properties to help create the sense of place and to ensure the Core is visually appealing and attracts pedestrian traffic.

Whenever possible, buildings, streets and sidewalks shall be oriented in a manner that capitalizes on sun exposure and slows winds from prevailing directions.

Sidewalks

Sidewalk grades shall be minimally impacted by driveways. The sidewalk surfacing material shall be continuous across the crossing.

In locations of high pedestrian traffic, create visually distinct markings (eg. colored pavement, zebra stripes) on the driving surface to delineate the pedestrian crossing locations.

Utilize curb bump-outs to reduce the length of crosswalks, prevent parking near intersections, and increase safety by eliminating the parking lanes as through traffic lanes.

Sidewalks shall be located in all areas where even moderate levels of pedestrian traffic are anticipated.

Sidewalks shall be located along both sides of arterial roads, both sides of collector roads where high traffic volumes are anticipated, and on one side along low volume

collectors and local roads. Refer to the Zoning Standards Chart for additional information regarding the requirements for sidewalks.

Greenlink corridors shall have a sidewalk and an asphalt path, on opposite sides of the road ROW. This same standard shall be applied to arterial and high volume collector roads.

Where sidewalks are required along roads constructed to Rural Standard, the sidewalk shall be either 1.5 m wide concrete or 2.4 m wide asphalt.

Private Roads

Private streets shall be constructed to an appropriate comparable municipal standard as if it were a public road. This applies to developments such as Manufactured Home Parks and commercial developments with multiple tenants on a common property.

HAMLET REDEVELOPMENT

Design criteria will be in keeping with Mackenzie County's GMIS.

Redevelopment Standards

For all areas being redeveloped, the goal is to improve the infrastructure to match the criteria for new development of the same zoning. This will not always be possible because of the existing right-of-way widths and adjoining development.

Whenever a redevelopment is proposed and there are existing restrictions (eg. ROW widths), a brief engineering report shall be prepared outlining the long term benefits of working around the obstacles, or removing the obstacles and meeting the criteria of a new build.

This report shall include but shall not be limited to:

- short and long term cost analysis
- future traffic (vehicular and pedestrian) flow implications
- potential safety compromises (lane widths and sight distances)
- esthetic impact
- all other relevant information.

Consideration shall always be provided to account for continuity and additional future plans. If the esthetic of a neighborhood is to be maintained, careful consideration shall be given when upgrading a street to maintain the current esthetic. Careful transitioning from curb and gutter roads to roads with a detached sidewalk and bioswales may be necessary to match the esthetic of a neighborhood without negatively impacting the overall esthetic along the roadway, or the pedestrian and vehicular traffic capabilities along the street.

Upgrading Priorities

When considering road upgrades with Hamlets, the County shall prioritize roads in the following order:

1. Arterial
2. Core
3. Collector
4. Local

See Appendix A for a map depicting road upgrades identified on a priority basis utilizing the above priority ranking.

Appendix A shall be reviewed annually by administration and further reviewed and approved by Council. This shall be utilized for budgeting purposes and growth considerations.

Funding

When upgrades to heavy commercial/industrial areas are warranted, the costs of asphalt and street lighting shall be split evenly between the County and property owners adjacent to the improvement area. The County will create local improvement bylaws to recoup the landowner costs.

LEAP FROG DEVELOPMENT

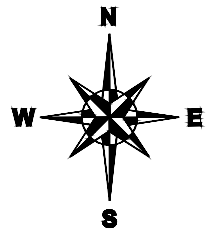
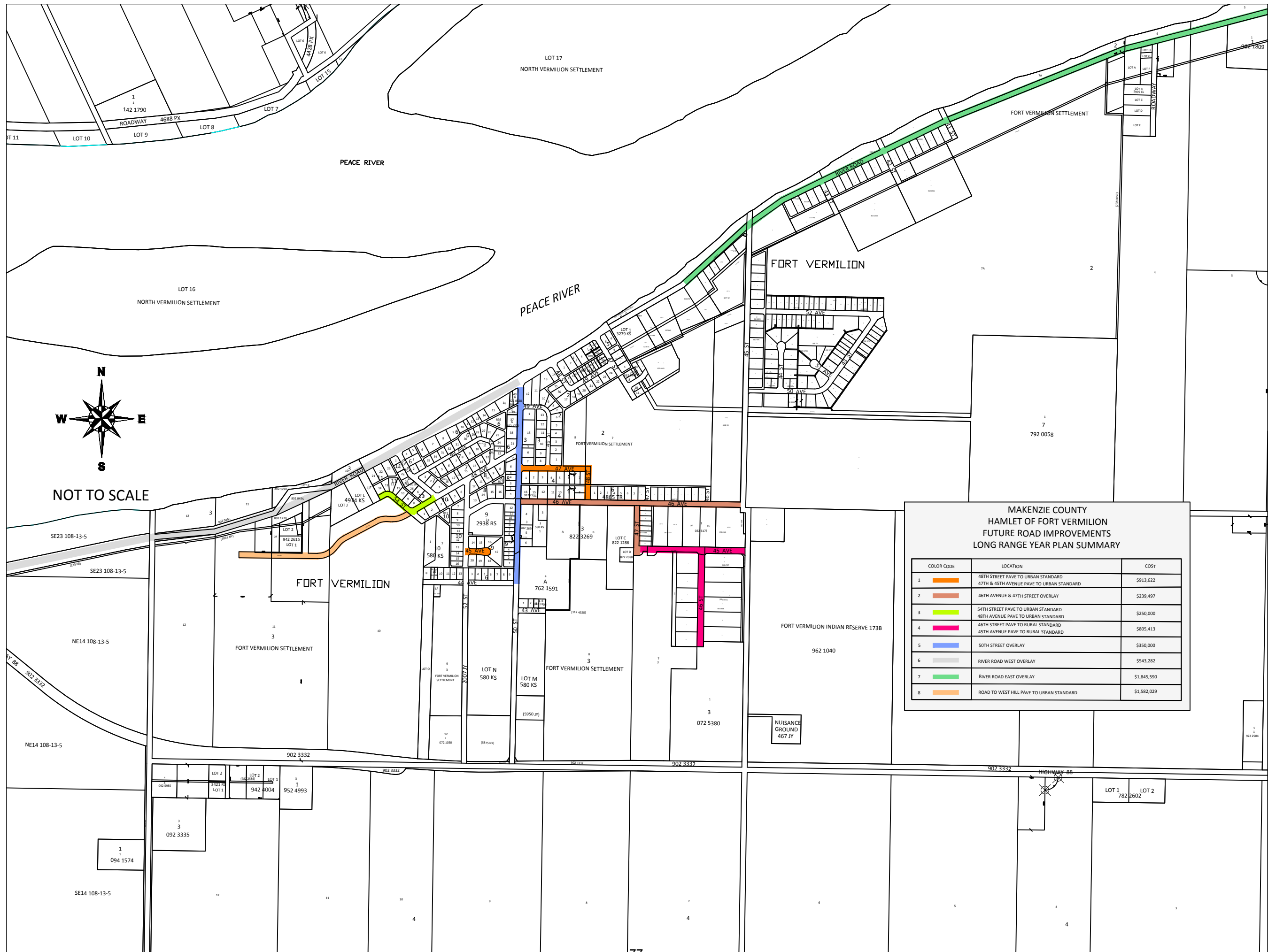
When a developer chooses to develop in an area that is not easily serviced by existing municipal infrastructure and where significant amounts of the newly installed infrastructure will remain underutilized at full build out of the proposed development, the developer shall upfront all costs of the installation of municipal infrastructure, including oversizing to provide future servicing of adjacent undeveloped lands.

The County will endeavor to assist in the recovery of these costs from other benefitting lands at the time of the future developments primarily by way of issuing and collecting offsite levies but may also utilize different available tools.

	Date	Resolution Number
Approved	18-Jun-02	02-460
Amended	13-Jan-04	04-009
Amended	23-Jun-04	04-510
Amended	10-May-05	05-255
Amended	13-Dec-05	05-674
Amended	26-Mar-09	09-03-227
Amended	13-Oct-10	10-10-855
Amended	23-Feb-11	11-02-199
Amended	11-Feb-14	14-02-072
Amended		

Appendix A

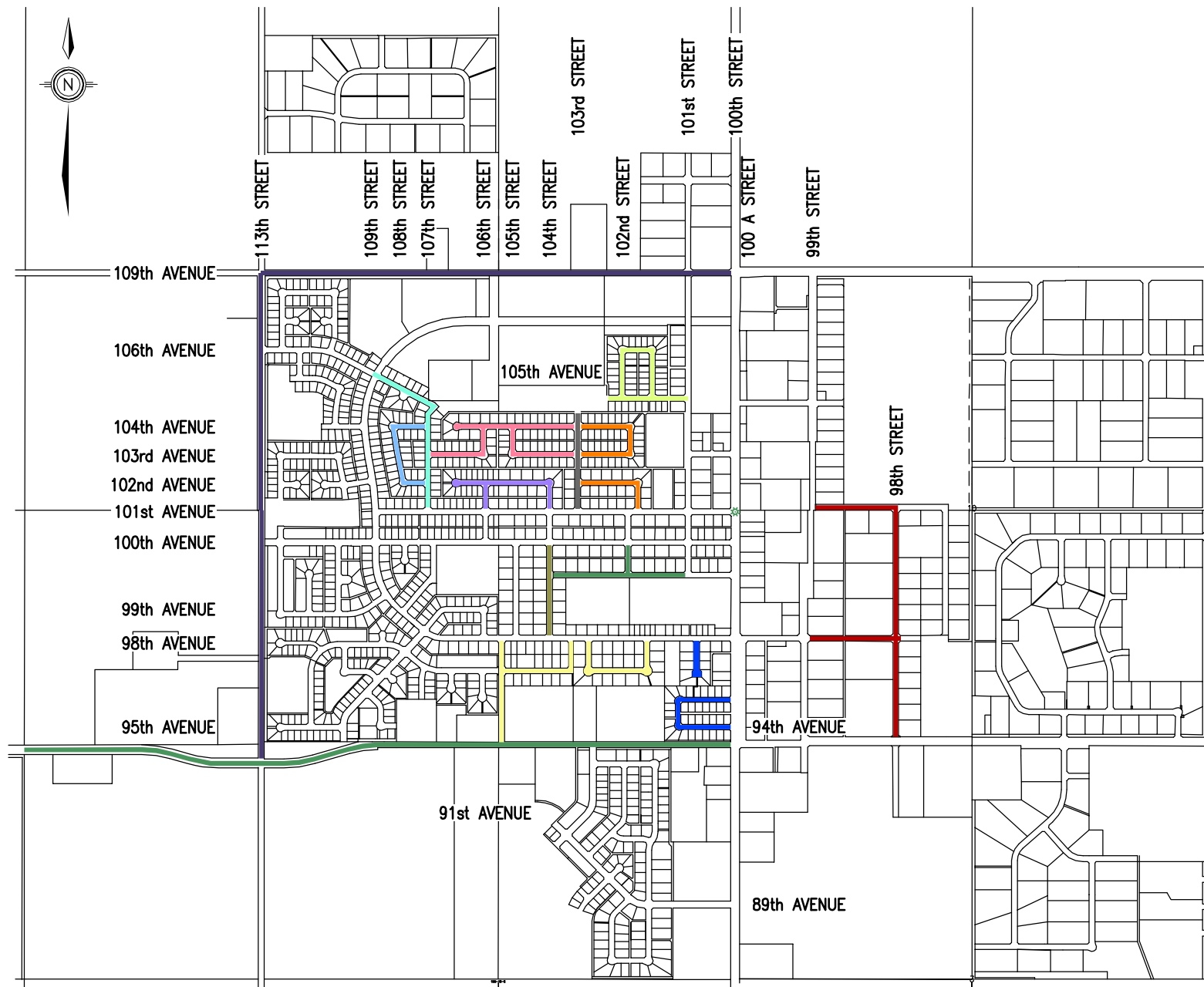
Hamlet road improvement maps



NOT TO SCALE

**MAKENZIE COUNTY
HAMLET OF FORT VERMILION
FUTURE ROAD IMPROVEMENTS
LONG RANGE YEAR PLAN SUMMARY**

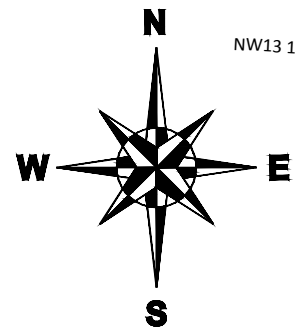
COLOR CODE	LOCATION	COST
1	48TH STREET PAVE TO URBAN STANDARD 47TH & 45TH AVENUE PAVE TO URBAN STANDARD	\$913,622
2	46TH AVENUE & 47TH STREET OVERLAY	\$239,497
3	54TH STREET PAVE TO URBAN STANDARD 48TH AVENUE PAVE TO URBAN STANDARD	\$250,000
4	46TH STREET PAVE TO RURAL STANDARD 45TH AVENUE PAVE TO RURAL STANDARD	\$805,413
5	50TH STREET OVERLAY	\$350,000
6	RIVER ROAD WEST OVERLAY	\$543,282
7	RIVER ROAD EAST OVERLAY	\$1,845,590
8	ROAD TO WEST HILL PAVE TO URBAN STANDARD	\$1,582,029



MACKENZIE COUNTY
 HAMLET OF LA CRETE
 FUTURE ROAD IMPROVEMENTS
 LONG RANGE PLAN SUMMARY

COLOUR CODE	LOCATION	COST
1	94th Avenue Recap	\$645,000
	94th Avenue West of 113th Street Base & Paving	\$945,000
	99th Avenue Paving to Urban Standard	\$1,480,000
	Traffic Lights	\$200,000
2	104th Street Pave to Rural Standard	\$360,000
3	95th & 96th Avenue Pave to Urban Standard	\$1,260,000
	101st Street Pave to Urban Standard	\$320,000
4	106th Street Pave to Urban Standard	\$920,000
	97th Avenue Pave to Urban Standard	\$2,060,000
5	109th Avenue Base & Paving to Rural Standard	\$1,900,000
	113th Street Base & Paving to Rural Standard	\$1,900,000
6	103rd Street Pave to Urban Standard	\$890,000
7	107th Street & 106th Avenue Pave to Urban Standard	\$1,600,000
8	102nd, 103rd, & 104th Avenue Pave to Rural Standard	\$850,000
9	102nd Avenue Pave to Rural Standard	\$600,000
10	103rd & 104th Avenue Pave to Rural Standard	\$1,160,000
11	108th Street Pave to Rural Standard	\$450,000
12	105th & 106th Avenue Pave to Rural Standard	\$840,000
13	98th Street Base & Paving to Rural Standard	\$1,740,000
	TOTAL=	\$20,120,000

SCALE 1:20,000
 NOVEMBER 25, 2014

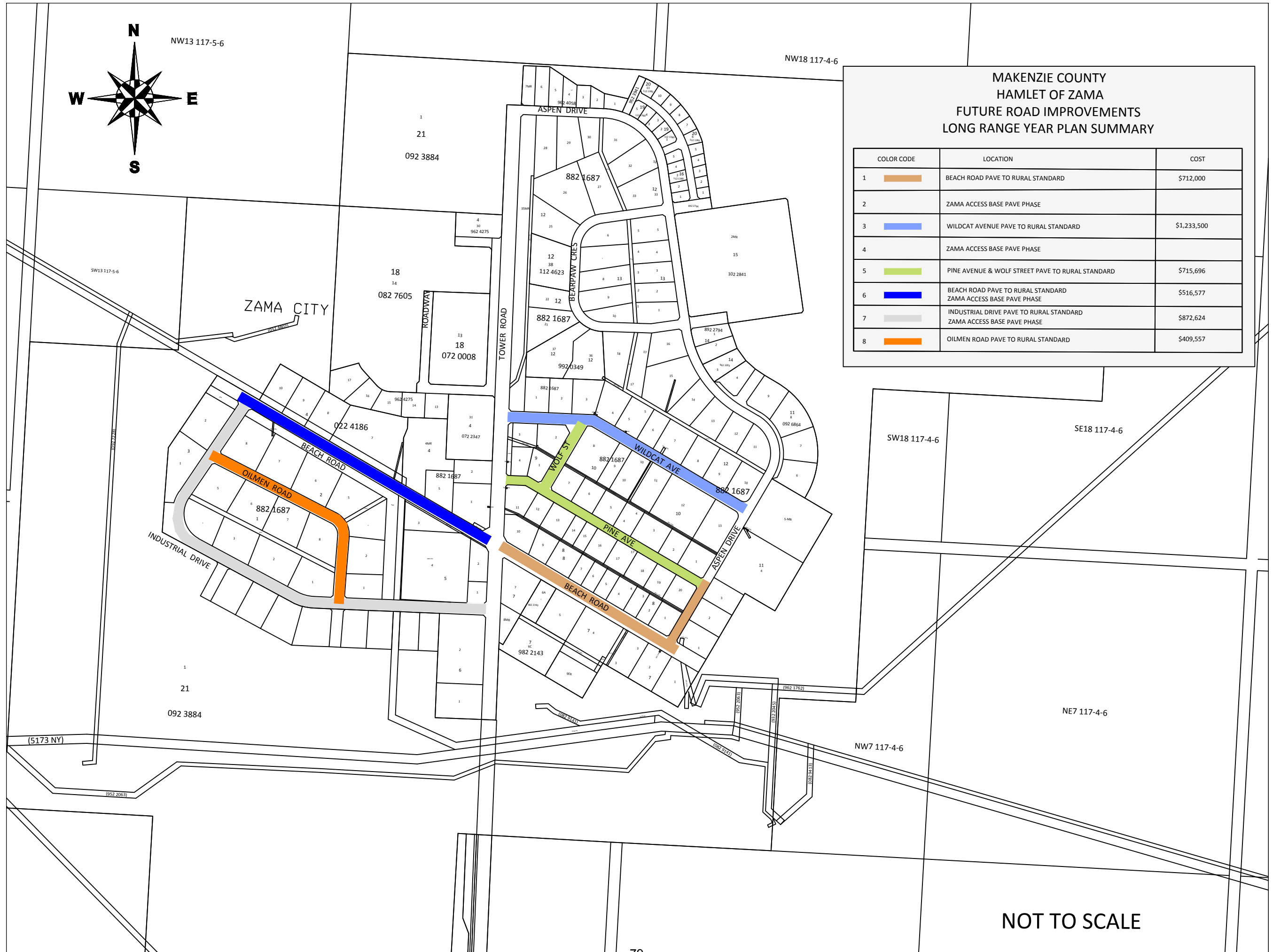


NW13 117-5-6

NW18 117-4-6

**MAKENZIE COUNTY
HAMLET OF ZAMA
FUTURE ROAD IMPROVEMENTS
LONG RANGE YEAR PLAN SUMMARY**

COLOR CODE	LOCATION	COST
1	BEACH ROAD PAVE TO RURAL STANDARD	\$712,000
2	ZAMA ACCESS BASE PAVE PHASE	
3	WILDCAT AVENUE PAVE TO RURAL STANDARD	\$1,233,500
4	ZAMA ACCESS BASE PAVE PHASE	
5	PINE AVENUE & WOLF STREET PAVE TO RURAL STANDARD	\$715,696
6	BEACH ROAD PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$516,577
7	INDUSTRIAL DRIVE PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$872,624
8	OILMEN ROAD PAVE TO RURAL STANDARD	\$409,557



SW18 117-4-6

SE18 117-4-6

092 3884

NW7 117-4-6

NE7 117-4-6

NOT TO SCALE



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Bylaw 982-15 Borrowing Bylaw – La Crete 99th Ave. from 101 St. to 104 Ave.

BACKGROUND / PROPOSAL:

Council approved a \$1,475,000 project in the County's 2015 capital budget for the paving of La Crete 99th Avenue from 101 Street to 104 Avenue.

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 up to a maximum of \$750,000 by debenture. The debenture is for a fifteen-year period, with the interest rate not to exceed 10% per annum.

COSTS & SOURCE OF FUNDING:

Capital budget – Alberta Capital Finance Authority and municipal levy.
Operating budget – interest expense.

SUSTAINABILITY PLAN:

COMMUNICATION:

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

Author: M. Schonken Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 982-15 being a borrowing bylaw to fund the paving of La Crete 99th Avenue from 101 Street to 104 Avenue.

Author: M. Schonken Reviewed by: _____ CAO: JW

BYLAW NO. 982-15

**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 \$750,000, for the purpose of paving of La Crete 99th Avenue from 101 Street to 104 Avenue.

WHEREAS, the Council of the County has decided to issue a bylaw pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26, Section 258 to authorize the financing for the paving of La Crete 99th Avenue from 101 Street to 104 Avenue 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 \$1,475,000; and

WHEREAS, in order to complete the project it will be necessary for the County to borrow the sum of \$750,000 for a period not to exceed FIFTEEN (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 bylaw is equal to, or in excess of 25 years; and

WHEREAS, the principal amount of the outstanding debt of the County at December 31, 2014 is \$17,905,172 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 paving of La Crete 99th Avenue from 101 Street to 104 Avenue, the sum of **Seven Hundred and Fifty Thousand Dollars (\$750,000)** 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 bylaw, namely the paving of La Crete 99th Avenue from 101 Street to 104 Avenue.

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 bylaw.
7. This bylaw comes into force on the date it is passed.

READ a first time this _____ day of _____, 2015.

READ a second time this _____ day of _____, 2015.

READ a third time and finally passed this _____ day of _____, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Borrowing – Zama Access Paving

BACKGROUND / PROPOSAL:

Council approved an additional \$1,000,000 of County funds towards the Zama Access paving project, which brings the total County portion to \$3,000,000. The total project is budgeted at \$6,000,000 in the County’s 2014 capital budget. During the January 7, 2015 budget meeting, it was proposed that the project be funded partially by a debenture of \$1,000,000.

However, the possibility of using existing Bylaw 821-11, which was approved for the purpose of financing the paving of Zama Access Road, was also discussed at January 7, 2015 budget meeting. This bylaw allows for a debenture of up to a maximum of \$3,000,000 for this project (a copy has been attached for referral) and is still available. The bylaw is not phase specific and could therefore be applied to any part of the Zama Access paving project.

Secondly, during our subsequent finalization of the 2015 Budget (of January 7, 2015) an erroneous adjustment to the operating budget was identified (\$1,494,500 was not included in revenue for water sales). This correction resulted that Council now only requires debenture funding of approximately \$1,714,576 to complete the 2015 capital projects (2015 cash requirement schedule is attached).

Administration anticipates that the MSI capital and FGTF funding for 2015 will be consistent to 2014, which would be \$2,846,688 and 557,412 respectively. MSI requirements are that individual project applications be at least 5% of the MSI funding (\$142,334 per application).

Author: M. Schonken **Reviewed by:** _____ **CAO:** JW

OPTIONS & BENEFITS:

Option 1

Utilize Bylaw 821-11 to fund the county's portion of the Zama Access paving project up to a maximum of \$3,000,000. This will be beneficial to ensure that funds are not tied up on a project that may require grant funding.

Apply the MSI funding towards the La Crete 99th Avenue paving, Fort Vermilion 48th Street & 47th Avenue paving, replacement of graders and purchase of the gravel trucks capital projects, with the remainder being financed by municipal levy.

Option 2

Utilize Bylaw 821-11 up to a maximum of \$1,000,200, which was the debenture portion approved by Council on the January 7, 2015 budget meeting.

Approve an additional borrowing bylaw to fund a portion of the La Crete 99th Avenue paving project up to a maximum of \$750,000. This means that only one additional bylaw will have to be issued by Council.

COSTS & SOURCE OF FUNDING:

	Zama Access	La Crete 99th Ave	Total
County Cost	3,000,000	1,475,000	4,475,000
Resource Road Grant	3,000,000	-	3,000,000
Total Cost	6,000,000	1,475,000	7,475,000
<i>Funding:</i> Option 1			
Road Reserve	1,285,424	714,376	1,999,800
Debenture	1,714,576	-	1,714,576
Municipal Levy	-	760,624	760,624
Option 2			
Road Reserve	1,999,800	-	1,999,800
Debenture	1,000,200	714,376	1,714,576
Municipal Levy	-	760,624	760,624

Capital budget – Alberta Capital Finance Authority and municipal levy.
Operating budget – interest expense.

Author: M. Schonken Reviewed by: _____ CAO: JW

MSI and FGTF grants still have to be allocated to individual projects which may result in internal funding adjustments, but will not affect the net cash flow for 2015.

SUSTAINABILITY PLAN:

COMMUNICATION:

Option 1

No additional communication would be required should option 1 be approved.

Option 2

The bylaw will be advertised for two weeks in the local papers as required by the MGA should option 2 be approved.

RECOMMENDED ACTION:

Motion 1 Simple Majority Requires 2/3 Requires Unanimous

That the 2015 budget be amended to include \$1,494,500 in water revenues.

Motion 2 Simple Majority Requires 2/3 Requires Unanimous

That \$714,376 from the Road Reserve be redirected from the Zama Access paving project towards Paving of La Crete 99th Avenue from 101 Street to 104 Avenue project.

Motion 3 Simple Majority Requires 2/3 Requires Unanimous

That Bylaw 821-11 Zama Access Road Borrowing Bylaw be used to fund \$1,714,576 towards the Zama Access paving project and the remaining \$1,285,424 be funded by means of the municipal levy and the Road Reserve.

Author: M. Schonken **Reviewed by:** _____ **CAO:** JW

BYLAW NO. 821-11
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 \$3,000,000 for the purpose of financing the paving of Zama Access Road.

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 Zama Access Road 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 \$6,000,000; and

WHEREAS, in order to complete the project it will be necessary for the County to borrow the sum of \$3,000,000 for a period not to exceed FIFTEEN (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, 2010 is \$11,549,801 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 completing the paving of Zama Access Road the sum of **Three Million Dollars (\$3,000,000)** be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the 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 Zama Access Road paving.

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 29th day of June, 2011.

READ a second time this 27th day of July, 2011.

READ a third time and finally passed this 27th day of July, 2011.

(original signed)

Bill Neufeld
Reeve

(original signed)

J. Roy Brideau
Chief Administrative Officer

**Mackenzie County
2015 BUDGET - Cash Requirement**

	2014 Budget	%	2015 Budget	
		change		
Operating Cash Requirements:				
Operating Cost (excluding non-cash items and capital debt interest expense)	\$26,637,601	0%	\$26,548,024	Schedule A-2
Non-TCA - Operating Costs (Non-TCA Projects List)	\$1,991,157	-66%	\$683,600	New
Non-TCA revenue - Fees				
Less: Other Operating Revenue (excluding municipal tax levy)	(\$7,252,211)	1%	(\$7,297,102)	Schedule A-1
Anticipated draw from prior year accumulated surplus - restricted (for Non-TCA projects)	(\$903,284)	-100%		(1)
Anticipated draw from prior year accumulated surplus - restricted (for operating purposes)	(\$1,443,956)			(1)
Tax levy for operations	\$19,029,307	5%	\$19,934,521	
Capital Cash Requirements:				
Capital costs	\$32,015,115	-67%	\$10,661,047	New
Capital debt interest	\$733,658	-15%	\$621,194	Schedule E
Capital debt principal	\$2,259,770	-26%	\$1,669,369	Schedule E
Less:				
Capital revenue - grants	(\$16,461,583)	-73%	(\$4,431,837)	Schedule B
Other capital revenue (community, developers' contributions; contributed assets)	(\$646,970)	-100%		
Proceeds on disposal of assets	(\$556,000)	-6%	(\$525,403)	Schedule D
Proceeds from new debentures	(\$2,928,697)	-41%	(\$1,714,576)	Schedule E
Anticipated draw from prior year accumulated surplus - restricted	(\$8,689,196)	-94%	(\$500,000)	(2)
Anticipated draw from prior year accumulated surplus - unrestricted	\$0		\$0	
Tax levy for capital	\$5,726,097	1%	\$5,779,795	
Minimum Tax Levy	\$24,755,404	4%	\$25,714,316	
Municipal Tax Revenue	(\$26,792,794)		(\$27,949,316)	
Deficit/(Surplus)	(\$2,037,390)		(\$2,235,000)	
Future Financial Plans:				
Contributions to Reserves as per Policies	\$1,535,000		\$2,235,000	Schedule C
Contributions to Reserves	\$0			
Tax levy for future financial plans	\$1,535,000	46%	\$2,235,000	(3)
Total Tax Levy	\$26,290,404	6%	\$27,949,316	
Net budgeted cash draw on accumulated surplus accounts	(\$9,501,436)	-118%	\$1,735,000	(1) + (2) + (3)
OTHER:				
Restricted surplus (reserves), beginning of year	\$19,879,401		\$10,377,965	
Restricted surplus (reserves), ending of year	\$10,377,965		\$12,112,965	
Total budgeted operating and capital costs (excluding non-cash items)	\$63,637,301		\$40,183,234	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Policy FIN025 Purchasing Policy Directive and Tendering Process

BACKGROUND / PROPOSAL:

Council has established Policy FIN025 Purchasing Authority Directive and Tendering Process Policy.

OPTIONS & BENEFITS:

As per administrative recommendation, Council amended the organizational chart.

Administration drafted an amendment to FIN025 policy to reflect the organizational chart changes. Please review the attached draft.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

The policy is in support of a fiscally responsible organization objective.

COMMUNICATION:

The policy will be reviewed with staff at the next general staff meeting.

Author: J. Whittleton Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN025 Purchasing Policy Directive and Tendering Process policy be AMENDED as presented.

Author: J. Whittleton Reviewed by: _____ CAO: JW

Mackenzie County

Title	Purchasing Authority Directive and Tendering Process	Policy No:	FIN025
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Legislation Reference	Municipal Government Act, Section 209 and 248 (1) and Part 5
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Purpose <ul style="list-style-type: none">• To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.• To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.

Policy Statement, Definitions and General Guidelines

1. Policy Statement

Policy will provide guidelines for the purchase of goods and services and for the tendering process.

2. Definitions

Recurring expenditure:

- For the purpose of this policy, “Recurring” expenditures shall include items such as utilities, telephone, lease payments, contract payments, payroll or items as identified by the Chief Administrative Officer (examples of non-recurring expenditure: traveling, training & education).

Tender:

- For the purpose of this policy, “tender” means an invitation to tender, bid, quotations and requests for proposals.

Bidder:

- For the purpose of this policy, “bidder” means a person, groups of persons, corporation or agency that submits a tender for the supply of goods and/or services to the municipality.

Local Supplier:

- For the purpose of this policy, “local supplier” means a business located within the Mackenzie County including Towns of High Level and Rainbow Lake.

Council:

- For the purpose of this policy, “Council” means Council as whole.

Designated Officer:

- For the purpose of this policy, “Designated Officer” means an individual or individuals as described in the MGA.

COR:

- The Certificate of Recognition (COR) in safety is issued to employers who develop and implement health and safety programs that meet established standards. COR is an essential component of WCB's Partners in Injury (PIR) program. Certificates for the Alberta construction industry are issued by the Alberta Construction Safety Association and are co-signed by Alberta Human Resources and Employment.

SECOR

- Small employer COR. Specifically designated for organizations with 10 employees or less.

3. Responsibilities**Chief Administrative Officer (CAO) and/or Designated Officer will:**

- a) Provide requisition forms and procedures to support the implementation of this policy.
- b) Reserve the right to remove or amend the purchasing authority for any staff position of the municipality.

Chief Administrative Officer (CAO) and/or Designated Officer and the Reeve and/or Deputy Reeve will:

- c) Be the signatories required on all contract and agreement documents for purchases approved by Council.

Director of Finance Corporate Services will:

- d) Provide procedures for the processing of invoices and statements.
- e) Provide procedures for the recording of purchases into inventory.
- f) Provide procedures for the recording of capital assets additions.
- g) Provide the capital budget projects codes annually and as required.
- h) Provide capital and operating income statements at no less than monthly frequency and reasonably upon request to the department heads for their review to supplement spending monitoring.

CAO, Directors and Managers will:

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.

- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

4. Purchasing from Local Suppliers

Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing, where permitted, from the local suppliers where costs and quality are competitive and comparable, considering travel time, specifications and investment in local communities.

Purchasing Authority

5. List of positions authorized to commit expenditures on behalf of the municipality with the maximum amounts those positions are authorized to commit:

a) Chief Administrative Officer	As approved by Budget
Director of Infrastructure Development and Government Relations	\$10,000
Director of Finance Corporate Services	\$10,000
Director of Community Services & Operations (North)	\$10,000
Director of Facilities & Operations (South)	\$10,000
Director of Environmental Services & Operations	\$10,000
Director of Planning & Development	\$10,000
Manager of Legislative and Support Services	\$10,000
Utilities Manager	\$10,000
Zama Site Manager	\$10,000
Agricultural Field Man	\$10,000

b) Delegated Expenditure Authority:

Other municipal employees may make purchases under a written authorization of their respective directors, providing these expenditures have been approved in the current budget and they are not exceeding the maximum allowable commitment amounts for the respective department head positions. All written authorizations are to be approved (prior) by the CAO or by the Designated Officer. The Finance Department will receive the original approved written authorizations, and will maintain an up to date list of delegated expenditure authorities.

6. Spending Authority in a Disaster Situation

- a) In a disaster situation, defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Disaster Services. During the disaster, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or the Director of Disaster Services without the need to tender.

7. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

- a) No expenditure or total of such expenditures shall exceed the approved budget amount of each general ledger code without prior authorization of the CAO or Council.
- b) Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from the CAO or Council prior to the commitment of the purchase. Approval is deemed to be given when the CAO signs and dates the purchase order requiring approval.
- c) It shall be the responsibility of each individual preparing a purchase order to know the estimated amount and not to exceed his/her limit or budget; the individual requesting approval must identify available funds for the required expenditure.
- d) It shall be the responsibility of each department head to assure that an invoice is coded to the correct general ledger code. At no time is an expenditure to be coded to another department/function to which it does not belong.
- e) Where expenditures are recurring the CAO shall review and approve such expenditures for payment. Should a department head request that recurring expenditures are required and approved by him/her prior to payment, that department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

8. Tendering Process and Proposal Call Process

- a) Tenders shall be requested from not less than the number of sources listed below, all tender documents to be retained for a period of not less than two years and copies to be submitted to the Finance Department. In addition, the following criteria shall be used for determining if Council decision is required in awarding a tender:

Purchase Scale	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
>\$500 to \$5,000	Leadhand or Controller via written authorization from an appropriate Director and Directors	Phone quotes or catalog pricing for price comparison is required	No
>\$5,000 to \$10,000	Directors	Three written quotations	No
>\$10,000 to \$74,999 for goods and materials; and >\$10,000 to \$199,999 for construction projects	Directors and CAO	Three written quotations	No
\$75,000 and up for goods and materials; and \$200,000 and up for construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)	Yes (tender contract to be signed by CAO and Reeve)

- b) Where tenders are received that do not comply with Section 8(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
- i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and for construction projects under \$199,999,
 - ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and
 - iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.
- c) Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.
- d) No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be

conducted.

- e) Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

9. Request for Tender Process (excludes quotes)

- a) Sealed tenders shall be processed in the following manner:
 - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
 - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
 - iii. The tender opening shall be held at the Fort Vermilion Corporate office in a presence of CAO or designated officer or Council and be recorded using a Tender Document Form.
 - iv. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

10. Information to Bidder

- a) Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the municipality, and shall include a statement that the terms of this policy shall apply to each tender.
- b) If additional information is developed during the request for sealed or written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.
- c) Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.
- d) No information regarding tenders or bidders will be released until a tender has been closed. Details of a specific tender are not to be disclosed in accordance with the Freedom of Information and Protection of Privacy Act. The name of a bidder, the date of a tender, the unit or lump sum price may be disclosed.

11. Security, Bonding and Other Requirements

- a) Prior to awarding of the contract, all security, insurance, and if required naming

the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.

- b) A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender within 15 days after award of tender.
- c) A Performance Bond or equitable security is required and the successful bidder shall submit it to the municipality following the award of tender, within the time specified, and the municipality shall retain the Performance Bond until the terms of the tender are complete. The Performance Bond will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the award.

A Performance Bond must be obtained for all projects per the following threshold:

Road Infrastructure Projects	Water/Sewer Infrastructure (underground construction)	Buildings
\$200,000 and up	\$75,000 and up	\$100,000 and up

- d) All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.
- e) Effective August 1, 2012; COR/SECOR is required for all tenders, with the exception of Waste Transfer Station Operators and Campground Caretakers. Exceptions may be made for work under \$5,000, or for emergent situations, as authorized by the Chief Administrative Officer.
- f) Administration will maintain an approved list of contractors.

12. Analysis of Tenders

- a) The following factors, presented without any priority, shall be used to evaluate all bids received:
 - i. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
 - ii. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
 - iii. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
 - iv. **Standardization** of goods to reduce inventory and future costs.
 - v. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.
 - vi. **Life Cycle Costs** of goods or services.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council.
- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or designated officer or Council.

	Date	Resolution Number
Approved	11-Dec-07	07-12-1120
Amended	09-Dec-08	08-12-979
Amended	30-Mar-11	11-03-278
Amended	12-Dec-11	11-12-970
Amended	09-Oct-12	12-10-650
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Request to Waive Penalties – Tax Roll 105938

BACKGROUND / PROPOSAL:

A request has been received to waive the penalties on Tax Roll 105938 (see attached). The previous owner of the business located at 2938RS; 01; 01, Tax Roll 105938, defaulted and departed the community. This caused the current owner to repossess the land and buildings on 2938RS; 01; 01, Tax Roll 105938, in September 2014.

The current owner was not aware of outstanding property taxes until January 12, 2015 when they received a letter stating the outstanding amount of property taxes.

On January 21st, a payment of \$4,339.02 for all outstanding tax amounts and penalties up to the end of the month of September was processed. A balance of \$840.33 has not been paid. This amount consists of the November 12% penalty and the January 12% penalty.

The \$840.33 is the amount the current owner is asking Council to waive.

OPTIONS & BENEFITS:

Option 1: Decline to waive the penalties with no cost to the County.

Option 2: Waive the penalties which will reduce the operating revenue by \$840.33.

COSTS & SOURCE OF FUNDING:

Source of funding would be from the general operating revenue.

Author: Norma Croy **Reviewed by:** M Schonken **CAO:** JW

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

The ratepayer will be notified of Council's decision.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the request to waive penalties on Tax Roll 105938 be DENIED.

Author: Norma Croy **Reviewed by:** M Schonken **CAO:** JW

January 19, 2015

Mackenzie County
Box 640
Fort Vermilion, AB T0H1Z0

Re: Property Taxes Outstanding for Account 105938, Riverside Convenience

Dear Council & CAO,

Please accept this letter as Community Futures Northwest Alberta's request to Council to forgive the penalties on this account From Sept 8, 2014 to present.

As you may be aware, the owner of this business defaulted and departed the community caused Community Futures Northwest Alberta to Foreclose and repossess the Building and Property. The County was informed and change the water and services billing to us in September 2014.

On Jan 12 2015 we received our first notice of Property Tax Penalty. As we were not aware until this time, we request Mackenzie County waive the penalties and interest since Sept 8, 2014.

Enclosed please find our payment of the Balance owing as at Sept 2015 of \$4,339.02.

Thank you for your consideration.

Yours Truly,



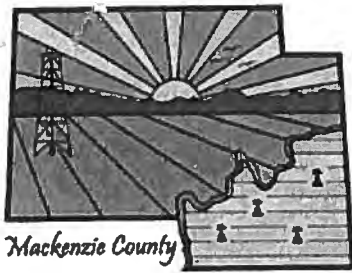
Mike Osborn
General Manager

RECEIVED
JAN 21 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

CC: Ray Toews Chair CFNWA
Walter Sarapuk, CFNWA Board Member

Growing communities one idea at a time.



Mackenzie County

P.O. Box 640
 Fort Vermilion, Alberta T0H 1N0
 Phone: (780) 927-3718 Fax: (780) 927-4266
 E-Mail: office@mackenziecounty.com

OFFICIAL RECEIPT 183730

Customer & Comments:

COMMUNITY FUTURES NORTHWEST
 9802 - 99 STREET
 HIGH LEVEL, AB T0H 1Z0
 CANADA
 BOX 210

Date: Jan 21, 2015
 Initials: MM

Receipt Type	Roll/Account	Description	Outstanding Amount	Quantity	Receipt Amount	Still Owing
Tax Roll	105938	01,01,2938RS	\$5,179.35	0	\$4,339.02	\$840.33

Cheque Number: 3405

----- PAYMENT SUMMARY -----

Tax Amount:	\$0.00
Receipt Total:	\$4,339.02
Cash Received:	\$0.00
Credit Card:	\$0.00
Cheque:	\$4,339.02
Other:	\$0.00
	\$4,339.02



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Financial Reports – January 1 to December 31, 2014

BACKGROUND / PROPOSAL:

The Finance Department provides financial reports to Council as per policy.

OPTIONS & BENEFITS:

Please review the following financial reports for the five-month period, January 1 – December 31, 2014:

- Investment Report
- Operating Statement
- Projects Progress Report

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for the period, January 1 – December 31, 2014, be received for information.

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

Investment Report for December 2014

Chequing Account on December 31, 2014

Bank account balance 3,231,036

Investment Values on December 31, 2014

Short term investments (EM0-0377-A) 15,343,781
 Short term T-Bill (1044265-26) 236,524
 Long term investments (EM0-0374-A) 7,956,300
23,536,605

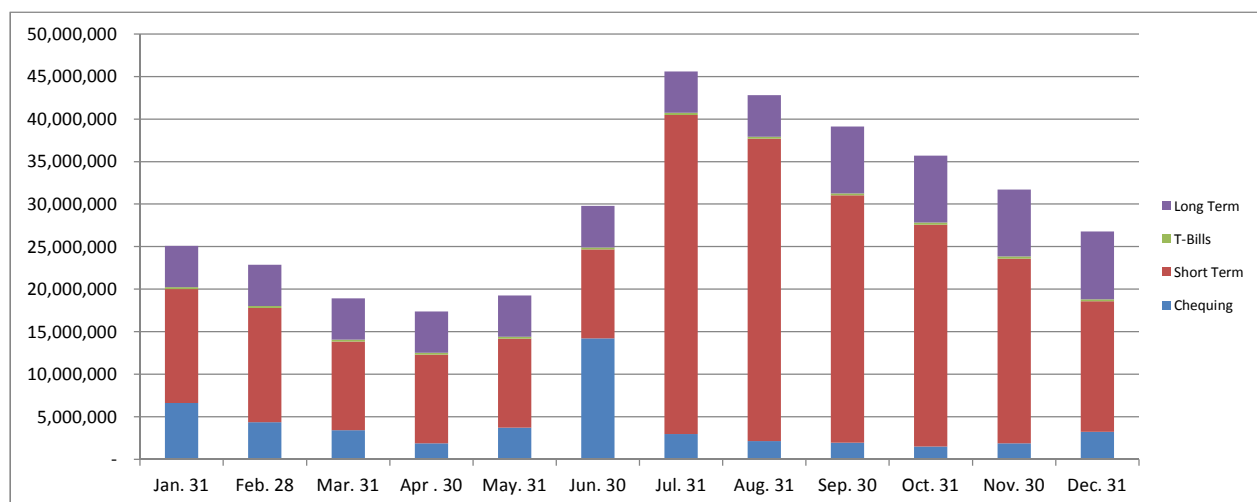
These balances include
'market value changes'.

Revenues

	Total	Short Term	Long Term
Interest received	444,500	257,390	187,110
Interest accrued	39,117	0	39,117
	483,618	257,390	226,228
Market value changes	(21,692)		(21,692)
Interest received, chequing account	48,778	48,778	
Grand total revenues before investment manager fees	510,704	306,168	204,535
Deduct: investment manager fees for investments	-26,839	-9,715	-17,124
Grand total revenues after investment manager fees	483,864	296,453	187,411

Balances in the Various Accounts - Last 12 Months

	Chequing	Short Term	T-Bills	Long Term	Total
Jan. 31	6,630,401	13,390,430	235,229	4,839,986	25,096,045
Feb. 28	4,370,307	13,405,831	235,337	4,841,674	22,853,149
Mar. 31	3,422,054	10,420,938	235,457	4,832,968	18,911,417
Apr. 30	1,874,234	10,432,050	235,573	4,826,807	17,368,664
May. 31	3,738,477	10,445,763	235,693	4,833,223	19,253,158
Jun. 30	14,211,420	10,458,637	235,810	4,883,676	29,789,543
Jul. 31	2,987,789	37,498,578	235,930	4,881,337	45,603,634
Aug. 31	2,138,210	35,545,833	236,050	4,886,457	42,806,551
Sep. 30	1,966,246	29,065,179	236,167	7,866,709	39,134,301
Oct. 31	1,504,669	26,084,925	236,287	7,862,312	35,688,193
Nov. 30	1,865,638	21,731,398	236,403	7,892,963	31,726,403
Dec. 31	3,231,036	15,343,781	236,524	7,956,300	26,767,641



**MACKENZIE COUNTY
STATEMENT OF OPERATIONS**

December 31, 2014

	2013 Actual	2014 Actual	2014	\$ Variance	% Variance
	Total	Total	Budget		
OPERATIONAL REVENUES					
Property taxes	\$31,120,528	\$33,966,065	\$33,579,123	(\$386,942)	-1%
User fees and sales of goods	\$3,232,396	\$4,275,147	\$4,212,096	(\$63,051)	-1%
Government transfers	\$1,821,615	\$692,362	\$1,433,905	\$741,543	52%
Investment income (operating)	\$377,428	\$305,120	\$326,000	\$20,880	6%
Penalties and costs on taxes	\$240,452	\$444,838	\$140,000	(\$304,838)	-218%
Licenses, permits and fines	\$404,159	\$526,940	\$338,000	(\$188,940)	-56%
Rentals	\$107,152	\$109,124	\$77,591	(\$31,533)	-41%
Insurance proceeds	\$16,236	\$26,267	\$0	(\$26,267)	
Development levies	\$156,593	\$112,359	\$0	(\$112,359)	
Municipal reserve revenue	\$110,066	\$60,132	\$50,000	(\$10,132)	-20%
Sale of non-TCA equipment	\$0	\$1,982	\$800	(\$1,182)	-148%
Other	\$617,888	\$383,844	\$406,220	\$22,376	6%
Total operating revenues	\$38,204,512	\$40,904,180	\$40,563,735	(\$340,445)	-1%
OPERATIONAL EXPENSES					
Legislative	\$617,724	\$567,430	\$770,981	\$203,551	26%
Administration	\$5,112,005	\$3,933,733	\$5,561,643	\$1,627,910	29%
Protective services	\$1,264,879	\$1,224,565	\$1,652,894	\$428,329	26%
Transportation	\$12,941,082	\$9,999,343	\$17,146,698	\$7,147,355	42%
Water, sewer, solid waste disposal	\$4,557,490	\$3,058,306	\$4,958,712	\$1,900,406	38%
Public health and welfare (FCSS)	\$611,618	\$675,577	\$690,341	\$14,764	2%
Planning, development	\$943,560	\$961,456	\$1,112,088	\$150,632	14%
Agriculture and veterinary	\$1,132,801	\$1,046,916	\$1,432,329	\$385,413	27%
Recreation and culture	\$1,762,045	\$1,564,349	\$2,302,329	\$737,980	32%
School requisitions	\$6,222,152	\$4,723,672	\$6,306,111	\$1,582,439	25%
Lodge requisitions	\$392,262	\$490,719	\$488,959	(\$1,760)	0%
Non-TCA projects	\$592,124	\$342,307	\$1,991,157	\$1,648,850	83%
Total operating expenses	\$36,149,743	\$28,588,372	\$44,414,242	\$15,825,870	36%
Excess (deficiency) before other	\$2,054,770	\$12,315,809	(\$3,850,507)	(\$16,166,316)	
CAPITAL REVENUES					
Government transfers for capital	\$4,954,981	\$5,762,976	\$16,461,583	\$10,698,607	65%
Other revenue for capital	\$207,455	\$77,250	\$646,970	\$569,720	88%
Proceeds from sale of TCA assets	\$1,523	\$623,000	\$556,000	(\$67,000)	-12%
	\$5,163,959	\$6,463,226	\$17,664,553	\$11,201,327	63%
EXCESS (DEFICIENCY) - PSAB Model	\$7,218,728	\$18,779,035	\$13,814,046	(\$4,964,989)	
Convert to local government model					
Remove non-cash transactions	\$7,471,124	\$0	\$8,034,780	\$8,034,780	100%
Remove revenue for capital projects	(\$5,163,959)	(\$6,463,226)	(\$17,664,553)	(\$11,201,327)	63%
Long term debt principle	\$1,826,572	\$2,090,929	\$2,259,770	\$168,841	7%
Transfers to/from reserves	\$7,699,321	\$0	\$1,924,503	\$1,924,503	100%
EXCESS (DEFICIENCY) - LG Model	\$0	\$10,224,879	\$0	(\$10,224,879)	

Mackenzie County
Summary of All Units
For the Twelve Months Ending December 31, 2014

	2013 Actual	2014 Actual	2014	\$ Variance	% Variance
	Total	Total	Budget		
OPERATING REVENUES					
100-Taxation	\$30,860,986	\$33,718,682	\$33,320,265	(\$398,417)	-1%
124-Frontage	\$248,706	\$247,383	\$267,599	\$20,216	8%
420-Sales of goods and services	\$372,681	\$689,436	\$547,635	(\$141,801)	-26%
421-Sale of water - metered	\$2,158,058	\$2,715,278	\$2,674,505	(\$40,773)	-2%
422-Sale of water - bulk	\$701,657	\$870,434	\$989,956	\$119,522	12%
424-Sale of land	\$46,859	\$35,956	\$0	(\$35,956)	
510-Penalties on taxes	\$240,452	\$444,838	\$140,000	(\$304,838)	-218%
511-Penalties of AR and utilities	\$41,766	\$49,715	\$40,000	(\$9,715)	-24%
520-Licenses and permits	\$22,484	\$49,296	\$33,000	(\$16,296)	-49%
521-Offsite levy	\$156,593	\$112,359	\$0	(\$112,359)	
522-Municipal reserve revenue	\$110,066	\$60,132	\$50,000	(\$10,132)	-20%
526-Safety code permits	\$308,789	\$369,456	\$250,000	(\$119,456)	-48%
525-Subdivision fees	\$44,674	\$55,262	\$25,000	(\$30,262)	-121%
530-Fines	\$15,221	\$38,974	\$20,000	(\$18,974)	-95%
531-Safety code fees	\$12,993	\$13,952	\$10,000	(\$3,952)	-40%
550-Interest revenue	\$402,125	\$455,264	\$326,000	(\$129,264)	-40%
551-Market value changes	(\$24,697)	(\$150,144)	\$0	\$150,144	
560-Rental and lease revenue	\$107,152	\$109,124	\$77,591	(\$31,533)	-41%
570-Insurance proceeds	\$16,236	\$26,267	\$0	(\$26,267)	
592-Well drilling revenue	\$147,804	\$97,079	\$75,000	(\$22,079)	-29%
597-Other revenue	\$282,095	\$92,639	\$212,875	\$120,236	56%
598-Community aggregate levy	\$97,889	\$83,440	\$50,000	(\$33,440)	-67%
630-Sale of non-TCA equipment	\$0	\$1,982	\$800	(\$1,182)	-148%
790-Tradeshaw Revenues	\$1,475	\$25,016	\$28,345	\$3,329	12%
840-Provincial grants	\$1,821,615	\$692,362	\$1,433,905	\$741,543	52%
890-Gain (Loss) Penny Rounding	\$0	\$0	\$0	(\$0)	
990-Over/under tax collections	\$10,836	\$0	(\$8,741)	(\$8,741)	100%
TOTAL REVENUE	\$38,204,512	\$40,904,180	\$40,563,735	(\$340,445)	-1%
OPERATING EXPENSES					
110-Wages and salaries	\$5,645,161	\$5,779,315	\$6,737,023	\$957,708	14%
132-Benefits	\$1,017,599	\$1,102,286	\$1,404,288	\$302,002	22%
136-WCB contributions	\$63,138	\$39,501	\$47,345	\$7,844	17%
142-Recruiting	\$0	\$8,258	\$20,000	\$11,742	59%
150-Isolation cost	\$43,798	\$66,000	\$66,000	\$0	0%
151-Honoraria	\$515,230	\$567,707	\$566,050	(\$1,657)	0%
211-Travel and subsistence	\$317,291	\$240,816	\$375,630	\$134,814	36%
212-Promotional expense	\$102,704	\$93,547	\$77,500	(\$16,047)	-21%
214-Memberships & conference fees	\$78,290	\$94,370	\$128,280	\$33,910	26%
215-Freight	\$111,899	\$107,259	\$123,980	\$16,721	13%
216-Postage	\$44,113	\$45,682	\$42,500	(\$3,182)	-7%
217-Telephone	\$140,050	\$126,783	\$143,199	\$16,416	11%
221-Advertising	\$40,296	\$42,182	\$58,500	\$16,318	28%
223-Subscriptions and publications	\$6,227	\$7,030	\$11,512	\$4,482	39%
231-Audit fee	\$64,125	\$94,150	\$76,000	(\$18,150)	-24%
232-Legal fee	\$75,108	\$42,542	\$85,000	\$42,458	50%
233-Engineering consulting	\$99,267	\$92,793	\$98,500	\$5,707	6%
235-Professional fee	\$1,420,980	\$1,435,128	\$1,477,110	\$41,982	3%
236-Enhanced policing fee	\$257,812	\$116,808	\$284,000	\$167,192	59%
239-Training and education	\$53,303	\$148,074	\$207,456	\$59,382	29%
242-Computer programming	\$47,267	\$73,773	\$85,878	\$12,105	14%
251-Repair & maintenance - bridges	\$35,702	\$18,536	\$406,500	\$387,964	95%
252-Repair & maintenance - buildings	\$134,594	\$119,571	\$174,050	\$54,479	31%
253-Repair & maintenance - equipment	\$332,207	\$320,982	\$330,400	\$9,418	3%
255-Repair & maintenance - vehicles	\$67,877	\$77,042	\$94,300	\$17,258	18%
258-Contract graders	\$182,425	\$135,535	\$150,000	\$14,465	10%
259-Repair & maintenance - structural	\$1,543,400	\$1,479,123	\$1,727,605	\$248,482	14%
261-Ice bridge construction	\$144,054	\$77,017	\$120,000	\$42,983	36%
262-Rental - building and land	\$23,442	\$30,085	\$31,850	\$1,765	6%
263-Rental - vehicle and equipment	\$55,572	\$56,286	\$61,556	\$5,270	9%
266-Communications	\$73,018	\$90,466	\$107,342	\$16,876	16%
271-Licenses and permits	\$10,171	\$4,118	\$20,100	\$15,982	80%
272-Damage claims	\$27,916	\$21,056	\$5,000	(\$16,056)	-321%

Mackenzie County
Summary of All Units
For the Twelve Months Ending December 31, 2014

	2013 Actual	2014 Actual	2014	\$ Variance	% Variance
	Total	Total	Budget		
273-Taxes	\$817	\$0	\$15,000	\$15,000	100%
274-Insurance	\$271,727	\$0	\$313,000	\$313,000	100%
342-Assessor fees	\$261,782	\$260,117	\$262,100	\$1,983	1%
290-Election cost	\$14,282	\$0	\$5,000	\$5,000	100%
511-Goods and supplies	\$761,848	\$716,514	\$890,136	\$173,622	20%
521-Fuel and oil	\$944,698	\$1,108,887	\$820,550	(\$288,337)	-35%
531-Chemicals and salt	\$233,128	\$204,839	\$295,600	\$90,761	31%
532-Dust control	\$458,750	\$698,227	\$656,000	(\$42,227)	-6%
533-Grader blades	\$119,161	\$104,389	\$140,000	\$35,611	25%
534-Gravel (apply; supply and apply)	\$806,073	\$2,527,928	\$3,433,600	\$905,672	26%
535-Gravel reclamation cost	\$26,529	\$0	\$0	\$0	
543-Natural gas	\$106,154	\$120,611	\$117,500	(\$3,111)	-3%
544-Electrical power	\$692,901	\$550,480	\$716,643	\$166,163	23%
710-Grants to local governments	\$1,786,210	\$1,318,117	\$1,811,810	\$493,693	27%
735-Grants to other organizations	\$1,745,667	\$1,911,434	\$1,944,684	\$33,250	2%
747-School requisition	\$6,222,152	\$4,723,672	\$6,306,111	\$1,582,439	25%
750-Lodge requisition	\$392,262	\$490,719	\$488,959	(\$1,760)	0%
810-Interest and service charges	\$17,864	\$32,008	\$36,000	\$3,992	11%
831-Interest - long term debt	\$396,045	\$694,335	\$733,658	\$39,323	5%
921-Bad debt expense	(\$3,301)	\$139	\$7,500	\$7,361	98%
922-Tax cancellation/write-off	\$32,222	\$29,832	\$50,000	\$20,168	40%
992-Cost of land sold	\$25,486	\$0	\$0	\$0	
993-NBV value of disposed TCA	\$7,000	\$0	\$772,891	\$772,891	100%
994-Change in inventory	\$250,883	\$0	(\$979,509)	(\$979,509)	100%
995-Depreciation of TCA	\$7,213,241	\$0	\$8,241,398	\$8,241,398	100%
TOTAL	\$35,557,618	\$28,246,065	\$42,423,085	\$14,177,020	33%
Non-TCA projects	\$592,124	\$342,307	\$1,991,157	\$1,648,850	83%
TOTAL EXPENSES	\$36,149,743	\$28,588,372	\$44,414,242	\$15,825,870	36%
EXCESS (DEFICIENCY)	\$2,054,770	\$12,315,809	(\$3,850,507)	(\$16,166,316)	
OTHER					
840-Provincial transfers for capital	\$4,954,981	\$5,762,976	\$16,461,583	\$10,698,607	65%
575-Contributed TCA	\$150,000	\$0	\$0	\$0	
597-Other capital revenue	\$57,455	\$77,250	\$646,970	\$569,720	88%
630-Proceeds of sold TCA asset	\$1,523	\$623,000	\$556,000	(\$67,000)	-12%
	\$5,163,959	\$6,463,226	\$17,664,553	\$11,201,327	63%
EXCESS (DEFICIENCY) - PS MODEL	\$7,218,728	\$18,779,035	\$13,814,046	(\$4,964,989)	
CONVERT TO LG INCOME STATEMENT					
Remove non-cash transactions associated with PSAB changes					
993-NBV value of disposed TCA	\$7,000	\$0	\$772,891	\$772,891	100%
994-Change in inventory	\$250,883	\$0	(\$979,509)	(\$979,509)	100%
995-Amortization of TCA	\$7,213,241	\$0	\$8,241,398	\$8,241,398	100%
Remove TCA revenues					
Total of OTHER per above	(\$5,163,959)	(\$6,463,226)	(\$17,664,553)	(\$11,201,327)	63%
Add LTD principle paid					
832-Principle Payments	\$1,826,572	\$2,090,929	\$2,259,770	\$168,841	7%
Add/Deduct LG model TF to/from reserves					
920-Contribution from Capital Reserve	(\$353,085)	\$0	\$0	\$0	
930-Contributions from Operating Reserve	\$0	\$0	(\$2,343,166)	(\$2,343,166)	100%
762-Contribution to Capital (funding TCA projects)	\$3,583,050	\$0	\$2,732,669	\$2,732,669	100%
763-Contribution to Capital Reserves	\$2,889,832	\$0	\$1,435,000	\$1,435,000	100%
764-Contribution to Operating Reserves	\$1,579,524	\$0	\$100,000	\$100,000	100%
EXCESS (DEFICIENCY) - LG MODEL	\$0	\$10,224,879	\$0	(\$10,224,879)	

Project Progress Report for December 2014

Project Name	Total costs	Costs in prior years	Costs in current year up to Dec 31, 2014	2014 Budget	2014 Budget Remaining on Dec 31, 2014	Status Update on Dec 31, 2014	Percentage of Completion (%)
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Administration Department

Signs with Flags for FV Office (CF)	6,940	1,607	5,333	23,393	18,060	Sign installed. Metal works need replacing and working on flowerbeds.	75%
Alarm System for FV Office (CF)	49,128	39,750	9,378	9,378	-	Completed	100%
FV Office Building Improvements (roof and other) (CF)	136,806	127,787	9,019	22,213	13,194	In progress	95%
Virtual City Hall (CF)	15,585	15,585	-	4,415	4,415	VCH upgraded; awaiting Tax Certificate customization quote from Diamond Municipal	78%
Wireless infrastructure & access control upgrades	14,537	-	14,537	15,000	463	Completed	97%
Pressure sealer	-	-	-	8,929	8,929	On hold	0%
UPS Replacement (FV)	-	-	-	-	-	Funds re-allocated to Automatic Generator.	
Automatic Generator Unit (FV)	-	-	-	83,400	83,400	Generator install scheduled for October.	95%
Council Chamber Upgrade	-	-	-	22,500	22,500	Obtaining quotes.	20%
Zama Office Entrance (stones and a sign)	-	-	-	18,000	18,000	Planning	0%
Land Purchase from ESRD (CF)	42,673	42,673	-	133,328	133,328	In progress	24%
County House Repairs (CF)	82,157	75,454	6,703	9,570	2,867	Eavestrough replacement and siding on porch complete. Railing on deck and porch roof leaking to be completed.	95%
<i>Total department 12</i>			44,970	350,126	305,156		

Fire Department

LC - Repair fire hall parking lot	9,977	-	9,977	45,000	35,023	Complete; Awaiting invoices	95%
LC - Combi tool (new)	8,000	-	8,000	8,000	-	Complete; Awaiting invoices	1%
LC - Upgrade foam system on tanker (new)	-	-	-	11,000	11,000	On order	1%
LC - Trailer for sprinkler equipment (new)	138	-	138	17,500	17,362	Completion scheduled for September	50%
FV - New tanker/pumper, with equipment	-	-	-	375,000	375,000	Working on tender	1%
FV - Work bench (new)	-	-	-	5,500	5,500	Planning stage	1%

Project Name	Total costs	Costs in prior years	Costs in current year up to Dec 31, 2014	2014 Budget	2014 Budget Remaining on Dec 31, 2014	Status Update on Dec 31, 2014	Percentage of Completion (%)
ZA - Power pack (new)	-	-	-	9,500	9,500	Planning stage	1%
<i>Total department 23</i>			18,115	471,500	453,385		

Transportation Department

LC 101 St & 103 Ave Reconstruction (CF & New)	1,523,615	1,521,867	1,748	80,195	78,447	Complete	100%
New Road Infrastructure (CF)	356,090	186,734	169,356	313,266	143,910	In progress . Roads to new land - continuous process.	63%
Bridge File 81125 (CF)	143,810	28,452	115,358	320,553	205,195	Complete	100%
BF 81120/79239 (CF)	10,000	10,000	-	250,000	250,000	Tender development	4%
Zama Bearspaw Crescent (CF)	511,294	511,261	33	15,633	15,600	Quotes have been requested for ditch improvements. Request update budget 2015	97%
Zama Utility Pole Relocation (CF)	53,513	53,513	-	8,943	8,943	Poles are replaced. Ditching to be completed.	90%
LC - 4WD loader	-	-	252,100	266,000	13,900	Complete	100%
LC & FV - 3 ADW graders (LC 2, FV 1)	-	-	647,488	1,195,488	548,000	1st grader has arrived.	33%
LC - 94th Ave East - Chip seal east to Hwy 697	235,396	-	235,396	345,000	109,604	Complete.	100%
LC - South Access West - paving to Heritage Centre	1,605,105	-	1,605,105	1,842,547	237,442	Complete	100%
HL - Golf Course Road Pave	368,944	-	368,944	487,453	118,509	In progress	30%
Zama Access Pave (PH V)	-	-	-	6,000,000	6,000,000	BCF application stage	0%
Lakeside Estate (Three street lights and walking trail from the su	46,225	-	46,225	150,000	103,775	In progress	20%
LC-Blue Hills Pave	-	-	-	2,500,000	2,500,000	BCF application stage	0%
LC - BF 81336 (CF & New)	5,000	5,000	-	50,000	50,000	Engineering assessment in progress	0%
LC - BF 75117 (CF & New)	29,800	29,800	-	325,000	325,000	Assessment complete; working with DRP for partial funding.	8%
LC - Spruce Road Rebuild (CF & New)	206,541	35,245	171,296	219,755	48,459	In Progress	15%
LC - Angle broom attachment for Bobcat	6,061	-	6,061	5,700	(361)	Complete	100%
LC - 84-inch hydraulic angle soil conditioner	8,736	-	8,736	8,100	(636)	Complete	100%
LC - Snow blower	36,254	-	36,254	49,000	12,746	Complete	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to Dec 31, 2014	2014 Budget	2014 Budget Remaining on Dec 31, 2014	Status Update on Dec 31, 2014	Percentage of Completion (%)
FV - River Road seal coat	261,978	-	261,978	345,000	83,022	In progress	15%
LC - 101 St & 100 Ave - Traffic lights	-	-	-	220,000	220,000	In progress.	5%
ZA - Replacement vehicle	37,880	-	37,880	38,310	430	Completed and awaiting invoice.	100%
ZA - Zero turn mower	7,767	-	7,767	13,000	5,233	Complete	100%
LC - South - Shoulder pull and road rehabilitation	70,910	-	70,910	100,000	29,090	Repaired soft spots on Sand Hills and West LC Road	70%
Gravel Reserve (to secure gravel source) (CF)	5,655	1,000	4,655	150,000	145,345	In progress. Awaiting survey to be done FV lot 13.	1%
FV - Hamlet asphalt pavement overlay 44th Ave	5,973	-	5,973	60,000	54,027	Awarded to Knelsen and will be completed with 45th St.	10%
FV - Bobcat/tool cat, with flail mower and sander	58,079	-	58,079	65,000	6,921	Complete	100%
FV - Trailer replacement	8,170	-	8,170	8,500	330	Complete	100%
FV - Sand and salt shelter	-	-	-	175,000	175,000	Planning	1%
FV - Cold storage/Emergency generator building	(5,250)	-	(5,250)	132,250	137,500	Researching other buildings.	1%
FV - Child Lake/Boyer River road rebuilds	52,800	-	52,800	123,000	70,200	AT approved \$50k - Planning with AT - Begin Sept	1%
Zama Access Pave (PH IV) (CF)	2,723,374	2,723,374	-	20,000	20,000	Complete	100%
FV - North- Shoulder pull and road rehabilitation	142,350	-	142,350	509,261	366,911	In progress	30%
FV - 45th Street repaving	48,500	-	48,500	370,000	321,500	Awarded and construction planned for July to Sept.	3%
HWY 88 Connector Upgrade (CF)	7,006,992	6,889,862	117,130	50,000	(67,130)	Complete	100%
<i>Total department 32</i>			4,475,042	16,811,954	12,336,912		

Airport Department

FV Airport Development (CF)	1,363,667	1,363,667	-	16,382	16,382		99%
LC Instrument Approach (CF)	36,112	36,112	-	13,889	13,889	Ongoing - try to get real answers to determine action steps.	72%
<i>Total department 33</i>			-	30,271	30,271		

Water Treatment & Distribution Department

Project Name	Total costs	Costs in prior years	Costs in current year up to Dec 31, 2014	2014 Budget	2014 Budget Remaining on Dec 31, 2014	Status Update on Dec 31, 2014	Percentage of Completion (%)
FV - Truck Meter Upgrade	25,129	-	25,129	20,864	(4,265)	Complete	100%
FV - 43rd Water Line Replacement	253,727	-	253,727	344,398	90,671	Complete	100%
ZA - Distribution pump house upgrades (CF & New)	72,679	30,885	41,794	887,684	845,890	AB WWP application submitted	8%
LC Wells Rehabilitation	16,863	-	16,863	141,763	124,900	Complete. Sand seperator has been installed.	100%
High Level Rural Water Line (South)	1,506,348	-	1,506,348	1,665,612	159,264	Complete. May have some final cleanup to do.	90%
FV - 50th St - Water & sewer extension	86,561	-	86,561	580,000	493,439	Design in progress. Scheduling meeting with ratepayers.	15%
FV, LC & ZA - Utility pipeline locator	-	-	-	6,000	6,000	Cancelled	1%
FV - SCADA computer replacement	7,390	-	7,390	7,500	110	Complete	100%
Generators for the three water treatment plants	940	-	940	700,000	699,060	Concrete pads installed, 2 of 3 transfer switches installed	30%
<i>Total department 41</i>			1,938,752	4,353,821	2,415,069		

Sewer Disposal Department

LC Lagoon Upgrade (CF)	5,378,630	1,107,063	4,271,567	5,921,740	1,650,173	In progress	83%
Zama - Lift station upgrade (CF & New)	114,232	1,572	112,660	1,370,919	1,258,259	AB WWP application was submitted	8%
FV - Complete Upgrade Main Lift Station (CF)	54,516	24,917	32,520	50,083	20,484	Complete	100%
LC - Replace pump at main lift station	26,021	-	26,021	27,000	979	Complete	100%
<i>Total department 42</i>			4,442,768	7,369,742	2,929,895		

Solid Waste Disposal

Two 40 Yard Bins (CF)	18,280	17,600	680	7,732	7,052	Quotes requested	72%
LC waste transfer stn - Building for recycle centre	-	-	-	7,680	7,680	Re-evaluating options, because quotes were too high.	0%
Rocky Lane waste transfer station - Build up ramp	10,600	-	10,600	12,000	1,400	Complete	100%
<i>Total department 43</i>			11,280	27,412	16,132		

Project Name	Total costs	Costs in prior years	Costs in current year up to Dec 31, 2014	2014 Budget	2014 Budget Remaining on Dec 31, 2014	Status Update on Dec 31, 2014	Percentage of Completion (%)
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Planning & Development Department

Trimble GeoExplorer 6000 XH (CF)	17,000	-	17,000	17,000	-	Complete.	100%
Wide format plotter/scanner	23,500	-	23,500	25,500	2,000	Complete.	100%
<i>Total department 61</i>			40,500	42,500	2,000		

Agricultural Services Department

HL - Rural Drainage - Phase II & Phase III (CF)	1,087,805	1,093,312	(5,507)	50,000	55,507	Obtaining permit from First Nations	95%
LC - Buffalo Head/Steep Hill/Bear River Drainage (Phase I)	53,984	-	53,984	900,000	846,016	Hydrological study complete and being reviewed by ESRD.	9%
<i>Total department 63</i>			48,477	950,000	901,523		

Recreation Department

FV - Capital (requests from Recreation Society)	88,907	-	88,907	115,002	26,095		33%
LC - Capital (requests from Recreation Society)	190,688	-	190,688	232,436	41,748		37%
Grounds Improvements (2014 - FV Walking Trail) (CF)	511,276	473,180	38,096	74,620	36,524	Awaiting asphalt	90%
Jubilee Park in La Crete (CF)	93,455	33,455	60,000	60,000	-	Walking trail paving is complete.	100%
ZA - Capital (requests from Recreation Society)	-	-	-	43,500	43,500	Contractor engaged. Project to be fully completed Spring 2015.	25%
LC Splash Park (CF)	-	-	-	255,000	255,000		0%
FV Splash Park (CF)	169,086	83,214	85,872	227,786	141,914	Goods and material were acquired.	98%
<i>Total department 71</i>			463,563	1,008,344	544,781		

Parks & Playgrounds Department

Machesis Lake - Concrete Toilets (CF)	16,775	16,775	-	17,225	17,225	Construction started.	90%
Machesis Lake - Horse camp - road	-	-	-	25,000	25,000	Proposal sent to Alberta Parks.	2%
Bridge campground - Survey & improvements	-	-	-	19,000	19,000	Open house complete, prepping plans for survey.	1%
LC - Jubilee Park - fencing top of the Hill	5,220	-	5,220	5,220	-	Complete	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to Dec 31, 2014	2014 Budget	2014 Budget Remaining on Dec 31, 2014	Status Update on Dec 31, 2014	Percentage of Completion (%)
LC - Walking Trails	-	-	-	-	-	Propose transfer to Jubilee Park	
Hutch Lake - Marina improvements	6,563	-	6,563	6,000	(563)	Complete	100%
Wadlin Lake - Grounds improvements	-	-	-	20,000	20,000	Planning stage, awaiting lease approval.	0%
Wadlin Lake - Marina - dock & improvements	7,219	-	7,219	6,000	(1,219)	Complete	100%
FV - Walking Trails	-	-	-	10,000	10,000	Coding correction	0%
<i>Total department 72</i>			19,002	108,445	89,443		

TOTAL 2014 Capital Projects	11,502,469	31,524,115	20,024,567
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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Hill Crest Community School – Petition

BACKGROUND / PROPOSAL:

Mackenzie County received a petition to pave the driveway from Blumenort road to the school.

OPTIONS & BENEFITS:

Please review the attached correspondence:

1. A letter addressed to Council from Abe Dyck, Chair of the School Council for Hill Crest Community School.
2. Petition document with signatures for “paving of the roadway leading from Blumenort Road to the gates of Hill Crest Community School”.

Mackenzie County 2015 budget does not include this project.

Mackenzie County has a policy which states that Mackenzie County will consider undertaking a street improvement project if petitioned by the property owners, in which case the owners will be responsible for 100% cost of improvement via local improvement tax (see FIN018 Local Improvement Tax Application Policy). The submitted petition is signed by the parents and Blumenort community members, while the owner of the benefiting property is the Fort Vermilion School Division.

Mackenzie County Council has multiple options:

Option 1:

Consider the project during 2015 budget revision; and subject to funds availability, fund through municipal sources. A response letter will advise the writer that the project will

Author: J. Whittleton **Reviewed by:** _____ **CAO:** JW

be considered by Council in the upcoming 2015 budget review (April) and will be subject to funds availability and other priorities.

Option 2:

Respond to the letter advising the writer that if the Fort Vermilion School Division petitions (as the property owner) and agrees to pay 100% cost (directly or via local improvement), Mackenzie County will undertake the project. This letter will be copied to Fort Vermilion School Division.

Option 3:

Consider the project in 2016 budget. A response letter will advise the writer that the project will be considered by Council during 2016 budget deliberations and will be subject to funds availability and other priorities.

COSTS & SOURCE OF FUNDING:

To be determined based on Council's decision.

SUSTAINABILITY PLAN:

This project would be considered as an increase in level of service.

COMMUNICATION:

As per Council's motion/decision.

RECOMMENDED ACTION:

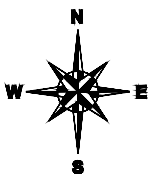
Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: J. Whittleton Reviewed by: _____ CAO: _____

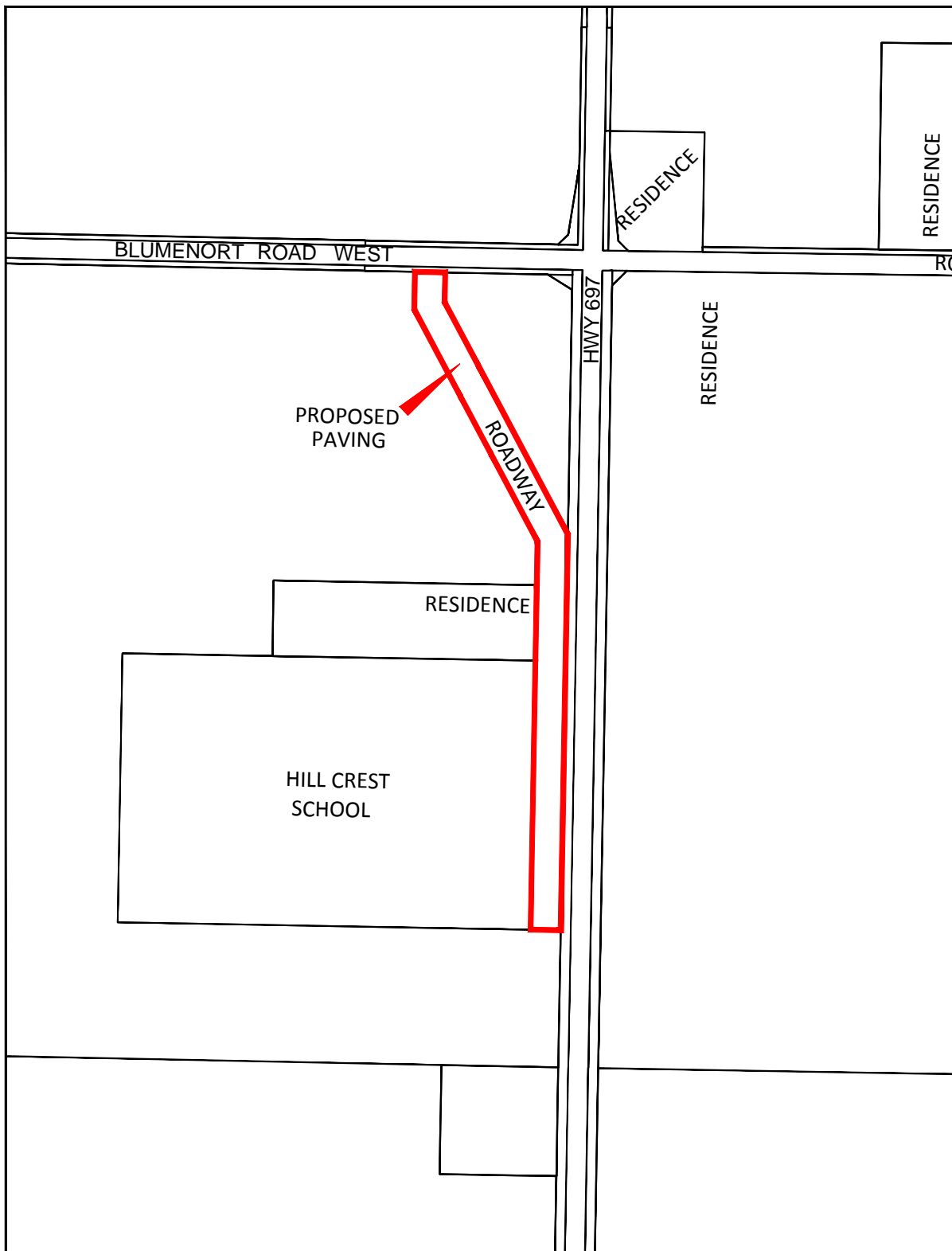


NOT TO SCALE

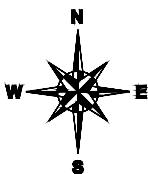


MACKENZIE COUNTY HILLCREST SCHOOL PROPOSAL





NOT TO SCALE



MACKENZIE COUNTY HILLCREST SCHOOL PROPOSAL





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	AAMDC District 4 Meeting

BACKGROUND / PROPOSAL:

The next AAMDC District 4 Meeting is scheduled for February 13, 2015 at the Brownvale Community Centre. Discussion is required regarding any potential resolutions to be presented at this meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Mobile Home/Accommodations – Zama

BACKGROUND / PROPOSAL:

Presently Mackenzie County owns 5 mobile home trailers and the properties they sit on in Zama. Two of these trailers are accommodations for Mackenzie County employees. The other three are being rented out to public tenants. All trailers are currently occupied.

Since Council's decision to offer these three trailers for rental to the public, Mackenzie County has collected approximately \$50,000 in rental fees.

Administration currently is in the process of recruiting a candidate for the Senior Utilities/Utilities Assistant position. If we are successful there will be no accommodations available for this employee without evicting one of the rental tenants.

The Collective Agreement states:

“33.01 Full-time Employees assigned to work in Zama permanently will be paid, in addition to their salary, an additional one thousand dollars (\$1000.00) per month per residence or accommodations will be provided.”

At this time in Zama there are no accommodations available for rental by anyone. Rental space in Zama is nonexistent.

There has also been a trend by home and property owners to sell their trailers to outside buyers and these trailers in-turn have been moved out of Zama. This practice has added to the accommodation/housing shortage in Zama and continues to deplete the amount of space for rental or purchase without the added time and effort of moving or building homes back on these properties.

There is currently a mobile home and property for sale in Zama (see attachment).

Author: D. Roberts **Reviewed by:** _____ **CAO:** JW

OPTIONS & BENEFITS:

Option 1

Purchase mobile home in order to secure accommodations for future employees and assist in keeping available housing in Zama

Option 2

Do not purchase another trailer. Evict a current renter out of one of the trailers if administration is successful in filling the utilities employment position.

COSTS & SOURCE OF FUNDING:

Option 1:

Trailer	\$60,000 OBO
Property	\$25,000 (estimate)
Total	\$85,000

Source: General Capital Reserve

Option 2:

There are no costs associated with this option. Please note that we would not be collecting approximately \$12,000 in annual revenue from rent if this option is selected.

SUSTAINABILITY PLAN:

This item relates to the County’s Sustainability Plan under Environmental Sustainability G4. Zama City Development Plan

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: D. Roberts Reviewed by: _____ CAO: JW

For Sale

in Zama, Ab.. 2008 16/68 SRI 3 bedroom 1 bath trailer. comes with fridge, stove washer/dryer. most of the furniture 10/12 deck. Currently on rented lot. To be moved or stay on the lot.

Wants sold for May1 or June 1. For serious inquires only !!!!!

call 780-926-0422 or 780-683-2333 after 6pm ask for John. 60,000.00 OBO !!!!!





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Correspondence from the Associate Minister of Aboriginal Affairs

BACKGROUND / PROPOSAL:

Council discussed a letter received by Councillor Jorgensen from the Associate Minister of Aboriginal Affairs at the January 13, 2015 Council meeting. The discussion was tabled to the next meeting.

A copy of the letter is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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



ALBERTA
ABORIGINAL RELATIONS

*Office of the Associate Minister of Aboriginal Relations
MLA, Edmonton-Gold Bar*

34580

DEC 17 2014

Mr. Eric Jorgensen
eric@mackenziecounty.com

Dear Mr. Jorgensen:

Thank you for your November 21, 2014 email to the Honourable Jim Prentice, Premier and Minister of Aboriginal Relations, regarding the activities in your region. Premier Prentice has asked that I respond on behalf of the Government of Alberta.

I am delighted to hear about your region's success in bringing together your Council with leadership and staff from Little Red River Cree Nation, Beaver First Nation and Tallcree First Nation. Your efforts to improve highway access and health care in your county are admirable. I would also like to commend you for the efforts in your region to engage more Aboriginal workers with TransCanada Pipelines, Ledcor and Irwin Safety Services. By working collaboratively as a region there is significant opportunity for everyone to participate in the economic benefits of Alberta.

As Associate Minister, I support the Premier by meeting with communities to build partnerships, and I would be pleased to meet with you to discuss the common goals you have identified in your email. Please ask your staff to contact my office at 780-422-4144 to schedule a suitable meeting date.

Once again, thank you for your email.

Sincerely,

David C. Dorward, CMA FCA
Associate Minister



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

The following items are attached for your information, review, and action if required.

- Action List
- Correspondence – Alberta Order of Excellence Council
- Correspondence – MD of Big Lakes (Alberta’s Commercial Fishing Industry)
- Correspondence – City of Edmonton (Northern Alberta Mayors and Reeves Caucus)
- Fort Vermilion Recreation Board Meeting Minutes
- High Level Forests Public Advisory Committee
- Municipal Government Act Review MOU
- Introduction to AESO and Transmission System Planning
- Alberta Association of Police Governance Annual Conference
- 2015 Minister’s Seniors Service Awards
-
-

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

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

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

**Mackenzie County
Action List as of January 13, 2015**

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
July 9, 2012 Council Meeting			
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	Byron	In progress
February 27, 2013 Council Meeting			
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.	Ron P.	Application for lease in progress
May 28, 2013 Council Meeting			
13-05-375	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.	Joulia	In progress Letter sent to DM Rob Penny and meeting held
October 8, 2013 Council Meeting			
13-10-693	That administration be instructed to continue pursuing taking over the lease for the Meander North and Meander South gravel pits from Environment & Sustainable Resource Development (ESRD) and negotiate with ESRD to fund reclamation and survey costs.	Ron P. Mark	In progress
October 30, 2013 Council Meeting			
13-10-798	That administration investigate further options for future bridge replacement.	Ron P. Trent	PW Committee
13-10-833	That administration negotiate with the property owner for the mobile home encroaching into laneway.	Byron Joulia	In progress Property has been sold – negotiating with new owner.
March 11, 2014 Council Meeting			
14-03-135	That the road use agreement and the TRAVIS implementation options be referred to the Public Works Committee.	Ron	TRAVIS portion completed. PW Committee – Road Use Agreement
14-03-141	That administration continue to work with bylaw enforcement to enforce proper usage of current utility right-of-ways and that the Public Works Committee draft a maintenance policy and review fine structure for the existing utility lane ways and back alleys.	Ron Trent	PW Committee

Motion	Action Required	Action By	Status
March 26, 2014 Council Meeting			
14-03-187	That administration proceed with revising street names in the Hamlet of La Crete as required, and that a full list be taken back to Council for approval prior to implementation.	Byron	In progress
April 28, 2014 Council Meeting			
14-04-276	That administration bring back a revised Policy DEV001 Urban Development Standards to include low and high pressure sewer system options for all multi-lot development.	Byron	In progress 2015-01-30
June 11, 2014 Council Meeting			
14-06-407	That the Community Services Committee be instructed to review the current policy regarding capital funding in regards to non-profit organizations.	Mark Ron	In progress. Policy reviewed by Finance Committee and Community Services Committee
June 23, 2014 Council Meeting			
14-06-439	That the Finance Committee undertakes the Municipal Sustainability Self-Assessment provided by Municipal Affairs and presents the results to Council.	Mark Joulia	Finance Committee
14-06-444	That the existing data supplied by Nichols Applied Management through the regional sustainability study be highlighted at the open houses and made available at the 2015 ratepayer meetings.	Joulia	2015 Ratepayers Meeting
July 14, 2014 Council Meeting			
14-07-467	That administration assesses the local road access width on RR 17-2 and Highway 697 (Blue Hills) and RR 14-5 and Highway 697 (4 miles east of La Crete 100 th Street).	Trent	In progress Public Works Committee for review 2015-01-30
14-07-494	That administration explore possible projects under the Alberta Community Resilience program.	Management Team	BHP Drainage Application submitted
September 24, 2014 Council Meeting			
14-09-614	That the County does not assign an address to properties with legal but no physical access and that the development department notifies the affected landowners to resolve access issues and that administration request a legal opinion.	Byron	In progress
14-09-625	That administration be authorized to proceed with installation of Highway 88 kilometer signs from the intersection of Highway 58 to Red Earth with funding coming from the Non-TCA project.	Ron	In progress Installation in Spring 2015
October 14, 2014 Council Meeting			
14-10-648	That the second access request for SW 12-106-13-W5M be APPROVED contingent on the applicant paying the unauthorized development fee.	Trent Byron	

Motion	Action Required	Action By	Status
14-10-649	That administration be authorized to implement a yearly registration form for rural residents, hamlet residents not in the residential collection program, multifamily dwellings, apartments, trailer courts, and non-profit organizations wishing to have garbage containers for yard site pick up.	Ron	In progress
14-10-669	That administration uses County engineering surveys and engineer recommended quantities for all future requests for proposals for rural road reconstruction jobs to be overseen in-house.	Mgmt Team	In progress
October 28, 2014 Organizational Council Meeting			
14-10-701	That administration investigate the AAMDC Pension Plan for Councillors.	Carol	
October 29, 2014 Council Meeting			
14-10-761	That the County enter into a long term land lease with the La Crete Chamber of Commerce for \$1.00 per year for locating the Chamber building at the Jubilee Park and that administration review the lease details.	Byron	Chamber is looking at additional options
14-10-765	That the County move forward with the application for the acquisition of lands in Zama under PLS 080023 and that administration work with the government to pursue a land swap.	Don	In progress
14-10-772	That the letter from the La Crete Agricultural Society regarding personal lender debt be received for information and that administration send a response letter outlining the County's financial contributions to date.	Joulia	In progress
14-10-777	That administration be authorized to proceed as discussed regarding the winter petroleum tax recovery.	Mark Joulia	In progress
October 31, 2014 Special Council Budget Meeting			
14-10-782	That a letter be sent to the Town of High Level requesting additional information and justification regarding the following 2015 capital requests: <ul style="list-style-type: none"> • Extension of water and sewer services for the leased tenants at the airport • Airport lawn equipment items, and • Costs for the training grounds fire hydrant. 	Joulia	In progress
14-10-785	That any 2014 surplus revenue from water and sewer be contributed to the Water Reserve.	Mark	
November 12, 2014 Council Meeting			
14-11-802	That a letter be sent to Ainsworth encouraging them to develop a long-term plan for employees to reside locally and that Jim Lake, President and CEO, be	Joulia	Tri-Council Meeting 2015-02-12

Motion	Action Required	Action By	Status
	invited to the Tri-Council meeting on December 17, 2014.		
14-11-803	That a letter be sent to Alberta Environment & Sustainable Resource Development requesting that they work with the Zama Recreation Society to obtain a bison for taxidermy purposes.	Don	In progress
November 26, 2014 Council Meeting			
14-11-825	That administration installs signs at the Fort Vermilion County potable truckfill station stating that no pesticides or sprayer equipment are allowed on the potable water station.	Fred Joulia	In progress
December 8, 2014 Council Meeting			
14-12-859	That administration send letters to First Nations and Indian & Northern Affairs regarding entering into mutual aid agreements for emergency services.	Joulia	
14-12-860	That administration bring back Policy EMR004 Level of Fire Service, and any other related policies or bylaws, regarding the Search and Rescue services under the "Service Standards" section.	Ron	2015-01-30
14-12-862	That the 2012 and 2013 honorariums for the Fort Vermilion Fire Department be approved and processed as submitted and that letters be sent to members indicating that honorariums must be submitted prior to the deadline.	Ron	In progress
14-12-867	That the Comprehensive Water Supply, Treatment and Distribution Study be awarded to Associated Engineering for the lump sum bid price in the amount of \$79,900.00 and that the remaining \$110,000 be placed into a water reserve.	Mark	In progress
14-12-872	That D & E Ventures be offered a three year contract for the La Crete residential waste collection at the same rate starting January 1, 2016.	Ron	In progress
14-12-877	That the portion of road between Plan 082 7605, Block 18, Lot 14 and Plan 962 4275, Block 4, Lot 30 in Zama be offered for sale to J. Lewis Patmore for \$1.00.	Byron Don	In progress
14-12-879	That administration be authorized to reimburse the seller of 3383ET; 03; 02 property in the Hamlet of Fort Vermilion for \$32.17 in penalties.	Mark	
14-12-893	That Mackenzie County enter into a three (3) year contract extension with Superior Safety Codes with the following changes from the current contract: <ul style="list-style-type: none"> • Fee rate increase of 15% for Plumbing, Electrical and Gas Permits • Industrial Camp Fees be charged on 	Byron	In progress

Motion	Action Required	Action By	Status
	project value.		
January 7, 2015 Special Council (Budget) Meeting			
15-01-004	That the following projects be identified for borrowing in the 2015 capital budget: <ul style="list-style-type: none"> Gravel Truck and Trailer (\$470,000) La Crete 99th Avenue – 101 St. to 104 Ave. (\$1,475,000) Fort Vermilion 48 Street & 47th Avenue (\$580,000) Zama Access (\$1,000,000) 	Mark	Borrowing Bylaws 2015-01-30
January 13, 2015 Council Meeting			
15-01-016	That administration request a meeting with the Minister of Environment and Sustainable Resources Development regarding the East Peace Resources (P5) Road.	Joulia Carol	2015-02-05
15-01-023	That the park located in the Knelsen Subdivision in La Crete be named the “Knelsen Park” and that the 108 Street Park in La Crete be named “The Big Backyard Park”.	Ron Byron	
15-01-025	That Peace River Bridge Traffic Concern – Agricultural Implements be TABLED to February 10, 2015 for more information.	Grant	
15-01-027	That the distribution of the cheque lists to the whole Council be referred to the Finance Committee to review the Terms of Reference and applicable Policies.	Mark	Finance Committee
15-01-028	That the Finance Committee review the Freedom of Information and Protection of Privacy regulations.	Joulia	Finance Committee
15-01-029	That administration submit input to the AAMDC regarding the Community Aggregate Payment Levy Regulation as discussed.	Joulia	
15-01-030	That a letter of support be provided to the La Crete Agricultural Society for their grant application under the Community Initiatives Program for Phase III of Jubilee Park.	Carol	
15-01-033	That the correspondence from the Associate Minister of Aboriginal Affairs be TABLED to the next meeting.		2015-01-30

Motion	Action Required	Action By	Status
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Community Sustainability Plan – Action Items

Tasks	Responsibility	Approximate Deadline
Sustainable governance items:		
Citizen-engagement plan, formal avenues for active citizen involvement in strategic planning, long-term planning; undertake citizen satisfaction surveys;	CAO	
Local elections – collect, keep and report to Council voter data from municipal elections (comparative between elections);	Carol	
Review and/or establish Council Policy/Procedure on media communications, responding to citizens, contact with Government, etc.;	CAO, Carol	
Establish a Council Library in the Corporate Office (make a variety of municipal government related books and magazines available);	CAO, Carol	Completed
Service delivery items:		
Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards;	Management Team	
Infrastructure items:		
Review and recommend options regarding an infrastructure management system;	Management Team	
Review/develop a plan for maintaining municipal infrastructure;	Management Team	
Economic vitality items:		
Bring options regarding establishing an annual business licensing;	Byron	Completed
Risk management items:		
Review and report to Council regarding a municipal service continuity plan;	Management Team	In progress
Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status).	CAO	In progress



THE ALBERTA ORDER OF EXCELLENCE

January 6, 2015

*Reeve Bill Neufeld
Mackenzie County
PO Box 640
Fort Vermilion, Alberta T0H 1N0*

Dear Bill Neufeld,

On behalf of the Alberta Order of Excellence Council, I would like to invite you to nominate a deserving Albertan to become a member of the Alberta Order of Excellence.

The Alberta Order of Excellence is the highest honour that can be bestowed on a citizen of this province. I trust that you might know a special citizen who has made significant contributions to the lives of other Albertans and that deserves to be considered for this honour.

This remarkable Albertan must be a Canadian citizen, live in Alberta and have made a significant contribution provincially, nationally and/or internationally. For more information on the Alberta Order of Excellence and a nomination form, please visit our website at www.lieutenantgovernor.ab.ca/aoe. You may now submit your nomination package online.

It is my hope that you know someone that can be considered for the 2015 Alberta Order of Excellence. The nomination deadline is February 15, 2015.

Yours sincerely,

*J. Angus Watt
Chair, Alberta Order of Excellence Council
(780) 412-6645*

RECEIVED
JAN 15 2015



Municipal District of Big Lakes

5305 - 56 Street, Box 239
HIGH PRAIRIE, AB T0G 1E0
Phone (780) 523-5955
Fax (780) 523-4227

email: biglakes@mdbiglakes.ca
website: www.mdbiglakes.ca

January 8, 2015

Mr. Tom Burton, District 4 Director
AAMD&C
2510 Sparrow Drive
Nisku, AB T9E 8N5

RECEIVED
JAN 15 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

Dear Mr. Burton,

RE: Alberta's Commercial Fishing Industry

As a member of District 4, the Municipal District of Big Lakes would like to bring to your attention the status of the commercial fishing industry in northern Alberta. For several years our region has seen severe reductions to commercial fishing quotas, based largely on inaccurate figures for angling; now, commercial fishing on our lakes within the MD has ceased.

Since commercial fishing has been an important employer in our lakeshore communities, the MD of Big Lakes remains a strong supporter of this industry. In addition, there is real concern about overpopulation of species and the subsequent imbalance to the lake ecosystem. We believe that both angling and commercial fishing on area lakes are possible and, for that, a new sustainable quota system must be established.

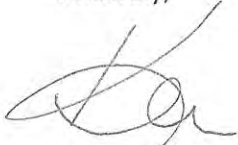
The purpose of this letter is to inform you of a recent report developed for the Alberta Zone 'E' Commercial Fishermen's Association in our region; the report outlines a model of Structured Decision Making (SDM) which may prove effective in engaging all stakeholders of the Zone E lakes and, furthermore, building an *alternative* framework for the sustainable management of future commercial fisheries in Alberta.

While we understand that the Zone 'E' Commercial fisheries are no longer operational, in consultation with representatives from the Zone 'E' Commercial Fishermen's Association, our municipality has come to believe that there is potential to re-build the Alberta commercial fishing industry *if the Government of Alberta and other stakeholders are willing to join in the engagement process*. The SDM model has been successfully used in other engagement processes, including the commercial fishing industry in the Province of Ontario.

So much more than Water

On behalf of the M.D. of Big Lakes and the Zone 'E' Commercial Fishermen's Association, I kindly request your consideration of this report and whether stakeholder engagement might bring about a refreshed industry to Alberta lakes.

Sincerely,



Reeve Ken Matthews
Municipal District of Big Lakes

cc: George Robertson, Regional Director
Upper Athabasca Region
AESRD

Operations Division
Provincial Building
5020 – 52 Avenue
Whitecourt, Alberta T7S 1N2

Joulia Whittleton, CAO
Mackenzie County

4511 – 46 Ave., P.O. Box 640
Fort Vermillion, AB
T0H 1N0

encl. / sa



MAYOR DON IVESON
CITY OF EDMONTON

2nd FLOOR, CITY HALL
1 SIR WINSTON CHURCHILL SQUARE
EDMONTON, ALBERTA, CANADA T5J 2R7
PHONE: 780-496-8100
don.iveson@edmonton.ca

January 19, 2015

Reeve Bill Neufeld
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld:

I am writing to express my thanks for your ongoing support of the Northern Alberta Mayors' and Reeves' Caucus (NAMRC). As host, it was a pleasure to welcome municipalities to Edmonton for two meetings last year.

It has come to our attention that not every northern jurisdiction may be hearing from us. Therefore I am writing to you by mail in the event that our emails are not getting through to your in boxes, or we don't have your current contact information. As a result, we have cross-referenced caucus members and contact information with Alberta Municipal Affairs' directory. Please ensure that your in boxes' settings can receive our emails and that we have your municipality's correct contact information.

For those who have not heard from us, we have included an invitation to our February meeting and also the Membership Registration Form. If you are already receiving emails regarding NAMRC meetings, this letter is for your information only.

Planning is currently underway for the 2015 Northern Alberta Mayors' & Reeves' Caucus meetings. Please mark the following dates in your calendar: February 13, June 19 and October 16. These dates are consistent with caucus terms of reference, which require us to get together the second Friday in those months, except in October where Thanksgiving falls on the same weekend.

Your support, including membership fees and endorsement of three yearly meetings, is key to the success of the caucus. We are presently reviewing event logistics to ensure that we can deliver the caucus in the most cost-effective manner.

For those who have not received information regarding the NAMRC meetings, please indicate your continuing interest by completing the Membership Registration form and provide any updated contact information to Joan Laventure at joan.laventure@edmonton.ca or at 780-496-3724. If you have any questions, please contact my office at your convenience.

Yours truly,

Don Iveson
Mayor

RECEIVED
JAN 26 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

Oct 14, 2014.

The Vermilion Recreation Board: Regular Meeting.

Present: Louise Smith, Chris Aarvud, Steve Kozotte,
Maarten Braat, John Simpson, Ricky McLean,
Nali Calliou, Ricky Paul, Jami McLean,
Jackie Thompson, Lorna Yellowknee.

Meeting called to order by Chair Jami McLean
@ 7:06 pm.

Agenda: Maarten moved acceptance of
agenda with additions. Carried.

Minutes - Louise moved acceptance of the
July 16/14 minutes. Carried.
Ricky Paul moved the minutes of the Sept
16, 14 be accepted. Carried.

Old Business: Halloween Dance.
Donations Jackie will approach Pharmasave.
Steve will approach other Business.
Halloween Dance is on Oct 31, 2014 (Friday)
Maarten, Jami + Steve will meet with
the Board "Jamrack" for further information.

Splash Park: Last bill for the Splash
Park is approximately \$34,000.00.
Splash Park has been winterized.

Playground: Foundations are in place.

Concession: Orders to Syco have to be on
Mondays. Jami will order
supplies.

RECEIVED
JAN 23 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

2.

Rodeo Committee offered to sell their supplies to the FURB @ a 10% discount. Maarten moved the FURB purchase the supplies @ a 15% discount from the Rodeo Committee. Seconded by Ricky McLean. Carried.

Chris is to call the Health Inspector once the Cooler is moved into the concession.

T-shirts for Fitness Center.

Jackie moved John seconded that the FURB make payment of \$210.00 to Max Do for 12 T-Shirts. Carried.

Jane moved Nali seconded we order 6 medium & 6 large T-Shirts. Carried.

By Klaus. Tabled.

Policy & Procedures: Louise, Jami & Chris to review Policy & Procedures, moved by Maarten. Carried.

Correspondence: Letter from County Emergent Funding.

New Years Eve: Social.

- The Rodeo Committee has booked the New Years Dance.

3.

Renovations - Bathrooms of the FURC Complex.
Gene moved Ricky Paul seconded that
Marilyn get prices for materials needed
for the Hall bathroom renovations from the
Capital Grant of 2013 Carried.

Hockey Tournament: Jemi will organize
a large tournament in 2015. John will
help to find Refs.

Hockey Tournament for Nov. /14 Tabled to
next meeting of Nov 18, 2014.

Grant: Family Community Safety Program
Jemi will fill out this Grant
application.

Financial Report:

John moved Louise seconded the acceptance
of the financial report as presented. Carried.
John moved Hali seconded cheques from 1067-
1090 be approved. Carried.

Managers Report: Alarm system is
in place with Code: ADT suggest the
FURB find a closer supplier. H.L \$12,000,
Grenae Prairie \$800.^a

- Chris to call the Health Inspector after
the cooler is moved back into the concession
kitchen.

- The ice is in the Risk.

Curling ice will be put in next week (Oct 20/14)

Meeting adjourned @ 8:28 pm

Next Meeting Nov. 18 @ 7:00 pm.

Chris McLean

See H. Smith

Dec 16, 2014

Fort Vermilion Recreation Board Regular Meeting

RECEIVED

JAN 23 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

Present: Louise Smith, Glenn Kistler, Maarten Braat, Ricky Paul, Wali Callow, Jami McLean, Ricky McLean, Korenna Yellowknife, John Simpson

Meeting called to order @ 7:10 pm by Chair Jami McLean.

Agenda: Maarten moved acceptance of agenda with additions. Carried.

Minutes: Maarten moved acceptance of the Oct 14, 2014 minutes. Carried.

Financial Statement: John moved seconded by Maarten the financial statements of Oct 14 & Nov 18 /14. Carried.

Old Business:

Annual Rec Bd Hockey Tournament
- John will look after finding Refs
- Louise moved we name the tournament "Fort Vermilion Rec Bd. Annual 'Triple E' Hockey Tournament." Carried.

Tournament to be held on Feb 13, 14 & 15, 2015. Moved by Louise. Carried.

Glenn moved seconded by Ricky McLean the entry fee be \$500.00 with 100% payout. Carried.

Dance: Glenn moved John seconded the JTRB partnership with "New Breed" for this Hockey Tournament. Carried.
Jami will approach "New Breed if

2.

they are available & would partnership with the J.V.R.B.

By-Laws: Tabled.

Bathroom renovations estimated cost is \$30,217.75. Report given by Maartin.

Nali moved John seconded the J.V.R.B. go ahead with the renovations of the Hall & lobby bathrooms. Carried. Sub Committee - Ricky P. Maartin & Nali.

Policy & Procedures: Tabled.

Honorariums: Tabled.

Lease Agreement: Jami & Maartin signed the Lease Agreement between the County & J.V.R.B. Jami will take this agreement to the County.

Correspondence:

Letter from Rodeo Committee

- Ricky P moved that the J.V.R.B. not Partnership with the Rodeo Committee for the New Years Dance. Carried.

John moved that the J.V.R.B. is not involved with the New Years Eve Dance & will not cover the Insurance. Carried.

Louise moved Glenn seconded the J.V.R.B. run the Bar for the Curling Bonspiel on Dec. 27 & 28/14

Carried.

Letter from FVSS. Information.

Meeting adjourned @ 8:40 PM.

Next meeting Jan 20, 2015.

Chair Jamie McLean
Sec. RA Smith



HIGH LEVEL FORESTS PUBLIC ADVISORY GROUP

AGENDA

Tuesday, January 27th, 2015
5pm, Town of High Level office, Room 110

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
- 3. APPROVAL OF MINUTES (September 16, 2014)**
 - 3.1. Action Items
 - Hauling Hotline Business cards.
- 4. AROUND THE TABLE**
- 5. NEW BUSINESS**
 - 5.1. Burner Decommissioning / Hog Removal
 - 5.2. High Level Woodlands Website
 - 5.3. Revisit Terms of Reference
 - 5.4. Silvacom DFMP Presentation
- 6. CLIPPING SERVICE**
- 7. NEXT MEETING – Tuesday, March 31st, 2015**
- 8. ADJOURNMENT**



HIGH LEVEL FORESTS PUBLIC ADVISORY GROUP

MINUTES

Tuesday, September 16, 2014
5pm, Town of High Level office, Room 110

Allan Bell (CSA Coordinator)
John MacLellan (Tolko)
Omar Lazarovich (Member of Public)
Anne Flemming (Member of Public)
John Thurston (Next Generation)

Allen Plantinga (Tolko)
Boyd Langford (Town of Rainbow
Lake)
Leeland Wooley (Member of Public)
Melanie Plantinga (Tolko High Level)

INFORMATION SENT:

Mark Andrews (Cenovus)
Walter Sarapuk (MacKenzie County)
Wayne Auger (Lubicon Lake Nation)
Harvey Sewpagaham (LRRF)
Lindee Dumas (LRRCN)
Pat Cabezas (N'Deh Ltd. Partnership)
Teresa Griffiths (Flow North Paddling
Company)
Crystal McAteer (Town of High Level)
Matt Munson (Dene Tha)
Walter Sarapuk (MacKenzie County)
Margaret Carroll (High Level Chamber
of Commerce)
Cheryl Ernst (High Level Chamber of
Commerce)
Mike Cardinal (Tallcree First Nation)

Fort Vermilion Heritage Center
Aaron Doepel (LCSM)
Carol Gabriel (Mackenzie County)
Paddle Prairie Metis Settlement
Conroy Sewepagaham (LRRCN)
Paul Catt (Watt Mnt Wanderers)
Keith Badger (Nataskinan
Development)
Kieran Broderick (Beaver First Nation)
Dave Beck (Ainsworth)
Baptiste Metchooyeah (Dene Tha')
George Friesen (Friesen Industries)
Tim Heemskerk (Northern Lights
Forest Education Society)

INFORMATION SENT, Regrets:

Marilee Cranna Toews (Hungry Bend
Sandhills Society)

Bob Evans (Tolko HLLD)

1. CALL TO ORDER

- 1.1. Meeting called to order 5:30pm

2. AROUND THE TABLE

2.1. Introductions

3. NEW BUSINESS

3.1. Allen Plantinga – Logging Plans for 2014-15

- Omar asks about trucks hauling from east of High Level? Where are they coming from? Allen guesses that they are hauling private wood from land sales near highway 88. They are hauling to Ainsworth, not Tolko.
- John Thurston – is the logging hotline active? Are there any cards for the hotline available? There was discussion about advertising instead of printing cards. John comments that they easily distributed by the PAG and were well received by public members who kept the cards in vehicles.
- John Thurston- will the Footner Haul road be used? No, since it is not convenient to current operations. Wasn't the purpose of the road to keep trucks off the high way? With year round hauling there are fewer trucks on the highway at any given time then there were when the road was first created. All trucks on the highway are hauling cut-to-length. Leeland asks what are the differences between full length and cut-to-length trucking? Cut-to-length enables a higher payload which reduces the number of trucks hauling. Cut-to-length Super – B's are more stable then tree length jeeps. Any full length trees will be hauled to the satellite yards using off highway roads.

3.2. John MacLellan – Silviculture 2014

- Performance Surveys
- 19.4 million trees were planted in 2014. 5 companies were involved in the program with approximately 300 planters.
- Omar asks how many trees does Tolko plant? Tolko plants approximately three trees for each tree they harvest.
- What is the intensity of the planting checks? It depends on the size of the blocks. Tolko checks all blocks. The companies also check their planters. What happens if the block fails? The planting company replants it.
- Tolko celebrated its 200millionth seedling planted. The Grade one students from FMCS planted some seedlings in town near Chinchaga Drive to celebrate. Tolko also gave the planters Buffs to commemorate the event in appreciation of their hard work.
- Does Tolko harvest Black Spruce? Yes, but it is not usually separated from the white.

4. OLD BUSINESS

4.1. VOITS

- Allan Bell – there have been presentations of the VOIT's during the previous 4 meetings. Are there any questions or concerns about the

VOIT's presented or in the booklets? Boyd comments that Jeremy did a thorough job presenting the VOIT's and that concerns were addressed as raised during the process. Boyd notes that there are still some blanks (x or y values) but he expects that those are to be filled in during government discussion. There appear to have been some amendments arising from the discussions.

Leeland asks – how does logging affect Grouse habitat? Allan Bell has not seen local studies. He has read studies from the United States which indicate that Grouse prefer young aspen stands. He would extrapolate that logging, especially by Ainsworth would create habitat.

5. CLIPPING SERVICE

6. NEXT MEETING – To be announced

7. ADJOURNMENT 7:00pm

**FRAMEWORK MEMORANDUM OF UNDERSTANDING FOR THE
MUNICIPAL GOVERNMENT ACT REVIEW**

BETWEEN:

**HER MAJESTY THE QUEEN, IN RIGHT OF THE PROVINCE OF ALBERTA, as represented by the
Government of Alberta, hereinafter the “Province”**

-and-

**ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES, a Municipal Organization
in the Province of Alberta, hereinafter “AAMDC”**

-and-

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION, a Municipal Organization in the Province of
Alberta, hereinafter “AUMA”**

WHEREAS the Province, AAMDC and AUMA (collectively, the “Parties”) recognize the importance of working with each other and with other stakeholders to review the *Municipal Government Act*;

AND WHEREAS the Parties agree to share their unique knowledge and understanding of municipal and provincial needs and perspectives;

AND WHEREAS the Parties have agreed to a framework that indicates the manner in which the development of legislation will progress;

NOW THEREFORE the Parties agree to the following:

- 1.0 The *Municipal Government Act* is the expression of the Government of Alberta's relationship with municipalities and the parties' collective accountability to their municipalities, regions, and citizens.

- 2.0 The vision of the *Municipal Government Act* review is that,

"Alberta's municipalities are empowered to provide sound local governance to create and sustain safe and healthy communities that offer our citizens a high quality of life and that collectively enable Alberta's economic, environmental and social prosperity today and in the future."

- 3.0 The parties will work jointly as outlined in Appendix 1 to develop the appropriate legislation with relevant regulations in support of this Memorandum of Understanding.

IN WITNESS WHEREOF this Memorandum of Understanding has been duly executed by the Parties on the ___ day of _____, 2015.

THE PROVINCE, THE ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES, AND ALBERTA URBAN MUNICIPALITIES ASSOCIATION

_____	_____	_____
Honourable Jim Prentice Premier of Alberta	Helen Rice President of AUMA	Al Kemmere President of AAMDC

Honourable
Diana McQueen
Minister of Municipal Affairs

Appendix I to the Framework Memorandum of
Understanding for the Municipal Government Act Review
(the “**Work Plan**”)

Municipal Government Act Review – Key Milestones and Timelines


Overview

Working together, the Minister of Municipal Affairs, along with the Alberta Urban Municipalities Association, the Alberta Association of Municipal Districts and Counties, and the cities of Calgary and Edmonton, will complete the review of the *Municipal Government Act* to ensure that the legislation is amended as needed to better support Albertans and their local governments. The review will focus on key issues within eight major themes:

- | | |
|---|--|
| <p>A. Governance and Administration</p> <ul style="list-style-type: none"> • Theme I: Provincial-Municipal Relations • Theme II: Accountability and Transparency • Theme III: Governance • Theme IV: Sustainability • Theme V: Regional Decision-Making | <p>B. Assessment and Taxation</p> <ul style="list-style-type: none"> • Theme VI: Revenues • Theme VII: Property Assessment & Taxation |
| <p>C. Planning and Development</p> <ul style="list-style-type: none"> • Theme VIII: Managing Growth | |

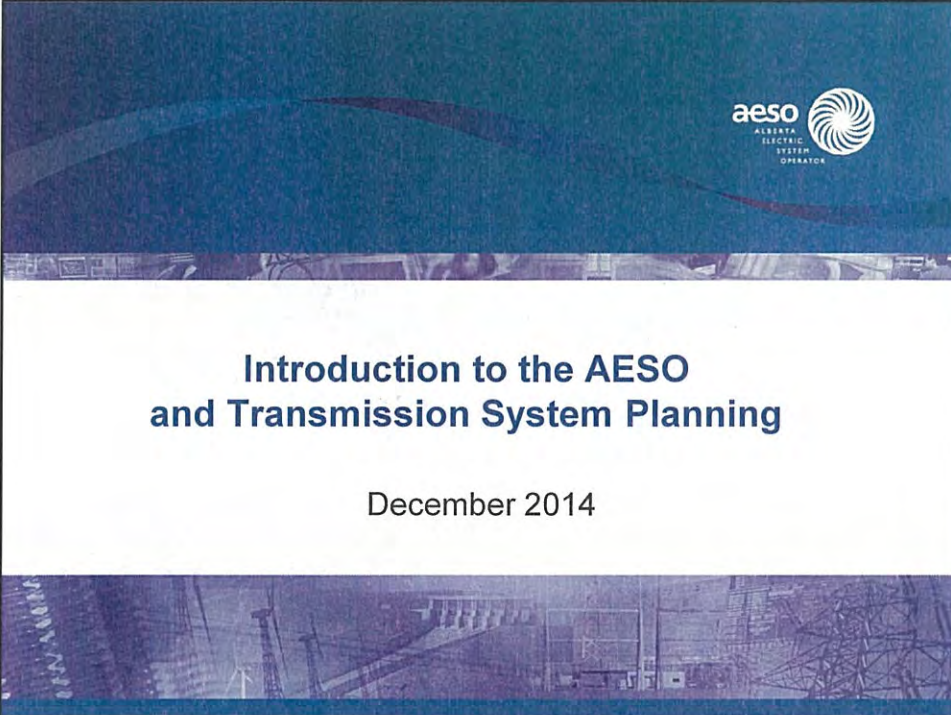
Milestones and Timelines

1. Introduction of Spring 2015 Legislation	by May 2015
Introduction of legislative amendments to address the policy issues that received partner agreement during the <i>MGA</i> Review consultations.	
2. Introduction of Fall 2015 Legislation	by December 2015
Introduction of legislative amendments in support of more complex items considered through the <i>MGA</i> Review policy discussions.	
3. Completion of the of the <i>Municipal Government Amendment Act</i> Review Process	2016



**Introduction to the AESO
and Transmission System Planning**

December 2014




Outline




- Overview of Alberta's power industry
- AESO role
- Need for transmission development
- AESO transmission development process

2

About the AESO




- Established by *Electric Utilities Act* in 2003 as “Independent System Operator”
- Governed by independent board appointed by Minister of Energy
- Not-for-profit organization; must operate in the public interest
- No financial interest in generation, transmission or distribution infrastructure
- Regulated by Alberta Utilities Commission
- Funded through the Energy Market Trading Charge and the Transmission Tariff



3

The AESO's Core Functions



System Operations

Direct the reliable 24/7 operation of Alberta's power grid

Transmission System Development

Provide continued reliability and facilitate the competitive market and investment in new supply

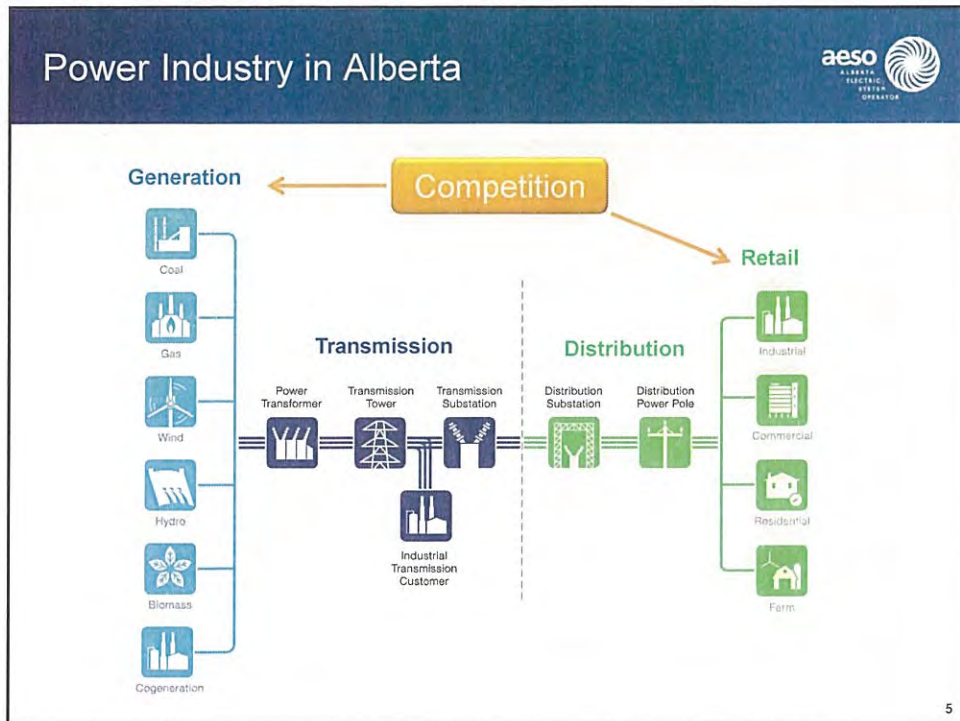
Market Services

Develop and operate Alberta's real-time wholesale energy market to facilitate fair, efficient and open competition

Transmission System Access

Provide access for both electricity generators and large industrial customers

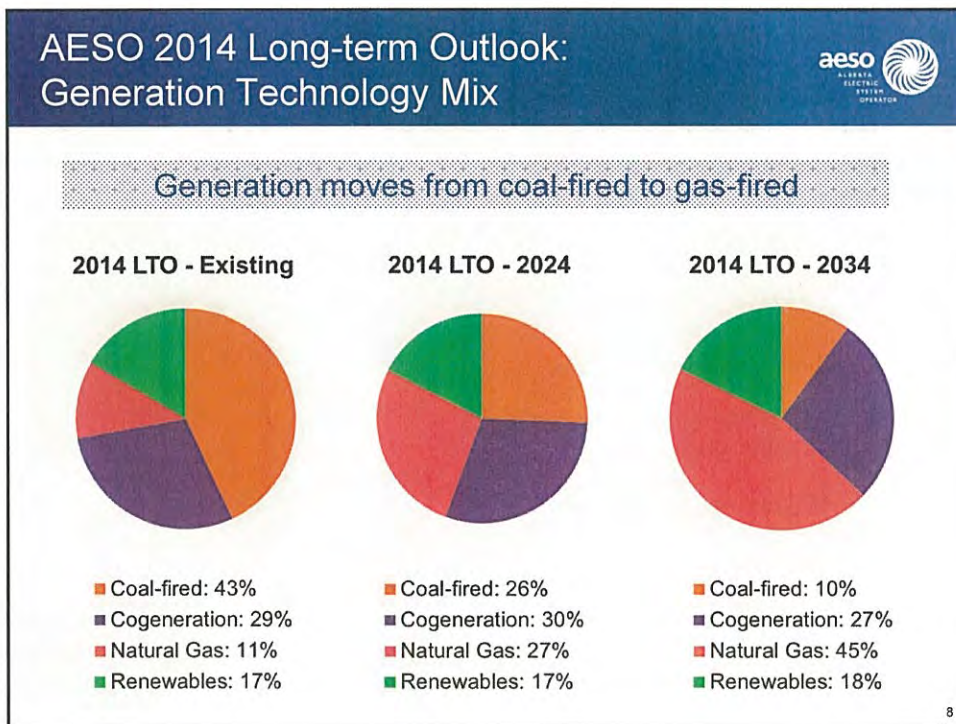
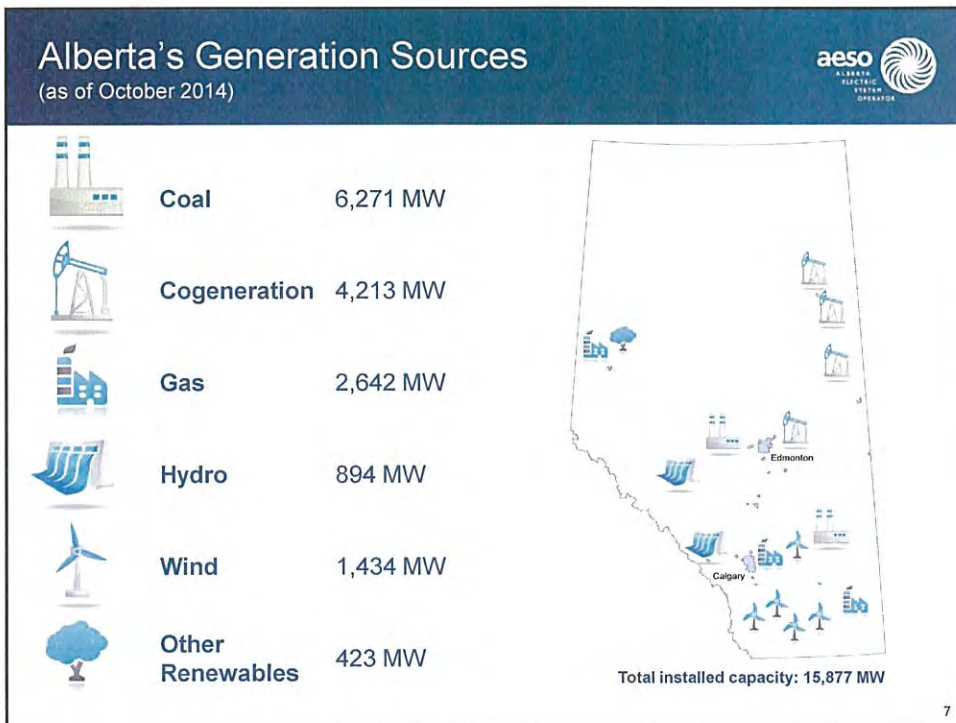
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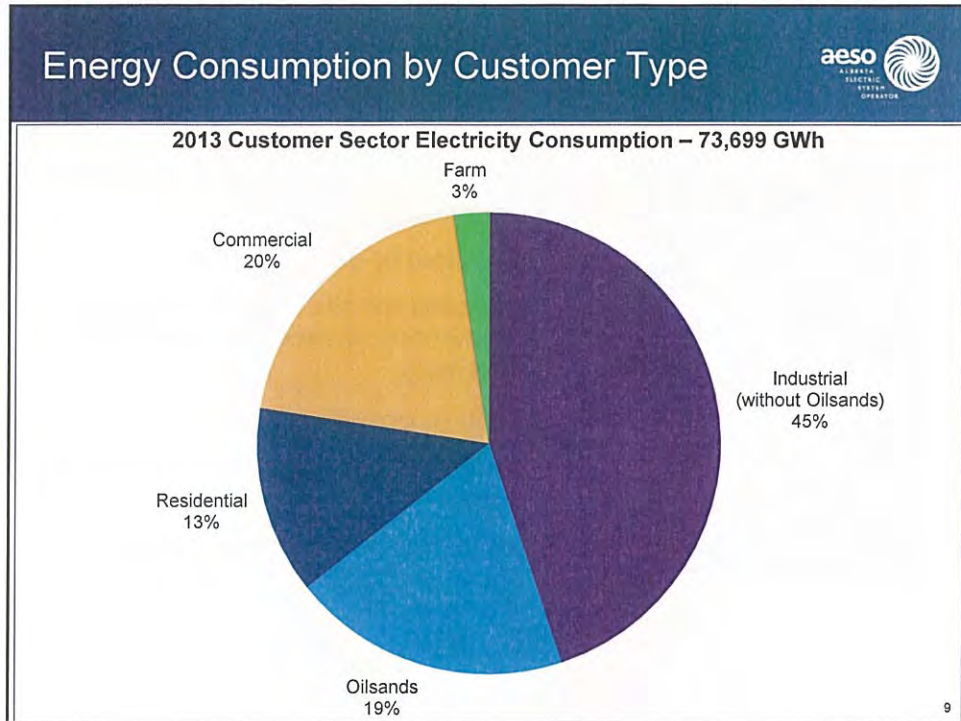


Alberta's Power System: a Snapshot


- About 26,000 km of transmission lines
- Over 110 generating units
- 11,139 MW peak demand
- 15,877 MW installed capacity
- Over 200 active projects (system and customer connections)
- Over 100 new energizations in 2013
- Surpassed 1,000 MW of actual wind production (April 2014)

6

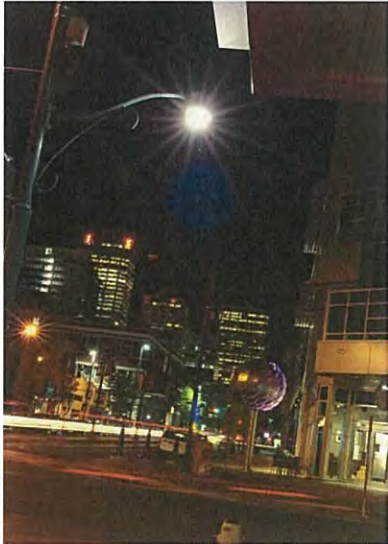




Demand Growth = Need for Transmission



- Alberta’s demand for electricity has doubled in the last 20 years
- Demand is forecast to nearly double again over the next 20 years
- Average annual demand growth is forecast at 3.1% for the next 10 years
- 4,600 MW of existing coal-fired generation is expected to retire
- 13,000+ MW of new generation is needed by 2032 to meet growing load demand and offset retirements
- Transmission must be planned and developed in advance of demand
 - Encourages investment in new generation (7,400 MW added since 1998)



10

Drivers of Demand Growth in Alberta





- Economic activity: Primarily driven by oilsands development
 - Supported by other industries
 - Economic spinoffs support other areas of the economy (services, transportation, retail, etc.)
- Population growth
 - Associated with economic growth and job creation
 - Now at four million Albertans and rising

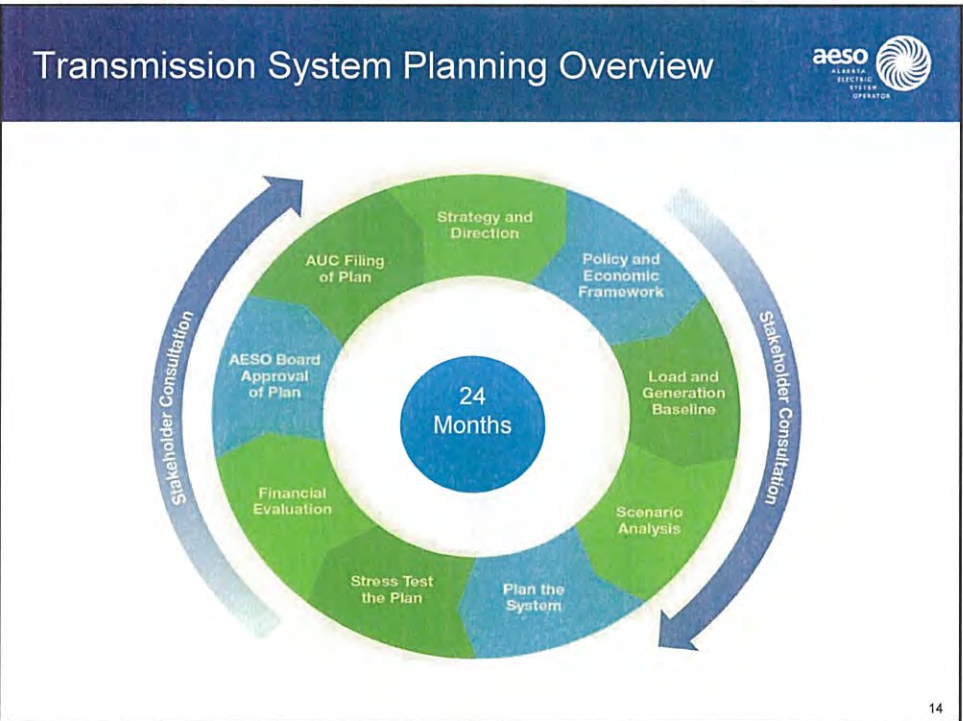


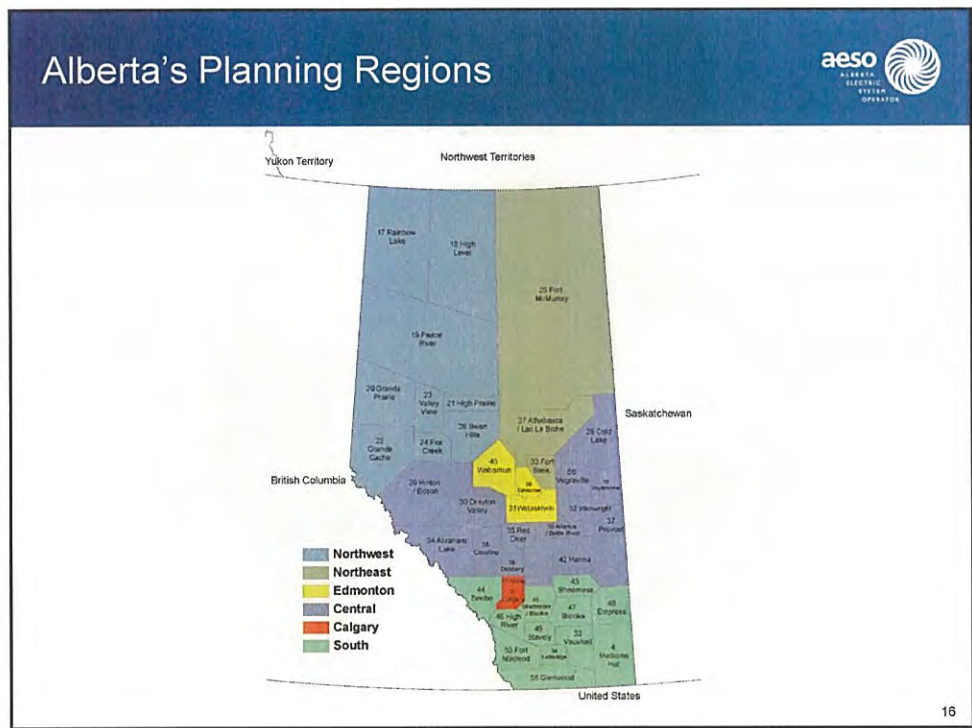
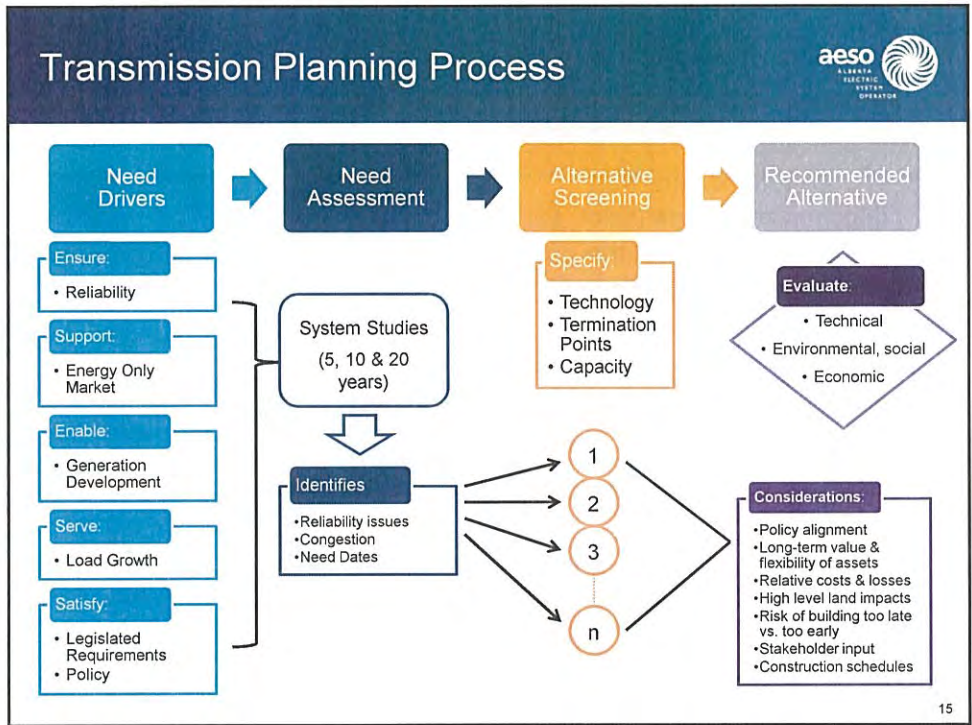
AESO Approach to Transmission Planning

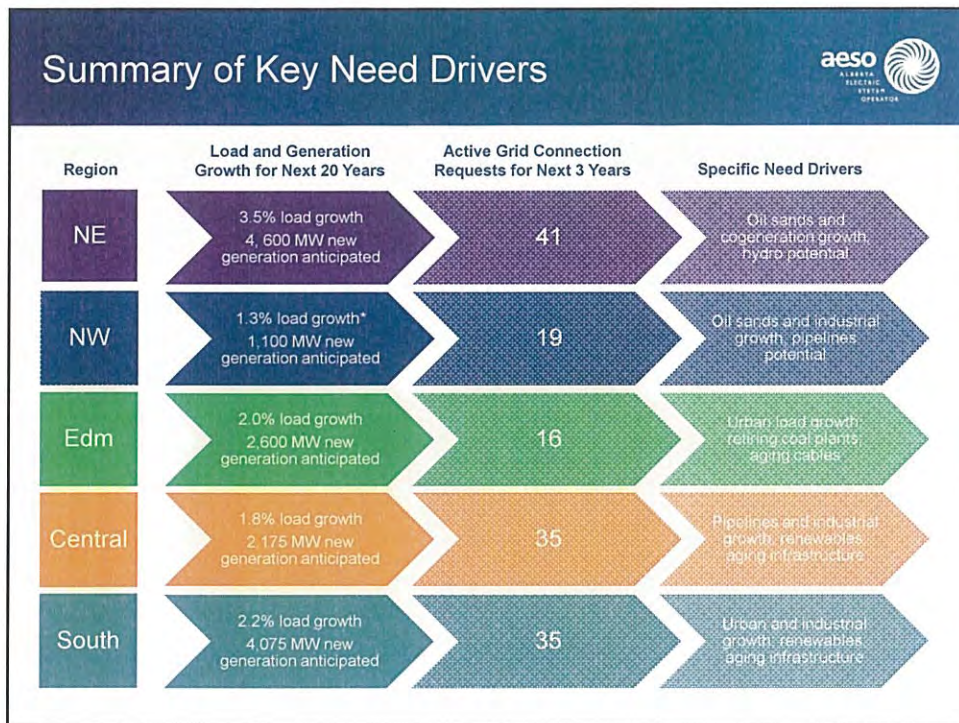



- We work to ensure that appropriate transmission facilities are in place to meet the current and future electricity needs of Albertans
- The AESO's long-term transmission plans are purposefully flexible
 - System upgrades can be planned in stages
 - Able to accommodate changes in transmission infrastructure and existing/forecast demands for new transmission access







Questions?

Paul Deleske
AESO Community Relations Advisor
 403-539-2576 403-461-7139
 paul.deleske@aeso.ca



ANNUAL CONFERENCE

April 10-11, 2015
Delta South Calgary Hotel
Calgary, Alberta

POLICING BASICS: What Every Governance Body Should Know About What Their Police Service Does

Bonus Session: Friday Morning Tour of the **Sheldon Kennedy Child Advocacy Centre** – *An innovative centre offering hope, help and healing to children, youth and families impacted by child abuse – all in one amazing place –*
Sign Up Early! Limited spots available

We look forward to bringing together key stakeholders in Police Governance and Oversight in Alberta for interactive sessions, training, networking and idea sharing to strengthen Alberta's Policing Committees and Police Commissions and the ties between our communities and Police Services. See you there!

Early Bird Registration: registration fee only \$150 for every third delegate registration from a member organization, **deadline February 28th!**

Regular Price:

AAPG Members \$250, Non-Members \$300, Dinner Guests \$60

For Information and To Register: www.aapg.ca

**Dedicated Hotel Room Registration Website for AAPG
Conference Attendees Seeking the Conference Room Rate:**

<https://www.deltahotels.com/Groups/Delta-Calgary-South-Groups/Alberta-Association-of-Police-Governance>

Delta Calgary South Hotel
135 Southland Drive Southeast, Calgary, AB T2J 5X5
(403) 278-5050



ACCEPTING NEW MEMBERS!!!

The Alberta Association of Police Governance (AAPG) is a non-profit organization incorporated under the provisions of the Societies Act whose members include Alberta's Police Commissions, Policing Committees, Police Advisory Committees and Municipalities.

AAPG exists to support excellence in civilian governance and oversight of police services in Alberta. It also acts as a resource for government, providing input into the development of policing-related law and policy.

The main objectives of the Association are:

- (a) to support excellence in civilian governance of police services;
- (b) to facilitate educational opportunities for members to acquire information and knowledge about their roles and responsibilities;
- (c) to provide forums for members to exchange information and communicate ideas concerning civilian governance of police services;
- (d) to serve as a catalyst for the formulation of common views of importance to the association membership;
- (e) to facilitate partnership between governmental and civilian bodies through communication, co-operation, co-ordination and collaboration;
- (f) to serve as an advocate by expressing and promoting

Good governance gives a voice to the community and a place at the table when discussing community safety.

Membership rates are Very Affordable!
To become a member contact admin@aapg.ca.

2015 MINISTER'S SENIORS SERVICE AWARDS

Help recognize individuals
and organizations who
volunteer to assist
Alberta's seniors.

Nomination Deadline:
February 27, 2015

www.seniors.alberta.ca



2015 Minister's Seniors Service Awards

Message from Honourable Jeff Johnson Minister of Seniors



It gives me great pleasure to welcome nominations for the 2015 Minister's Seniors Service Awards. These awards are an opportunity to celebrate individuals who volunteer to support and serve seniors in a variety of ways.

Seniors are a dynamic part of our growing province – they have helped make Alberta one of the best places to live, and they continue to contribute through their wisdom and experience. With the number of seniors constantly increasing, it's important to thank those who dedicate their time to improving seniors' lives.

If you know of an individual or group that provides exemplary service to seniors, please take the time to fill out and submit a nomination package.

Thank you to everyone who volunteers their time to make seniors' lives better. Your efforts are truly appreciated.

A handwritten signature in black ink, appearing to read 'Jeff Johnson', with a long horizontal flourish extending to the right.

Jeff Johnson
Minister
MLA, Athabasca-Sturgeon-Redwater

General Information:

This form consists of two parts, one for nominating an individual and the other for an Alberta organization. Please complete the appropriate form, tear it off and provide it along with the rest of your nomination package (letters, summary of volunteer activities and other materials).

Please note the following:

- Only one nomination is required per nominee.
- The nominee must sign the nomination form. Without consent, the nominee cannot be considered for this award.
- Nominations may include photographs, newsletters, certificates and other supporting materials. Any materials provided will become the property of Alberta Seniors and will not be returned.
- All supporting documents should be provided in English or an English translation should be included.
- Only volunteer activities related to seniors will be considered for the award.

Individual Nomination

Criteria

The nominee must be an Alberta resident of any age who provides volunteer services directly to seniors in Alberta.

Nominations must include a summary of volunteer activities, letters of support, and a signed nomination form.

Summary of Volunteer Activities

Providing a summary of volunteer activities is a good way to capture all the volunteer work that the nominee does with seniors. The summary should include:

- Dates of volunteer service.
- Type of volunteer service.
- The name of the organization or project.
- Who benefited?
- The number of seniors served (if applicable).
- The number of volunteer hours.
- Additional information or details.

Consider providing this information in a table format, like the one below.

SUMMARY OF VOLUNTEER ACTIVITIES (SAMPLE TABLE)						
Dates of Volunteer Service	Volunteer service provided (organizer, bingo caller, committee member, etc.)	Where (Name of organization, committee, project, etc.)	Service provided to (seniors, community, dementia patients, etc.)	Number of seniors served (if applicable)	No. of volunteer hours (Ensure that you specify if the number provided is per week/month/year or total.)	Additional information/details

Note: Nominees can provide a summary of volunteer activities as part of the nomination.

Letters of Support/Testimonials

(Two to five letters are recommended)

Letters of support or testimonials are the best way to demonstrate the impact of the volunteer's work with seniors. These letters should:

- Be written by those benefiting directly from the service provided by the nominee, or written by someone with detailed knowledge of the nominee's volunteer service.
- Provide details of the service.
- Include how often the individual volunteers.
- Outline how seniors benefit.

2015 Minister's Seniors Service Awards

Individual Nomination Form

Salutation: Mr. Ms. Mrs. Other _____ Nominee: _____

Home Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

The personal information collected on this form is collected under s. 33(c) of the FOIP Act and will only be used and disclosed to determine the nominee's suitability and eligibility to receive the Minister's Seniors Service Award and for other reasonably related administrative purposes in accordance with the FOIP Act. If you are selected for an award, you hereby freely consent to the disclosure, in any fashion the Ministry deems appropriate, of your name, phone number, and any information provided as part of this nomination package, to any interested parties such as the media for interviews, stories and follow up. You also hereby consent to having your picture and other electronic likenesses or images taken of you at the awards ceremony and having those likenesses and images distributed publicly or disseminated in any fashion. If you have any questions about the collection, use or disclosure of your personal information you are encouraged to contact the following person prior to signing this consent form: Michaleen Elabdi, 780-427-2569, Alberta Seniors, Communications, 600-10405 Jasper Avenue, Edmonton, AB T5J 4R7.

Signature _____ Date _____

Nominator Information

(The person who would be the best contact to reach for questions about the nominee or the nomination package.)

Name: _____

Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

Nomination Deadline: February 27, 2015

Organization Nomination

Criteria

An Alberta organization which:

- Is not-for-profit.
- Relies on volunteers to support seniors.

Nominations must include a summary of organization information, letters of support, and a signed nomination form.

Summary of Organization Information

To ensure your nomination is as detailed as possible, include a summary with the following information (if applicable):

- Date (year) the organization was established.
- Organization purpose or mission statement.
- Number of staff.
- Number of volunteers.
- How volunteers within the organization are used to assist/benefit seniors.
- The number of seniors that benefit from the services the organization provides.
- List of services/programs/events provided by the organization, including a description of each, frequency, and how long the service has been provided.
- Special initiatives or projects, including a description.

Note: The summary can be provided by a member of the organization including the director or president.

Letters of Support/Testimonials

(Two to five letters are recommended)

Letters of support or testimonials are the best way to demonstrate the impact of the organization's service with seniors.

Letters of support should be written by someone with detailed knowledge of the organization's programs and services. Letters of support can include information outlined in the organization summary.

Testimonials should be written by those benefiting directly from the service provided by the nominated organization.

2015 Minister's Seniors Service Awards

Organization Nomination Form

Organization: _____

Salutation: Mr. Ms. Mrs. Other _____

Representative Name: _____ Representative Title: _____

Organization Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

The personal information collected on this form is collected under s. 33(c) of the FOIP Act and will only be used and disclosed to determine the nominee's suitability and eligibility to receive the Minister's Seniors Service Award and for other reasonably related administrative purposes in accordance with the FOIP Act. If you are selected for an award, you hereby freely consent to the disclosure, in any fashion the Ministry deems appropriate, of your name, phone number, and any information provided as part of this nomination package, to any interested parties such as the media for interviews, stories and follow up. You also hereby consent to having your picture and other electronic likenesses or images taken of you at the awards ceremony and having those likenesses and images distributed publicly or disseminated in any fashion. If you have any questions about the collection, use or disclosure of your personal information you are encouraged to contact the following person prior to signing this consent form: Michaleen Elabdi, 780-427-2569, Alberta Seniors, Communications, 600-10405 Jasper Avenue, Edmonton, AB T5J 4R7.

Signature _____ Date _____

Nominator Information

(The person who would be the best contact to reach for questions about the nominee or the nomination package.)

Name: _____

Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

Nomination Deadline: February 27, 2015

Evaluation of Nominations

A Nomination Review Committee, appointed by the Minister of Seniors, will review the submissions based on established criteria and how closely the

nominations align with the criteria. The committee will also consider the following in their evaluation process:

EVALUATION CONSIDERATIONS	
NEED	There is a need for the volunteer service provided within the community.
IMPACT	The volunteer service provided impacts seniors directly and improves the quality of their lives.
FOCUS	Volunteer work involves a specialized skill, talent or expertise.
DIVERSITY	The nomination demonstrates a wide variety of volunteer activities.
LEADERSHIP	The nominee demonstrates leadership through planning, organizing or initiating a new project or programming for the benefit of seniors.
ORIGINALITY	The volunteer service provided is unique and demonstrates thoughtfulness of senior's needs.
VOLUNTEER TIME	Individual: The amount of volunteer hours is noteworthy. Organization: Number of programs/services/events that involve volunteers.

Selection of Recipients

Once the Nomination Review Committee has reviewed the nominations, they will forward recommendations to the Minister. The Minister of Seniors will select the award recipients.

Information about nominees and recipients will be released to the media and posted on www.seniors.alberta.ca.

2015 Minister's Seniors Service Awards

Checklist

Please ensure that your nomination package is complete. Confirm the following:

- The nomination demonstrates how the nominee provides volunteer service for the benefit of seniors.
- The nomination form:
 - Is legible
 - Provides the name and address of nominee.
 - Nominee has signed the nomination form and consented to have their name put forward for consideration. (Note: this is a requirement).
 - Includes contact information for nominator or organization representative.
- Includes a summary of volunteer activities (individual) or summary of key information (organization).
- Includes letters of support/testimonials (two to five is advisable).

Submissions

Forward complete nomination packages to:

By mail:

Minister's Seniors Service Awards
Alberta Seniors
Box 3100
Edmonton, Alberta T5J 4W3

By courier service:

Minister's Seniors Service Awards
Alberta Seniors
6th Floor Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7

Questions?

Email your questions to
seniorsinformation@gov.ab.ca

Deadline

To be considered, a complete nomination package must be received by **February 27, 2015**.