



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

JANUARY 29, 2016

1:00 P.M.

COUNCIL CHAMBERS
FORT VERMILION, AB



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

NOW		ADVOCACY
<ol style="list-style-type: none"> 1. RATEPAYER ENGAGEMENT 2. REGIONAL RELATIONSHIPS 3. FISCAL RESPONSIBILITY 4. POTABLE WATER: Availability & Infrastructure 5. CAMPGROUNDS: Expansion and New Boat Docks 6. RECREATION CENTRES & ARENA UPGRADES 7. MASTER FLOOD CONTROL PLAN & FLOOD CONTROL SYSTEMS 8. TRANSPORTATION DEVELOPMENT 9. ECONOMIC DEVELOPMENT 10. INDUSTRY RELATIONS 		<input type="checkbox"/> <i>Provincial Government Relationships</i> <input type="checkbox"/> <i>Land Use</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Transportation Development</i>
		<p><u>Codes:</u> BOLD CAPITALS – Council NOW Priorities CAPITALS – Council NEXT Priorities <i>Italics</i> – Advocacy Regular Title Case – Operational Strategies * See Monthly Capital Projects Progress Report</p>

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)			
<ol style="list-style-type: none"> 1. RATEPAYER ENGAGEMENT – Citizen Engagement Policy 2. REGIONAL RELATIONSHIPS – Regional Sustainability Plan Phase II (RFP) 3. REGIONAL RELATIONSHIPS – Rainbow Lake Agreement 4. FISCAL RESPONSIBILITY – non-traditional municipal revenue streams 	Sept. Oct. Nov. Nov.	<input type="checkbox"/> <i>La Crete Library – Lease Agreement</i> <input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i> <input type="checkbox"/> Regional Emergency Planning – Risk & Self-Assessment <input type="checkbox"/> Municipal Climate Resilience Workshop <input type="checkbox"/> <i>Connectivity with NPTC</i>	Oct. Dec. Nov. Nov. Nov.
ECONOMIC DEVELOPMENT (Joulia/Byron)		AGRICULTURAL SERVICES (Grant)	
<ol style="list-style-type: none"> 1. ECONOMIC DEVELOPMENT – Establish Action Plan (Award RFP) 2. TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58) 3. INDUSTRY RELATIONS – Meet Industry Partners 	Sept. Nov.	<ol style="list-style-type: none"> 1. MASTER FLOOD CONTROL PLAN – Provincial Endorsement 2. Emergency Livestock Response Plan 3. _____ <input type="checkbox"/> Easements for Existing Drainage Channel 	Oct. Oct.
COMMUNITY SERVICES (Ron/Len)		PUBLIC WORKS* (Ron/Len)	
<ol style="list-style-type: none"> 1. CAMPGROUNDS – build roads in expansion area 2. RECREATION CENTRES & ARENA UPGRADES – Assessment 3. COR Certificate – Self Audit Review <input type="checkbox"/> Dock expansion plan for campgrounds 	Nov. Dec. Dec.	<ol style="list-style-type: none"> 1. Review Alternate Dust Control Products 2. Review 105 St. Closure (LC) 3. Finalize Meander River Gravel Pit Transfer <input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update <input type="checkbox"/> Engineering Services Procurement RFP <input type="checkbox"/> Utility Laneway/Back Alley Policy 	Dec. Dec. Dec. Dec. Dec.
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
<ol style="list-style-type: none"> 1. Infrastructure Master Plans 2. LC & FV Design Guide – Award RFP 3. _____ <input type="checkbox"/> Land Use Framework <input type="checkbox"/> LC & FV Airports – Infrastructure Review 	Oct. Sept. 2016	<ol style="list-style-type: none"> 1. Website “Content” Review & Update 2. Filing/Records Management Procedures 3. _____ <input type="checkbox"/> Human Resource Policy Review <input type="checkbox"/> Communication Plan 	Dec Dec
FINANCE (Mark)		ENVIRONMENTAL (Fred)	
<ol style="list-style-type: none"> 1. FISCAL RESPONSIBILITY – Mill Rate Discussion & Policy 2. <i>AUPE Negotiations (calculations)</i> 3. Multi-year capital plan 	Nov. Nov. Dec.	<ol style="list-style-type: none"> 1. FV Frozen Services Plan 2. Hamlet Easement Strategy 3. _____ 	Nov. Dec.

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Friday, January 29 2016
1:00 p.m.**

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

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the January 12, 2016 Regular Council Meeting	7
		b)	
DELEGATIONS:	4.	a) Neil Simpson – Land Proposal (2:00 PM)	19
		b) Gerhard Hirt – Concerned Citizen (3:00 PM)	
		c)	
		d)	
COUNCIL COMMITTEE REPORTS:	5.	a) Council Committee Reports (verbal)	
		b) Community Services Committee Meeting Minutes	23
		c) ASB Meeting Minutes	29
		d) Community Sustainability Committee Meeting Minutes	33
		e) Municipal Planning Commission Meeting Minutes	51
		f)	
		g)	

GENERAL REPORTS:	6.	a)	Finance Committee Meeting Minutes	69
		b)		
		c)		
TENDERS:	7.	a)		
		b)		
PUBLIC HEARINGS:	Public hearings are scheduled for 1:15 p.m.			
	8.	a)		
		b)		
COMMUNITY SERVICES:	9.	a)	Fee Schedule Bylaw	75
		b)	Bridge Campground Lease PML 960001	117
		c)	Request for Proposal – Campground Caretaker	121
		d)	Peace Officer Program	167
		e)		
		f)		
UTILITIES:	10.	a)	Rural Water Line and Cardlocks Project	
		b)		
		c)		
OPERATIONS:	11.	a)	Hamlet of La Crete 94th Avenue Upgrade Project	171
		b)	Pickup Trucks Purchase	177
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		d)		
PLANNING &	12.	a)	Bylaw 1014-16	179

DEVELOPMENT:

Land Use Bylaw Amendment to Rezone SE 08-106-15-W5M from Urban Fringe "UF" to Hamlet Residential District 1B "HR1B"(La Crete)

- b) Bylaw 1015-16 Land Use Bylaw Amendment to Rezone Lot 2 Block 1 Plan 042 0507 from Public/Institutional "P" to Rural Country Residential "RC1" 193
- c) Bylaw 1016-16 Land Use Bylaw Amendment to Rezone Lot 1 Block 3 Plan 580KS from Hamlet Residential "HR1" to Residential Condominium District "RCD" 201
- d) Development Statistics Report 2015 Year End 207
- e) Economic Development Workshop Date 217
- f)
- g)

FINANCE:

- 13. a) La Crete Arena – Ice Chiller Replacement Project Funding Request 219
- b)
- c)

ADMINISTRATION:

- 14. a) Policy ADM005 – Cemetery Maintenance Grant 237
- b) 2016-2018 Business Plan 241
- c) RCMP Commanding Officer Request – AAMDC Meeting March, 2016 267
- d) AAMDC's Survey on Municipal Infrastructure Priorities 269
- e) Alberta Public Works Association's Seminar on Alberta Wetland Policy 273
- f) Commercial Fishing License 277
- g) Notice of Motion 279
- h) Waiving Dust Control Fee Request 281

- | | | | | |
|--|-----|----|---|-----|
| | | i) | Legal Expense Insurance Coverage | 285 |
| | | j) | Seeking Input on Capital Plan Priorities
(ADDITION) | |
| | | k) | | |
| INFORMATION /
CORRESPONDENCE: | 15. | a) | Information/Correspondence | 291 |
| IN CAMERA
SESSION: | 16. | a) | Legal | |
| | | b) | Labour <ul style="list-style-type: none">• AUPE Update• CAO Vacation Dates Request | |
| | | c) | Land | |
| NOTICE OF MOTION: | 17. | | Notices of Motion | |
| NEXT MEETING
DATES: | 18. | a) | Regular Council Meeting
Tuesday February 9, 2016
10:00 a.m.
Fort Vermilion Council Chambers | |
| | | b) | Regular Council Meeting
Monday February 22, 2016
11:00 a.m.
Fort Vermilion Council Chambers | |
| ADJOURNMENT: | 18. | a) | Adjournment | |



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the January 12, 2016 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the January 12, 2016, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meetings are posted on the County website.

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the minutes of the January 12, 2016, Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, January 12, 2016
10:00 a.m.**

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

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor (left the meeting at 3:35 p.m.)
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Ricky Paul	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Chief Administrative Officer
Ron Pelensky	Director of Community Services & Operations
Len Racher	Director of Facilities & Operations (South)
Byron Peters	Director of Planning & Development
Mark Schonken	Interim Director of Finance
Fred Wiebe	Manager of Utilities
Carol Gabriel	Director of Legislative and Support Services
Carrie Simpson	Executive Assistant to the CAO/Recording Secretary

ALSO PRESENT: Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on January 12, 2016 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:01 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 16-01-001 MOVED by Councillor Braun

That the agenda be approved with the following additions:

- 4. b) S/Sgt. Simpson – RCMP Fort Vermilion
- 10. d) Dust Control Policy
- 11. e) Fort Vermilion Streetscape Advisory Committee
- 13. g) High Level Education Committee

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the December 8, 2015 Regular Council Meeting

MOTION 16-01-002

MOVED by Councillor Wardley

That the minutes of the December 8, 2015 Regular Council Meeting be adopted as presented.

CARRIED

3. b) Minutes of the December 21, 2015 Special Council (Budget) Meeting

MOTION 16-01-003

MOVED by Councillor Driedger

That the minutes of the December 21, 2015 Special Council (Budget) Meeting be adopted as presented.

CARRIED

UTILITIES:

9. a) Utility Accounts

DELEGATIONS:

4. a) Peter Schellenberg (Country Grill)

MOTION 16-01-004
Requires 2/3

MOVED by Councillor Bateman

That the following outstanding utility accounts be waived:
Country Grill \$64,952.74
Veterinary Clinic \$8,230.01

CARRIED

GENERAL REPORTS:

5. a) CAO Report

MOTION 16-01-005

MOVED by Deputy Reeve Sarapuk

That the CAO and Directors report for December 2015 be received for information.

CARRIED

**5. b) Tompkins Crossing Committee Meeting Minutes –
April 28, 2015**

MOTION 16-01-006 **MOVED** by Councillor Bateman

That the Tompkins Crossing Committee meeting minutes of April 28, 2015 be received for information.

CARRIED

Reeve Neufeld recessed meeting at 11:01 a.m. and reconvened the meeting at 11:15 a.m.

TENDERS: **6. a) None**

PUBLIC HEARING: **7. a) None**

COMMUNITY SERVICES: **8. a) None**

OPERATIONS: **10. a) Review PW004 - Winter Road Maintenance/Snow
Plowing Indicator Policy & PW005 - Road Maintenance
Policy**

MOTION 16-01-007 **MOVED** by Councillor Bateman

That Policy PW004 Winter Road Maintenance/Snow Plowing Indicator Policy be brought back to the January 29, 2016 Regular Council Meeting with amendments to address concerns on the Zama Access road and the Highway 88 Connector.

CARRIED

10. b) Motor Graders Purchase

MOTION 16-01-008 **MOVED** by Councillor Wardley

That administration be authorized to enter into the agreement through the National Joint Powers Alliance (Alberta Association of Municipal Districts and Counties) with Finning to purchase two CAT 160M and one Cat 140M graders for a total of \$1,377,706 less the buyback of \$481,932.

CARRIED

Reeve Neufeld recessed the meeting at 12:05 p.m. and reconvened the meeting at 12:49 p.m.

DELEGATIONS: **4. b) S/Sgt. Simpson – RCMP Fort Vermilion**

MOTION 16-01-009 **MOVED** by Councillor Jorgensen

That the Mackenzie County RCMP Crime Statistics Report from Western Alberta District be accepted for information.

CARRIED

OPERATIONS: **10. c) 2015 Blue Hills Erosion Project Payment**

MOTION 16-01-010 **MOVED** by Councillor Braun

That administration be authorized to issue a payment for the extra quantities on the Blue Hills Erosion Project, subject to independent confirmation of quantities.

CARRIED

10. d) Dust Control Policy (ADDITION)

MOTION 16-01-011 **MOVED** by Councillor Derksen
Requires Unanimous

That the Dust Control Policy be accepted for information.

CARRIED

**PLANNING &
DEVELOPMENT:** **11. a) Bylaw 1012-16 Land Use Bylaw Amendment to Amend
the Definition of Garden Suite and Add Provisions**

MOTION 16-01-012 **MOVED** by Councillor Braun

That first reading be given to Bylaw 1012-16, being a Land Use Bylaw amendment to clarify the use of garden suites, subject to public hearing input.

CARRIED

**11. b) Bylaw 1013-16 Land Use Bylaw Amendment to add
Park Models to the Country Recreational District**

MOTION 16-01-013 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1013-16, being a Land Use Bylaw amendment to add Park Models to the Country Recreational district, subject to public hearing input.

CARRIED

11. c) Land Stewardship Committee – Terms of Reference

MOTION 16-01-014 **MOVED** by Councillor Bateman

That the Land Stewardship Committee Terms of Reference be approved as presented.

CARRIED

MOTION 16-01-015 **MOVED** by Councillor Braun

That the following four Councillors be appointed to the Land Stewardship Committee:

Councillor Jorgensen (Agricultural Land Use Planning Committee)
Councillor Knelsen (Agricultural Service Board)
Councillor Bateman (Municipal Planning Commission)
Councillor Driedger (Community Sustainability Committee)

CARRIED

MOTION 16-01-016 **MOVED** by Councillor Bateman
Requires 2/3

That the funding required for the Land Stewardship Committee be included in the final budget approval presented in April, 2016.

CARRIED

11. d) Community Sustainability Plan

MOTION 16-01-017 **MOVED** by Councillor Wardley

That the Community Sustainability Plan be approved as presented with the additions of High Level as circulated, Blumenort removal of the commerce portion and the new service centre in Bluehills.

CARRIED

Reeve Neufeld recessed the meeting at 1:45 p.m. and

reconvened the meeting at 2:04 p.m.

**11. e) Fort Vermilion Streetscape Advisory Committee
(ADDITION)**

MOTION 16-01-018
Requires Unanimous

MOVED by Councillor Bateman

That Councillor Paul be appointed to the Fort Vermilion Streetscape Advisory Committee.

CARRIED UNANIMOUSLY

FINANCE:

12. a) Financial Reports – January 1 to November 30, 2015

MOTION 16-01-019

MOVED by Councillor Wardley

That the financial reports for the period January 1 – November 30, 2015, be accepted for information.

CARRIED

ADMINISTRATION:

13. a) February 24, 2016 Regular Council Meeting

MOTION 16-01-020
Requires Unanimous

MOVED by Councillor Braun

That the February 24, 2016 Regular Council Meeting be changed to Monday, February 22, 2016 at 11:00 a.m.

CARRIED UNANIMOUSLY

**13. b) Bill 6 – Enhanced Protection for Farm and Workers Act
Regulations**

MOTION 16-01-021

MOVED by Councillor Wardley

That administration sends an inquiry to the Alberta Association of Municipal Districts and Counties regarding participation in the consultation tables for the Farm and Ranch Workplace Regulation Consultations.

CARRIED

MOTION 16-01-022

MOVED by Councillor Jorgensen

That a letter be sent to the Provincial Government expressing our opposition to the Farm and Ranch Workplace Legislation and that the questions from the public be included.

CARRIED

13. c) 2016 Growing the North Conference

MOTION 16-01-023 **MOVED** by Councillor Paul

That the following Councillors be authorized to attend the 2016 Growing the North Conference in Grande Prairie on February 17 – 18, 2016.

Councillor Braun
Councillor Knelsen
Councillor Derksen
Deputy Reeve Sarapuk
Councillor Jorgensen
Councillor Wardley

CARRIED

13. d) Town of High Level – Capital Projects Requests

MOTION 16-01-024 **MOVED** by Councillor Braun
Requires 2/3

That administration be authorized to release \$137,059.08 to the Town of High Level as part of the cost sharing for the Centennial Park project.

CARRIED

MOTION 16-01-025 **MOVED** by Councillor Wardley

That a letter be sent to the Town of High Level stating that Mackenzie County is not in a position with the current economy to commit to the sports complex new addition estimated at \$4,000,000.00.

CARRIED

MOTION 16-01-026 **MOVED** by Councillor Bateman

That the Town of High Levels request for the 2016 capital projects (in the amount of \$127,000.00) be accepted as per the Regional Service Sharing Agreement.

CARRIED UNANIMOUSLY

13. e) STARS – Request for Funding

MOTION 16-01-027

MOVED by Councillor Bateman

That the STARS request for funding be denied.

CARRIED

13. f) Farm Tech Conference

MOTION 16-01-028

MOVED by Councillor Derksen

That Deputy Reeve Sarapuk be authorized to attend the Farm Tech Conference in Edmonton on January 26-28, 2016.

CARRIED

13. g) High Level Education Committee (ADDITION)

MOTION 16-01-029

Requires Unanimous

MOVED by Councillor Bateman

That Councillor Jorgensen be authorized to attend the High Level Education Committee Meeting on Councillor Bateman's behalf on January 14, 2016.

CARRIED UNANIMOUSLY

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 16-01-030

MOVED by Councillor Braun

That the information/correspondence items be received for information.

CARRIED

Councillor Bateman left the meeting 3:35 p.m.

Reeve Neufeld recessed the meeting at 3:40 p.m. and reconvened the meeting at 4:00 p.m.

**IN-CAMERA
SESSION:**

15. In-Camera Session

MOTION 16-01-031

MOVED by Councillor Braun

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 4:00 p.m.

- 15. a) Legal
- 15. b) Labour – AUPE Negotiations
- 15. c) Land

CARRIED

MOTION 16-01-032 **MOVED** by Councillor Derksen

That Council move out of camera at 4:37 p.m.

CARRIED

15. b) Labour – AUPE Negotiations

MOTION 16-01-033 **MOVED** by Councillor Braun

That legal counsel and the Chief Administrative Officer be authorized to exchange the proposal with the local AUPE as revised.

CARRIED

NOTICE OF MOTION: **16. a) MOTION 15-05-373**

Councillor Derksen brought forward a Notice of Motion to reconsider Motion 15-05-373 at the January 29, 2016 Regular Council Meeting.

**NEXT MEETING
DATES:**

- 17. a) Committee of the Whole Meeting
 Friday, January 29, 2016
 10:00 a.m.
 Fort Vermilion Council Chambers
- b) Regular Council Meeting
 Friday, January 29, 2016
 1:00 p.m.
 Fort Vermilion Council Chambers

ADJOURNMENT: **18. a) Adjournment**

MOTION 16-01-034 **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 4:41 p.m.

CARRIED

These minutes will be presented to Council for approval on January 29, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Neil Simpson – Land Proposal

BACKGROUND / PROPOSAL:

Please see the attached correspondence.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority For discussion. Requires 2/3 Requires Unanimous

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

To The Counselors of the Mackenzie County,

Hello, I trust this letter gives you a little bit of insight into a dilemma that I am facing regarding development permits for my quarter of land.

I grew up in Fort Vermilion, attended all my years in school at both St. Mary's Elementary and Fort Vermilion Public. I have lived here for all 23 years of my life, and I have every intention of raising my young family here as well.

In 2015, I purchased the quarter section of land, SE10-108-13W5, from Simpson Family Farms. I purchased this quarter with the intentions of homesteading it. However, the quarter is land locked. Simpson Family Farms to the West, Boese Enterprise to the North, Roger Toews to the East, and Greg Newman to the South. Due to the lay out of the road allowance, located on the East side of my quarter (no road built), for me to put a road in has a negative impact for 2 major reasons; number one, the road allowance is located on the east side of my quarter, my proposed yard site is on the west, meaning the road would be build (by me) but the county then has to spend money to gravel, supply culvert, and maintain a road that is not going to be used. Secondly, the road allowance is bush and is Roger Toews shelter belt for his farm yard. Building a road on the road allowance (one that I have no intentions of using) would leave his yard completely exposed. The road allowance also means that the road would be approximately 20-25m from Rogers house (a safety concern).

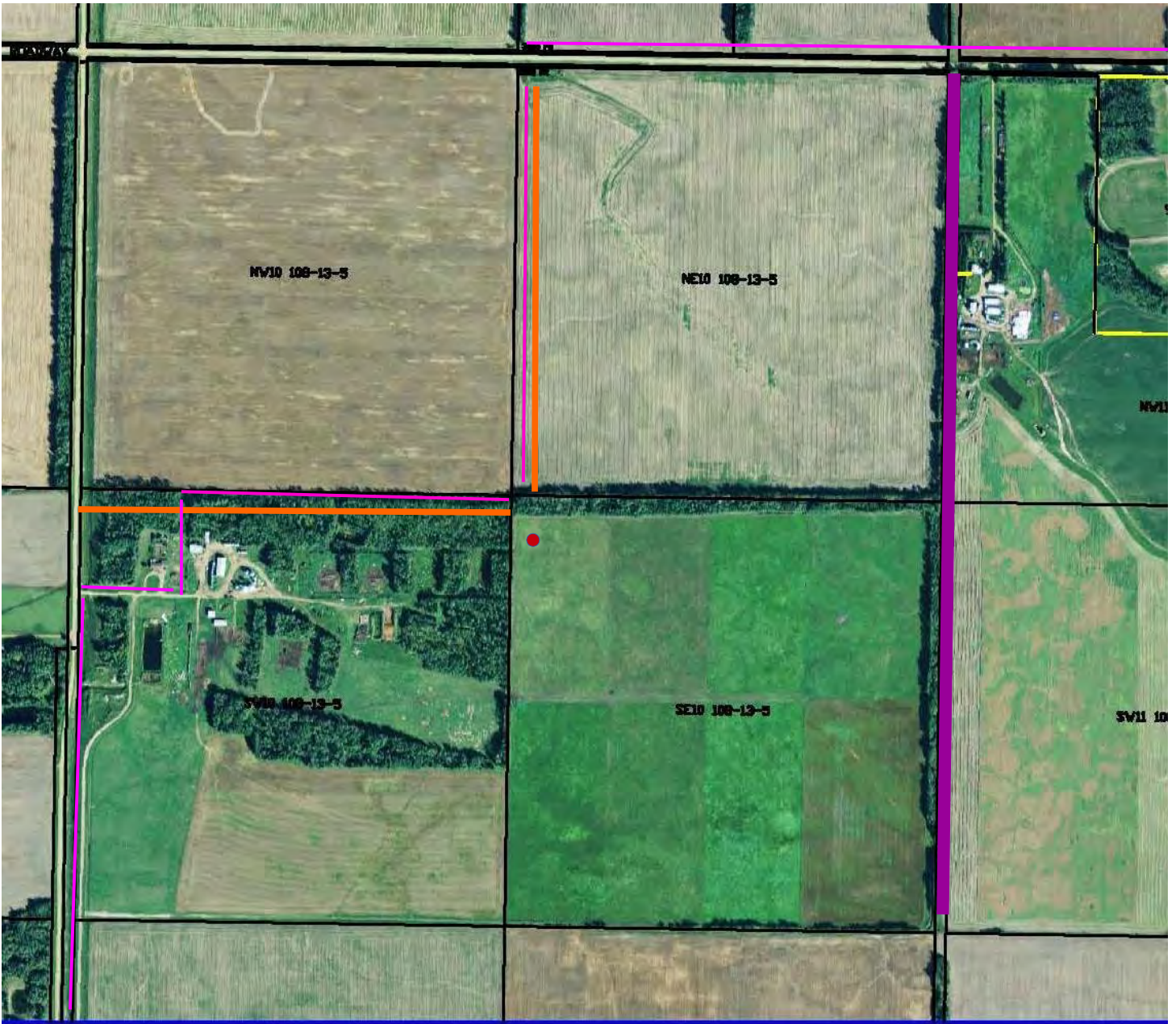
What I am asking you, our counselors, is if you would consider allowing me to use a 'pan handle' method to provide legal access to my quarter. There has not been any sub-divisions purchased out as of now. If allowed, this 'pan-handle' would still need the land purchased from the legal owners, sub divided and then approved by you, the counselors. Is this something you would allow? The proposed accesses are, firstly, straight north between Bill Boese and Tony Batt's land, and secondly, straight west along the north boundary of Simpson Family Farms. Again, before any steps will be taken, I need counsel's approval.

Please keep in mind that Simpson Family Farms has first right of refusal, should my quarter ever come up for sale.

Please see attached aerial photograph to better help you understand my proposal.

Thank you for your time and consideration,

Neil Simpson



Key:

- Red Dot- Proposed yard site
- Orange Lines- 2 proposed 'pan handle' accesses
- Small Pink Lines- Power line
- Large Purple Line- Road allowance



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

Unapproved minutes of the November 2, 2015 Community Services Committee meetings are attached for review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Community Services Committee minutes are posted on DocuShare.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the November 2, 2015 Community Services Committee meetings be received for information.

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

**MACKENZIE COUNTY
Community Services Meeting**

**November 2, 2015
1:00 PM**

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

MINUTES

PRESENT: Lisa Wardley Councillor/Chair (via teleconference)
Peter Braun Councillor/Vice Chair
John Driedger Councillor
Ricky Paul Councillor
Bill Neufeld Reeve

ALSO PRESENT: Ron Pelensky Director of Community Services & Operations
Len Racher Director of Facilities and Operations (South)
Jennifer Batt Public Works Administrative Officer /
Recording Secretary
Sylvia Wheeler Public Works Administrative Officer
Madison Dyck Public Works Administrative Assistant

CALL TO ORDER: 1. **Call to Order: 1:07 p.m.**
Ron Pelensky called the meeting to order.

AGENDA: 2. **Adoption of Agenda**

ADDITIONS:

MOTION CS-15-11-052 **MOVED by Councillor Braun**
That the agenda be approved as presented.

CARRIED

MINUTES: 3. **Minutes of the June 1, 2015 meeting**

MOTION CS-15-11-053 **MOVED by Reeve Neufeld**
That minutes of the June 1, 2015 Community Services Committee meeting is adopted as presented.

CARRIED

NEW BUSINESS: 4 a. **Community Services Terms of Reference**

MOTION CS-15-11-054 **MOVED by Councillor Braun**

That the Community Services Committee recommends to Council that the Terms of Reference be amended as discussed.

CARRIED

MOTION CS-15-11-055

MOVED by Councillor Braun

Recommend that the Terms of Reference for Community Services Committee be TABLED.

CARRIED

4. b

Election of Chair

Mr. Pelensky called for nominations for the position of Chair of the Community Services Committee.

First Call: Councillor Braun nominated Councillor Wardley (accepts)

Second Call: No further nominations.

Third Call: No further nominations.

MOTION CS-15-11-056

MOVED by Councillor Driedger

That nominations cease for the position of Chair.

CARRIED

Councillor Wardley was acclaimed as Chair of the Community Services Committee.

4. c.

Election of Vice-Chair

Mr. Pelensky called for nominations for the position of Vice Chair of the Community Services Committee.

First Call: Reeve Neufeld nominated Councillor Braun (accepts)
Councillor Braun nominates Councillor Paul (declines)

Second Call: No further nominations.

Third Call: No further nominations.

MOTION CS-15-11-057

MOVED by Councillor Paul

That nominations cease for the position of Vice - Chair.

CARRIED

Councillor Braun was acclaimed as Vice - Chair of the Community Services Committee.

Mr. Pelensky turns Chair over to Vice Chair Braun due to poor phone reception.

4. d. Appointment of Council Representatives to Other Committees

MOTION CS-15-11-058

MOVED by Reeve Neufeld

That Councillor Braun be appointed to the La Crete Recreation Board.

CARRIED

MOTION CS-15-11-059

MOVED by Reeve Braun

That Councillor Paul be appointed to the Fort Vermilion Recreation Board.

CARRIED

MOTION CS-15-11-060

MOVED by Councillor Paul

That Councillor Wardley be appointed to the Zama Recreation Board.

CARRIED

MOTION CS-15-11-061

MOVED by Reeve Neufeld

That all Councillors remain on their existing FCSS Boards.

Fort Vermilion – Councillor Paul

La Crete – Councillor Braun

Zma – Councillor Wardley

CARRIED

4. e. 2015 Caretaker Campground Bonus

MOTION CS-15-11-062

MOVED by Reeve Neufeld

That the Community Services Committee recommends to Council that the campground caretaker bonus for Hutch Lake & Wadlin Lake be approved as submitted.

CARRIED

Chair Wardley declared conflict and left the meeting

MOTION CS-15-11-063

Moved by Councillor Driedger

That the Community Services Committee recommends to Council that the campground caretaker bonus for Machesis Lake be approved as submitted.

CARRIED

Vice-Chair Braun recessed the meeting at 1:50 p.m. and reconvened the meeting at 1:58 p.m.

Chair Wardley returned via teleconference

4. f. Machesis/Hutch Lake Campground Caretaker

MOTION CS-15-11-064

MOVED by Chair Wardley

That administration prior to advertising, draft and circulate existing contracts and request for proposals for Machesis Lake and Hutch Lake, with Machesis Lake contract to end after the long weekend.

CARRIED

4. g. 2015 Community Services Project Updates

MOTION CS-15-11-065

MOVED by Chair Wardley

That the Community Services Committee recommends to Council that a letter be sent to Alberta Agriculture and Forestry Minister, Oneil Carter requesting a meeting to discuss lease application processes.

CARRIED

MOVED by Councillor Driedger

MOTION CS-15-11-066

That administration look at options for supplying firewood to all campgrounds and parks, and bring back to Community Services Committee for review.

CARRIED

MOVED by Councillor Paul

MOTION CS-15-11-067

That the Community Services Committee recommends to Council that the 2015 Capital Project – Wadlin Lake Water Well \$8,920, and the 2015 OTHER Capital Project \$40,000 be used to purchase block docks for the Hutch Lake day use area & Wadlin Lake.

CARRIED

MOTION CS-15-11-068

MOVED by Councillor Paul

That administration consider adding Parks Supervisor to Organization Chart.

CARRIED

Vice-Chair Braun recessed the meeting at 2:52 p.m. and reconvened the meeting at 3:02 p.m.

4. h. Campground Expansion Compensation Policy Development

MOTION CS-15-11-069

MOVED by Councillor Driedger

That Administration invites the Wadlin Lake Steering Committee representatives to the next Community Services Committee meeting for further update and compensation proposal.

CARRIED

4. j. AHS Reports

MOTION CS-15-11-070

MOVED by Reeve Neufeld

Receive the AHS reports for information.

CARRIED

4. i. Relocate Gazebo – Pioneer Park

MOTION CS-15-11-071

MOVED by Councillor Paul

Administration to monitor the situation, and work with RCMP to reduce alcohol consumption at the park, and if required move it at a later date.

CARRIED

ADDITIONS:

5. a. NONE

NEXT MEETING DATE:

6. a. The next Community Service Committee Meeting be December 7th, 2015 @ 2:00 p.m.

MOTION CS-15-11-072

MOVED by Councillor Driedger

ADJOURNMENT:

Meeting was adjourned at 4:05 pm

CARRIED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Grant Smith, Agricultural Fieldman
Title:	ASB Meeting Minutes

BACKGROUND / PROPOSAL:

The adopted minutes of the January 11, 2016 ASB meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

That the January 11, 2016 ASB minutes be received for information.

- Simple Majority
 Requires 2/3
 Requires Unanimous

Author: G. Smith Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

**Monday January 11, 2016
9:00 a.m.
Fort Vermilion, AB**

PRESENT:	Josh Knelsen Bill Neufeld Eric Jorgensen David Doerksen Terry Batt Ernie Dyck	ASB Chair Reeve Council Representative (arrived 9:35 a.m.) Member at Large Member at Large Member at Large
ABSENT:		
ALSO PRESENT:	Joulia Whittleton Grant Smith Colleen Nate	Chief Administrative Officer Agricultural Fieldman Public Works Administrative Officer (recording Secretary)

Minutes of the Mackenzie County Agricultural Service Board meeting held on Monday January 11, 2016.

CALL TO ORDER: 1. a) Call to Order

Chair Knelsen called the meeting to order at 9:01 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION ASB 16-01-001 Moved By Bill Neufeld

That the agenda be adopted as presented.

CARRIED

PREVIOUS MINUTES 3.a) Minutes of the September 28, 2015 ASB Minutes

MOTION ASB 16-01-002 Moved by David Doerksen

That the minutes of the September 28, 2015 ASB meeting be approved as presented.

CARRIED

3.b) Minutes of the November 27, 2015 ASB Organizational Meeting.

MOTION ASB 16-01-003 **Moved by** David Doerksen

That the minutes of the November 27, 2015 ASB Organizational Meeting be approved as amended.

CARRIED

ACTION LIST **5.a) Action List**

MOTION ASB 16-01-004 **Moved by** Terry Batt

That the action list be approved as revised.

CARRIED

7.a) Emergency Livestock Response Plan

MOTION ASB 16-01-005 **Moved by** Terry Batt

That administration draft an Emergency Livestock response plan and compile a list of local resources.

CARRIED

7.b) Fusarium Graminearun Policy Overview

MOTION ASB 16-01-006 **Moved by** Ernie Dyck

That the ASB implements a Fusarium Graminearum Policy, and that administration submit a fact sheet in the County Image informing local Agricultural Producers about Fusarium Graminearum.

CARRIED

7.c) Clubroot of Canola Policy Overview

MOTION ASB 16-01-007 **Moved by** Ernie Dyck

That the ASB implement Clubroot of Canola Policy.

CARRIED

7.d) Hwy 88 Connector Flood Control

MOTION ASB 16-01-008 **Moved by** Bill Neufeld

That administration send a letter the drainage applicants stating that their drainage application does not qualify for funding under the current policy.

CARRIED

DISCUSSION

7.e) December 14, 2015 Open House Road Table Discussion

The ASB would like to host an open house for the new Clubroot and Fusarium policy, and bring the draft policies to the 2016 ratepayers meeting. The board would also like to present the policies at the Frontier Seed Cleaning Plant AGM on January 23, 2016.

MOTION ASB 16-01-009

Moved by Terry Batt

That the discussion be received for information.

CARRIED

7.f) Ag Fair Committee Terms of Reference

MOTION ASB 16-01-010

Moved by Eric Jorgensen

That administration draft a TOR for the Ag Fair Committee as discussed and a recommendation be made to council to accept the TOR as discussed.

CARRIED

**SET NEXT MEETING
DATE**

8.a) Next Meeting Date

The next ASB meeting will be at the call of the chair.

ADJOURNMENT

9.a) Adjournment

MOTION ASB 16-01-011

Moved by David Doerksen

That the ASB meeting be adjourned at 12:13 p.m.

CARRIED

These minutes will be present for approval at the next ASB Meeting.

Josh Knelsen, Chair

Grant Smith, Agricultural Fieldman



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Byron Peters, Director of Planning & Development
Title:	Community Sustainability Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The adopted minutes of the November 9, 2015, December 8, 2015 & January 12, 2016 meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Community Sustainability Committee meeting minutes for November 9, 2015, December 8, 2015 & January 12, 2016 be received for information.

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

**MACKENZIE COUNTY
Community Sustainability Committee Meeting**

**Mackenzie County Office
La Crete, AB**

Monday, November 9, 2015 @ 2:00 p.m.

PRESENT: Lisa Wardley Chair, Councilor, Committee Member
John W Driedger Vice Chair, Councilor, Committee Member
Bill Neufeld Reeve, Committee Member
Peter Braun Councilor, Committee Member
Eric Jorgensen Councilor, Committee Member (arrived at 2:32 p.m.)

ADMINISTRATION: Byron Peters Director of Planning and Development
Caitlin Smith Development Officer, Recording Secretary

MOTION

1. Call to Order

Byron Peters called the meeting to order at 2:07 p.m.

2. Adoption of Agenda

CSC-15-009

MOVED by Peter Braun

That the agenda be adopted as presented.

CARRIED

3. Terms of Reference

a) Review the Community Sustainability Committee Terms of Reference

CSC-15-010

MOVED by Lisa Wardley

That the Community Sustainability Committee recommends to Council to change the Approved External Activities in the CSC Terms of Reference from *one member per year* to *one member per year or as recommended by Council* and that Council discuss adding the Pathways to Sustainability Conference to the Approved External Activities list.

CARRIED

CSC-15-011

MOVED by Lisa Wardley

That the Community Sustainability Committee Terms of Reference be received for information.

CARRIED

4. Organizational

a) Election of Chair

Byron Peters calls for nominations for the position of Chairperson.

First Call: Peter Braun nominates Lisa Wardley. Lisa accepts.

Second Call: No further nominations.

Third Call: No further nominations.

CSC-15-012

MOVED by Bill Neufeld

That nominations cease for the position of Chairperson.

CARRIED

Byron Peters declares Lisa Wardley Chairperson by acclamation.

b) Election of Vice Chair

Byron Peters calls for nominations for the position of Vice Chairperson.

First Call: Peter Braun nominates John W Driedger. John accepts.

Second Call: No further nominations.

Third Call: No further nominations.

CSC-15-013

MOVED by Lisa Wardley

That nominations cease for the position of Vice Chairperson.

CARRIED

Byron Peters declares John W Driedger Vice Chairperson by acclamation.

Byron Peters turned Chair over to Lisa Wardley at 2:20 p.m.

5. Minutes

a) Adoption of Minutes

CSC-15-014

MOVED by John W Driedger

That the minutes of the June 15, 2015 Community Sustainability Committee meeting be approved as presented.

CARRIED

b) Business arising from the minutes.

None.

6. Ad – Hoc Community Engagement Committee Terms of Reference

a) Review Ad – Hoc Community Engagement Committee Terms of Reference

Eric Jorgensen joins meeting at 2:32 p.m.

CSC-15-015

MOVED by John W Driedger

That administration make changes to the document as discussed and bring back to the next Community Sustainability Committee meeting for recommendation.

CARRIED

7. Development Incentives

CSC-15-016

MOVED by John W Driedger

That administration gets more information regarding downtown revitalization programs before recommendation.

CARRIED

Lisa Wardley called a recess at 3:17 p.m. and resumed the meeting at 3:29 p.m.

8. FCM Sustainable Communities Conference

CSC-15-017

MOVED by Peter Braun

That no committee member attend the 2016 FCM Conference.

CARRIED

9. 4 Step Community Sustainability Plan

a) Review updated version

Lisa Wardley called a recess at 4:28 p.m. and resumed the meeting at 4:39 p.m.

CSC-15-018

MOVED by John W Driedger

That the Community Sustainability Committee recommend to Council for the approval of the 4 Step Community Sustainability Plan as amended.

CARRIED

Lisa Wardley called a recess at 5:48 p.m. and resumed the meeting at 7:30 p.m.

10. Delegation

a) O2 Planning and Design – Economic Development Strategy & Streetscape Design

CSC-15-019

MOVED by Peter Braun

That the O2 Planning and Design – Economic Development Strategy & Streetscape Design presentation be received for information.

CARRIED

11. Miscellaneous Items

a) None

12. In – Camera

a) None

13. MEETING DATES

Next meeting to be decided.

14. ADJOURNMENT

CSC-15-020

MOVED by John W Driedger

That the Community Sustainability Meeting be adjourned at 8:40 p.m.

CARRIED

These minutes were adopted this 8th day of December, 2015.

Lisa Wardley, Chair

**MACKENZIE COUNTY
Community Sustainability Committee Meeting**

**Mackenzie County Office
La Crete, AB**

Monday, November 9, 2015 @ 2:00 p.m.

PRESENT: Lisa Wardley Chair, Councilor, Committee Member
John W Driedger Vice Chair, Councilor, Committee Member
Bill Neufeld Reeve, Committee Member
Peter Braun Councilor, Committee Member
Eric Jorgensen Councilor, Committee Member (arrived at 2:32 p.m.)

ADMINISTRATION: Byron Peters Director of Planning and Development
Caitlin Smith Development Officer, Recording Secretary

MOTION

1. Call to Order

Byron Peters called the meeting to order at 2:07 p.m.

2. Adoption of Agenda

CSC-15-009

MOVED by Peter Braun

That the agenda be adopted as presented.

CARRIED

3. Terms of Reference

a) Review the Community Sustainability Committee Terms of Reference

CSC-15-010

MOVED by Lisa Wardley

That the Community Sustainability Committee recommends to Council to change the Approved External Activities in the CSC Terms of Reference from *one member per year* to *one member per year or as recommended by Council* and that Council discuss adding the Pathways to Sustainability Conference to the Approved External Activities list.

CARRIED

CSC-15-011

MOVED by Lisa Wardley

That the Community Sustainability Committee Terms of Reference be received for information.

CARRIED

4. Organizational

a) Election of Chair

Byron Peters calls for nominations for the position of Chairperson.

First Call: Peter Braun nominates Lisa Wardley. Lisa accepts.

Second Call: No further nominations.

Third Call: No further nominations.

CSC-15-012

MOVED by Bill Neufeld

That nominations cease for the position of Chairperson.

CARRIED

Byron Peters declares Lisa Wardley Chairperson by acclamation.

b) Election of Vice Chair

Byron Peters calls for nominations for the position of Vice Chairperson.

First Call: Peter Braun nominates John W Driedger. John accepts.

Second Call: No further nominations.

Third Call: No further nominations.

CSC-15-013

MOVED by Lisa Wardley

That nominations cease for the position of Vice Chairperson.

CARRIED

Byron Peters declares John W Driedger Vice Chairperson by acclamation.

Byron Peters turned Chair over to Lisa Wardley at 2:20 p.m.

5. Minutes

a) Adoption of Minutes

CSC-15-014

MOVED by John W Driedger

That the minutes of the June 15, 2015 Community Sustainability Committee meeting be approved as presented.

CARRIED

b) Business arising from the minutes.

None.

6. Ad – Hoc Community Engagement Committee Terms of Reference

a) Review Ad – Hoc Community Engagement Committee Terms of Reference

Eric Jorgensen joins meeting at 2:32 p.m.

CSC-15-015

MOVED by John W Driedger

That administration make changes to the document as discussed and bring back to the next Community Sustainability Committee meeting for recommendation.

CARRIED

7. Development Incentives

CSC-15-016

MOVED by John W Driedger

That administration gets more information regarding downtown revitalization programs before recommendation.

CARRIED

Lisa Wardley called a recess at 3:17 p.m. and resumed the meeting at 3:29 p.m.

8. FCM Sustainable Communities Conference

CSC-15-017

MOVED by Peter Braun

That no committee member attend the 2016 FCM Conference.

CARRIED

9. 4 Step Community Sustainability Plan

a) Review updated version

Lisa Wardley called a recess at 4:28 p.m. and resumed the meeting at 4:39 p.m.

CSC-15-018

MOVED by John W Driedger

That the Community Sustainability Committee recommend to Council for the approval of the 4 Step Community Sustainability Plan as amended.

CARRIED

Lisa Wardley called a recess at 5:48 p.m. and resumed the meeting at 7:30 p.m.

10. Delegation

a) O2 Planning and Design – Economic Development Strategy & Streetscape Design

CSC-15-019

MOVED by Peter Braun

That the O2 Planning and Design – Economic Development Strategy & Streetscape Design presentation be received for information.

CARRIED

11. Miscellaneous Items

a) None

12. In – Camera

a) None

13. MEETING DATES

Next meeting to be decided.

14. ADJOURNMENT

CSC-15-020

MOVED by John W Driedger

That the Community Sustainability Meeting be adjourned at 8:40 p.m.

CARRIED

These minutes were adopted this 8th day of December, 2015.

Lisa Wardley, Chair

**MACKENZIE COUNTY
Community Sustainability Committee Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Tuesday, December 8, 2015 @ 9:00 a.m.

PRESENT: Lisa Wardley Chair, Councilor, Committee Member
John W Driedger Vice Chair, Councilor, Committee Member
Bill Neufeld Reeve, Committee Member
Peter Braun Councilor, Committee Member
Eric Jorgensen Councilor, Committee Member

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
Byron Peters Director of Planning and Development,
Recording Secretary

DELEGATE: Trevor Davison O2 Planning & Design

MOTION

1. Call to Order

Lisa called the meeting to order at 9:07 a.m.

2. Adoption of Agenda

CSC-15-021

MOVED by Peter Braun

That the agenda be adopted as presented.

CARRIED

3. Minutes

a) Adoption of Minutes

CSC-15-022

MOVED by Bill Neufeld

That the minutes of the November 9, 2015 Community Sustainability Committee meeting be approved as presented.

CARRIED

b) Business arising from the minutes.

None.

4. **Delegate**

a) **Streetscape/ Economic Development Project Update**

Trevor Davison updated the committee with the progress of the project.

b) **Community Advisory Committee**

CSC-15-023

MOVED by John W Driedger

That the Community Advisory Committee terms of Reference be accepted as presented.

CARRIED

5. **Miscellaneous Items**

a) None

6. **In – Camera**

a) None

7. **Meeting Dates**

Next meeting to be decided.

8. **Adjournment**

CSC-15-024

MOVED by Eric Jorgensen

That the Community Sustainability Meeting be adjourned at 9:52 a.m.

CARRIED

These minutes were adopted this 12th day of January, 2016.

Lisa Wardley, Chair

MACKENZIE COUNTY
Community Sustainability Committee Meeting
(Economic Development & Streetscape Design Steering Committee)

Mackenzie County Office
Fort Vermilion, AB

Tuesday, January 12, 2016 @ 9:00 a.m.

PRESENT:	Lisa Wardley Bill Neufeld Peter Braun Eric Jorgensen Ricky Paul	Chair, Councilor, Committee Member Reeve, Committee Member Councilor, Committee Member Councilor, Committee Member Councilor
REGRETS:	John W Driedger	Vice Chair, Councilor, Committee Member
ADMINISTRATION:	Byron Peters Caitlin Smith	Director of Planning and Development Development Officer, Recording Secretary
DELEGATES:	Trevor Davison Natalie Gibson	O2 Planning & Design

MOTION

1. Call to Order

Lisa Wardley called the meeting to order at 8:57 a.m.

2. Adoption of Agenda

CSC-16-025

MOVED by Peter Braun

That the agenda be adopted as presented.

CARRIED

4. Mackenzie County Economic Development & Streetscape Design

a) What We Heard Summary

Natalie Gibson left the meeting at 9:03 a.m.

CSC-16-026

MOVED by Eric Jorgensen

That the Economic Development Strategy & Streetscape Design What We Heard Summary be received for information.

CARRIED

b) La Crete Advisory Committee

CSC-16-027 **MOVED** by Peter Braun

That the respondents listed be appointed as the La Crete Advisory Committee as amended.

CARRIED

CSC-16-028 **MOVED** by Eric Jorgensen

That Peter Braun be appointed as Council representative on the La Crete Advisory Committee.

CARRIED

c) Fort Vermilion Advisory Committee

CSC-16-029 **MOVED** by Peter Braun

That the Fort Vermilion Advisory Committee be appointed via e-mail upon more respondents.

CARRIED

CSC-16-030 **MOVED** by Eric Jorgensen

That Ricky Paul be appointed as Council representative on the Fort Vermilion Advisory Committee upon Council approval.

CARRIED

3. Minutes

a) Adoption of Minutes

CSC-16-031 **MOVED** by Peter Braun

That the minutes of the December 8, 2015 Community Sustainability Committee meeting be approved as presented.

CARRIED

b) Business arising from the minutes.

None.

Trevor Davison left the meeting at 9:34 a.m.

5. Miscellaneous Items

a) None

6. In – Camera

a) None

7. Meeting Dates

Next meeting to be decided.

8. Adjournment

CSC-16-032

MOVED by Eric Jorgensen

That the Community Sustainability Meeting be adjourned at 9:40 a.m.

CARRIED

These minutes were adopted this day of , 2016.

Lisa Wardley, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the December 17, 2015 and January 14, 2016 Municipal Planning Commission meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes for December 17, 2015 and January 14, 2016 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, December 17, 2015 @ 10:00 a.m.

PRESENT: John W. Driedger Chair, Councilor, MPC Member
Jacquie Bateman Councilor, MPC Member
Erick Carter Vice Chair, MPC Member
Beth Kappelar MPC Member
Jack Eccles MPC Member

ADMINISTRATION: Byron Peters Director of Planning and Development
Liane Lambert Planner
Caitlin Smith Development Officer
Alexandra Codispodi Municipal Intern
Morgan Friesen Administrative Assistant, Recording Secretary

MEMBERS OF PUBLIC: Kevin Unruh
Andrew Goertzen

MOTION

1. Call to Order

John W. Driedger called the meeting to order at 10:02 a.m.

2. Adoption of Agenda

MPC-15-12-212

MOVED by Jacquie Bateman

That the agenda be adopted as presented.

CARRIED

3. Minutes

a) Adoption of Minutes

MPC-15-12-213

MOVED by Erick Carter

That the minutes of the November 24, 2015 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

4. DEVELOPMENT

- a) 299-DP-15 Dave Gerbrandt – Manufactured Home –
Single Wide in “RC3” (La Crete Rural)
Plan 062 4963; Block 01; Lot 22
(Part of SW 13-106-15-W5M)**

MPC-15-12-214

MOVED by Beth Kappelar

That Development Permit 299-DP-15 on Plan 0624963; Block 1;
Lot 22 in the name of Dave Gerbrandt be REFUSED.

CARRIED

MPC-15-12-215

MOVED by Jacquie Bateman

That Mackenzie County administration bring Section 8.29 B. of
the Land Use Bylaw to Council in order to remove Manufactured
Home – Single Wide from Discretionary Uses.

CARRIED

- b) 302-DP-15 Alberta Infrastructure – Modular
Courthouse in “P” (Public/ Institutional)
Plan 3279KS, Lot 2, 4607 River Road, Fort Vermilion**

MPC-15-12-216

MOVED by Jacquie Bateman

That Development Permit 302-DP-15 on Plan 3279KS, Lot 02 in
the name of Stantec Architecture 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. Minimum building setbacks:

- a) 7.6 meters (25 feet) from the front (North) yard facing
River Road;
- b) 1.5 meters (5 feet) side (East & West) yards; and
- c) 7.6 meters (25 feet) rear (South) yard; from the property
lines.

2. The Modular Courthouse shall meet all Alberta Safety Codes requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit null and void.
3. The Modular Courthouse exterior shall be finished with log siding to compliment the character of the area. The façade styling and materials must be submitted to the Mackenzie County Planning and Development department to be approved by the Development Authority before construction commences.
4. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
5. The Municipality has assigned the following address to the noted property (4607 – River Road). You are required to display the address (4607) 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: The minimum parking standards are 1 space per 37.2 square meters of building area which in this case is 16 public parking stalls and 1 space per each employee “One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”
7. 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.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any

utility right-of-way.

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

CARRIED

5. SUBDIVISION

- a) **37-SUB-15 852886 Alberta Ltd.
(La Crete Rural)
SW 12-107-15-W5M**

MPC-15-12-217

MOVED by Jack Eccles

That Subdivision Application 37-SUB-15 in the name of 852886 Alberta Ltd. on SW 12-107-15-W5M be APPROVED with the following conditions:

1. This approval is for a TYPE B single lot subdivision, 10.07 acres (4.04 hectares) parcels 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 both of the subdivisions and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) Enter into a Road Acquisition agreement for the westerly 5.18 meters of the SW 12-107-15-W5M that is required for future road widening.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

l. The existing pumpout discharge line shall be relocated to meet the current Alberta Private Sewage Systems Standard of Practice 2009 setbacks. Proof of relocation is required.

e) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.

f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.

g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

h) 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.

i) 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

**b) 53-SUB-15 Peter & Anne Derksen
(La Crete Rural Airport Road)
NW 32-105-13-W5M**

MPC-15-12-218

MOVED by Beth Kappelar

That Subdivision Application 53-SUB-15 in the name of Peter & Anne Derksen on NW 32-105-13-W5M be APPROVED with the following conditions:

1. This approval is for a TYPE B single lot subdivision, 10.07 acres (4.04 hectares) parcels 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 both of 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.
 - i. The existing pumpout discharge line shall be relocated to meet the current Alberta Private Sewage Systems Standard of Practice 2009 setbacks. Proof of relocation is required.
- 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 \$7,000.00 per acre. Municipal reserve is charged at 10%, which is \$700.00 per subdivided acre. 10 acres times \$7,00.00 equals \$7,000.00.
- 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

Andrew Goertzen entered the meeting at 10:16 a.m.

**c) 54-SUB-15 Raymond & Tina Dyck
(La Crete Rural)
NW 15-106-15-W5M**

MPC-15-12-219

MOVED by Jack Eccles

That Subdivision Application 54-SUB-15 in the name of Raymond & Tina Dyck on NW15-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a TYPE B single lot subdivision, 10 acres (4.04 hectares) parcels 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 both of the subdivisions 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

**d) 55-SUB-15 George Krahn
(La Crete Rural)
NE 11-106-15-W5M**

MPC-15-12-220

MOVED by Jacquie Bateman

That Subdivision Application 55-SUB-15 in the name of George Krahn on NE 11-106-15-W5M be REFUSED.

CARRIED

6. MISCELLANEOUS ITEMS

a) Bylaw *-16 Land Use Bylaw Amendment to Amend
the Definition of Garden Suite and Add Provisions**

MPC-15-12-221

MOVED by Jacquie Bateman

That the Municipal Planning Commission recommendation to Council be to approve Bylaw ***-16 as amended.

CARRIED

Andrew Goertzen and Kevin Unruh left the meeting at 11:06

a.m.

John W. Driedger recessed at 11:07 a.m. and reconvened at 11:15 a.m.

b) Bylaw *-16 Land Use Bylaw Amendment to Add Definition of Park Model and Include It as a Permitted Use in the Hutch Lake Recreation District**

MPC-15-12-222

MOVED by Jack Eccles

That the Municipal Planning Commission recommendation to Council be that Bylaw ***-16 be approved as amended.

CARRIED

c) Brownfield Redevelopment Working Group (Handout)

MPC-15-12-223

MOVED by Jacquie Bateman

That item 6.c) be TABLED until the next Municipal Planning Commission meeting in order for members to read the handout.

CARRIED

d) Subdivision Time Extension Fee (Handout)

MPC-15-09-168

MOVED by Beth Kappelar

That the Municipal Planning Commission recommend to Council that the subdivision time extension fee increase in a tiered schedule per application and that multi-lot urban subdivisions be allowed an automatic one-year renewal after the first year if needed without having to pay a time extension fee.

CARRIED

e) Action List

For information.

7. IN CAMERA

a) None

8. MEETING DATES

- ❖ January 14, 2016 at 10:00 a.m. in Fort Vermilion
- ❖ February 4, 2016 at 10:00 a.m. in La Crete
- ❖ February 18, 2016 at 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MPC-15-12-224

MOVED by Erick Carter

That the Municipal Planning Commission Meeting be adjourned at 11:35 a.m.

CARRIED

These minutes were adopted this 4th day of February, 2016.

John W. Driedger, Chair

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, January 14, 2016 @ 10:00 a.m.

- PRESENT:** John W. Driedger Chair, Councilor, MPC Member
Jacquie Bateman Councilor, MPC Member
Erick Carter Vice Chair, MPC Member
Beth Kappelar MPC Member
- REGRETS:** Jack Eccles MPC Member
- ADMINISTRATION:** Byron Peters Director of Planning and Development
Liane Lambert Planner
Caitlin Smith Development Officer
Alexandra Codispodi Municipal Intern
Morgan Friesen Administrative Assistant/Recording Secretary
- MEMBERS OF PUBLIC:** Allan Derksen
Reuben Derksen

MOTION

1. Call to Order

John W. Driedger called the meeting to order at 10:00 a.m.

2. Adoption of Agenda

MPC-16-01-001

MOVED by Jacquie Bateman

That the agenda be adopted as presented.

CARRIED

MPC-16-01-002

MOVED by Beth Kappelar

That item 6.d) Bylaw 97x-15 be moved up to first item on the agenda.

CARRIED

6. MISCELLANEOUS ITEMS

**d) Bylaw 97X-15
Land Use Bylaw Amendment to Rezone SE 08-106-
15-W5M from Urban Reserve "UR" to Hamlet
Residential District 1B "HR1B" (La Crete)**

MPC-16-01-003

MOVED by Jacquie Bateman

That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 10xx-15 being the rezoning of Part of SE 08-106-15-W5M and Plan 102 2263, Block 1, Lot 3 from Urban Fringe "UF" to Hamlet Residential District 1B "HR1B" for the purpose of hamlet residential lots.

CARRIED

MPC-16-01-004

MOVED by Beth Kappelar

That the developer provide a detailed Area Structure Plan for the entire quarter section prior to submitting a subdivision application. The ASP shall include, in addition to the existing proposed road and lot layout, at minimum: municipal road widenings, easements/ROW/PUL to accommodate existing infrastructure, location of environmental reserve (if required), location of municipal reserve (in the proper amount), overland storm drainage and retention plan.

CARRIED

Allan and Reuben Derksen left the meeting at 10:24 a.m.

3. Minutes

a) Adoption of Minutes

MPC-16-01-005

MOVED by Beth Kappelar

That the minutes of the November 24, 2015 Municipal Planning Commission meeting be adopted as amended with the addition of Alexandra Codispodi to the administration attendee list.

CARRIED

b) Business Arising from Previous Minutes

4. DEVELOPMENT

a) None.

5. **SUBDIVISION**

a) **46-SUB-15 David & Margaret Neusteater
(La Crete River Road)
NE 2-107-15-W5M**

MPC-16-01-006

MOVED by Jacquie Bateman

That Subdivision Application 46-SUB-15 in the name of David and Margaret Neustaeter on NE 2-107-15-W5M be received for information.

CARRIED

b) **56-SUB-15 Ben Harder
(La Crete Rural)
SW 24-110-18-W5M**

MPC-16-01-007

MOVED by Jacquie Bateman

That Subdivision Application 56-SUB-15 in the name of Ben Harder on SW 24-110-18-W5M be APPROVED to include the dugout and a total of approximately 14.4 acres (to be confirmed by surveyors) with the following conditions:

1. This approval is for two TYPE B single lot subdivisions, one being a 10 acre parcel and the second being approximately 14.4 acre parcel.

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 both 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 municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$3,500.00 per acre. Municipal reserve is charged at 10%, which is \$350.00 per subdivided acre. 10 acres multiplied by \$1,600.00 equals \$3,500.00.
- e) The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the Municipal Government Act Section 667 (1) (a).
- f) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- 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

6. MISCELLANEOUS ITEMS

- b) Bylaw 10xx-16
Land Use Bylaw Amendment to Rezone Lot 1 Block 3
Plan 580KS from Hamlet Residential "HR1" to
Residential Condominium District "RCD"**

Erick Carter declared himself in conflict and abstained from the vote on Motion MPC-16-01-008 at 10:47 a.m.

MPC-16-01-008

MOVED by Jacquie Bateman

That the Municipal Planning Commission recommendation to Council be to approve Bylaw 100xx-16 being a Land Use Bylaw Amendment to rezone Lot 1 Block 3 Plan 580KS from Hamlet Residential "HR1" to Residential Condominium District "RCD" for the purpose of creating rental units, subject to public hearing input.

CARRIED

- c) Bylaw 10xx-16 Land Use Bylaw Amendment to Rezone Lot 2 Block 1 Plan 042 0507 from Public/Institutional "P" to Rural Country Residential "RC1"**

MPC-16-01-009

MOVED by Beth Kappelar

That the Municipal Planning Commission recommendation to Council be to approve Bylaw 100xx-16 being a Land Use Bylaw Amendment to rezone Lot 2 Block 1 Plan 042 0507 from Public/Institutional "P" to Rural Country Residential "RC1" for the purpose of residential development, subject to public input.

CARRIED

- e) Action List**

For information.

John W. Driedger recessed at 10:53 a.m. and reconvened at 11:00 a.m.

- a) Brownfield Redevelopment Working Group (Handout)**

For information.

7. IN CAMERA

- a) None

8. MEETING DATES

- ❖ February 4, 2016 at 10:00 a.m. in La Crete
- ❖ February 19, 2016 at 10:00 a.m. in Fort Vermilion
- ❖ March 3, 2016 at 10:00 a.m. in La Crete
- ❖ March 18, 2016 at 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MPC-16-01-010

MOVED by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 11:42 a.m.

CARRIED

These minutes were adopted this 4th day of February, 2016.

John W. Driedger, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Finance Committee Meeting Minutes

BACKGROUND / PROPOSAL:

Minutes of the November 26, 2015 Finance Committee meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Finance Committee minutes are posted on Docushare.

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the minutes of the November 26, 2015 Finance Committee meeting be received for information.

Author: E. Nyakahuma Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**November 26, 2015
10:00 a.m.**

**Fort Vermilion Corporate Office
Fort Vermilion, Alberta**

PRESENT: Jacquie Bateman Councillor
Peter F. Braun Councillor
Lisa Wardley Councillor
Josh Knelsen Councillor

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
Mark Schonken Interim Director of Finance
Carol Gabriel Manager of Legislative & Support Services (10:45 a.m.)
Peng Tian Finance Controller
Stephanie Wiebe Finance Officer
Elizabeth Nyakahuma Finance Officer / Recording Secretary
Alexandra Codispodi Municipal Intern

ABSENT: Bill Neufeld Reeve, *ex-officio*

CALL TO ORDER: 1. a) Call to Order

Joulia Whittleton, Chief Administrative Officer called the meeting to order at 10:01 a.m.

2. a) Adoption of Agenda

MOTION FC-15-11-59 MOVED by Councillor Knelsen

That the agenda be approved with the following additions:

- 8a) Election of Chair
- 8b) Election of Vice Chair
- 9a) AUPE Negotiations (IN CAMERA)

CARRIED

8. a) Election of Chair

Ms. Whittleton called for nominations for the position of Chair for the Finance Committee for the period of November 26, 2015 to October 2016.

First Call: Councillor Knelsen nominated Councillor Braun.

Second Call: No further nominations

Third Call: No further nominations.

MOTION FC-15-11-60

MOVED by Councillor Wardley

That nominations cease for the position of Chair.

CARRIED

Councillor Braun was acclaimed as Chair of the Finance Committee for the period November 26, 2015 to October 2016.

8. b) Election of Vice Chair

Ms. Whittleton called for nominations for the position of Vice Chair for the Finance Committee for the period of November 26, 2015 to October 2016.

First Call: Chair Braun nominated Councillor Wardley.

Second Call: No further nominations

Third Call: No further nominations.

MOTION FC-15-11-61

MOVED by Councillor Knelsen

That nominations cease for the position of Vice Chair.

CARRIED

Councillor Wardley was acclaimed as Vice Chair of the Finance Committee for the period November 26, 2015 to October 2016.

3. a) Minutes of the October 7, 2015 Committee Meeting

MOTION FC-15-11-62

MOVED by Councillor Wardley

That the minutes of the October 7, 2015 Finance Committee meeting be approved as presented.

CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES:

4. a) None

DELEGATIONS:

5. a) None

BUSINESS:

6. a) Emergent Items – La Crete Recreation Board

MOTION FC-15-11-63

MOVED by Councillor Bateman

That \$10,775 be approved as emergent for an Evapco ATC-180 condenser, to remove/ replace bearings & shaft on refrigeration unit and for installation of a snow rake on arena roof and that administration send a letter to the La Crete Recreation Board outlining policy for emergent items.

CARRIED

6. b) Cash Shortage

MOTION FC-15-11-64

MOVED by Councillor Wardley

That administration draft a policy dealing with cash shortages.

CARRIED

6. c) 2015 Quarterly Fuel Report

Councillor Bateman declared conflict at 10:15 a.m.

MOTION FC-15-11-65

MOVED by Councillor Wardley

That the 2015 Quarter 3 fuel report be received for information.

CARRIED

6. d) Councillors' Expense Claims

MOTION FC-15-11-66

MOVED by Councillor Wardley

That the September and October 2015 Councillor Expense Claims be accepted as discussed.

CARRIED

6. e) MasterCard Statements

MOTION FC-15-11-67

MOVED by Councillor Wardley

That the MasterCard statements for September and October 2015 be received for information.

CARRIED

6. f) Cheque Lists

MOTION FC-15-11-68

MOVED by Councillor Bateman

That the cheque lists for October 3, 2015 – November 20, 2015 be received for information.

CARRIED

**ADDITIONS TO
AGENDA:**

9. a) AUPE Negotiations

Carol arrived at 10:45 a.m. Elizabeth, Stephanie and Peng also left the meeting at 10:45 a.m.

MOTION FC-15-11-69

MOVED by Councillor Knelsen

That the Finance Committee move in camera at 10:47a.m.

CARRIED

MOTION FC-15-11-70

MOVED by Councillor Knelsen

That the Finance Committee move out of camera at 12:55 p.m.

CARRIED

NEXT MEETING DATE:

10. a) Chair's call
Fort Vermilion Corporate Office

ADJOURNMENT: 11. a) Adjournment

MOTION FC-15-11-71 MOVED by Councillor Bateman

That the Finance Committee meeting be adjourned at 12:57 p.m.

CARRIED

These minutes were approved by the Finance Committee on _____, 2015.

Peter Braun
Chair, Councillor

Joulia Whittleton
Chief Administrative Officer

DRAFT



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Bylaw 1017-16 - Fee Schedule Bylaw

BACKGROUND / PROPOSAL:

As per Councils request, we have added shoring equipment to the Fee Schedule Bylaw. Mackenzie County administration is also requesting that the sprinkler trailer rates be added to the Fee Schedule Bylaw. Attached is the current Fee Schedule Bylaw with the requested rates of Shoring Equipment - \$200.00 per day, and Sprinkler Trailer - \$400 per day.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

If approved, administration will advise the Fire Chiefs and Deputy Fire Chiefs of Councils decision.

Author: Ron Pelensky **Reviewed by:** _____ **CAO:** JW

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1017-16 being the Fee Schedule Bylaw for Mackenzie County.

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1017-16 being the Fee Schedule Bylaw for Mackenzie County.

Motion 3

- Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1017-16 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

Motion 4

- Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1017-16 being the Fee Schedule Bylaw for Mackenzie County.

Author: Ron Pelensky Reviewed by: _____ CAO: _____

BYLAW NO. ~~1008-15~~ 1017-16

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

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, requires fees to be established by bylaw.

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

1. SHORT TITLE

This bylaw may be cited as the “Fee Schedule Bylaw”

2. That the fees for services be approved as follows:

ADMINISTRATION

Item	Amount	GST
Photocopying	\$0.25/sheet	Applicable
Laminating (up to 11 x 17")	\$10.00 per page	Applicable
Tax Certificates	\$25.00	N/A
Email, fax or written confirmation of assessment by legal description (legal description to be provided by a requestor in writing)	\$25.00/per request	Applicable
Compliance Certificates	\$50.00	N/A
Land Titles	As per Alberta Government rates in force at the time of the request plus 25% for administration	Applicable
County Ownership Maps 42" bond paper 50"-60" photo paper	\$25.00 \$90.00	Applicable
County Ownership Map Booklet –Laminated Individual Pages - Laminated	\$50.00 \$10.00	Applicable
Hamlet Maps Not laminated Laminated	\$10.00 \$40.00	Applicable

ADMINISTRATION CONT'D

Item	Amount	GST
Aerial Photos & Customized Prints	Size 8.5 x 11 to 11 x 17": black & white - \$5.00 color - \$10.00; Size over 11 x 17 up to 30 x 41.5" black & white - \$50.00 color - \$100.00	Applicable
Boardroom Rental (no charge to non-profit community groups)	\$50.00/day	Applicable
Council or other Board Minutes	\$5.00/set	Applicable

APPEAL FEES

Agricultural Appeal Board

Relevant Act	Amount	GST
Weed Control Act	\$500.00	N/A
Soil Conservation Act	\$50.00	N/A
Agricultural Pests Act	\$100.00	N/A

Note: The appeal fee shall be refunded to the appellant if the Board rules in favour of the appellant.

RELEASE OF INFORMATION (FOIPP REQUESTS)

Pursuant to the provisions of Section 95 of the Freedom of Information and Protection of Privacy Act RSA 2000, Chapter F-25, a local public body may set fees as required to process requests for information; however the fees must not exceed the fees provided for in the regulations.

Mackenzie County shall charge fees in accordance with the Freedom of Information and Protection of Privacy Regulation, AR186/2008, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

BUSINESS LICENSES

Item	Amount	GST
Fees:		
Annual Business License (ABL) – Business Commencement until March 1 st – Mandatory	\$0.00	N/A
ABL – Subsequent Years – Mandatory	\$50.00	N/A
ABL – Amendment	\$25.00	N/A
ABL – Replacement	\$25.00	N/A
Penalties:		
No ABL (false information, etc.) – 1 st Offence	\$250.00	N/A
No ABL (false information, etc.) – 2 nd Offence	\$500.00	N/A
Failure to Comply with ABL – 1 st Offence	\$250.00	N/A
Failure to Comply with ABL – 2 nd Offence	\$500.00	N/A
Failure to Display ABL	\$50.00	N/A

DEVELOPMENT

Item	Amount	GST
Area Structure Plan	\$25.00 Hard Copy	Applicable
Municipal Development Plan	\$50.00 Hard Copy	Applicable
Land Use Bylaw	\$50.00 Hard Copy	Applicable
General Municipal Standards Manual	\$50.00 Hard Copy	Applicable
File Search	\$50.00	Applicable
Written Zoning Confirmation Request	\$25.00 Per Lot	Applicable
Compliance Request – Residential	\$50.00 Per Lot	Applicable
Compliance Request – Commercial/Industrial	\$75.00 Per Lot	Applicable
Revised Letter of Compliance (within 3 months)	50% of Full Price	Applicable
Rush Compliance Request (1-3 Business Days)	Double Listed Price	Applicable
Municipal Development Plan Amendment	\$2,000.00	N/A
Area Structure Plan Amendment	\$2,000.00	N/A
Land Use Bylaw Amendment	\$700.00	N/A
Land Use Bylaw Rezoning	\$400.00	N/A
Road Closure Bylaw	\$400.00	N/A
Bylaw Amendment Advertising & Notification Cost	Invoice According to Cost + 5% Administration Fee	Applicable
Development Permit - Other than Commercial or Industrial – Permitted Use	\$50.00	N/A
Development Permit - Other than Commercial or Industrial – Permitted Use with Variance	\$90.00	N/A
Development Permit - Other than Commercial or Industrial – Discretionary Use	\$90.00	N/A
Development Permit - Other than Commercial or Industrial – Discretionary Use with Variance	\$90.00	N/A
Development Permit – Commercial and Industrial – Permitted Use	\$100.00	N/A

DEVELOPMENT CONT'D

Item	Amount	GST
Development Permit – Commercial and Industrial – Permitted Use with Variance	\$150.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use	\$150.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use with Variance	\$150.00	N/A
Development Permit after Legal Counsel Intervention	Permit Cost Plus Legal Fee Cost	NA
Development Permit Time Extension	\$50.00	N/A
Development Prior to Development Permit Issuance	1 st Offence - \$250.00 Fine 2 nd Offence - \$500.00 Fine 3 rd Offence - \$1,000.00 Fine	N/A
Subdivision and Development Appeal (refundable if appeal is successful)	\$250.00	N/A
Subdivision Revision/Re-Advertising Fee	\$250.00	N/A
Subdivision Time Extension (Single Lot)	\$250.00	N/A
Subdivision Time Extension (Multi-Lot)	\$500.00	N/A
Subdivision or Boundary Adjustment Application (all or a portion of the subdivision application may be refundable at the discretion of the MPC)	\$700 + \$200/lot created	N/A
Rural Addressing Sign – required only after initial Rural Addressing Project is complete (required for all new rural yardsites, either at time of Subdivision or Development Permit approval, whichever occurs first)	\$70.00	Applicable

Note: Stop Orders will be issued and delivered to the site and/or the individual(s) conducting unauthorized development requiring all construction to cease immediately and to remain ceased until such time as the necessary Development Permit has been applied for and approved.

SAFETY CODES FEES

BUILDING PERMIT FEES

RESIDENTIAL	HOMEOWNER	CONTRACTOR
Main Floor (basement included)	\$0.65/sq ft	\$0.55/sq ft
Additional Storey's	\$0.40/sq ft	\$0.30/sq ft
Garages (Attached/Detached)/Sheds (over 200 sq ft)	\$0.40 sq/ft	\$0.30/sq ft
Additions	\$0.50/sq ft	\$0.40/sq ft
Relocation of a Building on a Basement or Crawlspace	\$0.60/sq ft	\$0.50/sq ft
Placement of House/Modular/Mobile Home/Garage/Addition only	\$175.00	\$150.00
Major Renovations (Any Structural Change)	\$0.50/sq ft	\$0.40 sq ft

Fireplaces/Wood Burning Appliances	\$175.00	\$150.00
Decks (Greater Than 2 Feet Above Grade)	\$175.00	\$150.00
Minimum Residential Building Permit Fee	\$175.00	\$150.00

COMMERCIAL/ INDUSTRIAL/ INSTITUTIONAL
\$6.00 per \$1,000 of project value
Minimum fee is \$300.00
Notes: 1. Project value is based on the actual cost of material and labour. 2. Verification of cost may be requested prior to permit issuance.

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

ELECTRICAL PERMIT FEES

RESIDENTIAL INSTALLATIONS		
Square footage of area to be wired	HOMEOWNER	CONTRACTOR
Up to 1200	\$218.50	\$184.00
1201 to 1500	\$287.50	\$218.50
1501 to 2000	\$327.75	\$276.00
2001 to 2500	\$362.25	\$299.00
2501 to 3000	\$391.00	\$322.00
3001 to 3500	\$419.75	\$345.00
3501 to 4000	\$437.00	\$368.00
4001 to 5000	\$460.00	\$402.50

DESCRIPTION	HOMEOWNER	CONTRACTOR
Mobile/Modular Home Connection only	\$115.00	\$86.25
Temporary and Underground Services (125 amps or less)	Contractor Required	\$86.25

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

OTHER THAN NEW RESIDENTIAL		
INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$0 – 300	\$97.75	\$86.25
\$301 – 500	\$109.25	\$97.75
\$501 – 1,000	\$120.75	\$109.25
\$1,001 – 1500	\$132.25	\$120.75
\$1,501 – 2,000	\$143.75	\$132.25
\$2,001 – 2,500	\$155.25	\$138.00
\$2,501 – 3,000	\$161.00	\$143.75
\$3,001 – 3,500	\$169.05	\$149.50

SAFETY CODES FEES CONT'D

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$3,501 – 4,000	\$179.40	\$155.25
\$4,001 – 4,500	\$198.95	\$165.60
\$4,501 – 5,000	\$203.55	\$170.20
\$5,001 – 5,500	\$219.65	\$182.85
\$5,501 – 6,000	\$230.00	\$192.05
\$6,001 – 6,500	\$238.05	\$198.95
\$6,501 – 7,000	\$248.40	\$207.00
\$7,001 – 7,500	\$258.75	\$216.20
\$7,501 – 8,000	\$269.10	\$224.25
\$8,001 – 8,500	\$278.30	\$232.30
\$8,501 – 9,000	\$288.65	\$240.35
\$9,001 – 9,500	\$299.00	\$249.55
\$9,501 – 10,000	\$309.35	\$257.60
\$10,001 – 11,000	\$317.40	\$264.50
\$11,001 – 12,000	\$327.75	\$273.70
\$12,001 – 13,000	\$338.10	\$281.75
\$13,001 – 14,000	\$348.45	\$290.95
\$14,001 – 15,000	\$357.65	\$297.85
\$15,001 – 16,000	\$378.35	\$304.75
\$16,001 – 17,000	\$388.70	\$315.10
\$17,001 – 18,000	\$396.75	\$324.30
\$18,001 – 19,000	\$407.10	\$331.20
\$19,001 – 20,000	\$419.75	\$339.25
\$20,001 – 21,000	Contractor required	\$348.45
\$21,001 – 22,000	Contractor required	\$350.75
\$22,001 – 23,000	Contractor required	\$359.95
\$23,001 – 24,000	Contractor required	\$368.00
\$24,001 – 25,000	Contractor required	\$377.20

SAFETY CODES FEES CONT'D

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$25,001 – 26,000	Contractor required	\$384.10
\$26,001 – 27,000	Contractor required	\$393.30
\$27,001 – 28,000	Contractor required	\$401.35
\$28,001 – 29,000	Contractor required	\$410.55
\$29,001 – 30,000	Contractor required	\$417.45
\$30,001 – 31,000	Contractor required	\$424.35
\$31,001 – 32,000	Contractor required	\$430.10
\$32,001 – 33,000	Contractor required	\$437.00
\$33,001 – 34,000	Contractor required	\$445.05
\$34,001 – 35,000	Contractor required	\$450.80
\$35,001 – 36,000	Contractor required	\$457.70
\$36,001 – 37,000	Contractor required	\$463.45
\$37,001 – 38,000	Contractor required	\$470.35
\$38,001 – 39,000	Contractor required	\$477.25
\$39,001 – 40,000	Contractor required	\$483.00
\$40,001 – 41,000	Contractor required	\$491.05
\$41,001 – 42,000	Contractor required	\$496.80
\$42,001 – 43,000	Contractor required	\$503.70
\$43,001 – 44,000	Contractor required	\$510.60
\$44,001 – 45,000	Contractor required	\$516.35
\$45,001 – 46,000	Contractor required	\$523.25
\$46,001 – 47,000	Contractor required	\$529.00
\$47,001 – 48,000	Contractor required	\$537.05
\$48,001 – 49,000	Contractor required	\$543.95
\$49,001 – 50,000	Contractor required	\$549.70
\$50,001 – 60,000	Contractor required	\$608.35
\$61,001 – 70,000	Contractor required	\$675.05
\$70,001 – 80,000	Contractor required	\$740.60

SAFETY CODES FEES CONT'D

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$80,001 – 90,000	Contractor required	\$807.30
\$90,001 – 100,000	Contractor required	\$872.85
\$100,001 – 110,000	Contractor required	\$906.20
\$110,001 – 120,000	Contractor required	\$954.50
\$120,001 – 130,000	Contractor required	\$1,005.10
\$130,001 – 140,000	Contractor required	\$1,054.55
\$140,001 – 150,000	Contractor required	\$1,104.00
\$150,001 – 160,000	Contractor required	\$1,153.45
\$160,001 – 170,000	Contractor required	\$1,204.05
\$170,001 – 180,000	Contractor required	\$1,252.35
\$180,001 – 190,000	Contractor required	\$1,302.95
\$190,001 – 200,000	Contractor required	\$1,351.25
\$200,001 – 210,000	Contractor required	\$1,385.75
\$210,001 – 220,000	Contractor required	\$1,451.30
\$220,001 – 230,000	Contractor required	\$1,500.75
\$230,001 – 240,000	Contractor required	\$1,550.20
\$240,001 – 250,000	Contractor required	\$1,600.80
\$250,001 – 300,000	Contractor required	\$1,748.00
\$300,001 – 350,000	Contractor required	\$1,913.60
\$350,001 – 400,000	Contractor required	\$2,079.20
\$400,001 – 450,000	Contractor required	\$2,244.80
\$450,001 – 500,000	Contractor required	\$2,409.25
\$500,001 – 550,000	Contractor required	\$2,574.85
\$550,001 – 600,000	Contractor required	\$2,740.45
\$600,001 – 650,000	Contractor required	\$2,906.05
\$650,001 – 700,000	Contractor required	\$3,070.50
\$700,001 – 750,000	Contractor required	\$3,236.10
\$750,001 – 800,000	Contractor required	\$3,401.70

SAFETY CODES FEES CONT'D

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$800,001 – 850,000	Contractor required	\$3,567.30
\$850,001 – 900,000	Contractor required	\$3,731.75
\$900,001 – 950,000	Contractor required	\$3,897.35
\$950,001 – 1,000,000	Contractor required	\$4,062.95

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

ANNUAL ELECTRICAL PERMIT PROCESS

An Annual Electrical Permit may be issued to an establishment that employs a full time qualified Electrician or hires an electrical contractor to perform minor electrical upgrades or renovations (an electrical project value of less than \$10,000.00) on the premises identified on the permit application. Installations over \$10,000.00 in job value require a separate electrical permit.

The establishment shall maintain a current and accurate two-year record of all electrical upgrades or renovations and shall make it available to Mackenzie County upon request. The establishment is responsible for the electrical work required to satisfactorily complete the electrical installation covered by the permit.

A single Annual Electrical Permit may be issued to cover all minor electrical upgrades or renovations performed during a full calendar year or for a lesser period of time when required. The permit fee shall be based on a full calendar year.

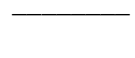
ANNUAL ELECTRICAL PERMIT FEES	
Rating of Establishment (KVA)	Fee
100 or less	\$345.00
101 to 2,500	\$345.00 plus \$15.00 per 100 KVA over 100 KVA
2,501 to 5,000	\$759.00 plus \$12.00 per 100 KVA over 2,500 KVA
5,001 to 10,000	\$1,104.00 plus \$9.00 per 100 KVA over 5,000 KVA
10,001 to 20,000	\$1,621.50 plus \$6.00 per 100 KVA over 10,000 KVA
Over 20,000	\$2,311.50 plus 3.00 per 100 KVA over 20,000 KVA

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

GAS PERMIT FEES		
RESIDENTIAL INSTALLATIONS		
Number of Outlets	HOMEOWNER	CONTRACTOR
1	\$97.75	\$86.25
2	\$120.75	\$97.75
3	\$143.75	\$120.75
4	\$179.40	\$149.50
5	\$224.25	\$187.45
6	\$247.25	\$205.85
7	\$269.10	\$224.25
8	\$289.80	\$241.50
9	\$313.95	\$262.20
10	\$336.95	\$280.60
11	\$350.75	\$292.10
12	\$365.70	\$304.75
13	\$379.50	\$316.25
14	\$395.60	\$330.05
15	\$409.40	\$341.55
16	\$426.65	\$355.35
17	\$440.45	\$366.85
18	\$455.40	\$379.50
19	\$469.20	\$391.00
20	\$485.30	\$404.80
Add \$15.00 per outlet over 20		

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560



SAFETY CODES FEES CONT'D

GAS PERMIT FEES

RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	\$103.50	\$86.25
Additional Propane Tanks	\$15.00/tank	\$15.00/per tank
Temporary Heat	\$115.00	\$86.25

Grain Dryer	Contractor Required	\$287.50
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NON- RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	Contractor Required	\$86.25
Additional Propane Tanks	Contractor Required	\$15.00/per tank
Gas/Propane Cylinder Refill Center	Contractor Required	\$172.50

REPLACEMENT OF NON-RESIDENTIAL APPLIANCES	FEE
First Appliance Add \$15.00 for each additional appliance	\$80.50

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

GAS PERMIT FEES		
NON-RESIDENTIAL INSTALLATIONS		
BTU Input	HOMEOWNER	CONTRACTOR
0-100,000	Contractor Required	\$86.25
100,001-110,000	Contractor Required	\$97.75
110,001-120,000	Contractor Required	\$109.25
120,001-130,000	Contractor Required	\$143.75
130,001-140,000	Contractor Required	\$155.25
140,001-150,000	Contractor Required	\$166.75
150,001-170,000	Contractor Required	\$172.50
170,001-190,000	Contractor Required	\$178.25
190,001-210,000	Contractor Required	\$184.00
210,001-230,000	Contractor Required	\$189.75
230,001-250,000	Contractor Required	\$195.50
250,001-300,000	Contractor Required	\$201.25
300,001-350,000	Contractor Required	\$207.00
350,001-400,000	Contractor Required	\$218.50
400,001-450,000	Contractor Required	\$224.25
450,001-500,000	Contractor Required	\$230.00
500,001-550,000	Contractor Required	\$235.75
550,001-600,000	Contractor Required	\$241.50
600,001-650,000	Contractor Required	\$253.00
650,001-700,000	Contractor Required	\$264.50
700,001-750,000	Contractor Required	\$276.00
750,001-800,000	Contractor Required	\$287.50
800,001-850,000	Contractor Required	\$299.00
850,001-900,000	Contractor Required	\$310.50
900,001-950,000	Contractor Required	\$322.00
950,001-1,000,000	Contractor Required	\$333.50
Add \$8.00 for each 100,000 BTU (or portion thereof) over 1,000,000 BTU		

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

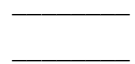
SAFETY CODES FEES CONT'D

GAS PERMIT FEES

NON-RESIDENTIAL INSTALLATIONS		
TEMPORARY HEAT		
BTU Input	OWNER	CONTRACTOR
0 to 250,000	Contractor Required	\$86.25
250,001 to 500,000	Contractor Required	\$143.75
Over 500,000	Contractor Required	\$143.75 plus \$10.00 per 100,000 BTU (or portion thereof) over 500,000 BTU

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

REPLACEMENT GAS APPLIANCES		
BTU Input	OWNER	CONTRACTOR
0 to 400,000	Contractor Required	\$92.00
400,001 to 1,000,000	Contractor Required	\$172.50
Over 1,000,000	Contractor Required	\$172.50 plus \$5.00 per 100,000 BTU (or portion thereof) over 1,000,000 BTU



SAFETY CODES FEES CONT'D

PLUMBING PERMIT FEES

RESIDENTIAL INSTALLATIONS		
Number of Fixtures	HOMEOWNER	CONTRACTOR
1	\$97.75	See contractor fees
2	\$109.25	See contractor fees
3	\$120.75	See contractor fees
4	\$132.25	See contractor fees
5	\$143.75	See contractor fees
6	\$155.25	See contractor fees
7	\$161.00	See contractor fees
8	\$171.35	See contractor fees
9	\$188.60	See contractor fees
10	\$202.40	See contractor fees
11	\$213.90	See contractor fees
12	\$224.25	See contractor fees
13	\$234.60	See contractor fees
14	\$247.25	See contractor fees
15	\$257.60	See contractor fees
16	\$269.10	See contractor fees
17	\$281.75	See contractor fees
18	\$289.80	See contractor fees
19	\$302.45	See contractor fees
20	\$313.95	See contractor fees
Add \$8.00 for each fixture over 20		

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

PLUMBING PERMIT FEES

Number of Fixtures	CONTRACTOR
1	\$86.25
2	\$97.75
3	\$103.50
4	\$109.25
5	\$120.75
6	\$126.50
7	\$132.25
8	\$142.60
9	\$157.55
10	\$169.05
11	\$178.25
12	\$187.45
13	\$195.50
14	\$205.85
15	\$215.05
16	\$224.25
17	\$234.60
18	\$241.50
19	\$251.85
20	\$262.20
21	\$269.10
22	\$278.30
23	\$285.20
24	\$292.10
25	\$301.30

Number of Fixtures	CONTRACTOR
26	\$308.20
27	\$315.10
28	\$324.30
29	\$331.20
30	\$338.10
31	\$347.30
32	\$355.35
33	\$361.10
34	\$370.30
35	\$378.35
36	\$385.25
37	\$393.30
38	\$401.35
39	\$410.35
40	\$416.30
41	\$424.35
42	\$433.55
43	\$439.30
44	\$447.35
45	\$456.55
46	\$462.30
47	\$470.35
48	\$479.55
49	\$485.30
50	\$493.35

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

PLUMBING PERMIT FEES

Number of Fixtures	CONTRACTOR
51	\$500.25
52	\$506.00
53	\$511.75
54	\$517.50
55	\$525.55
56	\$532.45
57	\$537.05
58	\$543.95
59	\$549.70
60	\$556.60
61	\$561.20
62	\$568.10
63	\$575.00
64	\$580.75
65	\$586.50
66	\$592.25
67	\$600.30
68	\$606.05
69	\$611.80
70	\$617.55
71	\$624.45
72	\$631.35
73	\$635.95
74	\$642.85
75	\$648.60

Number of Fixtures	CONTRACTOR
76	\$655.50
77	\$660.10
78	\$667.00
79	\$675.05
80	\$680.80
81	\$683.10
82	\$686.55
83	\$688.85
84	\$692.30
85	\$694.60
86	\$699.20
87	\$701.50
88	\$704.95
89	\$709.55
90	\$710.70
91	\$713.00
92	\$716.45
93	\$721.05
94	\$723.35
95	\$726.80
96	\$730.25
97	\$733.70
98	\$734.85
99	\$738.30
100	\$741.75

Add \$1.00 for each fixture over 100

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

PRIVATE SEWAGE TREATMENT SYSTEMS

DESCRIPTION OF WORK	HOMEOWNER	CONTRACTOR
Holding Tanks and Open Discharges	\$200.00	\$200.00
Fields, Mounds, Sand Filters, Treatment Tanks, etc	\$275.00	\$275.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

OTHER CHARGES AND PAYMENTS

Mackenzie County will collect all permit fees and no remuneration will be remitted to the contracted Safety Codes Agency until such time as the permit is closed in accordance with Mackenzie County's Quality Management Plan (QMP). The contracted Safety Codes Agency will invoice and return closed permits to the County on a monthly basis.

Charges for additional services are as follows:

DESCRIPTION OF SERVICE	HOURLY CHARGE
Appeal services	\$75.00
Audit Representation	No charge
Code Seminars	No charge
Consultative Services	\$75.00
Emergency Services	\$125.00
Enforcement Services	No charge
Investigation Services	\$125.00
Public Works Complaints	No charge

Additional Inspection Services

In addition to addressing the needs of Mackenzie County's Accreditation, the contracted Safety Codes Agency shall offer to the residents of the County the full spectrum of Inspection Services, including:

- Wood Stove Inspections,
- Progress Payment Inspections (Bank Inspections),
- Private Home Inspections for real estate deals (all disciplines),
- Insurance Inspections,
- Electrical Equipment Approvals,

SAFETY CODES FEES CONT'D

- New Code Book Sales, and
- Code Seminars in all disciplines for local contractors.

These types of inspections may not be required under County Accreditation but are, none the less, important services Mackenzie County's residents need on a fairly regular basis. These fees shall be at a competitive rate and billed directly to the customer.

MISCELLANEOUS

DESCRIPTION	FEE
Permit Cancellation – before plan review complete	Complete refund minus \$50
Permit Cancellation – after plan review complete	65% of permit fee
Amendments to Permit Application	Any additional fees shall be payable and any decrease in permit fees over \$20 shall be refunded
Additional Inspection (within 100 km radius)	\$75.00
Additional Inspection (over 100 km radius)	\$125.00
Permit Extension Requests	Shall be provided in writing and must contain reason for request and additional time requested. Permit extensions, where granted, shall be provided in writing.
Contractor's failure to obtain the proper permits, for the discipline in which they practice, prior to work commencement – due to negligence and/or repeat offences.	2 times the fee shown in the Fee Schedule Bylaw

PUBLIC WORKS

Item	Amount	GST
Winter Snowplowing Indicator Sign	\$15.00	Applicable
Winter Maintenance Snowplowing Service	\$20.00 /up to 1/4 mile (400m)	Applicable
Senior/Handicapped Winter Snowplowing Indicator Sign	No Charge	N/A
Senior/Handicapped Snowplow Service (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	No Charge	N/A
Dust Control Calcium Chloride	\$500/200 linear meters per application	Applicable
Dust Control for Seniors	No Cost.	
TRAVIS Permits for Over Weight and Over Dimensional Vehicles on the following roads: <ul style="list-style-type: none"> • 88 Connector • Assumption (Chateh) • Fox Lake Road • Wadlin Lake Road • Watt Mountain Road (Hutch Lake) • Zama Access 	\$35.00 Non-Refundable	N/A

EQUIPMENT AND LABOUR

Item	Amount	GST
Sewer Auger	\$20.00 per hour \$100.00 per 24 hours	Applicable
Water Line Thawing Unit	\$20.00 per hour \$100.00 per 24 hours	Applicable
Sewer Line Camera	\$150.00 per hour (minimum charge \$350.00)	Applicable
Sanding Unit & Tandem Truck	\$110.00/hour (minimum charge 1 hr)	Applicable
Alberta Agriculture's Irrigation Pump/Pipe	\$150.00/48 hours \$100.00/each additional 24 hours	Applicable
Labour	\$25.00 per hour (minimum charge 1 hr.)	Applicable

EQUIPMENT AND LABOUR CONT'D

Item	Amount	GST
Weed Eater	\$30.00 per hour (minimum charge 1 hr.)	Applicable
35 HP Tractor Mower 6'	\$50.00 per hour (minimum charge 1 hr.)	Applicable
75 HP Tractor Mower 15'	\$75.00 per hour (minimum charge 1 hr.)	Applicable

Note: County equipment that is not listed in this bylaw will be charged according to the current Alberta Roadbuilders and Heavy Equipment Association Equipment Rental Rates Guide.

AIRPORTS

Item	Amount	GST
Fuel Flow Charge	\$0.045 per liter for each liter of aviation fuel dispensed	Applicable
Land lease fee for hangars and associated uses	Fort Vermilion Airport – \$1.25 per square meter annually; La Crete Airport – \$1.30 per square meter annually	Applicable
Long Term Aircraft Parking (30 days or more)	\$250.00 annually (no power)	Applicable
Aircraft & Vehicle Parking	\$5.00 per day (power)	Applicable
Terminal Fees	No charge	N/A
Landing Fees	No charge	N/A

SOLID WASTE

Section 1: Commercial, Construction, Industrial & Institutional Solid Waste Fees

At Regional Landfill	
Current rate as set by the Mackenzie Regional Waste Management Commission	
At Transfer Station	
pickup truck (partial load)	\$5.00
pickup truck (full load)	\$10.00
Single axle larger than 1 ton	\$30.00
Trailers shorter than 8'	\$10.00
Trailers 8' - 20'	\$30.00
Trailers over 20'	\$50.00
Untarped loads of commercial, construction, industrial and/or institutional material	\$50.00
Tandem or tridem axle trucks are to be directed to the regional landfill.	

Definitions:

- a) **“Commercial waste”** means any waste generated from businesses such as stores, garages, hotels, motels and restaurants.
- b) **“Construction waste”** waste generated due to construction/demolition/renovation of property and or buildings.
- c) **“Industrial waste”** means any waste generated from an industry such as forestry and energy.
- d) **“Institutional”** is waste generated from institutions such as hospitals, schools, long-term care facilities and lodges.

Note: Residential and farming garbage (not including construction waste) is exempt from charges.

Note: Mackenzie County reserves the right to control the type and nature of refuse which may be deposited at the transfer station and no refuse may be deposited at the transfer station except in accordance with the transfer station operations manual.

SOLID WASTE CONT'D

Section 2: Residential Waste Collection – Hamlet of La Crete

Residential Waste	Fees
Monthly Collection Waste	\$5.95 per month per residence
One-Time Use Refuse Bin Tags	\$1.50 per tag

The fees are applicable to all residential properties identified in the County's Hamlet Residential Waste Collection Bylaw.

PARKS

Section 1: General Park Fees

Day Use	Overnight	Weekly	Shelter Rent	Seasonal or Monthly Camping Stalls	Marina Dock Rental
Wadlin Lake					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	\$8/day with camping stall; \$10/day without camping stall
Machesis Lake					
No Charge	\$20	\$120	\$50/day for shelter rental	Non-Serviced: \$200/Month	N/A
Hutch Lake					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	N/A
Zama Community Park					
No Charge	Non-Serviced: \$10 Partially Serviced: \$15 Fully Serviced: \$20	Non-Serviced: \$60 Partially Serviced: \$90 Fully Serviced: \$100	\$50/day for shelter rental	<u>Monthly:</u> Non-Serviced: \$200 Partially Serviced: \$275 Fully Serviced: \$400	N/A
Tourangeau Lake					
No Charge	N/A	N/A	N/A	N/A	N/A
Fort Vermilion Bridge Campsite					
No Charge	N/A	N/A	N/A	N/A	N/A

PARKS CONT'D

Section 2: Penalties

The voluntary payment, which may be accepted in lieu of prosecution for a contravention of any of the sections set out below, shall be the sum set out opposite the section number:

Section (Municipal Parks Bylaw)	Offence	Penalty
Section 3.1 (a)	Fail to keep land in a clean/tidy condition	\$50.00
Section 3.1 (b)	Fail to comply with lawfully posted signs and/or notices	\$50.00
Section 3.2	Fail to restore land to a clean/tidy condition when vacating park	\$50.00
Section 3.3(a)	Interfere with others quiet enjoyment of park	\$50.00
Section 3.3(b)	Deface/injure/destroy object in park	\$75.00
Section 3.3(c)	Excavate or remove plants/plant fixtures from a park	\$75.00
Section 3.3(d)	Remove park equipment	\$75.00
Section 3.3(e)	Unauthorized display signs/ads in park	\$25.00
Section 3.3(f)	Remove/damage etc. authorized signs/notices in park	\$50.00
Section 3.3(g)	Bathe/clean clothing/ fish/utensils etc. at/near drinking fountain/pump in park	\$25.00
Section 3.4	Unauthorized construction in park	\$50.00
Section 3.5	Unauthorized business in park	\$50.00
Section 4.1	Failure to register when entering park	\$50.00
Section 4.2	Failure to obtain camping permit	\$50.00
Section 4.7	Camping in area not designated for that purpose	\$50.00
Section 4.8	Alteration of camping permit	\$50.00
Section 4.9	Failure to produce camping permit upon request	\$50.00
Section 4.12/4.13	Unauthorized combination of vehicles in campsite	\$50.00
Section 4.14	Camping more than fourteen consecutive days	\$50.00
Section 4.18	Failure to vacate site	cost recovery
Section 4.21	Remain in day use area after 11:00 p.m.	\$50.00
Section 6.1	Unlawfully enter/remain in park	\$50.00
Section 7.1	Set, light, or maintain fire in unauthorized place	\$50.00
Section 7.3	Set, light, or maintain fire after signs/notices have been erected prohibiting same	\$50.00

PARKS CONT'D

Section 2: Penalties Cont'd

Section (Municipal Parks Bylaw)	Offence	Penalty
Section 7.4	Leave fire unattended/allow to spread	\$50.00
Section 7.5	Deposit/dispose of hot coals/ashes etc. in unauthorized place	\$50.00
Section 7.6	Fail to extinguish fire etc. before leaving	\$50.00
Section 7.7	Remove firewood from a park	\$100.00
Section 8.1	Operate off-highway vehicle where prohibited	\$50.00
Section 8.2	Enter park when prohibited	\$50.00
Section 8.3	Parking in a manner or location that impedes traffic	\$50.00
Section 8.4	Exceed posted speed limit	\$50.00
Section 9.1(a)	Animal running at large	\$50.00
Section 9.1(b)	Animal in prohibited area	\$50.00
Section 9.7	Bring/allow horse/pony etc. unauthorized into the park	\$100.00
Section 10.1(a)	Deposit waste matter in unauthorized area of park	\$50.00
Section 10.1(b)	Deposit waste water or liquid waste in unauthorized area	\$250.00
Section 10.1(c)	Dispose of commercial/residential waste in park	\$50.00
Section 10.2	Fail to carry waste matter from areas in park without receptacles	\$50.00
Section 11.3	Attempt to enter park within 72 hours of removal from a park	\$100.00
Section 12.1	Discharging of firearm	\$100.00
Section 12.2	Improper storage of firearm	\$75.00
Section 12.3	Hang big game in park	\$50.00

Note:

Every person who contravenes a section of the Municipal Parks Bylaw is guilty of an offence and liable to the penalty as set out above or, on summary conviction to a fine not exceeding two thousand dollars (\$2,000.00) or imprisonment for a term of not more than six (6) months or to both a fine and imprisonment (in accordance with Provincial Regulations).

TRAFFIC REGULATIONS

Traffic Regulation Bylaw Part 2: Parking

Section	Offence	Fine
Section 3(1)(a)	Prohibited Parking – Emergency Exit Door	\$50.00
Section 3(1)(b)	Prohibited Parking – Entrance to Emergency Service	\$50.00
Section 4(1)	Park in No Parking Zone Prohibited by Traffic Control Device	\$30.00
Section 4(2)	Park in No Parking Zone During Prohibited Times	\$30.00
Section 5 (2)	Park in No Parking Zone Prohibited by Temporary Traffic Control Device	\$30.00
Section 6	Stop in a No Stopping Zone Prohibited by Traffic Control Device	\$30.00
Section 7(2)	Park in a Disabled Person’s Parking Space	\$50.00
Section 8(2)	Park in Fire Lane	\$50.00
Section 9	Park an Unattached Trailer on Highway	\$30.00
	Park in Alley	\$30.00

Traffic Regulation Bylaw Part 3: Rules for Operation of Vehicles

Section	Offence	Fine
Section 11(1)	Drive Tracking Vehicle on Highway Without Authorization	\$100.00
Section 11(2)	Fail to Produce Tracked Vehicle Authorization	\$50.00

Traffic Regulation Bylaw Part 4: Controlled and Restricted Highways

Section	Offence	Fine
Section 13(1)	Operate / Park Heavy Vehicle in Prohibited Area	\$75.00

Traffic Regulation Bylaw Part 5: Miscellaneous

Section	Offence	Fine
Section 14	Proceed Beyond Designated Point Near Fire	\$50.00
Section 15(1)	Cause Damage to Street Furniture	Court
Section 15(2)	Cause Damage to Highway	Court
Section 15(3)	Damage Costs for Sections 14(1) / 14(2)	amount expended

TRAFFIC REGULATIONS CONT'D

Note:

Every person who contravenes a section of the Traffic Regulation Bylaw is guilty of an offence and shall forfeit and pay a penalty as set out above or on summary conviction to a fine not exceeding Two Thousand Dollars (\$2,000.00) and/or imprisonment for not more than six (6) months.

Off-Highway Vehicles Bylaw Offences

Section	Offence	Fine
Section 5 (d)	Contravenes Off-Highway Vehicles Bylaw (First Offence)	\$50.00
Section 5 (e)	Contravenes Off-Highway Vehicles Bylaw (Second Offence)	\$100.00

FIRE SERVICES FEES

Provincial Roadways Incidents

If costs are not recovered from the responsible party or their insurance company, Alberta Transportation Policy #TCE-DC-501 (v3) states that Alberta Transportation is to be invoiced for recovery of services at the following rates:

Item	Amount
<u>Response fees including man power:</u>	
Pumper Unit	\$610.00 per hour
Ladder Unit (Aerial)	\$610.00 per hour
Tanker Unit	\$610.00 per hour
Rescue Unit	\$610.00 per hour
Command Unit	\$180.00 per hour
Contracted Services (i.e water haulers, equipment, labour, etc.)	Road Builders Rates

ESRD Provincial Incidents – as per Mutual Aid Agreement

Item	Amount
Pumper Unit	\$400.00 per hour
Ladder Unit (Aerial)	\$400.00 per hour
Tanker Unit	\$400.00 per hour
Rescue Unit	\$400.00 per hour

FIRE SERVICES FEES CONT'D

Item	Amount
Sprinkler Trailer	\$400.00 per day
Command Unit	\$200.00 per hour
Contracted Services (i.e water haulers, equipment, labour, etc.)	Road Builders Rates
<i>Manpower Fee:</i>	
Officers	\$50.00 per man hour
Firefighter	\$50.00 per man hour

Other Incidents:

Item	Amount
<i>Response fees including man power:</i>	
Pumper Unit	\$200.00 per hour
Ladder Unit (Aerial)	\$200.00 per hour
Tanker Unit	\$200.00 per hour
Rescue Unit	\$200.00 per hour
Shoring equipment	\$200.00 per day
Sprinkler Trailer	\$400.00 per day
Contracted Services (i.e water haulers, equipment, labour, etc.)	Cost plus 15%
Consumable Items	Cost plus 15%
<i>Manpower Fee:</i> (if only manpower is requested/needed)	
Officers	\$25.00 per man hour
Firefighter	\$20.00 per man hour

Note:

- a) Travel time to and from the scene of an accident for non-provincial responses shall be free of charge;
- b) A residential invoice shall not exceed \$5,000 per incident. Residential means property that is not classed as farm land, machinery and equipment or non-residential by the County's assessor and as described in Municipal Government Act. When a titled property has multiple structures such as a residential and non-residential structure, a determination shall be made regarding origin of the fire by

the Fire Chief. If the fire originated from the residential structure, the \$5,000 limit per incident shall apply.

FIRE SERVICES FEES CONT'D

False Alarms

Item	Amount
Response to False Alarm 1 st Call	No charge
(within same year as 1 st Call) 2 nd Call	\$100.00
(within same year as 1 st Call) 3 rd Call	\$200.00
(within same year as 1 st Call) 4 th Call	\$300.00

Other Fees

Item	Amount
Violation Ticket*– 1 st Offence	\$250.00
Violation Ticket* – 2 st and Subsequent Offences	\$500.00
Fire Works Permit (no charge to non-profit groups)	\$50.00 per permit
Filling of Air Cylinders (breathing air)	
Small cylinder (30 min)	\$25.00
Cascade cylinder	\$100.00
Water Flow Testing Reports	\$100.00
File Search (fire inspections and investigations)	\$35.00 per search
Fire Permit	No charge
Fire Inspection Services Within the County	\$50.00 per hour plus expenses
Fire Inspection Services Outside of the County	\$75.00 per hour plus expenses
Re-inspection with Outstanding Fire Code Violations	\$50.00 per visit
Training course(s) to other individuals/groups	Cost plus \$15% administrative fee
Expert Witness Services – Civil Litigation	\$25.00 per hour to a maximum of \$350.00 per day plus expenses
Occupant Load Determination (no charge to non-profit groups)	\$100.00 per certificate

**As specified in Fire Services Bylaw*

Note:

- a) Every person who violates a provision of Fire Services Bylaw is guilty of an offense and is punishable upon summary conviction, to a fine not exceeding two thousand dollars (\$2,000.00) or to a term of imprisonment not exceeding one (1) year or to both.
- b) Nothing shall prevent a Peace Officer from:

FIRE SERVICES FEES CONT'D

- (i) immediately issuing a Violation Ticket for the mandatory Court appearance to any person who contravenes any provision of the Mackenzie County Fire Services Bylaw, or
- (ii) issuing a Voluntary Payment ticket in lieu of a mandatory Court appearance for \$100.00.

DOG CONTROL FEES

Fees & Penalties	General	Dogs	Dangerous Dogs
Failure to obtain a valid license penalty		\$35.00	\$50.00
Failure to wear a dog tag penalty	\$35.00		
<i>Annual Fees</i>			
– neutered male or spayed female		\$10.00	\$50.00
– unneutered male or unspayed female		\$25.00	\$100.00
<i>Lifetime Fee</i>			
– neutered male or spayed female		\$50.00	\$50.00
– unneutered male or unspayed female		\$200.00	\$200.0
Replacement for misplaced, lost, or stolen dog tag	\$5.00		
Failure to obtain a kennel license penalty	\$50.00		
Dog running at large – <i>Handling fee</i>			
1 st offence		\$50.00	\$500.00
2 nd offence		\$100.00	\$1,000.00
3 rd offence and subsequent		\$200.00	\$1,500.00
Bite a person penalty		\$250.00	\$1,000.00
Injure a person penalty		\$250.00	\$1,000.00
Chase of threaten a person penalty		\$150.00	\$1,000.00
Bite, bark at, chase stock, bicycles, wheelchairs, or other vehicles penalty		\$250.00	\$1,000.00

DOG CONTROL FEES CONT'D

Fees & Penalties	General	Dogs	Dangerous Dogs
Bark, howl or disturb any person penalty			\$50.00
Worry or annoy any other animal penalty	\$50.00		
Damage to public or private property penalty		\$50.00	\$250.00
Upset waste receptacles or scatter contents thereof (Section 1. (b) or Dog Control Bylaw)	\$100.00		
Leave dog unattended in motor vehicle penalty		\$50.00	\$250.00
Fail to provide water, food, shelter or proper care penalty	\$100.00		
Abuse or abandonment of dog penalty	\$250.00		
Dog in prohibited areas as set by Council penalty	\$100.00		
Failure to report dog with a communicable disease penalty	\$100.00		
Failure to confine a dog with a communicable disease penalty	\$100.00		
Failure to keep dog confined for nor less than ten (10) days penalty	\$50.00		
Interfere or threaten an Animal Control Officer penalty	\$250.00		
Induce a dog or assist a dog to escape capture penalty	\$250.00		
Falsely represent him/herself as being in charge of a dog penalty	\$100.00		
Allow, or attempt to allow, a dog(s) to escape from a vehicle, cage, or lice trap penalty	\$100.00		
Remove or attempt to remove a dog from an Animal Control Officer penalty	\$250.00		
Unconfined female dog in heat penalty	\$50.00		
Failure to remove defecation	\$50.00		
Impoundment fees (to be verified with the veterinarian)		Amount expended	Amount expended
Veterinary fees (to be verified with the veterinarian)		Amount expended	Amount expended
Destruction of dog fees (to be verified with the veterinarian)		Amount expended	Amount expended
Failure to keep a dangerous dog(s) confined penalty			\$500.00
Improper pen or other structure penalty			\$200.00

DOG CONTROL FEES CONT'D

Fees & Penalties	General	Dogs	Dangerous Dogs
Give false information when applying for dangerous dog license penalty			\$500.00
Failure to keep dangerous dog muzzled penalty			\$500.00
Failure to harness of leash a dangerous dog properly penalty			\$500.00
Failure to keep a dangerous dog under the control of an adult person penalty			\$500.00

No penalties will be levied for “dog at large: under part 4 section 18 or 22 if impoundment fee and handling fees are paid.

Note:

- a) Any person who contravenes, disobeys, refuses or neglects to obey any provisions of this Bylaw is guilty of an offense and is liable on summary conviction to a fine not exceeding two thousand dollars (\$2,000) in addition to any other fees according to Mackenzie County Fee Schedule Bylaw, and in default of payment to imprisonment for a term not exceeding ninety (90) days.

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS

Water/Sewer Standard Rates

Rate Description	Water Rates	Sewer Rates
Rates for Metered Users	\$37.04/month plus \$3.18 per m ³ of consumption	\$31.52/month plus \$0.73 per m ³ of water consumption
Rates for Cardlock Users (treated water)	\$3.18 per m ³ of consumption	\$0.73 per m ³ of water consumption
Rates for Cardlock Users (raw water)	\$2.31 per m ³ of consumption	N/A
High Level South Waterline	As per agreements	N/A

Penalties

One time 10% penalty will be charged on all current charges if the utility bill is not paid by the due date.

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D

Rural Potable Water Line Rates – Tie-in Directly to the Trunk Line

CLASS A

Water/Sewer Standard Rates*:

Rate Description	Water Rates	Sewer Rates
Rates for Metered Users	\$37.04/month plus \$3.18 per m ³ of consumption	\$0.73 per m ³ of water consumption

*Class A applies to those that paid the fee in full for rural water tie-in directly to the trunk line** either through a lump sum payment of \$8,000 or by paying the phased rate.*

CLASS B

Water/Sewer Standard Rates* **PLUS** \$133.34 per month (*the phased rate for a maximum five-year period per tie-in*):

Rate Description	Water Rates	Sewer Rates	Phased Rate
Rates for Metered Users	\$37.04/month plus \$3.18 per m ³ of consumption	\$0.73 per m ³ of water consumption	\$133.34 per month

*Class B applies to those that have not yet paid the fee for rural water tie-in directly to the trunk line***

*Monthly sewer rate of \$31.52 does not apply to customers that are not connected to the sewer collection system

**Fee for rural water tie-in directly to the trunk line does not include the actual costs of service installation to the property line, a metering chamber and a meter, which must be paid prior to tie-in

Fees and Deposits

Description	Fee Amount
Application fee for new account move in	\$50.00
Transfer from one account to another	\$50.00
Reconnection of account due to non-payment of account	\$50.00

Description	Fee Amount
Fee for services required upon the request of the customer <u>within</u> the one (1) working day requirement (see Water & Sewer Services Bylaw)	\$50.00
Fee for hamlet water and/or sewer service tie-in	\$100.00
Fee for hamlet water and/or sewer main tie-in	\$500.00 plus cost of installation
Fee for rural water tie-in directly to the trunk line PLUS the actual costs of service installation to property line, a metering chamber and a meter	\$8,000.00
Fee for rural water tie-in to a lateral extension PLUS the actual costs of service installation to property line, a metering chamber and a meter	Cost recovery as determined for the specific areas and per Policy UT006 Water Servicing
Fee for rural water multi-lot subdivision PLUS the actual costs of service installation to property line, a metering chamber and a meter	\$2,800.00/lot
Fee for water meter testing. Refundable if variance of meter reading is greater than 3%.	\$100.00
Fee for County employee services during regular working hours required to construct, repair, inspect, or service where the responsibility for work was borne by the developer, consumer or corporation	\$75.00/hr (minimum 1 hr charge)
Fee for after hour emergency call out of County employee for services born by the consumer	\$100.00/hr (minimum 1 hr charge)
Deposit for cardlock	\$100.00 for residential \$500.00 for commercial
Lagoon Sewage Disposal Fees (agreement required)	\$25.00/Load–Single Axle Unit \$50.00/Load-Tandem Axle Unit \$75.00/Load-All units larger than tandem axle units including pup trailers

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D

- (i) Deposits may be transferable from one service to another by the same consumer.
- (ii) The fee shall be retained by Mackenzie County and applied against any outstanding balance upon disconnection of the service. In the event there is no outstanding balance or service charges remaining on the account upon disconnection of the service, Mackenzie County shall refund money to the customer within forty (40) days.
- (iii) In any case money deposited with Mackenzie County as a guarantee deposit remains unclaimed for a period of five years after the account of the consumer so depositing has been discontinued, the amount of the deposit shall be transferred to the general revenue account of Mackenzie County.
- (iv) Mackenzie County remains liable to repay the amount of the deposit to the person lawfully entitled thereto for a period of ten years next following the discontinuance of the account but after the ten year period the deposit becomes the absolute property of Mackenzie County free from any claim in respect thereof.

Meter Fees

Size of Meter	Cost of Meter and Install
5/8"	\$400.00
¾" Residential	\$440.00
¾" Commercial	\$520.00
1"	\$620.00
1 1/2"	\$980.00
2"	\$1,260.00

* 15% administrative fee is included in all meter costs.

** The consumer will be given the option of paying the complete cost upon application, having the cost applied to their first water bill, or having the cost applied to their water bill in 6 equal payments.

*** Meters of a greater size than identified above will be dealt with on an individual basis.

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D

Fines for Water/Sewer

The voluntary payment, which may be accepted in lieu of prosecution for a contravention shall be the sum as set in the following table:

DESCRIPTION	PENALTY
Failing to connect to Municipal Utility	\$2,500.00
Failing to provide grease, oil & sand traps & maintain catch basins	\$1,000.00
Interfering/Tampering with Municipal Utility	\$2,500.00
Operation or use of Municipal Utility without authorization	\$250.00
Failing to allow County staff or agent to enter premises	\$250.00
Failing to maintain water or sewer system	\$100.00
Failure to use proper material	\$250.00
DESCRIPTION	PENALTY
Failure to install sewer backflow preventer	\$150.00
Failure to install cross connection control device	\$500.00
Failure to execute proper tapping or backfilling	\$250.00
Covering a water or sewer system prior to inspection	\$250.00
Failure to uncover a water or sewer system at the request of an authorized employee after it has been covered	\$500.00
Failure to report broken seal to County	\$50.00
Obstruction of Fire Hydrants/Valves	\$100.00
Illegal disposal of water	\$1,500.00
Well or other source of water supply	\$250.00
Illegal disposal in sewer or storm drainage system	\$2,500.00
Bringing sprayer equipment onto the potable water truckfill station (applicable to the Fort Vermilion location)	\$500.00

Note: A person who contravenes a provision of the Water and Sewer Bylaw is guilty of an offence and liable on summary conviction to the penalty as prescribed in this Bylaw or, on summary conviction to a fine not less than fifty (\$50.00) dollars and not more than five thousand (\$5,000.00) dollars, and in the event of a failure to pay the fine to imprisonment for a period not exceeding six (6) months.

3. Fees to neighbouring local governments may be subject to mutual aid agreements.
4. This Bylaw shall come into force and effect upon receiving third reading.
5. This Bylaw repeals Bylaw ~~1005-15~~ 1008-15 Fee Schedule.

In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramountcy.

READ a first time this day of , 2016.

READ a second time this day of , 2016.

READ a third time and finally passed this day of , 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Bridge Campground Lease PML 960001

BACKGROUND / PROPOSAL:

Mackenzie County currently has a Recreational Lease with Alberta Environment and Parks for Bridge Campground # PML 960001, which expires on March 31, 2016. Mackenzie County has been working on combining this lease into one that encompasses a larger area. However an archeological assessment will delay this from occurring before the current lease expires.

OPTIONS & BENEFITS:

Alberta Environment and Parks have offered to extend this lease for an additional 3 years at no cost to Mackenzie County, in order to assist in obtaining a lease with Alberta Forestry for the expansion.

Administration recommends that the current lease be extended.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

N/A

Author: Ron Pelensky Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration be authorized to enter into an agreement with Alberta Environment and Parks to extend the Recreational Lease PML 96001 for an additional 3 years.

Author: Ron Pelensky **Reviewed by:** _____ **CAO:** JW

December 21, 2015

Ron Pelensky
Director of Community Services and Operations
Mackenzie County
4511 – 46 Avenue
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Ron:

RE: Fort Vermilion Provincial Recreation Area
Lease Amendment – PML 960001

To renew the lease please complete the following:

1. Sign all three copies of the Amendment on the lines indicated by the yellow flags.
2. Have the signature witnessed on the lines indicated by the green flags.
3. Complete the Affidavit Verifying Corporate Signing Authority form.
4. Return all three copies of the lease and the Affidavit to this office

Upon receipt of this documentation, the lease term will be amended for another 3 years from April 1, 2016 to March 31, 2019.

If you have any questions, please contact me at the Grande Prairie Office.

Yours truly



Diane Duggan
Program Support Coordinator
Parks Division – Northwest Region
Alberta Environment and Parks

Cc: Ray Gibson
Marcy Bresler

RECEIVED
JAN 13 2016

MACKENZIE COUNTY
FORT VERMILION OFFICE



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Request for Proposal – Campground Caretaker

BACKGROUND / PROPOSAL:

Mackenzie County’s contracts for the caretaking services at the Hutch Lake & Machesis Lake campgrounds expired September 30, 2015.

Administration prepared a Request for Proposal at the recommendation of the Community Services Committee.

Attached is a copy of the Request for Proposal and advertisement for review.

The awarding of the individual contracts will be graded on the following system:

<i>Requirements</i>	<i>Point</i>
Proposed plan to meet the County’s requirements	/20
Additional services offered to the public	/20
WCB and COR/SECOR Certified	/5
Price	/55
	/100%

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

The awarding of the contract will be funded from the 2016 operating budget.

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration to advertise for Request for Proposals.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the request for proposals for Hutch Lake & Machesis Lake campground caretakers be advertised.

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



Request for Proposals

Hutch Lake & Machesis
Lake Campground
Caretaker

Closing date: February 22nd, 2016

MACKENZIE COUNTY



**REQUEST FOR PROPOSALS (“RFP”) WITH RESPECT TO THE:
CARETAKING OF MACKENZIE COUNTY CAMPGROUND
INSTRUCTIONS TO PROPONENTS**

1.0 INTRODUCTION

1.1 Purpose of RFP

- 1.1.1 **Mackenzie County** seeks proposals from interested parties for the following:

CARETAKING OF HUTCH LAKE CAMPGROUND 2016 & 2017 SEASONS &

CARETAKING OF MACHESIS LAKE CAMPGROUND 2016 & 2017 SEASONS

Proposals are to include a list of options. It is the Proponent’s responsibility to identify how you plan to meet the requirements specified in this RFP.

- 1.1.2 **Mackenzie County (the “County”)** is the sole and legal lease holder.
- 1.1.3 If the County receives a proposal acceptable to it, the County will select one (1) or more parties who submitted a proposal (the “Proponents”) with whom the County, in its sole and unfettered discretion, may negotiate the terms of a contract.

1.2 Submission of RFP

- 1.2.1 Proponents shall submit their Proposal in a sealed envelope marked **“Caretaking - Hutch Lake Campground”** or **“Caretaking - Machesis Lake Campground”** on or before 12:00 p.m. (Mountain Standard Time) on February 22nd, 2016 (the “RFP Closing Time”) to:

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

No faxed or electronically submitted Proposals will be accepted by the County.

- 1.2.2 Proposals will be opened following the RFP Closing Time. No Proposal(s) submitted after the RFP Closing Time will be accepted.
- 1.2.3 Each Proponent shall not submit more than one proposal per campground.
- 1.2.4 The proponent may submit one proposal for each campground, and if only one campground desired, identify preferred campground within the proposal.
- 1.2.5 Any inquiries respecting this RFP should be directed to:

Ron Pelensky
 Director Community Services & Operations
 rpelensky@mackenziecounty.com
 (780) 927-3718

- 1.2.6 Each Proponent shall designate a person to whom any additional information may be obtained. The name and contact information is to be communicated to the County's designated contact person indicated in paragraph 1.2.4 above noted.
- 1.2.7 The County is under no obligation to respond to any inquiry submitted to it in respect of this RFP.
- 1.2.8 If the County, in its sole and unfettered discretion, determines that a written response to an inquiry is warranted, a written response will be prepared and distributed to all Proponents who have requested a copy of this RFP and completed the acknowledgment form. Such written response(s) will be issued in the form of an addendum to this RFP, and will be deemed to be part of this RFP.
- 1.2.9 No inquiry submitted to the County will be responded to after 11:00 a.m. **February 22nd, 2016.**

1.3 General Conditions Applicable to this RFP

1.3.1 Appendices and Addenda

The appendices to this RFP and any subsequent addenda are incorporated into and form part of this RFP. The information and data contained in any appendices and any subsequent addenda may form the basis upon which a contract engagement will be entered into the Contract will be entered with the County. A sample contract is included in **Schedule "E"**.

1.3.2 Disclaimer of Liability and Indemnity

By submitting a Proposal, a Proponent agrees:

- 1.3.2.1 to be responsible for conducting its own due diligence on data and information upon which its Proposal is based;
- 1.3.2.2 that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- 1.3.2.3 that it has gathered all information necessary to perform all of its obligations under its Proposal;
- 1.3.2.4 that it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;

- 1.3.2.5 to hold harmless the County, its elected officials, officers, employees, agents, advisors or partnering entities in this undertaking, and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- 1.3.2.6 that it shall not be entitled to claim against the County, its elected officials, officers, employees, insurers, agents, advisors, and partnering entities in this undertaking on grounds that any information, whether obtained from the County or otherwise (including information made available by its elected officials, officers, employees, agents or advisors), regardless of the manner or form in which the information is provided is incorrect or insufficient;
- 1.3.2.7 that the County will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of, preparing, submitting, or disseminating a Proposal, or for any presentations or interviews related to the Proposal, or due to the County's acceptance or non-acceptance of a Proposal; and
- 1.3.2.8 to waive any right to contest in any proceeding, case, action or application, the right of the County to negotiate with any Proponent for the Contract whom the County deems, in its sole and unfettered discretion, to have submitted the Proposal most beneficial to the County and acknowledges that the County may negotiate and contract with any Proponent it desires.

1.3.3 **No Tender and no Contractual Relationship**

The Proponent acknowledges and agrees that this procurement process is a Request for Proposal and is not a tendering process. It is part of an overall procurement process intended to enable the County to identify a potential successful Proponent. The submission of a Proposal does not constitute a legally binding agreement between the County and any Proponent. For greater certainty, by submission of its Proposal, the Proponent acknowledges and agrees that there will be no initiation of contractual obligations or the creation of contractual obligations as between the County and the Proponent arising from this RFP or the submission of a Proposal.

Further, the Proponent acknowledges that a Proposal may be rescinded by a Proponent at any time prior to the execution of the Contract.

1.4 **Discretion of the County**

Notwithstanding any other provision of this RFP to the contrary, the provisions in this Section 1.4 prevail, govern and override all other parts of this RFP. The County is not bound to accept any Proposal. At any time prior to execution of the Contract, the County may, in its sole and unfettered discretion, or for its own

convenience, terminate the procurement process. All of this may be done with no compensation to the Proponents or any other party.

The County reserves the right, in its sole and unfettered discretion, to:

- 1.4.1 utilize any ideas or information contained in any of the Proposals for its sole use and benefit without making payment or otherwise providing consideration or compensation to any Proponent or any other party;
- 1.4.2 negotiate the specific contractual terms and conditions, including but not limited to the fee or;
- 1.4.3 waive any formality, informality or technicality in any Proposal, whether of a minor and inconsequential nature, or whether of a substantial or material nature;
- 1.4.4 receive, consider, and/or accept any Proposal, regardless of whether or not it complies (either in a material or non-material manner) with the submission requirements or is the lowest priced proposal, or not accept any Proposal, all without giving reasons;
- 1.4.5 determine whether any Proposal meets the submission requirements of this RFP; and
- 1.4.6 negotiate with any Proponent regardless of whether or not that Proponent is the Proponent that has received the highest evaluation score, and
- 1.4.7 negotiate with any and all Proponents, regardless of whether or not the Proponent has a Proposal that does not fully comply, either in a material or non-material way with the submission requirements for the RFP or any requirements contained within this RFP.

1.5 Selection

Selection of the successful Proponent, if any, is at the sole and unfettered discretion of the County.

1.6 Disqualification

The failure to comply with any aspect of this RFP (either in a material way or otherwise), shall render the Proponent subject to such actions as may be determined by the County, including disqualification from the RFP process, suspension from the RFP process and/or imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Proposal reinstated.

1.7 Representations and Warranties

- 1.7.1 The County makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP.
- 1.7.2 Proponents are hereby required to satisfy themselves as the accuracy and/or completeness of the information provided in this RFP.

- 1.7.3 No implied obligation of any kind by, or on behalf of, the County shall arise from anything contained in this RFP, and the express representations and warranties contained in this RFP, and made by the County, are and shall be the only representations and warranties that apply.
- 1.7.4 Information referenced in this RFP, or otherwise made available by the County or any of its elected officials, officers, employees, agents or advisors as part of the procurement process, is provided for the convenience of the Proponent only and none of the County, its elected officials, officers, employees, agents and advisors warrant the accuracy or completeness of this information. The Proponent is required to immediately bring forth to the County any conflict or error that it may find in the RFP. All other data is provided for informational purposes only.

2.0 PROJECT OVERVIEW & DESCRIPTION OF WORK

Please refer to Schedule “A”.

3.0 PROPOSAL REQUIREMENTS

The County reserves the right, but is not required, to reject any Proposal that does not include the requirements.

3.1 Description of the Proposal

- 3.1.1 Proposals shall include the legal name, address and telephone numbers of the individual, the principals of partnerships and/or corporations comprising the Proponent, and in the case of partnerships or corporations, the individual who will be the representative of the partnership or corporation.
- 3.1.2 Proposals shall include a description of any subcontractors, agents or employees that the Proponent expects to involve in the performance of the work. Mackenzie County reserves the discretion to approve or reject the proposed use, by the selected Proponent of any proposed subcontract which discretion shall be exercised reasonably.
- 3.1.3 Proposals shall include a description of the contractors who will be performing the work including their previous experience and qualifications.
- 3.1.4 Proposals shall include a list of previous work of a similar nature by the proponent.
- 3.1.5 Prices for the Campground Caretaking services shall be inserted by the Proponent in the form attached hereto as **Schedule “D”** and the form shall be submitted by the Proponent at the time of the submission of its Proposal.

3.2 Execution of the Proposal

Proposals shall be properly executed in full compliance with the following:

- 3.2.1 proposals and the pricing form attached as **Schedule “D”**, must be signed by the representative for the Proponent;
- 3.2.2 if the Proposal is made by a corporation, the full name of the corporation shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal shall be affixed;
- 3.2.3 if the Proposal is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Proposal shall be signed by a partner or partners who have authority to sign for the partnership;
- 3.2.4 if the Proposal is made by an individual carrying on business under a name other than his own, his business name together with the individual's name shall be printed immediately above its signature; and
- 3.2.5 if the Proposal is made by a sole proprietor who carries on business in his own name, the proprietor shall print his name immediately below his signature.

4.0 MANDATORY SUBMISSION REQUIREMENTS

4.1 Documents to be Submitted with the Proposal

At the time of the submission of its Proposal, the Proponent shall provide the following:

- 4.1.1 Schedule “B” - Proponent to provide proposed plan to meet caretakers' duties, and a list of the equipment the proponent plans to use.
- 4.1.2 Schedule “C” - Proponent to provide a list of additional services offered to the public example: boat rental, bicycle rental...
- 4.1.3 Completed Schedule “D” Pricing Form
- 4.1.4 If available, Proof of Proponent's Workers Compensation account in good standing at the time of Proposal submission. If you are unable to obtain WCB coverage as a sole individual, this must be stated in the proposal.
- 4.1.5 If available, Proof of Proponent's COR/SECOR.

4.2 Insurance to be carried by Successful Proponent

The County recommends that the Caretaker has Comprehensive and Commercial General Liability insurance; however it is not mandatory for the awarding of this contract.

- 4.2.1 such other insurance as the County may from time to time reasonably require.

The Proponent shall cause all insurance coverage maintained by the Proponent in accordance with this RFP, except for errors and omissions coverage (if required), to name the County and any other party designated by the County as an additional insured and to contain a severability of interests or cross liability clause. The Proponent shall cause all insurance coverage to provide that no such insurance policy may be cancelled without the insurer providing no less than thirty (30) days' written notice of such cancellation to the County. The Proponent shall, upon the request of the County, furnish written documentation, satisfactory to the County, evidencing the required insurance coverage. The cost of all of the insurance required to be held by the Proponent as set forth herein shall be borne by the Proponent.

5 EVALUATION

- 5.0 After the RFP Closing Time, the County will review and evaluate all the Proposals received based upon the information supplied by the Proponents in accordance with the submission requirements of this RFP.
- 5.1 In evaluating the Proposals received, the County will consider all of the criteria listed below in Section 5.2, and the County will have the sole and unfettered discretion to award up to the maximum number of points for each criteria as listed below. By submitting a Proposal, the Proponent acknowledges and agrees that the County has, and is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.
- 5.2 By submitting a Proposal, each Proponent acknowledges and agrees that it waives any right to contest in any legal proceedings the decision of the County to award points in respect of the criteria noted below (the "Evaluation Criteria"). Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight	Score
Proposed plan to meet the County requirements	20%	
Additional services offered to the public	20%	
WCB and CORE/SECOR Certified	5%	
Proposal Cost	55%	
TOTAL	100%	

The County may select a Proponent with the highest, or not necessarily the highest, Points with whom to negotiate the contract. Points will be assigned for each criteria based on the information provided in the proponent's submission. Scoring will be consistently applied by the County's evaluation team through the use of the specified scoring system noted below.

Points will be awarded on a scale of 0 to 10 as noted below:

Score	Description
0-2	UNACCEPTABLE: does not satisfy the requirements of the criterion in any way
3	VERY POOR: address some requirements but only minimally
4	POOR: addresses most of the requirements of the criterion but is lacking in critical areas
5	MARGINAL: barely meets most of the requirements of the criterion to a minimum acceptable level
6	SATISFACTORY: average capabilities and performance, and meets most of the requirements of the criterion
7	ABOVE AVERAGE: fully meets all of the requirements of the criterion
8	SUPERIOR: exceeds the requirements of the criterion
9-10	EXCEPTIONAL: feature is clearly exceptional to the requirements of the criterion

- 5.3 The County also reserves the right to accept conditions to be offered by and/or negotiated with the successful Proponent which are not specifically contained in this RFP. Such options and/or alternatives shall be included in the Proposal review process as part of the evaluation.
- 5.4 At all times, the County reserves the right to seek written clarification regarding a Proposal from a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal.

6 OTHER

6.1 Period Open for Consideration

The Proposals received shall remain irrevocable for a period of sixty (60) days following the RFP Closing Date in order to allow for the County to undertake the evaluation of the Proposals received and to undertake the negotiations as provided for herein.

6.2 Information Disclosure and Confidentiality

All documents submitted to the County will be subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* ("FOIP"). FOIP allows persons a right of access to records in the County's custody or control. It also prohibits the County from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of FOIP. Proponents are encouraged to identify what portions of their Proposals are confidential and what harm could reasonably be expected from its disclosure. However, the County cannot assure

Proponents that any portion of the Proposals can be kept confidential under FOIP.

6.3 **Independent Determination**

A Proposal will not be considered by the County if it was not arrived at independently without collusion, consultation, communication or agreement as to any matter, such as prices, with any other Proponent.

6.4 **Documents**

All documents submitted by a Proponent shall become the property of the County upon being presented, submitted, or forwarded to the County. Should any documents be submitted electronically, notwithstanding the prohibition on same contained elsewhere in this RFP, then their content and the media they are contained in shall also become the property of the County upon their being presented, submitted or forwarded to the County.

6.5 **Agreement on Internal Trade and New West Partnership Trade Agreement**

The provisions of the Agreement on Internal Trade, Part IV, Chapter Five – Procurement and Annex 502.4, (“AIT”) and the New West Partnership Trade Agreement (“NWPTA”) apply to this Proposal.

6.6 **Other Conditions**

The Proponent is fully responsible for obtaining all information required for the preparation of its Proposal. The County is not responsible for undertaking any investigations to assist the Proponent.

6.7 **Law and Forum of Proposal**

The law to be applied in respect of this RFP shall be the law of the Province of Alberta and all civil actions commenced in relation to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a Proposal, the Proponent is deemed to have agreed to attorn to the jurisdiction of the Courts of the Province of Alberta.

Schedule “A”

**CARETAKING OF
CAMPGROUND**

**PROJECT OVERVIEW
&
DESCRIPTION OF WORK**

Schedule "A"**Hutch Lake & Machesis Lake Campground Caretaker****1. Overview**

Mackenzie County has leases with Alberta Agriculture and Forestry, and Alberta Parks respectively for the operations of the Hutch Lake & Machesis Lake campgrounds.

Hutch Lake campgrounds located at NE ¼ 29-112-20-W5 has approximately 20 overnight camping stalls, along with an overflow area, day use area, and boat docks. The caretaker is responsible for the maintenance and overseeing of the campground for the "Season" being from mid May 2016 through September 30th, 2016 and mid May 2017 through September 30th, 2017.

Machesis Lake campground located at NE 27-107-16-W5 has approximately 19 overnight camping stalls, day use area, swimming docks, with a new addition of 8 stalls at the equine camping area. The caretaker is responsible for the maintenance and overseeing of the campground for the "Season" being from mid May 2016 through August 31st, 2016 and mid May 2017 through August 31st, 2017.

2. Purpose of the Campground Caretaker

Mackenzie County is requesting proposals for the contract position of a campground caretaker to maintain, provide security and oversee the campgrounds during the season as per the description of work.

3. Description of Work

- a) Provide personal contact with campers to promote responsible camping. This may include providing directions and brochures to campers and answering any questions they may have pertaining to the area.
- b) Ensure all campers are registered, and fees collected while keeping all records of park activities (including day use).
- c) Submit all revenues and attendance records biweekly to the Mackenzie County office in either High Level or Fort Vermilion.
- d) Check washrooms daily, and ensure washrooms are stocked with an adequate supply of toilet tissue, hand sanitizer, etc. at all times. All janitorial cleaning supplies, paper towel and garbage bags are to be provided by the Contractor. Mackenzie County to provide toilet paper, and hand sanitizer.

- e) Check sanitary effluent levels in toilet reservoirs and contact Mackenzie County to advise when sewage removal is required. Sewage removal costs will be borne by Mackenzie County.
- f) Ensure open accessibility to the sanitary dumping station for RV's. Check efficient levels, and contact Mackenzie County to advice when sewage removal is required.
- g) On a daily basis, pick up all litter within campground area, empty garbage receptacles and place in 6yd bin located on site. Mackenzie County will supply, and empty a 6 yd bin at the County's' cost.
- h) Ensure grass is mowed and trimmed regularly, at campsites, roads, and day areas.
- i) Inspect campsites, and docks on a daily basis, and repair minor deficiencies. Report all other deficiencies to Mackenzie County.
- j) Maintain and paint picnic tables when required. Mackenzie County to supply paint and supplies.
- k) Clean fish cleaning stations daily.
- l) Clean signage and information booth as necessary.
- m) Clean firewood storage area.
- n) Clean shelter on a daily basis.
- o) Clean up drift wood along the dock and boat launch.
- p) Remove all deadfall in campsites, and along access road.
- q) Maintain the volleyball court (if provided). Daily checks, rake sand, clean up debris.
- r) Maintain playground area. Daily checks, rake sand, clean up debris.
- s) Maintain campsites, clean debris, emptying the fire pits and rake site if required.
- t) Ensure the campground/park is kept in a clean, well groomed, organized and in an esthetically pleasing state.
- u) Ensure the well pumps kept clean, and non-potable water sign is attached and visible. Report any repairs required to Mackenzie County.

- v) On a daily basis, check to ensure an adequate supply of firewood is available for the campers. Advise Mackenzie County when firewood is needed. The firewood will be supplied by Mackenzie County.
- w) Report all potential hazards to Mackenzie County.
- x) Enforce rules at the campground to ensure campers and recreation users are advised to follow the current Mackenzie County Parks and Campground bylaws. Those that do not adhere to the bylaw should be requested to provide their name, phone number, and license plate number (when possible). This information is to be provided to the Mackenzie County Bylaw Officer for enforcement. If there are any safety concerns at the park i.e. violence, threats, or personal safety concerns, you are to report them immediately to the RCMP.
- y) Provide and maintain all needed all maintenance equipment.
- z) Supply own living accommodations, including water & power. The County will designate a caretaker site and provide sewage tank and removal services for caretaker site.

- h) Upon a successful yearend evaluation by the Director of Community Services and Operations, and a positive recommendation by the Community Services Committee, a 25% bonus of the total revenue will be paid to the Contractor (Bonus maximum \$8,000). A successful yearend will be determined on the basis of customer and County satisfaction as well as meeting and/or exceeding the terms of this contract. (Refer to Mackenzie Country Policy COM001).

Schedule “B”

**PROPONENTS PLAN &
EQUIPMENT LIST**

Schedule “B”

Plan to meet Caretakers' Duties

Plan: _____

Description of Living Accommodations (including make/model/year):

List of Maintenance Equipment:

Proponents Experience: _____

Proposed Subcontractors and /or Employees:

Experience of Proposed Subcontractors and /or Employees:

Schedule “C”

**PROPOSERS ADDITIONAL
SERVICES OFFERED**

Schedule "C"

ADDITIONAL SERVICES

Services:

W.C.B. account # _____ (attach copy of clearance letter)

If you do not currently have W.C.B. do you plan to obtain one? _____

COR/SECOR # _____ (attach copy)

Or statement if you plan to obtain one: _____

Schedule “D”

PRICING FORM

Caretaking of Mackenzie County Campground

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

Caretaking Services - Mackenzie County Campground

SCHEDULE	CAMPGROUND	BID PRICE / MONTH
A	Hutch Lake <small>(Open mid May through September)</small>	\$
OR		
B	Machesis Lake <small>(Open mid May through August)</small>	\$

The Contractor may receive up to a 25% bonus of the total revenue to a maximum of \$8,000. In order to receive the bonus, a successful yearend will be determined on the basis of customer and County satisfaction as well as meeting and/or exceeding the terms of this contract. *(Refer to Mackenzie Country Policy COM001).*

Executed this _____ day of _____ 201_

PROPONENT: _____
 Name _____
 Address _____ Town _____
 Postal Code _____ Phone # _____
 Cell # _____ email address _____

 Signature of Proponents Authorized Representative Signature of Witness

 Print Name of Authorized Representative Print Name of Witness

Schedule “E”

SAMPLE CONTRACT

SERVICES AGREEMENT

BETWEEN:

MACKENZIE COUNTY

AND:

SAMPLE

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SERVICES AGREEMENT

THIS AGREEMENT dated the ____ day of _____, 20__

BETWEEN:

MACKENZIE COUNTY

(hereinafter called the "County")

OF THE FIRST PART

AND:

(hereinafter called the "Proponent")

OF THE SECOND PART

WHEREAS:

- A.** The Proponent has issued the Proposal to the County for the provision of the Services;
- B.** The County has agreed to accept the Proposal from the Proponent; and
- C.** The Proponent has agreed to provide to the County the Services and the County has agreed to pay to the Proponent certain sums in consideration of the Services, as set forth herein and in the Proposal.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the covenants herein contained, the County and the Proponent covenant and agree each with the other as follows:

ARTICLE 1 - DEFINITIONS

1.1 Definitions

For the purposes of this Agreement, including the recitals hereto, each of the following expressions have the meanings ascribed to them in this Section 1.1, unless the context otherwise requires:

- (a) **"Agreement", "hereto", "herein", "hereby", "hereunder", "hereof"** and similar expressions when used in this Agreement refer to the whole of this Agreement

which includes the attached Schedules and not to any particular Article or Section or portion thereof and include any and every instrument supplemental hereto;

- (b) "**Agreement Amount**" means the amount set out in Schedule "C";
- (c) "**Commencement Date**" means the ____ day of _____, 20__;
- (d) "**Completion Date**" means the ____ day of _____, 20__, or such later date as may be agreed upon in writing by the parties;
- (e) "**Confidential Information**" has the meaning ascribed to it in Section 5.1;
- (f) "**Proposal**" means that proposal in form and in content as attached hereto as Schedule "A";
- (g) "**Service Results**" has the meaning ascribed to it in Section 5.4;
- (h) "**Services**" means those Services to be provided and performed by the Proponent hereunder, as more particularly described in the Proposal or as otherwise modified from the Proposal and described otherwise in Schedule "A" hereto, and all other services to be provided or performed as directed by the County; and
- (i) "**Term**" means the period of time commencing on the Commencement Date and ending on the Completion Date.

1.2 **Number and Gender**

Words importing the singular number only shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neuter gender and words importing persons shall also mean firms, corporations and partnerships and vice versa.

1.3 **Headings and Division**

The division of this Agreement into Articles and Sections and the headings of any Articles or Sections are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.

ARTICLE 2 - SERVICES

2.1 **Services**

The Proponent shall provide the Services upon the terms and conditions contained herein.

2.2 **Commencement and Completion of Services**

The Proponent shall commence the Services no later than the Commencement Date and complete the Services on or before the Completion Date, subject always to sooner termination as provided for herein.

2.3 **Performance of Work**

The Proponent shall exercise the degree of care, skill and diligence normally used in performing services of a similar nature to those Services to be provided under this Agreement. All work done in performing the Services under this Agreement shall:

- (a) be supervised by competent and qualified personnel;
- (b) be performed in accordance with the County's directions and to the County's satisfaction;
- (c) comply with the requirements of this Agreement; and
- (d) be documented according to the County's requirements.

All work done in performance of the Services shall be subject to such review as the County considers advisable or appropriate. Any work not meeting the requirements of this Agreement may be rejected by the County and shall require appropriate correction by the Proponent. No such review by the County shall relieve the Proponent from the performance of its obligations hereunder.

2.4 **Warranty of Proponent**

The Proponent represents and warrants to the County:

- (a) that it has sufficient skill, knowledge, expertise and resources, including qualified and competent personnel, to perform and provide the Services in accordance with the provisions of this Agreement;
- (b) that it is not involved in and is not aware of any actual or potential law suit or circumstance which would or could materially affect its ability to perform the Services hereunder and, upon becoming aware of such, it shall immediately notify the County and provide the County with details of the nature of the law suit or circumstance; and
- (c) that the entering into of this Agreement and the performance of the Services hereunder shall not cause the Proponent to be in breach of any obligation of confidentiality which the Proponent may owe to any third party, or otherwise cause the Proponent to be in breach of any agreement or undertaking with any third party.

2.5 **Progress Reports**

If required by the County, the Proponent shall provide progress reports to the County and/or attend progress meetings regarding the performance of the Services, in such form and detail and whenever and as often as requested by the County.

2.6 **Compliance with Legislation**

In performing the Services hereunder (including any portion thereof performed by any subcontractors), the Proponent shall comply with the provisions and requirements of all laws, rules and regulations by lawful authority applicable including, without limitation, all relevant legislation, codes, bylaws, regulations and ordinances as well as the County policies, procedures and regulations as are made known to the Proponent by the County. Where there are two or more laws, codes, bylaws, regulations, ordinances, policies, procedures or regulations applicable to the Services, the more restrictive shall apply. In particular, the Proponent shall at all times observe and cause its personnel, agents and subcontractors to observe the provisions of all applicable environmental, health, safety and labour legislation including, without limitation, the Labour Relations Code, *Workers' Compensation Act*, Employment Standards Code and the *Occupational Health and Safety Act*, all as may be amended from time to time, and including any successor legislation, as well as rules and regulations pursuant thereto. Evidence of compliance with such laws shall be furnished by the Proponent to the County at such times as the County may reasonably request. In the event the Proponent, its personnel, any agent or subcontractor or their respective personnel, fail to comply with any legislation or any regulations thereunder and the County is required to do anything or take any steps or pay any amounts to rectify such non-compliance, the provisions of Section 4.4 of this Agreement shall apply.

2.7 **Permits and Licenses**

The Proponent shall obtain and pay for all necessary permits or licenses required in connection with providing or performing the Services.

ARTICLE 3 - PERSONNEL

3.1 **No Substitution**

If specific personnel are designated by this Agreement to perform the Services or any part thereof, the Proponent shall not substitute other personnel for those designated without the prior written consent of the County. If any such personnel shall become no longer available for any reason, the Proponent shall supply a similarly experienced and skilled individual as soon as practicable subject to approval of such individual by the County.

3.2 **No Subcontractors**

The Proponent shall not engage or retain any agent, subcontractor or any other third party for purposes of providing the Services hereunder in whole or in part without the prior written consent of the County (which may be arbitrarily withheld) and on terms and conditions satisfactory to the County in its sole discretion. The use of any agents, subcontractor or any other third parties by the Proponent shall in no way relieve the Proponent from its responsibility and obligation to provide the Services in accordance with the provisions of this Agreement.

3.3 **Removal of Personnel**

The Proponent shall forthwith remove from the County's premises and from performance of the Services any officer, employee, agent or subcontractor who is for any reason unsatisfactory to the County including, without limitation, and such person who:

- (a) is charged with and convicted of a criminal offence;
- (b) fails, in the opinion of the County or in the opinion of the Proponent, to carry out the work required in the performance of the Services in a satisfactory manner including, without limitation, causing any delays in the performance of the Services;
- (c) removes any property not belonging to the Proponent, its personnel or any agent or subcontractor, as the case may be, from the County premises without the prior written consent of the County, or
- (d) discloses or uses any Confidential Information contrary to the provisions of Section 5.1 of this Agreement, without the prior written permission of the County;

and, in the case of paragraphs (c) and (d), the Proponent shall take all reasonable steps to ensure that any property removed from the County is promptly returned, or to restrain any further improper disclosure or use of the Confidential Information, as the case may be. Any costs or expenses associated with removal of any such officer, employee, agent or subcontractor shall be the responsibility of the Proponent, including any necessary training costs or expenses associated with replacement persons, as determined by the County.

3.4 **Compliance with Policies**

The Proponent shall ensure that its personnel and agents and subcontractors, when using the County premises, comply with all security, safety, emergency and access policies, procedures or regulations in effect from time to time on such premises.

3.5 **Safety**

The Proponent shall be responsible for the safety of its personnel and any agents or subcontractors, and all property of the Proponent or its personnel, agents or subcontractors while on the County premises. The County shall not be responsible for any personal property, tools or equipment that the Proponent or its personnel, agents or subcontractors may bring onto the County premises.

ARTICLE 4 - PAYMENT

4.1 **Payment**

The County shall pay the Proponent in accordance with the provisions of Schedule "B" (Terms of Payment), upon the diligent and timely performance of the Services to the satisfaction of the

County. No payment by the County shall relieve the Proponent from the performance of its obligations hereunder.

4.2 **Excess Payments, Taxes**

The County shall not pay any amount exceeding the Agreement Amount or make any payment for any work done by the Proponent after the Completion Date unless prior written authorization has been obtained by the Proponent from the County. All customs duties, excise taxes (including G.S.T.), federal, provincial and municipal taxes and other duties, taxes or charges of a similar nature, and all travel and living expenses of the Proponent are included within the Agreement Amount, unless expressly stated otherwise in Schedule "C". If the total cost for man-days spent in performing the Services is less than the Agreement Amount, the County shall not be required to pay to the Proponent any sum in excess of the total cost for man-days actually expended.

4.3 **No Payment for Costs, Expenses or Damages**

The County shall not be required to make any payment to the Proponent under this Agreement for any costs, expenses, losses or damages suffered or incurred:

- (a) in performing any work reasonably incidental to the performance of the Services;
- (b) as a result of any delays in performing the Services from any cause whatsoever; or
- (c) to remedy errors or omissions for which, in the reasonable opinion of the County, the Proponent is responsible.

4.4 **Performance upon Failure of Proponent**

Upon failure of the Proponent (including any of its subcontractors) to perform any of its obligations under this Agreement the County may, but shall not be obligated to, perform or engage a third party to perform any of those obligations without prejudice to any other remedy or right it may have and the Proponent, immediately upon written demand, shall pay an amount equal to all costs and expenses incurred by the County in association therewith, plus interest on that amount from the date the cost or expense is incurred until it is paid at the rate of 1.5% per month (19.6% per annum). The County may, in its discretion, deduct any such amount, together with interest, from any payment then or thereafter due by the County to the Proponent, provided that such action shall not be deemed a waiver of any action that the County may pursue to collect any costs or expenses incurred herewith that exceed the amounts owed to the Proponent.

4.5 **Records**

The Proponent shall keep and maintain, at its principal place of business in _____, Alberta, or at such other location as may be agreed by the County, adequate and complete records from which any fees, costs, charges, reimbursable expenses or other amounts payable by the County to the Proponent may be readily and accurately determined and verified for each calendar month during the Term of this Agreement. The Proponent shall take such steps as are necessary to maintain such records in accordance with generally accepted accounting practices in Canada.

Such records shall be open to inspection by the County, or its agents, during the Proponent's regular business hours. The Proponent shall be required to retain such records for a period of seven (7) years following expiration or termination of this Agreement.

4.6 **Audit**

The County or its agents shall, from time to time during the Term of this Agreement, and for a period of two (2) years thereafter, during business hours and upon reasonable notice to the Proponent, be entitled to review all or any of the security, quality assurance procedures, accounting or other records and procedures of the Proponent regarding the Services or business relationship between the County and the Proponent affecting any fees, costs, charges, reimbursable expenses or other amounts payable by the County, or any commitments to the County, and to have such records reviewed, audited, inspected or examined by an independent chartered accountant or other auditor or party designated by the County to determine:

- (a) whether the Proponent has accurately recorded events or transactions requiring payments of fees, costs, charges, reimbursable expenses or other amounts by the County, as applicable;
- (b) the status of the provision of the Services; and
- (c) whether the Proponent is complying with the terms of this Agreement.

The costs of any such inspection or audit shall be payable by the County.

4.7 **Acceptance is Not Waiver**

The acceptance by the County, from time to time, of any statement of fees, costs, charges, reimbursable expenses or other amounts delivered by the Proponent or any payment of such amounts based thereon shall not be deemed to be a waiver by the County of any of the Proponent's obligations or the County's rights under this Agreement. However, if the County has not caused an audit or inspection of the Proponent's accounting records or Services for any calendar month to commence within two (2) years of the last day of any such calendar month, the County and the Proponent agree that the accounting records and all such amounts paid for that calendar month shall have been deemed to have been made accurately and in full compliance with the provisions of this Agreement.

ARTICLE 5 - INFORMATION AND PROPERTY RIGHTS

5.1 **Confidential Information**

The Proponent agrees that:

- (a) all data, information and material of a confidential nature provided or disclosed to the Proponent by or on behalf of the County;

- (b) all data, information and material of a confidential nature concerning the County's business, systems, operations, processes, technology, trade practices, products, services, marketing or other strategic plans, suppliers or customers which is obtained by the Proponent in the performance of its obligations under this Agreement;
- (c) the Service Results; and
- (d) any and all information or material provided to the Proponent by or on behalf of the County which is marked "CONFIDENTIAL";

and all copies thereof (hereinafter collectively called the "Confidential Information") are confidential and constitute valuable and proprietary information and materials of the County and shall be kept strictly confidential, both during and after the Term of this Agreement, and shall only be used for the purpose of providing the Services hereunder. In that regard, such Confidential Information may only be disclosed by the Proponent to those of its officers, employees, agents or subcontractors who have a need to know such information for the purposes of this Agreement and the Proponent shall take appropriate steps, whether by instruction, agreement or otherwise to ensure that such officers, employees, agents and subcontractors keep such information strictly confidential and otherwise comply with the provisions of this Section 5.1. No Confidential Information shall be copied or provided or disclosed to any other party without the prior written consent of the County, which consent may be arbitrarily withheld. The Proponent acknowledges that it has no interest in the Confidential Information and shall surrender all Confidential Information in its possession or control (including all copies thereof) to the County immediately upon termination or expiration of this Agreement or at any earlier time upon the County's request, and shall thereafter cease all use of the Confidential Information.

5.2 **No Obligation to Disclose**

The County shall have no obligation to disclose to the Proponent any particular data, information or material which is considered by the County to be sensitive or confidential. All data, information or material which is provided to the Proponent by the County shall be and remain the sole property of the Municipality, and shall be returned to the County immediately upon termination or expiration of this Agreement or at any earlier time upon the County's request.

5.3 **Injunctive Relief**

The parties agree that improper disclosure or use of the Confidential Information will cause irreparable harm to the County, which harm may not be adequately compensated by damages. As a result, the parties agree that, in addition to all other remedies the County may have and not in derogation thereof, the County may seek and obtain from any court of competent jurisdiction injunctive relief in respect of any actual or threatened disclosure or use contrary to the provisions of this Agreement.

5.4 **Ownership of Service Results**

The Proponent agrees that all discoveries, designs, inventions, works of authorship, improvements in any apparatus, device, process, technology or thing, know-how, base materials, research results, data, surveys, maps, plans, schematics, reports (including progress reports referred to in Section 2.5), charges, tabulations, compilations, diagrams, flow-charts, processes, formulae, computer programs, specifications, screen or program layouts, drawings, documents, and notes or materials of any type whatsoever developed, created, conceived of, first reduced to practice or prepared by or on behalf of the Proponent or any officer, employee, agent or subcontractor in performance of the Services either alone or jointly with others (hereinafter collectively called the "Services Results") shall be fully and promptly disclosed to the County and shall be the absolute and exclusive property of the County, including any patent, copyright, other intellectual property or other rights of any kind in relation thereto. The Proponent hereby assigns, transfers and conveys to the County all of its right, title and interest in and to the Service Results and the Proponent shall promptly execute and do or cause to be executed and done any and all documents and things necessary or desirable to give effect to the provisions of this Section 5.4, including the execution of a written assignment of all right, title and interest, whether in law or in equity, to the County for any or all of the Services Results, in form acceptable to the County. Upon completion of the Services or expiration or termination of this Agreement, whichever is sooner (and from time to time upon request by the County), the Service Results and all copies thereof shall be delivered by the Proponent to the County without demand by the County without demand by the County, together with all supporting materials, explanatory notes and know-how required or reasonably necessary for full and complete disclosure of such Service Results and to enable the County to understand, use and modify the Service Results without assistance. No use may be made of the Service Results by the Proponent other than in connection with the performance of the Services hereunder. The Proponent hereby waives absolutely (and shall cause any other persons to waive absolutely) in favour of the County, its successors and assigns, any moral rights the Proponent or such other persons have or may at any time hereafter have in the Service Results.

5.5 **Protection of Rights**

The Proponent shall, at the request and expense of the County, execute or cause to be executed any documents and do or cause to be done all things which may be necessary or desirable to enable the County to file of and prosecute applications for patents, file for and obtain copyright registrations or otherwise protect any of the County's interest in and to the Service Results or any part thereof, in Canada or any other country. The County shall have complete control of and responsibility for the filings and prosecution of applications for patents, copyrights or other registrations in Canada and in foreign countries. The County shall assume all expenditures necessary to prepare and prosecute such applications and maintain or renew any resulting registrations.

5.6 **Records of Proponent**

The Proponent shall make and maintain during the Term of this Agreement, adequate and current written records of all Service Results, which records shall be made available to and remain the property of the County at all times, both during and after the Term of this Agreement.

5.7 Warranty of Original Work

The Proponent warrants that all Service Results will be original development by the Proponent, will not infringe any rights of any third parties and will otherwise be free of any claims of third parties, and will be specifically developed for the fulfilment of this Agreement.

5.8 No Challenge

The Proponent shall not challenge or deny nor assist any third party in challenging or denying any of the County's rights in and to the Service Results.

ARTICLE 6 - TERMINATION**6.1 Termination for Convenience**

This Agreement may be terminated at any time, with or without cause, by the County providing written notice to the Proponent at least seven (7) days prior to the termination date specified in the notice.

6.2 Termination for Default

The County may forthwith terminate this Agreement by providing written notice of termination to the Proponent, without prejudice to any other right or remedy the County may have, if the Proponent at any time:

- (a) fails to comply with any of the terms or conditions of this Agreement; or
- (b) is adjudged or otherwise becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, if a receiver is appointed for the property of the Proponent, or if the Proponent ceases to carry on business in the normal course;

such termination to be effective on the date such notice of termination is received.

6.3 Payment upon Termination

The County shall, in the event of termination of this Agreement, other than pursuant to Section 6.2(a), pay to the Proponent all amounts for completed work due to the Proponent in accordance with this Agreement, less any amounts which may be owing by the Proponent to the County as provided for hereunder. The County shall have no further liability of any nature whatsoever to the Proponent for any losses or damages suffered or sustained, either directly or indirectly, by the Proponent including, without limitation, loss of profit, as a result of the termination of this Agreement.

6.4 **Effect of Termination**

Upon termination or expiration of this Agreement:

- (a) the Proponent shall forthwith return to the County all Confidential Information in written form within its possession or control, together with all copies thereof or, at the County's written direction, destroy all such Confidential Information and provide the County with a certificate confirming such destruction; and
- (b) no further use may be made by the Proponent of the Service Results or any portion thereof, for any purpose whatsoever.

6.5 **Survival of Obligations**

Notwithstanding the expiration or termination of this Agreement for any cause, the provisions of this Agreement regarding payment obligations, indemnities, confidentiality obligations and proprietary rights, and those provisions which are expressly or impliedly intended to survive, shall survive any such expiration or termination and shall remain in force and shall include, without limitation, the provisions of Section 3.3, Section 3.6, Article 4, Article 5, Section 6.3, Section 6.4, Section 6.5, Article 7 and Section 8.8.

ARTICLE 7 - INDEMNITY AND INSURANCE

7.1 **Indemnity**

Notwithstanding any other provision of this Agreement to the contrary, the Proponent shall:

- (a) be liable to the County, its officials, representatives, agents and employees for any and all losses, costs, damages and expenses (and without limiting the generality of the foregoing, any direct losses, costs, damages and expenses of the County or such persons, including costs as between a solicitor and his own client full indemnity basis) which the County or such persons may pay or incur;
- (b) indemnify and hold harmless the County, its officials, representatives, agents and employees from and against any and all liabilities, claims, suits or actions which may be brought or made against the County or such persons;

as a result of or in connection with:

- (c) the performance of the Services; or
- (d) any breach, violation or non-performance of any covenant, condition or agreement in this Agreement set forth and contained on the part of the Proponent to be fulfilled, kept, observed or performed; or
- (e) any breach of confidentiality on the part of the Proponent or any agent or subcontractor, or employee of the Proponent or any agent or subcontractor; or

- (f) any damage to property (including loss of use thereof) or injury to person or persons, including death resulting at any time therefrom, arising out of or in consequence of the performance of the Services; or
- (g) the failure of the County to withhold any taxes or other amounts in respect of payments made to the Proponent under this Agreement; or
- (h) any suit or proceeding based on a claim that the Service Results or any portion thereof infringes or constitutes wrongful use of any copyright, patent, trademark, trade secret or any other right of any third party;

and the County shall be deemed to be the agent of its officials, representatives, agents and employees in regard thereto.

7.2 **Insurance**

The Proponent shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:

- (a) standard automobile insurance providing coverage of at least Two Million (\$2,000,000.00) Dollars inclusive for bodily injury and property damage (if the Proponent is required to use a vehicle in the performance of the Services); and
- (b) any other insurance of such type and amount as may reasonably be required by the County.

7.3 **Placement of Insurance**

The aforementioned insurance shall be in a form and with insurers acceptable to the County. Certified copies of the policies shall be provided to the County by the Proponent upon request and evidence of renewal shall be provided to the County prior to the expiry dates of the policies.

7.4 **Deductibles and Duration**

The Proponent shall be responsible for the payment of all premium and deductible amounts relating to the said insurance policies and the Proponent shall maintain the aforementioned insurance until the Services are completed or the Agreement is terminated, whichever is last to occur (or, in the case of Section 7.2(d), for so long as may reasonably be required by the County).

ARTICLE 8 – PROPOSAL

8.1 **Conflict**

In the event that there is a conflict between the terms of this Agreement and the Proposal, the conflicting terms of this Agreement shall prevail over the conflicting terms of the Proposal.

ARTICLE 9 - GENERAL**9.1 Schedules**

The following Schedules attached hereto shall form part of this Agreement and are incorporated herein by reference:

Schedule "A" - Proposal
Schedule "B" - Terms of Payment
Schedule "C" - Special Terms and Conditions

9.2 Notices

Any notice provided for or permitted to be given pursuant to this Agreement shall be in writing and shall, except in the event of an interruption in postal service during which time all notices must be personally delivered, be sufficiently given if personally delivered or sent by prepaid registered mail addressed to the party for whom the same is intended to the address for notice for such party as set out in Schedule "C".

Any notice delivered personally shall be deemed to be received when left during normal business hours at the office set forth above and any notice sent by prepaid registered mail shall be deemed to have been received on the third normal delivery day following the posting thereof. Either party shall be entitled to change its address for notice to another existing address by notice in writing to the other. The word "notice" in this Section 8.2 includes any request, statement, report, demand, order or other writing in this Agreement provided or permitted to be given by the County to the Proponent or by the Proponent to the County.

9.3 Assignment

The Proponent shall not assign this Agreement or any portion thereof without the prior written consent of the County, which consent may be arbitrarily withheld. Upon any transfer or assignment by the County of this Agreement, the County shall be released from its obligations hereunder. The County may assign this Agreement in whole or in part to any person in the County's sole discretion without notice to the Proponent.

9.4 Waiver

The failure of a party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement or to exercise any option herein contained shall not be construed as a waiver or relinquishment for the future of such covenant or option and no waiver by the County of any provision of this Agreement shall be deemed to have been made unless expressed in writing and signed by the County.

9.5 Enurement

This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors, assigns or approved assigns, as the case may be.

9.6 No Agency

Nothing in this Agreement, nor in any acts of the County and the Proponent pursuant to this Agreement, shall be construed, implied or deemed to create an agency, partnership, joint venture or employer and employee relationship between the County and the Proponent, and neither party has the authority to bind the other to any obligation of any kind.

9.7 Whole Agreement

The provisions of this Agreement constitutes the entire agreement between the parties and supersedes any prior agreements, letters of intent or understanding, whether written or oral, between the parties with respect to the matters contemplated herein. No terms, conditions, warranties, promises or undertakings of any nature whatsoever, express or implied, exist between the parties with respect to this Agreement except as herein set forth. This Agreement may be amended, changed or modified only by further written agreement between the parties.

9.8 Partial Invalidity

If any term, condition or provision of this Agreement or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the remainder of this Agreement or the application of such term, condition or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, condition or provision shall be separately valid and enforceable to the fullest extent permitted by law.

9.9 Time of Essence

Time shall be of the essence of this Agreement.

9.10 Expiration of Time

In any case where the time limited by this Agreement expires on a Saturday, Sunday or legal holiday in the Province of Alberta, the time limited shall be extended to and shall include the next succeeding day which is not a Saturday, Sunday or legal holiday in the Province of Alberta.

9.11 Further Assurances

Each of the parties to this Agreement shall at the request of the other party hereto, execute and deliver any further documents and do all acts and things as that party may reasonably require to carry out the full intent and meaning of this Agreement.

9.12 **Governing Law**

This Agreement shall be governed by the laws in force in the Province of Alberta and the courts of Province of Alberta shall have exclusive jurisdiction with respect to any dispute, matter or thing arising herefrom.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals by the hands of their proper officers.

[NAME OF PROPONENT]

MACKENZIE COUNTY

Per:

Per:

Signature of Authorized Signing Officer

Signature of Authorized Signing Officer

Printed Name of Authorized Signing Officer

Printed Name of Authorized Signing Officer

Position of Authorized Signing Officer

Position of Authorized Signing Officer

SCHEDULE "A"
PROPOSAL

SAMPLE

SCHEDULE "B"

TERMS OF PAYMENT

Subject to all other terms and conditions of this Agreement, the Purchaser shall pay to the Proponent, those amounts not to exceed in the aggregate the Agreement Amount, in the following manner:

1. At the beginning of each calendar month an invoice shall be submitted to the County by the Proponent in respect of Services provided during the immediately preceding month. Each invoice shall, in respect of such month:
 - (a) refer to the purchase order number,
 - (b) where applicable, separately identify work performed in Canada and elsewhere and the proportionate allocation of the invoice amount in that regard;
 - (c) identify as separate items any travel and living expenses, and/or any tax, duty or charge separately chargeable to the County (in addition to the Agreement Amount) but only as specified and provided for in Schedule "C"; and
 - (d) identify the number of man-days or hours expended in providing the Services, the applicable rates and charges for the time expended, and a description of the Services performed in that regard.

The Proponent may elect, at its option, to provide the County with one invoice for the whole of the Services to be provided hereunder in place of monthly invoices, provided that all the required information is included in such invoice.

2. Subject to the verification of each invoice by the County and all other terms and conditions of the Agreement (including, without limitation, the Services being satisfactory to the County, the County shall pay the Proponent the amount of each invoice within thirty (30) days of receipt of same.

SCHEDULE "C"

SPECIAL CONDITIONS

SAMPLE

SAMPLE



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Ron Pelensky, Director of community Services and Operations
Title:	Peace Officer Program

BACKGROUND/PROPOSAL

In the 2016 budget Council approved the hiring of a Peace Officer.

One of the steps in completing this task is to complete an application to the Solicitor General to obtain permission to have a Peace Officer Program. One of the items they require is a policy that addresses the responsibilities and accountabilities of this position. In order to draft this policy administration is requesting council direction on some items.

OPTIONS & BENEFITS:

1. Item One Selection of Acts to Enforce

- a. ANIMAL PROTECTION ACT (provides authority to deal with animal control outside of hamlet boundaries throughout Mackenzie County).
- b. ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT (provides authority to deal with illegal dumping of waste).
- c. GAMING AND LIQUOR ACT & GAMING AND LIQUOR REGULATION (provides authority for liquor related offences).
- d. MENTAL HEALTH ACT (provides authority to act on or assist Alberta Health Services staff, ambulance staff and RCMP when dealing with an individual looking to harm themselves or others).
- e. PETTY TRESPASS ACT & TRESPASS TO PREMISES ACT (provides authority for dealing with trespassing offences on private and public lands).

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

- f. PROVINCIAL OFFENCES PROCEDURE ACT & POLICE ACT (provides authority for issuing and working with court documentation).
- g. TRAFFIC SAFETY ACT (pertains to all regular, commercial and off highway vehicle enforcement).
- h. HIGHWAYS DEVELOPMENT AND PROTECTION ACT (provides authority to protect and charge for damage done to local roads).
- i. THE FUEL TAX ACT (provides authority to deal with fuel usage violations “purple”).
- j. TOBACCO AND SMOKING REDUCTION ACT (provides authority to deal with youth using or in possession of tobacco).
- k. INN KEEPERS ACT (provides authority for dealing with disturbances at a hotel).

To ensure compliance quarterly reviews by the Community Services Committee and Public input would strengthen the monitoring and accountability of the direction taken by our peace officer:

Benefit

Identifying which act the Peace Officer enforces controls the role of the position.

2) Identifying Jurisdiction

- a. Entire area of Mackenzie County (typical applications choose the entire area then provide priority areas for the officer to follow).
- b. Provincial Highways & Secondary Highways Hwy 35, 88, 697 (the peace officer program allows for enforcement of speeds under 90km/hr. We may want the officer to assist in controlling construction speed zones and ice bridge speeds).
- c. Jurisdiction in Neighboring communities/counties (in the past we shared peace officers with the Town of High Level so there was better coverage when peace officers were on time off. We may want to consider partnering with a neighboring community).

Benefit

Identifying the jurisdiction of the Peace Officer Program identifies where the position will have authority and provides some guidance as to what the position role will be.

3) Job Title

The Solicitor General Peace Officer program allows the name of the position to either be Peace Officer – Level 1 or Community Peace Officer – Level 1.

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

Benefit

We currently use the term Community Peace Officer therefore consideration may want to be given to keep the names similar.

COSTS & SOURCE OF FUNDING

The funding of this program will be from the 2016 operation budget.

COMUNICATION:

Administration will communicate with the RCMP in creating the roles and responsibilities of this position.

RECOMMENDED ACTION

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Len Racher, Director of Facilities & Operations (South)
Title:	Hamlet of La Crete 94th Avenue Upgrade Project

BACKGROUND / PROPOSAL:

Council included the upgrading of 94th Avenue in the Hamlet of La Crete in the 2016 budget. A few alternatives were presented during the budget presentation. Council selected a “modified” alternative for which administration had no estimate. Administration requested an updated estimate from the engineers based on the conversations held during the budget meeting.

OPTIONS & BENEFITS:

WSP has provided the County with a construction estimate for 94th Avenue from 100th Street to 113th Street, including paving four legs of the west intersection for 50 meters in all directions (see attached letter from WSP).

Administration is looking for Council’s direction.

Option 1:

9.0 meter width, 50 mm ACP overlay and other work, including 800 meters of ACP walking trail (see attached details) for an estimate of \$858,000.

Option 2:

10.0 meter width, grading, 200mm GBC on shoulders, 30mm ACP level course & 80 mm ACP overlay and other work, including 800 meters of ACP walking trail (see attached details) for an estimate of \$1,068,000.

Administration recommends Option 2. However, additional \$198,000 would be required for this option.

Author: S Wheeler **Reviewed by:** Len Racher **CAO:** JW

COSTS & SOURCE OF FUNDING:

If option 1 is selected, the following motion is suggested:

That the scope of 94th Avenue in the Hamlet of La Crete (from 100th to 113th Street) upgrade project includes an overlay with 50 mm ACP (9m wide).

If option 2 is selected, the following motion is suggested (will require 2/3 majority vote):

That 2016 budget be amended to include additional \$198,000 for the 94th Avenue upgrading in the Hamlet of La Crete, with funding coming from contributions from operating (general municipal tax revenue) and the scope of work include widening the road to 10.

SUSTAINABILITY PLAN:

Goal S4: The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

COMMUNICATION:

NA

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: S Wheeler **Reviewed by:** Len Racher **CAO:** JW



WSP Canada Inc.
7710 Edgar Industrial Court
Red Deer, Alberta T4P 4E2

Phone: 403-342-7650
Fax: 403-342-7691
www.wspgroup.com

January 10, 2016

Mackenzie County
9205 100 Street
La Crete, AB T0H 2H0

Attention: Mr. Len Racher, Director of Facilities and Operations (South)

Re: 94 Avenue – 9.0 meter and 10.0 meter options
Construction Estimate

Len further to your email on Friday, Jan 8th, please find two updated “B” construction estimates for the above noted project.

The revised estimates are now based on providing either a 9.0 meter or 10 meter finished asphalt surface including the base **and paving of the four legs of the west intersection for 50 meters in all directions at the cemetery.** In addition we have included the cost for constructing a 1.2 meter (4 foot) wide paved walking trail for half of the length of the project (800 meters). This walking trail will be constructed outside of the ditch/backslope and will provide for the safe movement of pedestrian traffic.

The attached estimate is based on the following criteria:

- The crown rate of the existing road surface will need to be confirmed prior to finalizing the design and “C” estimate. If the existing crown rate differs significantly from 2% additional Asphalt Concrete Pavement (ACP) will be necessary to provide a leveling course prior to placing the final lift of ACP on the roadway.
- Core samples of the existing road should be obtained to confirm the type and nature of the underlying materials to confirm the structural adequacy of the design.
- Light standards within the project limits may have to be relocated. The costs associated with relocation of these light standards would be in addition to our estimate.

Our overall estimate including engineering and contingency for this project based on providing a 9.0 meter finished surface is approximately \$858,000 +/- 10%.

Our overall estimate including engineering and contingency for this project based on providing a 10.0 meter finished surface is approximately \$1,068,000 +/- 10%.



WSP Canada Inc.
7710 Edgar Industrial Court
Red Deer, Alberta T4P 4E2

Phone: 403-342-7650
Fax: 403-342-7691
www.wspgroup.com

As expected the higher estimate will provide for a higher standard/quality road with wider shoulders (1.3 meter vs 0.8 m), smoother sideslopes (4:1 vs 3.5:1), and a thicker/stronger structure of Granular Base Course.

Based on "light axle loaded" residential traffic both structures should perform adequately for the foreseeable future. If a decision is made to construct the lighter structure and premature structural distress it witnessed this can always be corrected in the future with a minimal thickness overlay to restore any noted deficiencies in the ACP driving surface.

If further information or discussion is required, please do not hesitate to contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to be 'G. McCulloch', written over a horizontal line.

Garth McCulloch, Regional Manager
WSP Canada Inc.

c.c. Mark Onaba, Area Manager WSP



**Option 1 - Surfacing Estimate Summary
(includes 800 meters of ACP Walking Trail)**

Description of Work

50 mm ACP Overlay and Other Work

Estimate Type: **"B"**

Job No.

Project :

From:

From km:

To:

To km:

ACP Width: **9.0m**

94 Avenue

West of 100 St

East of 113 St

CEB Code #	Bid Item Description *	Unit	Estimated Quantity	Estimated Unit Price "B"	Estimated Unit Cost "B"	Spec No.s	Remarks (Plan No.)
X100	Mobilization	lump sum	1.0		\$59,000	1.2.13	
B100	Subgrade Excavation	m3	500.0	\$30.00	\$15,000	3.1.3	
B180	Preparing Subgrade Surface	m2	4,500.0	\$5.00	\$22,500	3.1.3	
E456	Geotextile for Stabilization - Supply and Install	m2	1,000.0	\$5.00	\$5,000	5.31.4	
B281	Granular Base Course	t	1,000.0	\$35.00	\$35,000	3.6.8	
Q992	Asphalt Concrete Pavement - EPS Mix Type M1 (PG 52-34)	t	3,750.0	\$120.00	\$450,000	3.50.7	
G300	Topsoil Placement	m2	10,000.0	\$3.00	\$30,000	2.6.4	
X510	Cutting of Pavement	m	20.0	\$12.00	\$240	3.40.3	
S351	Roadway Lines - Supplying Paint and Painting (Lane Dividing and 2 Edge	km	1.8	\$3,500.00	\$6,300	7.2.6	
E608	Broad-Cast Seeding	m2	10,000.0	\$2.00	\$20,000	2.20.4	
	1.2 Meter Wide ACP Walking Trail	m	800.0	\$90.00	\$72,000		
			Total		\$715,040		

Total
Total Estimated Contract Cost
Contingencies @ 10%
Engineering Costs
Total Estimated Contract Cost + Contingency
Total Estimated Cost (Rounded To Nearest 100 Dollars)

Estimated Cost "B"
\$715,040
\$715,000
\$71,500
\$71,504
\$858,004
\$858,000

Date : 8-Jan-16

Prepared By : Garth McCulloch

Date : 8-Jan-16

Checked By : Garth McCulloch



Option 2 - Surfacing Estimate Summary

Description of Work

**Grading, 200 mm GBC on Shoulders, 30 mm ACP
Level Course & 80 mm ACP Overlay and Other Work**

Job No.

Project :

From:

From km:

To:

To km:

ACP Width: 10.0m

**94 Avenue
West of 100 St**

East of 113 St

Estimate Type: "B"

CEB Code #	Bid Item Description *	Unit	Estimated Quantity	Estimated Unit Price "B"	Estimated Unit Cost "B"	Spec No.s	Remarks (Plan No.)
X100	Mobilization	lump sum	1.0	9%	\$0	1.2.13	
C060	Common Excavation	m3	1,400.0	\$15.00	\$21,000	02315	
G235	Borrow Excavation	m3	500.0	\$20.00	\$10,000	2.3.6	
B180	Preparing Subgrade Surface	m2	7,500.0	\$5.00	\$37,500	3.1.3	
B100	Subgrade Excavation	m3	500.0	\$30.00	\$15,000	3.1.3	
B174	Granular Fill (Pit-Run)	t	1,000.0	\$32.00	\$32,000	3.8.5	
B281	Granular Base Course	t	3,500.0	\$30.00	\$105,000	3.6.8	
Q992	Asphalt Concrete Pavement - EPS Mix Type M1 (PG 52-34)	t	4,800.0	\$110.00	\$528,000	3.50.7	
G270	Sideslope Improvement	km	1.0	\$25,000.00	\$25,000	3.60.4	
X510	Cutting of Pavement	m	20.0	\$12.00	\$240	3.40.3	
S351	Roadway Lines - Supplying Paint and Painting (Lane Dividing and 2 Edge	km	1.8	\$2,500.00	\$4,500	7.2.6	
G300	Topsoil Placement	m2	10,000.0	\$2.00	\$20,000	2.6.4	
E608	Broad-Cast Seeding	m2	10,000.0	\$2.00	\$20,000	2.20.4	
	1.2 Meter Wide ACP Walking Trail	m	800.0	\$90.00	\$72,000		
			Total		\$890,240		

Total
Total Estimated Contract Cost
Contingencies @ 10%
Engineering Costs
Total Estimated Contract Cost + Contingency
Total Estimated Cost (Rounded To Nearest 100 Dollars)

Estimated Cost "B"
\$890,240
\$890,000
\$89,000
\$89,024
\$1,068,024
\$1,068,000

Date : 10-Jan-16

Prepared By : Garth McCulloch

Date : 10-Jan-16

Checked By : Garth McCulloch



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Len Racher, Director of Facilities & Operations (South)
Title:	Pickup Trucks Purchase

BACKGROUND / PROPOSAL:

The 2016 Capital Budget was approved including 4 pickup trucks. Administration requested quotations from the three local dealerships. All three provided quotes, an evaluation of the information is in the table below.

	Make/Model	Year	Cost	Delivery Date	Dealership
Bucket Seat	Ford F-150 Crew	2016	\$37,788.25	After April 1 st	TRUE NORTH FORD
40 20 40 Seat (Bench)	Ford F-150 Crew	2016	\$37,461.25	After April 1 st	TRUE NORTH FORD
Bucket Seat	Ram 1500 SLT	2016	\$39,525.00	April 15 th	NORTHSTAR CHRYSLER
40 20 40 Seat (Bench)	Ram 1500 SLT	2016	\$38,525.00	April 15 th	NORTHSTAR CHRYSLER
Bucket Seat	Chevrolet Silverado 1500	2016	\$40,076.25	March 21 st	HIGH LEVEL MOTOR PRODUCTS
40 20 40 Seat (Bench)	Chevrolet Silverado 1500	2016	\$38,906.25	March 21 st	HIGH LEVEL MOTOR PRODUCTS

Author: S Wheeler Reviewed by: Len Racher CAO: JW

OPTIONS & BENEFITS:

Option 1:

Purchase all four ½ ton trucks from True North Ford; two as soon as possible and the remaining two in spring.

Benefit:

True North Ford provided the lowest quotation which is within the approved 2016 Capital Budget.

Option 2:

Purchase from Northstar Chrysler or High Level Motor Products.

Benefit:

Purchasing from Northstar Chrysler would also be within the approved 2016 Capital Budget.

Purchasing from High Level Motor Products will be slightly over the approved 2016 Capital Budget.

COSTS & SOURCE OF FUNDING:

2016 Capital Budget:

- 3 Trucks in the Transportation Department for a total budget of \$120,000.
- 1 Truck in the Enforcement Department for \$80,000 (half of this total is for additional policing equipment).

SUSTAINABILITY PLAN:

COMMUNICATION:

Inform successful bidder.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Administration order the first two trucks from the lowest qualified bidder as soon as possible and the remaining two in spring.

Author: S Wheeler Reviewed by: Len Racher CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 1014-16 Land Use Bylaw Amendment to Rezone SE 08-106-15-W5M from Urban Fringe “UF” to Hamlet Residential District 1B “HR1B”(La Crete)

BACKGROUND / PROPOSAL:

On March 26, 2015 the MPC made the motion to Table this application until further information had been received concerning the municipal servicing. Last week the applicant came in and submitted a revised drawing showing the placement of a small lift station at the lowest location on the quarter section to assist in the push of effluence up and into the existing nearest line. As well as changing their request from Hamlet Country Residential to Hamlet Residential District 1B.

The applicant has asked that we re-present this new proposal for consideration.

The original request to rezone to Hamlet Country residential district does not meet the requirements of the Municipal Development Plan or the La Crete Area Structure Plan. The Planning Department was not in favor of the request, or in changing the Municipal Development Plan (MDP) and Area Structure Plan(ASP) to suit the application.

Key points from the La Crete Area Structure plan.

Objectives for Hamlet Growth

Expanding the role of Hamlets as service centres for surrounding rural areas is a common theme throughout the MDP and is a sound objective to achieving the overall vision for the County and a long term growth strategy for La Crete.

Key objectives expressed in the MDP that provide a foundation for growth in La Crete include:

- Plan for a positive growth rate;
- Promote orderly and economic growth;

Author: L. Lambert **Reviewed by:** B Peters **CAO** _____

- Provide a variety of housing types;
- Plan for future subdivision and development of residential areas;
- Facilitate growth of commercial and industrial areas;
- Provide institutional, recreational, and cultural opportunities;
- Optimize the use of existing services and infrastructure; and,
- Strengthen the long term viability of La Crete.

Policies for Hamlet of La Crete

Key policies in the MDP that outline a long term growth strategy for La Crete include:

- Review and update the existing Hamlet of La Crete Area Structure Plan;
- Establishment of designated growth areas;
- Support contiguous development;
- Require Neighbourhood Structure Plans or Outline Plans for multi-lot subdivision applications;
- Promote the growth of a compact central business district;
- Encourage industrial uses to be located within industrial parks and buffered from incompatible uses;
- Encourage the grouping of major community facilities to create a focal point for the community;
- Support initiatives that promote La Crete’s culture and heritage;
- Identify multi-family sites that accommodate a range of densities; and,
- Ensure sufficient supply of zoned and serviced commercial and industrial lands in close proximity to the aerodrome.
- Expand residential development primarily to the west and south, integrating with existing recreational opportunities and providing key connections to commercial areas of town.

HR1B allows Single family dwellings, attached garages and detached garages as permitted uses, and allows duplexes and secondary suites as discretionary uses. This will allow for some variability of single family housing types within the proposed development without the need for multiple residential zoning districts.

Sewer servicing and the subdivision plan for this property still need to be finalized. To properly service the quarter section a roughly \$5 million investment is needed in a sanitary trunk main and lift stations. The developer has proposed in his concept plan to tie into the existing sanitary system in a location that is already at or near capacity.

The Planning Department did take an RFD to council in late 2015 advising them of the need for the sanitary trunk main and requested \$100,000 to begin the detail engineering design. Council did not approve the funding request, so administration is not sure how

Author: L. Lambert Reviewed by: B Peters CAO

to proceed with sewer servicing for the proposed development. The Planning Department has communicated this dilemma to the developer.

Based on the challenges recently incurred with other developments, administration recommends that prior to the developer proceeding to the detail design of lots and servicing for the lands, that the community plan/area structure plan for the quarter section be fully completed and approved by the MPC. This would include the location of any road widenings, PULs, municipal and/or environmental reserves, major (overland) drainage plan, etc.

OPTIONS & BENEFITS:

The Planning and Development Department supports this rezoning request of Hamlet Residential lots as this does comply with the La Crete Area Structure Plan and the Municipal Development Plan.

Prior Community Concept Plan's (Schedule "A") have shown the entire area on the west side of La Crete as Hamlet Residential lots (most all current developers are following this concept plan with only slight variations).

The question of municipal services does not need to be finalized in order to allow the rezoning; however, it will be a major theme of the discussion as the project moves forward.

OPTIONS

Option 1

That first reading of Bylaw 1014-16 being the rezoning of Part of SE 08-106-15-W5M and Plan 102 2263, Block 1, Lot 3 from Urban Fringe "UF" to Hamlet Residential District 1B "HR1B" for the purpose of hamlet residential lots, subject to a public hearing.

Option 2

That first reading of Bylaw 1014-16 being the rezoning of Part of SE 08-106-15-W5M and Plan 102 2263, Block 1, Lot 3 from Urban Fringe "UF" to Hamlet Residential District 1B "HR1B" for the purpose of Hamlet residential lots be refused.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

SUSTAINABILITY PLAN:

Author: L. Lambert Reviewed by: B Peters CAO

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements; this includes all adjacent landowners and the local papers.

RECOMMENDED ACTION:

Motion 1:

That first reading be given to Bylaw 1014-16 being the rezoning of Part of SE 08-106-15-W5M and Plan 102 2263, Block 1, Lot 3 from Urban Fringe “UF” to Hamlet Residential District 1B “HR1B” for the purpose of hamlet residential lots, subject to public hearing.

Motion 2:

That the developer provide a detailed Area Structure Plan for the entire quarter section prior to submitting a subdivision application. The Area Structure Plan shall include, in addition to the existing proposed road and lot layout, at minimum: municipal road widenings, easements/ROW/PUL to accommodate existing infrastructure, location of environmental reserve (if required), location of municipal reserve (in the proper amount), overland storm drainage and retention plan.

Author: L. Lambert Reviewed by: B Peters CAO

BYLAW NO. 1014-16
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a multi-lot development.

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

1. That the land use designation of the subject parcel known as:

Part of SE 8-106-17-W5M and Plan 102 2263, Block 1, Lot 3

within Mackenzie County, be rezoned from Urban Fringe "UF" to Hamlet Residential District 1B "HR1B" as outlined in Schedule "A" hereto attached.

READ a first time this ___ day of _____, 2016.

READ a second time this ___ day of _____, 2016.

READ a third time and finally passed this ___ day of _____, 2016.

Bill Neufeld
Reeve

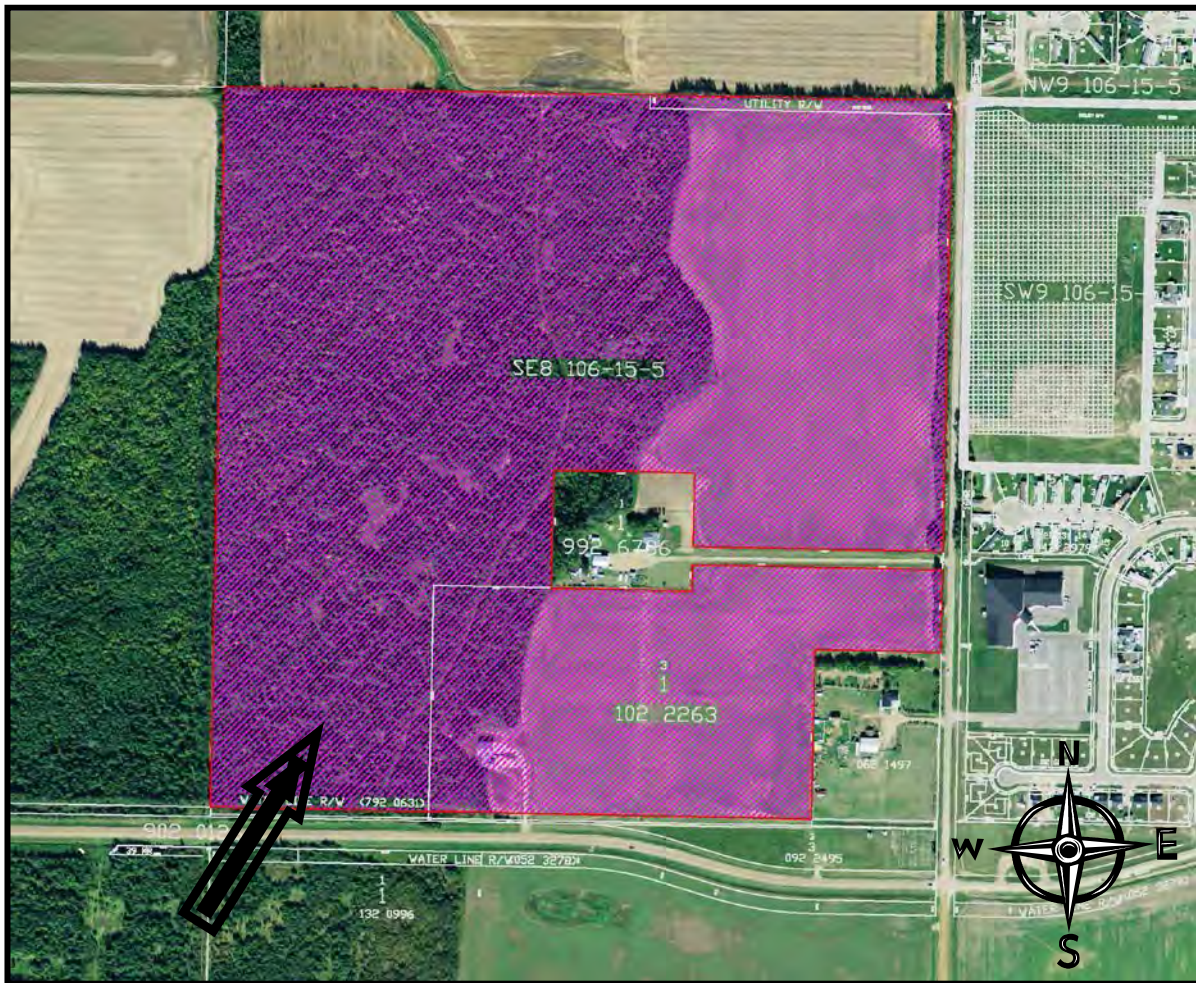
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 1014-16

SCHEDULE "A"

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

Part of SE 8-106-17-W5M and Plan 102 2263, Block 1, Lot 3 within Mackenzie County; be rezoned from Urban Fringe "UF" to Hamlet Residential District 1B "HR1B"



FROM: Urban Fringe "UF"

TO: Hamlet Residential District 1B "HR1B"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT 1809043 AB Ltd		
ADDRESS Box 56		
TOWN Buffalo Head Prairie, AB		
POSTAL CODE T0H 4A0	PHONE (RES.) 780-841-9282	BUS. 780-841-9282

COMPLETE IF DIFFERENT FROM APPLICANT NAME OF REGISTER OWNER Reuben Derksen		
ADDRESS Box 386		
TOWN La Crete, AB		
POSTAL CODE T0H 2H0	PHONE (RES.) 780-928-3985	BUS. 780-841-9419

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. SE	SEC. 8	TWP. 106	RANGE 15	M. W5	OR	PLAN	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Urban Reserve TO: Country Residential

REASONS SUPPORTING PROPOSED AMENDMENT:

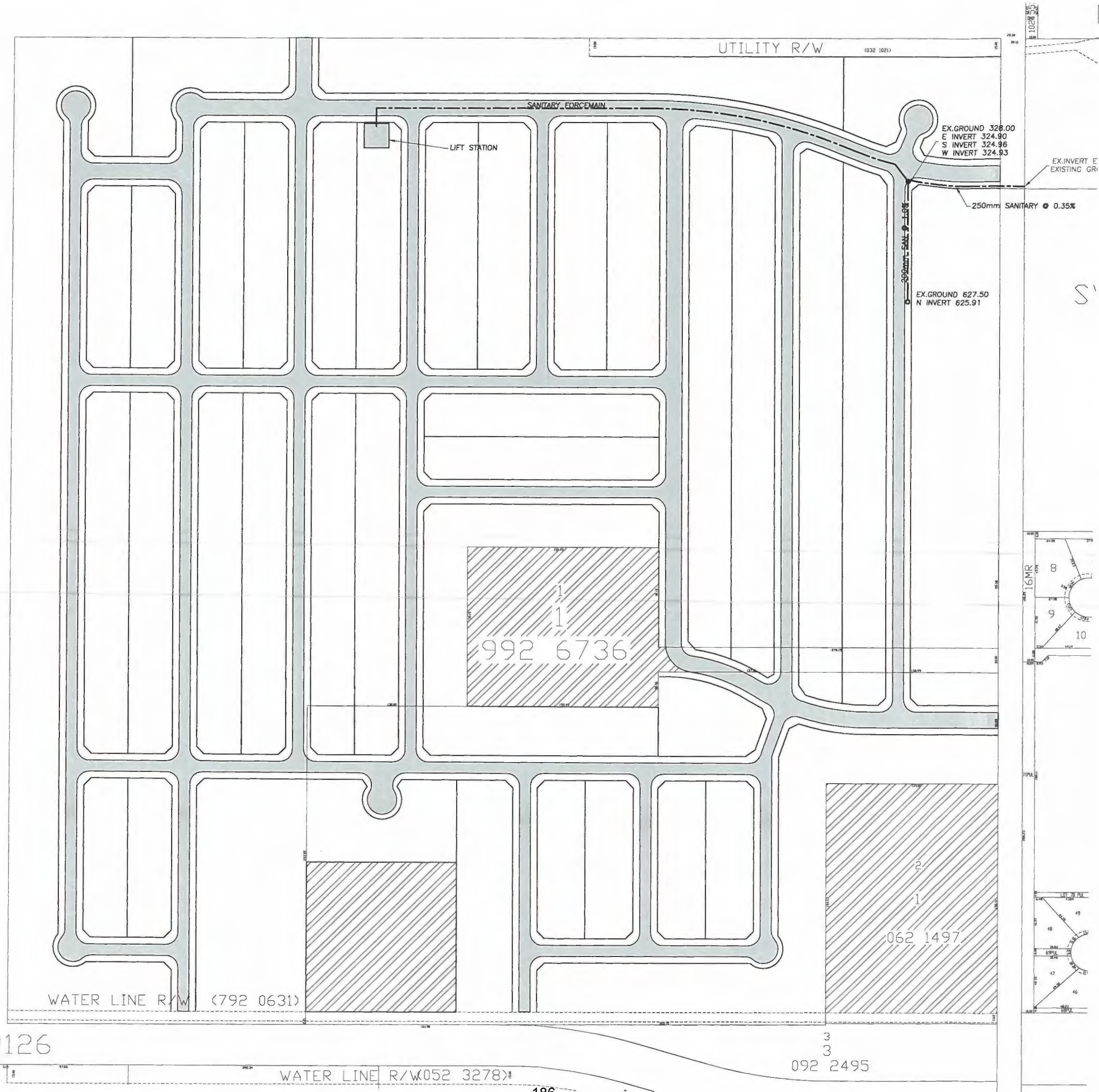
Developer wants to develop the land as per attached plan. We believe the proposed development would provide a pleasing transition from town lots to development already completed west of La Crete. This development will make great use of the existing land which may otherwise prove undevelopable. The developer desires to build an aesthetically pleasing community and wants to enforce this concept with covenants restricting both size and type of individual home.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00 RECEIPT NO. 184031

Allan Derksen  Jan 30/15
 APPLICANT DATE

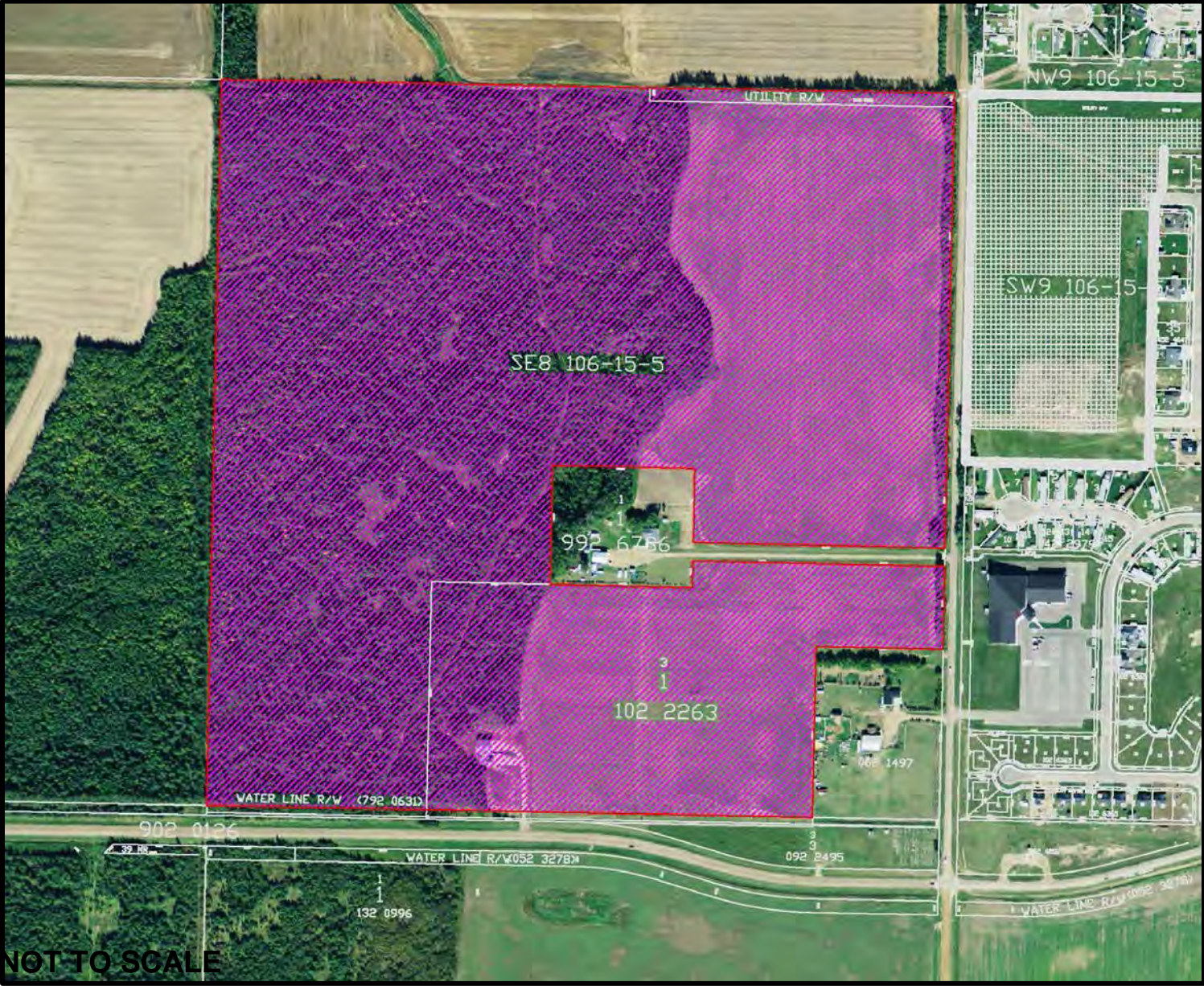
NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

Reuben Derksen  Jan 30/15
 REGISTERED OWNER DATE



0126

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1014-16

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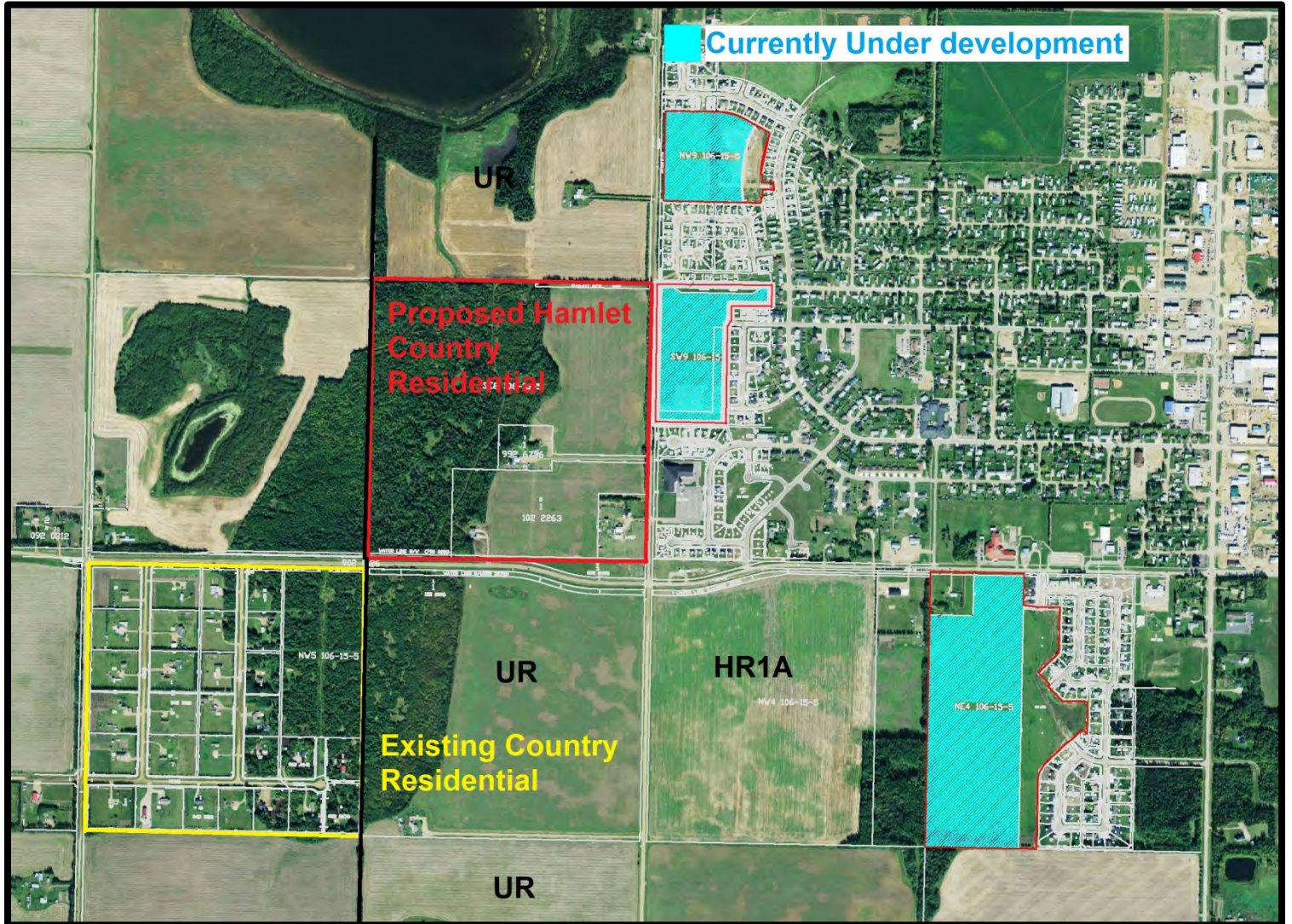
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Mackenzie County



BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1014-16

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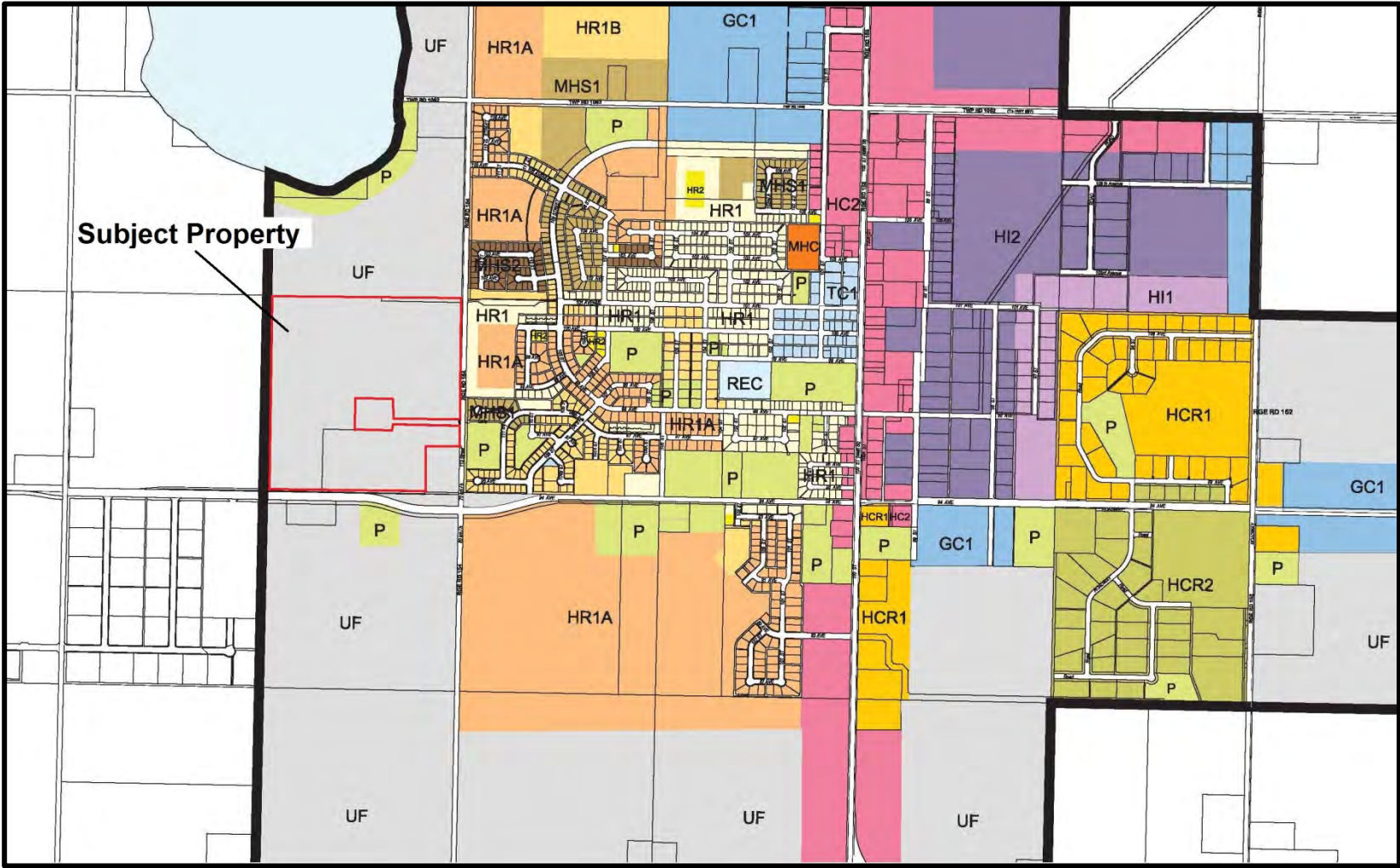
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Mackenzie County



BYLAW AMENDMENT APPLICATION



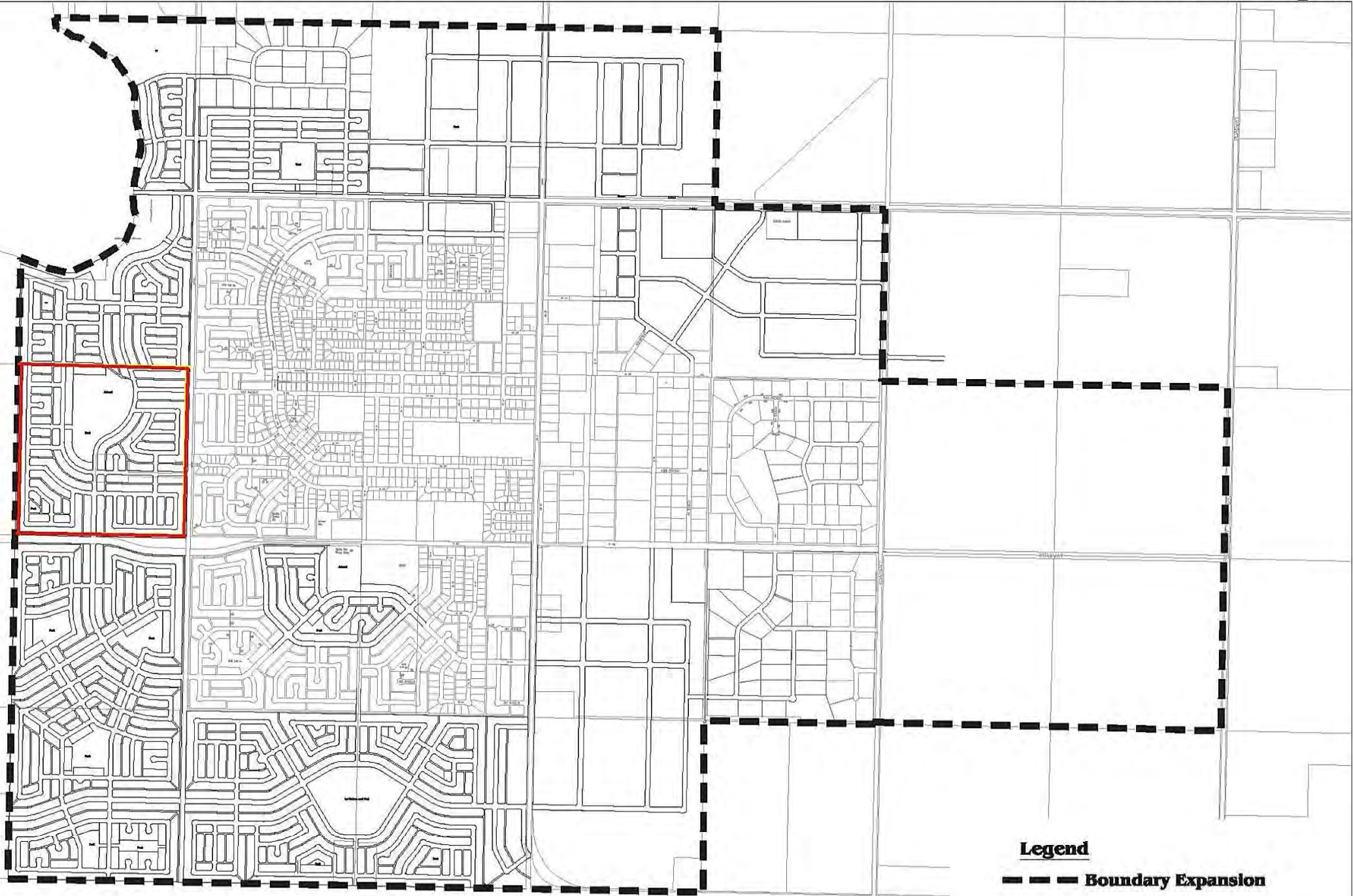
File No. Bylaw 1014-16

NOT TO SCALE

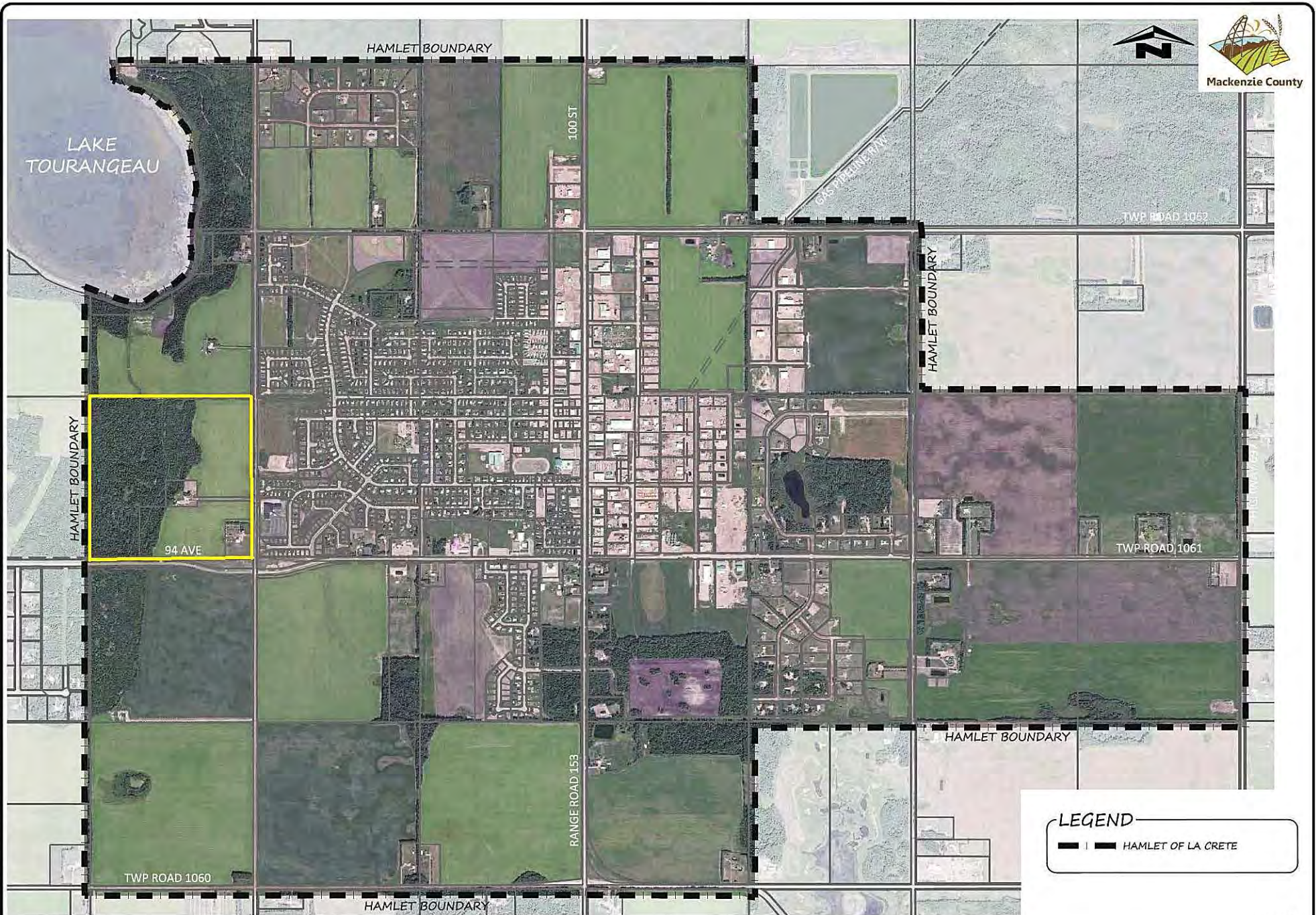
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Mackenzie County



Legend
- - - - - Boundary Expansion



LEGEND

— | — HAMLET OF LA CRETE



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 1015-16 Land Use Bylaw Amendment to Rezone Lot 2 Block 1 Plan 042 0507 from Public/Institutional “P” to Rural Country Residential “RC1”

BACKGROUND / PROPOSAL:

An application has been received requesting to rezone Lot 2 Block 1 Plan 042 0507 from Public/Institutional “P” to Rural Country Residential “RC1” as the original intentions for the Public/Institutional (Church) rezoning never commenced. The owner would like to rezone it back to its original zoning to accommodate residential development.

The majority of land surrounding this piece is Rural Residential.

OPTIONS & BENEFITS:

Rezoning this back to residential will relieve any future stress of increased traffic on the local road that the proposed Church would have produced.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

Author: A Codispodi Reviewed by: _____ CAO _____

The bylaw amendment will be advertised as per MGA requirements which includes all adjacent landowners.

RECOMMENDED ACTION:

Option 1

That first reading be given to Bylaw 10015-16 being a Land Use Bylaw Amendment to rezone Lot 2 Block 1 Plan 042 0507 from Public/Institutional "P" to Rural Country Residential "RC1" for the purpose of residential development, subject to public input.

Author: A Codispodi Reviewed by: CAO JW

BYLAW NO. 1015-16
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate an Industrial subdivision.

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

1. That the land use designation of the subject parcel known as:

Plan 0420507, Block 1, Lot 2

within the Hamlet of La Crete, be rezoned from Public/Institutional "P" to Rural country Residential "RC1" as outlined in Schedule "A" hereto attached.

READ a first time this ___ day of _____, 2016.

READ a second time this ___ day of _____, 2016.

READ a third time and finally passed this ___ day of _____, 2016.

Bill Neufeld
Reeve

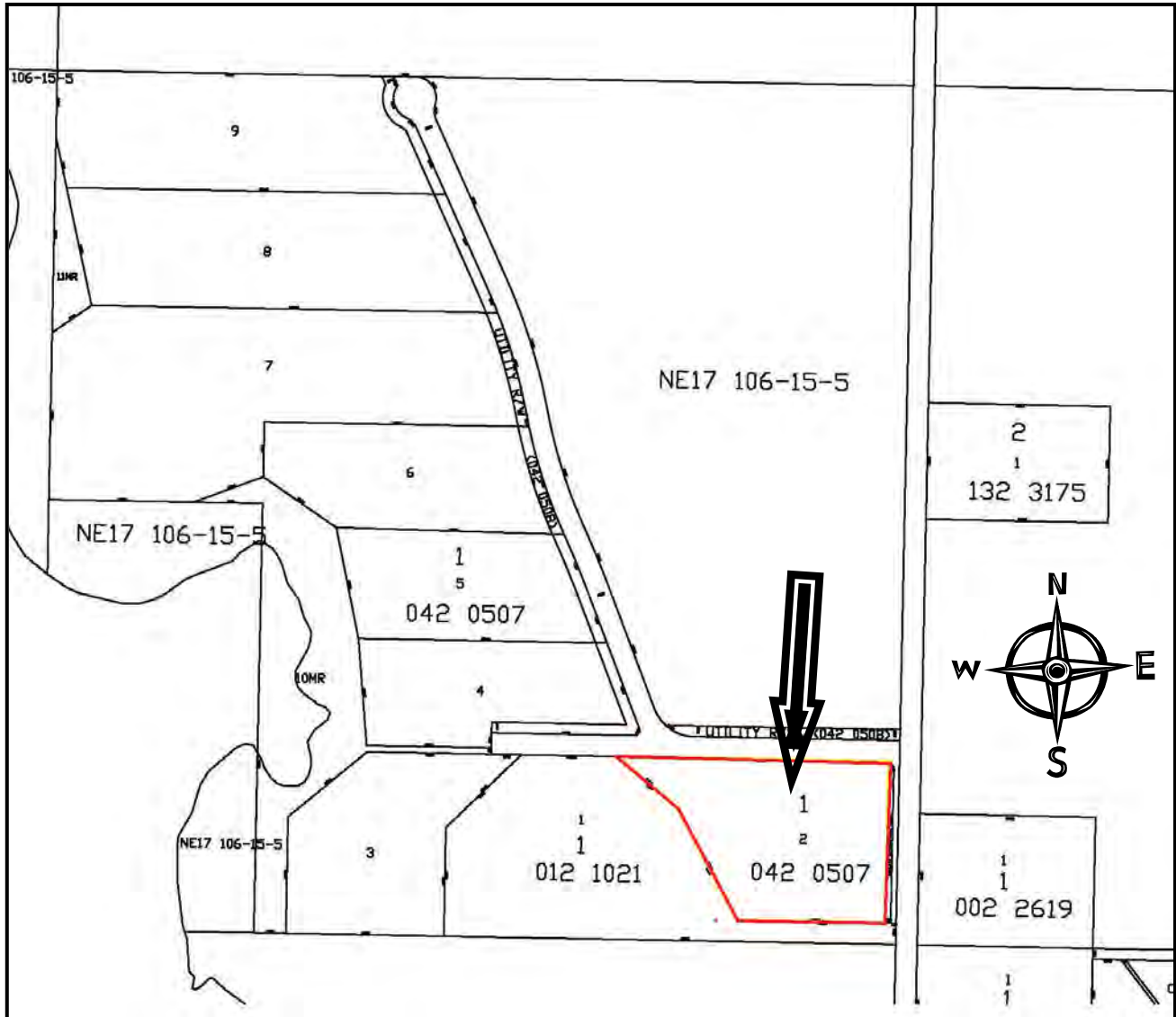
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 1015-16

SCHEDULE "A"

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

Plan 0420507, Block 1, Lot 2 within the Hamlet of La Crete, be rezoned from Public/Institutional "P" to Rural Country Residential "RC1"



FROM: Public/Institutional "P"

TO: Rural Country Residential "RC1"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <u>David Wiebe</u>		
ADDRESS <u>7550 STURGESS RD.</u>		
TOWN <u>BLACK CREEK RC</u>		
POSTAL CODE <u>V9J-1G7</u>	PHONE (RES.) <u>250 650-2366</u>	BUS. <u>04621</u>

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER <u>0811389 BC LTD.</u>		
ADDRESS <u>7550 STURGESS RD.</u>		
TOWN <u>BLACK CREEK BC</u>		
POSTAL CODE <u>V9J-1G7</u>	PHONE (RES.) <u>250)650-2366</u>	BUS. <u>04621</u>

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <u>NE</u>	SEC. <u>17</u>	TWP. <u>106</u>	RANGE <u>15</u>	M. <u>S</u>	OR	PLAN <u>0420507</u>	BLK <u>1</u>	LOT <u>2</u>
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: (P) Public Institutional TO: RC-1 Residential

REASONS SUPPORTING PROPOSED AMENDMENT:

Rezone for Residential use RC-1

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00 RECEIPT NO. Chg in Mail

David Wiebe
APPLICANT

January 7 2016
DATE

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

David Wiebe for 0811389 BC Ltd.
REGISTERED OWNER

January 7 2016
DATE

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1015-16

Disclaimer

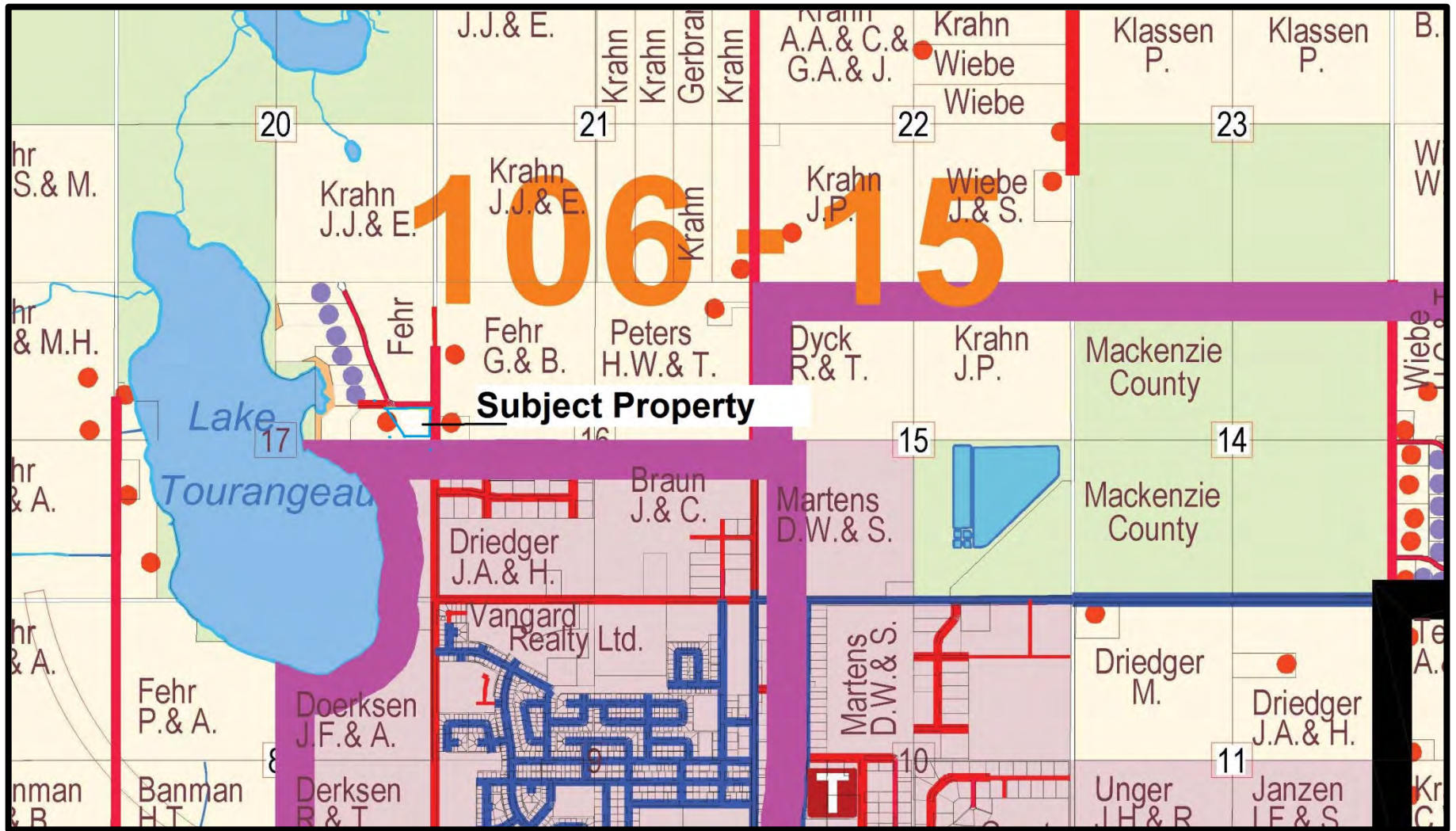
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Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1015-16

Disclaimer

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NOT TO SCALE



Mackenzie County





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 1016-16 Land Use Bylaw Amendment to Rezone Lot 1 Block 3 Plan 580KS from Hamlet Residential “HR1” to Residential Condominium District “RCD”

BACKGROUND / PROPOSAL:

The applicant is requesting to rezone Lot 1 Block 3 Plan 580KS from Hamlet Residential “HR1” to Residential Condominium District “RCD” in order to accommodate six individual rental units on this property.

The applicant intends to implement detached condominium units and rent them to adults.

Currently, there is only a single dwelling on the property which the applicant will be removing as the unit is condemned.

OPTIONS & BENEFITS:

Allowing condominium units to exist in order to provide rental units in Fort Vermilion supports the potential development of the hamlet and encourages people to reside in region due to increased housing opportunities.

Bylaw 100xx-16 was presented to the Municipal Planning Commission at their January 14, 2016 meeting and the following motion was made:

MPC-16-01-008 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission recommendation to Council be to approve Bylaw 100xx-16 being a Land Use Bylaw Amendment to rezone Lot 1 Block 3 Plan 580KS from Hamlet

Author: A Codispodi Reviewed by: _____ CAO _____

Residential "HR1" to Residential Condominium District "RCD" for the purpose of creating rental units, subject to public hearing input.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements which includes all adjacent landowners.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1016-16, being a Land Use Bylaw amendment to rezone Lot 1 Block 3 Plan 580KS from Hamlet Residential "HR1" to Residential Condominium District "RCD" for the purpose of creating rental units, subject to public hearing input.

Author: A Codispodi Reviewed by: _____ CAO _____

BYLAW NO. 1016-16
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate an Industrial subdivision.

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

1. That the land use designation of the subject parcel known as:

Plan 580KS, Block 3, Lot 1

within the Hamlet of Fort Vermilion, be rezoned from Hamlet Residential 1 “HR1” to Residential Condominium District “RCD” as outlined in Schedule “A” hereto attached.

READ a first time this ___ day of _____, 2016.

READ a second time this ___ day of _____, 2016.

READ a third time and finally passed this ___ day of _____, 2016.

Bill Neufeld
Reeve

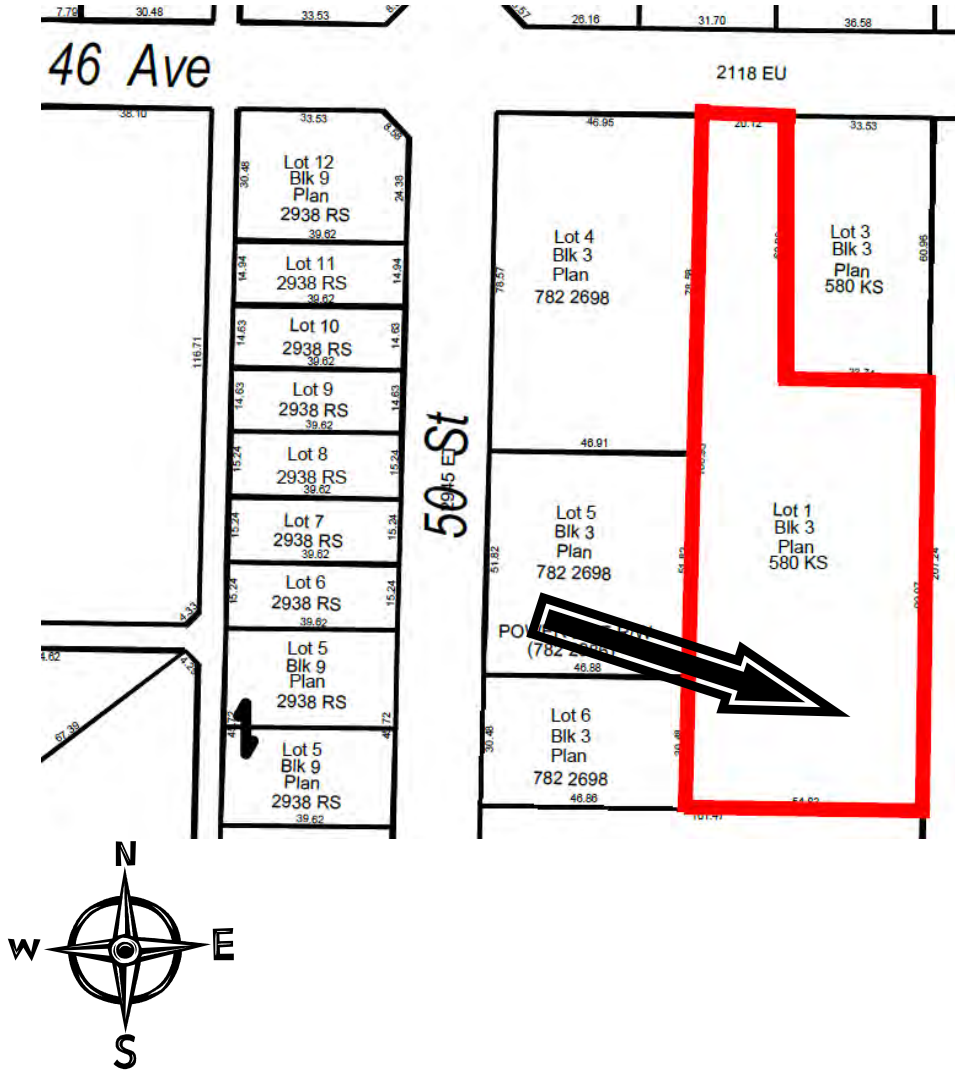
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 1016-16

SCHEDULE "A"

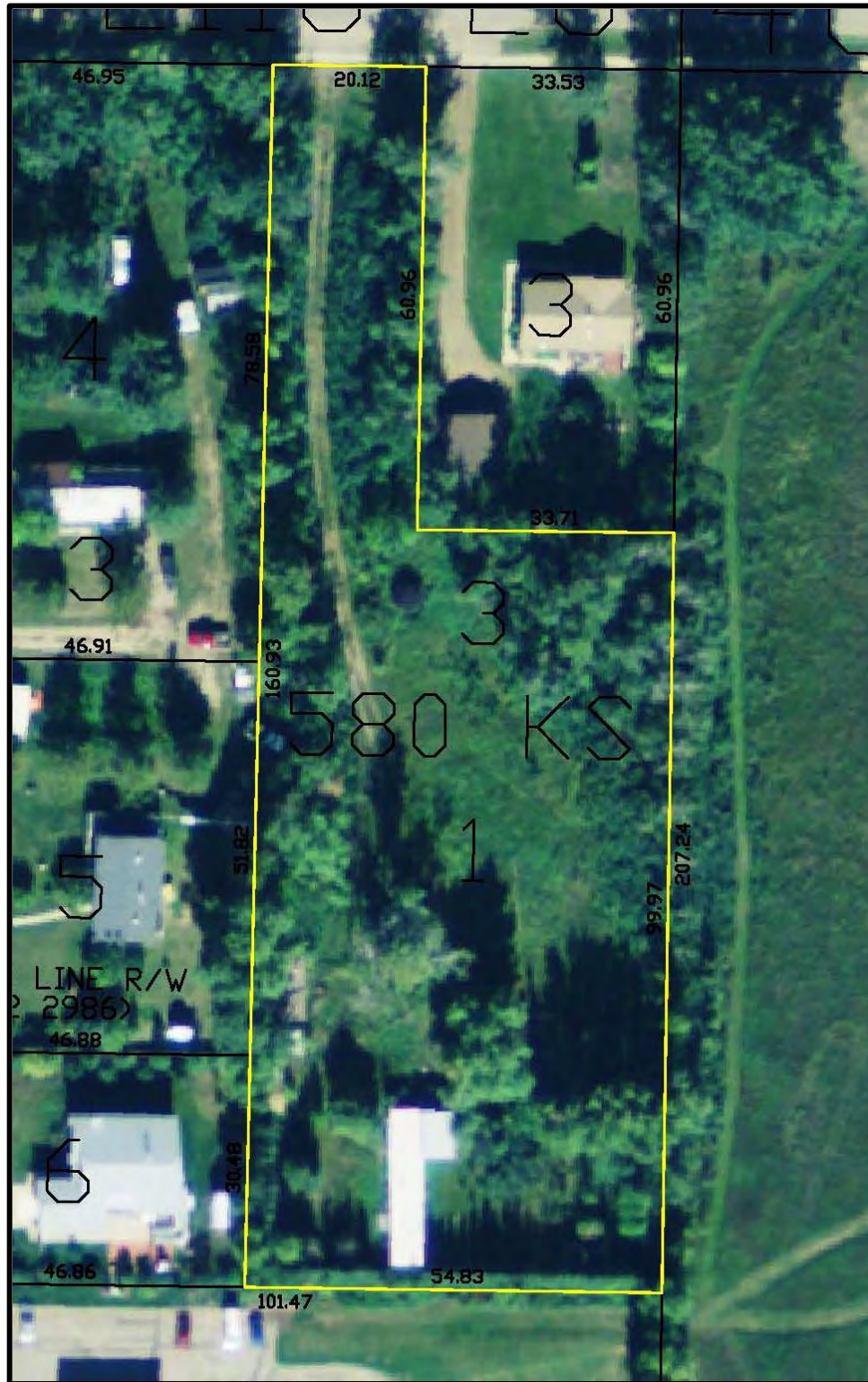
1. That the land use designation of the following property known as:

within the Hamlet of Fort Vermilion, be rezoned from Hamlet Residential 1 "HR1" to Residential Condominium District "RCD" as shown



FROM: Hamlet Residential 1 "HR1"
TO: Residential Condominium District "RCD"

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1016-16

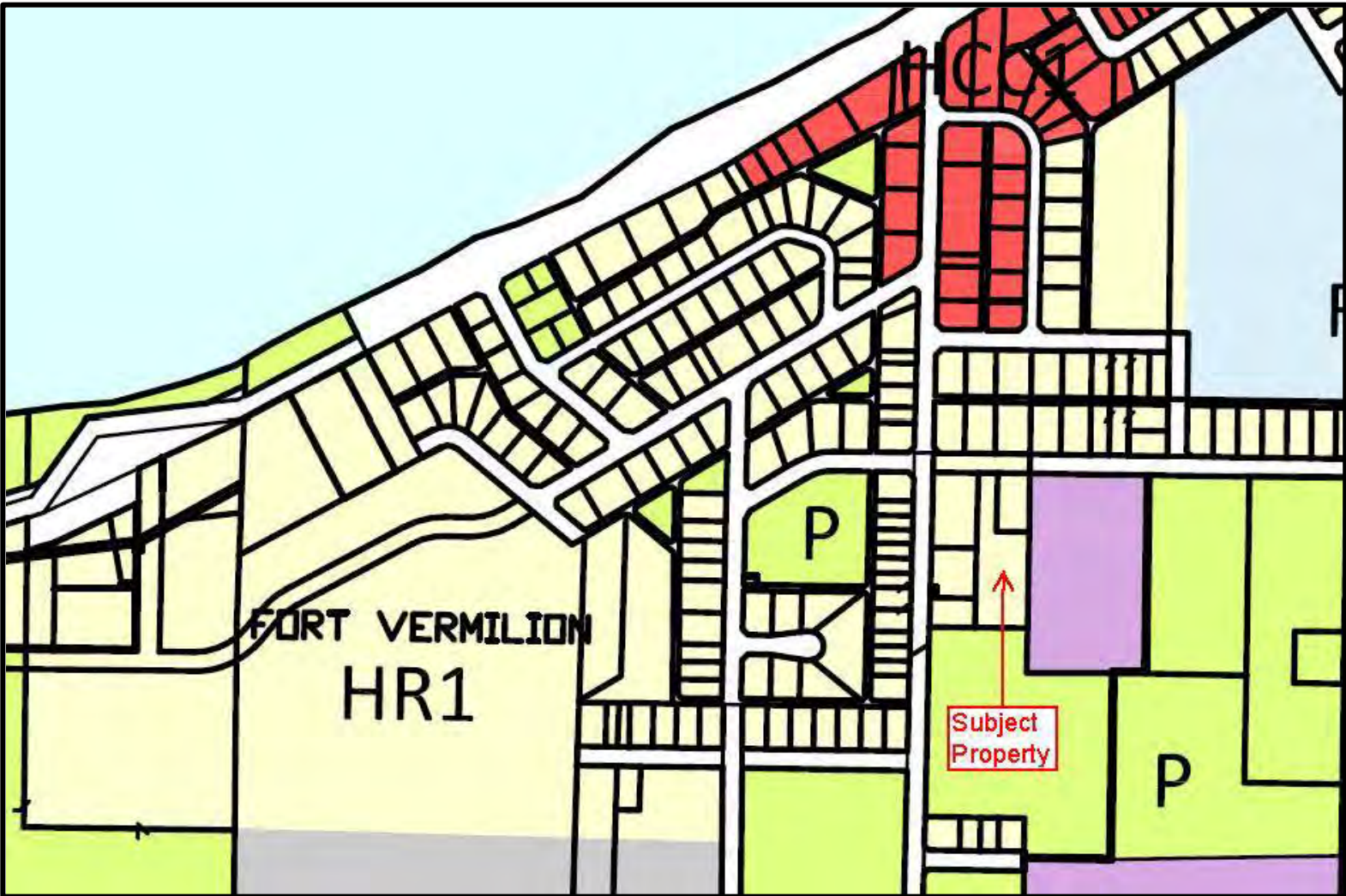
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Mackenzie County
205

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1016-16

Disclaimer

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Mackenzie County



N/A

COMMUNICATION:

Stats will be included in the Annual Report and shared on social media.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the development statistics report 2015 Year-end Summary Report be received for information.

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

DEVELOPMENT STATISTICS

Development applications by construction value

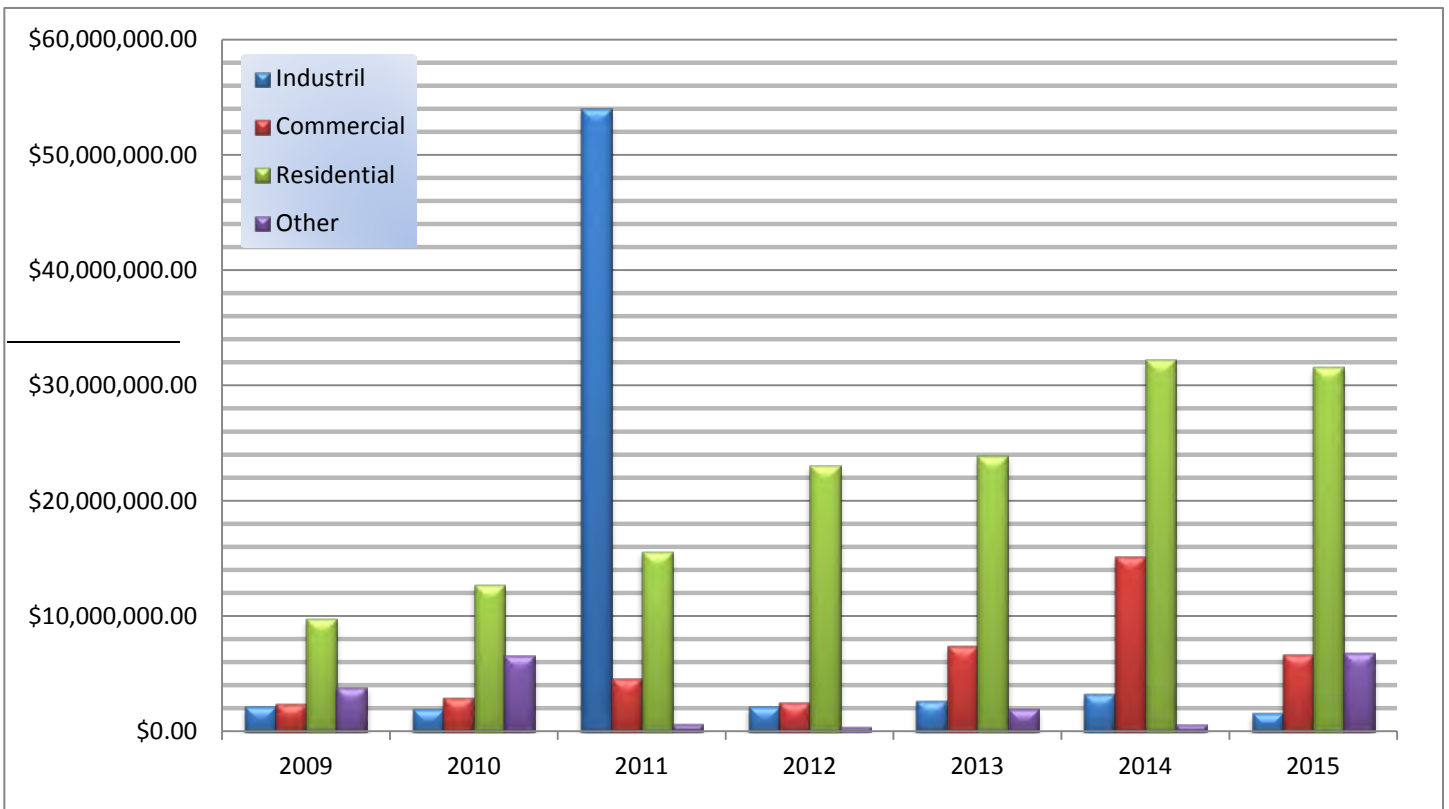
	2009	2010	2011*	2012	2013	2014	2015
Industrial	2,265,000	3,319,000	54,777,000	3,003,000	\$2,637,000	3,258,500	1,601,200
Commercial	2,571,200	4,022,000	5,592,550	2,402,500	\$7,394,500	15,216,850	6,753,440
Residential	10,169,616	14,803,816	16,231,775	23,816,096	\$23,926,626	32,304,450	31,600,270
Other*	3,879,046	6,663,992	301,800	411,000	\$1,960,500	685,000	6,815,250
Total	18,884,862	28,808,808	76,903,125	29,632,596	\$35,918,626	51,464,800	46,770,160

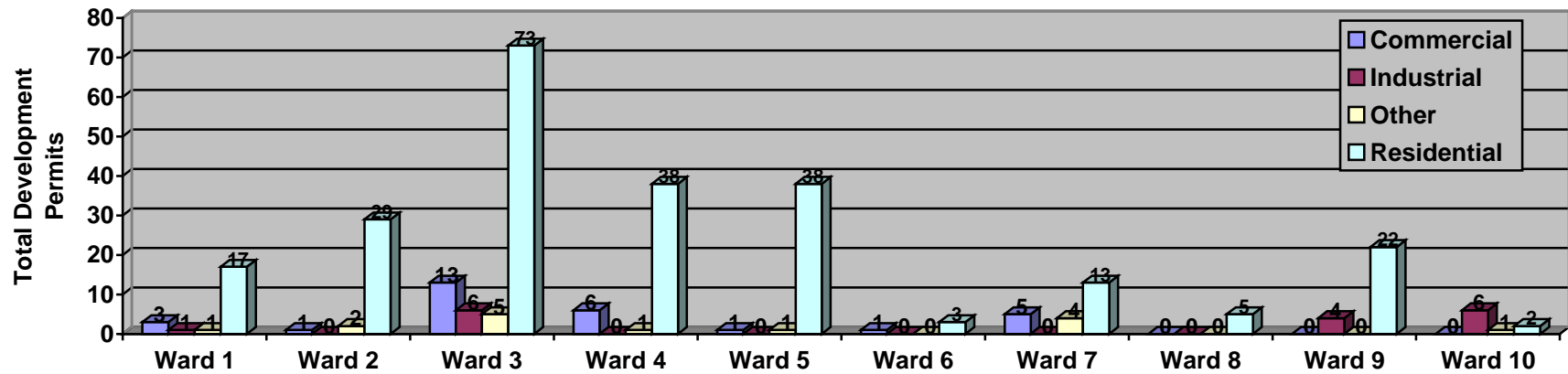
*Other – public use facilities and home based businesses

*2011 Industrial spike is due to a New Compressor Station in Ward 10

Development Numbers by applications

	2009	2010	2011	2012	2013	2014	2015
Industrial	19	26	21	28	17	25	17
Commercial	55	58	45	29	56	39	30
Residential	172	192	203	211	230	250	240
Other*	19	24	9	10	7	8	15
Total	265	300	278	278	313	322	302





Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Commercial	3	1	13	6	1	1	5	0	0	0	30
Industrial	1	0	6	0	0	0	0	0	4	6	17
Other	1	2	5	1	1	0	4	0	0	1	15
Residential	17	29	73	38	38	3	13	5	22	2	240
Total	22	32	97	45	40	4	22	5	26	9	302

Development	Permits	Construction Cost
Commercial	30	\$6,753,440.00
Industrial	17	\$1,601,200.00
Other	15	\$6,815,250.00
Residential	240	\$31,600,270.00
TOTALS	302	\$46,770,160.00

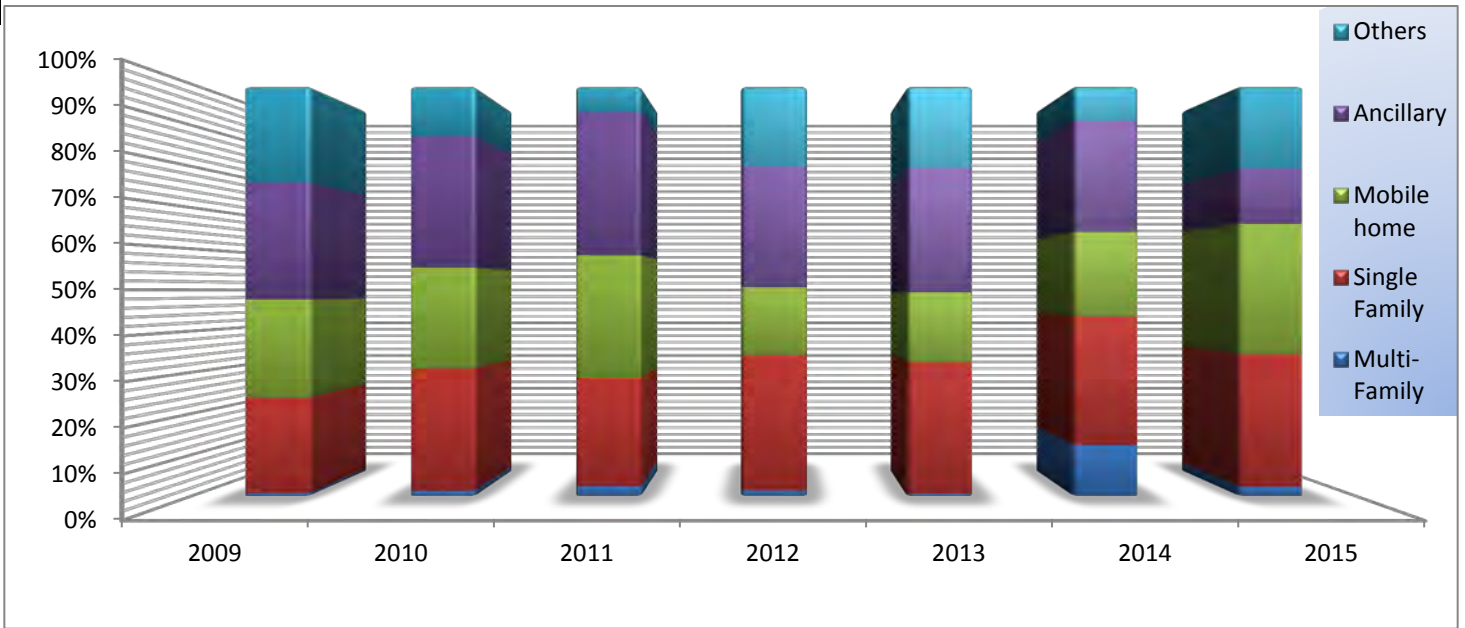
**Mackenzie County
Development Summary
January 1, 2015 to December 31, 2015**

Wards	Construction Cost
Ward 1	\$4,238,840.00
Ward 2	\$4,267,550.00
Ward 3	\$15,195,250.00
Ward 4	\$7,952,650.00
Ward 5	\$4,393,200.00
Ward 6	\$830,000.00
Ward 7	\$7,197,320.00
Ward 8	\$589,000.00
Ward 9	\$1,520,300.00
Ward 10	\$586,050.00
TOTAL	\$46,770,160.00

Total Discretionary Permits – 36
Total Permitted Permits - 266

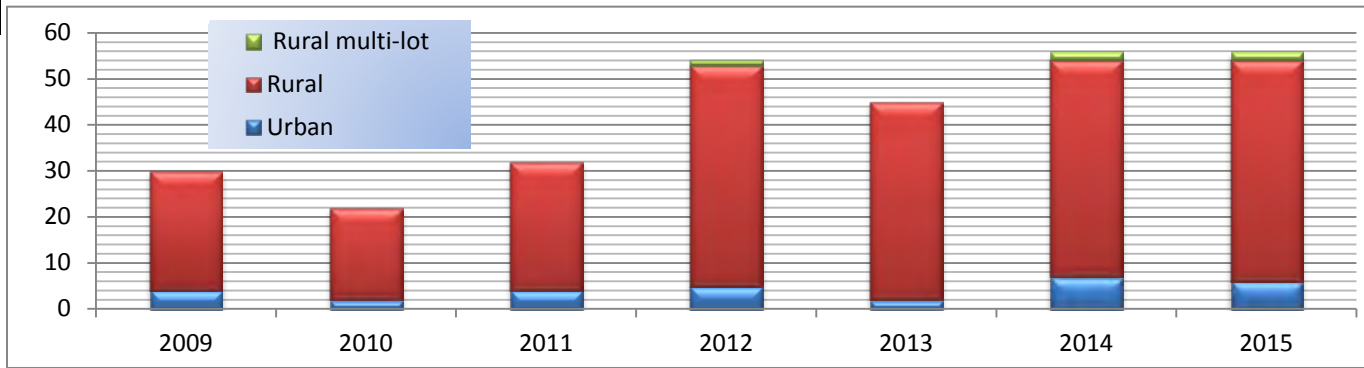
Residential Development by number of permits

	<i>2009</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>
Multi-Family	1	2	4	3	1	29	5
Single Family	40	52	47	78	74	74	74
Mobile Home	41	43	53	45	39	49	73
Ancillary	49	56	62	52	70	64	31
Fences, Decks, Reno's & Other Misc.	41	22	12	33	47	21	47
Total	172	175	178	211	231	217	230



Subdivisions by number of applications

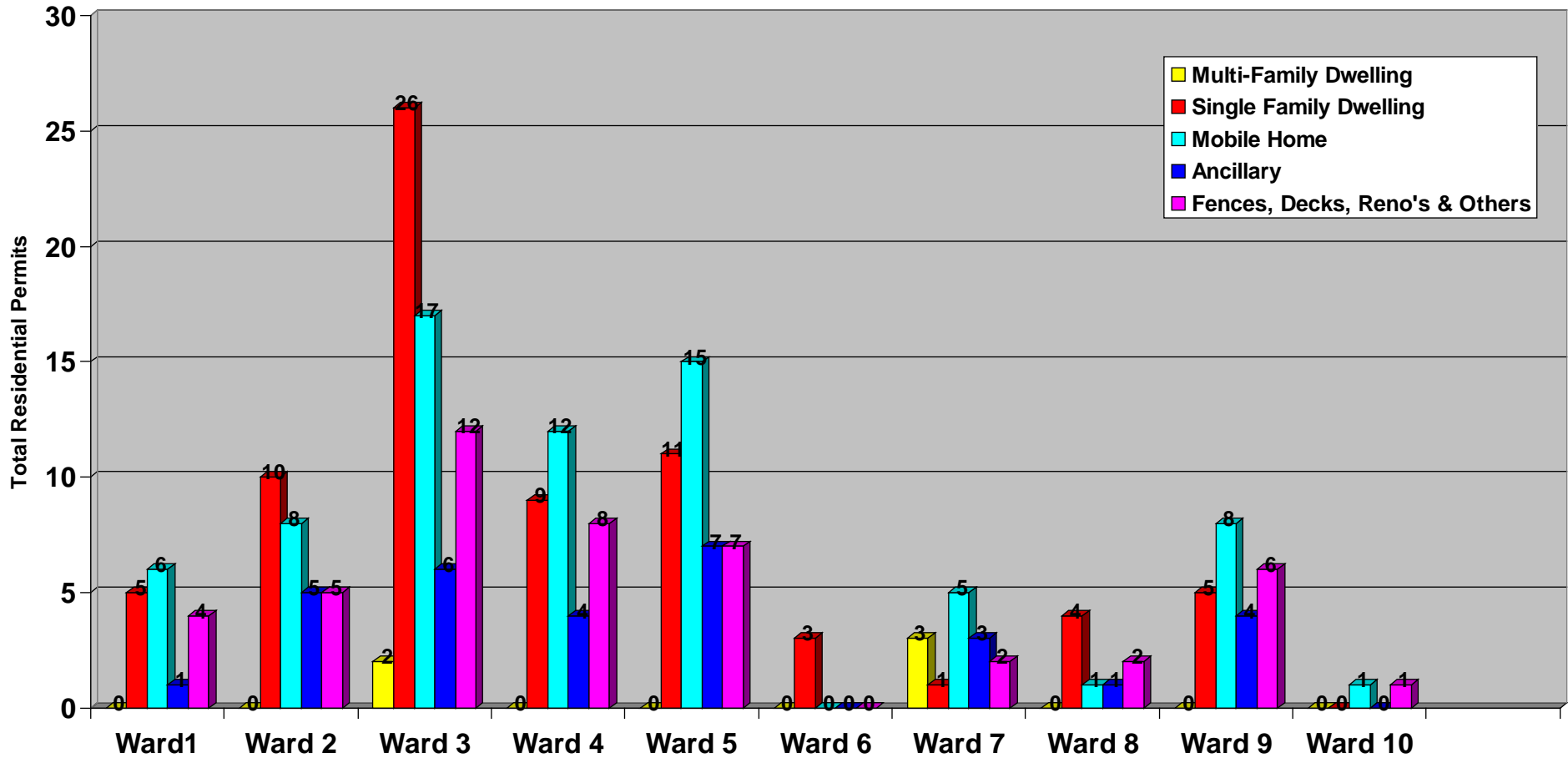
	<i>2009</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>
Urban	4	2	4	5	2	7	6
Rural	26	20	28	48	43	47	48
Rural Multi-lot	0	0	0	1	0	2	2
Total	30	22	32	54	45	56	56



	<i>2009</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>
Number of Lots	89	22	32	84	78	116	57
Rural in acres	353	206	311	549.66	446.99	693.84*	926.90*
Multi-rural in acres	0	0	0	8.7	0	51.83	0
Urban in acres	4	27	46	32.74	60.82	45.52	15.02
Total Acres	357	233	357	591.1	507.81	791.78	941.92

Increase in Rural acres is due to the 20 acre to 80 acre splits.

Mackenzie County Residential Development Permit Application January – December, 2015



Residential Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Multi-Family Dwelling	0	0	2	0	0	0	3	0	0	0	5
Single Family Dwelling	5	10	26	9	11	3	1	4	5	0	74
Mobile Homes	6	8	17	12	15	0	5	1	8	1	73
Ancillary (Additional, Garages & Shops)	1	5	6	4	7	0	3	1	4	0	31
Fences, Decks, Reno's & Others	4	5	12	8	7	0	2	2	6	1	47
Total	16	28	63	33	40	3	14	8	23	2	230

Wards	Permits	2015 Multi-Family Dwelling Construction Cost
Ward 1		
Ward 2		
Ward 3	2	\$1,403,300.00
Ward 4		
Ward 5		
Ward 6		
Ward 7	3	\$910,000.00
Ward 8		
Ward 9		
Ward 10		
TOTAL	5	\$2,315,300.00

Wards	Permits	2015 Single Family Dwelling Construction Cost
Ward 1	5	\$1,296,000.00
Ward 2	10	\$2,836,000.00
Ward 3	36	\$8,035,000.00
Ward 4	14	\$4,273,000.00
Ward 5	9	\$2,446,000.00
Ward 6	3	\$830,000.00
Ward 7	0	\$0.00
Ward 8	1	\$320,000.00
Ward 9	4	\$1,053,000.00
Ward 10	0	\$0.00
TOTAL	83	\$21,089,000.00

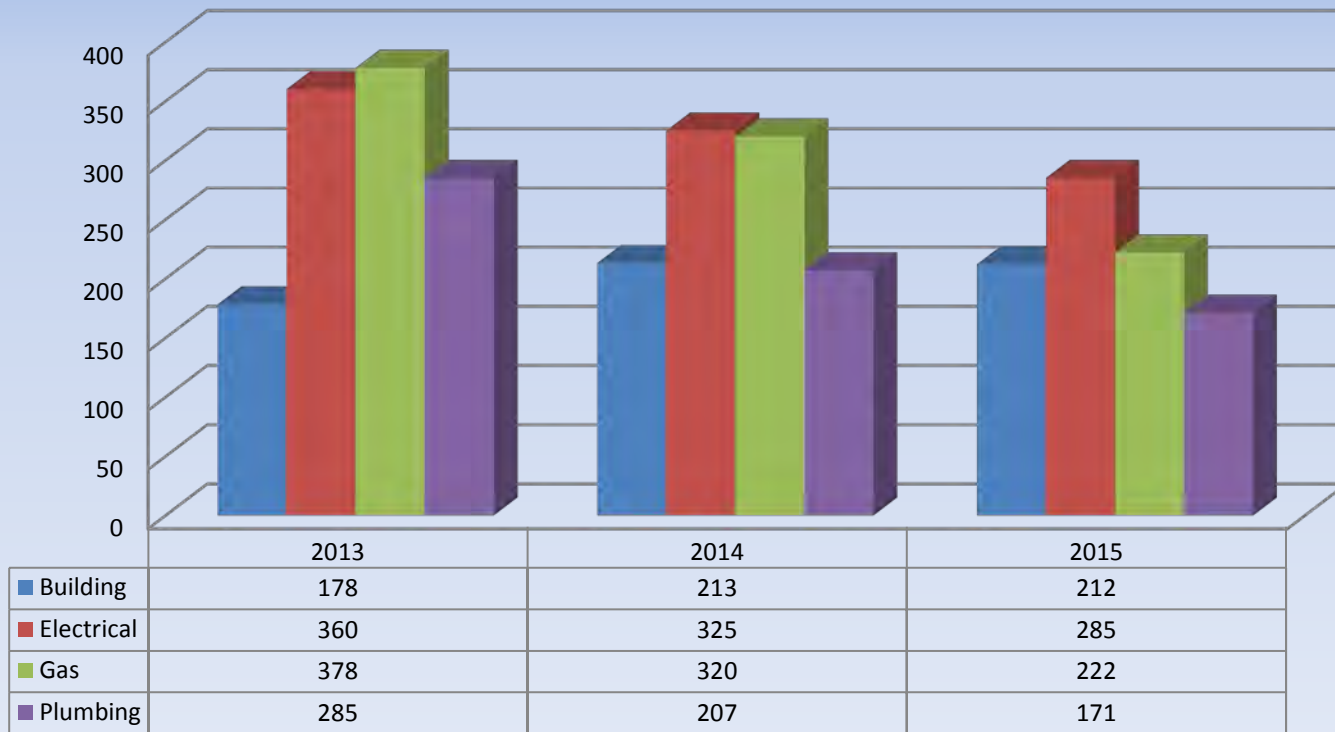
Wards	Permits	2015 Mobile Home Construction Cost
Ward 1	6	\$807,000.00
Ward 2	8	\$732,000.00
Ward 3	17	\$799,000.00
Ward 4	12	\$1,410,000.00
Ward 5	15	\$1,253,000.00
Ward 6	0	\$0.00
Ward 7	5	\$574,500.00
Ward 8	1	\$187,000.00
Ward 9	8	\$167,000.00
Ward 10	1	\$3,000.00
TOTAL	74	\$5,923,500.00

Wards	Permits	2015 Ancillary Building (Additions, Garages Detached & Attached)
Ward 1	1	\$90,000.00
Ward 2	5	\$478,500.00
Ward 3	6	\$156,000.00
Ward 4	4	\$245,000.00
Ward 5	7	\$342,000.00
Ward 6	0	\$0.00
Ward 7	3	\$186,000.00
Ward 8	1	\$82,000.00
Ward 9	4	\$155,000.00
Ward 10	0	\$0.00
TOTAL	31	\$1,734,500.00

Wards	Permits	2015 Fences, Decks, Reno's & Others
Ward 1	4	\$95,750.00
Ward 2	5	\$145,050.00
Ward 3	12	\$117,500.00
Ward 4	8	\$39,500.00
Ward 5	7	\$72,200.00
Ward 6	0	\$0.00
Ward 7	2	\$720.00
Ward 8	2	\$0.00
Ward 9	6	\$67,200.00
Ward 10	1	\$50.00
TOTAL	47	\$537,970.00

Wards	Permits	2015 TOTAL Residential Building Activity
Ward 1	17	\$2,288,750.00
Ward 2	29	\$4,182,550.00
Ward 3	73	\$10,512,800.00
Ward 4	38	\$5,967,500.00
Ward 5	38	\$4,113,200.00
Ward 6	3	\$830,000.00
Ward 7	13	\$1,671,220.00
Ward 8	5	\$589,000.00
Ward 9	22	\$1,442,200.00
Ward 10	2	\$3,050.00
TOTAL	217	\$31,600,270.00

Safety Code Permits





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Byron Peters, Director of Planning & Development
Title:	Economic Development Workshop Date

BACKGROUND / PROPOSAL:

One of the requirements for the economic development portion of our current Economic Development & Streetscape project is for the consultant to conduct a half-day session with Council.

The session will include an education/information portion, but will also seek answers from Council regarding roles, expectations and so forth. This information will help to create detailed actions that are more accurate and realistic based on the current expectations and comfort levels.

OPTIONS & BENEFITS:

The consultant team is coming up for a quick trip in February, and will be available on Tuesday, February 23rd to conduct a session with Council.

Should this day not work for Council, it would most likely result in a separate trip up for the consultant to conduct the session.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Economic Development Council Workshop be set for February 23rd at 9 am at the Fort Vermilion Council Chambers.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	La Crete Arena – Ice Chiller Replacement Project - Funding

BACKGROUND / PROPOSAL:

The La Crete Recreation Board has an agreement with Mackenzie County to manage and operate the La Crete areas facility. This facility is now approaching approximately 30 years old, and requires upgrading. The La Crete Recreation Board has been working towards improving the aging facility which includes the replacement of the ice chiller.

La Crete Recreation Board has received an updated quote from CIMCO Refrigeration for this project totaling \$365,400 (*attached*) along with an estimate from Redline Electric for services in the amount of \$10,000 bringing a new total of the project to \$375,400. With the Canadian dollar recent decline, the estimate has now increased.

In the attached CIMCO proposal, a dehumidifier is included in the quote; this is an additional feature to the project. The La Crete Recreation Board has requested a dehumidifier be included as the dehumidifier assists in making better and quicker ice, and should reduce electricity consumption. The cost to include the dehumidifier in this project would be \$31,500, which is included in the email quote attached.

OPTIONS & BENEFITS:

OPTION #1

Approve the La Crete Recreation Boards request to upgrade the ice chiller, with the dehumidifier and utilize the funds from the Grants to Other Organizations Reserve.

If this option is selected, the following motions will be required:

MOTION #1

That an additional \$35,400 be added to the La Crete Arena – Ice Chiller Replacement project with funds coming from the Grants to Other Organizations Reserve with the new total budget being \$375,400.

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

MOTION #2

That the La Crete Arena – Ice Chiller Replacement project be included in the 2016 Capital projects, with funding in the amount of \$375,400 coming from the Grants to Other Organizations Reserve.

OPTION #2

Approve La Crete Recreation Boards request to upgrade the ice chiller without the dehumidifier, and utilize the funds from the Grants to Other Organizations Reserve.

If this option is selected, the following motions will be required:

MOTION #1

That an additional \$3,900 be added to the La Crete Arena – Ice Chiller Replacement project with funds coming from the Grants to Other Organizations Reserve with the new total budget being \$343,900.

MOTION #2

That the La Crete Arena – Ice Chiller Replacement project be included in the 2016 Capital projects, with funding in the amount of \$343,900 coming from the Grants to Other Organizations Reserve.

OPTION #3

Approve La Crete Recreation Boards request to upgrade the ice chiller with the dehumidifier, and utilize the funds in the amount of \$340,000 from the Grants to Other Organizations Reserve, and request that the La Crete Recreation Board raise funds for the for the balance of the project.

If this option is selected, the following motion will be required:

MOTION #1

That the La Crete Arena – Ice Chiller Replacement project be included in the 2016 Capital projects, with funding in the amount of \$340,000 coming from the Grants to Other Organizations Reserve.

COSTS & SOURCE OF FUNDING:

The Grants to Other Organizations has a balance of \$340,000 for the anticipated project funding. In 2015 budget meetings, Council allocated \$150,000 to be placed into the Grants to Other Organizations Reserve for the La Crete plant room chiller replacement. In the 2016 budget meetings, Council allocated \$190,000 to be placed into the Grants to Other Organizations Reserve for the La Crete plant room chiller replacement.

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

Also in 2015 Council allocated \$100,000 to be placed into the Grants to Other Organizations Reserve for the La Crete arena replacement.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration to communicate Council's decision.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

From: [Jennifer Batt](#)
To: [Jennifer Batt](#)
Subject: FW: Northern Lights Arena Ice Plant Upgrade
Date: January-22-16 4:06:34 PM

ITEM #1:

Chiller Skid & Relief Piping Ssystem Selling Price: _____ **\$269,325^{.00}** + GST
FOB Job Site Valid for 15 Days.

ITEM #2:

Add for Optional Low Pressure Drop Plate Chiller: _____ **\$22,575^{.00}** + GST
FOB Job Site Valid for 15 Days.

ITEM #3:

Add for 4 Circulating Brine Pumps: _____ **\$28,875^{.00}** +GST
FOB Job Site Valid for 15 Days.

ITEM #4:

Add for Underfloor Heat Exchanger: _____ **\$13,125^{.00}** + GST
FOB Job Site Valid for 15 Days.

ITEM #5:

Dehumidifier Supply & Commissioning Price: _____ **\$31,500^{.00}** + GST
Freight to site allowed / Delivery - Tentatively 10 to 12 weeks from placement of order.
FOB Job Site Valid for 15 Days _____

Total for ITEMS #1, #2, #3, #4 & #5 above: _____ **\$365,400^{.00}** + GST

In my discussions with Philip we had provided details to Reline Electric to provide a cost to perform the site electrical wiring & modifications directly to Philip as part of money saving measure and the electrical portion was not part of our pricing.

Please review and contact me if you should require further information.

Regards,

Farzad Hasheminia
CIMCO Refrigeration
3516 – 56th Ave.
Edmonton, AB.
T6B-3S7

From: Philip Doerksen [<mailto:arenam@telus.net>]
Sent: Tuesday, January 19, 2016 4:34 PM
To: Joulia Whittleton; Ron Pelensky
Cc: Peter F. Braun; 'Abe Fehr'
Subject: FW: Northern Lights Arena Ice Plant Upgrade

Here is the Chiller quote update from Cimco and I have added the Red Line Electric quote as well.

Philip Doerksen

Arena Manager

Northern lights Rec Centre

Box 29 La Crete A.B.

T0H 2H0

10201-99 ave

Ph (780) 928-3066

Cell (780) 926-0503

Fax (780) 928-3022

www.nlreccentre.com

Hockey/Curling/Bowling/Soccer

Tennis/Baseball/Meeting Rooms

From: Farzad Hasheminia [<mailto:FHasheminia@toromont.com>]
Sent: Tuesday, January 19, 2016 4:15 PM
To: arenam@telus.net
Cc: Marlin Gogowich
Subject: Northern Lights Arena Ice Plant Upgrade

Philip,

Attached please find as our current and up to date pricing on various ice plant upgrade. As was previously discussed prices have been influenced by dramatic decline in Canadian – US dollar exchange rates.

At this point we cannot guaranty prices for more than 15 days as our supplier will not guaranty us with, please keep in mind that we may require pricing adjustment at the time of order.

Regards,

Farzad Hasheminia

CIMCO Refrigeration

3516 – 56th Ave.

Edmonton, AB.

T6B-3S7

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PROPOSAL FOR;

THE NORTHERN LIGHTS
RECREATION CENTRE

TOWN OF LA CRETE

10201 99 Ave.
La Crete, AB T0H2H0



By CIMCO Refrigeration

Friday, January 22, 2016



Attn: Mr. Ron Pelenski

E-Mail: rpelenski@mackenziecounty.com

Northern Lights Recreation Centre
La Crete, AB.

Rev No. - 3 -

Subject: **Ice Plant Chiller Skid & Relief System Upgrade**

Dear Ron,

Cimco Refrigeration is pleased to present the following Proposal for the *Town of La Crete Northern Lights Recreation Complex*. This Proposal is based on the information retrieved during our site visit and communicated through emails for the plant upgrade.

As previously discussed we are required to perform a code compliance according to ASHRAE B-52 Code, which is enforced by the governing bodies and the provincial government. Currently all relief branch lines and the main relief header and stack are extremely undersized and required to be brought to code.

***** IMPORTANT NOTE *****

There has been pricing increases on all equipment that are manufactured or distributed through both the Canadian the USA manufacturing outfits and raw material pricing fluctuations due to declining Canadian dollar strength vs USD\$. All material prices and labour rates are up to date as of today and are valid for 15 days.

Our Update Price on Supply & Installation of a Plate & Frame Chiller Skid & Relief System Upgrade:

- Pump out and empty existing chiller of Ammonia and brine,
- Cut and disconnect existing chiller from the system ready for removal, **(Removal By Customer)**
- Supply & Install One (1) – Nominal 100TR Titanium Plate & Frame Chiller Package w/ surge vessel,
- Supply and install new oil pot w/ isolating, relief and drain valves,
- Supply and installation of an underfloor heat exchanger,
- All new butterfly and check valves,
- Associated Piping, Fittings, Valves, Insulation and Accessories
- Associated Refrigerant, Brine Charges top ups, if required
- Supply and installation of steel support frames and pipe hangers,
- Supply and installation of new relief valves on the new chiller,
- Supply and installation of new relief valves on the compressor oil separators,
- Supply and installation of new relief valves on the underfloor heat exchanger,
- Supply and installation of all new relief branch lines,
- Supply and installation of all new relief header line,
- Supply and installation of all new relief stack w/ deffusser,
- Associated Labour Costs,
- Associated Engineering & Technical Design Costs,
- Associated pressure welding on site,
- All Truck costs,
- All accommodation Costs,

ITEM #1:

Chiller Skid & Relief Piping Sysytem Selling Price: _____ \$269,325^{.00} + GST

FOB Job Site Valid for 15 Days.

The plate chiller manufacturer has provided us with an option which enable us to re use the existing pumps on the new skid. This chiller designed with low head pressure requirement (Simillar to shell & tube chillers).

ITEM #2:

Add for Optional Low Pressure Drop Plate Chiller: _____ **\$22,575^{.00}** + GST
FOB Job Site Valid for 15 Days.

However, as is evident it carries a hefty premium and your system still will be utilizing 20+ year old pumps and valves, which may or may not last for too much longer. Our suggestion is to go with the standard plat & frame chiller and invest in new circulating pumps and valves for future operations and the longgivity.

Converting from existing Shell and Tube chiller to a more efficient Plate & Frame chiller will require redesigning and reselection of the circulating pumps since the new plate & frame chiller requires a higher head pressure to perform it duties vs the existing shell & tube chiller.

- Supply and installation of arena cold floor brine pump,
- Supply and installation of the arena warm floor brine pump,
- Supply and installation of the curling rink cold brine pump,
- Supply and installation of the curling rink warm brine pump,

ITEM #3:

Add for 4 Circulating Brine Pumps: _____ **\$28,875^{.00}** +GST
FOB Job Site Valid for 15 Days.

One other item that we strongly recommend upgrading is the underfloor heat exchanger and the associated circulating pumps for the arena and curling rink underfloors. The underfloor heat exchanger is an original to the ice plant and has served its purpose and there is a very good chance that it may spring a leak and end up contaminating the underfloor brine circuit.

ITEM #4:

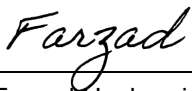
Add for Underfloor Heat Exchanger: _____ **\$13,125^{.00}** + GST
FOB Job Site Valid for 15 Days.

IMPORTANT:

Please keep in mind that above prices are based on all being performed concurrently; therefore, no dedicated trips are allowed for individual price points shown. Prices will be adjusted if the project to be devided in separate segments.

Not including cutting, coring, patching, trenching or backfilling, concrete pads/floors, control wiring for the existing DDC ice plant control system and any additional starters not outlined in the electrical section below.

Yours truly,



Farzad Hasheminia

REFRIGERANT PIPING & SYSTEM ACCESSORIES

PIPING MATERIALS

All materials, supply and installation procedures to conform to CSA B52 Federal, Provincial and Municipal regulations and codes, ASME B 31.5 refrigeration piping standards and ASME/11AR-2-1984, the installer (CIMCO) has a current Quality Control Manual available to the owner.

Liquid and vapour, high or low side 1" and smaller.

- Schedule 80, A53B pipe or A-106-B seamless pipe.
- Fittings, screwed 2000 lb. or socket weld 3000 lb. forged steel, ASTM A 105 N.
- Unions, screwed 3000 lb. forged steel, ASTM A105 or T & G ammonia flanges.
- Hand valves, Henry or equivalent ductile iron or forged steel body, screwed and threaded bonnet, globe or ball valve pattern.

Liquid lines 2" and larger.

- Schedule 40, A-53-B, ERW or A106B seamless pipe.
- Schedule 40 butt weld A-234-WPB grade B fittings.
- Hand valves, Henry, Hubbell or equivalent, socket weld flanged end or butt weld.

Vapour lines 2" and larger, high or low side.

- Schedule 40 Electric Resistance Weld A-53-B or A-106-B seamless pipe.
- Schedule 40 butt weld A-234-B grade B fittings.
- Hand valves, Henry, Hubbell or equivalent, socket weld flanged end or butt weld.

HANGERS - Size / Spacing:

1. ½ " to 1½ " pipe, ⅜ " rod, 8'-0".
2. 2", 3" pipe, ½ " rod, 10'-0".
3. 4", 5" pipe, ⅝ " rod, 14'-0".
4. 6" pipe, ¾ " rod, 16'-0".
5. 8", 10" pipe, ⅞ " rod, 20'-0".
6. 12", 14" pipe, 1" rod, 23'-0".

*** Support will be provided 2'-0" from a directional change.*

"Unistrut" or equivalent channels and clamps are preferred. All rod and nuts to be black iron material, threaded only at the ends with adequate thread to provide normal adjustment. All-thread to be allowed in compressor room only.

Clevis hangers will be utilized for each individual line unless there are 2 or more lines running in parallel, then trapeze type are acceptable.

Attachment to overhead steel will be made with Grinnell or equivalent beam clamps or C-clamps. No drilling or welding is permitted, unless approved by the Engineering Consultant.

All heavy ancillary components such as control banks, block valves, separators, compressor risers are to be independently supported.

AMMONIA RELIEF SYSTEM

CIMCO will supply and install a complete Ammonia Relief System complete to code requirements.

Components include high pressure relief valves.

AMMONIA CHARGE

CIMCO will utilize system's existing charge of Ammonia refrigerant to allow the system to operate and perform according to the original design.

INSULATION

CIMCO will supply for all labour, materials and equipment required for installing all insulation on piping systems and equipment related to the refrigeration and brine system that is affected by this upgrade / expansion.

LABOUR

CIMCO will supply and install all the refrigeration equipment, condenser water piping and brine piping, according to good refrigeration piping practices and local codes.

BRINE EXPANSION TANKS

CIMCO will utilize existing PVC brine expansion tanks for the cooling and heating floors.

ELECTRICAL WIRING

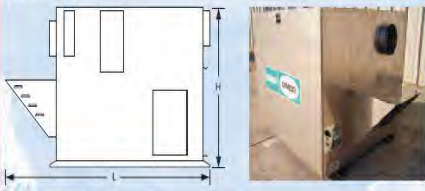
CIMCO will supply all required wiring diagrams on the new MCP and DDC panels to the customer provided field electrician to wire in all of the equipment pertaining to the ice plant, **CIMCO** employees will supervise all wiring. This includes the following items:

- Power wiring and connection of two Cooling Floor Brine Pumps c/w disconnect at each pump. Re-use (2) existing pumps,
- Power wiring and connection of two Heating Floor Brine Pumps c/w disconnect at each pump. Re-use (2) existing pumps,
- (2) Emergency Shutdown switches, one located in the new firebox and one located in the vestibule (by field electrician)
- Strobe light mounted outside the equipment room and interlocked with NH3 Leak detector (by field electrician)
- 120V power supply for (1) Hansen HLL high level float switch mounted on the surge drum, 2 pole relay and high level circuit to be added within the MCC to shutdown (3) compressors.
- Existing emergency and continuous exhaust fan control wiring from the existing leak detector if required (by field electrician)

DEHUMIDIFICATION SYSTEM

CIMCO will supply and commission a (460/3/60) Electric desiccant dehumidifier for your arena. The electric desiccant units have increased moisture removing capabilities (in excess of three times as much) when compared to the mechanical (refrigerated) units.

MODEL	CFM	FUEL TYPE	LENGTH	WIDTH	HEIGHT	WEIGHT
Desiccant ET	2600	Electric	61 1/4"	40 1/8"	36 1/2"	350 lbs



Entering Air Dry Bulb (°F)	Nominal lbs. Moisture Removal Per Hour							
	Entering Air Relative Humidity (%)							
	100%	90%	80%	70%	60%	50%	40%	30%
80	31.4	28.3	27.2	25.9	24.5	22.6	20.3	17.9
75	31.6	27.4	26.4	25.3	24	22.2	20.2	17.6
70	29.1	26.8	26.2	25.2	23.6	21.8	19.9	17.2
65	27.8	26.4	25.6	24.5	22.9	21.4	19.4	16.7
60	27.5	25.8	25.1	24	22.5	20.9	18.9	15.9
55	27	25.3	24.3	23.1	21.8	20.2	18	14.8
50	25.9	24.7	23.6	22.4	21.1	19.4	16.9	13.5
45	25.1	23.8	22.7	21.5	20.2	18.2	15.5	12
40	24.5	22.8	21.7	20.5	18.8	16.6	13.7	10.4

Specifications

OPEN DRIVE OR HERMETIC SCROLL MODEL

Entering Air Dry Bulb (°F)	Lb. Moisture Removal per Hour					
	Entering Air Relative Humidity (%)					
	100%	90%	80%	70%	60%	50%
80	-	-	-	-	-	4.0
75	-	-	-	-	12.5	2.4
70	-	-	29.1	20.2	10.9	2.0
65	40.0	32.4	24.4	17.2	9.1	1.8
60	35.2	26.9	20.1	14.2	7.0	0.8
55	29.5	22.6	15.0	12.6	6.4	-
50	20.6	15.5	13.2	10.8	6.0	-
45	18.8	15.2	12.2	10.1	5.8	-
40	17.8	14.7	-	-	-	-

MS-2600 Desiccant Unit

Mark VIII Refrigerated Unit

Physical dimensions of the new desiccant units are (61 ¼”L x 40 1/8”W x 36 ½”H) and weigh about 350 lbs. Electrical data for the MS-2600 is shown in the electrical wiring below for breaker and power service requirements. Please make sure that you power supply is (460/3/60) since these units are made to order and will not be able to return them without tons of hassle.

Price below is based on customer to mount the unit c/w; all required ducting and electrical wiring prior to CIMCO commissioning.

ITEM #5:

Dehumidifier Supply & Commissioning Price: \$31,500⁰⁰ + GST

Freight to site allowed / Delivery - Tentatively 10 to 12 weeks from placement of order.

FOB Job Site Valid for 15 Days

***** IMPORTANT: *****

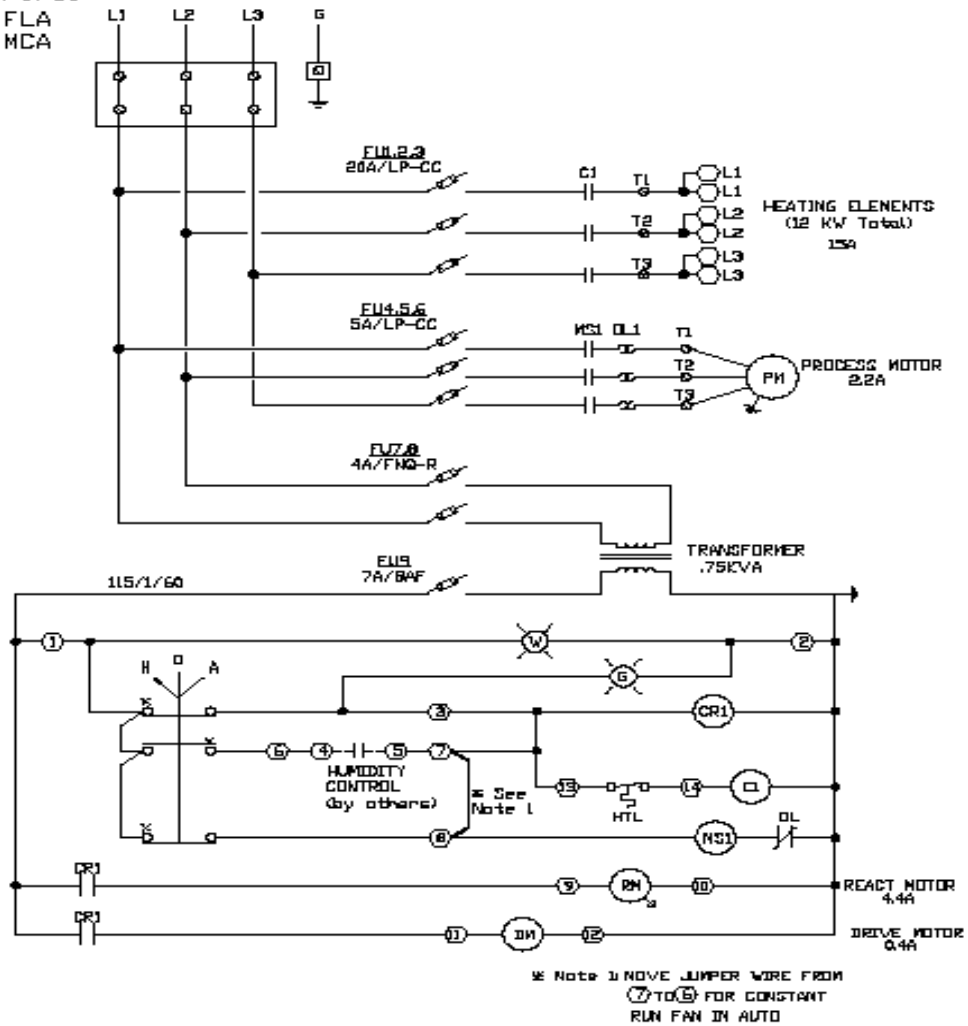
Commissioning to be done during a pre-scheduled trip to the region, no DEDICATED trip has been allowed, unless otherwise requested by customer at additional coast.

La Crete Arena’s responsibility would be to provide;

- An electrician to perform all field electrical power & controls wiring,
- Supply and install a disconnect switch at the unit,
- Install and wire a CIMCO supplied Humidity Controller on the unit,
- Supply and install a stand or platform to support the new unit,
- Lifting equipment w/ operator to position new unit onto the stand,
- Wall penetrations and sealing for the regeneration air supply and exhaust ducts,

Wiring Schematic-460v

480/3/60
20 FLA
30 MCA

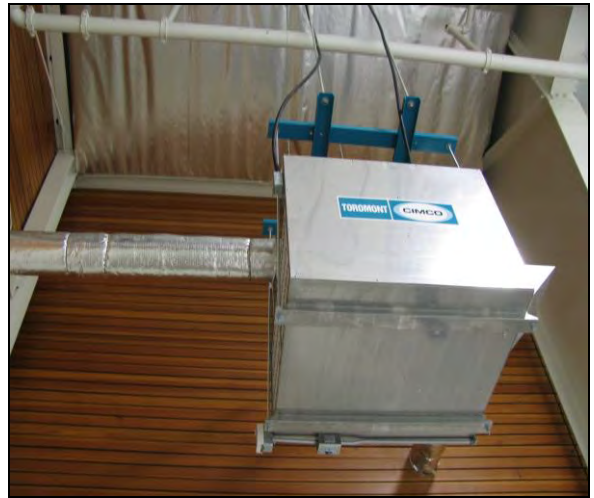


--- CAUTION ---
3 PHASE PROCESS FAN MOTOR
CHECK ROTATION AT START-UP

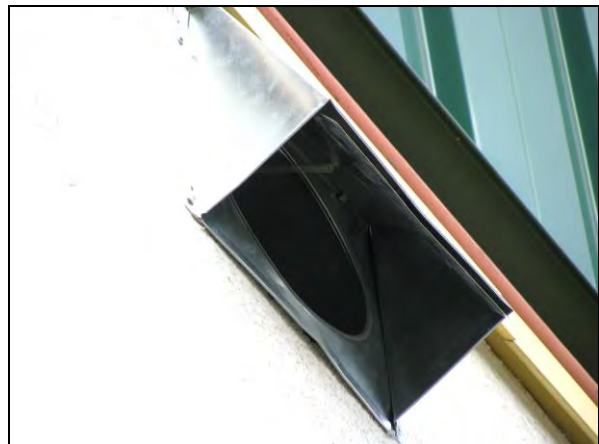
NS-2600 XXCP-2530 R1

There will be no requirement for condensate drains from the unit to a drainage hub, the desiccant units do utilize re-generation air flow to dispose of the collected moisture to outdoors through a couple of supply and exhaust air ducts.

I have attached pictures of one of the recent installation for you references in order to provide you with a visual on the final product.



Dehumidifier Sample Installation



Intake & Exhaust Hoods

As illustrated in the above pictures after the unit has been mounted, secured and electrically connected there will be a requirement for two 8" insulated round ducts (regeneration air supply and exhaust lines) to be installed to and from the unit to provide the unit with outdoor air for the purposes of trapped moisture disposal.

Penetrations through the walls to be sealed completely and to be suited with intake and exhaust hoods as shown above.

OWNER'S OBLIGATIONS

- All work to be performed by our personnel would be during regular working hours.
- Provide opening or openings to allow entry of equipment into building and to its final location in the building.
- All cutting and patching through walls and ceilings and floors to allow passage of piping necessary for our system.
- Supply one (1) set of Architectural Drawings of all areas concerning refrigeration equipment and subsequent revised drawings (if required).
- Supply forms, templates and level concrete housekeeping bases for equipment. Install final grouting, as may be required by Cimco or Customer on completion.
- Supply or ensure existing supports on floors, ceilings etc. are safe and useable for structural reinforcing for hanger bolts to hang equipment and pipes and to support equipment on roof or floors not on grade.
- Provide temporary water and electric power for lighting and power tool operation.
- Supply and/or installation of all water lines to within 20 feet of the "CIMCO" requirements in machine room.
- On site rigging, craning and hauling of equipment new or existing,
- Supply and installation of platform, suspended or irected for the dehumidifier,
- Installation of a water drain for the evaporative condenser water tank is required for this project. "CIMCO" will advise approximate location and size.
- Final painting of equipment will be CIMCO corporate color unless specifically covered in body of the specification or quotation. (All equipment will be received painted in the CIMCO Corporate color)
- Additional material and labour as required by Boiler Inspector, Hydro Inspector, Health Inspector, Building Inspector etc.
- Additional specialty valves such as "back flow preventer valves" etc. required by the local Public Utilities.
- Any material or work not covered in the foregoing quotation or mentioned in the owner's obligations will be the responsibility of the owner.
- Ensure the plant room is suitable for the classification as a “**Class T**” mechanical room.

Selling Price: _____ (Items #1 to #5) _____ **\$ 365,400.⁰⁰CDN**
Applicable GST: _____ Extra

Terms of payment: 25% Down Payment,
30% Down when equipment arrived at fabrication shop,
35% Progress billing @ 80% project completion
Balance Net Ten (10) Days After Completion of Work


Purchaser agrees to pay interest at a rate of 18% per annum on sums overdue according to the terms of payment.

Quote is Valid for Fifteen (15) Days from the Above Noted Date.

Estimated delivery:

Subject to the provisions of Section 3 of the Terms and Conditions, the Vendor estimates that the goods will be ready for shipment approximately 18-20 weeks from the date of the Vendor's approval, subject to receipt of full information and/or approved drawings, if applicable, and that installation, if included, will be finished 8-10 weeks from delivery of the goods.

This Quotation/Contract submitted by:

Farzad Hasheminia, Technical Sales /  / Friday, 22 January 2016
Name and Position / Signature / Date

PURCHASER'S ACCEPTANCE

The Purchaser hereby accepts the quotation contained on this and all the pages shown in the Table of Contents on Page 2.

ACCEPTED on this _____ day of _____ 20____

Full legal name of Purchaser / By _____
Signature of Purchaser

Witness to Purchaser's signature / _____
Full name of signing officer

Title of signing officer

VENDOR'S APPROVAL

Approved this _____ day of _____ 20____

Official title of authorised officer / For **CIMCO REFRIGERATION**
Division of Toromont Industries Ltd.
By _____
Signature of Vendor

TERMS AND CONDITIONS

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION (THE "VENDOR"), THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN THIRTY DAYS OF THE DATE OF QUOTATION.

1. TITLE

- (a) The title and ownership to and in the materials, equipment and other goods sold hereunder (the "goods") shall remain in the Vendor until payment in full of the Contract Price and any additional amounts payable to the Vendor pursuant to sections 2 and 10 of these Terms and Conditions. The Vendor hereby reserves, and the Purchaser hereby grants to the Vendor, a security interest in and to the goods, and the proceeds thereof, to secure the said payment and all of the other obligations of the Purchaser. At the option of the Vendor, the Purchaser will join with the Vendor in executing, in a form satisfactory to the Vendor, one or more financing statements or similar instruments pursuant to any applicable personal property security legislation. The Purchaser hereby authorises the Vendor to file one or more such statements or instruments signed by the Vendor alone as the secured party. If the goods are or are to become affixed to real property, the Purchaser represents that a true and correct description of such real property and that the name of the registered owner thereof are as indicated on Page 1 of this Quotation/Contract.
- (b) In the event of default by the Purchaser under the terms of payment of this contract, the full amount of the Contract Price, less any payments previously made, shall become due and payable, and the Vendor or its agent shall have the right to enter upon the premises and remove the goods, and to dispose of them as the Vendor may determine. If the proceeds from such disposal, less any related expenses, including but not limited to costs of seizure, removal and sale, and legal costs (including reasonable attorneys' fees and expenses) connected therewith (the "net proceeds"), are not sufficient to cover the amount in default, the Purchaser shall be liable to the Vendor for such deficiency. If the net proceeds exceed the amount in default such excess shall be returned to the Purchaser, and the Vendor shall not be liable further whether in respect of completion, performance, warranty or other contract terms.
- (c) The Purchaser hereby waives all rights and claims against the Vendor in the event that the circumstances provided for in section 1 (b) arise, except for the express right of recovery of excess net proceeds as provided in that section.
- (d) The Purchaser hereby waives the provisions of any Conditional Sales Act or other applicable legislation which limits the Vendor's rights to seize the security provided for herein, and to sue for any deficiency. The Purchaser expressly confers upon the Vendor the rights to seize and sell the goods and to recover from the Purchaser, by action on the covenant, the principal, interest and other moneys from time to time owing under this contract.
- (e) Until the Contract Price has been paid in full, the Purchaser will not sell or agree to sell, or mortgage, charge or dispose of, or intentionally injure the goods or remove them from the place of initial installation.

2. PRICE ADJUSTMENTS

- (a) The Purchaser shall pay all taxes, duties, levies and other charges assessed against or in respect of the goods, except those taxes, duties, levies and other charges expressly included in the Contract Price.
- (b) If any taxes, duties, levies, or other charges shown to be included in the Contract Price are increased subsequent to the Date of Quotation, and increase the Vendor's costs hereunder, such increase shall be paid by the Purchaser to the Vendor.
- (c) The Contract Price quoted herein is based on prices, costs and conditions prevailing at the Date of Quotation. Unless otherwise specified, if the estimated delivery and / or installation date is more than six months from the date of the contract, and if prior to shipment or installation there is an increase in the Vendor's costs due to increases in labour rates, cost of materials, suppliers' prices, foreign exchange, storage charges, or freight rates, such increase shall be paid to the Vendor by the Purchaser.
- (d) If delivery or installation is delayed by the Purchaser, or by anyone under the Purchaser's control, for more than two months after the time estimated, any increase in those categories of the Vendor 's costs listed in section 2(c) shall be paid to the Vendor by the Purchaser.
- (e) All payments by the Purchaser to the Vendor under section 2 shall be in addition to the Contract Price and shall be paid at the time the final payment under the contract is due.

3. DELIVERY AND INSTALLATION - Delivery and installation times and dates are approximate and are subject to extension for delays caused by fire, strike, lockout, labour dispute, civil or military authority, riot, embargo, car shortage, wrecks or delays in transportation, Acts of God, late delivery or non-delivery by the Vendor's suppliers, changes in the scope of the work as provided in section 8 of these Terms and Conditions, or other causes beyond the reasonable control of the Vendor, and the Vendor shall not be liable for any losses or damages resulting from any such causes. Acceptance of the work shall be a waiver by the Purchaser of all claims for damages for delay from any cause whatsoever.

4. RESPONSIBILITY AND INSURANCE

- (a) In respect of goods sold F.O.B. point of origin, the Vendor shall deliver the goods in good condition to a common carrier or to the Purchaser at the Vendor's shipping point, and thereupon all risks of loss or damage thereto shall pass to the Purchaser.
- (b) In respect of goods sold F.O.B. job site or sold with installation, all risks of loss or damage shall pass to the Purchaser upon receipt of the goods at the job site or at the Purchaser's designated delivery point.
- (c) The Purchaser shall insure the goods against loss or damage from fire, theft, malicious damage or other causes as and from the time the Purchaser becomes responsible for the goods pursuant to sections 4(a) and 4(b) of these Terms and Conditions. The face value of the insurance policy shall be in an amount not less than the Contract Price. Any loss under such insurance policy shall be made payable to the Vendor as its interest may appear until the Contract Price shall be paid in full.
- (d) Upon the request of the Vendor, the Purchaser shall provide an insurance certificate as evidence of the compliance with section 4(c) of these Terms and Conditions.

5. TERMS OF PAYMENT

- (a) Unless otherwise specified in this Quotation/Contract, payment shall be made by the Purchaser to the Vendor in respect of the Contract Price as follows:
- (i) Goods sold without installation: 25% upon acceptance of this quotation by the Purchaser; an amount representing the value of each shipment, payable upon delivery; and the unpaid balance upon final shipment.
- (ii) Goods sold with installation: 25% upon acceptance of this quotation by the Purchaser; an additional 30% upon written notification by the Vendor to the Purchaser that the goods are ready for shipment; an additional 35% immediately after installation but prior to the commencement of operation of the goods or related systems; and a final payment of 10% upon completion.
- (b) Timely payment according to the terms of this Quotation/Contract is of the essence of the contract.
- (c) Payment shall be made in the specified currency.

6. WARRANTY - UNLESS OTHERWISE SPECIFIED IN THIS QUOTATION/CONTRACT, THE VENDOR WARRANTS THE GOODS AND INSTALLATION SOLD HEREUNDER AGAINST ORIGINAL DEFECTS IN MANUFACTURE AND WORKMANSHIP FOR A PERIOD OF ONE YEAR FROM COMPLETION AS DEFINED IN SECTION 9 OF THESE TERMS AND CONDITIONS. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, STATUTORY OR OTHERWISE, EXPRESS OR IMPLIED, INCLUDING FOR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE TERMS OF THE VENDOR'S WARRANTY ARE AS FOLLOWS:

- (a) In respect of goods sold without installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, F.O.B. point of manufacture, any defective goods or parts thereof.
- (b) In respect of goods sold with installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, any defective goods or parts thereof or any defective workmanship. The Vendor shall be responsible for all of its costs in connection therewith other than the out-of-pocket expenses incurred by the Vendor's employees and agents travelling from the Vendor's nearest place of business to the jobsite and charges for labour performed after normal working hours at the request of the Purchaser, which latter expenses and charges shall be for the account of the Purchaser.
- (c) The Vendor warrants goods not of the Vendor's manufacture only to the extent to which the Vendor is able to enforce a claim for liability against the manufacturer thereof.
- (d) The Purchaser shall promptly give written notice to the Vendor after the discovery of an apparent defect.
- (e) As a condition precedent to any liability by the Vendor hereunder, the Purchaser shall use, operate and maintain the goods and related systems in a careful, prudent, and reasonable manner, and in conformity with the Vendor's and / or the manufacturers' instructions.
- (f) THE FOREGOING CONSTITUTES THE PURCHASER'S EXCLUSIVE REMEDY AND THE VENDOR'S SOLE LIABILITY ARISING OUT OF THE DESIGN, MANUFACTURE, SALE, INSTALLATION, OR USE OF THE GOODS.**
- (g) This warranty shall be void if the Purchaser is in default under the terms of payment of this contract.

7. The Vendor shall not be liable for any losses, injuries, expenses or damages, whether direct, indirect, special, incidental, consequential or punitive, arising out of the goods, or the installation, operation, or failure of operation of the goods or related systems even if caused by the Vendor's negligence.

8. CHANGE IN SCOPE OF WORK - If the Purchaser requests a change in the scope of the work under this Quotation/Contract, the Vendor will submit a Contract Revision to the Purchaser which shall set forth the proposed changes in the work, and if the proposed changes result in an addition to or a deduction from the Contract Price, the Contract Revision shall set forth the amount of such addition or deduction. A Contract Revision shall not be binding or enforceable unless accepted in writing by the Purchaser and approved in writing by a duly authorised officer of the Vendor. Upon such acceptance and approval, the Contract Revision shall become part of the contract and, except when inconsistent therewith, shall be subject to all its provisions.

9. COMPLETION AND ACCEPTANCE OF WORK

(a) In respect of goods sold without installation, "Completion" shall be deemed to occur when risk of loss of the goods passes to the Purchaser in accordance with section 4 of these Terms and Conditions.

(b) In respect of goods sold with installation, and unless otherwise defined in this Quotation/Contract, "Completion" shall be deemed to occur when any one of the following events takes place:

- (i) The Purchaser signs an acceptance certificate;
- (ii) The Vendor has installed and, where applicable, successfully tested the installation;
- (iii) The Purchaser commences regular use of the goods or related systems;
- (iv) An independent expert, mutually acceptable to the Purchaser and the Vendor, certifies that the work has been completed.

(c) Nothing in subsections (a) or (b) shall relieve the Vendor from its obligation to honour the warranty provisions contained herein.

(d) The occurrence of any one of the events described in section 9(b)(i), (iii) and (iv) shall constitute acceptance of the work.

10. BONDS - Performance bonds and material and labour payment bonds will be provided by the Vendor upon request. Unless the Contract Price expressly includes the cost of such bonds, the Purchaser, in addition to the Contract Price, shall pay the cost of such bonds to the Vendor at the time of the receipt thereof by the Purchaser.

11. MISCELLANEOUS

(a) This Quotation and any resulting contract shall be governed, enforced and construed in accordance with the laws of the Province of Ontario without regard to that province's rules governing conflict of laws.

(b) All rights and remedies of the Vendor under this contract and under applicable law shall be cumulative and may be exercised successively or concurrently, in any order, and on more than one occasion. The election by Vendor to exercise one remedy shall not preclude it from thereafter exercising one or more other remedies.

(c) The Purchaser agrees to pay, in addition to the other amounts payable to Vendor under the contract, all costs and expenses, including reasonable attorneys' fees, incurred by the Vendor in enforcing this contract, exercising its rights hereunder or collecting or attempting to collect all amounts due the Vendor hereunder following default by the Purchaser in the payment or performance of its obligations hereunder, including those incurred in connection with any bankruptcy, insolvency, liquidation, reorganization or similar proceeding involving the Purchaser.

(d) Any assignment or attempted assignment of this contract, in whole or in part, without the prior written consent of the Vendor shall be void. The Vendor may assign any of its rights, liabilities or obligations arising out of this contract without prior notice to the Purchaser and without the Purchaser's written consent except that the Vendor may not assign its warranty obligations without the Purchaser's written consent.

(e) If any provision of this contract is unenforceable, such unenforceability shall not affect the remaining terms, which shall be enforced, if the same can be done, without regard to the unenforceable provision.

(f) The headings to the paragraphs of this contract are provided for ease of reference only and shall not be construed to vary or limit the terms thereof.

THIS QUOTATION/CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PURCHASER AND THE VENDOR, AND SUPERSEDES ALL PRIOR ORAL OR WRITTEN REPRESENTATIONS, PROMISES, AGREEMENTS OR UNDERSTANDINGS WITH RESPECT TO THE SUBJECT MATTER HEREOF. NO REPRESENTATION, PROMISE, AGREEMENT OR UNDERSTANDING ENTERED INTO OR MADE SUBSEQUENT TO THE DATE OF THE CONTRACT WHICH VARIES OR MODIFIES THE PROVISIONS OF THIS CONTRACT SHALL BE BINDING ON THE VENDOR UNLESS CONVEYED IN WRITING AND EXECUTED BY THE DULY AUTHORISED OFFICER OF THE VENDOR EXECUTING THIS QUOTATION/CONTRACT.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Policy ADM005 – Cemetery Maintenance Grant

BACKGROUND / PROPOSAL:

During 2016 budget deliberation, Council requested that Policy ADM005 – Cemetery Maintenance Grant be brought forward to Council for discussion.

OPTIONS & BENEFITS:

Policy ADM005 – Cemetery Maintenance Grant was established in 1998 and has not been reviewed since its establishment.

The following cemeteries receive funds from the County on annual basis:

- St. Henry’s RC Cemetery
- St. Luke’s Cemetery
- La Crete Bergthaler
- La Crete Christian Fellowship
- North Paddle River Cemetery
- Cornerstone Evangelical Church
- Ruthenian Greek Cemetery

Thirty five hundred dollars is distributed annually to these establishments.

COSTS & SOURCE OF FUNDING:

Annual operating budgets – Grants to Other Organizations

SUSTAINABILITY PLAN:

Author: _____ Reviewed by: _____ CAO: JW

NA
COMMUNICATION:

NA

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: JW

Municipal District of Mackenzie No. 23

Title	CEMETARY MAINTENANCE GRANT	Policy No.	ADM005
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Legislation Reference	Municipal Government Act, Section 5 (b)
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Purpose:

To provide funding for cemetery maintenance.

Policy Statement and Guidelines

The Council of the Municipal District of Mackenzie No. 23 believes that certain amounts of money should be included in its Municipal Budget each year as grants to public cemeteries located within the Municipal District of Mackenzie No. 23 for maintenance of cemeteries.

Definition:

“Cemetery” means a parcel of land that is used as a burial ground and is licensed by the appropriate provincial government departments.

Guidelines:

A Cemetery Association and/or Church must make a written application prior to October 31 each year to be considered for grant funding. Grant funding shall be subject to M.D. Council and budget approval up to a maximum of \$500.

	Date	Resolution Number
Approved	Oct 14/98	98-314
Amended		
Amended		

“J. Maine” (Signed) _____
Chief Administrative Officer

“B. Bateman” (Signed) _____
Chief Elected Official



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	2016 – 2018 Business Plan (DRAFT)

BACKGROUND / PROPOSAL:

Council and administration worked together to review and revise the business plan, outlining Council’s strategic directives and priorities for a short (a year) and longer terms.

OPTIONS & BENEFITS:

Administration requests that Council reviews the draft and provide comments. Administration will make changes as suggested, and will bring the final draft to the next Council meeting.

Please review the attached draft.

COSTS & SOURCE OF FUNDING:

The costs associated with some of the priorities are or will be identified in the County’s budgets.

SUSTAINABILITY PLAN:

Business planning is critical for successful governance for any organization. Having realistic expectations and measurable results should lead to successful implementation of the priorities’ activities.

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

COMMUNICATION:

Once approved, the highlights of the new business plan be provided at the upcoming ratepayers meeting. The full document will also be available as a handout and will be posted on the County's website.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For review and discussion.

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

Mackenzie County

BUSINESS PLAN

2016 – 2018



Mackenzie County

Introduction

Mackenzie County is located in the north western corner of Alberta, bordering British Columbia and the Northwest Territories. It is the province's geographically largest municipality, encompassing 12% of Alberta's landmass. The County offers a mix of flat arable land with boreal forest, thus accounting for active agriculture, forestry, and tourism industries. Oil and gas also play a significant role in the area's economy. As a result of this vast industry, there are many opportunities to live and work in the region. Through the effective use of these resources, Mackenzie County strives to provide a reasonable level of services while creating a sustainable economy and growth.

The Business Plan provides a comprehensive approach to the County's current and anticipated challenges and opportunities over the next three years. It is based on strategic priorities established by Council in January 2016 reflecting the actions necessary to move towards the County's vision, mission and organizational values. This Plan guides the County towards a promising future and ensures that its communities maintain an excellent quality of life.

Message from the Reeve and Council

To Our Residents of Today and Tomorrow:

The culmination of Mackenzie County's in-depth Community Sustainability Planning process was an Action Plan established in order to foster long-term sustainability. Council and administration undertook this process in partnership with our citizens to demonstrate our responsibility towards developing an excellent community. We, the Council for Mackenzie County, take great pride in presenting our 2016-2018 Business Plan. This is a three year plan that outlines the first steps necessary towards achieving the dreams that citizens have for the County. As we implement our Business Plan, we are confident that our County will continue to be guided by experienced and dedicated leaders who largely contribute to making Mackenzie County the best municipality to live in.

Mackenzie County Council

Reeve Bill Neufeld

Deputy Reeve Walter Sarapuk

Councillor Josh Knelsen

Councillor Peter F. Braun

Councillor John W. Driedger

Councillor Elmer Derksen

Councillor Eric Jorgensen

Councillor Ricky Paul

Councillor Jacquie Bateman

Councillor Lisa Wardley

Julia Whittleton
Chief Administrative Officer

Adopted by Council:

Setting the Stage

Mackenzie County has a vast and diverse landscape that includes Alberta's largest river and its largest free roaming bison herd. Our residents take pride in building a wonderful place to live, work and raise a family.

Our services are provided from facilities located in its hamlets of Zama, La Crete and Fort Vermilion, the communities of Blue Hills, Buffalo Head, Blumenort and Rocky Lane and the Town of High Level.

Our parks and community facilities reflect an enhanced quality of life making Mackenzie County a leader in sustainable approaches to ensuring that our resources are accessible in a manner that is both environmentally and fiscally responsible.

Mackenzie County Area	7,761,580 hectares
Population (2015 Municipal Census)	11,750
Number of Hamlets	3 (Fort Vermilion, La Crete, Zama)
Number of Dwelling Units	3,437
Length of Roads	1,892.61 kilometres
Length of Water Mains	153.71 kilometres
Length of Wastewater Mains	67.79 kilometres
Length of Stormwater Drains	10.09 kilometres

Our Community Characteristics

Mackenzie County			Alberta		
Total	Male	Female	Total	Male	Female

Population

0-19 years (46%)	5,025	2,600	2,430	922,995	473,150	449,850
20-54 years (41.6%)	4,545	2,255	2,295	1,900,590	960,825	939,775
55 + years (12.4%)	1,345	685	680	821,670	393,845	427,815
Total	10,930	5,535	5,535	3,645,260	1,827,815	1,817,440
Median years	22.6	21.9	23.3	36.5	35.9	37.1

Immigration

Non-immigrants	9,830	4,980	4,850	2,864,240	1,449,740	1,414,500
immigrants	935	510	425	644,115	313,170	330,940
Before 2001	425	240	190	386,885	187,415	199,465
2001 to 2006	345	195	155	113,060	56,395	56,660
2006 to 2011	165	70	95	144,170	69,360	74,815
Non-Permanent residents	45	20	25	59,620	30,756	28,855

Language

Total population	10,900	5,520	5,380	3,610,185	1,811,450	1,798,730
English only	3225	1640	1585	2,780,200	1,405,655	1,374,545
French only	50	25	25	68,545	35,355	33,195
English and French	0	0	0	49,970	24,210	25,760
Other Language(s)	7315	3695	3620	698,930	340,125	358,805

Aboriginal Population

households by Aboriginal ancestry	10,815	5,510	5,305	3,567,975	1,793,675	1,774,300
Aboriginal identity population	800	365	430	220,695	108,295	112,400
Non - Aboriginal identity population	10,015	5,140	4,875	3,347,280	1,793,675	1,774,300
As % of total population	8%	7%	8.8%	6.5%	6%	6.3%

Religion (2001)

Total	10,815	5,510	5,310	3,567,975	1,793,675	1,774,300
Protestant	8,515	4,330	4,185	541,520	260,440	281,075
Catholics	770	340	430	866,305	422,160	44,145
No Religion	785	460	320	1,126,130	618,330	507,800

Mobility Status (where people lived 5 years ago)

Total 5 years +	9,295	4,655	4,640	3,324,205	1,668,830	1,655,375
Non-Movers	7,080	3,575	3,505	2,985,105	1,496,890	1,488,215
Movers	2,215	1,085	1,135	1,830,575	912,005	918,575
Non-migrants	1,630	825	805	793,470	402,170	391,300
Migrants	590	260	330	700,160	354,660	345,500
External Migrants	225	65	160	162,705	81,070	81,635
Intraprovincial migrants	185	90	95	321,605	161,280	160,325
Interprovincial migrants	180	105	70	215,850	112,310	103,540

Mackenzie County			Alberta		
Total	Male	Female	Total	Male	Female

Employment

Total population 15 years and over	6,990	3,505	480	2,888,735	1,445,815	1,442,920
In the labour force	4,435	2,750	1,690	2,115,640	1,143,840	971,800
Employed	4,075	2,525	1,550	1,993,225	1,078,370	914,855
Unemployed	365	230	140	122,415	65,470	56,945
Not in the labour force	2,545	755	1,795	773,095	301,975	471,120
Unemployment Rate	5.8%	5.7%	5.9%	8.2%	8.4%	8.3%

Industry

Total labour force population aged 15 years and over	4,440	2,755	1,690	2,115,640	1,143,840	971,795
Agriculture, forestry, fishing and h	920	735	185	61,165	41,465	19,700
Construction	560	505	55	195,905	166,270	29,635
Manufacturing	360	310	50	123,465	93,895	29,570
Wholesale trade	75	50	15	89,000	63,590	25,415
Retail trade	565	185	380	229,225	104,725	124,500
Finance and insurance	100	50	50	68,760	24,355	44,410
Health care and social assistance	325	65	260	206,695	33,030	173,665
Education services	365	135	235	141,550	44,045	97,505
Other services	155	105	50	101,275	49,330	51,950

Education

Total population aged 15 years and over	6,990	3,505	3,480	2,888,735	1,445,820	1,442,920
No certificate, diploma or degree	4,560	2,420	2,145	550,465	283,115	267,350
High school diploma or equivalent	1,240	385	860	764,390	365,625	398,765
Apprenticeship or trades certificate or diploma	425	335	85	318,280	233,190	85,095
College, CEGEP or other non-university certificate or diploma	490	235	255	530,100	225,215	304,885
University certificate or diploma below bachelor level	40	10	30	122,465	51,345	71,120
University certificate, diploma or degree above bachelor level	80	50	30	603,040	287,335	315,705
Total population aged 25 to 64 years by highest certificate, diploma or degree	4,485	2,235	2,250	2,035,330	1,023,280	1,012,055

Income

Persons 15 years and over with income	6,985	3,505	3,480	2,888,740	1,445,820	1,442,915
Median after - tax income	25,578	36,689	14,959	32,847	41,012	25,889
Average after - tax income	31,403	42,376	20,257	41,962	51,587	32,179

Source: Statistics Canada 2011 Census

Strategic Directives

Council recognized strategic directives for Mackenzie County's five core activity areas. These will be reviewed annually and may be periodically updated by Council to reflect the community needs and environment as they evolve.



GOVERNANCE AND LEADERSHIP

Mackenzie County Council will provide responsible leadership and good government for our communities.



COMMUNITY INFRASTRUCTURE AND MUNICIPAL SERVICES

Mackenzie County Council will ensure that our infrastructure continues to be renewed in a fiscally responsible manner and that our municipal services encourage innovation and cost effectiveness.



SOCIAL AND CULTURAL VIBRANCY

Mackenzie County Council will strive to ensure that Mackenzie County is a great place to live, work and raise a family.



ENVIRONMENTAL STEWARDSHIP

Our County will reflect our residents by ensuring that planning proceeds within an environmentally sustainable framework that is innovative and fiscally responsible.



ECONOMIC DEVELOPMENT

Mackenzie County will adopt policies that encourage investment and opportunity while balancing the requirement to preserve and maintain playgrounds and community open spaces for our residents in our hamlets and the County as a whole.

CORE ACTIVITY 1 – GOVERNANCE AND LEADERSHIP

Mackenzie County Council will provide responsible leadership and good government for our communities.

Strategic Objective 1 – Involves a Fiscal Program That:

- Reflects Council’s direction and is completed prior to the start of the budget year
- Follows sound fiscal management practices
- Ensures that effective policies are implemented
- Provides the County with visionary direction
- Produces results that will be measured by annual publication of an updated three year Business Plan and reports on short-term strategic priorities

Strategic Objective 2 – Involves Relationships That:

- Strengthen regional opportunities, foster innovation and encourage sustainable programs and services through effective and responsible intermunicipal agreements and protocols with neighbouring municipalities and First Nation communities

Strategic Objective 3 – Involves a Communications Program That:

- Encourages citizen engagement
- Provides timely information on County programs and services to residents

Council identified the following at their January 2016 strategic planning session:

What Works Well?

- The County was proactive in bringing the 2015 drought issues forward to the provincial government through communications with the Minister of Agriculture and their involvement in DEMAG. However, the benefits to farmers were minimal (AgriRecovery program was not activated, no supplement payments were given to farmers).
- Round table discussions (Committee of the Whole meetings)
- Access to the Chief Administrative Officer
- Transparency
- Positive attitudes
- County image
- Diversity and balance among Councillors
- Maintaining our services with effective policies

What Requires Attention?

- Additional work with the province to ensure that the provincial government has adequate policies in place to assist farmers in drought situations
- Establishing better relationships and lobbying strategies with our provincial government
- Direct, to the point, and stronger language letters to provincial government

- More follow up is required on sent communications
- More face to face meetings to take place between provincial and other group representatives and the Reeve, Deputy Reeve and CAO
- More involvement with AAMD&C (using policy analysts as a support group)
- New government is not rural based, they are urban oriented – potential to invite new MLAs for a tour
- Ratepayers surveys – undertake during a different time of year, more often and more specific, utilize the County Image and Facebook
- Changes to ratepayers meetings
 - consider a local councillor to chair the meetings
 - expand on the informal “open house” portion – encourage more involvement from the local non-profit organizations and fire departments
- External boards and committees – reporting from appointed councillors
- Reintroduce “Councillor reports” under General Reports on Council agendas (to be limited – only when there is something to report)
- Strengthening relationships with non-profit organizations

Emerging Trends

- More restrictions and new direction from higher levels of governments
- Declining municipal revenue

GOVERNANCE AND LEADERSHIP – STRATEGIC PRIORITIES

The following strategic priorities (key results areas) have been identified by Council for Governance and Leadership in order to achieve the strategic objectives:

1. Provincial government relations (**ADVOCACY**)
2. Fiscal responsibility (long term planning)
3. Citizen engagement (ratepayers surveys)
4. Evaluation of the County's development standards (infrastructure)

Short –Term Priorities and Actions as identified by Council:

Priority – What does our success look like?	Stakeholders	Actions: Who, When, How
<p>Provincial Government Relations</p> <p>To improve communication and understanding between Mackenzie County and the provincial government.</p>	<p>Council CAO MLAs</p>	<p>Communicate and inform the province about the needs and realities of Mackenzie County and northern, rural municipalities.</p> <p>Attend government functions and conferences such as AAMDC, AUMA etc.</p> <p>This will be an ongoing development.</p>
<p>Fiscal Responsibility</p> <p>For Mackenzie County to be fiscally responsible and economically sustainable.</p>	<p>Council Sustainability Committee Administration Public/ Industry Provincial and federal governments</p>	<p>Create and approve annual budget – March 2016.</p> <p>Review mill rates – April 2016, yearly.</p> <p>Create and approve a three year operating and five year capital plan – September 2016.</p> <p>Review user fees – September 2016, yearly.</p> <p>Maintain adequate reserve levels (including borrowing) – ongoing.</p> <p>Lobby the provincial government for grants – AAMDC and minister meetings.</p>
<p>Citizen Engagement</p> <p>For ratepayers and citizens to become engaged and informed about Mackenzie County.</p>	<p>Council Administration</p>	<p>Ongoing ratepayer surveys</p> <p>Follow-up procedure for ratepayer surveys</p>
<p>Evaluation of the County's Development Standards</p> <p>To reduce infrastructure investment costs so lot prices decrease.</p>	<p>County Developers</p>	<p>Investigate capital, maintenance and operating development costs.</p> <p>Proper education of housing options including rural, urban and potential revisions.</p>

CORE ACTIVITY 2 – COMMUNITY INFRASTRUCTURE AND MUNICIPAL SERVICES

“We will ensure that our infrastructure continues to be renewed in a fiscally responsible manner and that our municipal services encourage innovation and cost effectiveness.”

Strategic Objectives for Community Infrastructure and Municipal Services

- Recreation facilities and services consistent with local, cultural needs are available in each community
- High quality utility services
- Effective enterprise risk management
- Experienced staff who effectively develop and maintain local infrastructure

Council identified the following at their January 2016 strategic planning session:

What works well?

- Existing parks access (with expansion continued)
- Volunteer support
- Ongoing development and improvement of available recreational activities and sites
- Municipal services, personnel and equipment operators
- We have good mutual aid agreements
- Our emergency preparedness has improved
- Inter-municipal agreement with High Level provides support for services provided by the Town and accessed by our residents
- High quality equipment, buildings and facilities
- Management of capital reserves

What Requires Attention?

- Ongoing development or improvement of municipal campground sites (Wadlin Lake, Peace River Bridge Campsite, Hutch Lake, Machesis Lake)
- Wilderness trails development and maintenance – need to develop a policy and work more with snowmobiling clubs (West La Crete, Machesis, Tall Cree and Fort Vermilion areas)
- Creating better First Nations relationships and agreements
- Encouraging local participation on the recreation boards
- Explore additional regional partnerships for municipal services where feasible (especially within the northern area of the County)
- Gravel prospecting
- Drainage programs for County infrastructure
- Expansion of potable water to rural residents and developing relationships for assistance

COMMUNITY INFRASTRUCTURE AND MUNICIPAL SERVICES – STRATEGIC PRIORITIES

The following strategic priorities (key results areas) have been identified by Council for Community Infrastructure and Municipal Services in order to achieve the strategic objectives:

1. Potable water availability and related infrastructure
2. Expansion of existing campgrounds
3. Upgrading municipal roads (both rural and hamlet)
4. Gravel exploration (resources)
5. Development of multi-year capital programs
6. Expansion of (creating new) rural roads
7. Risk Management Plan

Short –Term Priorities and Actions as identified by Council:

Priority – What does our success look like?	Stakeholders	Actions: Who, When, How
<p>Potable Water Availability and Related Infrastructure</p> <p>To have quality potable water services available to all rural ratepayers.</p>	<p>Consultant Council Administration</p>	<p>Establish a tactical plan – January 2017.</p> <p>Complete comprehensive water study for Rocky Lane and High Level – June 2017.</p>
<p>Expansion of existing campgrounds</p> <p>To have attractive and modern campground areas with sufficient boat docks.</p>	<p>Council Mackenzie County advisory committees Administration Public Provincial Government</p>	<p>Obtain a lease from Ministry of Agriculture and Forestry for Wadlin Lake in April 2016 and Peace River Bridge Campsite in 2017.</p> <p>Obtain permits for Wadlin Lake and renew the Temporary Field Authorization in April 2016.</p> <p>Complete an agrological assessment review for the bridge in May 2016.</p> <p>Hire an engineering firm to design and engineer layouts for Wadlin Lake in May 2016 and the Peace River Bridge in February 2017.</p> <p>Hold an open house for the Peace River Bridge Campsite in 2017.</p> <p>Create a plan for expanding Hutch Lake recreation facilities.</p>
<p>Upgrading Municipal Roads</p> <p>To ensure the safety of Mackenzie County residents by ensuring accessibility to high quality roads.</p>	<p>Council Public Works Committee Administration Public</p>	<p>Review and update the hamlet road plan – July 2016.</p> <p>Create a rural road upgrading plan – August 2016.</p> <p>Engage an engineering firm to access roads – January 2017.</p> <p>Present plans to the public at ratepayers meetings – May 2017.</p>

CORE ACTIVITY 3 – SOCIAL AND CULTURAL VIBRANCY

“We will strive to ensure that Mackenzie County is a great place to live, work and raise a family.”

Strategic Objectives for Social and Cultural Vibrancy

- Hamlets that host a concentration of activities in one strategic location
- Distinctive and thriving cultures that are linked by common broad economic and environmental conditions
- County and First Nation governments that share a common vision while maintaining cultural autonomy and harmonizing economic pursuits
- Infrastructure capacity that keeps pace with growth and that is planned in a manner that increases the likelihood of sustainability

Council identified the following at their January 2016 strategic planning session:

What Works Well?

- Community events (Agricultural Fair, Farmers Day, Heritage Days, and all culture days)
- Available recreation diversity (indoor riding arena, swimming pool, splash pad, bowling, cross country skiing, boating, etc.)
- Bringing in more training for non-profit groups and providing better access to grants for recreation purposes

What Requires Attention?

- Better relationships and involvement with non-profit organizations
- Additional access to natural areas for recreation purposes (Fort Vermilion walking trails, ski-doo trails, trail riding)
- Continue working with First Nations to invite and involve them in local activities that will form better partnerships
- Arenas and recreation centres require upgrading

Emerging Trends

- Reduction in provincial and federal funding for recreation and community projects
- Supporting recreation
- Provincial limitations to vast natural areas

SOCIAL AND CULTURAL VIBRANCY – STRATEGIC PRIORITIES

The following strategic priorities (key results areas) have been identified by Council for Social and Cultural Vibrancy in order to achieve the strategic objectives:

1. Health services (**ADVOCACY**)
2. La Crete Postal Service (**ADVOCACY**)
3. Recreational centres and arena upgrades
4. Expanding access to good fishing areas
5. Support, promote and attend events involving first nations
6. Promote community events
7. Create a non-profit group to assist with senior programs within the communities (i.e. bussing opportunities)
8. Senior housing (affordable housing)
9. Helping non-profit organizations become successful (provide training)
10. Seniors programs

Short –Term Priorities and Actions as identified by Council:

Priority – What does our success look like?	Stakeholders	Actions: Who, When, How
Health Services Advocate for implementation of the rural health strategy review report.	Council Provincial Government Alberta Health Services Health Advisory Council	Meetings and correspondence with stakeholders. Advocacy plan to look at specific priorities for our region.
La Crete Postal Service Advocate for improved postal services in La Crete (i.e. new building).	Federal Government La Crete Chamber of Commerce Community members Council	Meet with the new MP to discuss its importance to Mackenzie County. Council and the La Crete stakeholders lobbying the federal government over the next two years. Make contact with the federal minister and administrative staff responsible for the post office.
Recreation Centres and Arena Upgrades To maintain the County’s infrastructure by establishing upgrades and utilizing more efficient systems.	Council Recreation boards Community Administration	Administration working in partnership with the recreation boards to assess and identify upgrades needed for recreation centres and arenas. Investigating and preparing a plan to implement more efficient usage of power and gas in the recreation buildings. Water turbines in the splash park waterlines. Apply for various recreation grants (i.e. Greenfund).

CORE ACTIVITY 4: ENVIRONMENTAL STEWARDSHIP

“Our County will reflect our residents by ensuring that planning proceeds within an environmentally sustainable framework that is innovative and fiscally responsible.”

Strategic Objectives for Environmental Stewardship

- Preserving integrity of the natural environment
- Balanced economic and environmental interests for managing the built environment

Council identified the following at their January 2016 strategic planning session:

What Works Well?

- We have a balanced approach (maintain a line between environment and the economy)
- We follow environmental laws and we encourage our ratepayers to do the same on their lands
- Our planning documents contain considerations for the environment
- We have up to date lagoon and waste management systems

What Requires Attention?

- Weed control enforcement (all public lands)
- Soil erosion enforcement (within the County)
- Provincial government’s understanding of wetlands (one size does not fit all)
- Blanket legislation
- Recycling
- Farmer education (expanding the role of the ASB)
- Government restrictions (i.e. farmer access to public lands)

Emerging Trends

- Land Use Framework (Canadian Parks And Wilderness Society, public lands, Species at Risk Act, future land acquisition)
- Wetlands policy
- Hydro power generation
- Continuing need for agricultural expansion
- Provincial government regulations and stance on the environment

ENVIRONMENTAL STEWARDSHIP – STRATEGIC PRIORITIES

The following strategic priorities (key results areas) have been identified by Council for Environmental Stewardship in order to achieve the strategic objectives:

1. Land Stewardship Committee (Water Act, Public Lands Act, Wetland Policy)
2. Education strategy (environmental information for farmers)
3. New landfill
4. Industrial landfill
5. Government education
6. Hydro power generation
7. Assuming responsibility for provincial policy
8. Mighty Peace Watershed Alliance and Water North Coalition
9. Weed control enforcement
10. Recycling

Short –Term Priorities and Actions as identified by Council:

Priority – What does our success look like?	Stakeholders	Actions: Who, When, How
<p>Land Stewardship Committee</p> <p>To consider the cumulative effects of resource sectors on the environment and ensure a holistic approach to industrial, agricultural and environmental sustainability.</p>	<p>Council</p> <p>Administration</p> <p>Public Members</p> <p>Government</p> <p>Agricultural Service Board</p>	<p>Create committee terms of reference and fill positions – March 2016.</p> <p>Educate the public – June 2016.</p> <p>Lobby and provide advice to the provincial government – August 2016.</p>
<p>Educational Strategy</p> <p>For information to be utilized by farmers to engage in environmentally friendly practices and techniques.</p>	<p>Farmers</p> <p>Chemical Companies</p> <p>Producers</p> <p>Mackenzie Applied Research Association</p> <p>Ministry of Agriculture and Forestry</p> <p>Agricultural Service Board</p> <p>Administration</p> <p>Council</p>	<p>Administration working with MARA and the ASB to develop a strategy to educate farmers about safe environmental practices including awareness meetings, seminars and workshops.</p> <p>Using field tours and Mackenzie County’s Agriculture Fair as a platform for information.</p> <p>Monitoring and reporting to Council progress and information that is being delivered.</p>

CORE ACTIVITY 5: ECONOMIC DEVELOPMENT

“Our County will adopt policies that encourage investment and opportunity while balancing the requirement to preserve and maintain playgrounds and community open spaces for our residents in our hamlets and the County as a whole.”

Strategic Objectives for Economic Development

- A safe, comfortable and efficient transportation system
- Optimal health of agricultural lands and implementation of agri-business opportunities
- Responsible enhancement of economic activity in the oil and gas, forestry, health care delivery, postsecondary, telecommunications and tourist sectors
- Population growth and accurate means to measure it

Council identified the following at their January 2016 strategic planning session:

What Works Well?

- Agriculture fair
- New Economic Development department off to a good start
- Administration attending Regional Economic Development Initiative and Chamber of Commerce meetings

What Requires Attention?

- Relationships with BC and the NWT
- Economic Development Strategy (need a tactical action plan for industry attraction)
- The region is lacking some essential services
- Need to improve transportation systems (access to markets – air, rail, road)
- Retaining the oil and gas industry
- Agricultural land expansion
- Restricting the environmental protection on lands in the region
- Regional statistics (i.e. agriculture, infrastructure)

Emerging Trends

- Land Use Framework
- Caribou protection strategy
- Lack of provincial support for industries
- Continuing labour shortages
- Lack of workers with post-secondary education

ECONOMIC DEVELOPMENT – STRATEGIC PRIORITIES

The following strategic priorities (key results areas) have been identified by Council for Economic Development in order to achieve the strategic objectives:

1. Transportation development (new market access, Highway 58 extensions, Zama Road, P5 East Peace Resources Road, Rail, G7 Rail, Peace River bridge) (**ADVOCACY**)
2. Industry retention and attraction (local employment, increase tax base, essential services, imports and exports)
3. Interprovincial and Territorial Relations (BC, NWT)
4. Industry relations and growth - value added (oil and gas strategy, bio-industry, agriculture, MARA, REDI) (**ADVOCACY**)
5. Tourism strategy
6. Non-traditional municipal revenue stream (power generation and supply, water turbine, NG utility)
7. Land use (Land Use Framework, conservation initiatives, agricultural land expansion)

Short –Term Priorities and Actions as identified by Council:

Priority – What does our success look like?	Stakeholders	Actions: Who, When, How
<p>Transportation Development</p> <p>To develop a year round, accessible transportation system for Mackenzie County.</p>	<p>Council</p> <p>Territorial/ provincial government</p> <p>Industry</p> <p>Northern Transportation Advisory Council</p> <p>Northern Alberta Development Council</p> <p>Regional Partners</p> <p>First Nations</p>	<p>Meetings with stakeholders and engaging a consultant to assist in advocacy for transportation development. This will be an ongoing project.</p>
<p>Industry Retention and Attraction</p> <p>Create a sustainable industry environment.</p>	<p>Council</p> <p>Administration</p> <p>Industry representatives</p>	<p>Hold joint meetings with stakeholders to identify opportunities, challenges and build relationships.</p> <p>Become actively involved in the royalty review.</p> <p>Become actively involved in the Land Use Framework.</p> <p>Tax Collection.</p> <p>Advocate for rail upgrades (G7G).</p> <p>Advocate for roads east and west.</p> <p>Promote value added industry.</p>
<p>Interprovincial and Territorial Relations</p> <p>To build relationships among the governments that will help develop better transportation corridors and business and trade opportunities.</p>	<p>Council</p> <p>CAO</p> <p>British Columbia, Northwest Territories and Alberta provincial, territorial and municipal elected officials</p> <p>First Nations leaders</p>	<p>Identify and attend relevant conferences, teleconferencing and meeting opportunities to learn each other’s priorities.</p> <p>Organize a symposium to share information among these governments.</p>
<p>Industry Relations and Growth</p> <p>To ensure that Mackenzie County is attuned to key developments that affect industry in order to maintain or increase assessment.</p>	<p>Business Community</p> <p>Industry</p>	<p>Establish programs such as developer assistance, tax rebates and infrastructure assistance.</p> <p>Meet with industry leaders, attend industry association conferences and liaise with the province.</p>

Advocacy

As a Council, we will advocate for the following issues on behalf of Mackenzie County:

1. Provincial Government Relations
2. Transportation Development
3. Health Services
4. La Crete Postal Service
5. Land Use (Land Use Framework, conservation initiatives, agricultural land expansion)

Advocacy for these identified issues involves communicating regularly and effectively with various elected officials and key stakeholders in order to ensure awareness and understanding of their importance to Mackenzie County.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	RCMP Commanding Officer Request – AAMDC Meeting March, 2016

BACKGROUND / PROPOSAL:

S/Sgt. Simpson of the Fort Vermilion RCMP has forwarded a request on behalf of Fort Vermilion, High Level and Chateh RCMP Detachments to see if there is a need/interest to meet with the Commanding Officer at the AAMD&C Spring Convention, March 2016.

OPTIONS & BENEFITS:

S/Sgt has requested a deadline date of February 1, 2016 to accommodate this request.

If Council decides that a meeting should be held, the following motion is requested, identify issues to be discussed:

“That Council meet with “K” Division Commanding Officer at the Spring AAMD&C Convention, March 2016, to discuss the following issues:_____.”

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

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

COMMUNICATION:

Council's decision will be notified to S/Sgt. Simpson.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	AAMDC's Survey on Municipal Infrastructure Priorities

BACKGROUND / PROPOSAL:

The AAMDC is asking their members to complete a short survey summarizing their infrastructure priorities. Providing this information by completing the survey will allow the AAMDC to ensure that members' top infrastructure needs are built into their provincial and federal advocacy efforts.

In order to provide the Government of Alberta with a complete overview of municipal priorities, the Alberta Urban Municipalities Association (AUMA) will be sending the same survey to their members.

AAMDC is confident that having a concise overview of the members' infrastructure priorities will help them advocate for infrastructure funding to be distributed fairly and in a way that meets the needs of rural municipalities.

OPTIONS & BENEFITS:

That Mackenzie County Council with support from administration completes the survey.

The deadline for the survey is Friday February 5, 2016.

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

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

COMMUNICATION

The link to complete the survey can be found on the attached email.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Council completes the AAMDC survey before the deadline of February 5, 2016.

Author: _____ Reviewed by: _____ CAO: JW

From: [Joulia Whittleton](#)
To: [Carol Gabriel](#); [Carrie Simpson](#)
Subject: Fwd: Infrastructure priorities survey
Date: Thursday, January 21, 2016 5:19:03 PM
Attachments: [image007.png](#)
[image003.png](#)

Please include this on council agenda.

Joulia Whittleton
Mackenzie County
(via I-Phone)

Begin forwarded message:

From: Kim Heyman <Kim@aamdc.com>
Date: January 21, 2016 at 4:03:25 PM MST
To: Kim Heyman <Kim@aamdc.com>
Cc: AAMDC Board Dist <AAMDCBoardDist@aamdc.com>
Subject: Infrastructure priorities survey

Dear Mayors, Reeves and CAO's;

The AAMDC is asking their members to complete a short [survey](#) summarizing their infrastructure priorities. Providing this information by completing the survey will allow the AAMDC to ensure that members' top infrastructure needs are built into our provincial and federal advocacy efforts.

In order to provide the Government of Alberta with a complete overview of municipal priorities, the Alberta Urban Municipalities Association (AUMA) will be sending the same survey to their members.

We are confident that having a concise overview of our members' infrastructure priorities will help us to advocate for infrastructure funding to be distributed fairly and in a way that meets the needs of rural municipalities.

To complete the survey, click [here](#).

The deadline to complete the survey is **Friday, February 5, 2015**.

Enquiries may be directed to:

Wyatt Skovron
Policy Analyst
780.955.4096

Kim Heyman
Director, Advocacy and Communications
780.955.4079

<!--[if !vml]--><!--[endif]-->

Kim Heyman

Director of Advocacy & Communications
AAMDC - Alberta Association of Municipal Districts and Counties
2510 Sparrow Drive, Nisku, AB T9E 8N5
P: (780) 955.4079
C: (780) 691-6380

kim@aamdc.com | <http://aamdc.com>



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Alberta Public Works Association's Seminar on Alberta Wetland Policy

BACKGROUND / PROPOSAL:

The Alberta Common Ground Alliance and the Alberta Public Works Association is conducting a seminar on the recent changes to the Alberta Wetlands Policy. Please see the attachment.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

If a councilor is authorized to attend, the estimated costs are as follows:

Late Registration fees would apply (January 15 deadline) - \$200/
 Honorariums, Travel Subsistence and Lodging Cost for attendees (approximately \$1800)

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

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

Presented by:



Alberta's New Wetland Policy

February 4, 2016 | 7:30 AM-3:00 PM
Sheraton Red Deer | Red Deer, AB

The Alberta Common Ground Alliance and the Alberta Public Works Association is conducting a seminar on the recent changes to the Alberta Wetlands Policy. Topics include:

Policy Overview • Implementation Strategies • Benefits for Municipalities



Lunchtime keynote speaker

Robert F. Kennedy, Jr., president-at-large of Waterkeepers Alliance, is the first among a new breed of environmentalists. Mr. Kennedy delivers a passionate defense of the environment and calls upon all people to actively make a difference in their world.

Who should attend?

- Municipal CAO's
- Elected officials
- Developers
- Contractor
- Land owners
- First nations & metis settlements
- Oil & Gas companies
- Land trusts/land agents
- Damage prevention organizations

Registration Form

\$150.00 Early bird registration **\$200.00** After January 15, 2016

Name _____ Email _____

Employer Name _____ Phone _____

Mailing Address _____

Total Payment (includes GST) _____

Credit Card Mastercard Visa American Express

Credit Card or PO Number _____ CCV _____ Expiry _____

CREDIT CARD RECEIPT WILL BE SENT TO EMAIL ADDRESS PROVIDED ABOVE

Please make cheque/P.O. payable to "APWA, Alberta Chapter", Box 44095, Garside Postal Outlet, Edmonton, AB, T5V 1N6, GST No. 12356 - 5426

Register online www.publicworks.ca email office@publicworks.ca fax 888-812-7014

Sponsors:



Presented by:



Alberta's New Wetland Policy

February 4, 2016 | 7:30 AM-3:00 PM
Sheraton Red Deer | Red Deer, AB

This event allows you to meet the experts, and learn how to incorporate the benefits. Learn how stakeholders work together to protect wetlands. Attendees will benefit from an informative day-long session and leave with strategies to implement on future projects.

Sponsorship Form

Choose your sponsorship Level

Green Sponsor \$10,000

- Private introduction and photo with keynote speaker in advance
- Introduce a session
- Logo appears in program
- Name recognition at event
- Logo placement on tabletop Placards
- Welcome Signage
- Includes four complimentary registrations

Blue Sponsor \$5,000

- Refreshment Break Sponsor
- Name recognition at event
- Logo placement on tabletop placards
- Welcome Signage
- Includes two complimentary registrations

Yellow Sponsor \$2500

- Logo placement on tabletop placards
- Welcome signage
- Includes one complimentary registration

Contact name _____ Email _____

Employer Name _____ Phone _____

Mailing Address _____

Amount (includes GST) _____ Email _____

Credit Card Mastercard Visa American Express

Credit Card or PO Number _____ CCV _____ Expiry _____

Delegate names _____

CREDIT CARD RECEIPT WILL BE SENT TO EMAIL ADDRESS PROVIDED ABOVE

Please make cheque/P.O. payable to "APWA, Alberta Chapter", Box 44095, Garside Postal Outlet, Edmonton, AB, T5V 1N6, GST No. 12356 - 5426

More information Michelle Tetreault (403) 519-8651, Jeanette Austin (403) 586-4830

Sponsors:



Simple Majority
For discussion.

Requires 2/3

Requires Unanimous

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Commercial Fishing License

BACKGROUND / PROPOSAL:

At a Councillor's request, Commercial Fishing License has been added to the agenda for discussion.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Notice of Motion - MOTION 15-05-373

BACKGROUND / PROPOSAL:

The following Notice of Motion was made at January 12, 2016, Regular Council Meeting:

“That Motion 15-05-373 be reconsidered at the January 29, 2016, Regular Council Meeting.”

OPTIONS & BENEFITS:

Council motion 15-05-373 states:

“That as the result of the 2015 council self-evaluation and due to the continual display of disrespectful and bullying behavior that is detrimental to the municipal reputation, that Councillor Derksen be limited to attending only duly called regular council meetings, special council meetings and the annual ratepayer meetings, effective immediately.”

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

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

COMMUNICATION:

NA

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Mr. John Neufeld - Request to Provide Dust Control Free of Charge

BACKGROUND / PROPOSAL:

Council established fees for the dust control as follows:

Dust Control Calcium Chloride	\$500/200 linear meters per application	Applicable
Dust Control for Seniors	No Cost.	NA

OPTIONS & BENEFITS:

Please see the attached request from Mr. John Neufeld. Mr. Neufeld also provided a Doctor's note to support his claim.

The County does not currently provide free dust control for handicapped persons.

COSTS & SOURCE OF FUNDING:

In addition to fees established in the Fee Schedule Bylaw, the dust control program is subsidized by the general municipal tax revenue.

SUSTAINABILITY PLAN:

NA

Author: _____ Reviewed by: _____ CAO: JW

COMMUNICATION:

Council's decision will be communicated to Mr. John Neufeld.

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: JW

To McKenzie County

ATT. Julia Whittleton

Jan 20 - 16

To Whom it may concern

I John Neufeld of LoCrete AB am disabled and can't work living on a fixed income also a single parent with 4 school children at Home.

I would like if the County would consider some dust control. Due to my health I have bad Lungs, I am on Oxygen 24-7 and I can't tolerate dust.

Location NE 33 106 13 W5

John Neufeld

Box 992

Lo Crete AB

TOH 2HO

780-928-2908

Thank you



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Legal Expense Insurance Coverage

BACKGROUND / PROPOSAL:

Mackenzie County is insured through the Jubilee Insurance Agencies Ltd., which is an AAMD&C initiative.

OPTIONS & BENEFITS:

Please review the attached correspondence. Jubilee Insurance Agencies Ltd. is now offering Legal Expense Insurance coverage.

This coverage looks attractive. That said, the County has not participated in any major legal disputes in a number of years. That does not mean it will not happen in the future. It is difficult to estimate what benefit will be derived from this coverage by Mackenzie County in immediate future, or whether the cost of premium will be offset by reduction in the annual legal fees. The County engages lawyers to provide recommendations for various matters in our day-to-day business and the County’s annual operating budget includes funds for legal costs.

COSTS & SOURCE OF FUNDING:

Jubilee Insurance Agency Ltd. estimated \$8,083 in an annual premium for Mackenzie County. This is not currently included in the budget, but as mentioned above it may or may not be offset by the reduction in annual legal costs.

SUSTAINABILITY PLAN:

NA

Author: _____ Reviewed by: _____ CAO: JW

COMMUNICATION:

NA

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County participates in the legal expense insurance coverage through Jubilee Insurance Agencies Ltd. and monitors 2016 operating legal costs spending for offsets with the insurance premium.

Author: _____ Reviewed by: _____ CAO: JW



Jan 18, 2016

Joulia Whittleton
P.O. BOX 640
FORT VERMILION, AB
T0H 1N0

Attention: Joulia Whittleton (MACKENZIE COUNTY)

RE: Jubilee Insurance Agencies Ltd. – Legal Expense Insurance

Thank you for being a valued member of AAMDC.

We are pleased to announce that Legal Expense Insurance coverage is now available to our membership. Please see the attached quote showing the cost of this product to your municipality. If you wish to participate in this program, please complete and return the bottom portion and coverage will be bound. To ensure renewal dates are in line with other Jubilee policies, this policy will be prorated until November 1, 2016, at which point it will renew annually.

If you have any questions please contact me at craig.pettigrew@aamdc.com or (780) 955-8407.

Sincerely,

Craig Pettigrew
Manager of Insurance
Jubilee Insurance Agency Ltd.

RECEIVED
JAN 22 2016

MACKENZIE COUNTY
FORT VERMILION OFFICE

Legal Expense Insurance

Jubilee's Legal Expense Insurance offering provides MACKENZIE COUNTY with unlimited access to a legal advice helpline. This enables you to receive confidential general legal advice and information over the phone relating to any public sector legal or tax problem affecting you to help determine your legal rights and options under the laws of the Province of Alberta and the federal laws of Canada. The service is provided between 8am and midnight, local time, 7 days a week.

In addition to the above noted service, Legal Expense Insurance coverage insures MACKENZIE COUNTY for legal costs associated with specific events as follows:

LEGAL EXPENSE INSURANCE COVERAGE	LIMIT OF INDEMNITY PER CLAIM	DEDUCTIBLE	CO-INSURANCE
• Employment Disputes	\$200,000	Nil	25%*
• Legal Defence	\$200,000	Nil	Nil
• Judicial Review	\$50,000	Nil	15%
• Contract Disputes & Debt Recovery (Canada Only)	\$200,000	\$2,500	Nil
• Statutory Licence Protection	\$200,000	Nil	Nil
• Property Protection	\$200,000	Nil	Nil
• Tax Protection	\$25,000	\$500	Nil
• Telephone Legal Advice Service	Unlimited	Nil	Nil

* The 25% co-insurance only applies to disputes with a union/trade union acting on behalf of a unionized employee or ex-employee which arises out of, or relates to, an individual grievance from a collective bargaining agreement with the Named Insured.

AGGREGATE LIMIT OF INDEMNITY \$1,000,000 PER ANNUAL PERIOD OF INSURANCE

COVERAGE FORM: OCCURRENCE BASIS

PREMIUM: **\$8,083**

Approval

We hereby instruct **Jubilee Insurance Agencies Ltd.** to bind the policy and understand that our instruction to bind constitutes an acceptance of the terms and payments described.

Signature

Title

Date

Decline / Information

We are not looking to bind at this time. Please continue to send us information about Legal Expense Insurance Y / N

Signature

Title

Date

2510 Sparrow Drive Nisku, AB T9E 8N5 Phone (780) 955.3639 Fax (780) 955.3615 Web www.aamdc.com



YOUR ACCESS TO JUSTICE

LEGAL EXPENSE INSURANCE FOR AAMDC MEMBERS

**SAFELY NAVIGATE THE CANADIAN LEGAL LANDSCAPE
WITH PREDICTABLE LEGAL COSTS**

COMPLEX EMPLOYMENT DISPUTE

up to **\$119,967**
for a 7 day civil trial

CANADIAN ANTI-SPAM LEGISLATION

up to **\$10 MILLION**
per violation

**ONE HOUR WITH A LAWYER,
ONCE A WEEK**

\$20,540
per year

"DAS provides me with the ability to obtain legal advice not just for the big issues, but for the small ones as well. The professional and knowledgeable advice allows me to do my job with a higher level of confidence."

Gaya Laflamme

Director, Human Resources
Municipality of North Cowichan

BENEFITS OF LEGAL EXPENSE INSURANCE

Legal expenses are an inherent risk that AAMDC members face today. That is why AAMDC through Aon has partnered with DAS, a legal expense insurer, to provide AAMDC members with a unique insurance product that is designed to lower legal expenses and make your job a little easier.

Covered legal expenses include:

Unlimited telephone legal advice

Access to a legal advice helpline to discuss **any** legal matter related to your organization such as:

- Guidance on the legal aspects of having disciplinary meetings with a poorly performing employee



Employment Disputes

- Wrongful dismissal and employment practices
- Unionized employment disputes
- Alleged breach of statutory rights of an employee or ex-employee

Legal Defence

- If you face criminal charges, a police investigation, or an occupational health and safety investigation
- If you need to respond to a Canadian Anti-Spam Law notice of production and/or violation



Contract Disputes

- Legal costs to pursue or defend your rights in a dispute relating to the selling or buying of goods and providing or obtaining services

Judicial Review

- Judicial review application challenging a decision made in a proceeding in which your municipality participated in



Statutory Licence Protection

- Legal costs to represent you in appealing to the relevant statutory or regulatory authority following an event which results in your commercial licence being suspended or cancelled

Property Protection

- If you are experiencing legal nuisances or trespass, or if someone caused physical damage to your property.



Tax Protection

- Legal costs with respect to a tax appeal or audit

For more information contact:

Craig Pettigrew
(780) 955-8407 | craig.pettigrew@aamdc.com



1 Source: Canadian Lawyer Magazine Survey, 2014 2 Source: fightspam.gc.ca
Coverage is subject to the terms, conditions and exclusions of the policy.





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 29, 2016
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:

• 2015-12-18 Correspondence – Alberta Municipal Affairs	
• 2015-12-18 Correspondence – Alberta Municipal Affairs (Municipal Sustainability Initiative)	
• 2016-01-11 Correspondence – Alberta Municipal Affairs (Grants in Place of Taxes)	
• Clear Hills County Tradeshow – Sponsorship opportunity	
• Essentials of Municipal Collaboration February 4, 5, Grand Prairie	
• Invitation to participate of Alberta’s Product Industry	
• Invitation to Information Day on Solar Electricity and Biomass Energy for Northern Communities	
• Alberta Emergency Management – Northwest Region Newsletter	
• Alberta Common Ground Alliance and the Alberta Public Works – Seminar on recent changes to the Alberta Wetlands Policy	
• Meeting Minutes – La Crete Recreation Society	
• Meeting Minutes – High Level Forests Public Advisory Committee	
• Meeting Minutes – Mackenzie Library Board	
• Meeting Minutes – Mackenzie Library Board	
• Meeting Minutes - REDI	
• High Level Forests Public Advisory Committee Agenda	
• Wetlands Workshop	
•	
•	

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

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•	
•	
•	
•	

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

AR81509

December 18, 2015

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

Dear Reeve Neufeld,

The Government of Alberta is committed to making life better for Albertans. By providing stable, predictable funding to our municipal partners, we will continue working to ensure they have the resources needed to meet their local priorities and strengthen the communities we call home. The Municipal Sustainability Initiative (MSI) remains a provincial priority and continues to assist with building strong, safe, and resilient communities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2015 operating allocation and any estimated 2014 carry-forward to the priorities identified in your plan.

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Hon. Danielle Larivee
Minister of Municipal Affairs

cc: Debbie Jabbour, MLA, Peace River
Joulia Whittleton, Chief Administrative Officer, Mackenzie County

RECEIVED
JAN 19 2016

MACKENZIE COUNTY
FORT VERMILION OFFICE



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

AR81087A

December 18, 2015

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

Dear Reeve Neufeld,

The Government of Alberta is committed to making life better for Albertans. By providing stable, predictable funding to our municipal partners, we will continue working to ensure they have the resources needed to meet their local infrastructure priorities and strengthen the communities we call home. The Municipal Sustainability Initiative (MSI) remains a provincial priority and continues to assist with building strong, safe, and resilient communities.

I am pleased to accept the following qualifying capital projects submitted by your municipality under the MSI capital program.

CAP-6883	Grader Purchases	\$ 763,200
CAP-6884	La Crete and Fort Vermilion Road Rehabilitation	\$2,322,846

The provincial government looks forward to opportunities to celebrate your MSI funded projects with you, so please send invitations for these milestone events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Danielle Larivee
Minister of Municipal Affairs
cc: Debbie Jabbour, MLA, Peace River
Joulia Whittleton, Chief Administrative Officer, Mackenzie County

RECEIVED
JAN 14 2016

MACKENZIE COUNTY
FORT VERMILION OFFICE

January 11, 2016

Ms. Joulia Whittleton
Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Ms. Whittleton:

Thank you for your application(s) under the Grants in Place of Taxes (GIPOT) program. I am pleased to inform you that the roll numbers on the attached schedule have been approved and paid.

2015 Grant payment of \$5,881.67, and
2015 Local Improvement payment of \$191.40.

For further information or assistance, please contact a grants administrator, by dialing 310-0000 toll free, then 780-427-2225 or e-mail, GIPOT@gov.ab.ca.

Regards,



Elizabeth Wightman
Manager, Grants in Place of Taxes

Attachment

cc: Tax Department

RECEIVED
JAN 14 2016

MACKENZIE COUNTY
FORT VERMILION OFFICE

For MACKENZIE COUNTY

Payment Batch BC1467

Roll Number	Legal Description	LINC	Levy Year	Amount Paid
181414	Plan:FORTVER Block:1 Lot:2	0034227736	2015	\$4,260.15
148103	Plan:6162 RS Lot:8	0016313132	2015	\$1,489.28
076658	Plan:FORTVER Block:1 Lot:2 Plan:12S Block:1 Lot:2		2015	\$132.24
Total for MACKENZIE COUNTY				\$5,881.67

For MACKENZIE COUNTY

Payment Batch BC1468

Roll Number	Legal Description	LINC	Levy Year	Amount Paid
148103	Plan:6162 RS Lot:8	0016313132	2015	\$191.40
Total for MACKENZIE COUNTY				\$191.40

SPONSORSHIP OPPORTUNITIES & EXHIBITOR INFORMATION PACKAGE

*Clear Hills County invites
you to the 22nd annual
Agricultural Trade Show!*

JAN 12 2016

MACKENZIE COUNTY
FORT VERMILION OFFICE



Saturday, April 9, 2016

Dave Shaw Memorial Complex

Hines Creek, Alberta

Introduction	2
Sponsorship Opportunities & Exhibitor Information	3
Show Schedule	4
Floorplan	5
Registration Forms	6
Terms and conditions	7



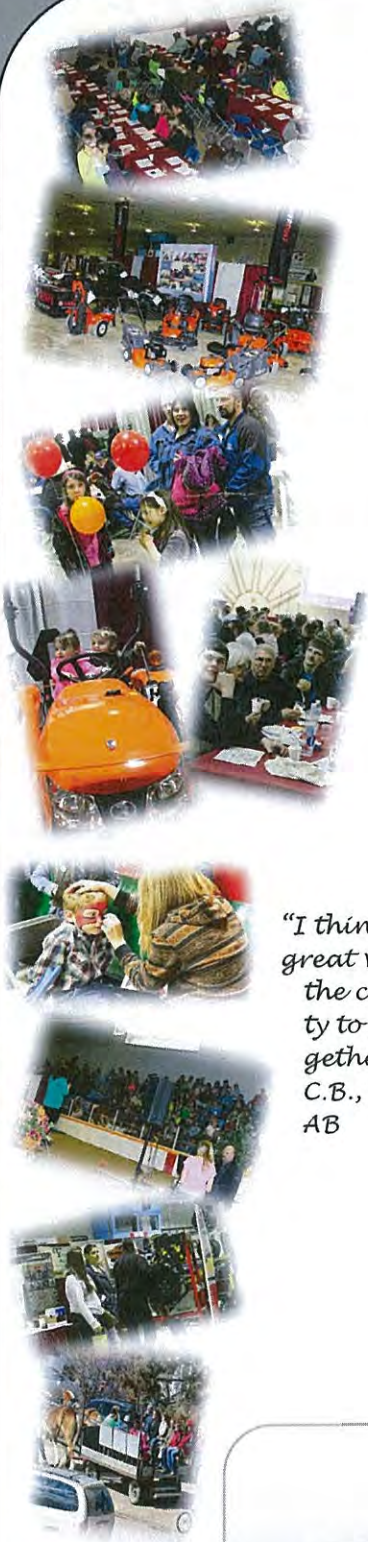
"Clearly an area of opportunity"

Clear Hills County Agricultural Service Board extends their appreciation to exhibitors and sponsors whose patronage has contributed greatly to the success of the annual Agricultural Trade Show.

The Clear Hills County Agricultural Trade Show attracts rural families, agricultural producers and residents from surrounding areas; and supports local community groups and non-profit organizations.

Sponsors and Exhibitors are invited to promote their businesses and display their goods and services to the hundreds of people that pass through the door.

Following the Trade Show stay and enjoy the Farmer's Appreciation Banquet and evening dance.



"I think it's a great way for the community to get together."
C.B., Fairview, AB

"Surprised at how big it was! Loved the exposure, will come again if we can!"
J.B., Fairview, AB

"Good mood, great people—I appreciate it that people stop to talk. Love the help bringing stuff into the arena."
M.W. Cecil Lake, B.C.

"Good Show! Had good success."
L.D. Vancouver, BC

Year Established: 1994
Expected Attendance: +1500
Number of Booths: 90
Type of Show: Agriculture/
Rural Family

Have any questions? Contact our team today!

Main Contact

Al Fletcher
Phone: 780-685-3925
Email: al@clearhillscounty.ab.ca

Booth Booking

Sarah Hayward
Phone: 780-685-3925
Email: sarah@clearhillscounty.ab.ca

Sponsorship Opportunities

Show Sponsor (\$2500 & up)

Elevate your impact at the Trade Show by being the Show Sponsor. As the Show Sponsor, your company will receive recognition throughout the event, including:

- ◆ Exclusive exposure at the Farmers' Appreciation Banquet
- ◆ Live radio spots during the day
- ◆ & much, much more!

Gold Sponsor (\$1000-2499)

Participate as a Gold Sponsor which offers high visibility and advertising for your company, including:

- ◆ Logo & name included in 2 newspaper ads prior to the show
- ◆ Two tickets to the banquet
- ◆ Poster advertising throughout the trade show grounds
- ◆ & much, much more!

Silver Sponsor (\$500-\$999)

As a silver sponsor, your company will also get numerous opportunities to be well advertised at the event as well as before the trade show, including:

- ◆ Acknowledgement during Trade Show on public address system.

Bronze Sponsor (\$100-\$499)

The bronze level offers the opportunity to gain quick and valuable exposure to the entire Trade Show, including:

- ◆ Listing in the local newspaper
- ◆ Advertising in the County newsletter
- ◆ And more!

You may direct your sponsorship to specific venues at the Trade Show, which may include sponsoring any of the following:

- ~Farmers Appreciation Banquet featuring mentalist/magician Greg T
- ~Entrance gift bags
- ~Particular group or program (wagon rides, helping hands (4-H, Grad Class, students union)
- ~Kids Talent Show
- ~Trade Show Admission
- ~Activities for kids (clown, farm safety barn etc.
- ~ Breakfast

Exhibitor Information

Booth Setup

The following items are included for each exhibitor booth:

- ~2 Chairs
- ~Table
- ~Table cover and skirting
- ~GST is included in all prices
- ~Limited additional tables are available for \$25.00 ea.

Indoor booths include: 8' back draping; 3' side wall draping & optional electrical outlets (110V)

Draping colors are Black & Silver

Indoor Booth: 8x10ft wide display (curling rink only)
10x10ft wide display area (Arena only)

Outdoor Booth: 10x20ft wide display area

Indoor Machinery Booth: 400 square feet (Approximately)

Outdoor Machinery Booth: 40x40ft

Our best effort will be given to provide you with the booth of your request.

Exhibitors setup is open Friday, April 8, 2016 from 1:00 p.m.—9:00 p.m. and Saturday morning, April 9, 2016 from 7:00 a.m.—9:00 a.m. **Please use the east entrances.** Helping Hands will be available after 3:00 p.m. on Friday & Saturday morning for assistance. Plan to complete your booth setup early to allow time to enjoy our delicious Toonie Breakfast from 8:00 a.m.—10:00 a.m. Saturday morning. Exhibits will be accessible to the public during the pancake breakfast from 8:00 a.m. to 10:00 a.m.

Payment Information

Payment for the Trade Show registration shall be made to:

*Clear Hills County
PO Box 240
Worsley, AB
T0H 3W0*

Register before March 31, 2016 to receive early bird registrations (see registration form). We do not accept credit card over the phone.

Cancellation Terms

Booth Cancellations received after March 31, 2016 may be refunded up to 75% of the booth registration fee.



Insurance Requirements

Exhibitors are informed that injury or damage occurring to the public or employees in their leased booth may be covered by a Commercial General Liability Policy. It is the responsibility of each and every exhibitor to arrange their own insurance coverage and provide a Certificate of Insurance or proof of General Liability with liability limits of no less than \$2,000,000 million naming Clear Hills County as Additional Insured. Home owners and Tenants Insurance will not be accepted unless you have a home based business extension in which case a Certificate of Insurance as above will be required. Clear Hills County assumes no responsibility for loss or damages to exhibitors displays, materials, supplies, etc. at any time.

Exhibitors that do not have a Commercial General Liability policy or a homeowners/tenants package with a home based business extension may try PAL Insurance Brokers Canada Ltd. They can apply online at palcanada.com for Exhibitor/ Vendor Booth & Kiosk Liability Policy.

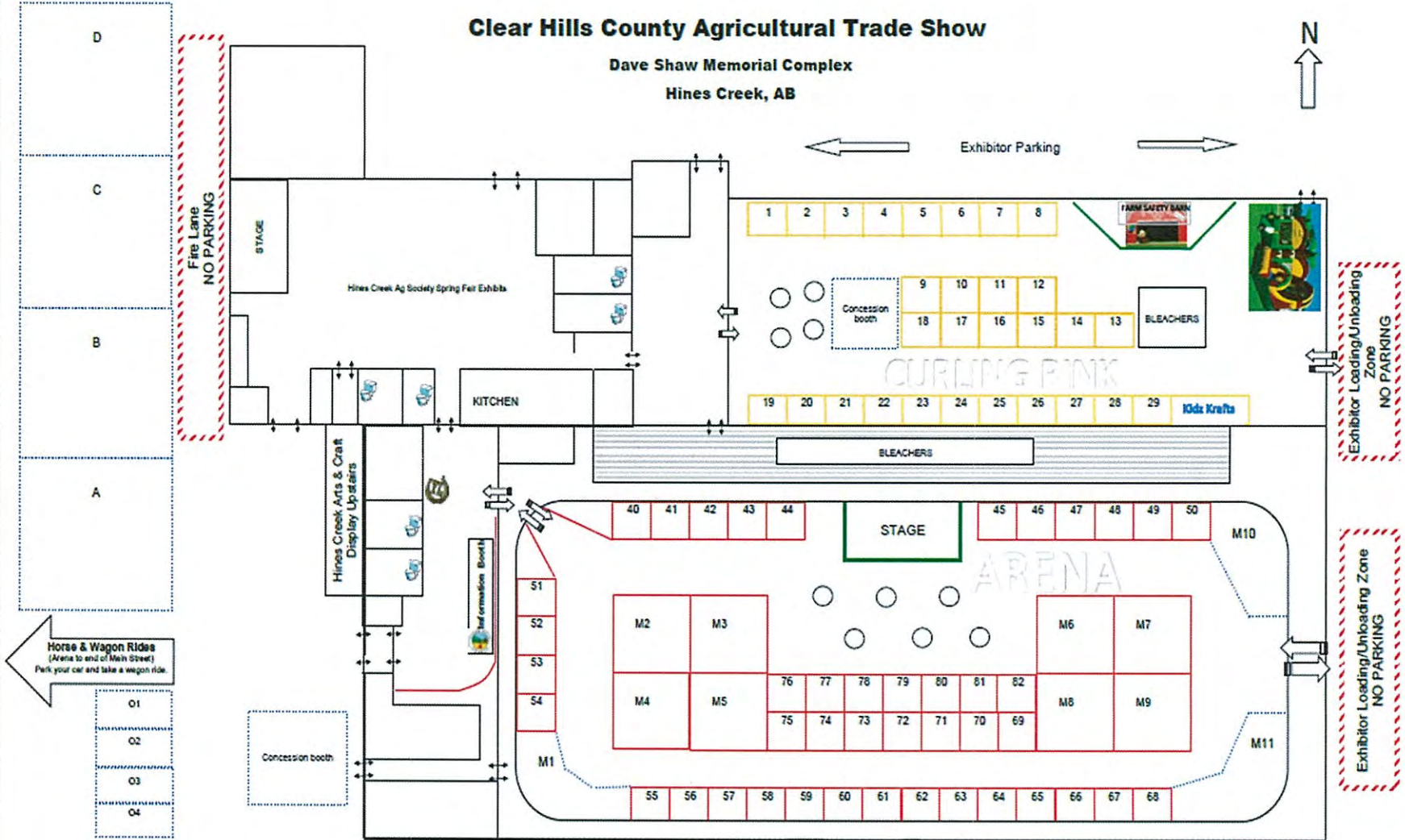
We require a Certificate of Insurance to finalize booth registration. If Certificate of Insurance is not provided your booth preference will not be reserved and your booth registration will not be complete until all information is received.

Show Schedule

	<i>Friday</i>	<i>Location</i>
Spring Fair Entries accepted by the Hines Creek Ag. Society	11:00 a.m.— 2:00 p.m.	Community Hall
Exhibitor Booth set up	1:00 p.m.—9:00 p.m.	
	<i>Saturday</i>	
Exhibitor Booth set up	7:00 a.m.—9:00 a.m.	
Toonie Pancake Breakfast	8:00 a.m.—10:00 a.m.	Main Entrance
Official Opening of Trade Show	10:00 a.m.—5:00 p.m.	Arena & Curling rink
Wagon Rides	10:00 a.m.—5:00 p.m.	
Hines Creek Spring Fair Exhibits	10:00 a.m.—3:00 p.m.	Community Halle
Food Booth Open	11:00 a.m.—4:00 p.m.	Curling rink & out side entrance
Hines Creek Arts & Crafts Club Display & Lunch	11:00 a.m.—5:00 p.m.	Upstairs above lobby
Kids Talent Show	1:30 p.m.—2:30 p.m.	Arena
Presentation of Spring Fair Prizes	3:00 p.m.	Community Hall
Trade Show closes & Exhibitor Booth Cleanup	5:00 p.m.—6:00 p.m.	
Farmers' Appreciation Banquet Featuring: Mentalist/Magician Greg T.	5:30 p.m.—8:30 p.m.	Community Hall
Evening Dance hosted by Hines Creek & District Ag. Society	9:00 p.m.—2:00 a.m.	Arena

Clear Hills County Agricultural Trade Show

Dave Shaw Memorial Complex
Hines Creek, AB



Registration Form

April 9, 2016—Dave Shaw Memorial Complex, Hines Creek, Alberta

Company/Organization: _____
 Contact Name: _____
 Address: _____ Postal Code: _____
 Telephone No.: _____ Cell: _____ Fax: _____
 Email: _____

Sponsorship

Show Sponsor: \$ _____ Gold Sponsor: \$ _____ Silver Sponsor: \$ _____ Bronze Sponsor: \$ _____

*For Show, Gold, Silver and Bronze sponsors a high resolution digital logo is required for advertising purposes

Exhibitors

Booth	Early Bird Price (March 31st)	Price after deadline	Quantity required	Power (\$25)	Total
Curling rink standard booth (8x10ft)	\$100.00	\$125.00			
Arena standard booth (10x10ft)	\$150.00	\$175.00			
Indoor machinery booth (20x20ft)	\$350.00	\$375.00			
Outdoor machinery booth (40x40ft)	\$150.00	\$175.00			
Standard Outdoor booth (10x20ft)	\$75.00	\$100.00			
Options: Additional Table	\$25.00	\$50.00			
Options: Additional Chairs	\$0.00	\$0.00			
Banquet Ticket (Adult 15+)	\$30.00	\$30.00			
Banquet Ticket (Youth 8-14)	\$10.00	\$10.00			
Banquet Ticket (7&under)	Free	Free			

Sponsorship Total: _____

Grand Total: _____

Booth No. preferences: (List 3)

List of products or services you will be advertising/selling: _____

Please send cheque or money order to:
 Clear Hills County
 Box 240
 Worsley, AB T0H 3W0

Check List

Registration Form
 Exhibitor Agreement (Pg.7)
 Certificate of Insurance (Pg. 4)
 Payment

EXHIBITOR AGREES TO THE FOLLOWING TERMS AND CONDITIONS

1. Clear Hills County, in its sole discretion, reserves the right to assign, decline, and/or change booth locations without prior notice. The exhibitor may be entitled to a full refund, if they choose to withdraw their reservation due to changes in booth locations.
2. Clear Hills County, in its sole discretion, reserves the right to accept or reject any request to exhibit or participate on the show at any time.
3. Clear Hills County, in its sole discretion, reserves the right to reject, remove or prohibit any exhibit in whole or in part, or any exhibitor or its representative if in the opinion of the Show Management the exhibit or the activities of the Exhibitor or its representatives violates the Agreement or its detrimental to the aims, goals and purposes of the show.
4. Clear Hills County prohibits abusive conduct and inappropriate behaviour toward Show Management, attendees, guests or any affiliated representative of the show.
5. Clear Hills County will not assume any responsibility for loss, damages, theft and/or pilferage of Exhibitor's displays, materials, supplies, etc. Security will be onsite during the entire show.
6. Exhibitors will hold Clear Hills County harmless for any damage, expense, or liability arising from any injury or damage to said Exhibitor, its agents, servants or employees, resulting from any acts or omissions of the Exhibitor, its agents, employees or representatives, for which the Exhibitor is legally responsible.
7. Exhibitors are entirely responsible for leased space and agree to reimburse for any damage to property, facilities, furnishings, or equipment occurring on the premises of the event, providing such damage is due to negligence of the Exhibitor, its servants, agents or others for whom the Exhibitor is, by law, responsible for.
8. Exhibitors required to provide a valid certificate of insurance for the event and booth rental.
9. Exhibitor materials, supplies, equipment, displays etc. must not extended beyond the Exhibitor's designated booth space.
10. The Exhibitor agrees to remove the exhibit, equipment, displays, materials, supplies etc. from the show building by 6:30 p.m. on the day of the Show, **and not before 4:30 p.m.**
11. Clear Hills County has the authority to establish and interpret rules and regulations necessary for the orderly conduct of Exhibitors and/or their agents for the mutual benefit of all parties.

I, _____ (please print) have read, understand and agree to the terms and conditions stated above.

Position/Title: _____

Company/Organization: _____

Signature: _____ Date: _____

From: [Julia Whittleton](mailto:Julia.Whittleton@countygp.ab.ca)
To: [Carol Gabriel](mailto:Carol.Gabriel@countygp.ab.ca); [Carrie Simpson](mailto:Carrie.Simpson@countygp.ab.ca)
Subject: Fwd: Essentials of Municipal Collaboration Course in Grande Prairie Provincial Building on Feb 4th and 5th
Date: January-19-16 2:46:03 PM

Please include this in the info section for council.

Julia Whittleton
Mackenzie County
(via I-Phone)

Begin forwarded message

From: Sheryle Runhart <srunhart@countygp.ab.ca>
Date: January 19, 2016 at 2:43:58 PM MST
To: Arlen Miller <amiller@countygp.ab.ca>, Big Lakes <cao@mdbiglakes.ca>, Bill Rogan <brogan@countygp.ab.ca>, Birch Hills County <cao@birchhillscounty.com>, Clear Hills County <cao@clearhillscounty.ab.ca>, County of Northern Lights <cao@countyofnorthernlights.com>, Joulia Whittleton <jwhittleton@mackenziecounty.com>, MD of Greenview <mike.haugen@mdgreenview.ab.ca>, MD of Lesser Slave Lake <allan.winarski@md124.ca>, MD of Opportunity <cao@mdopportunity.ab.ca>, MD of Peace <lmcken@mdpeace.com>, MD of Spirit River <kudson@mdspiriteriver.ab.ca>, MD Smoky River <rtherriault@mdsmokyriver.com>, Northern Sunrise <jsopko@northernsunrise.net>, Northern Sunrise <pthomas@northernsunrise.net>, Saddle Hills County <fkary@saddlehills.ab.ca>, Saddlehills County <bcardwell@saddlehills.ab.ca>, "Sandra Fox (sandra.fox@mdfairview.ab.ca)" <sandra.fox@mdfairview.ab.ca>, City of Grande Prairie - Community Services Director <groth@cityofgp.com>, Hythe <admin@hythe.ca>, MD of Big Lakes - Treasurer <treasurer@mdbiglakes.ca>, MD of Biglakes - Alma Mallock <hr@mdbiglakes.ca>, MD of Greenview <rosemary.offrey@mdgreenview.ab.ca>, MD of Opportunity <marjorie@mdopportunity.ab.ca>, MD of Opportunity <deborahj@mdopportunity.ab.ca>, "Regional Municipality of Wood Buffalo (audrey.rogers@woodbuffalo.ca)" <audrey.rogers@woodbuffalo.ca>, Sheryle Runhart <srunhart@countygp.ab.ca>, Town of Beaverlodge <cparker@beaverlodge.ca>, Town of Fairview - Daryl Greenhill <cao@fairview.ca>, Town of Falher <aparker@town.falher.ab.ca>, Town of Manning <info@manning.ca>, Town of Sexsmith - Assistant Administrator <tosadmin@sexsmith.ca>, Town of Sexsmith - Trena Huson <tosacct@sexsmith.ca>, Town of Spirit River <cao@townofspiriteriver.ca>, Town of Swan Hills - Douglas Borg <doug.borg@townofswanhills.com>, Town of Valleyview <mparadine@valleyview.ca>, Village of Berwyn <vberwyn@serbernet.com>, Wembley <admin@wembley.ca>, Whati - NWT <sao@whati.ca>, Whati-NWT-Trainee <saotraine@whati.ca>
Subject: Essentials of Municipal Collaboration Course in Grande

Prairie Provincial Building on Feb 4th and 5th

This email is to give you a brief description of the Essentials of Municipal Collaboration Course in Grande Prairie Provincial Building on Feb 4th & 5th and link to the registration website.

http://municipalaffairs.gov.ab.ca/online-event-registration?fuseaction=EventRegistration&EVENT_ID=173

This workshop is intended for **elected officials** and **administration**. The focus will be to

- use consensus based decision making to solve complex problems;
- learn how to apply a collaborative process to situations involving conflicting interests, and perspectives; and
- help participants work effectively with diverse stakeholders.

This workshop will allow for some of the participants to use a current situation to work through with the hope that they have a plan or some ideas of how to proceed with it.

PLEASE NOTE to prepare for the workshop:

- identify a situation (work related or not) that involves bringing a variety of stakeholder perspectives together
- think of a situation needing an inclusive approach to decision-making
- cases will be used to incorporate collaborative principles

There are 20 spots we are hoping to fill. We believe this course is applicable to current municipal situations, and we know municipalities want us to offer workshops closer to them. By filling the courses it allows us to justify hosting a workshop in that various regions in Alberta.

If you have any questions or concerns please feel free to contact me.

Michael Scheidl

Michael Scheidl
Alberta Municipal Affairs
Manager, Dispute Resolution Services
17th Floor Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
(780) 415-1197
michael.scheidl@gov.ab.ca
<http://municipalaffairs.alberta.ca/MDRS.cfm>

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From: [Joulia Whittleton](#)
To: [Carol Gabriel](#); [Carrie Simpson](#)
Subject: Fwd: Forestry Products Industry Profile Presentation , Feb. 8th
Date: Saturday, January 16, 2016 9:18:52 AM

Joulia Whittleton
Mackenzie County
(via I-Phone)

Begin forwarded message:

From: Deborah Clarke <deborah.clarke@gov.ab.ca>
Date: January 15, 2016 at 7:32:16 AM PST
Subject: Forestry Products Industry Profile Presentation , Feb. 8th



You are invited to a presentation of Alberta's Forest Products Industry on **Monday, February 8, 2016** from **9:00AM** to **10:00AM**.

The presentation, which includes an industry overview, sector initiatives, and industry structure and performance, is intended to highlight industry initiatives for environmental sustainability and economic innovation and to increase awareness of the economic value and contribution of the forestry products industry to the economic diversity of the province.

The industry profile report, available at <http://nadc.ca/Docs/Forest-Products-2015.pdf>, was a joint effort by the Northern Alberta Development Council (NADC) and the Alberta Forest Products Association (AFPA).

Time for questions will follow the brief presentation. Should you have questions in advance, please submit them to Victor Solis (victor.solis@gov.ab.ca) by Monday, February 1, 2016 to facilitate discussion.

The presentation will be live via Microsoft Lync and teleconference call. Participants who do not have Lync installed on their computer will be prompted to download a web plugin when they attempt to join. The web plugin can be installed without administrator privileges. Once installed, the participant can view the presentation via a web browser. A camera and microphone is necessary to view the live presentation with full audio and video features.

Teleconference call details are provided as follows:

Dial-in Phone Number **1-877-385-4099 Toll Free (Canada)** or **780-421-**

1483 (Edmonton)

Participant Access Code: **1511543#**

For those who are in Peace River and surrounding areas, you are welcome to attend the presentation in person, though seating is limited. We are located at 206 Provincial Building, 9621-96 Avenue, Peace River.

We appreciate your response to confirm attendance by **Friday, January 22, 2016** to Deborah.Clarke@gov.ab.ca. Please indicate whether you are calling in, joining Lync, or attending in person.

Please forward this invitation to others who may find this presentation of interest. Thank you.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

Invitation to :

Solar PV and Biomass information for Northern Communities

Friday, February 12 from 9:00 to 4:00 – Springfield School Gymnasium, Peace River

Municipal Councils and CAO's and MLA's are cordially invited to an information day on Solar electricity and Biomass energy for communities in Northern Alberta.

Trevor Locke, from Nu Energy Edmonton, will share information on solar electricity, what it is, what systems are for residences or businesses, and how it may impact municipal planning and bylaws.

Paul Cabaj, from ACE (Spark) and a director on the board of Alberta Community and Cooperative Association, will take attendees through the process of a community solar project, using examples from the Medicine Hat community solar install. He will inspire community representatives to consider such a project locally!

Attendees will learn about solar electricity, infrastructure necessary for solar to be installed, costs of solar, community projects, Provincial Gov't and other funding for a community solar project, feed-in tariffs and carbon credits associated with using solar electricity.

Municipal Governments, being involved with landfills, will find Mark Porta, from International Clean Energy Consulting Inc., enlightening with details of 1 MW biogas digester plants that runs on waste wood and/or municipal solid waste. As there are costs associated with construction of landfills, it would be beneficial to consider diverting waste to energy as a savings, and the second payback would be the potential energy that is created, which could be an additional revenue stream.

Municipal government representatives, MLA's and town and county managers are invited to a very informative event, geared specifically towards information for municipal leaders.

The cost of the inservice is \$20/attendee – nutrition break & coffee & tea are provided. Attendees are asked to dine in any of the variety of restaurants in Peace River.

RSVP: Wanda Laurin (Peace River Environmental Society) wlaurin@telusplanet.net

(780-624-2751) on or before February 1st to reserve your seat, or for further information.

Schedule of the Day

08 :30-09 :00 coffee & greetings

09:00-10:30 Solar PV Information (Trevor Locke, Nu Energy)

10:30-10:45 coffee & nutrition break

10:45-11:45 Solar systems information – bylaws & regulations and Q&A

11:45-1:00 LUNCH – restaurant's in Peace River

1:00- 2:30 Solar community project (Paul Cabaj, ACE & Spark)

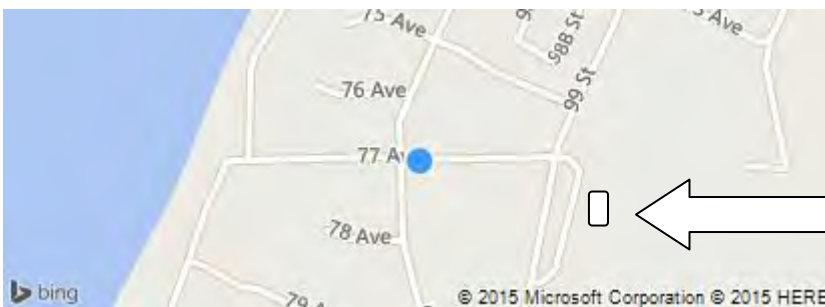
2:30-2:45 coffee & nutrition break

2:45-3:30 Biomass – Municipal Solid Waste (Mark Porta, Int'l Clean Energy)

3:30-4:00 Q&A

4:00 Closing Remarks

Springfield School: 7701 99 St, (North End, on the East side of the river, Peace River)



Springfield School

Government of Alberta ■

Alberta Emergency Management Agency

Northwest Region Newsletter

Winter Edition/ January 2016

AEMA -10320-99 Street, Grande Prairie, AB. T8V 6J4 Ph. 780 538-5295
www.aema.alberta.ca

IN THIS ISSUE:

FALL 2015 RECAP
NEW INFO IN CEMP
UPCOMING EVENTS
COURSES/TRAINING

*Alberta Emergency Alert: Stop.
Listen. Respond.*

www.emergencyalert.alberta.ca

*Emergency Alert mobile
application at*

[http://emergencyalert.alberta.ca/
content/about/signup.html](http://emergencyalert.alberta.ca/content/about/signup.html) or

*Text ALBERTA to 965965 to get
the app*

For AEA USERS!

Logon at:

www.activatealert.alberta.ca

NW Region Field Officer

Contact Information:

Ken.hawrylenko@gov.ab.ca

Cell: 780 292 1155

Brice.daly@gov.ab.ca

Cell: 780 876-2930

GP Office: 780 538-5295

Welcome

Welcome to the 2016 Winter Edition of the AEMA Northwest Region newsletter. In this issue, Brice and I will recap a few highlights from the Fall 2015 and introduce you to new developments as we head into 2016.

First off, the Annual AEMA Stakeholder Summit was recently held in Calgary and well attended by approximately 400 people over 2 days. For those that have not yet attended, consider attending the **2016 Summit in Edmonton**. The Summit is a great opportunity to network, gain awareness of developing trends in the field of Emergency Management and listen to guest speakers.

Throughout the NW Region, Fall 2015 was active with Live Exercises and Table Top Exercises. As we move into 2016, any community that is due for an exercise is encouraged to contact your Regional Field Officer to assist with facilitating, planning or observing such an exercise. Remember, we are here to help you.

Community Emergency Management Program (CEMP) an on-line tool, which provides communities access to 4 Emergency Management modules is continuing to gain speed – there are currently over 250 Users signed up. New information is constantly being added to the Document Library. In late 2015, **The Alberta Dangerous Goods Incident Support Plan (DGISP)** was added to the Library. The 16 page Plan outlines the coordinated cross governmental response to a DG incident and defines responsibilities of organizations involved in Response. We encourage you to look at and familiarize yourself with this document.

On March 23rd, 2016, the AEMA NW Region will be hosting a Regional Workshop in Grande Prairie. Guest speakers will be on hand; you will have opportunities to network and see what is new at the AEMA. Stay tuned for more info. Also, EMX 16 is confirmed for late Feb 2016; following up from last year's EMX 15. Contact Brice or Ken if you would like more information.

Finally, the new **Scribe course** is here and we just finished revamping the existing BEM course and added new material. Also, in mid-2015, we refurbished our AEA course by implementing more of a 'hands on' approach which allows for on the spot crafting of Emergency Alerts and we removed many PPT slides.

Future Training and Emergency courses now available

ECC characteristics- Part 2

Does your ECC have?

- Room to expand
- Controlled Access
- Desks
- Projectors
- An IT Specialist!
- Tables
- Filing Cabinet
- ICS Vests
- Phone Books
- Resources Lists
- Aerial Photos
- ID Tags
- Photocopy Machine
- Fax Machine
- Food
- Back up Comms
- Message Boards

Feel free to add to the list!

Keep these phone numbers on hand:

AEMA: **1 866 618-2362 POC**

NEW (toll-free) number for CANUTEC:

1-888-226-8832 Emergency assistance

(613) 996-6666 Emergencies

(613) 992-4624 Info only

***666 from a cellphone**

NEXT ISSUE – MARCH 2016!

Training and courses – There are a wide selection of courses available to communities in Northwestern Alberta at no cost. Brice and Ken will come to your community and administer the courses. Alternatively, a few courses are offered free of charge online at: <http://apsts.alberta.ca/online-courses/>

Incident Command System 100 is a foundational course for anyone involved in emergency management at any level and in any context and covers ICS concepts and principles. (Offered online) Follow this [link](#) for details.

Basic Emergency Management (BEM) – NEWLY REVAMPED! - Basis Emergency Management (BEM) how emergency management works in Alberta and beyond. Topics covered include the roles and responsibilities of municipalities in preparing for and responding to a major emergency or disaster. (Offered online or presented in class) **Highly recommended, a sought after course!**

Alberta Emergency Alert (AEA) – half day course covering how the provincial alert system works. Students taking this course are required to complete online training on their own in order to qualify as an AEA User. **(Refurbished in Mid-2015)**

Emergency Social Services (ESS) – full day course covering a range of ESS issues and topics including the role of ESS, activation of an ESS response plan and setting up a Reception Centre. An important course for anyone involved with the planning, setup or working in a Reception Centre. ICS 100 is recommended as a prerequisite.

Personal 72 HR Preparedness – half day in class course that outlines what items to have on hand during an emergency and how to protect oneself and your family for the first 72 hours.

Scribing for Emergency Management – NEW! - documenting, recording and the retention of information during an incident is crucial. Learn how to do it effectively by attending this half day course. (ICS 100 as a prerequisite is recommended)

Important websites to use this winter:

www.511.alberta.ca

<http://www.getprepared.gc.ca/>

Emergency Management thought of the day: Across Canada we face many hazards, earthquakes in BC, blizzards in Nunavut and ice storms in Ontario. Knowing the risks of where you are can help better prepare and eliminate stress

Fast Fact: Risk - measurement of the probability (likelihood) and severity (consequences) of adverse effects that result from exposure to a hazard(s)

Ken Hawrylenko and Brice Daly

Presented by:



Alberta's New Wetland Policy

February 4, 2016 | 7:30 AM-3:00 PM
Sheraton Red Deer | Red Deer, AB

The Alberta Common Ground Alliance and the Alberta Public Works Association is conducting a seminar on the recent changes to the Alberta Wetlands Policy. Topics include:

Policy Overview • Implementation Strategies • Benefits for Municipalities



Lunchtime keynote speaker

Robert F. Kennedy, Jr., president-at-large of Waterkeepers Alliance, is the first among a new breed of environmentalists. Mr. Kennedy delivers a passionate defense of the environment and calls upon all people to actively make a difference in their world.

Who should attend?

- Municipal CAO's
- Elected officials
- Developers
- Contractor
- Land owners
- First nations & metis settlements
- Oil & Gas companies
- Land trusts/land agents
- Damage prevention organizations

Registration Form

\$150.00 Early bird registration **\$200.00** After January 15, 2016

Name _____ Email _____

Employer Name _____ Phone _____

Mailing Address _____

Total Payment (includes GST) _____

Credit Card Mastercard Visa American Express

Credit Card or PO Number _____ CCV _____ Expiry _____

CREDIT CARD RECEIPT WILL BE SENT TO EMAIL ADDRESS PROVIDED ABOVE

Please make cheque/P.O. payable to "APWA, Alberta Chapter", Box 44095, Garside Postal Outlet, Edmonton, AB, T5V 1N6, GST No. 12356 - 5426

Register online www.publicworks.ca email office@publicworks.ca fax 888-812-7014

Sponsors:



canadian association
energy
canadienne
des
association l'énergie



Presented by:



Alberta's New Wetland Policy

February 4, 2016 | 7:30 AM-3:00 PM
Sheraton Red Deer | Red Deer, AB

This event allows you to meet the experts, and learn how to incorporate the benefits. Learn how stakeholders work together to protect wetlands. Attendees will benefit from an informative day-long session and leave with strategies to implement on future projects.

Sponsorship Form

Choose your sponsorship Level

Green Sponsor \$10,000

- Private introduction and photo with keynote speaker in advance
- Introduce a session
- Logo appears in program
- Name recognition at event
- Logo placement on tabletop Placards
- Welcome Signage
- Includes four complimentary registrations

Blue Sponsor \$5,000

- Refreshment Break Sponsor
- Name recognition at event
- Logo placement on tabletop placards
- Welcome Signage
- Includes two complimentary registrations

Yellow Sponsor \$2500

- Logo placement on tabletop placards
- Welcome signage
- Includes one complimentary registration

Contact name _____ Email _____

Employer Name _____ Phone _____

Mailing Address _____

Amount (includes GST) _____ Email _____

Credit Card Mastercard Visa American Express

Credit Card or PO Number _____ CCV _____ Expiry _____

Delegate names _____

CREDIT CARD RECEIPT WILL BE SENT TO EMAIL ADDRESS PROVIDED ABOVE

Please make cheque/P.O. payable to "APWA, Alberta Chapter", Box 44095, Garside Postal Outlet, Edmonton, AB, T5V 1N6, GST No. 12356 - 5426

More information Michelle Tetreault (403) 519-8651, Jeanette Austin (403) 586-4830

Sponsors:



LA CRETE RECREATION SOCIETY
REGULAR MEETING
DECEMBER 10, 2015

Northern Lights Recreation Centre
La Crete, Alberta

Present: Abe Fehr, President
Simon Wiebe, Vice President
Wendy Morris, Secretary-Treasurer
Shawn Wieler, Director
Ken Derksen, Director
Jeff Wiebe, Director
Dave Schellenberg, Director
John Zacharias, Director
Peter F. Braun, County Rep
Philip Doerksen, Arena Manager

Absent: George Derksen, Director

Call to Order: President Abe Fehr called the meeting to order at 6:11 p.m.

Approval of Agenda

1. Line of credit and MasterCard added to agenda. (8.6)
John Zacharias moved to accept the agenda as amended.

CARRIED

Approval of Previous Meeting's Minutes

Peter Braun moved to accept the November 12, 2015 Regular Meeting Minutes as presented.

CARRIED

Business from the Minutes

1. None

Action Sheet

1. Reviewed items

Financial Report

1. Reviewed financials
2. Philip will contact the County and look into finances for John Acreman's wages Sept – Dec.
(Due to the fact that our financial year ends in August.)
3. Ken Derksen moved to accept financials as presented.

CARRIED

Manager's Report – Philip Doerksen

1. Ice and arena is busy.
 2. Bowling alley is doing well.
 3. Curling league started: 8 teams.
 4. Outdoor rink is up and running. Blumenort has had a few difficulties.
 5. iCloud has been installed on computers and is being used for scheduling.
- Jeff Wiebe moved to accept the Manager's Report as presented.

CARRIED

New Business

1. Philip's bluetooth unit needs to be replaced. Cost is \$280. Will be discussed in camera.
2. Entrance matting: Philip would like to cover upstairs of upstairs hall and main entrance with new matting. Total cost of matting is \$1976.34. (Cost of upstairs hall steps is \$610.)
Wendy Morris moved that Philip purchase matting for the arena complex at a cost of up to \$2000.

CARRIED

3. Surveillance System: Philip would like to look into the possibly of getting an eight camera system.
Shawn Wieler moved that Philip may purchase a surveillance system costing up to \$5000 from capital for the arena complex.

CARRIED

4. Bowling alley computer: The bowling alley computer needs to be upgraded in order to use iCloud for scheduling. Philip will check out prices and get back to us. He is looking into a small laptop.
5. Curling update: A meeting was held three weeks ago. Curlers have been working to encourage others to join.
-RBC curling clinics went well. Fifteen adults came out on Friday night, sixteen kids came out on Saturday.
-Drop in curling has started; last week 8 people came out
-looking into possibility of holding Merchant's Bonspiel this year
-Comments have been coming in that curling ice is good.

6. Line of Credit and MasterCard :
Abe Fehr moved that \$40 000 is transferred from the capital account to a one year fixed GIC and then the La Crete Recreation Society apply for a \$30 000 secured MasterCard.

CARRIED

7. Curling update

Dave Schellenberg moved to go in camera at 7:00 p.m.
John Zacharias moved to go out of camera at 7:08 p.m.

Simon Wiebe moved that a new Bluetooth unit be purchased for Philip.

CARRIED

Shawn Wieler moved that the meeting be adjourned at 7:10 p.m.

Next Meeting: January 14, 2016



HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

Tuesday, December 15, 2015
5pm, High Level Seniors Center

PRESENT:

Christine Malhmann Agriculture & Forestry	Terry Jessiman Agriculture & Forestry
Cheryl Ernst (High Level & District Chamber of Commerce)	John Thurston (Member of Public)
Allen Plantinga (Tolko)	Boyd Langford (Town of Rainbow Lake)
Walter Sarapuk (MacKenzie County)	Melanie Plantinga (Tolko)
	Matt Marcone (The MacKenzie Report)
Taylor Andersen (Norbord)	Michael Morgan (Town of High Level)

INFORMATION SENT:

Fort Vermilion Heritage Center	Dan Coombs (Agriculture & Forestry)
Carol Gabriel (Mackenzie County)	Harvey Sewpagaham (LRRCN)
Paddle Prairie Metis Settlement	Lindee Dumas (LRRCN)
Conroy Sewepagaham (LRRCN)	Bernie Doerksen (LaCrete Polar Cats)
Keith Badger (Netaskinan Development)	Beverly Noskiye (Peerless Trout First Nation)
Crystal McAteer (Town of High Level)	Kieran Broderick (Beaver First Nation)
Baptiste Metchooyeah (Dene Tha')	Mike Cardinal (Tallcree First Nation)
Connie Martel (Dene Tha')	Fred Radersma (Norbord)
Wayne Auger (Lubicon Lake Nation)	Timberbound Construction
Exact Harvesting	Treetech
Margaret Carroll (High Level & District Chamber of Commerce)	Marilee Cranna Toews (Hungry Bend Sandhills Society)
Dave Beck (Norbord)	Jon McQuinn (LRRF)
Claude Duval (Watt Mnt Wanderers)	Sugu Thuraismy (LRRF)
Brent Holick (LaCrete Polar Cats)	Tim Gauthier (Tolko)
Aaron Doepel (LCSM)	Paul Ebert (Agriculture & Forestry)
Barry Toker (Watt Mountain Wanderers)	Tristina Macek (N'Deh Ltd. Partnership)

1. CALL TO ORDER 5:43

Welcome & Introductions

Agenda – Species at Risk have been removed until the list can be double checked.

2. Action Items from November 24th Meeting

“Blue Dot Program” – Allen Plantinga update

Time has not allowed for discussion about the “Blue Dot” program amongst the companies. The below will be carried forward.

- ACTION ITEM – Allen will contact Norbord and inform them of the change in plans.
- ACTION ITEM – The companies will discuss internally & collectively and decide if they still want to go proceed with the program.
- ACTION ITEM – When a decision is made we will invite Ken Peters to attend a PAC meeting to discuss how the school division wishes to proceed.

Hauling Concern Phone Line

- Cards have been produced and have begun to be distributed.
- ACTION ITEM Melanie will spread them around High Level. Some places have not yet been visited.
- ACTION ITEM We will also prepare an advertisement for the Echo Pioneer.
- ACTION ITEM: Melanie will bring cards to upcoming meetings to replenish the supply that John Thurston depletes. Terry Jessiman also took some cards for distribution.

The cards have sparked some conversation about trucking. One of the biggest concerns for people has been drivers talking on their phones while driving. Please call with concerns. Instead of Facebook posts. Have trucks been pulled for poor driving? There is a potential with the technology which has been/is being installed in the trucks. There is real time information and tracking which allow some assurance that you are warning the correct person. The speed zones have been entered and a message is triggered to the contractors if speed limits are being exceeded.

Debris at Cardlock

- Allen has met with the concerned business manager.

“Fire Smart” program

- A program has recently been completed in Zama. Rainbow Lake will be doing some work. Rainbow Lake applied for and received some FRIAA funds for their project.
- Fox Lake has received some Federal Funding for a program in their community.
- Forest Education Society has had a “Fire Smart” demonstration area set up at the Footner Lake Trails. Signs will be created explaining the program.
- MacKenzie County has 3 projects.
- Christine Mahlmann & Terry Jessiman will help to locate some one able and willing to give a presentation about the “Fire Smart” program.

3 ROUND TABLE:

Walter Sarapuk – Please remind the truckers to be courteous. He witnessed an instance where a truck was following, too closely, a small vehicle which was driving cautiously. The traffic was too heavy to allow the truck to pass. And conditions didn't allow the small vehicle to speed up.

John Thurston – Has heard that the burner has been converted for storage. Has there been a news article or announcement about that? Allen responds that to the best of his knowledge this is a recent development. The “hog” fuel is being sieved to remove sawdust which is then saved in the burner and sent to LCSM for the pellet plant. Other outlets for “Hog” fuel are being sought as more hog is being produced than was budgeted for.

Terry Jessiman – what is happening with the trucks going north of High Level. “Hog” fuel is being stored on a private piece of land. As far as Allen knows the plan is to dispose of it more permanently. Not just store it on the land.

Mike Morgan – A concern has been brought from the Town of High Level. Some trucks are parking along 97th Street and plugging into the planters that are located there. This will be forwarded to the contractors.

Boyd Langford – What happened to the harvested deciduous trees which were located on land that was sold by the crown. It is likely that they were burned as they could not be utilized for OSB by Norbord.

4 NEW BUSINESS

4.1 Public Consultation Research

- John Thurston has completed a survey for a researcher who is interested in studying how the public consultation process works for Forestry Activities. Are members of the HLFAC willing to release their information to this researcher? Melanie sends a sign up sheet to be filled in. Melanie will contact the researcher and send the e-mail addresses collected. Will we be able to see the results of the research? Perhaps, sometimes it has been shared with John, but some researchers don't.
- At one time there was a number of PAG/PAC groups who occasionally shared information. Are there other groups meeting in the province? Could we contact them? Melanie will investigate.

4.2 Allen Plantinga 2015 -16 Harvesting & Hauling

- Tolko started hauling timber on Monday, December 14th. Things have started slowly due to mild weather. It is expected that approximately 300 trucks will be hauling from 13 mile road each day this winter. There may be some wood brought from Little Red River Forestry's Quota area east of High Level.
- The satellite yards are currently empty. Some tops which DMI may utilize are still there. Approximately 480,000 cubic meters should be stored in the Zama yard. The yard west of the Chinchaga River bridge will also be used this winter.
- Are the logs protected from fire? The company insures them. The Government is primarily responsible for protecting them. However the conditions this fire season were so dry that the government was less involved with yard protection than usual. Protection of people is a higher priority. The companies had people in the yards observing and protecting from fire.

- With the lower than usual water table are the companies able to produce snow for road construction? They are blowing and hauling snow. For the past few years the companies have been obligated to request permission to use water from creeks, ponds etc. Some of these requests were denied this year and plans changed to compensate. There is usually little trouble as the snow and ice will melt and run back into the watershed in the spring time.
- How much volume will be harvested this year? Tolko estimates that 1.5million cubic meters of conifer will be harvested for the sawmill. Norbord will take some incidental. What happens to the deciduous Norbord does not use? Some of the incidental volume is left standing, some is piled and some is spread over the cutblock.
- Is there interest in a field trip to view the harvesting activities? Most people have seen harvesting operations. Perhaps an invitation could be extended to High School students who are interested in Forestry Occupations.

5 **NEXT MEETING** – Tuesday, January 19th, 2016 (2016 DFMP)

6 **ADJOURNMENT** - 7:00 pm

**Mackenzie County Library Board (MCLB)
November 24th, 2015 Board Meeting Minutes
Fort Vermilion County Office
Fort Vermilion, Alberta**

Present: Lisa Wardley, La Dawn Dachuk, John Driedger, Lorna Joch,
Lorraine Peters, Irene van der Kloet, Beth Kappelar, Lucille Labrecque, Nadia Jensen

Due to the fact that positions in the Board needed to be appointed at first, item 8.0 of the agenda was pushed to the start of the meeting.

8.0 New Business:

8.1 New member orientation: Lisa Wardley introduces the new MCLB member, Nadia Jensen, to the Board and gives her an orientation.

8.2 Call to Order: The Organizational Meeting was called to order by Lisa Wardley at 7:00 p.m. Positions on the Board were appointed as follows:

Beth Kappelar is nominated chair. No other candidates. John Driedger moves that nominations cease. Beth Kappelar is acclaimed chair. **CARRIED**

John W. Driedger is nominated vice-chair. No other candidates. Lucille moves that nominations cease.

John W. Driedger is acclaimed vice-chair. **CARRIED**

Lorraine Peters is nominated treasurer. No other candidates. John Driedger moves that nominations cease.

Lorraine Peters is acclaimed treasurer. **CARRIED**

Irene van der Kloet is nominated secretary. Beth moves that nominations cease. Irene van der Kloet is acclaimed secretary. **CARRIED**

Summarising:

As of January 1, 2016, signing authority for the MCLB is as follows:

Wally Schroeder to be removed from the list of signing authority, Irene van der Kloet to replace him with signing authority.

Executives as follows: Beth Kappelar, Lorraine Peters, John Driedger, Irene van der Kloet, all with signing authority.

Organisational meeting adjourned 7:08 pm.

1.0 Meeting called to order at 7:08 pm by Beth Kappelar.

2.0 Approval of Agenda:

MOTION #2015-07-01 La Dawn moved the approval of the agenda with additions **CARRIED**

3.0 Approval of the Minutes:

MOTION #2015-07-02 Lucille Labreque moved the approval of the Oct 14/15 MCLB meeting minutes. **CARRIED**

4.0 Review of Action Items:

- The action items of the previous MCLB meeting were reviewed.

5.0 Financial:

5.1 MCLB Financial Report as of November 24/2015:

- Balance Brought Forward: \$ 40,437.03

- Total Revenues \$ 289,784.95

- Total Expenses \$ 121,988.45

- Ending Bank Balance \$ 208,233.53

MOTION #2015-07-03 La Dawn moves to release the second instalment to the libraries, seconded by John. **CARRIED**

La Dawn moves to accept the financial report as presented.
CARRIED

5.2 County funding:

As is, no changes.

5.3 MCLB 2016 Budget:

Tabled to next meeting.

5.4 Website renewal:

MOTION #2015-07-04 Lucille moves to reimburse Lisa \$437.72 for website renewal. Lorraine seconds.

CARRIED

6.0 Library Reports:

6.1 La Crete:

- Many thanks to MCLB for help during the Salmon Dinner.
- Through the Salmon Dinner \$28,000.00 profit was made. Someone donated rent of the building. Cheesecakes were auctioned off for very good prices.
- Christmas wreath and fundraisers are on their way.
- The DVD racks are very full. Two additional racks were ordered.
- Still looking for a DVD cleaner.
- They need more staff on Wednesday and Saturday. They hired Lisa Harder. Society went on a book buying trip from Sept.25 to Sept 27/15 In Edmonton and Calgary.
- Their next meeting is December 7th, followed by a catered meal and the annual Christmas celebration.

...

6.2 Fort Vermilion:

- Tabled

6.3 Zama

- Christmas celebration coming up December 5th.

6.4 High Level:

- No report. They have a meeting November 25th.

6.5 Mackenzie County Library Consortium (MCLC):

- Freegal music downloads have doubled, with highest increases in La Crete and Fort Vermilion. No report.

CARRIED

7.0 Old Business:

7.1 La Crete Library Building:

- Dec 2nd there is a meeting 4:00-6:00pm at the Mackenzie County building in La Crete.

7.2 Library Signs:

- FV has a sign put up by Mackenzie County, that will stay as is. LC and Zama will follow in due course.

7.3 MCLB delegation to a Fort Vermilion Library Society Meeting

- Next scheduled meeting of FVCLS is Nov 30. A delegation of MCLB will attend.

7.4 Building agreement LCLS.

- There are some concerns about the building agreement. LCLS would like a reference in there that ATB donated the building to be used in perpetuity as a library.
- Change "LCLS" in the agreement to "LCLS and MCLB".

9.0 Correspondence:

- Irene will draft a "thank you" letter to Wally Schroeder.

10.0 In Camera:

- Not required.

11.0 Next Meeting Date and Location: Fort Vermilion County Office December 8/15 at 7:00 p.m.

12.0 Adjournment:

MOTION # 2015-07- 05 John Driedger moved the meeting adjourned at 9:55 p.m.

CARRIED

These minutes were adopted this 8th day of December 2015.

Beth Kappelar, Chair

**Mackenzie County Library Board (MCLB)
December 8th, 2015 Board Meeting Minutes
Fort Vermilion County Office
Fort Vermilion, Alberta**

Present: Lisa Wardley, La Dawn Dachuk, John Driedger, Lorna Joch,
Lorraine Peters, Irene van der Kloet, Beth Kappelar, Lucille Labrecque, Nadia Jensen

1.0 Meeting called to order at 7:05 pm by Beth Kappelar.

2.0 Approval of Agenda:

MOTION #2015-08-01 John moved the approval of the agenda with additions. **CARRIED**

3.0 Approval of the Minutes:

MOTION #2015-08-02 Lisa moved the approval of the Nov 24/15 MCLB meeting minutes with amendments. **CARRIED**

4.0 Review of Action Items:

- The action items of the previous MCLB meeting were reviewed.

5.0 Financial:

5.1 MCLB Financial Report as of December 8/2015:

- Balance Brought Forward: \$ 40,437.03
- Total Revenues \$ 289,789.56
- Total Expenses \$ 257,513.18
- Ending Bank Balance \$ 72,713.41

MOTION #2015-08-03 La Dawn moves to disburse, as per our normal ratio, \$6,134.00 from AB Community Development to the libraries: \$2,208.24 to FVCLS, \$2,698.96 to LCLS, \$1,226.80 to ZCLS. These funds are to be used for collection development. **CARRIED**

MOTION #2015-08-04 Lucille moves to allot \$10,000.00 to go into Bluehills Outreach Library Services. **CARRIED**

5.2 MCLB 2016 budget:

Tabled to next meeting.

5.3 Lisa's reimbursement for the website renewal fee.

MOTION #2015-08-05 Lorraine moves to reimburse Lisa for the additional cost incurred due to the fact that website renewal fee was in USD, not in CAD. Lisa abstained from vote. **CARRIED**

5.4 AB Library Association renewal:

MOTION #2015-08-06 Irene moves to renew membership. **CARRIED**

5.5 Access copyright.

MOTION #2015-08-07 Nadia moves to renew access copyright. **CARRIED**

6.0 Library Reports:

6.1 La Crete:

- They had a meeting and supper Dec 7th. Wally received a gift basket during the supper.
- They have a CD cleaner for \$2,500, works well.
- LCLS will put a blurb together for the County Image regarding the history of the Salmon Grill.
- There is a concern that LCLS patrons can't do reserves from their own computer. The idea is to bring someone up from Insignia to inform and update all libraries on the system, possibly summer 2016.

6.2 Fort Vermilion:

- Meeting of Nov 30 was moved to Dec 8.
- Lucille, Nadia, LaDawn and Irene to keep a close watch on what happens there.
- Heather Batt is acting chair.

6.3 Zama

- Gave out 71 15 minute sessions of the massage chair, which gets people in the door.

6.4 High Level:

- AGM January 16. They'll let us know who from the AB Library Branch will attend their AGM, Ken Feser or Ken Allen.

6.5 Mackenzie County Library Consortium (MCLC):

- No news.

7.0 Old Business:

7.1 La Crete Library Building:

- There was a meeting about how to move forward with the building. Question is if they need a project manager to manage the renovation project. It is yet unclear if the County turns over the \$100,000.00 to the LCLS, or if the County will pay the bills directly. That affects how the project will move forward. It will have to move forward as of immediately, regardless.
- BLAST (FVSD program) has offered to do renovation for \$35,000.00.
- LCLS to contact Wally Schroeder and ask if he'll be coordinate for the building project.
- LCLS will apply for CFEP Grant.
- **MOTION #2015-08-08.** Lisa moves to pay Lorraine and additional \$100.00 to submit the CFEP Grant, funds to be taken out of Board budgetline. Lorraine abstained from voting. **CARRIED**

7.2 Library Signs:

- No news.

7.3 Fort Vermilion Library Society Meeting Nov 30, 2015

- See 6.2

8.0 Correspondence:

- **MOTION #2015-08-09.** Lisa moves to accept correspondence for information only. **CARRIED**

9.0 In Camera:

- Not required.

10.0 Next Meeting Date and Location: Fort Vermilion **Mackenzie** County Office January 12, 2016 at 7:00 p.m.

11.0 Adjournment:

- MOTION # 2015-08-10** John Driedger moved the meeting adjourned at 9:40 p.m. **CARRIED**

These minutes were adopted this 12th day of January 2016.

Beth Kappelar, Chair



**Board Meeting
REDI Northwest Alberta**

*Town of High Level Office – Room 150, High Level
December 9th, 2015 • 5:30 pm*

MEETING MINUTES

incredible!

ATTENDANCE

REDI Board Members

Lisa Wardley, Chair
Boyd Langford, Sec/Treasurer
Barry Toker
Mike Osborn
Dan Fletcher
Peter Braun
Larry Neufeld – Via Phone
Kevin Delorey – Via Phone
Dan Dibbelt, REDI REDA Manager – Via Phone

Regrets

Chris MacLeod, Vice-chair
Crystal McAteer

1. CALL TO ORDER

REDI Chair, Lisa Wardley called the meeting to order and declared quorum at 5:36 pm.

2. REVIEW & ADOPTION OF THE AGENDA

Motion:

That REDI accept the agenda as amended to include 6iii, NTAC, 6iv Other Projects and 6v Meeting Dates.

CARRIED

Moved by: Peter Braun

3. MINUTES OF NOVEMBER 10th, 2015 REDI MEETING

Motion:

That REDI accept the minutes of the REDI November 10th, 2015 meeting as amended.

CARRIED

Moved by: Dan Fletcher

4. YTD FINANCIAL REPORT TO NOVEMBER 30, 2015

Motion:

That REDI accept the YTD Financial report to November 30, 2015 as information.

CARRIED

Moved by: Peter Braun

5. OLD BUSINESS & PROJECT UPDATES

i. Business Survey & Data Analysis

- a. RFP Regional Investment & Attraction RFP Proposal
The REDI Board reviewed the submission from Factor 5 and declined.

- b. **Training Capacity Building Data & Business Survey**
REDI Manager will ask municipalities what their needs are and investigate if Chambers & Board of Trade would be interested in facilitating on a fee for service basis as well as other options. It was agreed that the Business Survey start as soon as possible.

ii. PRESENTATION: Mackenzie Oats Processing Association

REDI member Peter Braun introduced George Unra, Ernie Peters and Dale who are the founding producers of the Association and are considering the development of an Oats Processing Operation in the Mackenzie Region.

A Feasibility Study is being considered and was discussed with the REDI Board. An application for funding has been submitted to the Alberta Growing Forward II Fund and is contingent upon of funders becoming involved.

Motion:

Moved by: Boyd Langford

That REDI contribute up to \$10,000 towards the MOPA Feasibility Study, subject to the association being registered and also subject to MOPA receiving an additional \$30,000 from Growing Forward II or other source.

CARRIED

iii. Northwest Transportation Advisory Council (NTAC)

The NTAC membership billing were incorrect and sent in error and are in the process of being corrected.

iv. Other Projects

- a. The Carcajou final report has been completed and will be circulated to REDI Board Members.

v. REDI meeting dates

This discussion was postponed until more REDI Board members are present.

5. OTHER

- i. Discussion concerning the upcoming Alberta Land Use Framework process that may begin early 2016 for northern Alberta and that REDI receive and circulate the MMSA position paper.

6. AROUND THE TALBE COMMENTS

Barry – Watt Mountain Wanders Snowmobile Club is working on grooming the trails.

Peter – La Crete Chamber has not received invoice for their REDI membership

Boyd – Husky looking to sell some of their properties

- Alberta Land use Strategy consultation for our region in Jan and we should all give it attention.
- 8.5 million seedlings destroyed in the fires this summer

Lisa – Apache has laid off ½ of their local staff.

- Chikelee Pipeline has been damaged by this year's fires
- Five companies are shutting down operations or plants
- Dirt Haul underway

Kevin - Northern Lakes College's Water & Wastewater programs will begin in Jan. 2016

8. ADJOURNMENT & NEXT MEETING

Meeting was adjourned at 9:15 PM
The next REDI Meeting will be at 5:30 PM, Wed January 13th, 2016 at the Town of High Level,
Room 150.



REDI Chair



HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

AGENDA

Tuesday, January 19th, 2016
5pm, High Level Seniors Center

1. WELCOME – INTRODUCTIONS

2. ACTION ITEMS FROM NOVEMBER MEETING

2.1. Action Items

- “Blue Dot Program” – Update – Allen Plantinga
- Hauling Concern reporting cards
- “Fire Smart” program speaker (Christine Mahlmann/Terry Jessiman)
- Information about other PAC/PAG has not been researched as yet.
- Field trip for youth interested in Forestry as a career.

3. AROUND THE TABLE

4. NEW BUSINESS

4.1. 2016 Detailed Forest Management Plan – final pre-submission discussion.

5. NEXT MEETING – Tuesday, February 23rd, 2016. 5pm (High Level Seniors Center)

8. MEETING ADJORNED



Mighty Peace Watershed Alliance

Wetland Workshop

The Mighty Peace Watershed Alliance is hosting a Wetland Workshop on February 19th in Grande Prairie, AB. The presenter for the day will be Jay White, Wetland and Aquatic Specialist with Aquality.

The workshop will be covering topics such as:

- Wetland Classification
- Importance and function of wetlands
- Constructed Wetlands
- Wetland policy
- Water Act
- Green and White Zones

Workshop Details:

Date: February 19th, 2016

Location: Holiday Inn, 9816 107 Street, Grande Prairie, AB.

Time: 9:30AM-3:30PM

Registration is at 9AM

Cost: \$125/ person

*Lunch is not provided. However there will be a buffet available for \$12.50/person

If you have any questions or want to register please contact **Megan Graham** by email at mpwa.admin@telus.net or by phone (780)324-3355

Registration Deadline: **February 17th**

Please make cheques payable to Mighty Peace Watershed Alliance



Presenter: Jay White. M.Sc., P.Biol., QWAES

Jay White is a Professional Biologist, author, speaker, entrepreneur and leader. He was trained as an aquatic ecologist and holds a B.Sc. from University of Western Ontario and a M.Sc. degree in Ecology from the University of Alberta. He was a research associate at the University of Alberta's Sustainable Forest Management Network until 1999, when he established Aquality. Jay manages an amazing team of professional biologists who guide and support a variety of development activities. Water governance, policy, education and sustainability are his current topics of interest.