

# MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MARCH 12, 2013

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB

# STRATEGIC PRIORITIES CHART

December 2012

## COUNCIL PRIORITIES (Council/CAO)

### NOW

1. **HOUSING ENTITY: Governance Structure - March**
2. **HWY 88 CONNECTOR: Dev. Control Zone - February**
3. **CANADA POSTAL SERVICE: Location - April**
4. **LAND USE FRAMEWORK: Process Certainty - April**
5. **REGIONAL COLLABORATION: Protocol - March**
6. **HIGH LEVEL: Share Service Agreement - June**
7. **RAINBOW LAKE: Airport Agreement - June**

### ADVOCACY

- Zama Road Paving Funds*
- Road Construction Funding Request*
- Canada Postal Service - La Crete*
- Land use Framework Input*

### NEXT

- OIL AND GAS STRATEGY
- FIRST NATION RELATIONS: Orientation
- ZAMA ROAD: Business Case
- HAMELT ROAD PRIORITIES PROGRAM
- SURFACE WATER MANAGEMENT PLAN
- OSB PLANT: Water Supply

- PRIVATE ROAD TRANSFER POLICY
- ECONOMIC DEVELOPMENT: Strategy
- TOURISM: Strategy
- BRANDING STRATEGY (2014)
- NEW ROAD CONSTRUCTION FUNDING
- TRANSPORTATION CORRIDOR PLAN

## OPERATIONAL STRATEGIES (CAO/Staff)

### CHIEF ADMINISTRATIVE OFFICER (Joulia)

1. **HOUSING ENTITY: Governance Structure - Jan.**
2. **CANADA POSTAL SERVICE: Location - Feb.**
3. **REG. COLLABORATION: Protocol - Mar.**
- HIGH LEVEL: Share Service Agreement**
- RAINBOW LAKE: Airport Agreement**

### ECONOMIC DEVELOPMENT (Bill)

1. OIL & GAS STRATEGY
2. ROAD CONSTRUCTION FUNDS: Request - Sept
3. OSB PLANT: Water Supply - June
- ZAMA ROAD: Business Case
- TOURISM: Strategy

### COMMUNITY SERVICES (Ron)

1. Orientation and acquaintance with with files/project/ activities (New Director) - March
2. Safety Meetings and Program initiation - Feb.
3. Radio Communication System - March
- Preparation for Municipal QMP Audit (Safety Code Council) - April
- Create a plan to achieve COR Certification - April

### AGRICULTURAL SERVICES (Grant)

1. **SURFACE WATER MANG. PLAN - ToR - Jan.**
2. Agricultural Trade Fair - July
3. Open House - April
- Agriculture Research Centre: Lease
- 

### PLANNING & DEVELOPMENT (Byron)

1. **HWY 88 CONNECTOR: Dev. Zone - Sept.**
2. **LAND USE FRAMEWORK: Process - Oct.**
3. Area Structure Plans - July
- Development Agreement: Revise
- Airport Vicinity Protection Area

### LEGISLATIVE SERVICES (Carol)

1. Municipal Elections - Oct.
2. DocuShare Implementation
3. La Crete Swimming Pool Plebiscite: Research - Jan.
- Human resource Policy Review
- Virtual City Hall Implementation

### FINANCE (Alison)

1. Long Term Capital Plan - Mar.
- 2.
- 3.
- Master Card Policy
- Internal Controls Procedure Review

### PUBLIC WORKS (John & Ron)

1. **HAMLET ROADS PROGRAM - Feb.**
2. Rural Road Classification System - March
3. Rural Waterline: ToR - May
- Rural Road Plan
- Water Source Plan

**CODES:** BOLD CAPITALS = Council NOW Priorities; CAPITALS = Council NEXT Priorities; *Italics* = Advocacy; Regular Title Case = Operational Strategies

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, March 12, 2013  
10:00 a.m.**

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

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the February 27, 2013 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) Chris Risling, Municipal Affairs Assessment Services Branch – 1:30 p.m.	
		b) Bill Wilson (High Level East Drainage) – 2:00 p.m.	
		c) DCL Siemens (Rural Water Management Plan) (IN-CAMERA)	
		d)	
<b>GENERAL REPORTS:</b>	5.	a) CAO Report	17
		b) Municipal Planning Commission Meeting Minutes – February 7, 2013	85
		c)	
<b>TENDERS:</b>	6.	a) Rocky Lane Waste Transfer Station Caretaker Contract	95
<b>PUBLIC HEARINGS:</b>	7.	a) None	

<b>COMMUNITY SERVICES:</b>	8.	a)		
		b)		
		c)		
<b>ENVIRONMENTAL SERVICES:</b>	9.	a)		
		b)		
		c)		
<b>OPERATIONS:</b>	10.	a)	Grader Beats	97
		b)		
		c)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Bylaw 878-12 Road Closure Lying west of SW 36-104-14-W5M and NW 25-104-14-W5M (Hog Barn Road Agreement) (Savage Prairie)	109
		b)	Plan 042 2979, Block 24, Lot 8. – Manufactured Dwelling – Single Wide Encroachment onto Public Utility Lane	117
		c)	Area Structure Plans	129
		d)	Antenna System Siting Protocol	133
		e)		
		f)		
<b>CORPORATE SERVICES:</b>	12.	a)	Transfer of Delayed Grant Funds to Sewer Upgrading Reserve	137
		b)		
		c)		
<b>ADMINISTRATION:</b>	13.	a)	Vote on a Question - La Crete Municipal	139



Swimming Pool

- b) Letter of Support – Field of Dreams Stampede Committee 141
- c) Community Planning Association of Alberta – 2013 Planning Conference and Education Sessions 143
- d)
- e)

**INFORMATION / CORRESPONDENCE:** 14. a) Information/Correspondence 149

**IN CAMERA SESSION:** 15. a) Legal

- Town of High Level Service Sharing Agreement
- Regional Collaborative Governance

b) Labour

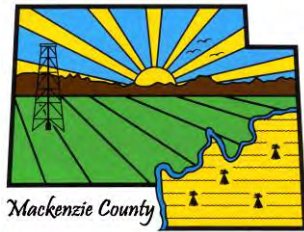
c) Land

- Rural Water Management Plan

**NEXT MEETING DATE:** 16. a) Regular Council Meeting  
Wednesday, March 27, 2013  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 17. a) Adjournment





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the February 27, 2013 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the February 27, 2013 Regular Council meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **COMMUNICATION:**

Approved council minutes are posted on the County website.

### **RECOMMENDED ACTION:**

That the minutes of the February 27, 2013 Regular Council meeting be adopted as presented.

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, February 27, 2013  
10:00 a.m.**

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

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor (arrived at 10:09 a.m.)
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Joulia Whittleton	Chief Administrative Officer
John Klassen	Director of Environmental Services & Operations
William (Bill) Kostiw	Director of Infrastructure Development & Government Relations
Ron Pelensky	Director of Community Services & Operations
Byron Peters	Director of Planning and Development
Carol Gabriel	Manager of Legislative and Support Services

**ALSO PRESENT:** Members of the media and the public.

Minutes of the Regular Council meeting for Mackenzie County held on February 27, 2013 in the Fort Vermilion Council Chambers.

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

Reeve Neufeld called the meeting to order at 10:05 a.m.

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

**MOTION 13-02-117 MOVED** by Councillor J. Driedger

That the agenda be approved with the following additions:

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

- 13. f) Air Ambulance in the Northwest Area of Alberta – Letter of Support
- 13. g) Ratepayer Meetings
- 13. h) Tri-Council Strategy Meeting

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

- 3. a) Minutes of the February 12, 2013 Regular Council Meeting**

**MOTION 13-02-118**

**MOVED** by Councillor Wardley

That the minutes of the February 12, 2013 Regular Council meeting be adopted as presented.

**CARRIED**

**GENERAL REPORTS:**

- 5. a) Municipal Planning Commission Meeting Minutes – January 24, 2013**

**MOTION 13-02-119**

**MOVED** by Deputy Reeve Sarapuk

That the Municipal Planning Commission meeting minutes of January 24, 2013 be received for information.

**CARRIED**

**TENDERS:**

- 6. a) None**

**PUBLIC HEARINGS:**

- 7. a) None**

**COMMUNITY  
SERVICES:**

- 8. a) Fort Vermilion Bridge Campground Recreation Area**

**MOTION 13-02-120**

**MOVED** by Councillor Wardley

That administration be authorized to enter into a three (3) year lease with Alberta Parks and Recreation for operation and maintaining of the Fort Vermilion Bridge Campground recreational area.

**CARRIED**

**MOTION 13-02-121**

**MOVED** by Councillor Bateman

That administration continue to work towards expanding the

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

Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.

**CARRIED**

Councillor Jorgensen joined the meeting at 10:09 a.m.

**MOTION 13-02-122**

**MOVED** by Councillor Flett

That an open house be held for the public to provide input on the future expansion of the Fort Vermilion Bridge Campground recreational area.

**CARRIED**

**8. b) Fire Accreditation**

**MOTION 13-02-123**

**MOVED** by Councillor J. Driedger

That administration be authorized to negotiate with neighbouring municipalities to complete the duties of a Fire Safety Codes Officer on an interim basis until our fire department staff are trained.

**CARRIED**

**ENVIRONMENTAL  
SERVICES:**

**9. a) None**

**OPERATIONS:**

**10. a) None**

**PLANNING &  
DEVELOPMENT:**

**11. a) None**

**CORPORATE  
SERVICES:**

**12. a) Policy RESV018 Water Reserve Fund**

**MOTION 13-02-124**

(Requires 2/3)

**MOVED** by Councillor Bateman

That administration be authorized to transfer the surplus funds from the 2012 rural water line connections to the General Capital Reserve as of December 31, 2012, with a subsequent inter-fund transfer to the Water Reserve Fund established by Policy RESV018 as of February 12, 2013.

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

**CARRIED**

**ADMINISTRATION:**

**13. a) Election Bylaw**

**MOTION 13-02-125**

**MOVED** by Councillor Wardley

That the Election Bylaw be brought back with amendments as discussed.

**CARRIED**

**MOTION 13-02-126**

**MOVED** by Councillor Braun

That an advance vote for the La Crete Municipal Swimming Pool Vote on a Question be held on Saturday, March 9, 2013 between the hours of 1:00 p.m. and 4:00 p.m. in the La Crete and Fort Vermilion County Offices.

**CARRIED**

**13. b) Northwest Fire Conference**

**MOTION 13-02-127**

**MOVED** by Councillor Wardley

That Mackenzie County sponsor the 2013 Northwest Fire Conference in the amount of \$500.00 with funding coming from 2013 operating budget.

**CARRIED**

**13. c) Brownlee LLP Ladies Golf Tournament**

**MOTION 13-02-128**

**MOVED** by Councillor Bateman

That Councillor Bateman, Councillor Wardley, and Councillor Flett be authorized to attend the Brownlee LLP Ladies Golf Tournament on June 17, 2013 in Innisfail, AB and be authorized collect travel and subsistence and no per diems.

**DEFEATED**

**MOTION 13-02-129**

**MOVED** by Councillor Braun

That the Chief Administrative Officer and a designated Councillor be authorized to attend the Brownlee LLP Ladies

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

Golf Tournament on June 17, 2013 in Innisfail, AB.

**DEFEATED**

**MOTION 13-02-130**

**MOVED** by Councillor Jorgensen

That Councillor Bateman, Councillor Wardley, and Councillor Flett be authorized to attend the Brownlee LLP Ladies Golf Tournament on June 17, 2013 in Innisfail, AB.

**CARRIED**

Reeve Neufeld recessed the meeting at 10:47 a.m. and reconvened the meeting at 10:57 a.m.

**13. d) Amalgamation of Housing Boards**

**MOTION 13-02-131**

**MOVED** by Councillor Flett

That the amalgamation of housing boards update be received for information.

**CARRIED**

**13. e) Multi-Year Capital Infrastructure Plan - DRAFT**

**MOTION 13-02-132**

**MOVED** by Councillor Bateman

That Councillors review the draft Multi-year Capital Infrastructure Plan schedules and provide feedback to administration prior to the workshop scheduled for May 8, 2013.

**CARRIED**

**13. f) Air Ambulance in the Northwest Area of Alberta – Letter of Support (ADDITION)**

**MOTION 13-02-133**

**MOVED** by Councillor J. Driedger

That a letter be sent to Alberta Health Services in regards to the air ambulance services in northwest Alberta as discussed.

**CARRIED**

**13. g) Ratepayer Meetings (ADDITION)**

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



Reeve Neufeld recessed the meeting at 12:02 p.m. and reconvened the meeting at 12:55 p.m.

**MOTION 13-02-134**

**MOVED** by Councillor Wardley

That the 2013 Ratepayer Meetings be held as follows:

- May 27, 2013 – La Crete
- May 28, 2013 – Fort Vermilion
- June 6, 2013 - Zama
- June 10, 2013 – Blue Hills
- June 11, 2013 – High Level Rural

**CARRIED**

**MOTION 13-02-135**

**MOVED** by Councillor Flett

That the May 29, 2013 regular council meeting be changed to May 28, 2013.

**CARRIED**

**DELEGATIONS:**

**4. a) Paul Noble**

Paul Noble made a presentation regarding dog control issues in the Hamlet of Fort Vermilion.

**MOTION 13-02-136**

**MOVED** by Councillor Flett

That the dog control issue be deferred to the in-camera session under item 15. a).

**CARRIED**

**13. h) Tri-Council Strategy Meeting (ADDITION)**

**MOTION 13-02-137**

**MOVED** by Councillor Wardley

That administration be authorized to set up and host a tri-county meeting as soon as possible to discuss northern Alberta strategic infrastructure needs.

**CARRIED**

**MOTION 13-02-138**

**MOVED** by Councillor Jorgensen

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

That the tri-county meeting date options to discuss a northern Alberta strategic infrastructure needs be:

- March 13, 2013;
- April 4, 2013; or
- May 13, 2013

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**14. a) Information/Correspondence**

**MOTION 13-02-139**

**MOVED** by Councillor Wardley

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

**CARRIED**

**IN CAMERA SESSION:**

**MOTION 13-02-140**

**MOVED** by Councillor Derksen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 1:31 p.m.

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

**CARRIED**

**MOTION 13-02-141**

**MOVED** by Councillor J. Driedger

That Council move out of camera at 3:01 p.m.

**CARRIED**

**15. a) Legal**

**MOTION 13-02-142**

**MOVED** by Councillor Flett

That a letter be sent to Paul Noble in response to his dog control concerns as discussed.

**CARRIED**

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

**15. a) Legal – Legal Files Update**

**MOTION 13-02-143**

**MOVED** by Councillor D. Driedger

That the legal files update be received for information.

**CARRIED**

**15. b) Labour**

**MOTION 13-02-144**

**MOVED** by Councillor Bateman

That the Chief Administrative Officer's 2013 summer holidays be approved as presented.

**CARRIED**

**15. c) Land – Mustus Energy**

**MOTION 13-02-145**

**MOVED** by Councillor Wardley

That administration be authorized to draft an agreement for the potential sale of NW ¼ Sec 6-109-19-W5 to Mustus Energy as discussed.

**CARRIED**

**NEXT MEETING  
DATE:**

**16. a)** Regular Council Meeting  
Tuesday, March 12, 2013  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**17. a) Adjournment**

**MOTION 13-02-146**

**MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 3:05 p.m.

**CARRIED**

These minutes will be presented to Council for approval on March 12, 2013.

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Bill Neufeld  
Reeve

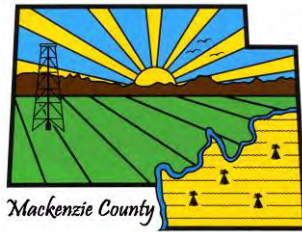
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Joulia Whittleton  
Chief Administrative Officer

UNAPPROVED

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## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

### **BACKGROUND / PROPOSAL:**

CAO and Director reports are attached for information.

### **OPTIONS & BENEFITS:**

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

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

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

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



# Mackenzie County

## Monthly CAO Report to Council – March 2013

February 2013 was a busy month, with good progress in all departments. We are in anticipation of the provincial budget release which may affect the level of funding we potentially receive for our 2013 projects (we submitted a few applications under Resource Road and AB Water & Wastewater programs). Mackenzie County's 2013 final assessments were received and are higher than estimated during 2013 budget review. Administration will be working on a budget revision package (for April 9 meeting). Auditors were doing their field work at our office March 4-6. The 2013 Financial Statement draft is expected to be presented to Council during April 24<sup>th</sup> regular council meeting.

The report provides highlights on some completed or ongoing initiatives.

1. **Strategic Priorities Report** – the report was approved by Council at the February 12 meeting. A summary page will be included in each council package. The first quarterly review is scheduled April 22 & 23.
2. **General Staff Meeting** – administration held a general staff meeting on February 28. Roles & responsibilities guidelines (approved with the Strategic Priorities Report) for council and staff were introduced and discussed; Council's summary of Strategic Priorities was distributed and discussed.
3. **Land Purchase from ESRD** – we received the documents and Order in Council was approved with respect to Mackenzie County's acquiring lands:
  - a. NW 11-104-17-W5 – Tompkins Waste Transfer Site
  - b. NW & SW 14-106-15-W5 – Lagoon Expansion Area (La Crete)
  - c. Part of NE 9 & SE 16-104-17-W5 – Water Point/Tompkins Fire Hall

Please note that although the land was purchased at \$225/acre (market value price), ESRD's land purchase agreement is conditional. The County is permitted to utilize the lands solely for the purpose of providing public services - as per the County's application to purchase. County is obligated to obtain an approval from ESRD to use the land for other uses, and *"shall not sell, agree to sell, transfer, assign, mortgage, lease, encumber or grant any other interest in the Lands, or any part of thereof, or grant any license with respect to the Lands, or any part of thereof, without the prior consent of the Minister in writing"*.

4. **La Crete Swimming Pool** – the vote on this question will take place March 9 (advanced) and March 11; the results of this vote will be presented at March 12 council meeting.
5. **Growing the North** – I attended this conference in Grande Prairie February 20 & 21 with a number of councilors and Bill K. and attended NCDC workshop in Spirit River on February 19<sup>th</sup>.
6. **Meeting with Alberta Transportation** – Bill K. and I met with Andre Carbould, ADM regarding the resource road applications and other matters on February 22<sup>nd</sup> in Edmonton.
7. **Request to AB Transportation regarding installing intersection lighting** – We have provided AT with requested information regarding intersection lighting around the La Crete intersections as per council motion; AT is in a process of reviewing and preparing a study.

8. **AUMA Mayors' Caucus Meeting** – I attended this meeting in Edmonton with the Reeve. One of the main topics for discussion was the upcoming MGA review. Please review the attached documents prepared by AUMA. It is important for councillors to understand the MGA sections that are up for review in order to be able to get engaged in a meaningful discussion with the elected officials' peers and during a consultation phase, which probably will take place in 2014. Other presentation materials are attached, along with one titled "Municipal Revenues" from June 2012 Mayors' Caucus meeting that I thought may be of interest to councillors.
9. **Provincial Basketball Games** – the provincial basketball games will be held in the Hamlet of La Crete this March. Mackenzie County is contributing \$1,500 towards this event. Mackenzie County Reeve is invited to the opening ceremonies and the Reeve's welcoming speech will be included in the participant's welcome package.
10. **Ainsworth** – I met with our assessor Randy Affolder and Carol Z. of Richard, Mirth & Farmer regarding 2013 Ainsworth assessment (for 2014 taxation year) on February 22<sup>nd</sup> in Edmonton. A meeting is scheduled with Chad Eisner of Ainsworth on March 19<sup>th</sup> to work through details and this information will be presented to Council at one of the upcoming council meetings.
11. **Regional Collaboration** – prepared documents for March 1 & 2 meeting, but the meeting was cancelled due to Town of High Level representatives not able to attend. The next meeting is scheduled for April 12 & 13.
12. **Mackenzie County Water Systems** – DCL Siemens will be making a presentation to Council at March 12<sup>th</sup> meeting.
13. **ATCO meeting** – administration has met with ATCO representatives that are preparing documents for the new public consultation process for the proposed power line from Mustus to Blumenort. ATCO is tentatively scheduled to make a presentation to Council at their May 7<sup>th</sup> meeting.
14. **RCMP** – I met with RCMP District Advisory NCO Mike Brandford to discuss some upcoming possible changes at Fort Vermilion Detachments and will provide an update to Council in camera as some of this information is not public at this point.
15. **Public Works and Community Services committees** – worked with Directors to prepare agendas and materials for the February meetings.
16. **Directors Performance Evaluations** – I have started with evaluations for the past year and will be busy with these through the month of March.

Please review the attached Directors reports and we will be happy to answer any questions Council may have.

Respectfully submitted,  
Joulia Whittleton



**From:** [John McGowan](#)  
**Subject:** Discussions with Council in Preparation for AUMA's March Zone Meetings  
**Date:** February-27-13 3:41:48 PM  
**Attachments:** [Template Presentation for CAOs.pptx](#)  
[FEB 2013 UPDATED Principles for MGA Review.docx](#)  
[Member MGA Template.xlsx](#)

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Dear CAOs,

Thanks to all of you who were able to attend the recent Mayors Caucus. We appreciated your participation, particularly in the discussions pertaining to the MGA. As promised, we are preparing a summary "what we heard" document from our CAO session regarding required changes to the MGA and will send to you in the near future.

As discussed at Mayors Caucus, the focus of the March 26 and 27 zone meetings is on the principles for the MGA and the required changes pertaining to revenue sources and authorities. We intend to begin the meetings with a bit of a visioning exercise to set the context for the principles and the kinds of changes we need to be thinking about, while ensuring the continuation of things that are working well.

In preparation for the zone meetings, please work with your Council to gather their input on the attached principles as we hope to build consensus on them through this next round of discussion (the information in red reflects updates identified during Mayors Caucus). Bear in mind that these principles are simply a broad reflection of our desired future state that we intend to use to guide our work during the review. They are NOT intended to be a comprehensive and detailed list of all the "how tos".

As well, we would appreciate if you would use the attached template to record your municipality's suggestions on required changes to the MGA. While the focus of the March zone meeting is on revenue, the template provides you with an opportunity to collect ideas on all legislative changes—roles and responsibilities, governance and revenue sources and authorities. As well, there is a separate sheet on other changes (e.g. non-legislative matters such as training or communication). We have also provided a sample list of questions that you may wish to consider as you discuss required changes with your Council. We would appreciate receiving your input on the revenue section in particular prior to the zone meetings, but realize this may not be possible given timing of Council meetings. So by all means you can hand them in at the March meeting. We will use your submission to further develop our inventory of required changes.

We are mindful that most of your Council was likely not at the Mayors Caucus so we have provided a short PowerPoint on the MGA review process in the event that you would like to use it to facilitate discussions with your Council and/or staff. As well, you received an email last week containing a link to all the presentations from Mayors Caucus including a PowerPoint on municipal finances.

We hope that you will be able to attend one of the March Zone meetings along with representatives from your Council. [Here is a link to our Digest article on the dates and locations of the meetings including registration information.](#) Please note that the zone meetings will run from approximately 10 am to 3 pm.

Yours truly,

John McGowan



**John McGowan**  
CEO

D: 780.433.4431 C: 780.499.0675  
E: [jmcgowan@auma.ca](mailto:jmcgowan@auma.ca)

Alberta Municipal Place  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Phone: 780.433.4431 Toll-free: 310.AUMA  
Fax: 1.780.433.4454

[www.auma.ca](http://www.auma.ca)

[www.amsc.ca](http://www.amsc.ca)






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# MGA Review

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## Province's Goals for the MGA Review

1. *Modernize the MGA*
2. *Coordinate Policies*
3. *Streamline and Re-Organize*
4. *Enshrine Today's Ideas*
5. *Review the One-Size-Fits-All Approach*

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## Municipal Affairs' Expected Timeline and Deliverables

Ministry Activities
Develop Stakeholder Engagement and Change Management Plans
Consultation (summer 2013 – April 2014)
Draft Municipal Government Act (August 2014)
Introduction of Bill (spring 2015)
Re-Introduction of Bill (Fall 2015)

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## How is Municipal Affairs engaging municipalities in the MGA Review?

MGA Advisory Committee

- Administrative working group chaired by Municipal Affairs' ADM (Local Government Services) and consisting of:
  - AAMDC (Gerald Rhodes)
  - AUMA (John McGowan & Sue Bohachuk)
  - ARMAA (Rod Hawken)
  - LGAA (Tony Kulbisky)
  - Alberta Chambers of Commerce (Ken Kolby)
  - City of Edmonton (Matthew Wispinski)
  - City of Calgary (Brenda J. King)

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## Municipal Affairs' Engagement Strategy




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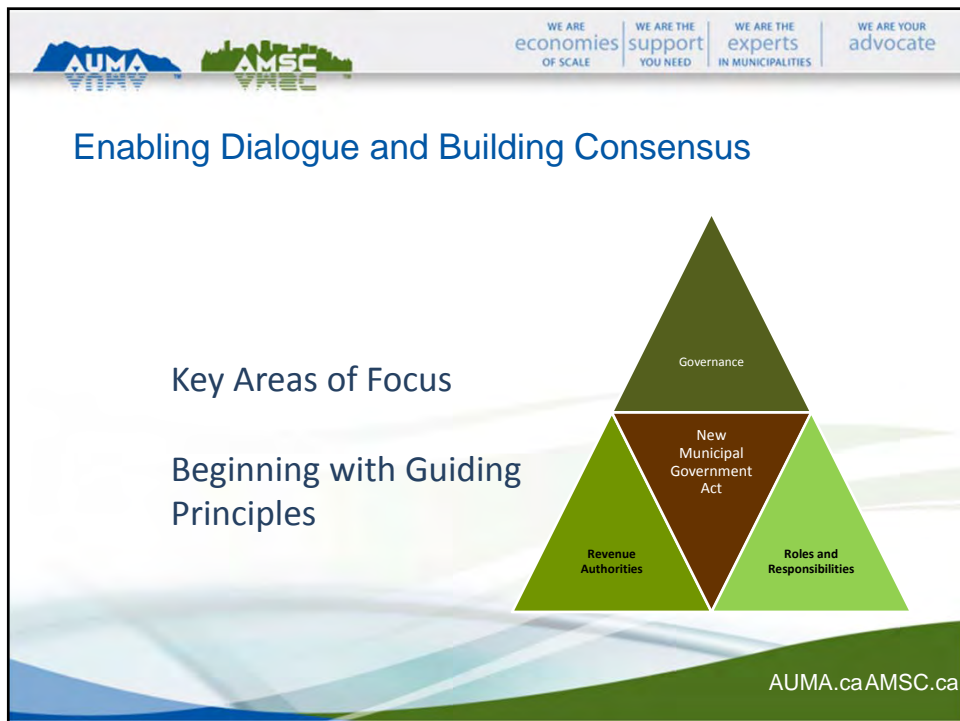
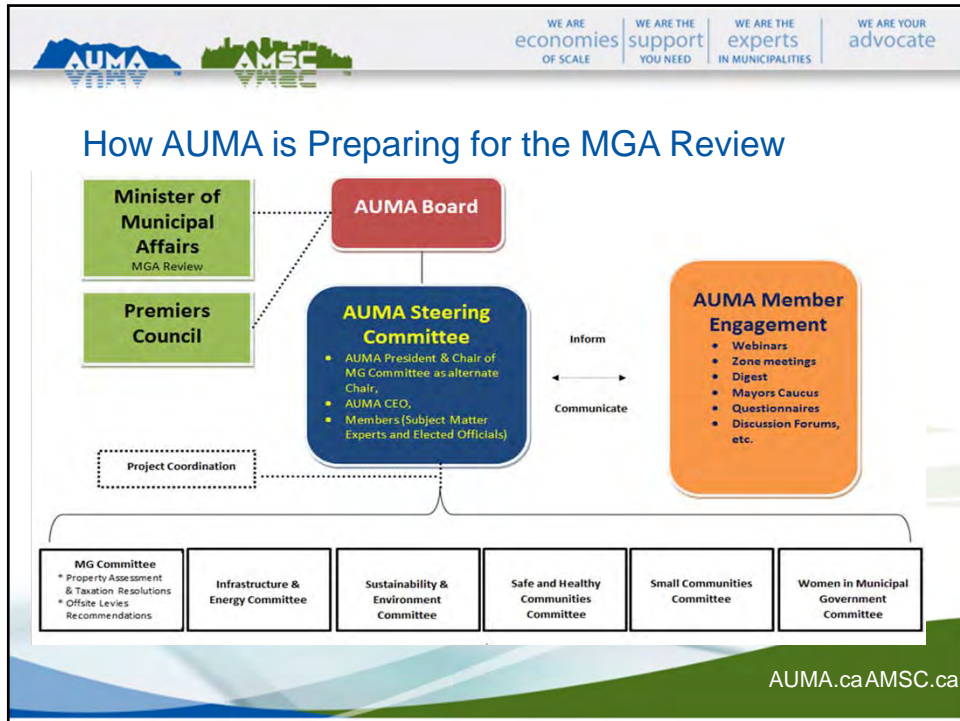
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## Municipal Affairs' Approach to Change Management



- What are the issues?
- Who is affected?
- When could changes be made?

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## DRAFT PRINCIPLES

- **UPDATED TO REFLECT FEEDBACK FROM FEBRUARY MAYORS CAUCUS 2013**

Principle/ Desired Outcome	How we get there:
<p>Governance:</p> <ul style="list-style-type: none"> <li>• <i>Local governments are open, responsive and accountable.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Local governments are a recognized and respected order of government.</i></li> <li>• <i>Local governments are empowered.</i></li> <li>• <i>Local governments are transparent.</i></li> <li>• <i>Local governments are innovative and viable and embrace partnerships, cooperative agreements, and intermunicipal relationships.</i></li> <li>• <i>Provincial legislation provides incentives and avenues to address the need to create cooperative agreements and effective intermunicipal relationships.</i></li> <li>• <i>Local governments have the authority to enter into equitable agreements with others (including other orders of government).</i></li> <li>• <i>Local governments have the authority and flexibility to create diverse governance models and service delivery options.</i></li> <li>• <i>Provincial legislation provides a sound framework that enables local governments to excel in a modern environment.</i></li> </ul>
<p>Roles &amp; Responsibilities:</p> <ul style="list-style-type: none"> <li>• <i>The respective roles and responsibilities of the provincial and municipal* orders of government are clear and appropriate.</i></li> </ul> <p><small>*Local governments have autonomy to provide common municipal services as outlined in the Municipal Sustainability Strategy—see attachment.</small></p>	<ul style="list-style-type: none"> <li>• <i>The Province is responsible for direct consultation with local governments regarding the Municipal Government Act and related regulations.</i></li> <li>• <i>Provincial and municipal governments meet their respective responsibilities and must have agreement for delegated service delivery with adequate resource provisions.</i></li> <li>• <i>Legislation and regulations need to recognize that Alberta’s municipalities have different needs and capacity levels and thus require flexible approaches.</i></li> <li>• <i>Provincial decision making treats local governments as equitably as possible. OR Provincial decision making establishes equity among local governments. (Opinions were very divided on this principle so two options are offered for member’s feedback).</i></li> <li>• <i>When provincial responsibility is downloaded to local governments, the province will ensure that those responsibilities are matched by the appropriate level of resources.</i></li> </ul>
<p>Revenue Authorities and Sources:</p> <ul style="list-style-type: none"> <li>• <i>Local governments have predictable, diverse, and</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>All Provincial resource revenues should be shared equitably among municipalities.</i></li> <li>• <i>Through equitable distribution of provincial revenues and other tools, local governments have the capacity to:</i> <ul style="list-style-type: none"> <li>○ <i>be economically, socially, and environmentally sustainable, and</i></li> </ul> </li> </ul>



<p><i>sustainable revenue sources (including various levels of taxation) to deliver programs, services, and infrastructure.</i></p>	<ul style="list-style-type: none"> <li>○ <i>address growth, change, and decline pressures effectively through long term, predictable funding agreements.</i></li> <li>● <i>The province encourages and supports long-term planning for municipal infrastructure including development, maintenance, and replacement.</i></li> <li>● <i>Local councils have the right to make decisions on multifaceted revenue sources (including different types of taxation).</i></li> <li>● <i>Local governments have the right and authority to enter into development agreements and charge appropriate levies to build complete communities.</i></li> <li>● <i>The property assessment and taxation system is equitable, fair, and transparent.</i></li> <li>● <i>Downloaded responsibilities (e.g. FCSS, police, lodges, etc.) are funded appropriately.</i></li> </ul>
---	--

<b>Example Questions for Consideration:</b>	<b>MGA Section</b>
Do you think that municipalities should be explicitly acknowledged as an order of government?	Part One, section 3-5
Is "natural person" powers sufficient?	Part One, section 6
Are the provisions for sharing taxes and grants appropriate? If not, what changes or incentives need to be added?	Part Three, section 55
Are there revisions needed to the section on "general jurisdiction"? Is the relationship with provincial law appropriate?	Part Two, Section 7-13
Are the types of municipalities appropriate? Is the petition for formation appropriate? Should there be a requirement for a vote of formation?	Part Four, Section 77-90
Should lands need to be contiguous for amalgamations?	Part Four, Section 100-112
Is the annexation process appropriate, effective, and sufficient?	Part Four, Section 112-128
Are the Municipal Sustainability Strategy recommendations sufficient?	Part Four, Section 129-134
Are the provisions in section 5 (Council, Councillors, and Council Committees) conducive to good governance practices and comprehensive?	Part Five, Section 142-200
Is the role of administration versus council adequately delineated and is it appropriate?	Part Six, Section 201-215
Are the provisions for petitions appropriate?	Part Seven, Section 217-240
Should municipal debt limits be increased?	Part Eight, Section 251
Any recommendations beyond those in AUMA's assessment policy papers?	Part Nine, Section 284-385
Should a municipality have additional taxation power?	Part Ten, Section 326-352
Any changes to the provisions on business taxes?	Part Ten, Section 371-380
Are the provisions for special taxes sufficient and appropriate?	Part Ten, Section 382-387
Are the provisions for tax recovery comprehensive and appropriate?	Part Ten, Section 410-452
Is the role of the Municipal Government Board (MGB) appropriate? Are processes effective and sufficient?	Part Twelve, Section 485-527
Should municipalities have better protection when providing services?	Part Thirteen, Section 527-569
Are the provisions for ministerial powers necessary and appropriate?	Part Fourteen, Section 570-580
Are the provisions for regional service commissions appropriate?	Part Fifteen, Section 602
Is there a good balance between municipal autonomy and the powers of the minister?	Part Sixteen, Section 604
Are provincial land use policies appropriate and comprehensive?	Part Seventeen, Section 622
Are planning tools and provisions sufficient?	Part Seventeen, Section 631-638
Is the role of the MGB appropriate in terms of solving intermunicipal disputes?	Part Seventeen, Section 690-691

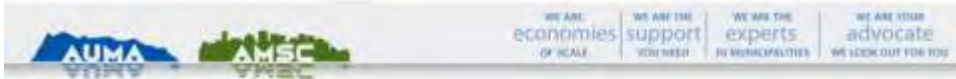








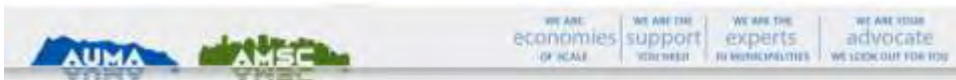




# Revenue Sources and Authorities

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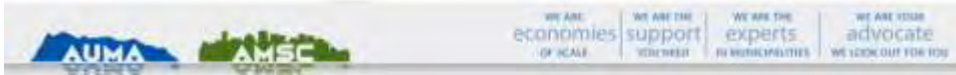


## Revenue Sources

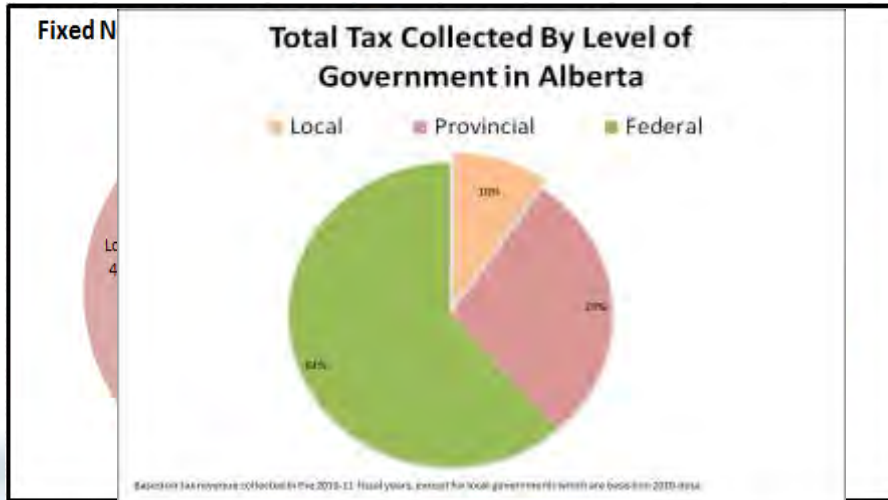
- Variety of Options
- Pros and Cons
- One Size Doesn't Fit All



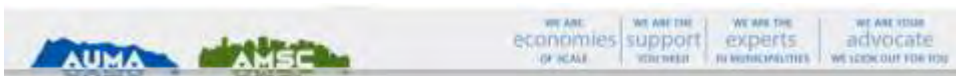
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## The Case For Local Matters...

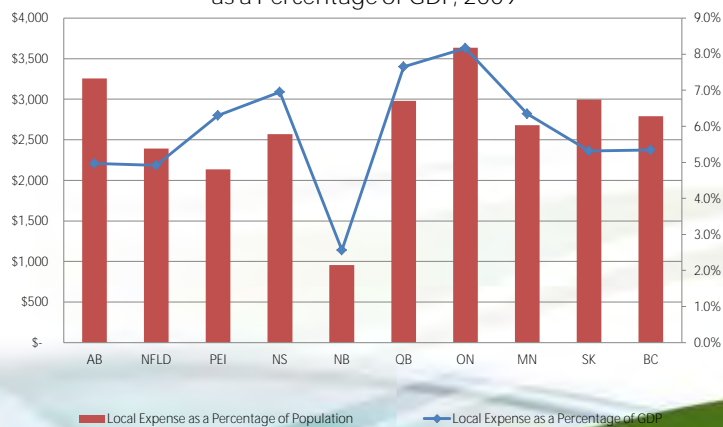


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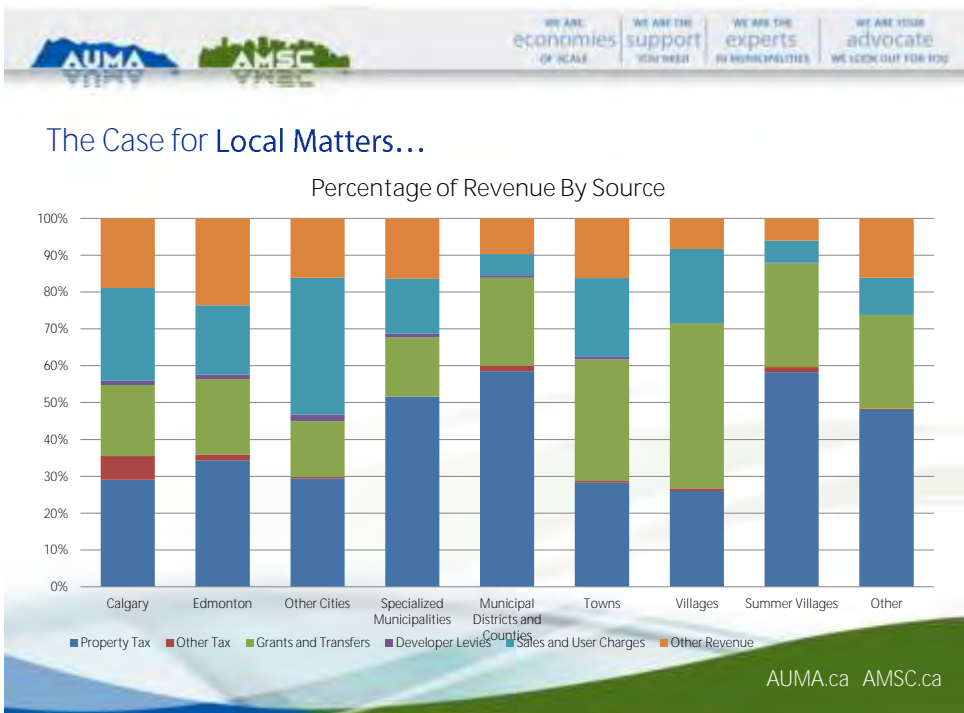
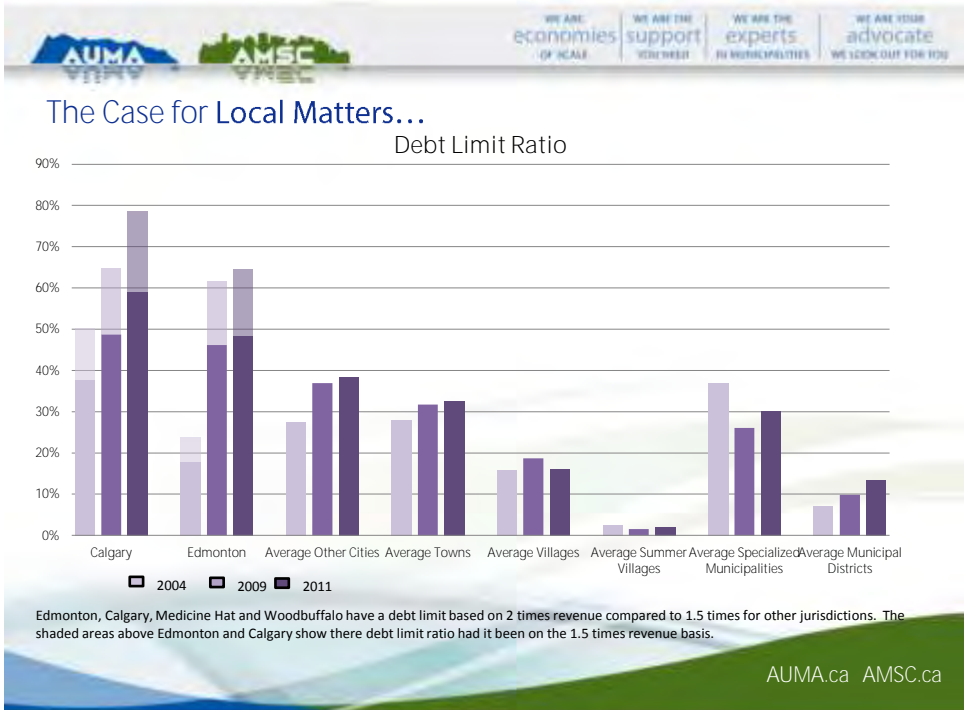


## The Case for Local Matters...

Local Government Expense Per Capita & as a Percentage of GDP, 2009

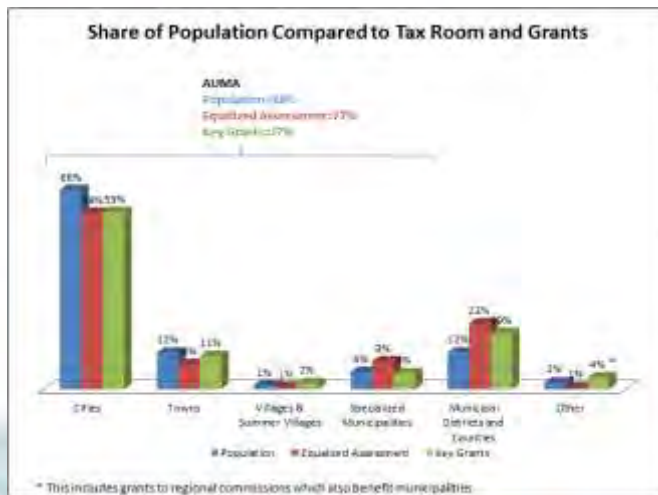


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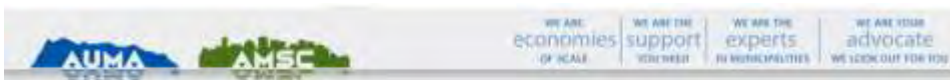




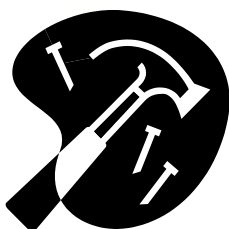
The Budget 2013 ask...



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Let's get to work...



1. What revenue sources/authorities should AUMA ask for (e.g. increased grant funding, new or expanded fee authorities, new taxing authorities, a share in other revenue streams from the Province, etc.?)
2. What barriers will we need to overcome to implement these sources and/or authorities?

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# Municipal Energy and Water Policies

February 2013

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## 2012 Launch Energy Policy Initiative

- Framework
- Information Guide
- Policies Related To:
  - Transportation & Utility Corridors
  - Abandoned Energy Infrastructure



## 2013 Advancement

- Webpage
- Polices Related To:
  - Energy Efficiency
  - The Canadian Energy Strategy



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## Opportunities for Input

- Development of:
  - Topic Backgrounders
  - Questionnaire
  - Draft policies
- Spring Webinar
- June Mayor's Caucus



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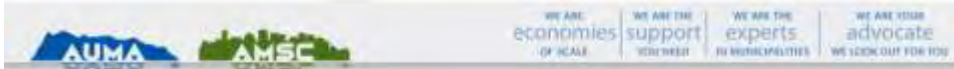
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## Energy: We Want Your Input!

- Are there any Key Topics Missing from the Provincial list?
- What are the 3 most important outcomes anticipated for the Canadian Energy Strategy?
- What are the 3 largest opportunities for energy efficiency/green energy in your municipality?
- What are the 3 largest barriers to implementing energy efficiencies/green energy in your municipality?




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## 2012 Municipal Water Policies

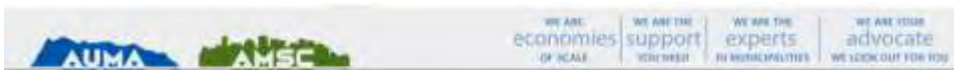
### Water Management and Allocation: Provincial Consultation

- Water management including the allocation system;
- Sustainable drinking water and wastewater systems
- Hydraulic fracturing
- Healthy lakes in response to the spread of blue-green algae bloom.




[water.auma.ca](http://water.auma.ca)

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## 2013 Municipal Water Policy Development

### Wetlands and Stormwater Management



- February 28th and March 11<sup>th</sup> webinars on Wetlands Discussion Paper and Workbook- responses due March 31<sup>st</sup>.
- April release of Stormwater Management Discussion Paper and Workbook
- June Mayors Caucus

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**AUMA** **AMSC**

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## Wetlands: We Want Your Input!

- What should the role of municipalities in wetland conservation be in relation to the role of the Government of Alberta, developers and wetland restoration agencies (i.e. Ducks Unlimited)?
- What barriers does your municipality face in conserving wetlands and what policy options would help to overcome those barriers?



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# Municipal Revenue: An Urban & Rural Reality Check

Presentation by Don Good

All data used is from: Government of Alberta, or Alberta Ministry of Municipal Affairs  
except as noted on individual slides.

Copyright: Don Good, Peace River, Alberta - 2012 - All Rights Reserved

**Why are there poor municipalities  
in a rich province?**

**Why are urban and rural  
municipalities always fighting?**

**Whose fault/responsibility is it, if  
anyone's?**

**What can be done about it?**

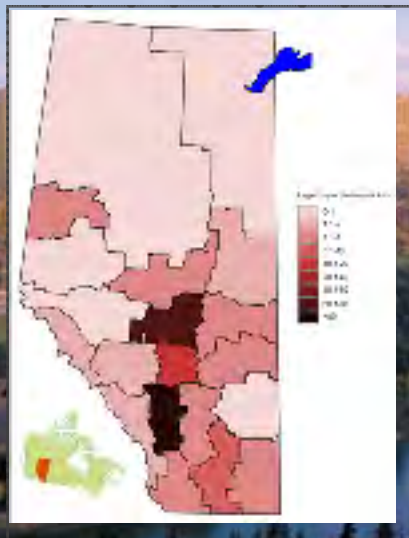


# Alberta is Divided



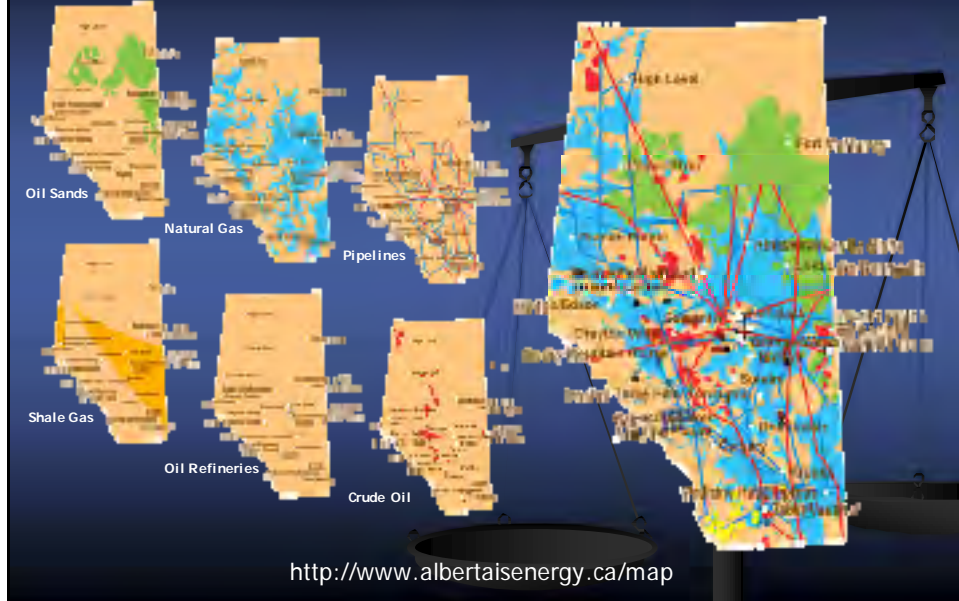
Just under 350 Municipalities

# Population Centres



<http://en.wikipedia.org/> - wikipedia

## Resources In Alberta – Energy Combined



## Resources in Alberta - Forestry



[www.srd.alberta.ca/](http://www.srd.alberta.ca/) Forest Management Units

## Resources In Alberta – Agriculture



<http://www4.agr.gc.ca/> - Agriculture and Agri-Food Canada

## Resources In Alberta – Agriculture

### Key facts from the 2006 Census of Agriculture:

- Alberta remains the largest cattle-producing province: 6.4 million cattle.
- Alberta remains the top province for barley: just under 4.1 million acres.
- Alberta remains the top province for alfalfa with 31.4% of the national area: just over 3.9 million acres of alfalfa and alfalfa mixtures in Alberta.
- With 49.7% of the Canadian herd, Alberta is the top bison province in the country: 22.1% increase in bison inventories, to 97,366 head.
- Crops on the rise include canola, flaxseed, and corn for silage. Some specialty crops are also on the rise.
- Alberta has 31.2% of the total farm area in Canada
- Alberta accounted for 21.6% of Canada's 229,373 farms

<http://www4.agr.gc.ca/> - Agriculture and Agri-Food Canada



# Pork & Beans / Beans with Pork



History: The province changed...  
Alberta GDP from Agriculture

**1920**

**75%**



Photo: Three teams of horses each pull a sulky plough, Alberta, ca 1900. (CSTM/AAFC Collection)

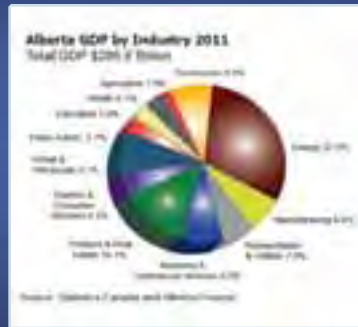
# History: The province changed... Alberta GDP from Agriculture

2010

1.8%



## History: The province changed... Changes in Alberta's Economic Profile



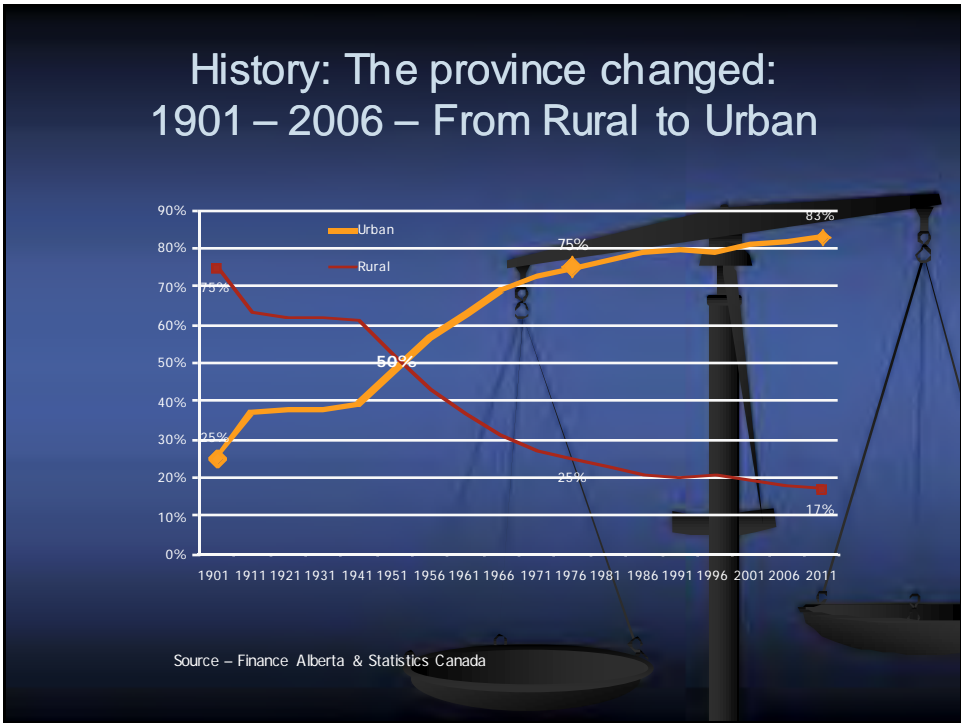
Energy	27.60%
Finance & Real Estate	14.1%
Construction	8.60%
Business & Commercial Services	9.50%
Retail & Wholesale	8.10%
Transportation & Utilities	7.00%
Manufacturing	6.40%
Health	5.10%
Tourism & Consumer Services	4.70%
Public Administration	3.70%
Education	3.60%
Agriculture	1.80%

Source: [http://www.albertacanada.com/documents/SP-EH\\_AlbertaEconomicQuickFacts.pdf](http://www.albertacanada.com/documents/SP-EH_AlbertaEconomicQuickFacts.pdf)

History: The province changed:  
1901 – 2006 – Population - Rural to Urban

**1900 -75% RURAL**





## History: The province changed: Alberta – 3<sup>rd</sup> Most Urban Province



Source – <http://www.finance.alberta.ca/aboutalberta/census/2011/2011-census-population-and-dwelling-conditions.pdf>

## So, What happened?





# Happenstance - 1947



# Follow the money...



# Assessment



# Taxation

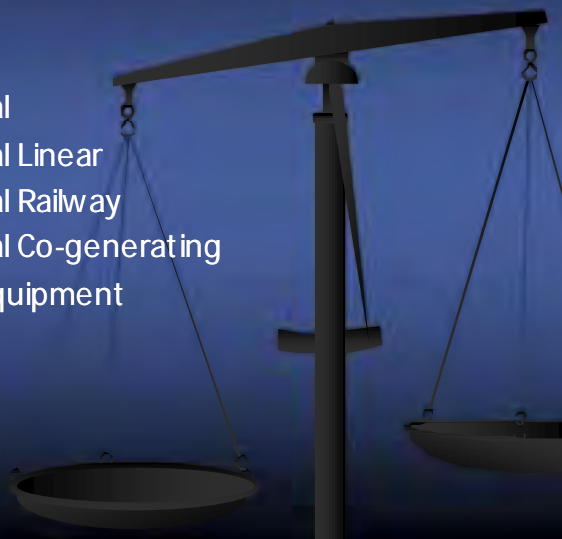


## What does it pay for



## The Assessment Types

- Residential
- Farmland
- Non-Residential
- Non-Residential Linear
- Non-Residential Railway
- Non-Residential Co-generating
- Machinery & Equipment





## What is “Linear Assessment”

Linear properties include electric transmissions lines, telephone and telecommunications equipment, oil and gas wells, pipelines, towers, power generation and cable.

## What is “Machinery & Equipment”

- Machinery and equipment includes such things as underground tanks, separators, fuel gas scrubbers, compressors, chemical injectors, and metering and analysis equipment.
- Machinery and equipment is used in conjunction with properties such as refineries, chemical plants, pulp and paper plants, and oil sands plants. Most machinery and equipment is assessed by the local assessor, while machinery and equipment forming part of linear property is assessed by the assessor designated by the Minister of Municipal Affairs.

## Assessed but not Taxable

■ Properties that are assessed but then exempted (in whole or in part) from taxation include:

- Most farm residences and improvements
- Environmental, municipal, and school reserves
- Government properties such as hospitals, libraries, and schools
- Colleges and universities
- Privately operated schools
- Churches and cemeteries
- Property owned by some non-profit organizations such as benevolent societies, boys' and girls' clubs, etc. & Hostels

<http://www.municipalaffairs.govab.ca/1538.cfm>

## Farmland & Farm Residences

- Farmland assessment values are not assessed at market value but rather by values which are regulated by the province. These values take different soil characteristics into consideration, such as soil group (black, dark gray etc.), topsoil depth, topography, stones, etc.
- Farm buildings such as barns, Granaries, garages, etc. are not assessable as regulated by the province, and as such do not play a role in the assessment of a farm property for tax purposes.
- Farm residences are assessed at market value, as are the first three acres encompassing the building site. The residence, however, is given an exemption based on the assessed value of the farmland in the owner's "farm unit".

■ From Woodlands County Website: <http://www.woodlands.ab.ca/association.aspx?p=assessment>

# Farmland & Farm Residences

- A sample property assessment calculation would be as follows for a farm unit composed of three quarters of farmland with one of the quarters encompassing a residence valued at \$100,000:

		Assessment	Mill Rate	Taxes
Quarter #1	Farmland	\$18,000	10.12	\$182.16
Quarter #2	Farmland	\$13,500	10.12	\$136.62
Quarter #3	Farmland	\$15,200		
	3 acre site	\$30,000		
	Residence	\$53,300	10.12	\$496.83
<b>The residence assessment in the example is calculated as follows:</b>				
	Value of Residence	\$100,000		
	Less assessment of farmland in unit	\$46,700	(\$18,000 + \$13,500 + \$15,200)	
		\$53,300		
<b>The assessment for Quarter # 1 in the example is calculated as follows:</b>				
	Farmland assessment	\$15,200		
	Plus 3 acres site assessment	\$30,000		
	Plus residence assessment	\$53,300		
	Total Taxable Assessment	\$98,500		

From Woodlands County Website: <http://www.woodlands.ab.ca/association.aspx?r=assessment>

## Farmland's Portion of Provincial Property tax

**2010**

**1.1%**

IT'S ALSO UNDER 3.1% OF RURAL PROPERTY TAX



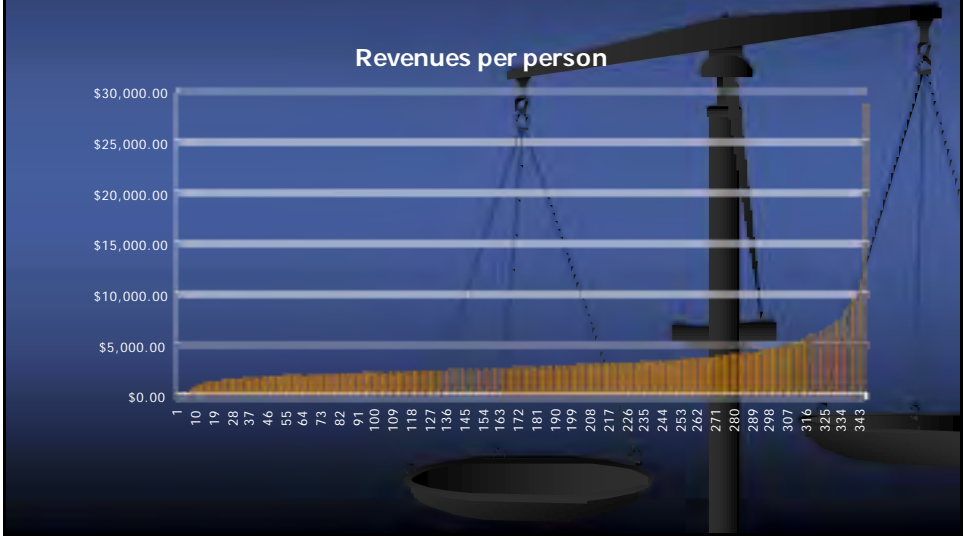
# Revenue Sources

- Comparisons between Cities, Towns, Villages, Summer Villages, MDs & Counties and Specialized Municipalities.
- Revenue Sources...Farmland, Residential, Non-residential, Linear, etc.

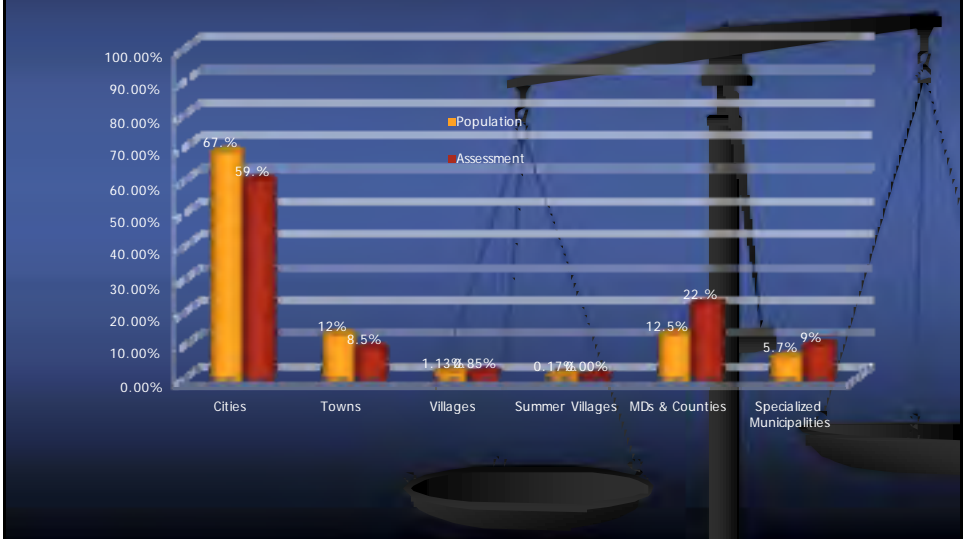
Municipal Revenues on a per capita basis are roughly equal at a Provincial average level, regardless of type of municipality. (2008)



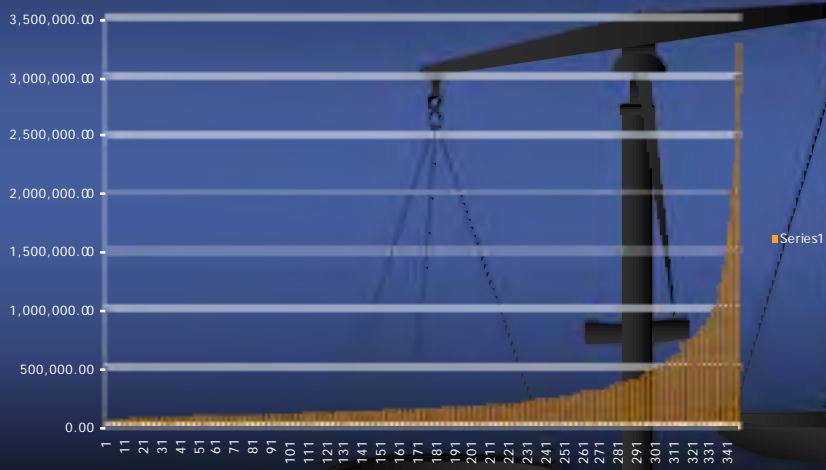
There are however great differences in Revenues per Capita between municipalities in Alberta – Low \$92.04 per person - High \$28,530.21 (2008)



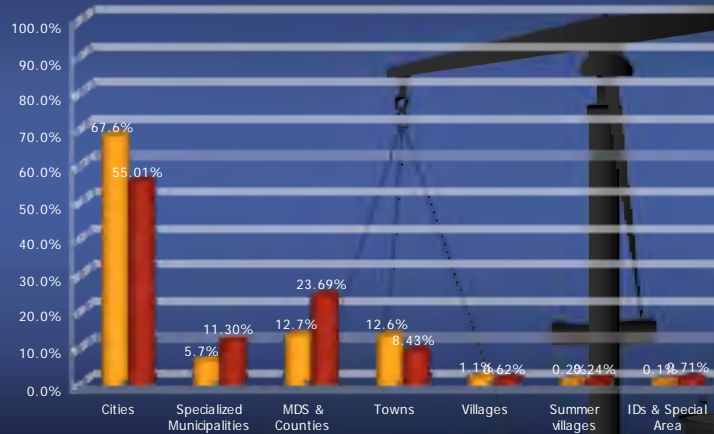
There is somewhat less of a relationship of these populations to Provincial Assessment (wealth) (2010)



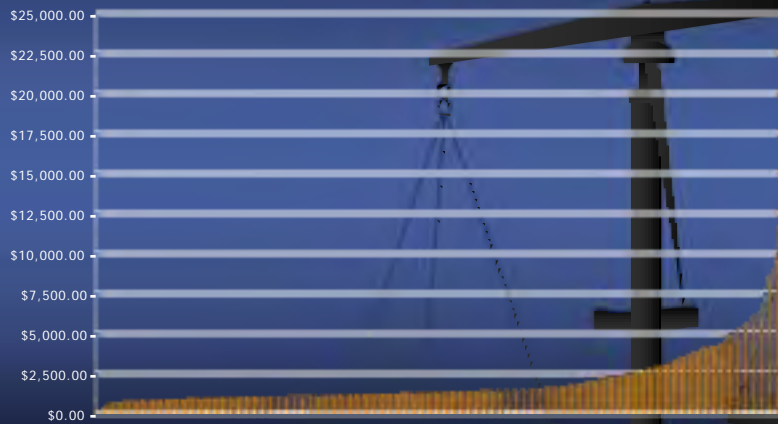
But again , a real assessment disparity at the municipality level. – From \$7046.00 per person to over \$3,250,530 (2010)



There is even less of a relationship of these populations to Property Tax revenues. (2010)



And again , a large Property Tax disparity at the municipality level. – From \$21.86 per person to \$23,342.77  
(2010)



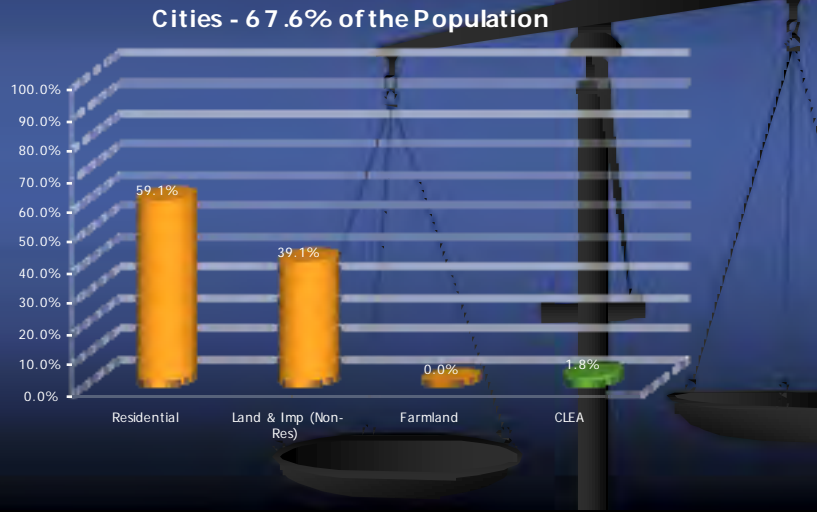
## The Assessment Types

- High Expenditure Assessment Sources
  - Residential
  - Farmland
  - Non-Residential
- Low Expenditure Assessment Sources
  - Non-Residential Linear
  - Non-Residential Railway
  - Non-Residential Co-generating
  - Machinery & Equipment

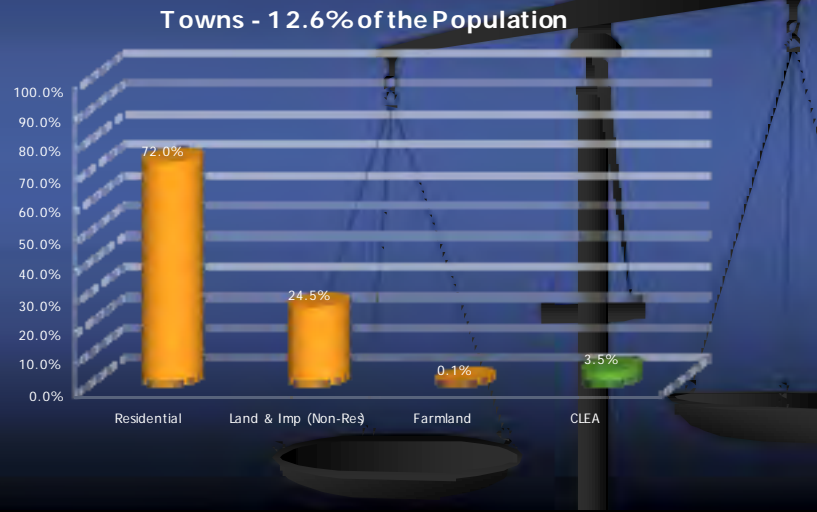
**CLEA** is Combined Low Expenditure Assessment



Municipalities earn their revenues from widely disparate assessment bases.



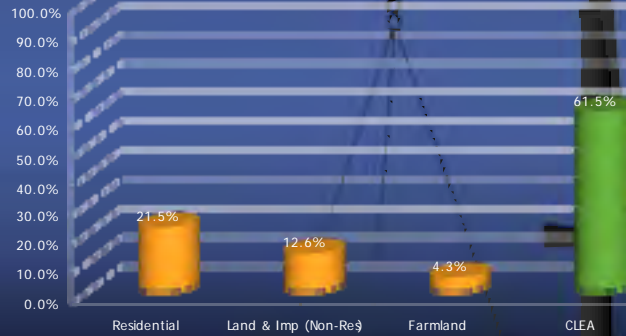
Municipalities earn their revenues from widely disparate assessment bases.





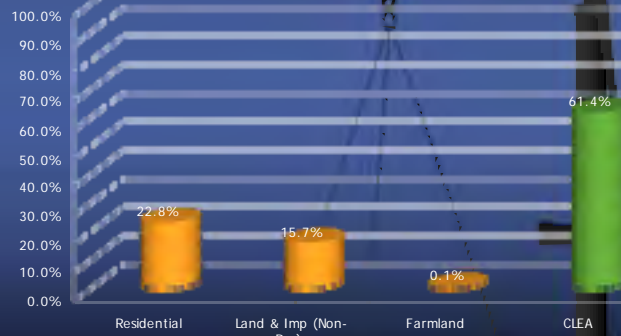
Municipalities earn their revenues from widely disparate assessment bases.

MDs & Counties - 12.7% of the Population



Municipalities earn their revenues from widely disparate assessment bases.

Specialized Municipalities - 5.7% of the Population



# Breakdown of Provincial Property Tax Revenue



## Assessment Has its Cost

- From the Report of the AAMD&C Advisory Committee on Targeted Investment 15 March 2001
- "All economic activity comes with an attached cost, whether that cost is in the form of increased service demands, quality of life implications, nuisance and/or inconvenience, etc."
- "Those jurisdictions which benefit from the additional tax dollars generated by this activity require those funds to address the costs which accompany that development. The Committee strongly opposes any suggestion which would reduce the current level of local control and access to the local assessment base." *emphasis mine*

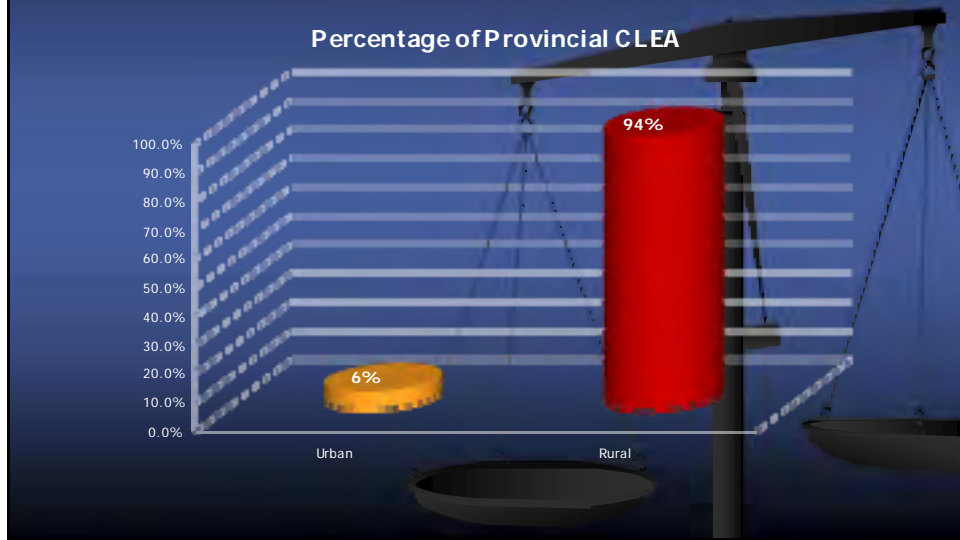
## Another Point of View

- From a presentation by Melville L. McMillan, PHD, MSc, BA, Professor - Department of Economics, University of Alberta – October 6, 2006
- "...Linear property taxes are associated with no, or at best relatively little, additional expenditure...their effect is much like that of an unconditional grant to a community"

## Percentage of Provincial Property Tax Revenue from CLEA - 1996 - 2010



# Access to Combined Low Expenditure Assessment (CLEA) Revenues



# Urban Population Growth 1996 - 2010

**752,919**

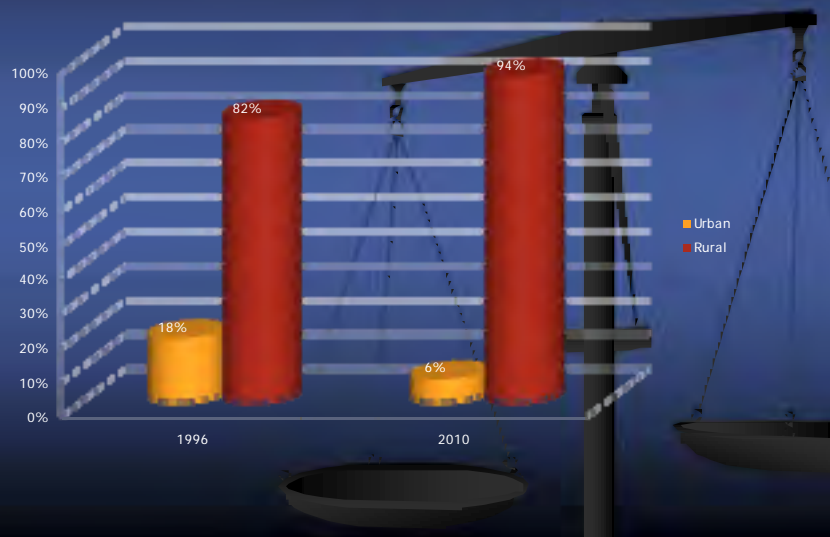


## Rural Population Growth 1996 - 2010

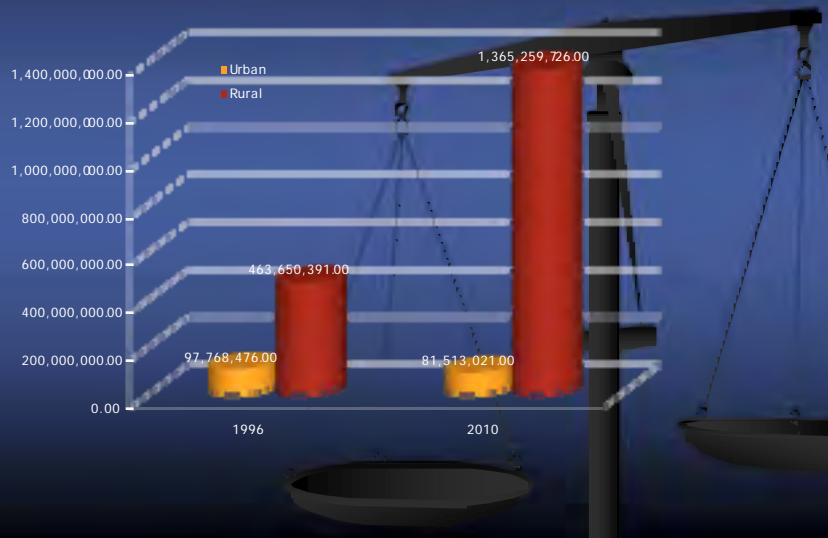
**152,888**



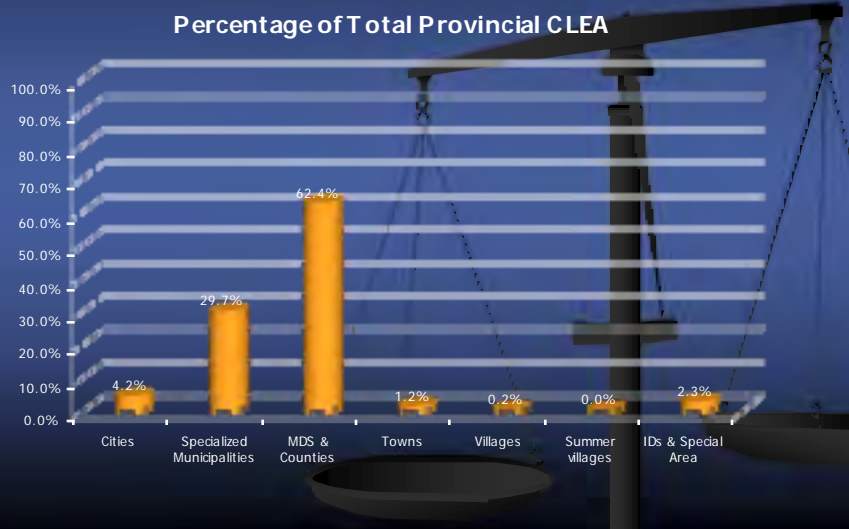
## Percentage of Provincial CLEA - 1996 - 2010



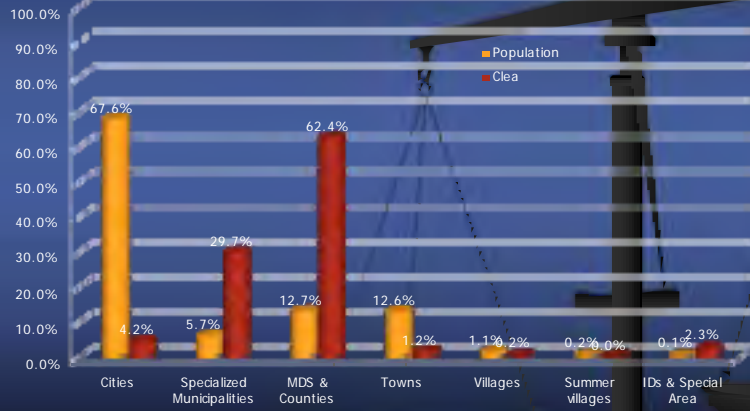
## Municipal Share of Provincial CLEA 1996 - 2010 in Dollars



## Access to Combined Low Expenditure Assessment (CLEA) Revenues



## Access to Combined Low Expenditure Assessment Revenue (CLEA)



## CLEA Revenue per Person

**URBAN = \$28.00**

**RURAL = \$1930.00**

CLEA Revenue Change per additional person added to population - 1996 - 2010

**URBAN = -\$21.00**

**RURAL = \$5897.00**

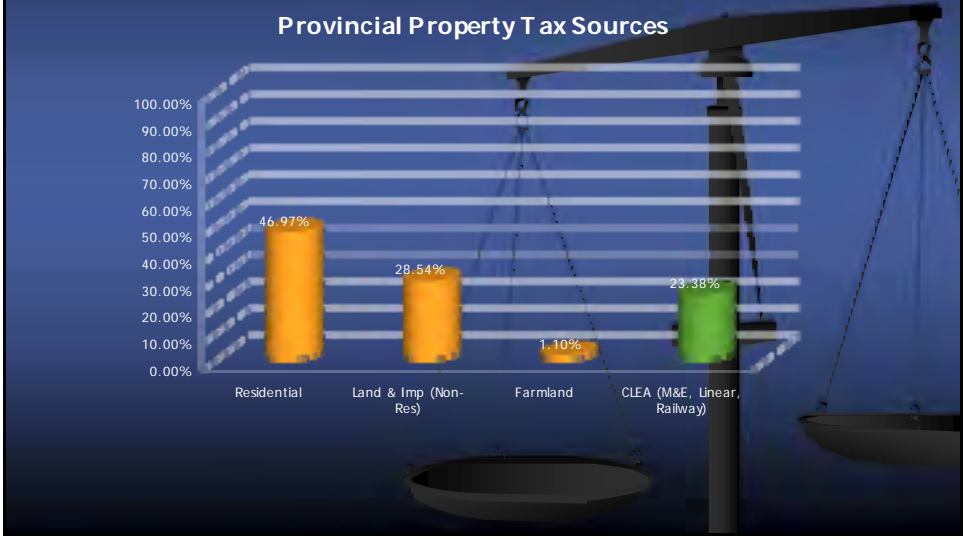
What are "Ratepayers" vs  
What are "Voters?"

The term "Ratepayer" is understood by many to be, and is often used as a synonym for, citizens in describing who is represented by a Municipal Council.

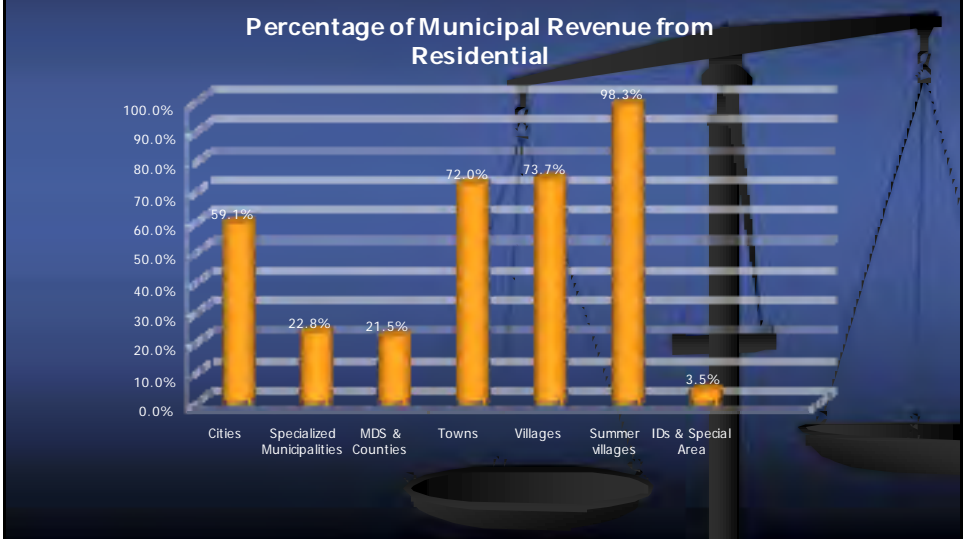
But who or what actually pays "The Rate?"



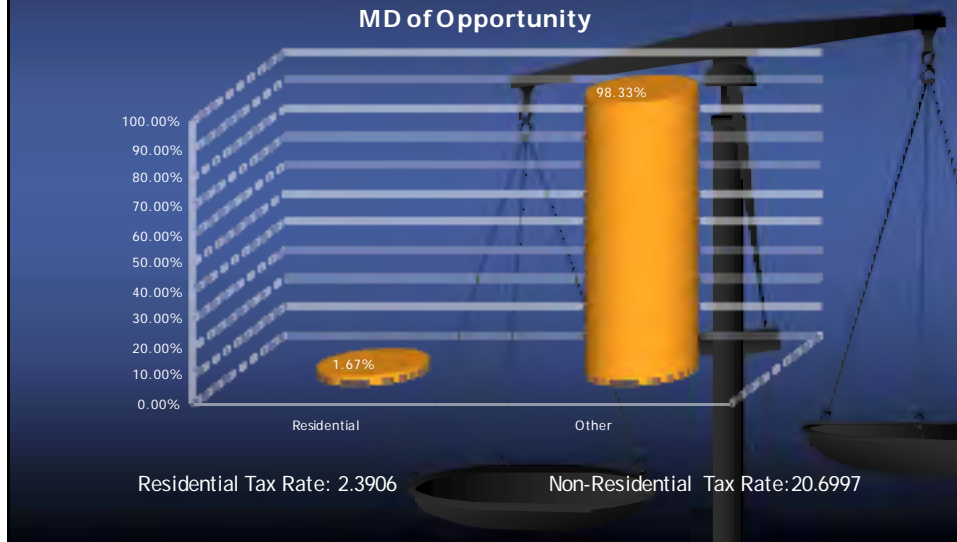
# Who Pays the Rate Provincially



In Cities, Towns and Villages, most of “the rate” is paid by Residential,  
In MDs & Counties & Specialized - under 23%



## Who Pays the Rate – Extreme ratios of low population numbers to large assessment bases can create a low Voter/Property Tax Connection (MD of Opportunity)



## Which Can Lead to Extremes

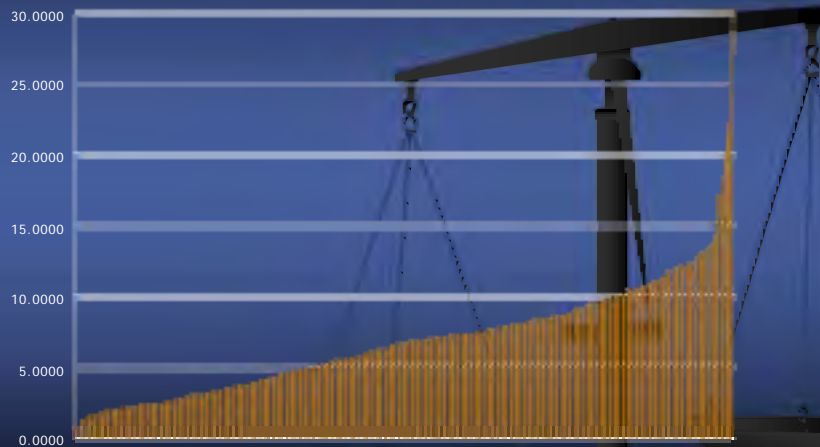
- Population – 3259
- Km of Roads – 267
- Property Tax Total – \$59,775,162.00
- Property Tax from CLEA - \$53,852,357 (90% of total tax)
- Property Tax per person – \$23,342.77
- Property Tax per Km - \$223,877.01

## Another example of Low Connection

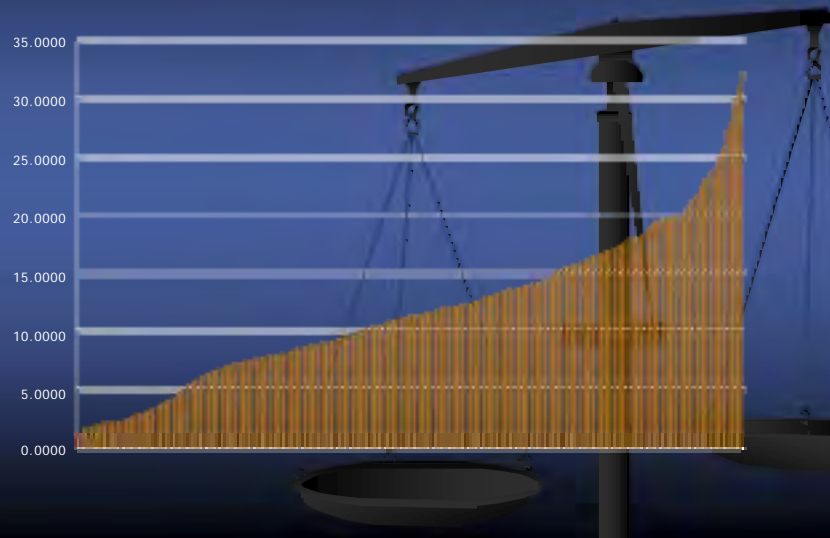
### ■ Clear Hills County Property Tax Rates

2009:	7.4500	15.1200
2010:	6.9706	14.1459
2011:	<b>1.3022</b>	14.6459

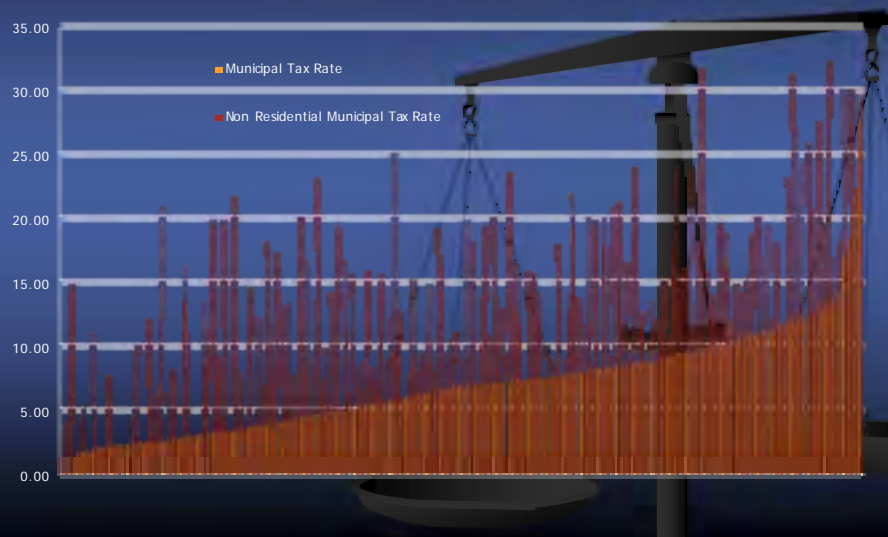
Residential Mill/Tax rates vary widely throughout Alberta from a Low of .3715 to High of 29.5 (2011)



Non-Residential Mill/Tax rates vary as well from a Low of .8501 to High of 32.1700 (2011)

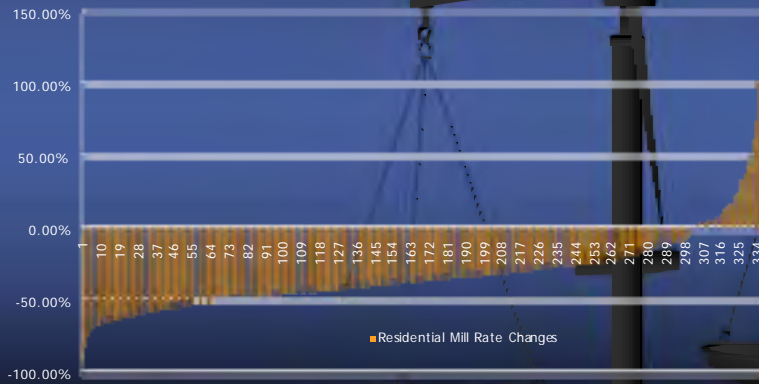


Tax Rate Differences (2011)



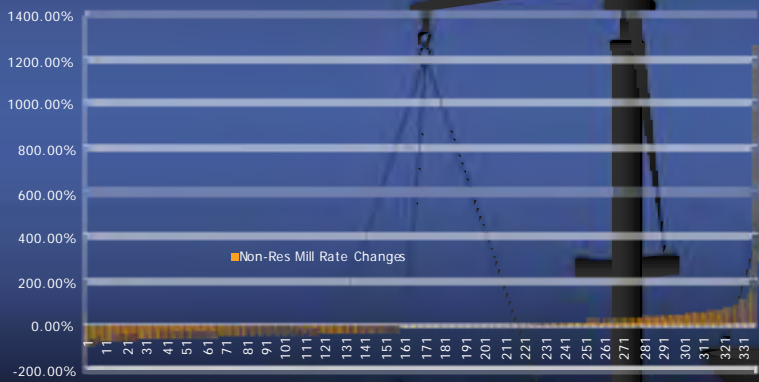
# Decrease of 92.36% - Increase of 111.44%

Residential Tax Rate Changes (2003-2010)

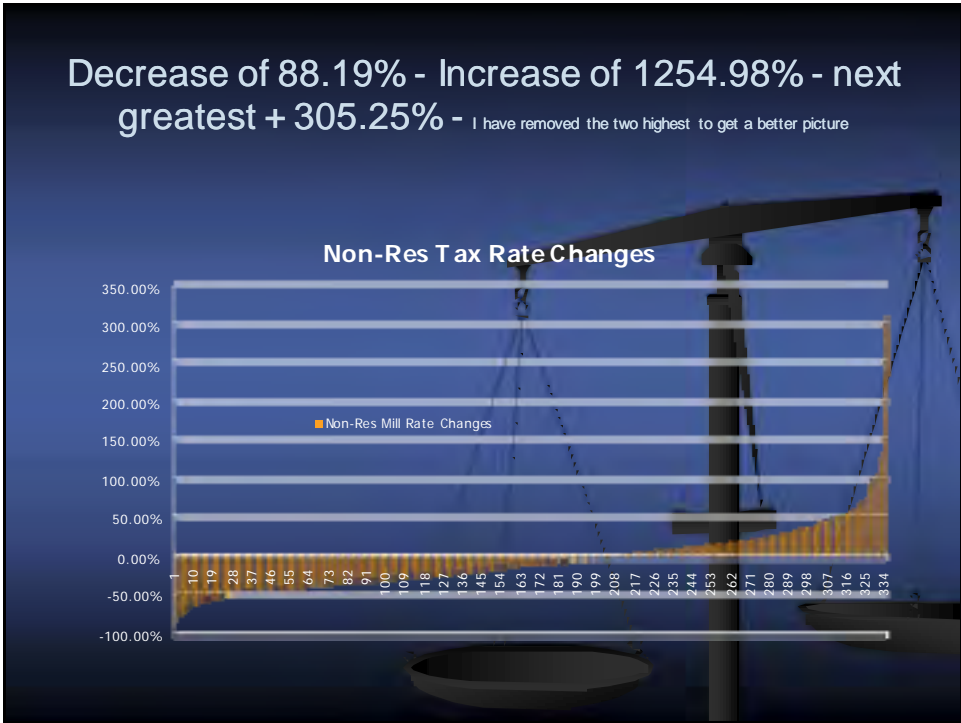


# Decrease of 88.19% - Increase of 1254.98% - next greatest + 305.25% - Graph is skewed by the 1254.98% increase

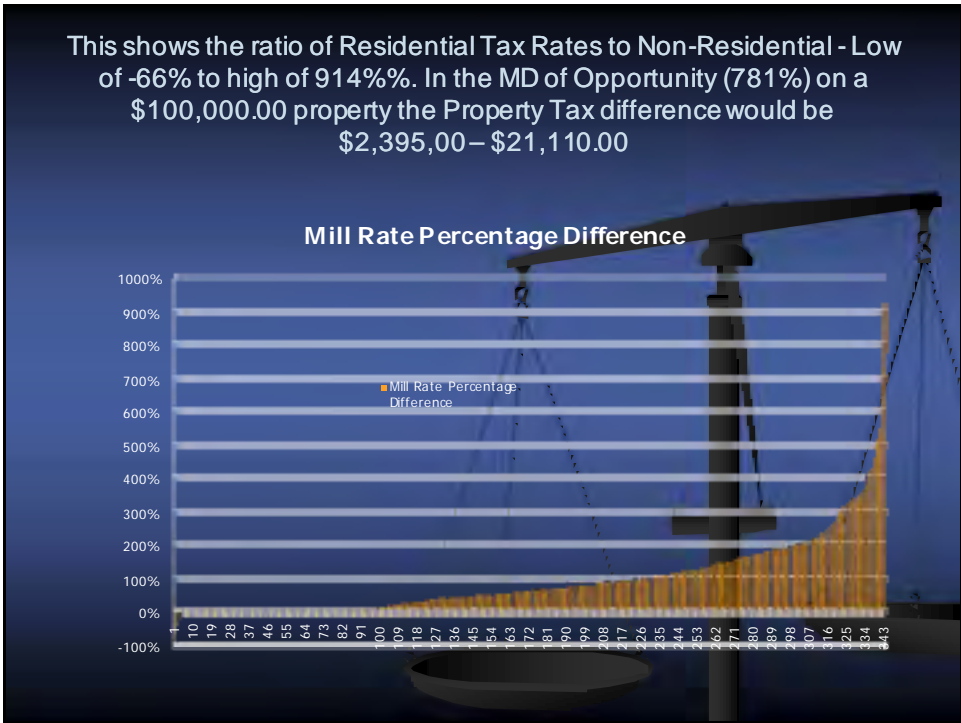
Non-Res Tax Rate Changes (2003-2010)



Decrease of 88.19% - Increase of 1254.98% - next greatest + 305.25% - I have removed the two highest to get a better picture



This shows the ratio of Residential Tax Rates to Non-Residential - Low of -66% to high of 914%. In the MD of Opportunity (781%) on a \$100,000.00 property the Property Tax difference would be \$2,395,00 – \$21,110.00



# History & Happenstance

- It can be credibly argued that the present access to wealth (assessment), and the economic health and viability (or lack thereof) of Municipalities in Alberta is based solely on two factors; history and happenstance.
- **History** because the development and governance of villages, towns, cities and rural municipalities is based on a last century model that no longer applies, especially in the areas of wealth creation, distribution and service provision.
- **Happenstance** plays an inordinately large part in that the source of wealth for many Alberta municipalities is based primarily on the chance or fluke of what lies under the ground, invisible to the eye, i.e. **"Who planted the Oil?"**
- Perhaps it is time to examine and reinvent Alberta's assessment access and municipal structuring model to create a more level playing field and to produce an environment that is conducive to the attraction of business to the province.

From the Report of the AAMD&C Advisory Committee on Targeted Investment - March 2001

The continued viability of some Alberta municipalities is seriously threatened by a challenge which cannot be overcome by local efforts alone: a lack of adequate financial resources. In some cases, locally initiated restructuring or amalgamation with neighbouring municipalities may be a reasonable solution to this situation.

# Where to from here:

Early Alberta Road Map - 1922





## **MONTHLY REPORT TO THE CAO**

For the month of March 2013

From: Ron Pelensky

### **Director of Community Services & Operations**

#### **Roads/Bridges**

Majority of Public works department time was focused on winter sidewalk maintenance, road maintenance and the airport maintenance. Public works has started hauling snow piles off Fort Vermillion hamlet streets (this will help drainage during spring runoff). The vacant position of equipment operator in Fort Vermillion was filled. The Zama salt shed collapsed due to snow load. Administration has been working with the insurance company for cost recovery and creating a clean-up plan.

#### **Equipment**

There were several small breakdowns with the exception of a transmission in a pickup truck from Zama. Research was also completed on capital purchases options for a gravel pup trailer and tandem axel equipment trailer.

#### **Buildings**

Over thirty work requests were completed in the month of February. The items included things like installing dehumidifier in FV file room, servicing furnaces, sink installation FV fire dept, repaired leak in boiler system at LaCrete office and shoveled snow off LaCrete office. Interviews were also held for a new custodian for FV office and a suitable candidate was selected.

#### **Transfer Station/ La Crete Waste Collection**

Tags for additional garbage bins were designed and ordered. Implementation of the program will take place in March. Rocky Lane transfer station attendant resigned and administration started the process of replacing the care taker.

#### **Parks**

Wadlin lake Caretaker contract is being advertised. Administration worked on changes to the existing contract ie bonus structure with the Community Services Committee and Council. Administration has applied for a 3 year extension with Alberta Parks for the operation of the Bridge campground recreation area as per council motion.

## **Health and Safety Program**

Safety meetings were held in Public Works Fort Vermillion, Public Works La Crete, Utilities, Fort Vermillion/High Level Office, La Crete office and Zama public works/office. The occupational health and safety committee also held a meeting. They reviewed some items missing in the existing safety program and reviewed the accidents that occurred last month.

## **By-law**

By-law enforcement continued with enforcement on stray dogs in the hamlet of Fort Vermillion. Traps were set throughout the month but no dogs were apprehended.

## **Fire Departments**

In the month of February the department responded to one house fire near Machesis Lake, 1 equipment accident, 3 fire alarm calls and 2 medical assist calls. The department also continued with training staff. They trained on Flagging the trainer course, controlled burn exercise, ICS 100 and ICS200 courses. A fire chiefs meeting was held in High Level in which regional training and provincial communication system were discussed. A communication report is being put together identifying our existing infrastructure and the challenges it faces. It will also include improvement options. Administration also completed research on county's responsibilities in continuing fire accreditation. This included options in fulfilling the duties of a Fire codes officer.

## MONTHLY REPORT TO THE CAO

For the Month of March, 2013

From: Name: John Klassen  
Director of Environmental Services & Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	The abundance of snow fall this winter is providing a full work load for the public works staff.
Ice Bridge	Winter 2012/13	Currently posted at 63,500 KG's, Ainsworth is currently hauling logs across and weather permitting anticipates hauling till mid April.
Spring Thaw	March/April	We are currently gearing up for spring thaw which consists of opening certain ditches and having the culvert steaming unit ready.
Dust Control	April	We will be advertising for dust control applications during the month of April with a deadline of the 30 <sup>th</sup> .

### Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Summer 2013	Waiting on AT approvals.
La Crete Street Projects	Summer 2013	Design and tender development is in progress.
Zama water & sewer upgrade projects	2013	Grant applications were submitted and are waiting on approvals.
88 Connector	October 2012	Currently shut down for winter and we are pursuing funding for Phase II
La Crete Lagoon Upgrade	2012/2013	The design is in progress and plan to tender in mid April.
FV-50 <sup>th</sup> Street Water & Sewer Project	Summer 2013	We are currently working on an engagement letter with DCL in order to start the detailed design and tendering stage.

**Personnel Update:**

There have been no personnel changes in the department this past month.

**Other Comments:**

Attachments:

## MONTHLY REPORT TO THE CAO

For the month of March 2013

From: Byron Peters  
Director of Planning & Development

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Leap frog development & business incentives	March 2013	Have compiled info on these topics, need to be further evaluated and bring forward a recommendation to incorporate the changes into policies/bylaws
Business Licensing	May 2013	Currently drafting new bylaw
Development Agreements	Spring 2013	Need to review, revise and implement.
Land Use Bylaw review/update	Fall 2013	Will need to thoroughly review and amend after the ASP's are approved

### Capital Projects

Projects	Timeline	Comments
Area Structure Plans	Summer 2013	Received first draft for LC, will receive for FV and Zama by March 20
Community Infrastructure Master Plans	Winter 2013	DCL on site this week to gather preliminary data
Rural Addressing	2013	In progress. Jeff & Julius working on this project.
Airport Vicinity Protection Area	February/ March	Almost completed. Need to make final changes and editing, then take to Council

### Personnel Update:

Economic Development Officer position has been advertised. Hoping to hire in early April.

**Other Comments:**

The Land Use Framework will continue to be a priority project until it is completed, hoping for completion by April/May. We are making some revisions to the maps for this project.

Several land developers are chomping at the bit to get going on new developments, primarily residential.

Development permits are picking up, can see that people are especially eager to get going on new houses.

## **ASP UPDATE**

### **HAMLETS ASPs**

#### **Tasks undertaken during past week**

La Crete ASP internal review complete - ASP and mapping is 95% complete for first draft  
Fort Vermilion ASP and maps underway – 45% complete  
Zama ASP and maps underway – 10% complete  
MDB economic development draft report received

#### **Outstanding items**

N/A

#### **Issues or concerns to be resolved**

We still lack contours for La Crete. This is now slowing completion of this plan.

#### **Overall project progress**

On track for March 20<sup>th</sup> delivery of draft ASPs. Next week I should be able to send the La Crete ASP for you to provide early comments that we can reflect in all three plans.

#### **Next deliverable and date**

Draft ASPs to Client for review (March 20).

### **INDUSTRIAL ASPs**

#### **Tasks undertaken during past week**

Land Use Concept plans underway for all areas  
Draft ASP documents underway  
Draft background report underway  
Background data gathering continues

#### **Outstanding items for Client action**

For discussion at March 15 Council meeting – preference on dealing with country residential in the ASP areas.

Please also note that the Fort Vermilion area is identified for residential and country residential in the MDP. This ASP will therefore require an update to the MDP.

Air photos for each industrial plan area are needed.

#### **Issues or concerns to be resolved**

Written approval of the \$1500 variation for expenses in acquiring ERCB data (as earlier discussed with Byron).

#### **Overall project progress**

Draft ASPs underway/mapping underway.

#### **Next deliverable and date**

Draft ASPs to Client for review (March 20).

## Monthly Report to CAO

For the month of February 2013

From: William (Bill) Kostiw  
Director of Infrastructure Development and Government Relations

The last month has been extremely busy with meetings, conferences & projects. The Growing the North Conference was excellent with plenty of opportunity to dialogue with government and industry people. The speaker from the Port of Prince Rupert (Bud Smith) was excellent and really nailed the issues facing Northern Alberta, ie. poor rail, inadequate east-west highways and lack of air service. It was also evident that the Provinces of Alberta & British Columbia need to get their bi-lateral agreements in order.

There certainly is growing support for the extension of highway 58 to Fort Nelson as well as continuing to pursue a northern east west rail connection.

The oil drilling and exploration activity in the County has really picked up since December 2012 and should help increase assessment significantly over the next few years.

The forestry industry has improved and although this has not been an "official" announcement; The Footner OSB Mill is anticipated to start operations this fall. (good news). We have also discussed other matters with ESRD such as "Lidar" and timber salvage matters.

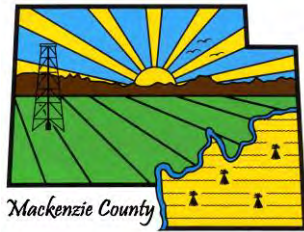
On the agriculture side we have signed an interim agreement with AAFC for the Fort Vermilion research site. We are currently working on an agreement with MARA which should be ready for Council's perusal in the next few weeks. The bad news in agriculture is the negative responses from government on livestock assistance.

Projects that seem to be moving forward are a new power line from Blumenort to Mustus, more pipelines in Zama/Rainbow area and power site upgrading in several areas.

Over the next few months I will be assisting with rural water and industrial water, continuing to work with AT on Resource roads, working on long term improvement for east west connectors, working on long term air service and assisting with roads and drainage to new lands. We are also setting up a tri Council meeting tentatively for May 13, 2013.

Thank you and I would be pleased to answer any questions or provide information as requested.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes – February 7, 2013</b>

### **BACKGROUND / PROPOSAL:**

Information Item. The adopted minutes of the February 7, 2013 meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

That the Municipal Planning Commission meeting minutes of February 7, 2013 be received for information.

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



**Mackenzie County  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, February 7, 2013 @ 10:00 a.m.**

**PRESENT**

Jack Eccles	Chair, MPC Member
Wally Schroeder	Vice-Chair, MPC Member
Jacque Bateman	Councilor, MPC Member
Elmer Derksen	Councilor, MPC Member
Beth Kappelar	MPC Member
Joulia Whittleton	Chief Administrative Officer (Joined the meeting at 10:07 a.m.)

**ADMINISTRATION**

Liane Lambert	Development Officer
Daljit Pannu	Development Officer
Tamara Friesen	Administrative Assistant

**1. CALL TO ORDER**

Jack Eccles called the meeting to order at 9:58 a.m.

**2. ADOPTION OF AGENDA**

**MOTION 13-16**      **MOVED** by Wally Schroeder

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MOTION 13-17**      **MOVED** by Beth Kappelar

That the minutes of the January 24, 2013 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**b) Business Arising from Previous Minutes**

There was no business arising from previous minutes.

**4. DEVELOPMENT PERMIT**

**a) Development Permit Application 16-DP-13  
Vernon Boscher; (Industrial Camp/Retail Store in "HG")  
Plan 022 4186, Block 4, Lot 7**

**MOTION 13-18**      **MOVED** by Elmer Derksen

That Development Permit 16-DP-13 on Plan 022 4186, Block 4, Lot 7 in the name of Vernon Boscher (Dually Investments Inc) be APPROVED with the following conditions:

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

- 1. Minimum building setbacks:**
  - a. 9.1 meters (30 feet) front yard;**
  - b. 4.5 meters (15 feet) rear yard;**
  - c. 3.0meters (10 feet) side yard, from the property lines.**
2. Camp to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner where applicable.
3. Back-flow prevention valves (stop valves) shall be installed by the developer at the developer's expense.
- 4. Provide adequate off street parking as follows: The minimum parking standards for an Open Camps are; one stall per guest room; therefore, you are required to provide 110 parking spaces, plus 1 stall per employee. "One parking space, including the driveway area, shall occupy 300 square feet."**
5. The Retail Store shall meet all Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.

6. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 780-841-3275.
7. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.
8. The Municipality has assigned the following address to the noted property (**1036 – Beach Road**). You are required to display the address (**1036**) 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.
9. If a sign is placed on the property the sign shall be located a minimum of:
  - a. 200 meters from regulatory signs.
  - b. 3 meters (9.84 feet) from the outer edge of the road or 1.5 meters (4.92 feet) from the property line if on private property.
  - c. 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
10. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
11. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.
12. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
13. Wiring and conduits of the sign must be concealed from view.
14. **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.**

15. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to the Counties standards and at the developer's expense.
16. The total site area (lot) shall have a positive surface drainage that does not adversely affect the surrounding neighbors.
17. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**b) Development Permit Application 01-DP-13  
Sanjel Corporation; (Oil Field Services in "HG")  
Plan 022 4186, Block 04, Lot 07**

**MOTION 13-19      MOVED** by Wally Schroeder

That Development Permit 01-DP-13 on Plan 022 4186, Block 4, Lot 7 in the name of Sanjel Corporation 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. **Development Permit 01-DP-13 is temporary and will expire on April 30, 2013 and is to be brought back to the Mackenzie County Planning and Development Department for review prior to expiration should additional time be required.**
2. Minimum building setbacks:
  - i. 9.1 meters (30 feet) front yard setback,
  - ii. 9.1 meters (30 feet) rear yard setback,
  - iii. 3.0 meters (10 feet) side yard setbacks.
3. Must meet all requirements of the current Alberta Fire Safety Codes and any other conditions set out by the local fire department.
4. **Clear signage identifying contents in storage skid must be posted at all times.**

5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
6. No ancillary building erected/or moved onto the site shall be used as a dwelling.
7. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at (780)927-3718. Access to be constructed to Mackenzie County standards and at the developer's 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.

**CARRIED**

**MOTION 13-20      MOVED** by Beth Kappelar

That Development Permit 17-DP-13 on Plan 102 6365, Block 38, Lot 38 in the name of Kaylene Neudorf be APPROVED with the following conditions:

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

1. **This permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
2. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 780-841-3277.
3. The Home Based Business is approved to be operated out of the dwelling only and the area for it shall not exceed an area of 200 square feet (18.58 square meters).
4. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations

and County Bylaws and resolutions relating to the development of the lands.

5. The Home Based Business shall not involve the storage of goods in the public view, a change in appearance of the residence or its accessory buildings.
6. Shall not employ any employees who do not reside on-site.
7. An unlighted sign to identify the Home Based Business may be placed on the exterior of the dwelling and the sign shall not exceed 12 square inches.
8. At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.
9. Provide adequate off street parking as follows: the minimum Home Based Business parking standards are 1 space per 30 square meters of the Home Based Business area (200 square feet), which in this case is 1 public parking stall plus the minimum residential parking standards of be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. "One parking space, including the driveway area, shall occupy 300 square feet."
10. The municipality has assigned the following address to the noted property **11005-95 Avenue**. You are required to display the address (**11005**) 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.
11. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.

**CARRIED**



**5. SUBDIVISION**

**a) Subdivision Application 02-SUB-13  
NW 7-106-14-W5M; La Crete Rural  
John & Helena Martens**

**MOTION 13-21**      **MOVED** by Jacquie Bateman

That Subdivision Application 02-SUB-13 in the name of John & Helena Martens on Part of NW 7-106-14-W5M be REFUSED AS AMENDED with the following reason:

Section 8. C. (b) States

**(b) LOT Area:**

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

All Other Uses:      At the discretion of the Development  
                                 Authority

**This application exceeds the maximum size allowed**

**CARRIED**

**6. MISCELLANEOUS ITEMS**

**a) Bylaw 8\_\_-13  
Land Use Bylaw amendment to rezone from “A” to “RCD”  
Plan 962 1175, Block 1, Lot 5 (Pt. of SE 16-109-14-W5M)  
(Rocky Lane)**

**MOTION 13-22**      **MOVED** by Beth Kappelar

Receive for information

**CARRIED**

**b) Action List**

The Action List of February 7, 2013 was reviewed.

**7. IN CAMERA**

There were no items to discuss in camera.

**8. NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ February 25, 2013 at 2:00 p.m. in Fort Vermilion (Changed from Feb 21, 2013)
- ❖ March 14, 2013 at 10:00 a.m. in La Crete
- ❖ March 28, 2013 at 10:00 a.m. in Fort Vermilion

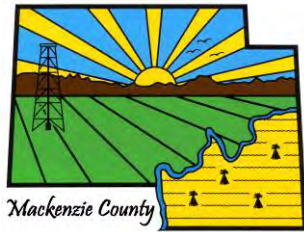
**9. ADJOURNMENT**

Wally Schroeder adjourned the Municipal Planning Commission meeting at 10:30 a.m.

These minutes were adopted this 25<sup>th</sup> day of February, 2013.

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Jack Eccles, Chair



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>TENDER OPENING Rocky Lane Waste Transfer Station Caretaker Contract</b>

### **BACKGROUND / PROPOSAL:**

The County owns and operates a solid waste transfer station at Rocky Lane. The operation of the transfer station is done jointly as the day to day duties are done by a contract caretaker operator and the heavy equipment needs are completed by our public works department.

Our current caretaker resigned about one month ago and administration publicly advertised to find a new Transfer Station caretaker. The tenders closed on March 11, 2013 and all tenders will be opened at this Council meeting.

### **OPTIONS & BENEFITS:**

#### **Option 1**

Ask administration to award the Rocky Lane waste transfer station caretaker contract to the lowest bidder provided the price is acceptable and the contractor meets the county's qualifications

#### **Option 2**

Accept the tenders received for information and ask administration to advertise for a Transfer Station Caretaker in Rocky Lane again

**Author:** Ron Pelensky      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

In the previous contract the contractor received \$12,912/year for their services.

Once the value of the new contract is known, Council will have to decide if they are receiving value for the proposed service before they award the contract.

**RECOMMENDED ACTION:**

Motion 1:

That the Rocky Lane Waste Transfer Station Caretaking tenders be open.

Motion 2:

That the Rocky Lane Waste Transfer Station Caretaking tender be awarded to the lowest qualifying bidder.

**Bidders:**

Name \_\_\_\_\_

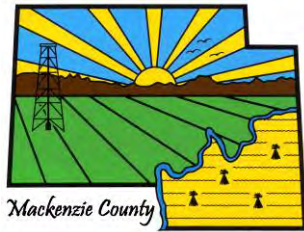
Price

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Author: Ron Pelensky Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>Grader Beats</b>

**BACKGROUND / PROPOSAL:**

In order to improve operational efficiency, the Public Works Committee reviewed and revised the current grader beats and made the following motion:

*“That a recommendation be taken to Council to revise the grader beats as discussed and that administration provides accurate miles per grader beat”*

Attached for your perusal is an overall map as well as individual grader beat maps, we will also have two large maps on the wall in the Council chambers for the meeting, one with the current beats and the second one showing the revised beats for your reference and discussion.

One of the reasons for amending the grader beats revolved around the function of the hamlet grader, whereas the Hamlet is to be its first priority and then during times when it is caught up will go out and help in various areas of need. As the attached maps indicate beats #2 and #4 are large with higher traffic volume and could be the Hamlet grader’s first rural area in which it would provide additional help. Also during the summer months we can assign additional tasks to that grader, such as prepping and placing of the dust control and/or blading the regravelling areas within a reasonable distance from La Crete.

Also a discussion was had at the Committee level pertaining to the Public Works Committee terms of reference, of which the question was raised whether the mandate of establishing the grader beats could be at the Committee level as opposed to a motion of Council. Administration recommends that Council discusses this point and provide direction as appropriate, including potentially amending ToR.

**Author:** John Klassen      **Reviewed by:** \_\_\_\_\_ **CAO** YW

**OPTIONS & BENEFITS:**

Option 1: That the grader beats remain as is with no revision.

Option 2: That the grader beats be adopted as presented.

Option 3: That the grader beats be adopted as amended.

**COSTS & SOURCE OF FUNDING:**

The grader operation function is currently included in the 2013 general operating budget.

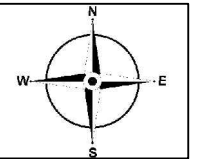
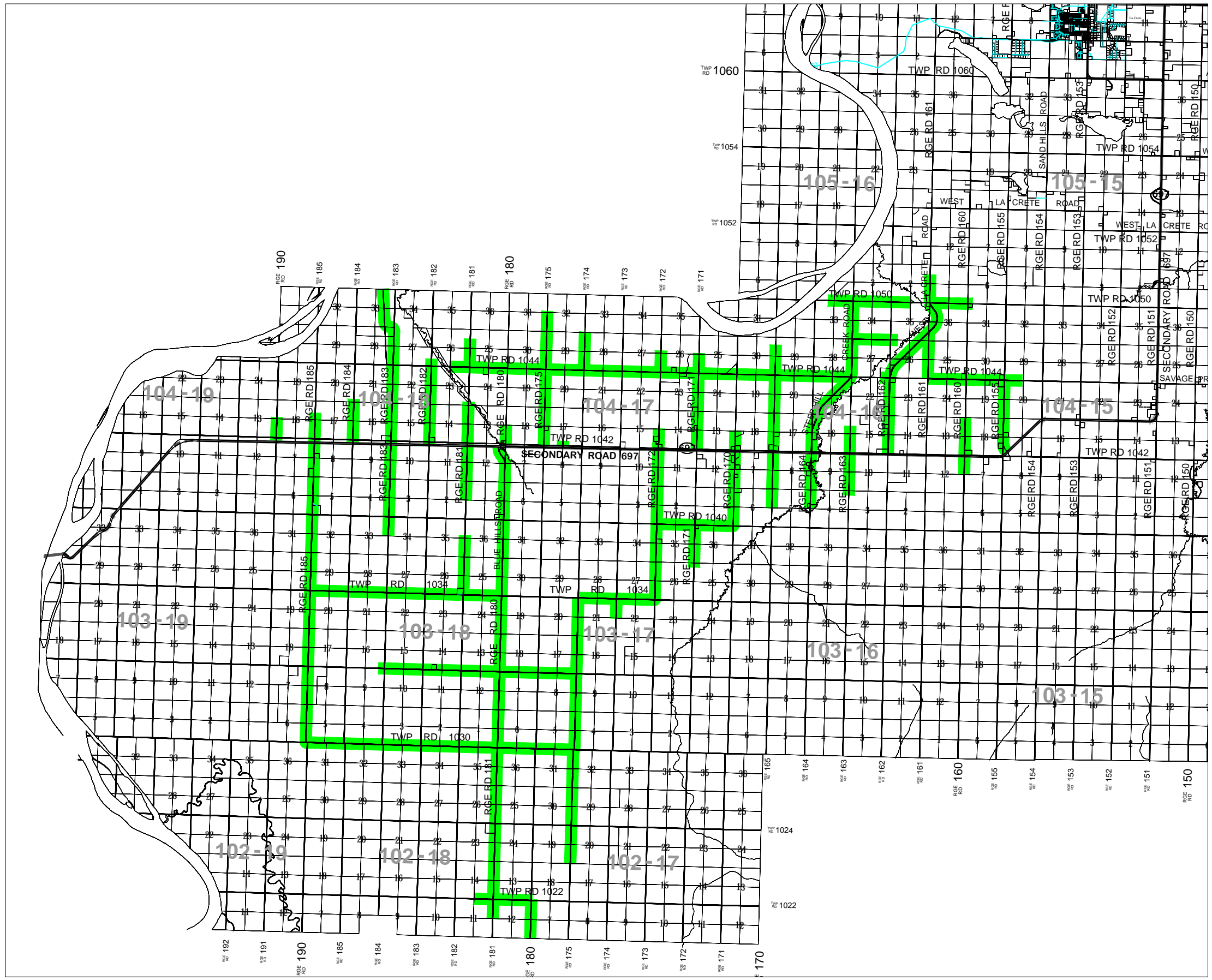
**COMMUNICATION:**

We will provide maps of the established grader beats to all Grader Operators, Lead hands and make available for the public when required.

**RECOMMENDED ACTION:**

That the revised Grader Beat Maps be adopted as presented.

Author: John Klassen Reviewed by: \_\_\_\_\_ CAO YW



# Mackenzie County

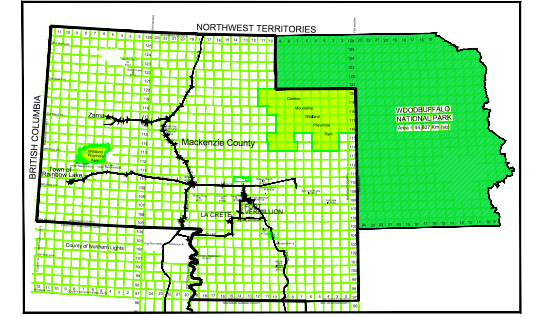
## 2013

### Grader Beat Map



**LEGEND**

█ Grader Beat #1 202 km (126 mi) George Zacharias



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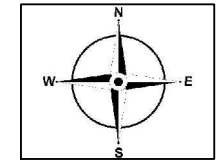
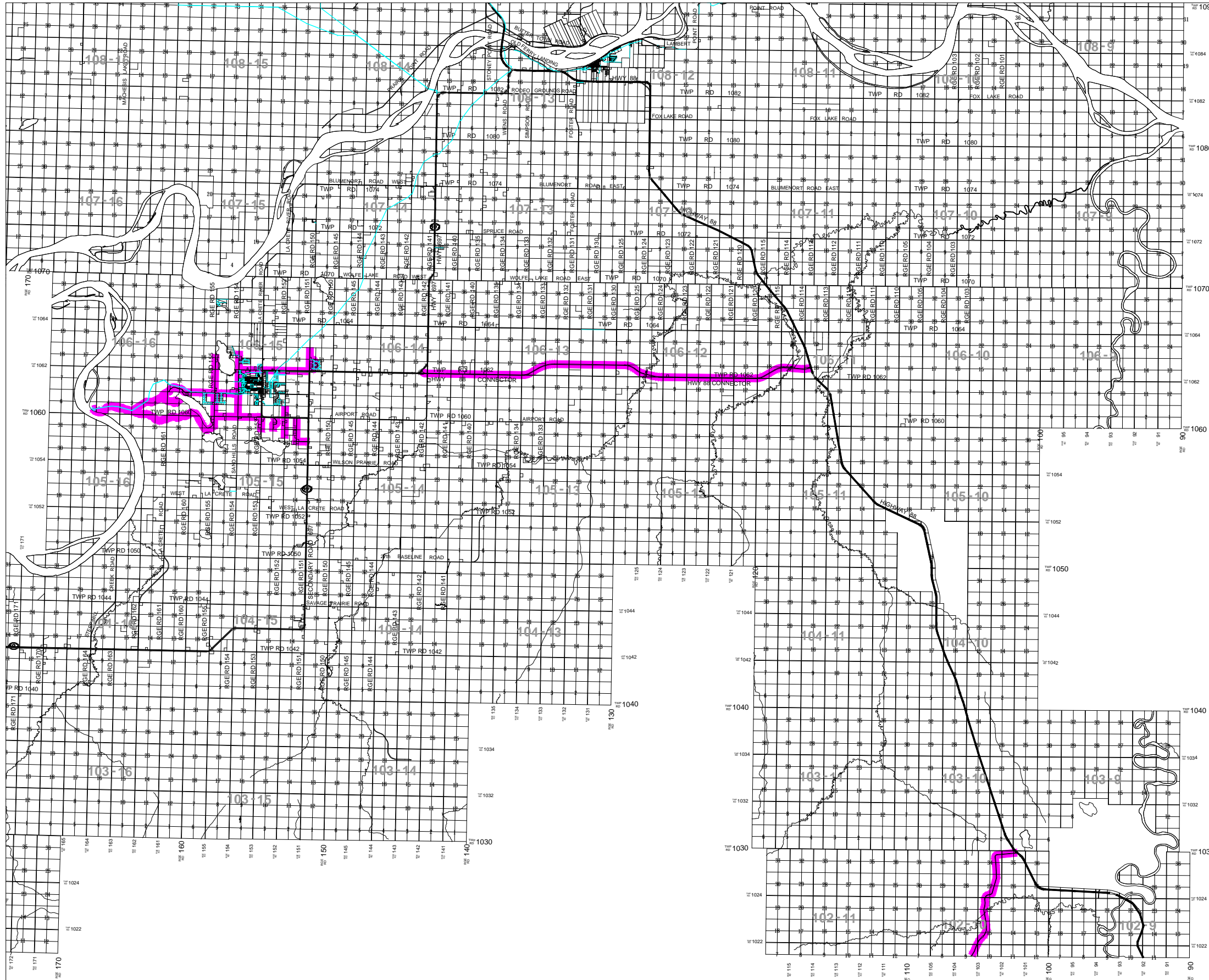
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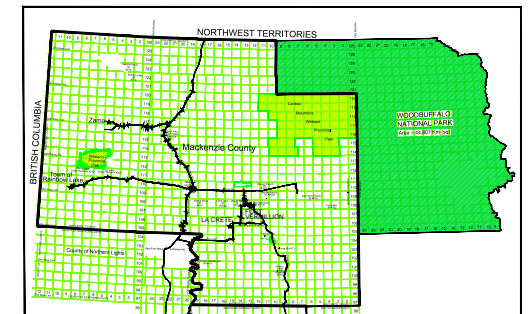


# Mackenzie County 2013 Grader Beat Map



**LEGEND**

█ Grader Beat #3 85 km (53 mi) Peter Krahn

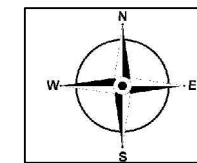
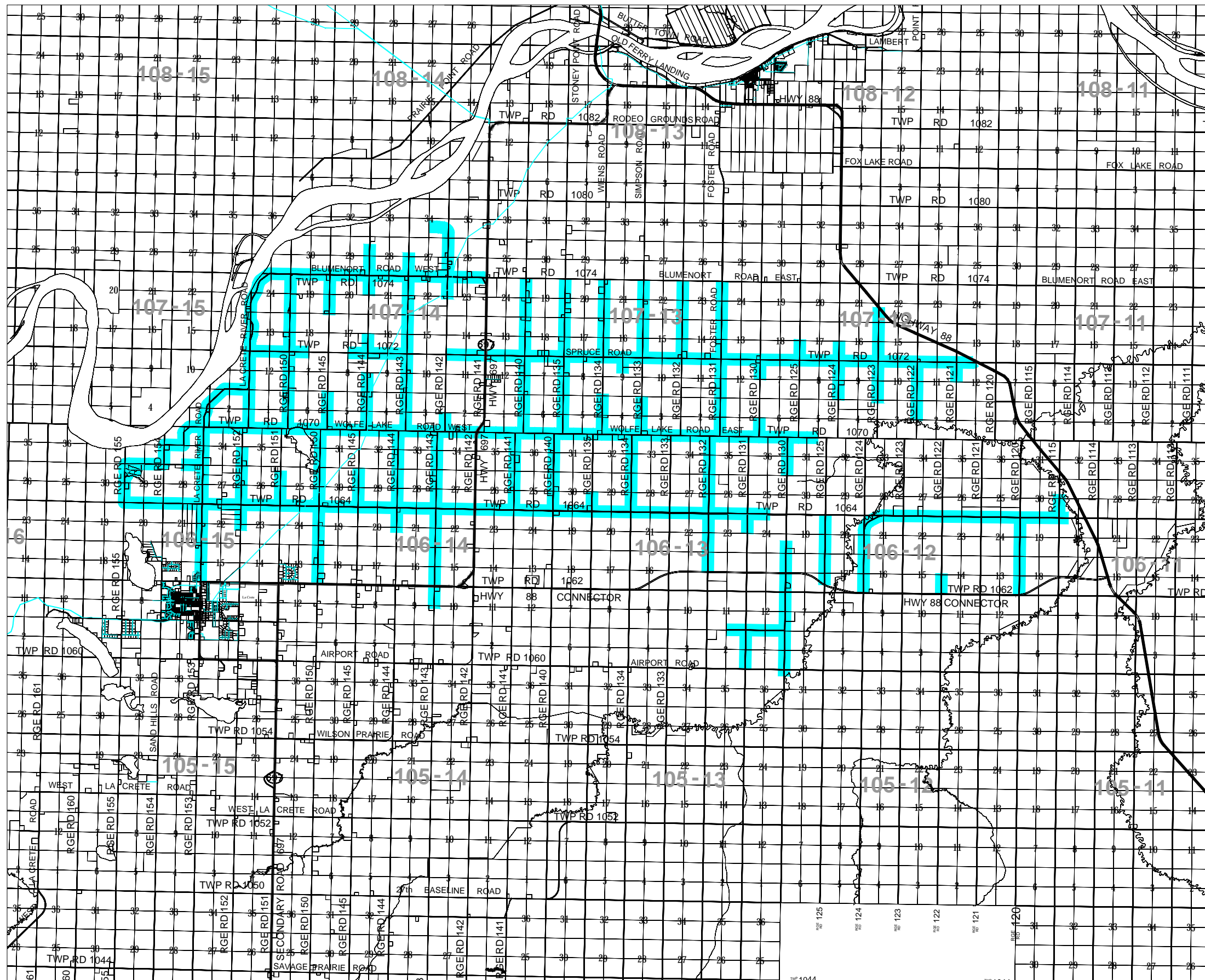


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# Mackenzie County

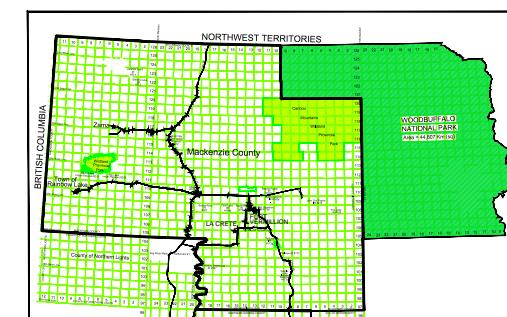
## 2013

### Grader Beat Map



**LEGEND**

█ Grader Beat #4 257 km (159 mi) Abe Wiebe



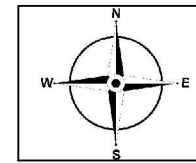
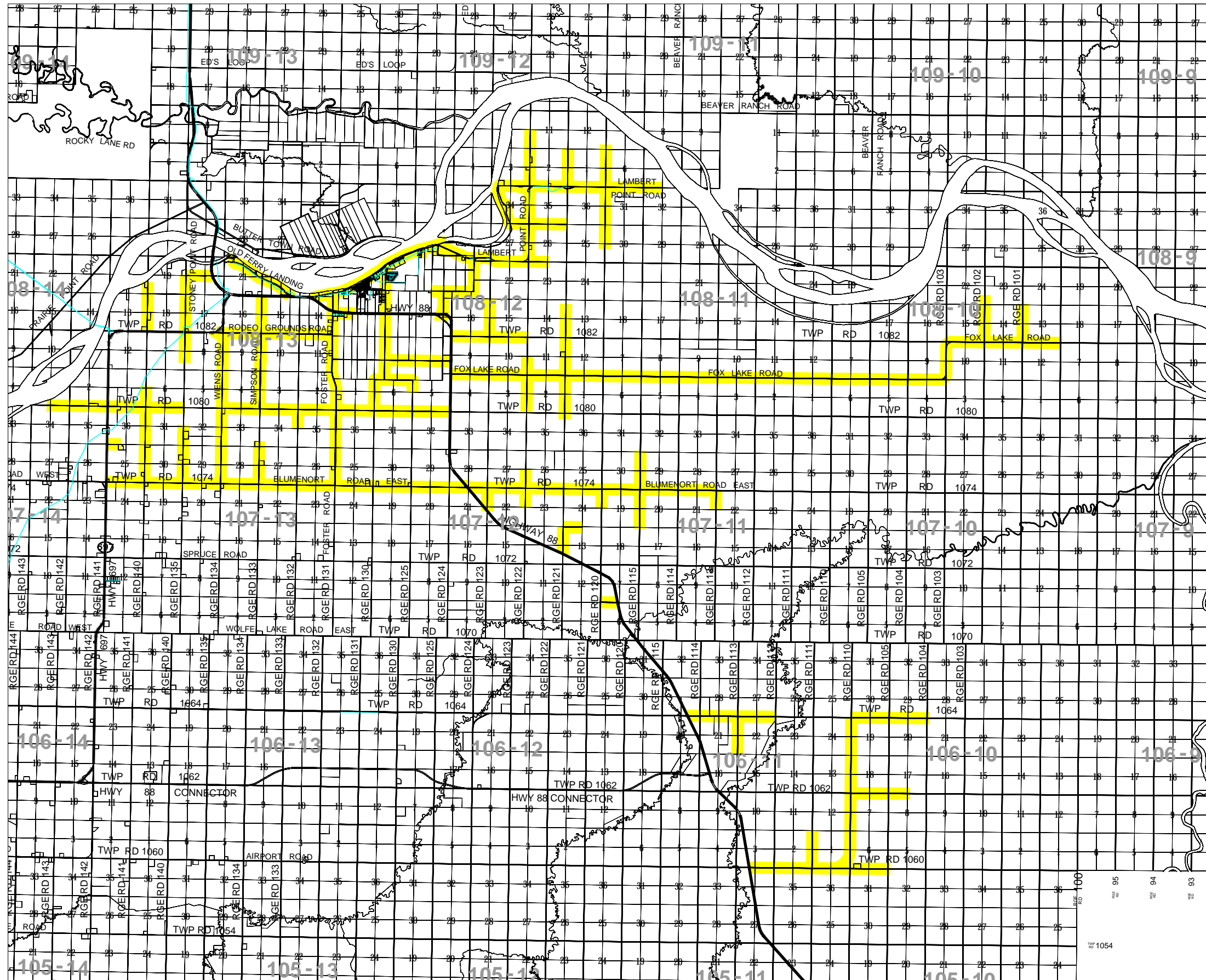
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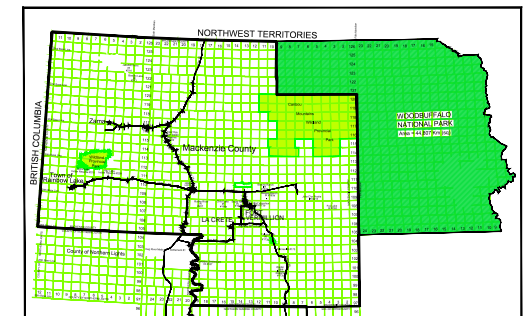


# Mackenzie County 2013 Grader Beat Map



### LEGEND

█ Grader Beat #5 218 km (135 mi) Buddy Mercredi

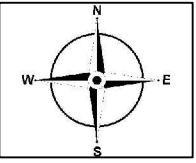
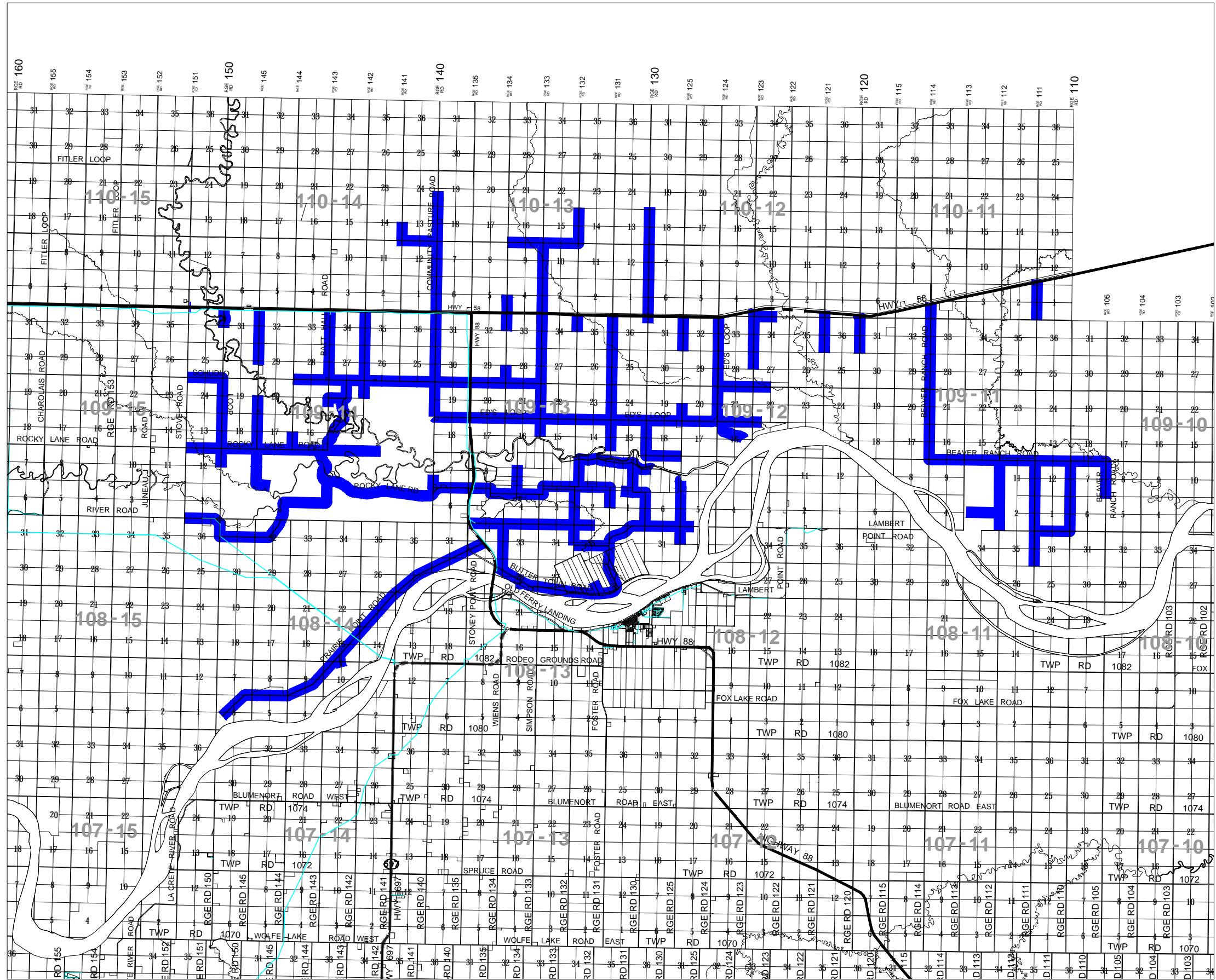


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# Mackenzie County

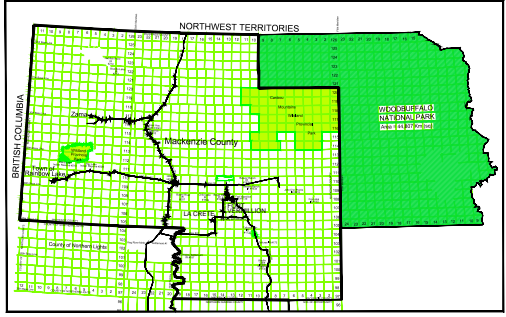
## 2013

### Grader Beat Map



**LEGEND**

█ Grader Beat #6 241 km (150 mi) Ron Lizotte



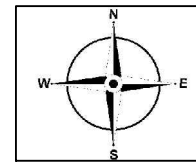
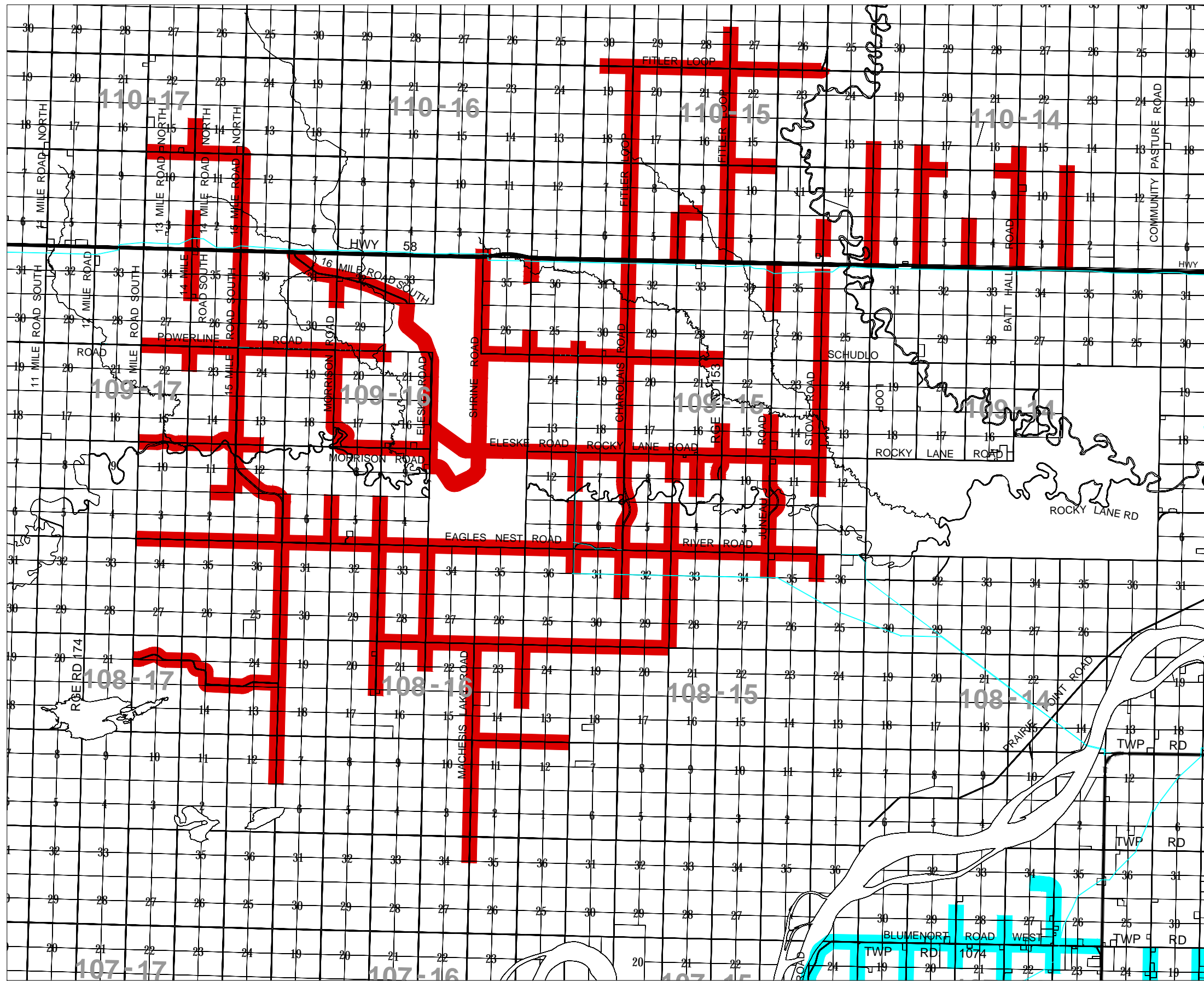
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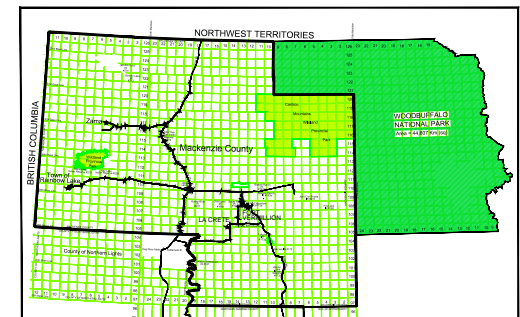


# Mackenzie County 2013 Grader Beat Map



**LEGEND**

█ Grader Beat #7 247 km (153 mi) Aron Braun

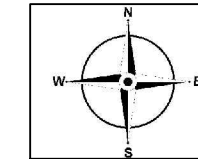
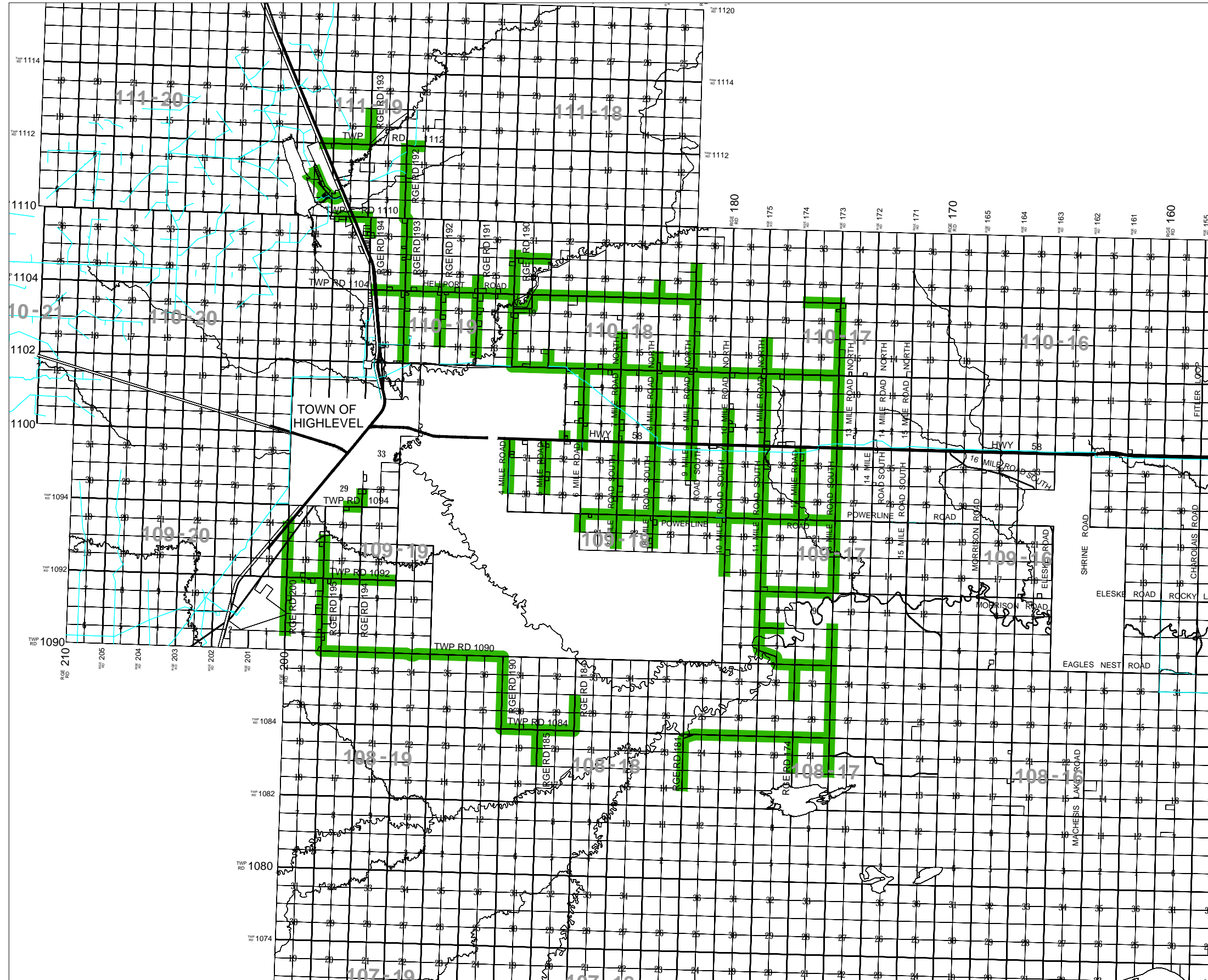


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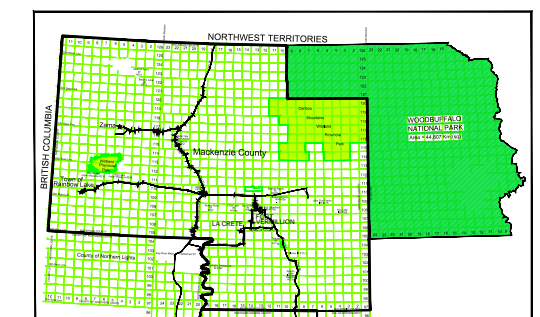


# Mackenzie County 2013 Grader Beat Map



**LEGEND**

█ Grader Beat #8 217 km (135 mi) Kevin Batt



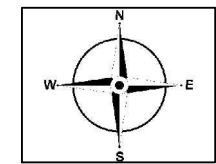
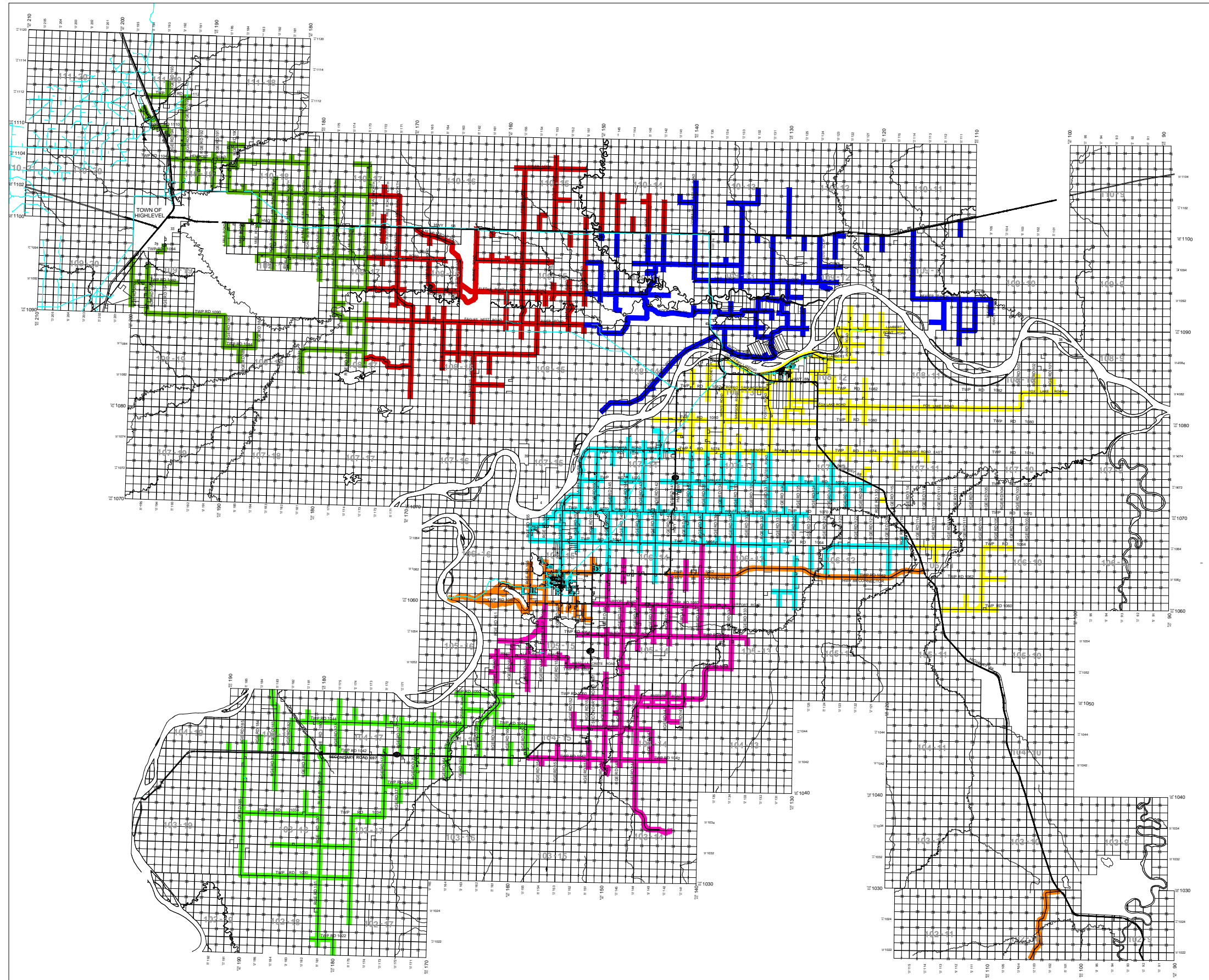
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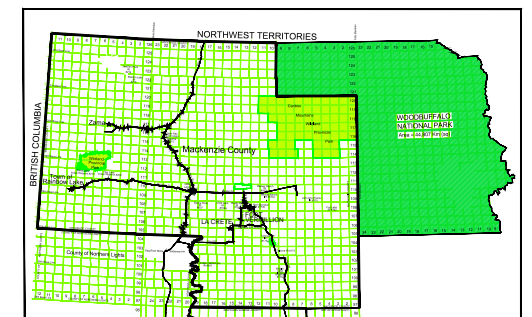
# Mackenzie County

## 2013

### Grader Beat Map



LEGEND		
<span style="color: green;">█</span>	Grader Beat #1	202 km (126 mi) George Zacharias
<span style="color: magenta;">█</span>	Grader Beat #2	244 km (151 mi) Tracy Peters
<span style="color: orange;">█</span>	Grader Beat #3	85 km (53 mi) Peter Krahn
<span style="color: cyan;">█</span>	Grader Beat #4	257 km (159 mi) Abe Wiebe
<span style="color: yellow;">█</span>	Grader Beat #5	218 km (135 mi) Buddy Mercredi
<span style="color: blue;">█</span>	Grader Beat #6	241 km (150 mi) Ron Lizotte
<span style="color: red;">█</span>	Grader Beat #7	247 km (153 mi) Aron Braun
<span style="color: green;">█</span>	Grader Beat #8	217 km (135 mi) Kevin Batt



#### DISCLAIMER

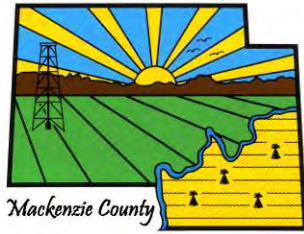
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## Not To Scale







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 878-12 Road Closure Lying west of SW 36-104-14-W5M and NW 25-104-14-W5M (Hog Barn Road Agreement) (Savage Prairie)</b>

**BACKGROUND / PROPOSAL:**

Bylaw 873-12, being a Road Closure Bylaw for the closure of a statutory road allowance lying west of SW 36-104-14-W5M and NW 25-104-14-W5M for the purpose of sale and consolidation with the adjacent lands, received first reading at the November 6, 2012 Council meeting.

In accordance with Alberta Transportation Road Closure Procedures, all road closure Bylaws must receive a Public Hearing prior to being sent to Alberta Transportation for approval. Public Hearing for the subject Bylaw was completed on November 28, 2012. Alberta Transportation approval was received on February 25, 2013 and therefore, the Bylaw is now being presented for second and third reading.

**OPTIONS & BENEFITS:**

The portion of road in question is the undeveloped road allowance running on the east side of SW 36-104-14-W5M and NW 25-104-14-W5M adjacent to a creek that feeds the Bear River.

The request to close this portion of road is part in conjunction with the Hog Barn Agreement to provide a legal access road to the barn. In this agreement, the County would close this portion of undeveloped road allowance which would be consolidated with the adjacent quarter sections.

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

All road closure Bylaws must receive a Public Hearing prior to being sent to Alberta Transportation for approval. The subject Bylaw will be presented to Council for second and third reading after it has been signed by the Minister of Transportation.

**COSTS & SOURCE OF FUNDING:**

Costs will be borne by Mackenzie County

**COMMUNICATION:**

**RECOMMENDED ACTION:**

**MOTION 1**

That second reading be given to Bylaw 878-12, being a Road Closure Bylaw for the closure and sale of the Government Road Allowance lying west of SW 36-104-14-W5M and NW 25-104-14-W5M.

**MOTION 2**

That third reading be given to Bylaw 878-12, being a Road Closure Bylaw for the closure and sale of the Government Road Allowance lying west of SW 36-104-14-W5M and NW 25-104-14-W5M.

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

# Alberta Transportation

REGIONAL SERVICES DIVISION  
2<sup>ND</sup> FLOOR, TWIN ATRIA BUILDING  
4999-98 AVENUE  
EDMONTON, ALBERTA, CANADA  
T6B 2X3

TELEPHONE NO: 780-415-1538  
FAX NO: 780-427-0353  
Toll Free Connection Dial 310-0000

February 22, 2013

MacKenzie County  
4511-46 Avenue  
Fort Vermilion, Alberta T0H 1N0

Attention: Liane Lambert, Development Officer



**RE: ROAD CLOSURE – BYLAW 878-12 (File No. NW 25-104-14-5)**

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and sale on February 22, 2013.

Please forward or fax me with the dates of second and third readings of the bylaw, after which you may register the bylaw at Land Titles. Notify me again when the bylaw is registered by Land Titles.

Thank you.

Yours truly,

A handwritten signature in blue ink that reads "Adrienne Kisko". The signature is written in a cursive, flowing style.

Adrienne Kisko  
Land Technologist

cc: Mae Stewart  
Operations Engineer  
Peace River, Alberta

Enclosures

BYLAW NO. 878-12

BEING A BYLAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF CLOSING A  
STATUARY ROAD ALLOWANCE IN ACCORDANCE  
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,  
CHAPTER M-26, REVISED STATUES OF ALBERTA 2000

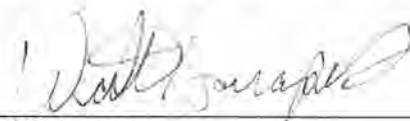
**WHEREAS**, Council of Mackenzie County has determined that the statutory road allowance, as outlined on Schedule "A" attached hereto, be subject to a road closure, and

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

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of sale and consolidation, the government road allowance described as follows, subject to the rights of access granted by other legislation or regulations:


1. All that portion of Government Road Allowance lying west of SW 36-104-14-W5M  
Excepting thereout all mines and minerals and the right to work the same.
2. All that portion of Government Road Allowance lying west of NW 25-104-14-W5M  
Excepting thereout all mines and minerals and the right to work the same.

READ a first time this 6 day of November 2012.



Bill Neufeld  
Reeve

FOR



Joulia Whittleton  
Chief Administrative Officer

APPROVED this 22 day of February, 2012. <sup>13</sup>  
<sub>48</sub>



Minister of Transportation

Approval valid for 21 months.

Bylaw 878-12  
Road Closure lying west of SW 36-104-14-W5M  
and NW 25-104-14-W5M (Savage Prairie)

Page 2 of 3

READ a second time this \_\_\_ day of \_\_\_\_\_, 2012.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2012.

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Bill Neufeld  
Reeve

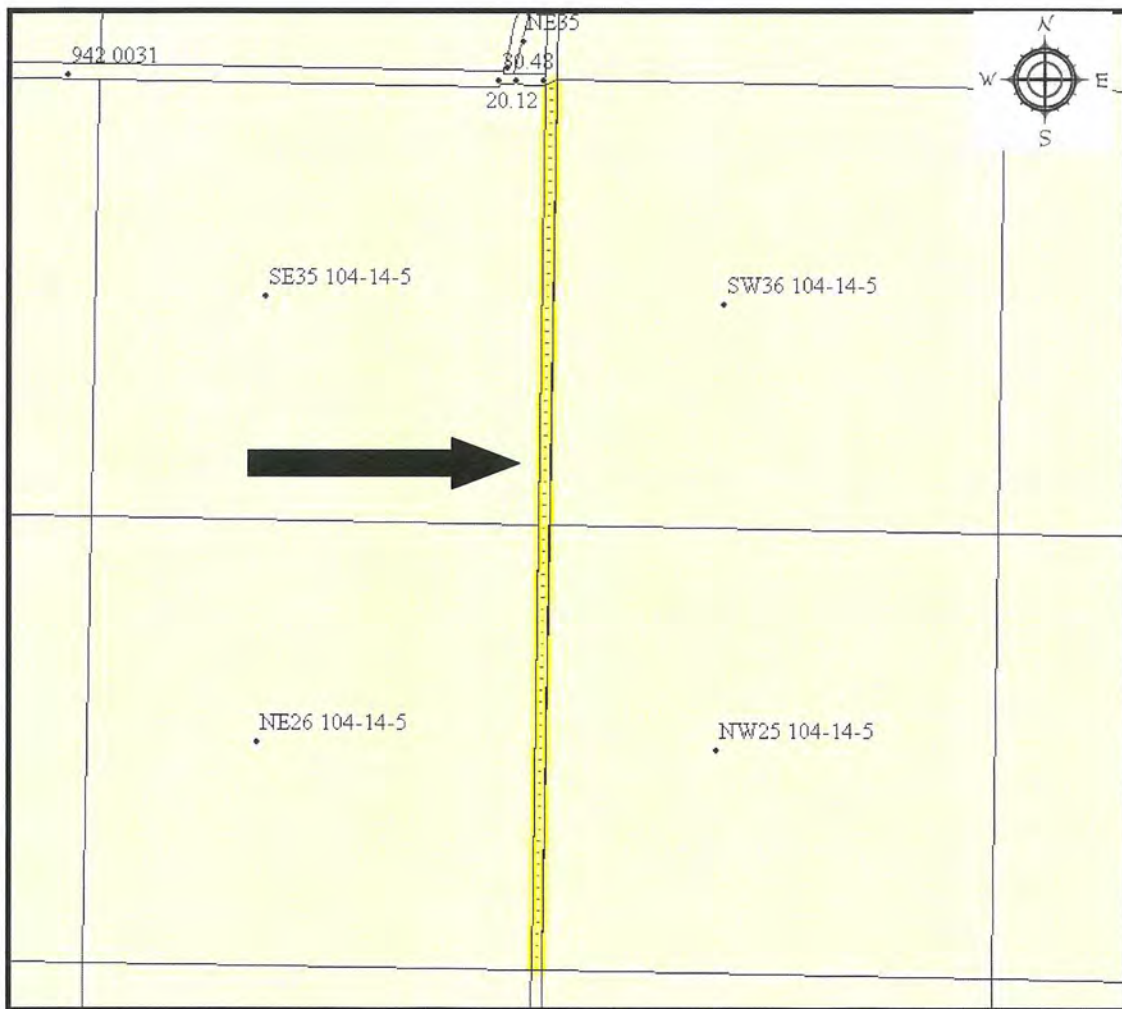
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Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 878-12**

**SCHEDULE "A"**

1. That the land use designation of the following property known as:
  1. All that portion of Government Road Allowance lying west of SW 36-104-14-W5M & NW 25-104-14-W5M





942 0831

30.43

14-5

SE35 104-14-5

SW36 104-14-5

14-5

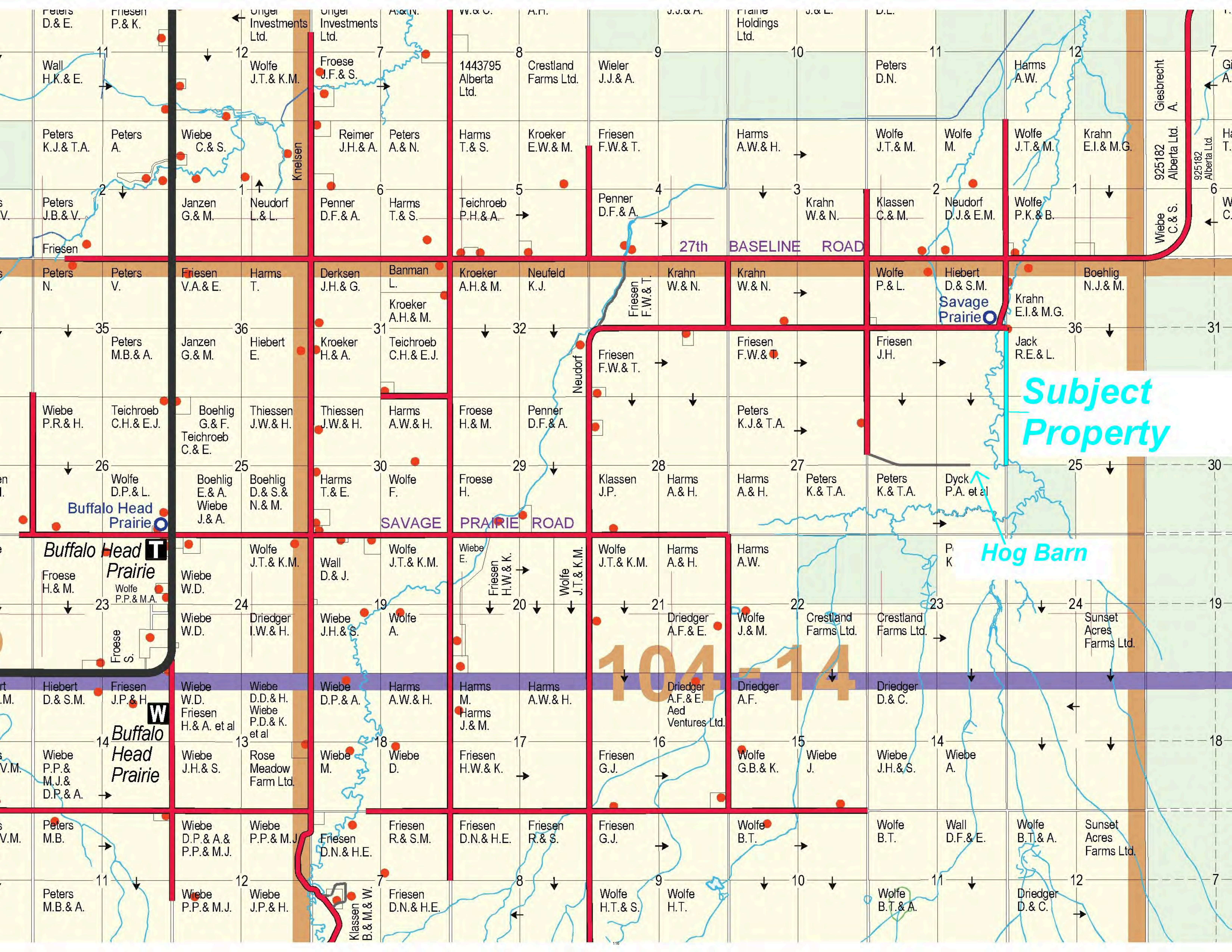
NE26 104-14-5

NW25 104-14-5

15











## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Plan 042 2979, Block 24, Lot 8. – Manufactured Dwelling – Single Wide Encroachment onto Public Utility Lane.</b>

### **BACKGROUND / PROPOSAL:**

Development Permit 58-DP-12 was issued in May 4, 2012 for the construction of an Addition to the existing Manufactured Home. However, there has been an ongoing issue with this Manufactured Home, as the back portion of the dwelling crosses over into the County’s Public Utility Laneway. This Manufactured Home was placed before the subdivision (Plan 042 2979) commenced, however was required to be moved as part of the conditions of subdivision approval. The County did not enforce this condition at that time.

This matter was brought to the attention of the Municipal Planning Commission back in 2010 when the neighbouring lot had drainage problems. Several attempts have been made by Administration to negotiate with the current owner of Plan 042 2979, Block 24, Lot 8 to relocate the Manufactured Home to meet the required setbacks.

The MPC motion at that time was, “That Administration be directed to negotiate with the current owner of Plan 042 2979, Block 24, Lot 8 for the Mobile Home and Ancillary Building relocation to meet the required setbacks and further negotiate with the developer of Subdivision Plan 042 2979 for cost sharing of the same.”

It was noted at a recent MPC meeting that since the motion contains potential financial implications for the County, the motion is actually outside of their jurisdiction and needs to be forwarded to Council to see if Council supports the same motion, or if different avenues should now be pursued.

Last year the owner applied for a Development Permit to construct an Addition, the MPC agreed to approve the permit if the landowner first moved the Manufactured Home. This was a condition of the permit; however, the landowner decided not to proceed with the Addition.

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

It has now come to Administrations attention that the lot and Manufactured Dwelling are for sale, and the MPC has directed Administration to present this issue to Council asking for legal advice on how to deal with this issue.

**OPTIONS & BENEFITS:**

**Option 1**

Receive as information.

**Option 2**

That Administration proceed with obtaining legal advice on how to deal with the encroachment of the Manufactured Dwelling on Plan 042 2979, Block 24, Lot 8.

**COSTS & SOURCE OF FUNDING:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

That Administration proceed with obtaining legal advice to deal with the encroachment of the Manufactured Dwelling on Plan 042 2979, Block 24, Lot 8.

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



**Mackenzie County**  
P.O. Box 1690, La Crete Alberta T0H 2H0  
Phone (780) 928-3983 Fax (780) 928-3636

May 4, 2012

Henry Peters  
Box 2252  
La Crete AB T0H 2H0

58-DP-12

Dear Mr. Peters,

Attached please find your approved Development Permit. The Development Permit contains special conditions that are specific to your development project. Please review all of the conditions carefully and ensure that action has been taken for each item.

Please also note Condition 2 which states that your Mobile Home and Shed shall be relocated to within the boundaries within your property to meet all setback requirements that our outlined in Condition 1 of this Development Permit.

Furthermore, your development project may require Safety Code Permits. Safety Codes Permits consist of Building, Electrical, Gas, Plumbing and Private Sewage Disposal Systems. If you require further information regarding this matter please contact the Permit Clerk at 780-928-3983.

Please ensure that all permits and approvals have been obtained prior to the commencement of your project.

If you have any questions or concerns regarding this matter, please contact myself at 780-928-3983 or stop by the office. Our office hours are 8:15 a.m. to 4:30 p.m., Monday through Friday.

Yours truly,

Christopher Wilcott,  
Planner

Enclosure



**Mackenzie County**  
P.O Box 1690, La Crete, AB T0H 2H0  
Phone (780) 928-3983 Fax (780) 928-3636

## Development Approving Authority

Application No.: **58-DP-12**  
Legal Description: Plan 042 2979; Block 24; Lot 8  
Applicant: Henry Peters  
Address: Box 2252  
La Crete AB T0H 2H0  
Development: **Addition to Mobile Home**  
DECISION: **APPROVED (See Attached Conditions)**

## Development Permit

This permit is issued subject to the following conditions:

- (a) That the development or construction of the said land (s) will not begin until May 25, 2012.
- (b) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (c) That the development or construction will be carried out in accordance with the approved plans and application.
- (d) That this permit shall be invalid should an appeal be made against the decision. Should the Subdivision and Development Appeal Board approve the issuance of this permit, this permit shall be valid from the date of decision, and in accordance with the conditions, of the Subdivision and Development Appeal Board.
- (e) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Subdivision and Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.

Dated May 4, 2012

  
\_\_\_\_\_  
Municipal Planning Commission





**Mackenzie County**  
P.O Box 1690, La Crete, AB T0H 2H0  
Phone (780) 928-3983 Fax (780) 928-3636

## Development Approving Authority

### 58-DP-12

#### CONDITIONS OF APPROVAL

**FAILURE TO COMPLY WITH ONE OR MORE OF THE ATTACHED CONDITIONS SHALL RENDER THIS PERMIT NULL AND VOID**

1. **Minimum building setbacks are; 7.62 meters (25 feet) front (east) yard; 2.44 meters (8 feet) rear (west) yard; 1.52 meters (5 feet) side yards (north and south), from the property lines.**
2. **Prior to Construction, the existing Manufactured Home and Shed shall be relocated on the property to meet the above mentioned setback requirements.**
3. **The Mobile Home addition shall be placed on the west side of the existing Mobile Home.**
4. The Mobile Home Addition shall be constructed and finished with similar construction materials as the existing Mobile Home to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. The municipality has assigned the following address to the noted property 11202-98 Avenue. You are required to display the address (11202) 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. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
7. **This permit approval is subject to an access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
8. No construction or development is allowed on 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.

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.

**Please note**

1. Mackenzie County does not conduct independent environmental or land suitability checks. If the applicant is concerned about the suitability of the property for any purpose, the owner/applicant should conduct the proper tests. Mackenzie County, when issuing a development permit, makes no representation in regards to the suitability of the property for any purpose or as to the presence or absence of environmental contaminants of the property.
2. Obtain all the required Safety Codes Permits pertaining to your development. These permits consist of Building, Gas (Propane), Electrical, Plumbing and Private Sewage Disposal Systems.
3. Call 'Alberta-One-Call' before you dig. (1-800-242-3447).

**It is the responsibility of the developer to ensure that the proposed development meets the requirements of the provincial Safety Codes Act. For more information on the necessary Safety Codes Permits, contact Mackenzie County's Permit Clerk at 780-928-3983.**

May 4, 2012  
Date of Issue of Notice of Decision

  
\_\_\_\_\_  
Municipal Planning Commission



## Important Notices

1. You may wish to appeal the decision of the Development Authority to the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either in person or by mail so as to reach the Secretary of Subdivision and Development Appeal Board at the Mackenzie County office not later than fourteen (14) days after the date of Issue of Notice of Decision.
1. The Land Use Bylaw 791-10 provides that any person claiming to be affected by a decision of the Development Authority may appeal to the Secretary of the Subdivision and Development Appeal Board within fourteen days after the Notice of Decision is published in the local newspaper.
2. A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons subject to an appeal upon a question of law or jurisdiction pursuant to section 688 of The Municipal Government Act. An application for leave to appeal to the Court of Appeal must be made:
  - (a) to judge of the Court of Appeal; and
  - (b) within thirty (30) days after the issue of the decision sought to be appealed.

## Right of Appeal

Sections 683, 684, 685, and 686 of the Municipal Government Act, 2008, states:

- 683 Except as otherwise provided in a land use bylaw, a person may not commence any development unless the person has been issued a development permit in respect of it pursuant to the land use bylaw.
- 683 An application for a development permit is, at the option of the applicant, deemed to be refused if the decision of a development authority is not made within 40 days after receipt of the application unless the applicant has entered into an agreement with the development authority to extend the 40-day period.
- 685 (1) If a development authority
- (a) Fails or refuses to issue a development permit to a person,
  - (a) issues a development permit subject to conditions, or
  - (b) issues an order under section 645,
- the person applying for the permit or affected by the order under section 645 may appeal to the subdivision and development appeal board.
- (2) In addition to an applicant under subsection (1), any person affected by an order, decision or development permit made or issued by a development authority may appeal to the subdivision and development appeal board.
  - (2) Despite subsections (1) and (2), no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of the land use bylaw were relaxed, varied or misinterpreted.
- 686 (1) A development appeal to a subdivision and development appeal board is commenced by filing a notice of the appeal, containing reasons, with the board within 14 days,
- (a) in the case of an appeal made by a person referred to in section 685 (1), after
    - (i) the date on which the person is notified of the order or decision or the issuance of the development permit, or
    - (i) if no decision is made with respect to the application within the 40-day period or within any extension under section 684, the date the period or extension expires,
  - (a) in the case of an appeal made by a person referred to in section 685 (2), after the date on which the notice of the issuance of the permit was given in accordance with the land use bylaw.
- (2) The subdivision and development appeal board must hold an appeal hearing within 30 days of receipt of a notice of appeal.
  - (2) The subdivision and development appeal board must give at least 5 days notice in writing of the hearing
    - (a) to the applicant,
    - (a) to the development authority whose order, decision or development permit is the subject of the appeal, and
    - (b) to those owners required to be notified under the land use bylaw and any other person that the subdivision and development appeal board considers to be affected by the appeal and should be notified.
  - (3) The subdivision and development appeal board must make available for public inspection before the commencement of the hearing all relevant documents and materials respecting the appeal, including
    - (a) the application for the development permit, the decision and the notice of appeal, or
    - (a) the order under section 645.
  - (4) In subsection (3), "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.



# DEVELOPMENT PERMIT APPLICATION

Admin Use Only
Development Permit # <u>58-08-12</u>
Date Received <u>April 3/12</u>
Date Accepted <u>April 3/12</u>

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

## APPLICANT INFORMATION

<b>Applicant Name</b> <u>Henry Peters</u>		<b>Registered Landowner Name (If different than Applicant)</b>	
<b>Address</b> <u>Box 2252</u> <u>La Crete AB T0H 2H0</u>		<b>Address</b>	
<b>E-mail</b>		<b>E-mail</b>	
<b>Telephone (Res)</b> <u>(780) 841-9109</u>	<b>Work or Cell</b> <u>(780) 928-4736</u>	<b>Telephone (Res)</b>	<b>Work or Cell</b>

## LAND INFORMATION

Legal description of proposed development site									
Registered Plan # <u>042 2979</u>	Block <u>24</u>	Lot <u>8</u>	Stall	OR	QTR/L.S	SEC	TWP.	RG	M
Civic Address <u>11202-98 Ave</u>				Ward	MLL/MS/TFA		Acres/Ha		
Hamlet <u>La Crete</u>							Quarter Section	Acreage	
Description of existing use of land: <u>Garage, mobile home, shed.</u>							<input type="checkbox"/>	<input type="checkbox"/>	

## DEVELOPMENT INFORMATION

Describe proposed development: <u>construction of addition</u> <u>16 x 20</u>				
<input type="checkbox"/> Dwelling (Inc home additions)	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Secondary residence	<input type="checkbox"/> Garage, shop, shed (circle one)	<input type="checkbox"/> Commercial /Industrial Building		
<input type="checkbox"/> Modular/Manufactured Home	<input type="checkbox"/> Moved in Building	<input type="checkbox"/> Public Use Building		
<b>Building Size</b>				
Length <u>20'</u>	Width <u>16'</u>	Height (Grade to peak) <u>&lt; 15'</u>	Sq <sup>2</sup>	Other
The land is adjacent to: <input type="checkbox"/> Primary Highway <input type="checkbox"/> Secondary Highway <input type="checkbox"/> Local Road <input checked="" type="checkbox"/> Hamlet Road				



Estimate project time and cost:

A. Start Date May 1/2012	B. End Date August 1/12	C. Completed Project Cost \$ 20,000.00
-----------------------------	----------------------------	---

Attached is: (a) Site plan  Yes (b) Blueprints  Yes (c) Floor plans (Manufactured homes)  Yes

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

### GEOGRAPHIC INFORMATION

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

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

Access:

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

### DECLARATION

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

Applicant Name (Print) <i>HENRY PETERS</i>		Registered Land Owner Name (Print)	
Applicant Name (Signature) <i>Henry Peters</i>	Date <i>April 03</i>	Registered Land Owner (Signature)	Date

I understand that this application will not be accepted without the following: (a) appropriate development information (b) application fee as per Fee Schedule By-Law

NOTE: The signature of the Registered Land Owner is required if the applicant is not the registered landowner. The signing of this application, by the applicant and/or registered landowner, grants permission for necessary inspections of the property to be conducted by authorized persons of Mackenzie County.

### FOR ADMINISTRATIVE USE ONLY

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

Land Use Classification: MHS 1 Tax Roll No: 081967

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

Proposed Use: Addition to Mobile Home.

Development Application Fee Enclosed:  Yes  No Amount \$ 50.00 Receipt No: 143788



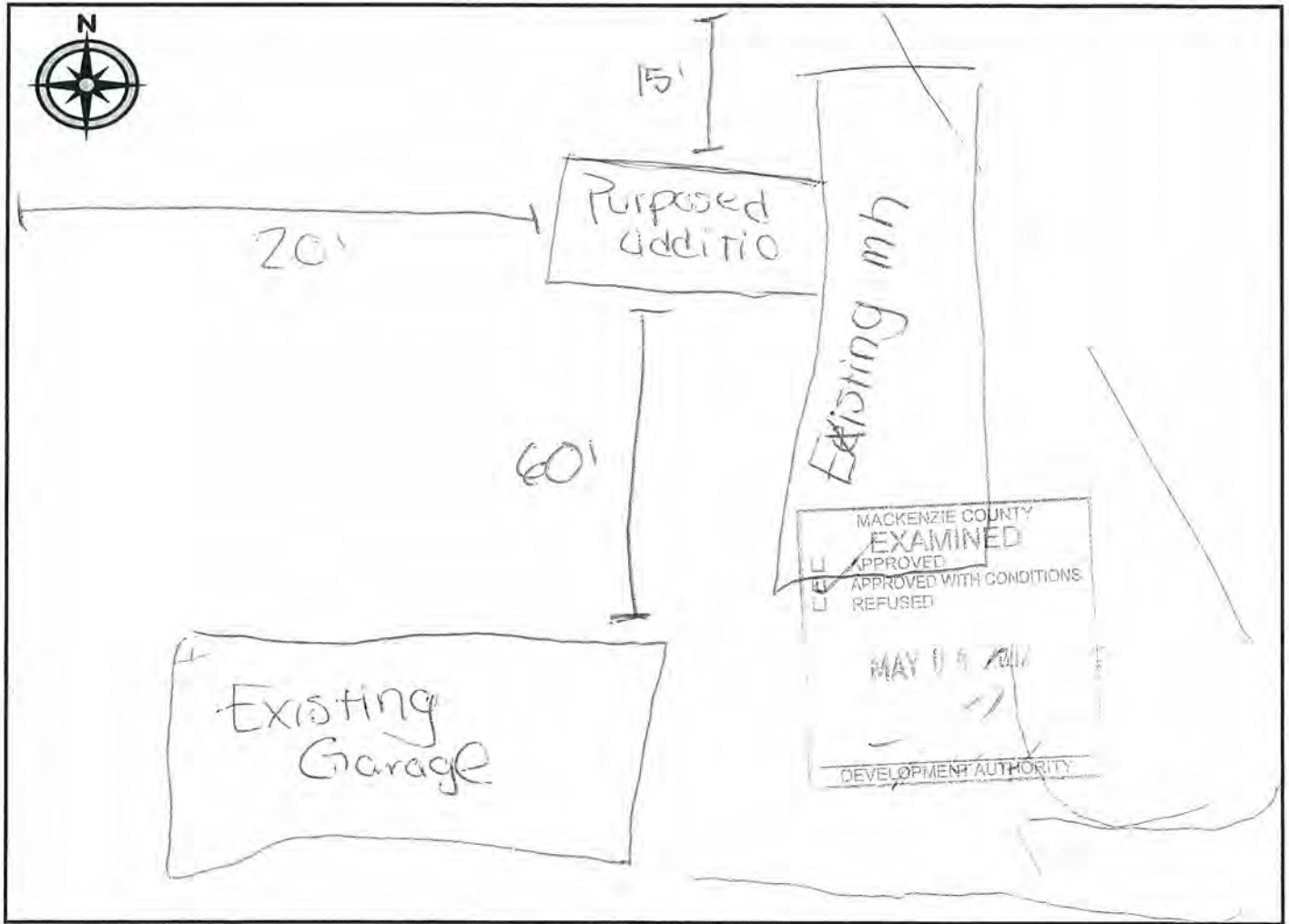
# Development Permit Application

## SITE PLAN

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

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

Remarks: \_\_\_\_\_



### Information Checklist for site plan

- \_\_\_ location/distance of existing buildings from property lines
- \_\_\_ location of access/driveway, and distance from intersections
- \_\_\_ location of shelterbelts and/or treed areas
- \_\_\_ location of parking and loading areas

- \_\_\_ location/distance of proposed buildings from property lines
- \_\_\_ ravines, creeks, lakes, sloughs, and any other water bodies
- \_\_\_ location of road(s), road allowances
- \_\_\_ length and width of property

#### Setbacks from Property Lines

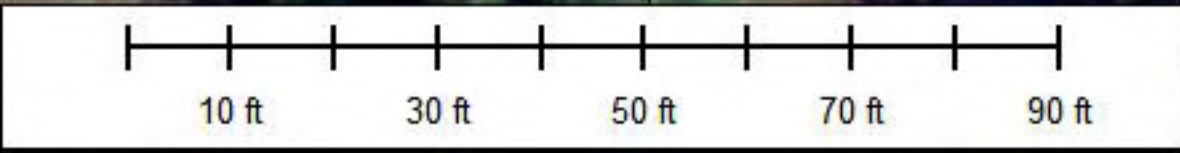
FRONT YARD	ft
_____	m

REAR YARD	ft
_____	m

SIDE YARD (1)	ft
_____	m

SIDE YARD (2)	ft
_____	m





95.32

106.29

16.0



3.50

13.27

18.91

35.63

19.04

37.00

7

7.34

40.66

6

20.00

Avenue



Subject Location

052 4647

99

99 Ave

(052 4648)

(052 20803)

042 2979

052 3802  
(042 2980)

(042 2980)

16MR

98 Ave

98 Ave

(042 2980)

(042 2980)

(052 3802)

102 6365

(102 6366)

71PUL

60  
38

(102 6366)

111 St

61MR

38

(102 6366)

97 Ave

2

1

062 1497

69PUL

95 Ave

(102 6366)

47

48 49 50 51 52 53

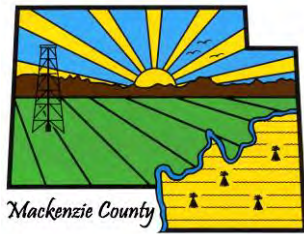
36 35 34 33

24

20

18 17





## MACKENZIE COUNTY

### REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Area Structure Plans</b>

**BACKGROUND / PROPOSAL:**

Scheffer Andrew is progressing well on the Hamlet ASPs, and have begun work on the Industrial ASPs as well.

Several questions have come up in regards to the Industrial ASPs, and Council's input on these matters would be beneficial at this early stage rather than waiting until a draft copy of the ASPs is received. The questions are presented exactly how I received them from our consultant, with administrations input following each question.

**Question 1:** Is there an appetite for country residential developments in some of the larger plan areas? I ask as some of these plans are immense areas and it may take a very long time for demand to be sufficient for their development. Country residential may provide a tax base to help support the local infrastructure development in the meantime. If not country residential, then I will suggest we stage these areas in a very strict manner to ensure the market is not flooded with supply.

**Administration:** We feel that country residential developments would be well suited around Fort Vermilion if located properly, but not in the other industrial ASP areas, and should be incorporated into the plans accordingly.

**Question 2:** Is there a differentiation that you or Council would like to see between the four different areas? This could be along the lines of clusters of like businesses, roadside character, areas where heavy noxious industrial uses are not permitted (e.g. Fort Vermilion), servicing preferences (e.g. common private systems, public systems, private on-site...).

**Administration:** We feel that heavy noxious industrial uses should not be permitted around Fort Vermilion but are acceptable in the other areas. See attached sheet for an

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

example industrial ASP. As far as servicing preferences, we have asked DCL Siemens to provide some basic input into this.

**Question 3:** Do you have a preference for naming the areas? We are referring to them with descriptions such as “North of High Level Industrial ASP” at this point.

**Administration:** We recommend the following names for the industrial ASP areas, but are definitely open to additional suggestions: Footner Lake Industrial ASP (North of High Level), Mackenzie Highway Industrial ASP (South of High Level), Bicentennial Industrial ASP (Hwy 88 Connector), and Fort Vermilion Industrial ASP.

**Question 4:** I have reviewed the Plan boundaries and only recommend changes to the area around Fort Vermilion as identified in the attached sketch.

These two areas should be removed for the following reasons:

1. To allow room for future residential expansion on lands near the river,
2. Remove industrial uses from next to the potentially sensitive natural areas associated with the river,
3. Ensure that the first thing visitors see when coming to Fort Vermilion is not industrial uses,
4. While there is a resource extraction operation in the eastern area, this is less than an ideal use of the lands and over time this would be suitable to transition to a residential area as the aggregate extraction ends.

**Administration:** We agree with the recommendation to remove the identified areas from the industrial ASP area.

**OPTIONS & BENEFITS:**

As discussed.

**COSTS/SOURCE OF FUNDING:**

N/A

**COMMUNICATION:**

None required.

**RECOMMENDED ACTION:**

For discussion and direction.

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





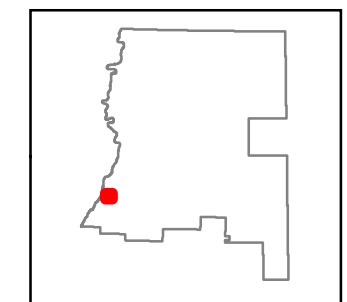
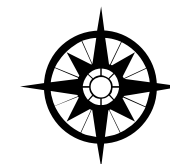
# NORTHERN SUNRISE COUNTY

## NORTHERN SUNRISE COUNTY

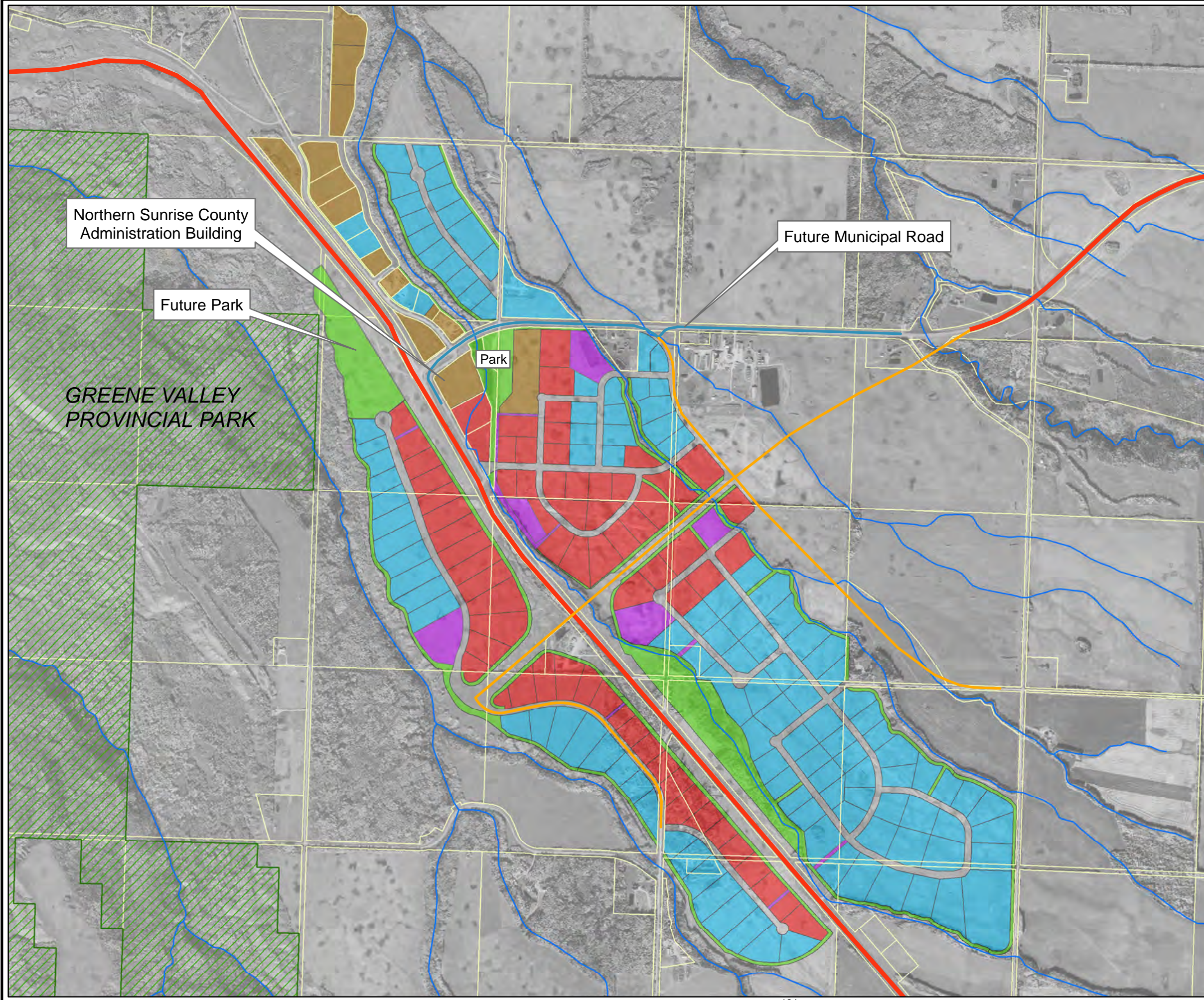
### SUNRISE GATEWAY BUSINESS PARK AREA STRUCTURE PLAN

#### SCHEDULE C: FUTURE LAND USE PLAN

-  Existing Development
-  Highway Commercial
-  Service Industrial
-  Public Land (MR/ER)
-  Public Utilities Lots
-  Highway
-  Redesignated Municipal Road
-  New Alignment of Highway 688 and Municipal Road Connections



Mackenzie Municipal Services Agency  
Date: February 22, 2011

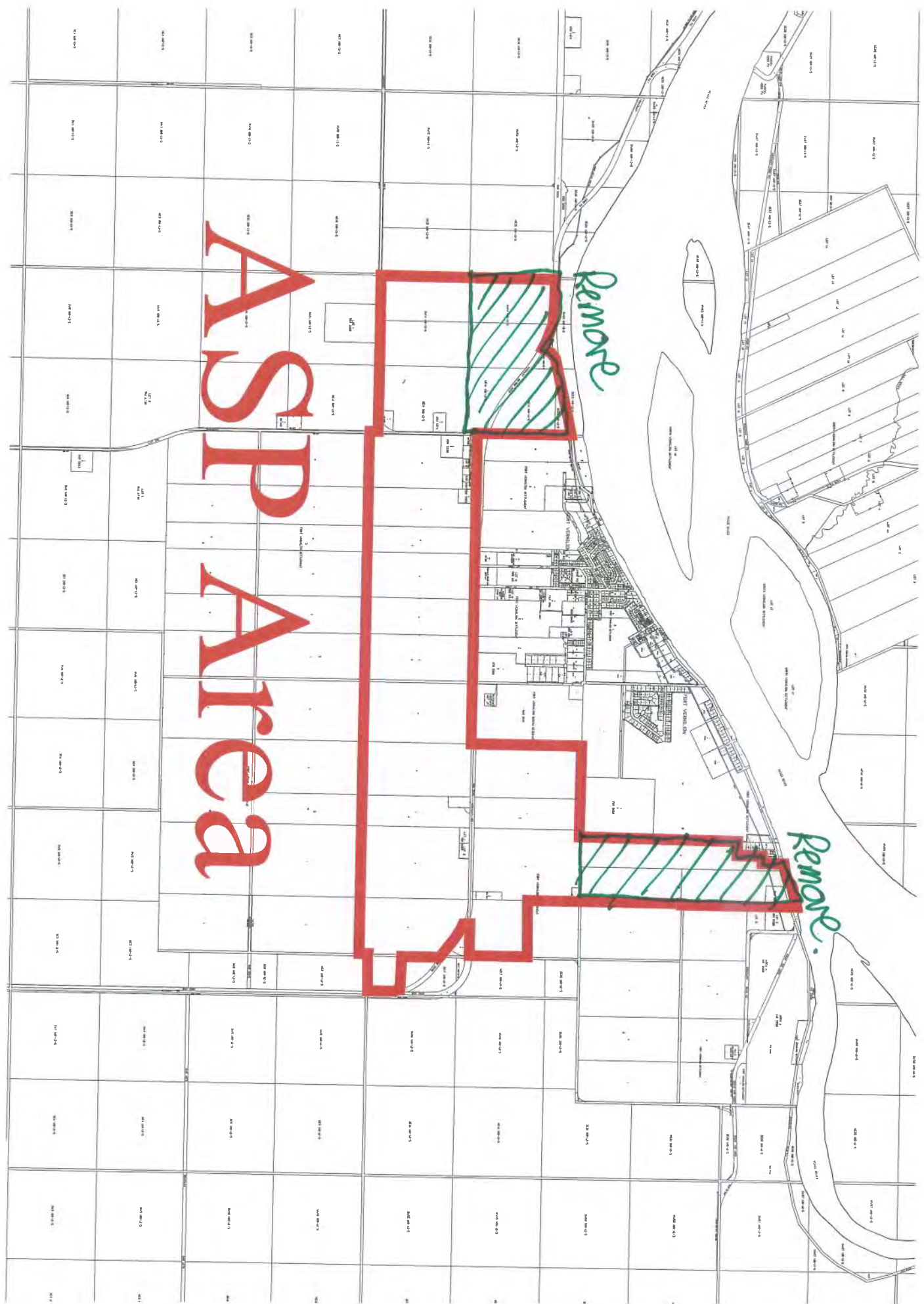




# ASP Area

Remove

Remove







The news announcement by FCM is on the attached page, and if you follow this link you will be directed to the draft protocol (35 pages, hence it's not attached).  
[http://www.fcm.ca/Documents/tools/FCM/Antenna\\_System\\_Siting\\_Protocol\\_EN.pdf](http://www.fcm.ca/Documents/tools/FCM/Antenna_System_Siting_Protocol_EN.pdf)

**OPTIONS & BENEFITS:**

There are two options:

Option 1:

Adopt the protocol in order to further influence antenna locations within the County. This would give the County a voice as to where antennas are located, and more control over the look of the facilities. It may be quite time intensive for staff to host the consultations and follow the entire protocol when an application is received.

Option 2:

Do not adopt the protocol and allow antennas to be placed as they always have been. This would allow staff to continue to focus on current duties.

**COSTS/SOURCE OF FUNDING:**

There would be no costs for adopting this protocol. It's a matter of using staff time to incorporate our County's specific requirements into the template.

**COMMUNICATION:**

None required. Proponents contact the County whenever they propose to construct an antenna; at that point they would be notified of all bylaws, policies and protocols they need to follow.

**RECOMMENDED ACTION:**

For discussion.

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

# Municipalities and wireless industry announce joint protocol on antenna siting (28/02/2013)

OTTAWA, ON - Federation of Canadian Municipalities (FCM) President Karen Leibovici and Canadian Wireless Telecommunications Association (CWTA) President Bernard Lord announced today at a news conference in Ottawa, a joint [protocol](#) on the siting process of wireless antenna systems.

"The purpose of the protocol is to ensure there is notification and meaningful local consultation on the location and visual aesthetics of antenna systems before they are installed, and that Canadians continue to have access to the wireless services they need to support their businesses and stay connected with their families," said FCM president Karen Leibovici.

The Joint Antenna System Siting Protocol is the result of a partnership between municipalities and the wireless industry, through FCM and CWTA, to find common sense solutions to the challenge of building Canada's digital infrastructure while respecting local land use preferences and community concerns.

The protocol establishes a more comprehensive notification and consultation process than current regulations, and emphasizes the need for meaningful pre-consultation to ensure local land use priorities and sensitivities are fully reflected in the location and design of new antenna systems. Telecommunications carriers have agreed for the first time to notify municipalities of all antennas being installed before their construction, regardless of height, and to undertake full public consultation for towers under 15 meters - whenever deemed necessary by the municipality.

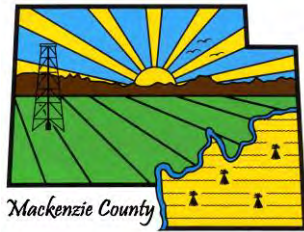
"Canadians expect reliable, high quality wireless service wherever they are. By working together, communities and the industry can guarantee there is enough critical infrastructure in place to keep Canadians connected to the devices and technology they love, and keep our economy strong," said CWTA president Bernard Lord.

Today, more than 26 million Canadians have a mobile phone or wireless device. Traffic on some Canadian mobile networks is growing 5% every week. In order to meet this demand, wireless facilities need to be located wherever people use wireless service, whether that be at home, at work, or while commuting. Local governments and telecommunications carriers are doing their part, and we welcome the federal government's support of this collaborative effort so that communities can benefit from wireless technology while having local priorities and concerns respected in the antenna siting process.

Author: B. Peters Reviewed by: CAO YW







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Transfer of Delayed Grant Funds to Sewer Upgrading Reserve</b>

**BACKGROUND / PROPOSAL:**

Between 2006 – 2009, Mackenzie County expended \$424,338.40 towards the capital project, Fort Vermilion Main Lift Station Upgrade. Because Alberta Transportation declined at that time to provide funding assistance towards this project, these expenditures were funded by contributions from Reserve funds.

On March 1, 2012, the County received notification from Alberta Transportation that \$318,254 in funding – representing 75% of the eligible project costs – had been approved. In June, 2012, \$318,253.80 were received and recorded as revenue for the Sewer Services Department.

Proposed: To contribute the funds received to the Sewer Upgrading Reserve fund.

**OPTIONS & BENEFITS:**

Administration recommends a contribution of the delayed grant to the Sewer Upgrading Reserve fund. This contribution would make \$318,253.80 available for future capital projects of this nature.

**COSTS & SOURCE OF FUNDING:**

Delayed receipt of grant from Alberta Transportation.

**COMMUNICATION:**

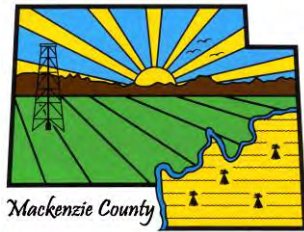
N/A.

**Authors:** A. Kilpatrick      **Review Date:** Mar. 4, 2013      **CAO** YW

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

That administration be authorized to transfer \$318,253.80 in grant funding received from Alberta Transportation in 2012, for expenditures made between 2006 – 2009 on the Fort Vermilion Main Lift Station Upgrade capital project, to the Sewer Upgrading Reserve as at December 31, 2012.

**Authors:** A. Kilpatrick **Review Date:** Mar. 4, 2013 **CAO** \_\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Vote on a Question - La Crete Municipal Swimming Pool</b>

### **BACKGROUND / PROPOSAL:**

The results of the La Crete Swimming Pool plebiscite will be presented on meeting day.

### **OPTIONS & BENEFITS:**

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

### **COMMUNICATION:**

Results to be posted on the County website and Facebook page.

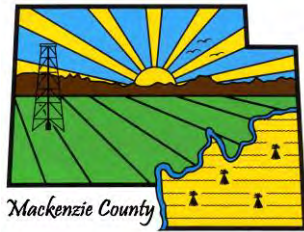
### **RECOMMENDED ACTION:**

For discussion.

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







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Letter of Support – Field of Dreams Stampede Committee</b>

### **BACKGROUND / PROPOSAL:**

See attached request from the Field of Dreams Stampeded Committee regarding a letter of support for their grant application to update the existing grand stands.

### **OPTIONS & BENEFITS:**

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

### **COMMUNICATION:**

N/A

### **RECOMMENDED ACTION:**

That a letter of support be provided to the Field of Dreams Stampede Committee for their grant application to update the existing grand stands.

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

## Carol Gabriel

---

**From:** Peter F. Braun <peter@mackenziecounty.com>  
**Sent:** Tuesday, March 05, 2013 11:34 AM  
**To:** Joulia Whittleton; Carol Gabriel  
**Subject:** Fwd: Grant Application For Rodeo Club

Can we add this request to the next council meeting. Any more info needed please contact the sender below. Thanks.

Sent from my iPhone

Begin forwarded message:

**From:** Dorothy Krahn <[DKrahn@mmiab.ca](mailto:DKrahn@mmiab.ca)>  
**Date:** 5 March, 2013 12:13:05 PM CST  
**To:** "Peter F. Braun" <[peter@mackenziecounty.com](mailto:peter@mackenziecounty.com)>  
**Subject:** Grant Application For Rodeo Club

Hi Peter,

I am applying for a grant on behalf of the Field Of Dreams Stampede Committee and have been asked to contact you regarding obtaining a letter of support from the Mackenzie County. A letter of support from local government is required as part of the Eligibility process.

Our goal in receiving the grant would be to raise funding to update existing grand stands. This being the 10<sup>th</sup> season that the Pro-Rodeo has been active in our community we look forward to your continued support. If you have any questions please feel free to call Walter Krahn @ 780-926-0735 or myself @ [dorothykrahn69@hotmail.com](mailto:dorothykrahn69@hotmail.com)

I look forward to hearing from you.

### Dorothy Krahn

Administrative Assistant



**Mennonite Mutual Insurance Co. (Alberta) Ltd.**

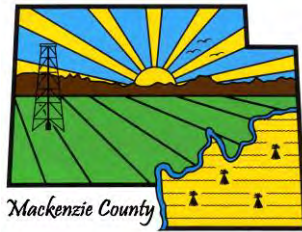
PO Box 2260, La Crete AB T0H 2H0

Tel: (780)928-3711 Toll Free: 1(877)988-3711

Fax: (780)928-3712 Toll Free: 1(877)558-3712

Email: [dkrahn@mmiab.ca](mailto:dkrahn@mmiab.ca) Website: [www.mmiab.ca](http://www.mmiab.ca)

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## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 12, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Community Planning Association of Alberta – 2013 Planning Conference and Education Sessions</b>

### **BACKGROUND / PROPOSAL:**

Councillor Derksen has expressed interest in attending the CPAA 2013 Planning Conference on April 15 – 17, 2013 in Red Deer. Conference information is attached.

As attendance at this conference has not been identified in the 2013 budget or through the Committee Terms of Reference document, it is being brought to Council for consideration.

In 2009, two Councillors attended this conference.

### **OPTIONS & BENEFITS:**

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

Registration Fee - \$435.00 for CPAA Members and \$500.00 for non-members  
Additional registration fees for education sessions (\$125/\$150 each)  
Per Diems, and Travel & Subsistence Costs

### **COMMUNICATION:**

Attendee to report back to Council regarding conference highlights.

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

**RECOMMENDED ACTION:**

For discussion.

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



# GROWTH WITHOUT BOUNDARIES?

Conference 2013 - Community Planning Association of Alberta



**Mission: To provide opportunities to share, promote and encourage sound community planning among a full range of stakeholders.**

## 2013 CPAA EDUCATION SESSIONS

### Monday April 15 2013 – Education Sessions – Hot Breakfast Buffet starts at 8:00am

For this year's education sessions the CPAA has partnered with the **Municipal Dispute Resolution Services** of Alberta Municipal Affairs to offer *two* different workshops for municipal staff, elected officials and community leaders in order to develop and enhance skills in negotiation, public input and workplace conflict management. The CPAA is very excited about this unique opportunity and we are offering two concurrent workshops on '**Public Input Toolkits for Municipalities**' and on '**Conflict Styles**'.

Both sessions are quite relevant throughout Alberta and anyone attending these sessions will gain significant insights into these topics. In addition, every participant will come away with new skills to enhance their own personal 'tool box' and be able to take these back to their respective workplaces to utilize. We hope you enjoy this opportunity and please let us know your feedback.

## 2013 CPAA CONFERENCE PROGRAM AT A GLANCE

### Monday April 15' 2013 – Conference Opens at 1:30pm

**Opening Address:** CPAA Chair, Gloria Wilkinson will deliver opening remarks.

**Keynote Presentation:** with Christopher Hume, accomplished writer for the Toronto Star. Christopher brings a very unique perspective to development.

#### **Concurrent Sessions**

**Session 1A "Capitalizing on New Technology"** with Al McCully from Parkland County – Rural Broadband, who will be presenting together with a group from Grande Prairie.

**Session 1B "Bridging the Gap"** with Marcel Huculak of ISL Engineering and Land Services and Mayor Gale Katchur with the City of Fort Saskatchewan.

**MLA Reception with 'Minister to be announced'**

**NEW: CPAA Pub Night** – Join your fellow Conference attendees at Cities Gastro Pub for an evening of networking, and reconnecting with friends from industry, or simply to wind down from a busy day at the Conference.

## **2013 CPAA CONFERENCE PROGRAM AT A GLANCE**

**Tuesday April 16 2013 – Hot Breakfast Buffet starts at 8:00am**

**Conference Starts 9:00am**

**Plenary “Procurement of Services”** with Grant Hallam and Troy McNeill of Consulting Engineers of Alberta (CEA) and Elise Harlick from Urban Systems.

**Session 2A “Leveraging the Power of Your Community: Cooperative Ownership of Renewable Energy”** with Paul Cabaj Founder and Chair of Spark.

**Session 2B “Accessible Communities”** with Art Erickson, Canadian Paraplegic Association

**Plated Lunch and Annual General Meeting**

**Session 3A “Land Disposition”** to be announced speaker from Integrated Resource Management. Planning Division of Sustainable Resource Development.

**Session 3B “Edmonton City Centre Redevelopment”** with Shauna Kuiper of ISL Engineering and Land Services.

**Plenary Sessions**

**Tuesday PM Plenary Panel “ Perspectives on Offsite Levies”** with Joanne Klauer of MacPherson Leslie & Tyerman LLP and Ray Watkins of the Urban Development Institute.

**CPAA Banquet**

**Entertainment** with Ms. Randi Bouton

**CPAA Live and Silent Auction**

**Wednesday April 17 2013 – Hot Breakfast starts at 8:00am**

**Conference Starts 9:00am**

**Plenary ‘ Land Use Impacts on Ecosystem Services’** with Vic Adamowicz Alberta Land Institute.

**Closing Plenary “Asset Management Beyond the Spreadsheet: Managing in your context of today toward your vision of tomorrow”** with Jody Rechenmacher and Elise Harlick of Urban Systems Ltd.

**Live and Silent Auction 2013**

This year we will have a Live Auction for three significant items plus our regular silent auction. Donations are respectfully requested for this Community Planning Association of Alberta fundraiser. Funds support our student scholarships.

Delegates are asked to bring their items with them, but please email Vicki Hackl, CPAA Secretary, prior to the conference, with the item information, so the bidding sheets can be prepared. [cpaa@cpaa.biz](mailto:cpaa@cpaa.biz)

**Sponsorship and Exhibit Opportunities**

The Sponsorship Program has been revised and is available on the web site.

**Your continued support is greatly appreciated!**



#205, 10940 – 166A Street  
 Edmonton, AB T5P 3V5  
 (780) 432-6387 Tel  
 (780) 452-7718 Fax  
[cpaa@cpaa.biz](mailto:cpaa@cpaa.biz) [www.cpaa.biz](http://www.cpaa.biz)

**REGISTRATION FORM  
 CPAA 2013 PLANNING CONFERENCE  
 And EDUCATION SESSIONS**

**APRIL 15, 16, and 17, 2013  
 Black Knight Inn, Red Deer, Alberta**

Name: \_\_\_\_\_

Firm or Organization: \_\_\_\_\_

Position/Title: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Indicate Food Allergies and/or vegetarian preferences: \_\_\_\_\_

*Full-time students please indicate (and see special rate below):*

Program of Study and Institution \_\_\_\_\_

**Student Registration Fee: \$50.00 Students must be current members of CPAA.**

**Two Education Sessions offered on Monday, April 15, 2013**

presented by Alberta Municipal Affairs, Municipal Dispute Resolution Services

**“Public Input Toolkits for Municipalities”** 8:00am Hot Breakfast, 9:00 start, to 12:15pm Lunch

- Registration Fee: \$125.00 for CPAA Members
- Registration Fee: \$150.00 for non Members

**“Conflict Styles”** 8:00am Hot Breakfast, 9:00 start, to 12:15pm Lunch

- Registration Fee: \$125.00 for CPAA Members
- Registration Fee: \$150.00 for non Members

**Choose one session per delegate.**

**NOTE: CONFERENCE OPENING - 1:30PM Monday, April 15**

**“Growth Without Boundaries?”**

- Registration Fee: \$435.00 for CPAA Members
  - Registration Fee: \$500.00 for non members
- Registration fee for Conference includes: Minister’s Reception, Conference Sessions, Hot Breakfasts, Luncheon & Banquet

**Indicate number of extra tickets:**

\_\_\_\_\_ Extra Conference Luncheon Tickets .....\$30.00  
 \_\_\_\_\_ Extra Conference Banquet Tickets .....\$60.00

**TOTAL AMOUNT OWING:** \_\_\_\_\_

<input type="checkbox"/> Payment Enclosed	<input type="checkbox"/> Payment to Follow	<input type="checkbox"/> Invoice Above
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**GST is not applicable.** Sorry, but we can not accept credit card payments. Cancellation Policy: There will be no refunds. However, registration is transferable to another person within your organization. Return registration form with a cheque payable to: Community Planning Association of Alberta (address above).

CPAA 2013 Conference – Growth without Boundaries?









## Mackenzie County Action List as of February 27, 2013

### *Council Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>August 11, 2009 Council Meeting</b>			
09-08-643	That administration pursue the federal government in order to acquire a portion of the land for the third phase of the Fort Vermilion Walking Trail project as discussed.	Joulia Bill Ron P.	In progress
<b>February 29, 2012 Regular Council Meeting</b>			
12-02-144	That administration and the Municipal Planning Commission obtains public input to permit a minimum lot size of 55' X 100' for single family residential lots and a minimum lot size 60' X 100' for multiple family lots as well as altering the side yard setbacks to maximize useable yard area in conjunction with the Area Structure Plan reviews.	Byron	To be completed during review of ASP's
<b>June 12, 2012 Council Meeting</b>			
12-06-398	That administration be authorized to proceed with a request to Alberta Transportation to provide funding and install the culverts at the intersection of AJA Road and Highway 697 along the Seven Mile Road on Highway 58.	Bill John Grant	Location for culvert was determined with AT (8 mile road)  Application submitted.
<b>July 9, 2012 Council Meeting</b>			
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	Bill John Byron	Road closure request sent to the Minister for approval
<b>August 22, 2012 Council Meeting</b>			
12-08-550	That administration continue to work with Alberta Transportation to secure a long term lease in the Meander area. (gravel)	Bill Ron P. Mark	In discussion with AT
<b>September 11, 2012 Council Meeting</b>			
12-09-582	That Mackenzie County allows implementation of volunteer User Steering Committees with a minimum of 5 members in lieu of Co-op's and that administration draft a Terms of Reference for approval by Council.	John Bill Joulia	PW Committee
12-09-585	That the County continue lobbying for provincial funding for roads and drainage to new lands.	Joulia	In progress
<b>October 30, 2012 Council Meeting</b>			
12-10-731	That Council continues lobbying to have the Zama Access and Highway 88 Connector roads designated as primary highways and immediate upgrading.	Joulia Bill	In progress

Motion	Action Required	Action By	Status
December 10, 2012 Special Council Meeting			
12-12-829	That a letter of support be provided to the High Level Golf & Country Club for their campsite expansion project.	Joulia	In progress
December 11, 2012 Council Meeting			
12-12-857	That administration be authorized to proceed with negotiations to secure aggregate resources as recommended.	Joulia Bill Ron P.	In progress
January 15, 2013 Council Meeting			
13-01-012	That administration obtain a quote for the installation of intersection lighting at 99 <sup>th</sup> Street and La Crete North access and submit to Council for consideration during budget ratification in April 2013.	John Alison	09-Apr-13
13-01-013	That the 2013 budget be amended by including a non-TCA, Master Drainage Plan Project with funding coming from the Drainage Reserve, at a total estimated cost of \$175,000.	Alison	RFP – Bill K. & Grant
13-01-014	That administration be authorized to negotiate a three year contract extension with Alberta Transportation for the operation and maintenance of the Tompkins Landing Ice Crossing.	John	In progress
13-01-025	That administration request legal clarification on our Land Use Bylaw and bring back to Council at the next meeting.	Joulia Byron	In progress
13-01-036	That the plebiscite on the La Crete swimming pool be held on March 11, 2013 with polling stations located at: <ul style="list-style-type: none"> <li>• Blue Hills</li> <li>• La Crete</li> <li>• Fort Vermilion</li> <li>• High Level Rural</li> <li>• Zama</li> </ul>	Carol	11-Mar-13
February 12, 2013 Council Meeting			
13-02-067	That administration be instructed to draft a policy on administering bonuses for parks caretakers and bring it back for Council review.	Ron P.	26- Mar-13 Community Services Committee 09-Apr-13 Council
13-02-068	That administration be authorized to proceed with reconfiguring the water meter bypasses that are currently in place due to freezing issues.	John K.	Obtaining quotes
13-02-077	That administration proceed with drafting a Business Licensing bylaw, incorporating key items as discussed.	Byron	In progress
13-02-080	That administration move forward with Bylaw 880-	Byron	



Motion	Action Required	Action By	Status
	12, being a Road Closure Bylaw for the closure of the most northerly 10 meters of Government Road Allowance lying south of Part of SE 1-104-18-W5M, subject to public hearing input.		
13-02-096	That the County fund 25% of the \$58,500 for the Phase 1 consultation for the proposed road from Rainbow Lake to Fort Nelson with funding coming from the General Operating Reserve and that administration be authorized to seek financial assistance from affected municipalities and industry.	Bill K. Joulia	In progress
13-02-101	That the Memorandum of Understanding with respect to the Regional Hazardous Materials Unit between the County and the Towns of High Level and Rainbow Lake be extended to December 31, 2013.	Joulia	
13-02-115	That the County enters into an agreement with Mackenzie Applied Research Association for the Federal Agriculture Site located in the Hamlet of Fort Vermilion and that the term coincides with the lease between the County and the Federal Government.	Bill K. Grant	In progress
<b>February 27, 2013 Council Meeting</b>			
13-02-120	That administration be authorized to enter into a three (3) year lease with Alberta Parks and Recreation for operation and maintaining of the Fort Vermilion Bridge Campground recreational area.	Ron P.	In progress
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.	Ron P.	In progress
13-02-122	That an open house be held for the public to provide input on the future expansion of the Fort Vermilion Bridge Campground recreational area.	Ron P.	
13-02-123	That administration be authorized to negotiate with neighbouring municipalities to complete the duties of a Fire Safety Codes Officer on an interim basis until our fire department staff are trained.	Ron P.	In progress
13-02-124	That administration be authorized to transfer the surplus funds from the 2012 rural water line connections to the General Capital Reserve as of December 31, 2012, with a subsequent inter-fund transfer to the Water Reserve Fund established by Policy RESV018 as of February 12, 2013.	Alison	

Motion	Action Required	Action By	Status
13-02-125	That the Election Bylaw be brought back with amendments as discussed.	Carol	April 9, 2013
13-02-132	That Councillors review the draft Multi-year Capital Infrastructure Plan schedules and provide feedback to administration prior to the workshop scheduled for May 8, 2013.	Joulia	
13-02-134	That the 2013 Ratepayer Meetings be held as follows: <ul style="list-style-type: none"> <li>• May 27, 2013 – La Crete</li> <li>• May 28, 2013 – Fort Vermilion</li> <li>• June 6, 2013 - Zama</li> <li>• June 10, 2013 – Blue Hills</li> <li>• June 11, 2013 – High Level Rural</li> </ul>	Carol	5:00 p.m BBQ 6:30 p.m. Meeting (Zama @ 6 pm)
13-02-137	That administration be authorized to set up and host a tri-county meeting as soon as possible to discuss northern Alberta strategic infrastructure needs.	Bill K.	May 13, 2013
13-02-142	That a letter be sent to Paul Noble in response to his dog control concerns as discussed.	Ron P. Joulia	In progress
13-02-145	That administration be authorized to draft an agreement for the potential sale of NW ¼ Sec 6-109-19-W5 to Mustus Energy as discussed.	Joulia Bill K.	In progress

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

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





**MACKENZIE HOUSING MANAGEMENT BOARD  
REGULAR BOARD MEETING  
January 28, 2013 – 10:00 A.M.  
Fireside Room – Heimstaed Lodge**

**In Attendance:** George Friesen, Chair  
Jack Eccles – Vice-Chair  
Wally Olorenshaw  
Wally Schroeder  
Peter H. Wieler  
Odell Flett  
Abe Peters - via teleconference  
Peter Ernst  
Cheryl Cunningham – Burns - arrived at 10:05 am

**Regrets:** Mike Kowal

**Administration:** Barb Spurgeon, Chief Administrative Officer  
Evelyn Peters, Executive Assistant  
Zona Peters, Health Care Manager  
Dorothy Klassen, Lodge Manager  
Scott Shelton, Housing Manager

**Call to Order:** Chair George Friesen called the Board meeting to order at 10:00 a.m.

**Agenda:** **Approval of Agenda**

13- 01 Moved by Peter Wieler

That the agenda be amended to include:  
6.6 funding formulas.

Carried

**Minutes:** **November 26, 2012 Regular Board Meeting**

13-02 Moved by Peter Ernst

That the November 26, 2012 regular board meeting minutes be amended to include Alan Forsythe as a guest.

Carried

10:05 a.m. Cheryl Cunningham-Burns joined the meeting

Chairman George Friesen requested everyone introduce themselves as there were new board members present

**Reports:** **CAO Report**

13-03 Moved by Jack Eccles

That the Acting Chief Administrative Officer report be received for information.

Carried

**Financial Reports** **Housing – December 31, 2012**

13-04 Moved by Wally Schroeder

That the December 31, 2012 Housing financial report be received for information.

Carried

Administration was directed to clarify as to why all utilities were not recouped.

**Lodge – December 31, 2012**

13-05

Moved by Peter Wieler

That the December 31, 2012 Lodge financial report be received for information.

Carried

**Assisted Care – December 31, 2012**

13-06

Moved by Peter Wieler

That the December 31, 2012 Assisted Care financial report be received for information.

Carried

13-07

Moved by Peter Ernst

That administration be directed to provide options regarding allocation of expenses between Lodge and Assisted Living

Carried

Wally Olorenshaw left the meeting at 10:50 a.m.

Wally Olorenshaw rejoined to the meeting at 10:58 a.m.

Odell Flett left the meeting at 11:05 a.m.

Odell rejoined the meeting 11:18 a.m.

Chairman George Friesen called for a recess at 11:08 a.m.

Chairman George Friesen reconvened the meeting at 11:18 a.m.

13-08

Moved by Wally Olorenshaw

That a legal matter be added to the agenda under 8.1 in camera.

Carried unanimous

**Arrears Report**

13-09 Moved by Odell Flett

That the December 2012 arrears report be received for information.

Carried

13-10 Moved by Jack Eccles

That outstanding 2011 debt of the amount of \$11,216.57 be written off as bad debt.

Carried

**New Business:**

**Board Member Alternates**

13-11 Moved by Wally Olorenshaw

That a policy be drafted to allow the Housing Authority members to appoint alternates to the Mackenzie Housing Management Board.

Carried

**Update on Lodge Facility Options**

13-12 Moved by Odell Flett

That the update on Lodge Facility options be received for information.

Carried

13-13 Moved by Wally Schroeder

That the draft survey for Lodge options not be sent out

Carried

**Requisitions**

13-14 Moved by Peter Ernst

That correspondence regarding the Town of High Level requisition be received for information.

Carried

**2013 Management Body Housing Budget**

13-15 Moved by Peter Wieler

That correspondence regarding the 2013 Management Body Housing Budget be received for information.

Carried

**ASCHA Convention & Tradeshow Agenda**

13-16 Moved by Wally Schroeder

That George Friesen, Odell Flett and Barbara Spurgeon authorized to attend the 2013 ASCHA convention in Edmonton which is scheduled April 9<sup>th</sup> – 12<sup>th</sup> 2013

Carried

13-17 Moved by Wally Olorenshaw

That a policy be drafted regarding expectations of board members attending conferences.

Carried



**Information:**

13-18

**Information Items**

Moved by Peter Wieler

That the following be accepted for information.

- Bank reconciliation for November 2012
- Bank reconciliation for December 2012
- Article from the Echo and Pioneer news paper
- Municipal Affairs Housing Information Session
- News article re letter to the editor

Carried

**In Camera:**

13-19

**Legal**

Moved by Wally Olorenshaw

That the meeting move to in camera at 12:17pm

Carried

13-20

Moved by Odel Flett

That meeting move out of in camera at 1:00pm

Carried

13-21

Moved by Wally Olorenshaw

That an amendment to motion 12-113 be made to include:  
And support be given to the building of a lodge in High Level  
as the first capital project.

Odell Flett requested that motion 13-21 be a recorded and  
named vote.

Carried

Peter Ernst – In favor  
Wally Olorenshaw – In favor  
Peter Wieler – In favor  
Odell Flett – Opposed  
George Friesen – In favor  
Cheryl Cunningham-Burns – In favor  
Jack Eccles- In favor  
Wally Schroeder – In favor

**Next Meeting Date:** Regular Board Meeting – February 25, 2013 at 10:00 am  
Fireside Room – Phase I Heimstaed Lodge

**Adjournment:**

13-22 Moved by Peter Wieler

That the board meeting of January 28<sup>th</sup>, 2013 be adjourned  
at 1:05 p.m.

Carried

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George Friesen, Chair

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Evelyn Peters  
Executive Assistant



**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
JANUARY 10, 2013**

**Northern Lights Recreation Centre  
La Crete, Alberta**

Present: Abe Fehr, President  
Simon Wiebe, Vice President  
Darlene Bergen, Secretary-Treasurer  
Tracy Siemens, Director  
Wendy Morris, Director  
George Derksen, Director  
Peter F. Braun, MD Rep  
Philip Doerksen, Arena Manager  
Lori Bergen, Bookkeeper/Administrative Assistant

Absent: John Zacharias, Director  
George Fehr, Director

Call to Order: President Abe Fehr called the meeting to order at 6:07 p.m.

Approval of Agenda

1. Simon Wiebe moved to accept the Agenda as amended.  
8.5 February Meeting Date  
8.6 AGM CARRIED

Approval of Previous Meeting's Minutes

1. Peter Braun moved to accept the November 15, 2012 Regular Meeting Minutes as presented. CARRIED

Business from the Minutes

1. Discussion on YAC payment.
2. County operating funds should arrive early next week.

Review of Action Sheet

1. Reviewed items for information only.

Financial Report

1. Reviewed financial reports.
2. Operating account is showing a \$20,000 deficit. CARRIED

Manager's Report – Philip Doerksen

1. Manager's Report was reviewed for information.
2. Tracy had low turnout for junior curling. Discussion on prizes and incentives for kids and possibly hosting a bonspiel.

3. Wendy Morris moved to accept the Manager's Report as presented.  
CARRIED

New Business

- 8.1 Rec Director/Challenge Cup – Discussion on hiring Ed Wiebe as a contractor for approximately 80 hours at \$20/hour to help Philip run the Challenge Cup tournament. Guidelines will be developed by a sub-committee. Paddle Prairie will not be allowed to attend. There are some problems drawing in another top team to compete with the Thrashers. Discussion on door prizes was held.

Wendy Morris moved to hire Ed Wiebe on contract basis for an estimated 80 hours on Challenge Cup. CARRIED

Peter Braun moved to appoint Abe Fehr, Simon Wiebe and Philip Doerksen to a Challenge Cup sub-committee. CARRIED

Abe Fehr moved to suspend Paddle Prairie from participating in the 2013 Challenge Cup Tournament. CARRIED

- 8.2 Credit Card – discussion on obtaining a credit card for Philip's use for Internet orders. Philip will research the possibility.
- 8.3 Swimming Pool Update – County will be doing a plebiscite to find out if people want a swimming pool.
- 8.4 Budget Review – Philip and Lori will re-adjust the 2013 budget based on the operating money received from the County.
- 8.5 February Meeting Date – meeting changed meeting to February 21<sup>st</sup>.
- 8.6 AGM – date set for March 14, 2013 at 7:30 p.m.

Abe Fehr moved to go in camera at 7:36 p.m.

Darlene Bergen moved to go out of camera at 7:45 p.m.

Simon Wiebe moved that the meeting be adjourned at 7:45 p.m.

Next Meeting: February 21, 2013



**From:** [Tom Burton](#)  
**To:** [Tom Burton](#)  
**Subject:** FW: MPWA AGM March 22 in Peace River  
**Date:** March-07-13 9:11:49 PM  
**Attachments:** [Mar 2013 AGM Flyer \(5\).pdf](#)  
[04 2013 MPWA BOARD NOMINATION FORM.doc](#)  
[03 MPWA MEMBERSHIP FORM.DOC](#)

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**From:** Rhonda Clarke-Gauthier, ED MPWA [mailto:[rhonda.mpwa@serbernet.com](mailto:rhonda.mpwa@serbernet.com)]  
**Sent:** Thursday, March 07, 2013 3:44 PM  
**To:** [rhonda.mpwa@serbernet.com](mailto:rhonda.mpwa@serbernet.com)  
**Subject:** MPWA AGM March 22 in Peace River

**We ask that you distribute this information to all those who you feel may be interested.**  
**Thank you! Rhonda**

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To the Residents and Stakeholders of Peace River Watershed.

Please find attached the flyer for **Mighty Peace Watershed Alliance (MPWA) Annual General Meeting** that will be held in **Peace River on Friday, March 22<sup>nd</sup>, 2013 at the Sawridge Inn and Conference Center.**

- For planning purposes, we require an RSVP so please fill out the registration form and send in no later than March 15<sup>th</sup>.
- A membership form has been attached for anyone who is not currently a member but wanting member benefits and voting privileges at this year's meeting.
- As the term for board members is 2 years, this year there will be an election for several seats. If you or your organization would like to submit a nomination, please use the attached nomination form and again submit to the MPWA office a.s.a.p.

All forms (registration, membership, and nomination) can be emailed to [rhonda.mpwa@serbernet.com](mailto:rhonda.mpwa@serbernet.com) or faxed to 780-324-3377.

We look forward to seeing you on the 22<sup>nd</sup>!

***Rhonda Clarke-Gauthier, P.Ag.***  
**Executive Director**  
**Mighty Peace Watershed Alliance**  
Box 217, McLennan, AB T0H 2L0



# ANNUAL GENERAL MEETING

**Friday, March 22th, 2013**

SAWRIDGE INN & CONFERENCE CENTRE  
Ballroom, 9510 100th Street, Peace River

**9:00am - Coffee and Registration**

**9:30am - 4:00pm AGM and Program**

- Annual General Meeting
- 2 Guest Speakers: **Bob Willard, ERCB - Understanding Hydraulic Fracturing**  
**Lorne Fitch - Provincial Riparian Specialist, Cows & Fish**
- Update of Projects
- Elections: There are several board seats that are up for election at the 2013 AGM. The positions are for a 2 year term. Those up for election are denoted below with an \*  
Nominations will be accepted in advance or at the meeting. Please check website [www.mightypeacewatershedalliance.org](http://www.mightypeacewatershedalliance.org) for nomination form and more information.

Federal-Transboundary Relations *	Agriculture	Conservation/Environment	Métis Nation of Alberta
Provincial	Forestry *	Watershed Stewardship *	Métis Settlement General Council *
Large Urban *	Oil & Gas	Research/Education	Upper Watershed First Nation *
Small Urban	Utilities	Member-at- Large * (2 seats)	Middle Watershed First Nation *
Rural Municipality	Mining *	Tourism/Fisheries/Recreation *	Lower Watershed First Nation

**Lunch Included**

This meeting is open to the public. However for planning purposes, please check one of the boxes below and send back to Rhonda by **March 15, 2013** via email to [rhonda.mpwa@serbnet.com](mailto:rhonda.mpwa@serbnet.com) or FAX to 780-324-3377.

**Attending**                       **Not Attending**

**Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Town:** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Note:** Only those with a 'Resident Individual' or 'Resident Organization' membership in MPWA will have voting privileges at the AGM. Please use attached form to apply for membership.

## **MIGHTY PEACE WATERSHED ALLIANCE MEMBERSHIP FORM**

Membership in the Mighty Peace Watershed Alliance (MPWA) is open to all individuals and organizations whose interests are consistent with the Vision and Mission of the Alliance.

**Vision** - *The Peace is a healthy, sustainable watershed that supports our social, environmental and economic objectives.*

**Mission** - *To promote watershed excellence, the Mighty Peace Watershed Alliance will monitor cumulative effects from land use practices, industry and other activities in the watershed and work to address issues through science, education, communication, policy and by supporting watershed stewardship.*

Any person or organization may become a Member in the appropriate class by meeting the category requirements listed below and filling out a membership form. All Memberships must be ratified by the Board of Directors or designate. The Member will then be entered in the Register of Members.

All members are entitled to receive all MPWA publications and can put forth information or express concerns in writing to the Board of Directors. Membership categories include:

- a) **Resident Individual** (voting member) – an individual who lives (has a primary residence) in the Alberta portion of the Peace watershed.
- b) **Resident Organization** (voting member) – an organization that carries out its work or has business interests/assets in the Alberta portion of the Peace watershed.
- c) **Non-resident Individual** (non-voting member) – an individual who does not live (does not have a primary residence) in the Alberta portion of the Peace watershed.
- d) **Non-resident Organization** (non-voting member) – an organization that does not work or have business interests/assets in the Alberta portion of the Peace watershed.

Currently, there is no membership fee, although donations are always appreciated. To complete your membership application, please fill out the opposite side of this document and submit the completed form to:

<b>Return to:</b>	Rhonda Clarke-Gauthier
<b>Phone:</b>	780-324-3355
<b>Fax:</b>	780-324-3377
<b>Cell:</b>	780-837-0354
<b>Email:</b>	<a href="mailto:rhonda.mpwa@serbnet.com">rhonda.mpwa@serbnet.com</a>
<b>Mail:</b>	Mighty Peace Watershed Alliance Box 217 McLennan, Alberta T0H 2L0

**PLEASE FILL OUT THE FOLLOWING INFORMATION:**

NAME:	
ORGANIZATION (IF APPLICABLE):	
MAILING ADDRESS:	
PHONE:	EMAIL:
MEMBERSHIP TYPE : <input type="checkbox"/> Resident Individual <input type="checkbox"/> Resident Organization (Please include a letter from your organization.) <input type="checkbox"/> Non-resident Individual <input type="checkbox"/> Non-resident Organization (Please include a letter from your organization.)	
AREA(S) OF INTEREST WHERE I COULD CONTRIBUTE TO THE ALLIANCE:	
I, _____(print name) have read the Membership Information and agree with the Vision and Mission of the Mighty Peace Watershed Alliance. I understand that membership comes with privileges and also responsibilities. I will strive to be an active member and support the Alliance by participating in its activities and operations (e.g. projects, events, fundraising, communications, and administration).	
SIGNATURE:	DATE:

## **Mighty Peace Watershed Alliance**

### **Board of Directors Nomination Form - 2013**

All nominees for the position of Director must be voting members of the Mighty Peace Watershed Alliance. Membership forms are available from [rhonda.mpwa@serbnet.com](mailto:rhonda.mpwa@serbnet.com) and will be available at the Annual General Meeting on March 22, 2013.

All nominees must complete a nomination form, available from [rhonda.mpwa@serbnet.com](mailto:rhonda.mpwa@serbnet.com) and available at the meeting. Nomination forms will be accepted up until 12:00 noon on March 22, 2013.

Nominees for the position of a Director should be knowledgeable about water, water issues, and their sector use of water. They should be able to represent the interests of the sector seat they are representing while working creatively and constructively with a diversity of others using a consensus approach. Directors must have the time required to complete the work of the Alliance including preparing for and attending monthly Board, sub-committee and other meetings.

To complete your nomination, please fill out the information on the opposite side of this document. If you are filling out this application on behalf of another individual, please ensure they have given their approval and have signed the form.

**If the nominee will be representing an organization, please ensure the organization has approved the nomination. The organization must provide a letter of support identifying the nominee as their representative.**

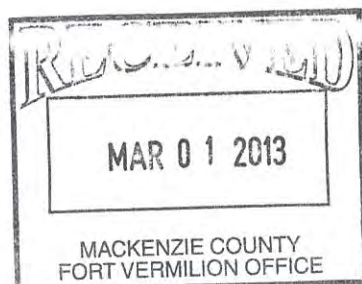
<b>Please submit completed nomination forms to:</b>	
	Rhonda Clarke-Gauthier
<b>Phone:</b>	780-324-3355
<b>Fax:</b>	780-324-3377
<b>Email:</b>	<a href="mailto:rhonda.mpwa@serbnet.com">rhonda.mpwa@serbnet.com</a>
<b>Mail:</b>	Mighty Peace Watershed Alliance Box 217 McLennan, Alberta TOH 2L0



<b>NAME:</b>			
<b>ORGANIZATION (IF APPLICABLE):</b>			
<b>MAILING ADDRESS:</b>			
<b>PHONE:</b>	<b>EMAIL:</b>		
<b>Nominated to Represent the following Sector Seat (please check the one that applies):</b>			
<input type="checkbox"/> Federal	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Conservation - Environment	<input type="checkbox"/> Métis Nation of Alberta
<input type="checkbox"/> Provincial	<input type="checkbox"/> Forestry	<input type="checkbox"/> Watershed Stewardship	<input type="checkbox"/> Métis Settlement General Council
<input type="checkbox"/> Large Urban	<input type="checkbox"/> Oil & Gas	<input type="checkbox"/> Research-Education	<input type="checkbox"/> Upper Watershed First Nation
<input type="checkbox"/> Small Urban	<input type="checkbox"/> Utilities	<input type="checkbox"/> Member-at-Large	<input type="checkbox"/> Middle Watershed First Nation
<input type="checkbox"/> Rural Municipalities	<input type="checkbox"/> Mining	<input type="checkbox"/> Tourism-Recreation-Fisheries	<input type="checkbox"/> Lower Watershed First Nation
<b>Your Board/Committee Experience and Skills:</b>			
<b>Your Knowledge and Experience with Water, Water Issues or Sector Use of Water:</b>			
I, _____ (print name) have read the Nomination Information and approve my name going forward as a nominee. I understand that becoming a Board Member comes with privileges and also responsibilities. If elected, I will strive to be an active Director and will support the Alliance by participating in its activities and operations.			
<b>SIGNATURE:</b>		<b>DATE:</b>	

# You're Invited to Attend the Northwest Persons with Developmental Disabilities Annual Spring Celebration and Awards Night

Friday, May 24, 2013  
Holiday Inn - Grande Prairie  
9816 - 107 Street



Doors Open - 4:45 p.m.  
Dinner - 5:45 p.m.  
Entertainment - 6:45 p.m.  
Awards - 7:15 p.m.

Karaoke & Dance to Follow until Midnight  
Celebration Cake - 9:00 p.m.



PDD Northwest Region Community Board is partnering with Signature Support Services and selling tickets to this year's Spring Celebration Dinner and Awards Night

**\*Dinner tickets must be purchased to attend the dinner portion of the evening\***

- ❖ Dinner ticket - \$25 per person
- ❖ **EARLY BIRD PRIZE** - if Dinner ticket is purchased by April 5, 2013, your name will be entered to win a **Samsung Digital Camera**. One winner will be chosen.
- ❖ Dinner tickets must be purchased by **May 15, 2013**
- ❖ **To purchase tickets**, contact the PDD Grande Prairie office by phone 780-538-5115 or #203, 9815 - 97 Street, Grande Prairie, T8V 8B9
- ❖ Please make cheques payable to "Signature Support Services"



**If you are attending the Awards and Karaoke/Dance portion of the evening (no dinner), please arrive by 7:00 p.m.**

Please let PDD know by **May 15, 2013** if you're attending so we can reserve a seat for you. Phone 780-538-5115.

*Our Vision - "An Alberta that honours and respects the dignity and equal worth of persons with developmental disabilities."*

**Persons with Developmental Disabilities  
Northwest Region Community Board  
2013 Spring Celebration and Awards Night  
Categories and Criteria**

**Person of the Year Award**

Up to two cash awards will be presented to adults with developmental disabilities from Northwest Alberta who:

- ❖ Have made communities a more welcoming place for people with developmental disabilities.
- ❖ Have achieved success in overcoming barriers in their lives or have contributed to the self-advocacy movement in Northwest Alberta.
- ❖ Have been successfully \*employed or have volunteered\* for a minimum of one year and have had a positive impact in their employment/ volunteer experience and/or on that of their co-workers.
- ❖ Have participated in their community in a unique way

To support your nomination for this award, please include answers to the following questions in your submission:

1. How has the nominee encouraged the community to be a more welcoming place?
2. What barriers has the nominee overcome to achieve success in their life?
3. How has the nominee contributed to the self advocacy movement in Northwest Alberta (for instance, committees, education, arts and culture, etc.)?
4. How have the nominee's actions made a difference in people's lives?

**Individual Leadership Award**

Up to two cash awards will be presented to adults with developmental disabilities from Northwest Alberta who:

- ❖ Have shown inspiration and leadership to others around them (i.e. participation in community committees, making public presentations).
- ❖ Have made a difference in other people's lives.
- ❖ Have influenced the view that community members have of adults with developmental disabilities.

To support your nomination for this award, please include answers to the following questions in your submission:

1. What has the nominee done to inspire others?
2. How did the nominee undertake this action (such as committee, providing individual supports)?
3. How would you describe the leadership the nominee used to inspire others?
4. Who did they inspire and what did that person or group do to demonstrate community leadership?
5. How has the nominee's actions influenced the community view of adults with developmental disabilities?



## Community Citizenship Award

Up to two awards will be presented to community members, businesses or organizations from the Northwest that have demonstrated leadership in:

- ❖ Creating communities that welcome adults with developmental disabilities as participating citizens;
- ❖ Have gone above and beyond in providing accessible service and supports to individuals with developmental disabilities.

This award is available to community groups or businesses that have no direct involvement with NW PDD, including involvement from paid employees or Board members of the NW PDD Board or any of its service provider agencies.

To support your nomination for this award, please include answers to the following questions in your submission:

1. What has the nominee done to create opportunities for participation of adults with developmental disabilities in the community?
2. How did they partner with adults with developmental disabilities to make this happen?
3. What is new or innovative about how the nominee took leadership to include people with developmental disabilities?
4. How has the action taken by the nominee made a difference in people's lives?
5. How has the nominee's actions influenced other community members, businesses or organizations?

## Community Disability Service Sector Leadership Award

Up to two awards will be presented to a Northwest service provider or individual from an agency that has introduced innovative or best practice strategies that have improved the delivery of services for adults with developmental disabilities. This improvement could be related to:

- ❖ personal outcomes for an individual;
- ❖ development of strategies that have proven effective in connecting individuals in meaningful and inclusive ways as community members;
- ❖ development of organizational approaches that improve effectiveness and efficiency of services.

To support your nomination for this award, please include answers to the following questions in your submission:

1. What is the specific innovation or best practice that the nominee has developed?
2. What makes this approach unique?
3. How has this innovation or best practice improved services to adults with developmental disabilities?
4. How did the nominee demonstrate leadership in the development and implementation of this improvement?
5. Has this innovation or best practice influenced the delivery of services by other community service providers or staff who work in the sector?

## Family Leadership Award

One award will be presented to a Northwest family who has demonstrated leadership in developing welcoming communities for an adult with a developmental disability. This could be related to:

- ❖ Leadership approach within a family managed supports service arrangement
- ❖ Actions the nominee has taken to make a difference in people's lives
- ❖ Have influenced the view that community members have of adults with developmental disabilities
- ❖ Assisting new families entering into family managed supports.

To support your nomination for this award, please include answers to the following questions in your submission:

1. What has the nominee done to create a community that welcomes adults with developmental disabilities?
2. How has the nominee undertaken this action (e.g. committees, education, arts and culture, etc.)?
3. How would you describe the nominee's leadership approach?
4. How have the actions of the nominee made a difference in people's lives?
5. How has the nominee's actions influenced the view community members have of adults with developmental disabilities?



Persons with Developmental Disabilities  
Northwest Region Community Board

#203, 9815 – 97 Street  
Grande Prairie, AB  
T8V 8B9

Telephone 780-538-5115  
Fax 780-538-6123  
[www.seniors.alberta.ca/pdd/](http://www.seniors.alberta.ca/pdd/)

**Nomination Award Categories (Please check one)**

- Person of the Year Award
- Individual Leadership Award
- Community Citizenship Award
- Community Disability Service Sector Leadership Award
- Family Leadership Award

Your name: _____
Mailing address (street, city/town, postal code): _____
Daytime phone (with area code): _____
Fax: _____
E-mail: _____
Name of person or group you are nominating: _____
Mailing address (street, city/town, postal code): _____
Daytime phone (with area code): _____
Fax: _____
E-mail: _____

In 500 words or less, please explain why you are nominating this person or group for an award. In your answer, please be sure to cover the questions outlined in the Nomination Criteria.

- For further information, please call Leona Lanti at 780-538-5127 or e-mail [leona.lanti@gov.ab.ca](mailto:leona.lanti@gov.ab.ca)

Checklist:

- Completed Nomination Form
- Written description of why the person is being nominated, covering all questions in the Nomination Criteria

Please forward completed nomination packages by **May 1, 2013** to:

PDD Annual Spring Celebration & Awards 2013  
#203, 9815 – 97 Street  
Grande Prairie, AB T8V 8B9  
Or E-mail: [leona.lanti@gov.ab.ca](mailto:leona.lanti@gov.ab.ca)

*The personal information collected on this form is collected under s. 33(c) of the FOIP Act. The information is collected, and will only be used and disclosed as necessary, to determine the Nominee's suitability and eligibility to receive the Award they are nominated for and for other reasonably related administrative purposes in accordance with the FOIP Act. The information will not be used or disclosed for any other purposes.*

*If you have any questions about the collection, use, or disclosure of personal information as part of the award nomination and review process you are encouraged to contact: Patti Diewert, PDD NW Region Community Board, Bag 900-27, 9715-100 Street, Peace River, AB T8S 1J5, ph: 780-624-6225 or [pdd.nwboard@gov.ab.ca](mailto:pdd.nwboard@gov.ab.ca)*

February 12, 2013

Ms. Joulia Whittleton  
Chief Administrative Officer  
Mackenzie County  
PO Box 640  
Fort Vermilion, AB T0H 1N0



Dear Ms. Whittleton:

**Subject: 511ALBERTA – Alberta’s Official Road Reports**

On February 4, 2013, our Department launched 511Alberta – Alberta’s exciting NEW Official Road Reports system.

This new service provides up-to-date provincial highway information, both online and over the phone. The “511” part of the name refers to the 5-1-1 telephone number, which is reserved across North America for traveller information, just like 9-1-1 is for emergencies and 4-1-1 for directory assistance.

Through the web, you can access weather information and see photos from more than 100 highway cameras, which update every 20 minutes.

The new 511 Alberta replaces the current AMA Road Reports, which the Alberta Motor Association (AMA) delivered in various formats on our behalf since 1927. The Government of Alberta values the partnership with the AMA and will continue to work with the association on driver training and traffic safety initiatives.

We encourage you to share the attached materials within your organization and with your customers to help them travel safely and arrive safely on Alberta’s roads. Attached, please find:

- \_\_\_ posters to be distributed to your main office locations
- \_\_\_ information cards with handy cling-on stickers so that your members and customers can attach them to their vehicles, desks, etc.

Please share widely. If you have any questions, please feel free to contact our 511Alberta team at 780-638-1128 or by email at [trans.511@gov.ab.ca](mailto:trans.511@gov.ab.ca).

Yours truly,

Steve Otto  
Director, Highway Operations

Enclosure