

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

FEBRUARY 12, 2013

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

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

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

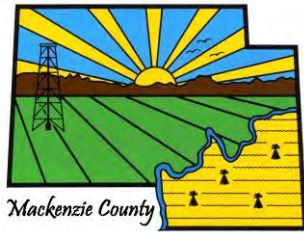
AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the January 15, 2013 Regular Council Meeting	7
DELEGATIONS:	4.	a) S/Sgt. Shane Ramteemal, High Level RCMP – 1:30 p.m.	25
		b)	
GENERAL REPORTS:	5.	a) CAO Report	41
		b) Municipal Planning Commission Meeting Minutes	65
		c) Agricultural Service Board Meeting Minutes	79
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PUBLIC HEARINGS:		Public Hearings scheduled for 1:00 p.m.	
	7.	a) Bylaw 879-12 Land Use Bylaw Amendment Application to Rezone Plan 092 0458, Block 6, Lot 1 (9006-91 st Street) from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P) (Hamlet of La Crete)	83
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ENVIRONMENTAL SERVICES:	9.	a)	Water Meter Bypasses	151
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OPERATIONS:	10.	a)	Policy PW039 Rural Road, Access Construction and Surface Water Management Policy	153
		b)	Ice Bridge - Ground Penetrating Radar (GPR)	189
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		d)		
PLANNING & DEVELOPMENT:	11.	a)	Bylaw 884-13 Plan Cancellation for Consolidation Purposes Plan 922 1976, Block 1, Lot 1 (Pt. of SW 22-107-13-W5M) (Fort Vermilion Rural)	191
		b)	Bylaw 885-13 Land Use Bylaw Amendment Application to Rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural District 'A' to Residential Condominium District 'RCD'. (Rocky Lane)	199
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		e)	Economic Development Strategy	217
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CORPORATE SERVICES:	12.	a)	RESV018 Water Reserve Fund	231
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ADMINISTRATION:	13.	a)	2013 Strategic Priorities	257
		b)	Regional Collaborative Governance Initiative – Discussion Protocols	281
		c)	Vote on a Question - La Crete Outdoor Swimming Pool Text and Notice	291
		d)	Town of High Level Recreation Facility Task Force	297
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		g)	Tats'uhkaa Ts'o Road – Rainbow Lake to Fort Nelson	309
		h)	Round Table Meeting with the Honorable Rona Ambrose, Minister of Public Works & Government Services, and Status of Women	232
		i)	Growing Rural Tourism Conference	327
		j)	April 9, 2013 Regular Council Meeting	339
		k)	Local Road Bridge Program – AAMD&C Survey	341
		l)	Crown Land Lease Agreement for the Fort Vermilion Agricultural Research Station	371

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| | | m) | Memorandum of Understanding – Hazardous Materials Unit | 375 |
| | | n) | | |
| | | o) | | |
| INFORMATION / CORRESPONDENCE: | 14. | a) | Information/Correspondence | 379 |
| IN CAMERA SESSION: | 15. | a) | Legal <ul style="list-style-type: none">• Regional Collaboration Governance Initiative• Town of High Level Regional Service Sharing Agreement Review Update | |
| | | b) | Labour | |
| | | c) | Land <ul style="list-style-type: none">• Mustus Energy• G7• Crown Land Negotiations | |
| NEXT MEETING DATE: | 16. | a) | Regular Council Meeting
Wednesday, February 27, 2013
10:00 a.m.
Fort Vermilion Council Chambers | |
| ADJOURNMENT: | 17. | a) | Adjournment | |



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the January 15, 2013 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the January 15, 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 January 15, 2013 Regular Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, January 15, 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
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

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

ALSO PRESENT: Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on January 15, 2013 in the Fort Vermilion Council Chambers.

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

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

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

MOTION 13-01-001

MOVED by Councillor Wardley

That the agenda be approved with the following additions:

- 8. c) La Crete Library Facility Opportunity
- 11. f) Clarification of Land Use Bylaw
- 12. h) Seniors Housing
- 13. b) Round Table Discussion

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

**3. a) Minutes of the December 10, 2012 Special
Council (Budget) Meeting**

MOTION 13-01-002

MOVED by Councillor Flett

That the minutes of the December 10, 2012 Special Council budget meeting be adopted as presented.

CARRIED

**3. b) Minutes of the December 11, 2012 Regular
Council Meeting**

MOTION 13-01-003

MOVED by Councillor Braun

That the minutes of the December 11, 2012 Regular Council meeting be adopted as presented.

CARRIED

**3. c) Minutes of the December 18, 2012 Special
Council Meeting**

MOTION 13-01-004

MOVED by Councillor Bateman

That the minutes of the December 18, 2012 Special Council meeting be adopted as presented.

CARRIED

DELEGATIONS:

4. a) John Krahn (Roads)

Delegation sent his regrets and could not attend.

GENERAL REPORTS:

5. a) CAO Report

MOTION 13-01-005

MOVED by Councillor Braun

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

CARRIED

TENDERS:

6. a) None

PUBLIC HEARINGS:

7. a) None

COMMUNITY SERVICES:

8. a) Mackenzie Region Hazardous Materials Agreement

MOTION 13-01-006

Requires 2/3

MOVED by Councillor Derksen

That administration be authorized to enter into discussions regarding the Mackenzie Region Hazardous Materials agreement as discussed.

CARRIED

8. b) La Crete Hamlet Residential Waste Collection

MOTION 13-01-007

MOVED by Councillor Bateman

That Council supports allowing a residence in the hamlet waste collection program to purchase one-time use refuse bin tags at an estimated cost of \$2.00 per tag (at cost recovery) and direct administration to amend the hauling contract to reflect the use of picking up additional bins.

MOTION 13-01-008

MOVED by Deputy Reeve Sarapuk

That Motion 13-01-007 be amended to change the price to \$1.50 per tag.

CARRIED

MOTION 13-01-007

MOVED by Councillor Bateman

That Council supports allowing a residence in the hamlet waste collection program to purchase one-time use refuse bin tags at a cost of \$1.50 per tag and direct administration to amend the hauling contract to reflect the use of picking up additional bins.

CARRIED

Reeve Neufeld recessed the meeting at 11:03 a.m. and reconvened the meeting at 11:18 a.m.

MOTION 13-01-009

MOVED by Councillor Wardley

That Council supports amending section 7.1 of Bylaw 866-12, Hamlet Residential Waste Collection, allowing Mackenzie County residents acquiring waste receptacles from private industry, as long as these receptacles meet the County's specifications.

CARRIED

8. c) La Crete Library Facility Opportunity (ADDITION)

MOTION 13-01-010

Requires Unanimous

MOVED by Councillor Jorgensen

That a letter of support be sent to the Mackenzie Library Board regarding the potential acquisition of the ATB Financial building in La Crete for the purposes of housing the La Crete Community Library.

CARRIED UNANIMOUSLY

**ENVIRONMENTAL
SERVICES:**

9. a) None

OPERATIONS:

10. a) Intersection Lighting

MOTION 13-01-011

MOVED by Councillor J. Driedger

That Mackenzie County submit a formal request to Alberta Transportation for the installation of intersection lighting at the following locations:

- 1) La Crete North Access and Highway 697;
- 2) La Crete South Access and Highway 697;
- 3) La Crete 94th Avenue and Highway 697;
- 4) Highway 58 and Highway 88 Junction.

CARRIED

MOTION 13-01-012

MOVED by Deputy Reeve Sarapuk

That administration obtain a quote for the installation of intersection lighting at 99th Street and La Crete North access and submit to Council for consideration during budget ratification in April 2013.

CARRIED

10. b) Master Drainage Plan Project Funding

MOTION 13-01-013

Requires 2/3

MOVED by Councillor Jorgensen

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.

CARRIED

**10. c) Ice Bridge - Ground Penetrating Radar (GPR) /
Operating Agreement**

MOTION 13-01-014

MOVED by Councillor J. Driedger

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.

CARRIED

MOTION 13-01-015

Requires 2/3

MOVED by Councillor Wardley

That the 2013 Capital Budget be amended to include a Ground Penetrating Radar unit purchase at an estimated cost of \$25,000 to be funded from the Roads Reserve.

CARRIED

10. d) Mackenzie Field Day and Agriculture Fair

MOTION 13-01-016

MOVED by Councillor Flett

That Council approves the hosting of the Mackenzie Field Day and Agricultural Fair in conjunction with the Agriculture Service Board and the Mackenzie Applied Research Association.

CARRIED

MOTION 13-01-017

Requires 2/3

MOVED by Councillor Wardley

That the 2013 budget be amended to include \$27,500 for the Mackenzie Field Day and Agricultural Fair with funds coming from the 2013 ASB Operating Budget.

CARRIED

**PLANNING &
DEVELOPMENT:**

**11. a) Development Permit 278-DP-12 for a
Manufacturing Firm on Plan 062 1497; Block 01;
Lot 02 in "DC" (La Crete)**

MOTION 13-01-018

MOVED by Councillor Braun

That Development Permit 278-DP-12 on Plan 062 1497, Block 01, Lot 02 in the name of the Henry Giesbrecht 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 Approval is for a temporary one-year permit issued for a Manufacturing Firm Operation. Should the development require longer than one year, the applicant shall request a Time Extension prior to the Expiry date, January 15, 2014.
2. Minimum building setbacks:
 - a. 41 meters (135 feet) front yard;
 - b. 15.2 meters (50 feet) rear yard;
 - c. 15.2 meters (50 feet) side yard, from the property lines.
3. The architecture, construction materials and appearance of the Manufacturing firm shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
4. The Manufacturing Firm shall meet all applicable Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.

5. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 30 square meters of building area, 1 space per each full time employee and 1 space for every 2 part time employees
6. Sufficient lighting to light up the parking area and building entrance
7. The property must at all times be kept in a neat and orderly fashion. The Development Authority may, at its discretion, require privacy fencing or other suitable means of screening.
8. 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 780-927-3718. Access to be constructed at the developers' expense.
9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

Reeve Neufeld recessed the meeting at 12:01 p.m. and reconvened the meeting at 12:55 p.m.

11. b) Rural Commercial/Industrial Areas - Area Structure Plans

MOTION 13-01-019

MOVED by Councillor Wardley

That administration proceed with obtaining quotes for the creation of an Area Structure Plan for the Fort Vermilion area along Highway 88 according to the Option 1 map as amended.

CARRIED

MOTION 13-01-020

MOVED by Councillor Wardley

That administration proceed with obtaining quotes for the creation of an Area Structure Plan for the High Level area along Highway 35 according to south and north overall map as amended.

CARRIED

MOTION 13-01-021

MOVED by Councillor Braun

That administration proceed with obtaining quotes for the creation of an Area Structure Plan for the area along Highway 88 Connector being a half mile on either side and for the entire length of the road.

CARRIED

Reeve Neufeld recessed the meeting at 1:48 p.m. and reconvened the meeting at 2:02 p.m.

Councillor Flett left the meeting at 2:00 p.m.

DELEGATION:

4. b) Scheffer Andrew (Area Structure Plans)

Councillor D. Driedger and Councillor Jorgensen left the meeting at 2:15 p.m.

Presentation by Ben Petch, Scheffer Andrew Ltd. Planners & Engineers, regarding the Area Structure Plans for Fort Vermilion, La Crete, and Zama City.

11. c) Rezoning - Area Structure Plan Areas to Direct Control "DC"

MOTION 13-01-022

MOVED by Councillor Bateman

That all development applications for the areas identified along

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

CARRIED

11. d) Community Investment Readiness

MOTION 13-01-023

MOVED by Councillor Bateman

That Mackenzie County continue to participate in the Northern Alberta Community Investment Readiness Pilot Project initiative.

CARRIED

11. e) Development Statistics Report – Year End Comparison (2012)

MOTION 13-01-024

MOVED by Councillor Wardley

That the development statistics year-end report for 2012 be received for information.

CARRIED

11. f) Clarification of Land Use Bylaw (ADDITION)

MOTION 13-01-025

Requires Unanimous

MOVED by Councillor Braun

That administration request legal clarification on our Land Use Bylaw and bring back to Council at the next meeting.

CARRIED UNANIMOUSLY

**ADMINISTRATION/
CORPORATE
SERVICES:**

12. a) Bylaw 883-13 Fee Schedule Bylaw

MOTION 13-01-026

Requires 2/3

MOVED by Councillor Derksen

That first reading be given to Bylaw 883-13 being the Fee Schedule Bylaw for Mackenzie County as AMENDED.

CARRIED

MOTION 13-01-027
Requires 2/3

MOVED by Councillor Braun

That second reading be given to Bylaw 883-13 being the Fee Schedule Bylaw for Mackenzie County.

CARRIED

Councillor Jorgensen rejoined the meeting at 2:58 p.m.

MOTION 13-01-028
Requires Unanimous

MOVED by Councillor J. Driedger

That consideration be given to proceed to third reading of Bylaw 883-13 being the Fee Schedule Bylaw for Mackenzie County.

CARRIED UNANIMOUSLY

MOTION 13-01-029
Requires 2/3

MOVED by Councillor Braun

That third reading be given to Bylaw 883-13 being the Fee Schedule Bylaw for Mackenzie County.

CARRIED

Councillor D. Driedger rejoined the meeting at 2:59 p.m.

Reeve Neufeld recessed the meeting at 2:59 p.m. and reconvened the meeting at 3:11 p.m.

12. b) Policy ADM042 General Safety Policy

MOTION 13-01-030

MOVED by Councillor Braun

That Policy ADM042 General Safety Policy be amended as presented.

CARRIED

12. c) Policy ADM048 Handi-Van Use

MOTION 13-01-031

MOVED by Councillor J. Driedger

That Policy ADM048 Handi-Van Use be approved as AMENDED to include provisions for reporting of incidents/ near misses by Handi-Van Groups/Users to the Chief Administrative

Officer or Designate.

CARRIED

12. d) Policy FIN011 Utility Collection

MOTION 13-01-032

MOVED by Councillor Wardley

That Policy FIN011 Utility Collection be approved as presented.

CARRIED

12. e) 2013 Strategic Priorities

MOTION 13-01-033

MOVED by Councillor Braun

That administration review the Mackenzie County Strategic Priorities Report and bring back to Council at the next meeting.

CARRIED

MOTION 13-01-034

MOVED by Councillor Derksen

That a follow-up strategic priorities workshop be held in April 2013.

CARRIED

12. f) La Crete Swimming Pool Plebiscite

MOTION 13-01-035

MOVED by Councillor Wardley

That the plebiscite on the La Crete swimming pool be held in conjunction with general municipal election on October 21, 2013.

DEFEATED

MOTION 13-01-036

MOVED by Councillor J. Driedger

That the plebiscite on the La Crete swimming pool be held on March 11, 2013.

MOTION 13-01-037

MOVED by Councillor Jorgensen

That the vote on Motion 13-01-036 be TABLED to the next meeting.

DEFEATED

MOTION 13-01-036 **MOVED** by Councillor J. Driedger

That the plebiscite on the La Crete swimming pool be held on March 11, 2013.

MOTION 13-01-038 **MOVED** by Councillor D. Driedger

That Motion 13-01-036 be amended to include five polling stations located at:

- Blue Hills
- La Crete
- Fort Vermilion
- High Level Rural
- Zama

CARRIED UNANIMOUSLY

MOTION 13-01-036 **MOVED** by Councillor J. Driedger

That the plebiscite on the La Crete swimming pool be held on March 11, 2013 with polling stations located at:

- Blue Hills
- La Crete
- Fort Vermilion
- High Level Rural
- Zama

CARRIED

MOTION 13-01-039 **MOVED** by Councillor J. Driedger

That administration bring back a revised draft of the Vote on a Question for the La Crete Swimming Pool to the next Council meeting.

CARRIED

12. g) Support for Widening of Highway 688 & 986

MOTION 13-01-040 **MOVED** by Deputy Reeve Sarapuk

That a letter be written to the Minister of Transportation in support of Northern Sunrise County's lobbying efforts for the widening of Highway 688 and 986 to the Shell Peace River Complex Road.

CARRIED

12. h) Seniors Housing (ADDITION)

MOTION 13-01-041
Requires Unanimous

MOVED by Councillor D. Driedger

That seniors housing be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE**

13. a) Information/Correspondence

MOTION 13-01-042

MOVED by Councillor Wardley

The administration review the required election bylaws as a result of the recent changes to the Local Authorities Election Act.

CARRIED

MOTION 13-01-043

MOVED by Councillor D. Driedger

That administration bring back a draft survey response for the proposed changes to the Local Road Bridge Program to the next Council meeting.

CARRIED

MOTION 13-01-044

MOVED by Councillor Wardley

That the CAANA representatives be authorized to attend the Save Our Medevac Service public information meeting on January 24, 2013 in High Level.

CARRIED

MOTION 13-01-045

MOVED by Deputy Reeve Sarapuk

That Councillors not attending the Growing the North

Conference in Grande Prairie in February 2013 be authorized to attend the Premiers Dinner in Edmonton on May 2, 2013.

CARRIED

Reeve Neufeld recessed the meeting at 5:06 p.m. and reconvened the meeting at 5:14 p.m.

MOTION 13-01-046

MOVED by Deputy Reeve Sarapuk

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

CARRIED

13. b) Roundtable Discussion (ADDITION)

MOTION 13-01-047

MOVED by Councillor Jorgensen

That the roundtable discussion be received for information.

CARRIED

IN CAMERA SESSION:

MOTION 13-01-048

MOVED by Deputy Reeve Sarapuk

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 5:26 p.m.

14. a) Legal

14. b) Labour

14. c) Land

CARRIED

MOTION 13-01-049

MOVED by Deputy Reeve Sarapuk

That Council move out of camera at 6:02 p.m.

CARRIED

14. a) Legal – Airport Zoning

MOTION 13-01-050

MOVED by Councillor Derksen

That the airport zoning be received for information.

CARRIED

14. b) Labour – Mackenzie Regional Waste Management Commission

MOTION 13-01-051

MOVED by Councillor Braun

That the Mackenzie Regional Waste Management Commission update be received for information.

CARRIED

14. b) Labour – Ainsworth

MOTION 13-01-052

MOVED by Councillor Jorgensen

That the Ainsworth update be received for information.

CARRIED

14. b) Labour – CAO Evaluation Results

MOTION 13-01-053

MOVED by Councillor Bateman

That the letter regarding the CAO evaluation be approved as presented.

CARRIED UNANIMOUSLY

14. c) Land – Mustus Energy

MOTION 13-01-054

MOVED by Councillor D. Driedger

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

CARRIED

**NEXT MEETING
DATE:**

15. a) Regular Council Meeting
Tuesday, February 12, 2013
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **16. a) Adjournment**

MOTION 13-01-055 **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 6:03 p.m.

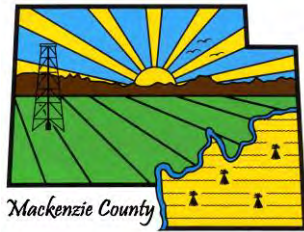
CARRIED

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	DELEGATION S/Sgt. Shane Ramteemal, High Level RCMP

BACKGROUND / PROPOSAL:

S/Sgt. Shane Ramteemal will be present to discuss the 2012 year end statistics for High Level Detachment.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION:

N/A

RECOMMENDED ACTION:

That the RCMP report by S/Sgt. Shane Ramteemal be received for information.

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



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

PROTECTED A

From: S/Sgt. S.A. RAMTEEMAL
NCO I/C High Level Detachment
10010 100 Avenue,
Box 30,
High Level, Alberta. T0H 1Z0

Your File - Votre référence

Our File - Notre référence

To: Reeve Bill Neufeld and Council
County of Mackenzie,
4511 46 Avenue,
Fort Vermilion, Alberta.
T0H 1N0

Date

February 6th, 2013

RE Fiscal Year End Report - Year 2012

Reeve Neufeld and Council,

I am pleased to present to you the 2012 year end statistics for High Level Detachment. There was a total of 800 reported occurrences in High Level's rural area for this period, compared to 875 reported occurrences for the previous year. This is a difference of 75 (8.5%) less reported occurrences. There were small increases and decreases throughout the various areas. In particular, Provincial Traffic offences were down 94 reported incidents and there were 28 less False or Abandoned 911 calls. High Level Detachment housed 1961 prisoners in 2012, which is a decrease of 395 (16.8%) from last year (2356).

I am pleased to advise that the Crime Reduction Unit is fully operational. The Town of High Level Enhanced position was filled at the beginning of November, 2012, and the Mackenzie County Enhanced position was filled at the beginning of December, 2012. Both members were very involved in a drug undercover operation, which was conducted in High Level during the month of November, 2012. Approximately 14 persons were charged with 25 Controlled Drugs and Substances Act offences and 11 Criminal Code offences, all related to drug trafficking in and around the High Level area. These two members have also been engaged in meeting our other two priorities: public intoxication in the downtown core of High Level and Traffic Enforcement throughout the Mackenzie County area.

This will be my final report to Mackenzie County, as I have accepted a transfer to our Western Alberta District Office in Grande Prairie. While I will no longer be in the Mackenzie Region, I will still have some indirect influence and be a part of the decision making process when it comes to decisions affecting this area. I look forward to my new role in the District, but will leave this area knowing this has been truly one of the best places in Alberta to be a part of. I appreciate the support and strong working relationship we have had over the past six and a half years. If you are ever in Grande Prairie, please do not hesitate to stop by or give me a call. I will always have time for a coffee and chat with you all. I wish you all the best and look forward to my future visits back to the Mackenzie Region.

Respectfully submitted for your consideration and approval,

A handwritten signature in blue ink, appearing to be 'S.A. RAMTEEMAL', written over a horizontal line.

(S.A. RAMTEEMAL) S/Sgt.
NCO I/C High Level Detachment
(780)926-3013.

Occurrence Stats (All Violations)

Violation group - Unknown	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8999 9999 Cancellation of Occurrence	3	0	3	0	2	66.7%
	3	0	3	0	2	66.7%
Violation group - Traffic Offences - Traffic Accidents	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9930 0020 Traffic Collision(s) - Non - Fatal Injury	+9 4	0	4	0	3	75.0%
9930 0030 Traffic Collision(s) - Property Damage - Reportable	+15 94	0	94	12	83	101.1%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	+3 16	3	13	1	12	100.0%
	+7 114	3	111	13	98	100.0%
Violation group - Traffic Offences - Provincial Traffic Offences	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9510 0010 Fail to Stop or Remain at Accident Scene (Provincial/Territorial)	+1 2	0	2	0	0	0.0%
9520 0020 Driving without Due Care or Attention - Provincial/Territorial	-4 2	0	2	2	0	100.0%
9530 0010 Driving While Disqualified or License Suspension (Provincial/Territorial)		0	3	3	0	100.0%
9900 0010 Non-Moving Traffic - Occupant Restraint/Seatbelt Violations - Provincial/Territorial	-1 1	0	1	1	0	100.0%
9900 0020 Moving Traffic - Intersection Related Violations - Provincial/Territorial	+2 5	0	5	4	0	80.0%
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	-84 136	0	136	138	1	102.2%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	+10 59	3	56	19	11	53.6%
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/Territorial		0	5	5	0	100.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	-14 37	1	36	19	12	86.1%
9910 0010 Roadside Suspensions - alcohol related - No grounds to charge	-3 4	0	4	3	1	100.0%
9910 0030 Drivers Licence Suspensions - By Police	+1 2	0	2	0	2	100.0%
	-94 256	4	252	194	27	87.7%
Violation group - Traffic Offences - Other Criminal Code Traffic Offences	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9310 0030 Failure to stop or remain - property damaged	+2 2	0	2	0	0	0.0%
9320 0010 Driving while disqualified/prohibited	-2 1	0	1	0	1	100.0%
	-1 3	0	3	0	1	33.3%

Occurrence Stats (All Violations)

Violation group - Traffic Offences - Off-road Vehicle Collisions	Reported	Unfounded	Actual	Clearance				
				By Charge	Otherwise	Rate		
9940 0020 Off-Road Vehicle Collision - Non-Fatal Injury	-1	1	0	1	0	1	100.0%	
	-2	1	0	1	0	1	100.0%	
Violation group - Traffic offences - Impaired Operation Related Offences	Reported	Unfounded	Actual	By Charge	Otherwise	Rate		
9230 0010 Impaired Operation (by Alcohol) of Motor Vehicle	+2	36	6	30	6	3	30.0%	
9230 0015 Impaired Operation of Motor Vehicle over 80mg.	+7	8	0	8	7	0	87.5%	
9230 0030 Impaired Care or Control (by Alcohol) of Motor Vehicle		2	0	2	0	0	0.0%	
9230 0050 Impaired Care or Control of Motor Vehicle over 80mg	+2	2	0	2	2	0	100.0%	
9235 0010 Impaired Operation (by a Drug) of Motor Vehicle	+1	1	0	1	0	0	0.0%	
	+4	49	6	43	+7	15	3	41.9%
Violation group - Traffic offences - Dangerous Operation of Motor Veh./Vessel/Aircraft	Reported	Unfounded	Actual	By Charge	Otherwise	Rate		
9130 0010 Dangerous operation of Motor Vehicle		3	0	3	2	0	66.7%	
	-1	3	0	3	2	0	66.7%	
Violation group - Provincial Statutes (except traffic)	Reported	Unfounded	Actual	By Charge	Otherwise	Rate		
7100 0012 Liquor Act (Provincial/Territorial) - Offences Only	+3	15	0	15	12	2	93.3%	
7300 0080 Litter Act - Offences Only	+1	1	0	1	1	0	100.0%	
7300 0100 Mental Health Act - Offences Only	-1	2	0	2	0	2	100.0%	
7300 0180 Trespass Act - Provincial/Territorial - Offences Only	+1	1	0	1	0	1	100.0%	
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	+8	8	0	8	3	2	62.5%	
8840 0291 Child Welfare Act - Other Activities	+8	8	3	5	1	4	100.0%	
8840 0297 Coroner's Act - Sudden Death/Other Activities		1	0	1	0	0	0.0%	
8840 0306 Family Relations Act - Other Activities	-2	5	2	3	0	3	100.0%	
8840 0311 Fire Prevention Act - Other Activities	+6	7	0	7	0	7	100.0%	
8840 0336 Mental Health Act - Other Activities	-9	3	0	3	0	4	133.3%	
8840 0341 911 Act - Other Activities	+1	1	0	1	0	1	100.0%	

Occurrence Stats (All Violations)

Violation group - Provincial Statutes {except traffic}					Clearance		
		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0356 Provincial/Territorial Wildlife Act - Other Activities	+2	3	0	3	0	2	66.7%
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	+3	3	0	3	0	3	100.0%
	+19	58	5	53	17	31	90.6%
Violation group - Provincial Statutes - Municipal By-laws					Clearance		
		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9955 0010 Municipal Bylaws - Other	+1	1	0	1	0	1	100.0%
	+1	1	0	1	0	1	100.0%
Violation group - Other Criminal Code - Other Criminal Code					Clearance		
		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3410 0010 Failure to comply with condition of undertaking or recognizance / direction in remand order		5	2	3	3	0	100.0%
3410 0016 Fail to comply/appear - Appearance Notice/PTA/Recognizance before Officer I/C		1	0	1	1	0	100.0%
3410 0017 Fail to Comply with an Undertaking	+4	5	0	5	5	0	100.0%
3430 0010 Disturbing the peace/Causing a disturbance	-9	33	4	29	4	14	62.1%
3470 0010 Resists/obstructs peace officer	+3	3	0	3	3	0	100.0%
3520 0010 Fail to comply probation order	+1	1	0	1	1	0	100.0%
3540 0010 Uttering Threats Against Property or an Animal		1	0	1	1	0	100.0%
	-2	49	6	43	18	14	74.4%
Violation group - Other Criminal Code - Offensive Weapons					Clearance		
		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3370 0010 Weapons possession contrary to order and fail to surrender authorization	+1	1	0	1	1	0	100.0%
3375 0010 Possession of weapon for dangerous purpose	+1	1	0	1	1	0	100.0%
3375 0040 Carrying concealed weapon	+1	1	0	1	1	0	100.0%
3375 0050 Unauthorized possession of a firearm/prohibited weapon or restricted weapon	-1	1	0	1	1	0	100.0%
3720 0010 Careless use of a firearm	-2	1	0	1	1	0	100.0%
	-2	5	0	5	5	0	100.0%

Occurrence Stats (All Violations)

Violation group - National Survey Codes					Clearance		
		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8999 3007 Request of Service of Legal Document - Warrant Other than Search Warrants - Federal Statutes other than criminal	+1	1	0	1	1	0	100.0%
8999 3012 Search warrant executed-Positive	-1	1	0	1	0	0	0.0%
8999 3046 Searches with consent	-2	1	0	1	1	0	100.0%
8999 3051 Collisions - Non-Public Roadway	+1	1	0	1	0	1	100.0%
8999 3057 Prisoners Held	+1	46	0	46	32	14	100.0%
8999 3065 Victim Services Offered - Accepted	+3	9	1	8	3	3	75.0%
8999 3066 Victim Services Offered - Declined	+6	11	1	10	1	4	50.0%
8999 3069 Subject Behaviour / Officer Response Reporting	+1	1	0	1	1	0	100.0%
8999 3071 Victim Services - Proactive Referral	+1	1	0	1	1	0	100.0%
	+9	72	2	70	40	22	88.6%

Violation group - I&P - Immigration and I&P - Refugee Protection Act(IRPA)

		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8550 0070 Items Lost/Found - passports	+1	1	0	1	0	0	0.0%
	+1	1	0	1	0	0	0.0%

Violation group - FES - Other FES Statutes

		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0171 Family Orders & Agreements Enforcement Assistance Act - Other Activities	+1	2	0	2	0	2	100.0%
		2	0	2	0	2	100.0%

Violation group - FES - Environment and Wildlife

		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0106 Canadian Environmental Protection Act - Other Activities	-1	1	0	1	0	0	0.0%
	-1	1	0	1	0	0	0.0%

Violation group - Drug Enforcement - Trafficking

		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
4240 0020 Possession for the Purpose of Trafficking - Schedule II: Cannabis	+1	1	0	1	1	0	100.0%
	-2	1	0	1	1	0	100.0%

Occurrence Stats (All Violations)

Violation group - Drug Enforcement - Possession	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
4120 0010 Possession - Schedule I: Cocaine	1	0	1	1	0	100.0%
	-5	1	0	1	0	100.0%
Violation group - Crimes Against the Person - Sexual Offences	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1330 0010 Sexual Assault	1	1	0	0	1	0.0%
	1	1	0	0	1	0.0%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1625 0010 Criminal Harassment	-1	1	0	0	1	100.0%
1626 0020 Harassing phone calls	+3	4	0	0	3	75.0%
1627 0010 Uttering threats against a person	-13	5	0	2	3	100.0%
	-12	10	0	2	7	90.0%
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1420 0010 Assault With Weapon or Causing Bodily Harm	+2	4	0	4	0	100.0%
1430 0010 Assault	+4	21	2	6	5	57.9%
1460 0010 Assault on Police Officer	+1	1	0	1	0	100.0%
1460 0020 Assault on Other Peace/Public Officer	+2	2	0	0	2	100.0%
	+7	28	2	11	7	69.2%
Violation group - Crimes Against Property - Theft under \$5000.00	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2140 0011 Other theft under \$5000	+4	7	4	0	0	0.0%
2140 0051 Theft of bicycle under or equal to \$5000	+1	1	0	0	0	0.0%
2142 0011 Theft under or equal to \$5000 From a motor vehicle	+1	1	0	0	0	0.0%
	+6	9	4	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Theft over \$5000.00	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
2130 0005 Other theft over \$5000	1	0	1	0	0	0.0%
2131 0100 Theft of car	1	0	1	0	0	0.0%
2131 0101 Theft of truck	+3 4	2	2	1	0	50.0%
2131 0105 Theft of other motor vehicle	-3 3	1	2	0	0	0.0%
2131 0106 Taking Motor Vehicle/Vessel without consent of owner	+1 2	0	2	0	2	100.0%
2132 0011 Theft over \$5000 from a motor vehicle	+1 1	0	1	0	0	0.0%
	12	3	9	1	2	33.3%

Violation group - Crimes Against Property - Possession of Stolen Goods	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
2150 0010 Possession of property obtained by crime less than or equal \$5000	1	0	1	1	0	100.0%
2150 0020 Possession of property obtained by crime over \$5000	+2 2	0	2	1	0	50.0%
	+2 3	0	3	2	0	66.7%

Violation group - Crimes Against Property - Mischief	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
2170 0070 Mischief - Damage to, or Obstruct enjoyment of property	+11 27	3	24	2	14	66.7%
	+11 27	3	24	2	14	66.7%

Violation group - Crimes Against Property - Fraud	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
2160 0075 Fraud (money/property/security) less than or equal to \$5000	+1 1	0	1	0	0	0.0%
	+1 1	0	1	0	0	0.0%

Violation group - Crimes Against Property - Break and Enter	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
2120 0010 Break and Enter - Business	+1 1	0	1	0	1	100.0%
2120 0020 Break and Enter - Residence	+2 5	0	5	1	0	20.0%
	+2 6	0	6	1	1	33.3%

Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Arson (excluding offences related to death)	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
2110 0010 Arson - damage to property	+2 2	1	1	0	0	0.0%
	+2 2	1	1	0	0	0.0%
Violation group - Common Police Activities - Related Police Activities	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8550 0020 Abandoned Vehicles	9	1	8	0	7	87.5%
8550 0030 Suspicious Person/ Vehicle/ Property	1	0	1	0	0	0.0%
8550 0040 Animal Calls	-2 10	0	10	0	9	90.0%
8550 0050 False Alarms	+5 15	0	15	0	15	100.0%
8550 0060 Items Lost/Found - except passports	3	0	3	0	3	100.0%
8550 0170 J,K,B & M Div Only - False/Abandoned 911 Call	-28 29	0	29	0	18	62.1%
	-25 67	1	66	0	52	78.8%
Violation group - Common Police Activities - Assistance to General Public	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8545 0130 Assistance to General Public	+2 2	0	2	0	2	100.0%
8550 0080 Person Reported Missing	+3 3	0	3	0	3	100.0%
8550 0101 Request to locate individual	+3 8	0	8	0	8	100.0%
	+8 13	0	13	0	13	100.0%
Violation group - Common Police Activities - Assistance Files	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8545 0020 Assistance to Canadian Provincial/Territorial Dept/Agency	+1 1	0	1	0	0	0.0%
	+1 1	0	1	0	0	0.0%
Totals	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
	800	41	759	325	299	82.2%
	2011	2012				
	2356	1961				
	2011	2012				
	815	54	821			
	-75	-13	-62			

PRISONERS:
2011 2012
2356 1961
395 LESS PRISONERS

2011 815 54 821
-75 -13 -62

ZAMA

Occurrence Stats (All Violations)

Violation group - Traffic Offences - Traffic Accidents	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9930 0020 Traffic Collision(s) - Non - Fatal Injury	+1 1	0	1	0	0	0.0%
9930 0030 Traffic Collision(s) - Property Damage - Reportable	-5 3	0	3	0	3	100.0%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	+1 2	0	2	0	2	100.0%
	-3 6	0	6	0	5	83.3%

Violation group - Traffic Offences - Provincial Traffic Offences	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9510 0010 Fail to Stop or Remain at Accident Scene (Provincial/Territorial)	+1 1	0	1	0	0	0.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial		0	2	1	2	150.0%
		0	3	1	2	100.0%

Violation group - Traffic Offences - Other Criminal Code Traffic Offences	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9310 0030 Failure to stop or remain - property damaged	+1 1	0	1	0	0	0.0%
9320 0010 Driving while disqualified/prohibited	+1 1	0	1	0	1	100.0%
	+2 2	0	2	0	1	50.0%

Violation group - Traffic offences - Impaired Operation Related Offences	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9230 0010 Impaired Operation (by Alcohol) of Motor Vehicle	-2 2	0	2	0	0	0.0%
	-2 2	0	2	0	0	0.0%

Violation group - Provincial Statutes (except traffic)	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	+2 2	0	2	1	0	50.0%
8840 0291 Child Welfare Act - Other Activities	+2 2	1	1	0	1	100.0%
8840 0311 Fire Prevention Act - Other Activities	+1 1	0	1	0	1	100.0%
8840 0336 Mental Health Act - Other Activities	-6 2	0	2	0	3	150.0%
	-2 7	1	6	1	5	100.0%

Occurrence Stats (All Violations)

Violation group - Provincial Statutes - Municipal By-laws		Reported	Unfounded	Actual	Clearance		
					By Charge	Otherwise	Rate
9955 0010 Municipal Bylaws - Other	41	1	0	1	0	1	100.0%
	+1	1	0	1	0	1	100.0%
Violation group - Other Criminal Code - Other Criminal Code		Reported	Unfounded	Actual	Clearance		
3410 0010 Failure to comply with condition of undertaking or recognizance / direction in remand order		1	1	0	0	0	0.0%
3430 0010 Disturbing the peace/Causing a disturbance	43	3	1	2	0	0	0.0%
3540 0010 Uttering Threats Against Property or an Animal	41	1	0	1	1	0	100.0%
	44	5	2	3	1	0	33.3%
Violation group - National Survey Codes		Reported	Unfounded	Actual	Clearance		
8999 3012 Search warrant executed-Positive	+1	1	0	1	0	0	0.0%
8999 3057 Prisoners Held	-2	2	0	2	1	1	100.0%
8999 3066 Victim Services Offered - Declined	+3	3	0	3	0	2	66.7%
	-1	6	0	6	1	3	66.7%
Violation group - Crimes Against the Person - Sexual Offences		Reported	Unfounded	Actual	Clearance		
1330 0010 Sexual Assault		0	0	0	0	1	0.0%
		0	0	0	0	1	0.0%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats		Reported	Unfounded	Actual	Clearance		
1626 0020 Harassing phone calls	41	2	0	2	0	1	50.0%
1627 0010 Uttering threats against a person	5	5	0	5	2	2	80.0%
	6	7	0	7	2	3	71.4%
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}		Reported	Unfounded	Actual	Clearance		
1430 0010 Assault	-3	3	1	2	0	0	0.0%

Occurrence Stats (All Violations)

				Clearance		
				By Charge	Otherwise	Rate
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}				Reported	Unfounded	Actual
1460 0020 Assault on Other Peace/Public Officer	+2	2	0	2	0	2 100.0%
	-1	5	1	4	0	2 50.0%
Violation group - Crimes Against Property - Theft over \$5000.00				Reported	Unfounded	Actual
2131 0101 Theft of truck	+1	1	0	1	0	0 0.0%
2131 0105 Theft of other motor vehicle	+1	1	0	1	0	0 0.0%
2132 0011 Theft over \$5000 from a motor vehicle	+1	1	0	1	0	0 0.0%
	+3	3	0	3	0	0 0.0%
Violation group - Crimes Against Property - Mischief				Reported	Unfounded	Actual
2170 0070 Mischief - Damage to, or Obstruct enjoyment of property	+2	3	0	3	0	3 100.0%
	+2	3	0	3	0	3 100.0%
Violation group - Crimes Against Property - Break and Enter				Reported	Unfounded	Actual
2120 0020 Break and Enter - Residence		1	0	1	0	0 0.0%
	-1	1	0	1	0	0 0.0%
Violation group - Common Police Activities - Related Police Activities				Reported	Unfounded	Actual
8550 0020 Abandoned Vehicles	+2	2	0	2	0	2 100.0%
8550 0040 Animal Calls	+1	1	0	1	0	1 100.0%
8550 0050 False Alarms	+5	5	0	5	0	5 100.0%
8550 0060 Items Lost/Found - except passports	+1	1	0	1	0	1 100.0%
8550 0170 J,K,B & M Div Only - False/Abandoned 911 Call	-11	23	0	23	0	15 65.2%
	-2	32	0	32	0	24 75.0%

Occurrence Stats (All Violations)

Violation group - Common Police Activities - Assistance to General Public	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8550 0080 Person Reported Missing	41	0	1	0	1	100.0%
8550 0101 Request to locate individual	-1	0	1	0	1	100.0%
		0	2	0	2	100.0%
Totals	85	4	81	6	52	71.6%

2011 93 17 76

 -8 -13 5

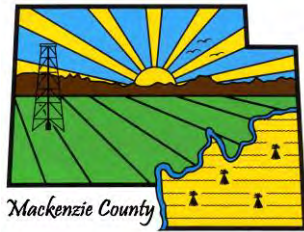
Occurrence Stats (All Violations)

Violation group - Unknown					Clearance		
		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8999 9999 Cancellation of Occurrence	+1	1	0	1	0	1	100.0%
	+1	1	0	1	0	1	100.0%
Violation group - Traffic Offences - Traffic Accidents		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9930 0030 Traffic Collision(s) - Property Damage - Reportable	+3	4	0	4	0	5	125.0%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	+1	1	0	1	0	1	100.0%
	+4	5	0	5	0	6	120.0%
Violation group - Traffic Offences - Provincial Traffic Offences		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	+2	2	0	2	2	0	100.0%
	+2	2	0	2	2	0	100.0%
Violation group - Provincial Statutes (except traffic)		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0356 Provincial/Territorial Wildlife Act - Other Activities	+1	1	0	1	0	1	100.0%
	+1	1	0	1	0	1	100.0%
Totals		Reported	Unfounded	Actual	By Charge	Otherwise	Rate
		9	0	9	2	8	111.1%

ZANA Access ROAD

2011 1 0 1

+8 0 +8



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

CAO and Director reports are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION:

RECOMMENDED ACTION:

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

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

Mackenzie County

Monthly CAO Report to Council – February 2013

We are now into the second month of 2013 and we are busy with various ongoing operational programs, reviewing our 2012 projects to be carried forward into 2013, preparing for the new construction season based on the approved 2013 capital program, and other initiatives. Administrative team met in January to discuss the 2013 work program; individuals responsible for the specific projects were identified. The organization is moving ahead in an orderly fashion. General Staff meeting is scheduled for February 28 – please note that our High Level and Zama offices will be closed, allowing the employees from these locations to attend; La Crete and Fort Vermilion offices will be open with minimal personnel.

As the new provincial budget will not be announced until sometime in March, it is impossible to determine which County's grant applications will receive provincial approval. Considering the projected provincial financial hurdles, all municipalities should be prepared to see additional downloading of responsibilities and continuation of diminishing provincial financial assistance.

Mackenzie County's 2013 final assessments should be known by the end of February 2013. We expect to receive the 2013 school and seniors requisitions around the same time. Administrative team will work on preparing the appropriate budget revision document for review and consideration by Council during the first meeting of April. Administration has been working on developing a new multi-year capital plan and I will be asking Council to set aside a half-day to review this plan, along with a long term financial plan (draft).

The report provides highlights on some completed or ongoing initiatives.

1. **Strategic Priorities Report** – a revised draft report is included for Council review and approval in the February 12th council agenda package. The Report is prepared as the result of the strategic session that took place December 17-19. These sessions will become a routine exercise and are meant to provide clear strategic direction for council and staff. The Report also will become a communication tool to the County ratepayers about the County's strategic goals and accomplishments. Some of the items identified in the draft Strategic Priorities Report have been or are in the process of being implemented or acted upon.
2. **Finance Committee** – direction was given at the last Finance Committee to draft a policy for I-Pad use. While administration is in the process of drafting this policy, it is important to remind everyone that an I-Pad internet connection operates by using the cell phone towers and hence, can be very expensive, especially if used outside of Canada (based on internet and email data usage).
3. **La Crete Swimming Pool** – administration is preparing for a vote on question (March 11) and a draft document is included for Council's review in the February 12th council agenda package.
4. **ASB Conference** – I attended the Conference with the ASB members; ASB business planning process was discussed and a presentation was made by ASB Program Manager – ASB provincial grant is based on the programs identified in an ASB Business Plan. Mackenzie County ASB has developed a new business plan and a few amendments will be made to assure

all legislative requirements are met (multiple Acts administration and enforcement, i.e. ASB Act, Weed Control, Pests Control, Animal Health Acts)

5. **Provincial Basketball Games** – the provincial basketballs 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.
6. **Ainsworth** – Bill Kostiw and I have met with Ainsworth representatives to discuss their plans in regards to the High Level Plant. Ainsworth representatives have agreed to attend the February 12th council meeting and make a presentation to Council, as well to discuss their challenges that our municipality may be able to assist in resolving. If reopened, this Plant, once again, would be an important contributor to the regional economy.
7. **Regional Collaboration** – on January 18 & 19 the first Regional Collaboration meeting took place. Council will find two requests for decision in the February 12th package, one of which will be presented in-camera due to confidentiality. The second meeting is scheduled to take place March 1 & 2.
8. **Mackenzie County Water Systems** – multiple meetings with AB ESRD and our engineers took place during the month of January. Some of this is associated with raw water supplies (wells, Peace River), and some of this was regarding evaluating the capacities of the Water Treatment Plants. The Reeve and the Deputy Reeve had participated in the meeting with ESRD. As a result, an RFD will be presented to the Public Works Committee at their scheduled February 25th meeting; the Committee’s recommendations will be brought forward to Council.
9. **AAMD&C Zone 4 Meeting** – I attended this meeting on February 1 in the MD of Big Lakes along with the Reeve and four councilors.
 - a. Ms. Pearl Calahasen, MLA, provided highlights on NADC initiatives. Ms. Calahasen’s mandate from the Premier is to establish a high profile team to set specific policies or directions that will address the needs of Northern Alberta: better services, addressing economic and social sides. The group will be seeking input from the NADC member municipalities and will be asking for any relevant studies that may had been completed in the past. More information will be coming regarding this committee and the initiative.
 - b. During the upcoming spring convention, an Aggregate Business Service Division AGM will be held (for the first time and will become annual) after the Reeves meeting; one voting representative per member municipality should be present – we will need to appoint someone. More information will be coming.
 - c. Well Drilling Tax regulation has been extended to December 31, 2013 to allow time for a thorough review.
 - d. Municipal Sustainability Strategy is expected to be presented for formal legislative changes this spring. If approved by legislature, municipalities will have a new process to follow (some had done a sustainability self-assessment in the past when the strategy was first introduced) and new reporting requirements to Municipal Affairs along with the annual financial and statistical reports. This legislative change is expected to assist in small villages’ dissolution process.

- e. Offsite levy section of the Act is being reviewed and a working group will be bringing forward some recommendations.
- f. MGA is under review (four parts) and it is proposed to be introduced as a Bill in the fall of 2014. Municipalities should be introduced to the proposed changes during the fall 2013 convention, public consultation will take place post municipal elections.
- g. New development permit requirements with respect to development in the areas where abandoned wells may exist – new set back requirements (five meters); this is to avoid having buildings near or on top of the abandon wells.
- h. AAMD&C initiative – assessing the financial health of rural municipalities. A consultant is being engaged and we will be contacted during the data gathering process.
- i. Navigation Waters Protection Act for six water ways: Athabasca Lake and River, Bow River, North and South Saskatchewan Rivers, Peace River; liability to construct over these water bodies.
- j. Local Bridge Program (see RFD in the agenda package)
- k. Prairie Fuel Advisors – an ASB division presentation included highlights regarding PFA. Mackenzie County has requested a review (no cost) based on the county’s latest fuel costs and consumptions.
- l. Mighty Peace Watershed Alliance – requested a full day meeting to obtain municipal feedback – what is it municipalities want? Their AGM is scheduled for March 22; completing the State of the Watershed Report is a requirement for this group.

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

Respectfully submitted,
Joulia Whittleton

MONTHLY REPORT TO THE CAO

For the month of February 2013

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

This report covers activities and events for January & February of 2013, as well as some future endeavors.

The critical developments that need attention are the re-opening of the Ainsworth OSB mill, roads and drainage to new lands, hog barn, Land Use Framework, MARA, airports, and infrastructure development.

- A) The Ainsworth re-opening seems to be progressing well, although there has not been an “official opening announcement”. We are working with our consultants to establish a treated water supply for the mill. We are also endeavoring to assist with labor, transportation and ESRD.
- B) Roads and water management to new lands is still a work in progress.
- C) The hog barn road registration and negotiations are nearing completion and should be final by the end of March 2013.
- D) The Land Use Framework is a significant matter, and will require much attention from Council, staff, and the communities.
- E) The settlement of the federal research station lands and equipment matters are still in negotiations and we are hoping to have this settled in a draft agreement for Council perusal by the end of March 2013.
- F) The major infrastructure projects in current development are Highway 88 connector, Zama access, and Hamlet street improvements. In the County Business Plan, Council identified other infrastructure projects that we are working on. The development of the connector road from Rainbow Lake to Fort Nelson, the rail upgrades and air service.
- G) The Fort Vermilion and La Crete airports are both in final preparation for PAPI lights. The brushing at La Crete is now adequate and in Fort Vermilion we need to brush a bit more to get PAPI access from the east only.

In summary, we are busy and certainly looking forward to an exciting year in 2013. I would be pleased to provide more information, or answer any questions you may have.

Attachments:

- NCDC – Yellowknife
- Fort Nelson – Rainbow Lake Connector



60th Meeting of the NCDC

Membership Meeting - AGENDA

Date: Tuesday - January 29, 2013

Location: Explorer Hotel – Yellowknife, NT

Time: 8:00 AM – 4:00 PM

4825 49 Avenue 1-800-661-0892

NORTHERN Transportation Development Strategies

- | | |
|----------|--|
| 8:00 AM | Coffee & Networking |
| 8:30 AM | Call to Order |
| | Greetings – NCDC Chair Carolyn Kolebaba |
| | Greetings from Northwest Territory Government
Greg Cousineau, Senior Planner |
| | Greetings from City of Yellowknife
Mayor Mark Heyck |
| | Greetings from NT Association of Communities
Clarence Wood - Town of Inuvik |
| 9:00 AM | <u>Northwest Territories Transportation Strategy</u> - Greg Cousineau,
Senior Planner, GNWT |
| 9:30 AM | City of Yellowknife Transportation Issues and Opportunities |
| 10:00 AM | Coffee & Networking |
| 10:30 AM | <u>Ports to Plains – President Michael Reeves</u> |
| 11:30 PM | Alexandra Ross – EDO Saddle Hills County - NWPA |
| 12:30 PM | Lunch & Networking |
| 1:30 PM | <u>Generating for Seven Generations – CEO Matt Vickers</u> |
| 2:30 PM | Bill Kostiw – Rainbow Lake – Fort Nelson Connector |
| 3:00 PM | Captain Peter Jaskiewicz – Rupert Break Bulk |
| 3:30 PM | Round Table FYI - Upcoming Conferences / Meetings |
| 4:00 PM | Meeting Adjourned |

*not
10% of
Canada*



TATS'UHKAA TS'O ROAD

"As the crow flies"
between
Fort Nelson and Rainbow Lake



1

Northwest Canada

1. Region contains extensive natural resources.
2. Opportunities for growth in oil and gas, forestry and agriculture.
3. Region lacks well developed year round transport infrastructure.
4. Higher exploration and development costs because of a lack of good roads.
5. Region has a high product delivery cost because of access costs.



2

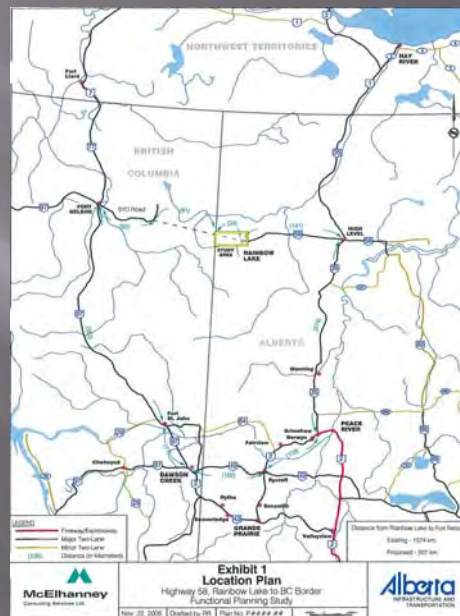
Project Summary

- ❑ Road and rail infrastructure are essential to the further economic development and sustainability of northeastern Canada.
- ❑ During the past several years Alberta Transportation, Mackenzie County and REDI have been working for the construction of an all weather high grade road between Fort Nelson, BC and Rainbow Lake, AB.
- ❑ With the instability in the US markets it would be beneficial to northeast British Columbia and northwest Alberta to secure markets in the Pacific Rim for forestry, petroleum and mining products via Prince Rupert or Kitimat, BC.
- ❑ There would also be an opportunity for the railroads to connect from Alaska via Watson Lake to Fort Nelson.
- ❑ The road and rail expansion could make Fort Nelson become a significant inland transportation terminal.
- ❑ Freight from Alberta hauled by truck to Fort Nelson should help secure the new rail connection and inland terminal.
- ❑ This project will be a Win Win for British Columbia and Alberta.

3

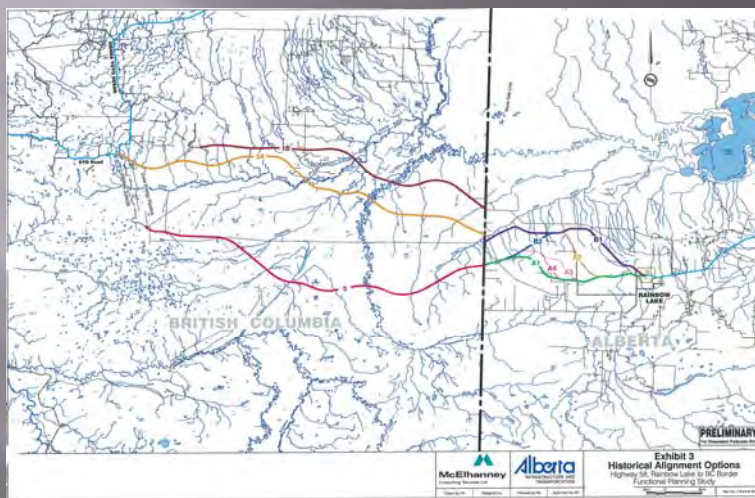
Current Road Infrastructure

1. No viable road between northeast British Columbia and northwest Alberta.
2. Proposed 240 km high grade road between Fort Nelson, BC and Rainbow Lake, AB.
3. Half of proposed routing already exists as a high grade road.
4. Balance consists of a collection of winter access roads.
5. Upgrading route appears feasible according to our consultants.



4

Fort Nelson to Rainbow Lake route options



5

Alaska Canada Rail Link Options

Rail options from Watson Lake south to:

- Fort Nelson - 540km - Rating 3
 - Minaret - 630km - Rating 5
 - Mackenzie - 700km - Rating 1
 - Hazelton - 800km - Rating 2
- (1 is best - 5 is worst)

Rail link options were rated based on on mileage, curvature, grade, transit time, track/train dynamics, and seismic risk.

(Information obtained from Alaska Canada Rail Link Feasibility Study research report)



6

Rail Infrastructure Cost

Rail infrastructure cost estimates from Watson Lake south to:

- Fort Nelson – \$3,040
 - Minaret – \$5,542
 - Mackenzie – \$3,262
 - Hazelton – \$3,953
- (costs in \$Million USD)



(Information obtained from UIMA report)

7

Benefits

MUTUAL CROSS BORDER BENEFITS

- ☐ Reduced forestry costs
- ☐ Reduced exploration and development costs
- ☐ Expanded agriculture opportunities
- ☐ Reduced transportation cost
- ☐ Improved infrastructure including road and rail

RESULT

- ☐ Fort Nelson becomes a transport hub / inland terminal
- ☐ Increase oil and gas and mining activity
- ☐ New markets for products and services (Asia via Prince Rupert)
- ☐ Increased tourism

8

Conclusion

- ▣ Northwest Canada collaboration and partnerships will result in a more economically self-sustaining region.
- ▣ The road and rail expansion could make Fort Nelson become a significant inland transportation terminal.
- ▣ Freight from Northwest Territories and Alberta hauled by truck to Fort Nelson should help secure the new rail connection at Fort Nelson.
- ▣ This project will be a Win Win for British Columbia and Alberta.

9

What's Next

- ▣ Our analysis of this project indicates that both provincial and federal governments have a substantial role to undertake.
- ▣ These governments should directly finance the project or at least create a favorable and encouraging situation for private investments or partnerships to advance the project.
- ▣ We also feel that agencies, commissions, councils and others that represent the public good need to support this important initiative.
- ▣ Therefore we respectfully request the continued support of the NCDC and appreciate any advice you may have to move the project forward.

10

Contact Information

- ▣ **Mackenzie County:**
 - William Kostiw - Executive Director of Infrastructure Development & Government Relations
Phone: 780-927-3718
Email: bkostiw@mackenziecounty.com
- ▣ **REDI:**
 - Dan Fletcher - General Manager
Phone: 780-926-7314
Email: dfletcher@rediregion.ca

11

MONTHLY REPORT TO THE CAO

For the Month of February 2013

From: 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, attached is a report providing a few years of historical ice bridge data.
La Crete Water Wells	Spring 2013	As per the consultants recommendations we will develop a water well maintenance procedure for County wells and make some operational changes to LC well #1

Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Summer 2013	Ron and myself met with Genivar to review the bridge plans and submit to AT.
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 early spring.

Personnel Update:

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

Other Comments:

Attachments:

- 1) Draft Road Construction Application Letter
- 2) Annual Activity Report for My Department
- 3) Tompkins Ice Crossing Historical Data

TOMPKINS ICE CROSSING

HISTORICAL DATA 2009-2013



2009-2010		2010-2011		2011-2012		2012-2013	
DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES
Dec. 17	10 Tonnes	Dec. 10	3 Tonnes	Dec. 13	5 Tonnes	Dec. 3	5 Tonnes
Dec. 23	15 Tonnes	Dec. 17	10 Tonnes	Dec. 16	10 Tonnes	Dec. 11	10 Tonnes
Dec. 29	20 Tonnes	Dec. 21	CLOSED			Dec. 14	14 Tonnes
		Dec. 21	10 Tonnes			Dec. 18	17 Tonnes
		Dec. 23	23 Tonnes			Dec. 21	23 Tonnes
		Dec. 29	35 Tonnes			Dec. 28	31 Tonnes
Jan. 10	35 Tonnes	Jan. 3	50 Tonnes	Jan. 3	6 Tonnes	Jan. 3	42 Tonnes
Jan. 11	45 Tonnes			Jan. 13	10 Tonnes	Jan. 11	48 Tonnes
Jan. 15	50 Tonnes			Jan. 17	16 Tonnes	Jan. 15	52 Tonnes
Jan. 18	55 Tonnes			Jan. 20	22 Tonnes	Jan. 18	58 Tonnes
Jan. 22	60 Tonnes			Jan. 24	26 Tonnes	Jan. 25	63.5 Tonnes
				Jan. 27	30 Tonnes		
				Jan. 31	35 Tonnes		
Feb. 1	65 Tonnes	Feb. 1	65 Tonnes	Feb. 3	40 Tonnes		
				Feb. 10	45 Tonnes		
				Feb. 14	51 Tonnes		
				Feb. 17	56 Tonnes		
				Feb. 23	62.5 Tonnes		
		Mar. 30	62 Tonnes	Mar. 28	10 Tonnes		
				Mar. 31	CLOSED		
Apr. 1	40 Tonnes	Apr. 4	52 Tonnes				
Apr. 6	4 Tonnes	Apr. 6	40 Tonnes				
Apr. 9	CLOSED	Apr. 12	20 Tonnes				
		Apr. 14	CLOSED				



Mackenzie County

PO Box 640, Fort Vermilion, AB T0H 1N0
Phone: (780) 927-3718 Fax: (780) 927-4266
Toll Free: 1-877-927-0677 Email: office@mackenziecounty.com

January 18, 2013

Dear Sir/Madam:

RE: ROAD CONSTRUCTION APPLICATION

This letter is in response to your new road construction application.

We wish to advise you that due to a substantial volume of new road construction requests, Mackenzie County Council reassessed the County's policy and practice for approving a new road construction and/or construction of a surface water management channel in the County's road right-of-ways. The new policy's intent is to address as many requests as possible in a fair manner for everyone, without incurring significant costs that otherwise would be incurred and may create a substantial financial burden for all Mackenzie County ratepayers.

Based on the new Policy PW039 – Rural Road, Access Construction and Surface Water Management, the applicant (land owner, or a group of land owners) will be responsible for clearing a roadway and constructing a base to Mackenzie County's standard. Mackenzie County's assistance will comprise of site surveying to establish property lines, gravel and centreline culverts (where deemed necessary) provision. Upon acceptance of a road by the County, the County will accept full responsibility for the maintenance of a new road.

A copy of Policy PW039 can be obtained at our offices or on our website www.mackenziecounty.com. If you are interested in pursuing the construction of a road as per new policy, we encourage you to resubmit an application by utilising the attached form. Mackenzie County will endeavor to maintain the priority allotted to your initial request, however the approval may depend on a volume of new applications and availability of funds.

Please note that in order to introduce and explain the rationale for the new policy, the County will be hosting two open houses and we encourage you to attend:

When?	Where?	At what time?
April 5, 2013	La Crete Heritage Centre	7:00pm to 9:00pm
April 6, 2013	Rocky Lane Agricultural Society Community Hall	7:00pm to 9:00pm

PW039 - Rural Road, Access Construction and Surface Water Management

Page 2

January 18, 2013

If you have questions about the application process, please contact John Klassen, Director of Environmental Services & Operations at (780) 928-3983 or Ron Pelensky, Director of Community Services & Operations at (780) 927-3718.

Regards,

Joulia Whittleton
Chief Administrative Officer

DRAFT

MONTHLY REPORT TO THE CAO

For the month of February 2013

From: Ron Pelensky
Director of Community Services & Operations

Roads

Majority of Public works department time was focused on clearing snow off sidewalks, roads and the airport facility. The snow combined with the wind created lots of drifting conditions. In addition to this every morning sanding was completed in the hamlet of Fort Vermillion.

Equipment

There were several small breakdowns with the graders this month however none of them caused more than a day downtime. In January we also purchased and received a new broom attachment for the bobcat.

Buildings

We had a furnace/AC unit fail in the La Crete office building. This unit is on order and expected to be installed in February. Many small maintenance items were also worked on in January.

Transfer Station/ La Crete Waste Collection

A Tag system for additional garbage bins is being developed and will be implemented in February. Administration is still responding to a few complaints regarding being forced to participate in the program. Administration renewed the contract for Zama and La Crete transfer station attendants as per their contract.

Health and Safety Program

Reviewed the county's safety program and promoted participation in monthly safety meeting by all staff. 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 their structure and are working to create a terms of reference

By-law

By-law enforcement responded to stray dog complaints in the hamlet of Fort Vermillion in which 4 dogs were picked up. Also responded to one dog complaint in La Crete. By-law also worked on an unsightly premises issue.

Fire Departments

In the month of January the departments were busy responding with calls to vehicle rollovers. Training also continued with staff. A fire chiefs meeting was held in Fort Vermillion. Meetings were also held with ESRD to discuss mutual aide agreement.

MONTHLY REPORT TO THE CAO

For the month of February 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	February 12 th	Have compiled lots of info re. business licensing, need some direction from Council, and then draft a bylaw.
Development Agreements	Spring 2013	Samuel made draft revisions to our Development Agreements, need to review, revise and implement.
Land Use Bylaw review/update	Fall 2013	Currently updating rezoning and text amendments. Will need to thoroughly review and amend after the ASP's are approved

Capital Projects

Projects	Timeline	Comments
Area Structure Plans	Summer 2013	Scheffer Andrew has begun work on the project, next phase completion March 20
Community Infrastructure Master Plans	Winter 2013	Contract awarded to DCL Siemens, have begun preliminary work
Rural Addressing	2013	In progress. Jeff & Julius working on this project.
Airport Vicinity Protection Area	February/ March	Have determined how to resolve concerns, currently converting existing AVPA to Word document so we can make the changes

Personnel Update:

Will be advertising for an Economic Development Officer within the next week or two.

Other Comments:

The Land Use Framework will continue to be a priority project until it is completed, hoping for completion by April/May. Meeting in Manning on February 7th, will provide update at the Council meeting.

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

Received response back from legal in regards to taxation implications if First Nations purchase land within the County. They would not qualify for a tax exemption, and amalgamating the lands into reserve land is very difficult and unlikely.

ASP UPDATE

Hi Byron,

Tasks undertaken during past week

Begun draft ASP and Background Report for La Crete
Mapping begun for La Crete
ERCB data request made for all Hamlets
Historical resource clearance requests made for all Hamlets
County supplied historic development costs and other data
First invoice issued
Ongoing stakeholder consultation
MDB economic development report underway

Outstanding items

County to provide the following data as available:

- Contours
- Flood level for Fort Vermilion
- Committed capital projects or facilities improvements by hamlet
- Air photos (SAL's cad person is liaising with Jeff Sabine today regarding this)

Issues or concerns to be resolved

Nil.

Overall project progress

Achieved Milestone 1.
Draft ASPs underway.

Next deliverable and date

Draft ASPs to Client for review (March 20). This milestone has been shifted due to relation between this ASP project and the industrial ASP project, as discussed. I expect that we can provide early draft documents for an interim review to ensure we are on track for meeting expectations.

Please do not hesitate to get in touch to discuss any of the above.

Kind regards,

Ben Petch

MONTHLY REPORT TO THE CAO

For the month of February 2013

From: Alison Kilpatrick
Director of Corporate Services

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2013 Operating and Capital Budgets	April 9, 2013	Council approved the 2013 operating and capital budgets in its Dec. 11, 2012 meeting. Updates for final assessment figures anticipated in February/March.
2012 Year End Audit	April 24, 2013	Corporate Services staff are progressing in their work assignments for preparation of the year end audit package. Auditors have scheduled their year end field visit for the week of March 4, 2013.
Invoicing procedures for new waste collection service provided in La Crete	Jan. 31, 2013	Development of procedures for purchase of second refuse container.
Internal Controls	Ongoing	Assessment and improvement will be an ongoing project. Have selected cash handling as first area for review. Reviewed procedures in Jan. 3, 2013 department meeting; follow up in next staff meeting (March).

Capital Projects

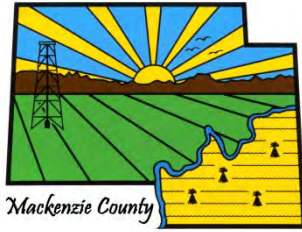
Projects	Timeline	Comments
Provision of financial and analytical support to capital budget expenditure and grant application processes.	April 24, 2013	As discussed, above.

Personnel Update:

Corporate Services staff meeting held in first week of January. Agenda included year end accounting work, cross-training and staff coverage, and internal controls.

Other Comments:

From January 2 – April 24, 2013, the primary focus of Corporate Services staff will be the analysis and reconciliation of accounting records, and preparation of working papers and draft financial reports for the year ended December 31, 2012.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes – December 6, 2012 and January 10, 2013

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the December 6, 2012 and January 10, 2013 meetings are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION:

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of December 6, 2012 and January 10, 2013 be received for information.

Author: B. Peters Review Date: _____ CAO _____

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, December 6, 2012 @ 2:00 p.m.

PRESENT

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

ADMINISTRATION

Byron Peters	Director of Planning & Development
Liane Lambert	Development Officer
Dee Pannu	Development Officer

1. CALL TO ORDER

Jack Eccles called the meeting to order at 2:05 p.m.

2. ADOPTION OF AGENDA

MOTION 12-202 **MOVED** by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MOTION 12-203 **MOVED** by Wally Schroeder

That the minutes of the November 22, 2012 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

There was no business arising from previous minutes.

5. SUBDIVISION

**a) Subdivision Application 50-SUB-12
NW 35-106-15-W5M; La Crete Rural
Dave Neusteater**

MOTION 12-204 MOVED by Elmer Derksen

That Subdivision Application 50-SUB-12 in the name of Dave Neusteater on NW 35-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the quarter in accordance with Mackenzie County standards at the developer's expense.
 - c) Range Road 152 must be extended approximately 100 feet north of the southerly property line. The road shall be constructed to Mackenzie County Standards and at the developer's expense.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - e) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$3,500.00 per acre. Municipal reserve is charged at 10%, which is \$350.00 per subdivided acre. **10 acres times \$350.00 equals \$3,500.00.**
 - f) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**

- g) Enter into a Road Acquisition agreement for the westerly 5.18 meters of the NW 35-106-15-W5M that may be required for future road widening.
- h) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- i) **Alberta Development requests that all development be restricted to the lower southern portions of the subdivision. That no development takes place within or upon the treed wetlands.**
- j) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- k) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

CARRIED

**b) Subdivision Application 51-SUB-12
SE 27-104-16-W5M; La Crete Rural
John & Joyce Wieler**

MOTION 12-205 MOVED by Beth Kappelar

That Subdivision Application 51-SUB-12 in the name of John and Joyce Wieler on SE 27-104-16-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 12.16 acres (4.92 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Township Road 1044 must be extended to the west end of the proposed subdivision and must be constructed to Mackenzie County Standards.

- c) Provision of access to the subdivision and the balance of the quarter in accordance with Mackenzie County standards at the developer's expense.

(a) The Access to the proposed subdivision must be constructed to Mackenzie County Standards to accommodate commercial type traffic.

- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$5000.00 per acre. Municipal reserve is charged at 10%, which is \$500.00 per subdivided acre.
12.16 acres times \$500.00 equals \$6,080.00
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

CARRIED

6. MISCELLANEOUS ITEMS

a) Action List

MOTION 12-206 MOVED by Wally Schroeder

That Action List of December 6, 2012 be received for information.

CARRIED

7. IN CAMERA

There were no items to discuss in camera.

8. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ January 10, 2013 at 10:00 a.m. in La Crete
- ❖ January 24, 2013 at 10:00 a.m. in Fort Vermilion
- ❖ February 07, 2013 at 10:00 a.m. in La Crete
- ❖ February 21, 2013 at 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MOTION 12-207 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission meeting be adjourned at 2:17 p.m.

CARRIED

These minutes were adopted this 10th day of January, 2013.

Jack Eccles, Chair

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, January 10, 2013 @ 10:00 a.m.

PRESENT

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

ADMINISTRATION

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

ABSENT

Jack Eccles	Chair, MPC Member
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DELEGATIONS

Andrew Zacharias	Developer
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1. CALL TO ORDER

Wally Schroeder called the meeting to order at 10.01 a.m.

2. ADOPTION OF AGENDA

MOTION 13-01 **MOVED** by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MOTION 13-02 **MOVED** by Elmer Derksen

That the minutes of the December 6, 2012 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

There was no business arising from previous minutes.

DELEGATION

**5c) Subdivision Application 53-SUB-12
West Half of SE 3-106-15-W5M; La Crete Rural
Andrew Zacharias**

MOTION 13-03 **MOVED** by Jacquie Bateman

That Subdivision Application 53-SUB-12 in the name of Andrew Zacharias on Part of the West Half of SE 3-106-15-W5M be REFUSED with the following reason:

Section 8. C. (a) States

(a) Density (maximum):

- i) RESIDENTIAL: Three (3) parcels per quarter section, river lot or original titled property with the balance of the quarter section, river lot or original titles property being one of the parcels.

This application request exceeds three residential parcels.

CARRIED

Andrew Zacharias left the meeting at 10.22 a.m.

4. DEVELOPMENT PERMIT

**a) Development Permit Application 02-DP-13
1144963 Alberta Ltd.; Professional Office
(Financial Services)
Plan 762 0383, Block 15, Lot 6**

MOTION 13-04 **MOVED** by Beth Kappelar

That Development Permit 02-DP-13 on Plan 762 0383, Block 15, Lot 6 in the name of 1144963 Alberta Ltd. be APPROVED with the following conditions:

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

1. This permit approval is for the operation of a Professional Office (Financial Services) out of the existing building.
2. This permit approval is subject to the construction of an access to the property to County standards. PRIOR to installation of any 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 developer's expense.
3. PRIOR to any new construction taking place on the subject property contact the Development Department for a Development Permit.
5. Provide adequate off street parking as follows: The minimum parking standards are 1 space per each full time employee and 1 space for public parking stall. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."
6. The municipality has assigned the following address to the noted property 9501-100th Street. You are required to display the address (9501) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. The sign shall be located a minimum of:
 - a. 20 meters from regulatory signs, and
 - b. Not less than 1.5 meters from the curb/sidewalk.
8. The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.
9. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
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. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.
- 15. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

5. SUBDIVISION

- a) **Subdivision Application 17-SUB-11 (Time Extension)
SE 25-105-15-W5M; Wilson Prairie
Frank and Eva Giesbrecht**

MOTION 13-05 MOVED by Jacquie Bateman

That a Time Extension be GRANTED to Subdivision Application 17-SUB-11 in the name of Frank and Eva Giesbrecht, on SE 25-105-15-W5M. The Time Extension will expire on January 10, 2014.

CARRIED

- b) **Subdivision Application 52-SUB-12
Plan 112 3400, BI 1, Lot 1
(Part of NW 20-105-13-W5M); Bluehills
Edward and Anna Harder**

MOTION 13-06 MOVED by Elmer Derksen

That Subdivision Application 52-SUB-12 in the name of Edward & Anna Harder, on Part of NW 20-105-13-W5M be TABLED until clarification of the Land Use Bylaw is reached.

CARRIED

**d) Subdivision Application 54-SUB-12
NW 26-104-14-W5M; La Crete Rural
Joseph Friesen**

MOTION 13-07 **MOVED** by Beth Kappelar

That Subdivision Application 54-SUB-12 in the name of Joseph Friesen on NW 26-104-14-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 4.69 acres (1.89 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the quarter in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - d) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

CARRIED

Wally Schroeder recessed the meeting at 10:38 a.m.

Wally Schroeder reconvened the meeting at 10:40 a.m.

**e) Subdivision Application 51-SUB-12
SE 27-104-16-W5M; La Crete Rural
John & Joyce Wieler**

MOTION 13-08 **MOVED** by Elmer Derksen

That decision on 51-SUB-12 in the name of John & Joyce Wieler on Part of SE 27-104-16-W5M be TABLED until clarification of the Land Use Bylaw is reached.

CARRIED

6. MISCELLANEOUS ITEMS

**a) Bylaw 8__-13
Land Use Bylaw Amendment Application
to Rezone Part of Plan 962 1175, Block 1, Lot 5
(Part of SE 16-109-14-W5M) from Agricultural District 'A'
to Residential Condominium District 'RCD'. (Rocky Lane)**

MOTION 13-09 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission recommendation to Council be for Approval of Bylaw 8__-12, being a Land Use Bylaw amendment to rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural (A) to Residential Condominium District (RCD) subject to legal consultation.

CARRIED

b) Action List

The Action List of January 10, 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:

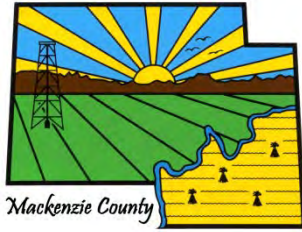
- ❖ January 24, 2013 at 10:00 a.m. in Fort Vermilion
- ❖ February 07, 2013 at 10:00 a.m. in La Crete
- ❖ February 25, 2013 at 2:00 p.m. in Fort Vermilion (Changed from Feb 21, 2013)
- ❖ March 14, 2013 at 10:00 a.m. in La Crete
- ❖ March 28, 2013 at 10:00 p.m. in Fort Vermilion

9. ADJOURNMENT

Wally Schroeder adjourned the Municipal Planning Commission meeting at 11:14 a.m.

These minutes were adopted this 24th day of January, 2013.

Jack Eccles, Chair



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Agricultural Service Board Meeting Minutes – January 9, 2013

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the January 9, 2013 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION:

RECOMMENDED ACTION:

That the Agricultural Service Board meeting minutes of January 9, 2013 be received for information.

Author: C. Gabriel Review Date: _____ CAO _____

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

Wednesday January 9, 2013

10:00 a.m.

**Council Chambers
Fort Vermilion, AB**

PRESENT:	Walter Sarapuk	Chair
	Dicky Driedger	Council Representative
	Carla Komarnicki	Member at Large
	Joe Peters	Member at Large
	Danny Friesen	Member at Large
ABSENT:		
ALSO	Grant Smith	Agricultural Fieldman
PRESENT:	Colleen Nate	Admin Officer, Recording Secretary
	Bill Kostiw	Director of Infrastructure Development
	Ron Palinsky	Director of Community Services

Minutes of the Agricultural Service Board meeting for Mackenzie County held on Wednesday January 9, 2013.

CALL TO ORDER: **1. a) Call to Order**
Chair Sarapuk called the meeting to order at 10:20 am.

AGENDA: **2. a) Adoption of Agenda**
MOTION 13-001 **MOVED** by Joe Peters

That the agenda be adopted with the additions of 6.b) High Level East Update; 6.c) La Crete Tradeshow/MARA.

CARRIED

ADOPTION OF THE **3. a) Minutes of the December 14, 2012 Agricultural Service**
PREVIOUS **Board Meeting**
MINUTES:
MOTION 13-002 **Moved** by Carla Komarnicki

That that minutes of the December 14, 2012 Agricultural Service Board Meeting be approved as presented.

CARRIED
4.a) NONE

BUSINESS FROM
PREVIOUS MINUTES

MOTION 13-003 **6.b) High Level East Update**
Moved by Dicky Driedger

That the High Level East Update be received for information.

CARRIED

MOTION 13-004 **6.c) La Crete Tradeshow/MARA**
Moved by Carla Komarnicki

That the ASB, in conjunction with MARA register a booth at La Crete and High Level Annual Tradeshows.

CARRIED

MOTION 13-005 **6. a) 2013 Field Day/Agricultural Tradeshow Committee**
Formation and Discussion
Moved by Danny Friesen

That the ASB recommend to council that the ASB, MARA and the County CO Host a Mackenzie Field Day & Agriculture Fair on either July 26 & 27 or August 9 & 10 2013.

CARRIED

MOTION 13-006 **Moved by Carla Komarnicki**

That the ASB request the County to budget \$25,000 for the Mackenzie Field Day and Agriculture Fair, or instruct ASB to reallocate ASB operating funds.

CARRIED

DISCUSSION Mackenzie Field Day & Agricultural Fair Committee was formed consisting of 6 members;
Carla Komarnicki
Dicky Driedger
Danny Friesen
Jacquie Bateman
(2) MARA Representatives (to be determined)
Committee will meet on February 6, 2013.

MOTION 13-007 **Moved by** Joe Peters

The Mackenzie Field Day & Ag Fair Committee members be authorized to attend either the Falher or Clear Hills Agriculture Tradeshow in 2013.

CARRIED

SET NEXT MEETING DATE **9.a)Next Meeting Date**

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

ADJOURNMENT MOTION 13-008 **10.a) Adjournment**
Moved by Carla Komarnicki

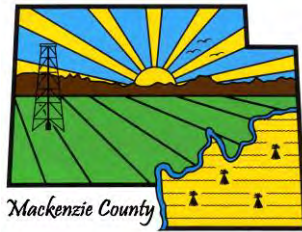
That the ASB Meeting be adjourned at 11:55am.

CARRIED

These minutes we approved on February 6, 2013.

Walter Sarapuk, Chair

Grant Smith, Agricultural Fieldman



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Byron Peter, Director of Planning and Development
Title:	PUBLIC HEARING Bylaw 879-12 Land Use Bylaw Amendment Application to Rezone Plan 092 0458, Block 6, Lot 1 (9006-91st Street) from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P) (Hamlet of La Crete)

BACKGROUND / PROPOSAL:

Bylaw 879-12, being a Land Use Bylaw to rezone Plan 092 0458; Block 6; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P) in order to allow for the development of a school, received first reading at the December 11, 2012 Council meeting.

On October 25, 2012, Development Permit 246-DP-12 was issued by the Municipal Planning Commission, for a Public Use (School) on a temporary basis, until the applicants could find a permanent location to build a new school.

The applicants have found a possible new proposed location within the Hamlet of La Crete on the southeast end of town. On the Westside of the subject lot, is a residential district "HCR2" with existing development; on the east side is an Urban Fringe District with only two residences. The lot can only be accessed from 91st street, which would eliminate the flow of traffic to the proposed school through the populated residential area.

In accordance with the Subdivision and Development Regulations, a school shall not be located within 300 meters of a Wastewater treatment facility or 450 meters from a Landfill or waste site, 300 meters from the disposal area of an operating or non-operating landfill, 450 meters of the disposal area of a non-operating hazardous waste management facility, or 300 meters of the working area of an operating storage site.

This location meets these all these requirements.

Author: I. Lambert **Reviewed by:** Byron Peters **CAO** YW

Bylaw 879-12 was presented to the Municipal Planning Commission (MPC) at their November 22, 2012 meeting where the following motion was made:

That the Municipal Planning Commission recommendation to Council be to approve Bylaw 879-12, being a Land Use Bylaw amendment to rezone Plan 092 0458; Block 6; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P), subject to public hearing input.

Pending on public input, the Planning and Development Department sees no issues or concerns with this proposal.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Costs will be borne by the Applicant

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

That second reading be given to Bylaw 879-12, being a Land Use Bylaw amendment to rezone Plan 092 0458; Block 6; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P).

Motion 2

That third reading be given to Bylaw 879-12, being a Land Use Bylaw amendment to rezone Plan 092 0458; Block 6; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P).

Author: L. Lambert Reviewed by: Byron Peters CAO YW

BYLAW NO. 879-12
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

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

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

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

Plan 092 0458, Block 6, Lot 1 (9006-91 Street)

within the Hamlet of La Crete, be rezoned from Hamlet Country Residential 2 "HCR2" to Public/Institutional "P", as outlined in Schedule "A" hereto attached.

READ a first time this 11th day of December, 2012.

READ a second time this ___ day of _____, 2013.

READ a third time and finally passed this ___ day of _____, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

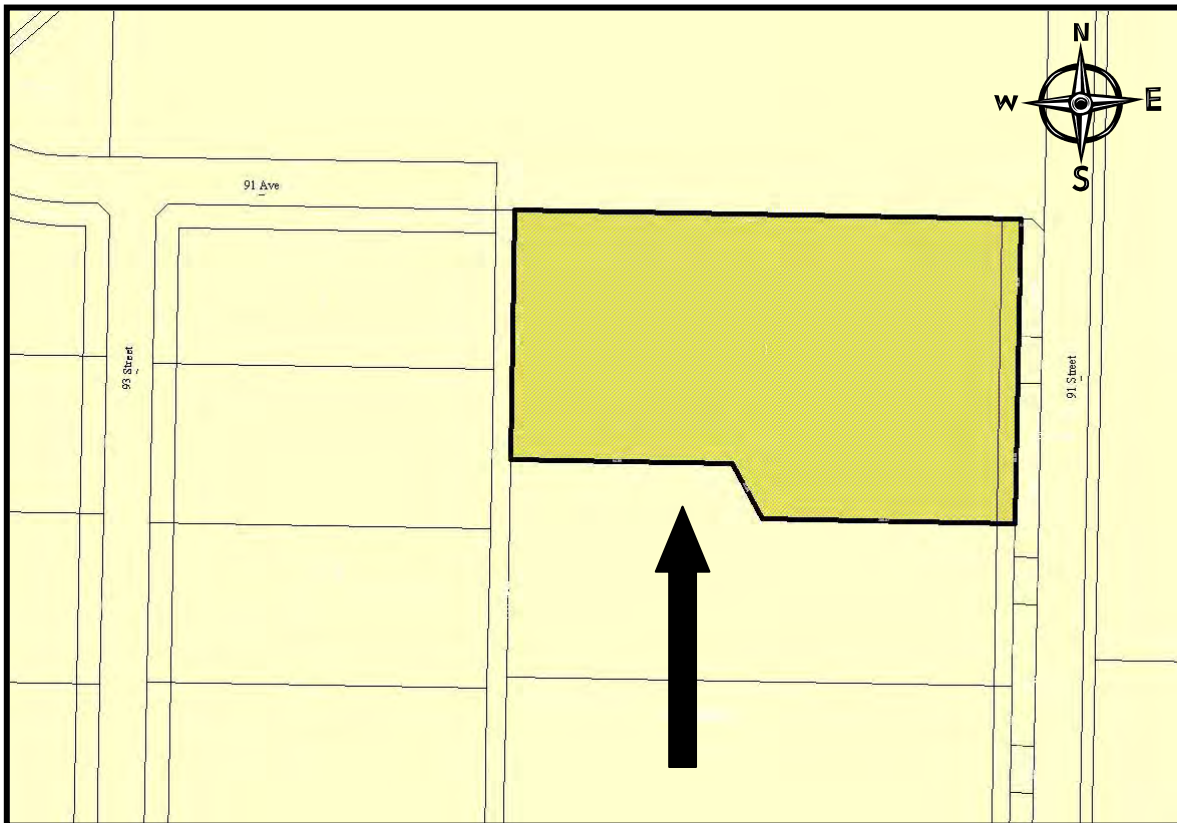
BYLAW No. 879-12

SCHEDULE "A"

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

Plan 092 0458, Block 6, Lot 1 (9006-91 Street)

within the Hamlet of La Crete, be rezoned from Hamlet Country Residential 2 "HCR2" to Public/Institutional "P", to accommodate a School.



FROM: Hamlet Country Residential District 2 "HCR2"

TO: Public/Institutional "P"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>Tim Harms</i>		
ADDRESS <i>Box 61</i>		
TOWN <i>Buffalo Head Prairie AB.</i>		
POSTAL CODE <i>TOH-4A0</i>	PHONE (RES.) <i>928-3907</i>	BUS. <i>926-6189</i>

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER <i>Isaac Dyck</i>		
ADDRESS <i>Box 495</i>		
TOWN <i>La Crete AB.</i>		
POSTAL CODE <i>TOH2H0</i>	PHONE (RES.) <i>780 928-3749</i>	BUS. <i>780 926-9455</i>

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT *9006 91st*

QTR./LS. <i>Q1 NE</i>	SEC. <i>3</i>	TWP. <i>106</i>	RANGE <i>15</i>	M. <i>5</i>	OR	PLAN <i>0920458</i>	BLK. <i>6</i>	LOT <i>1</i>
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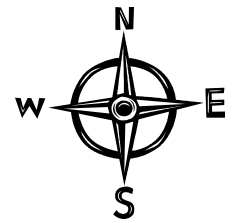
LAND USE CLASSIFICATION AMENDMENT PROPOSED:
FROM: *Hamlet H.C.R. "HCR2"* TO: *P*

REASONS SUPPORTING PROPOSED AMENDMENT:
Planning on building school.

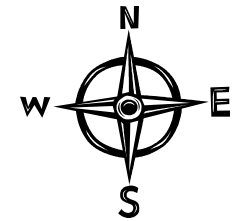
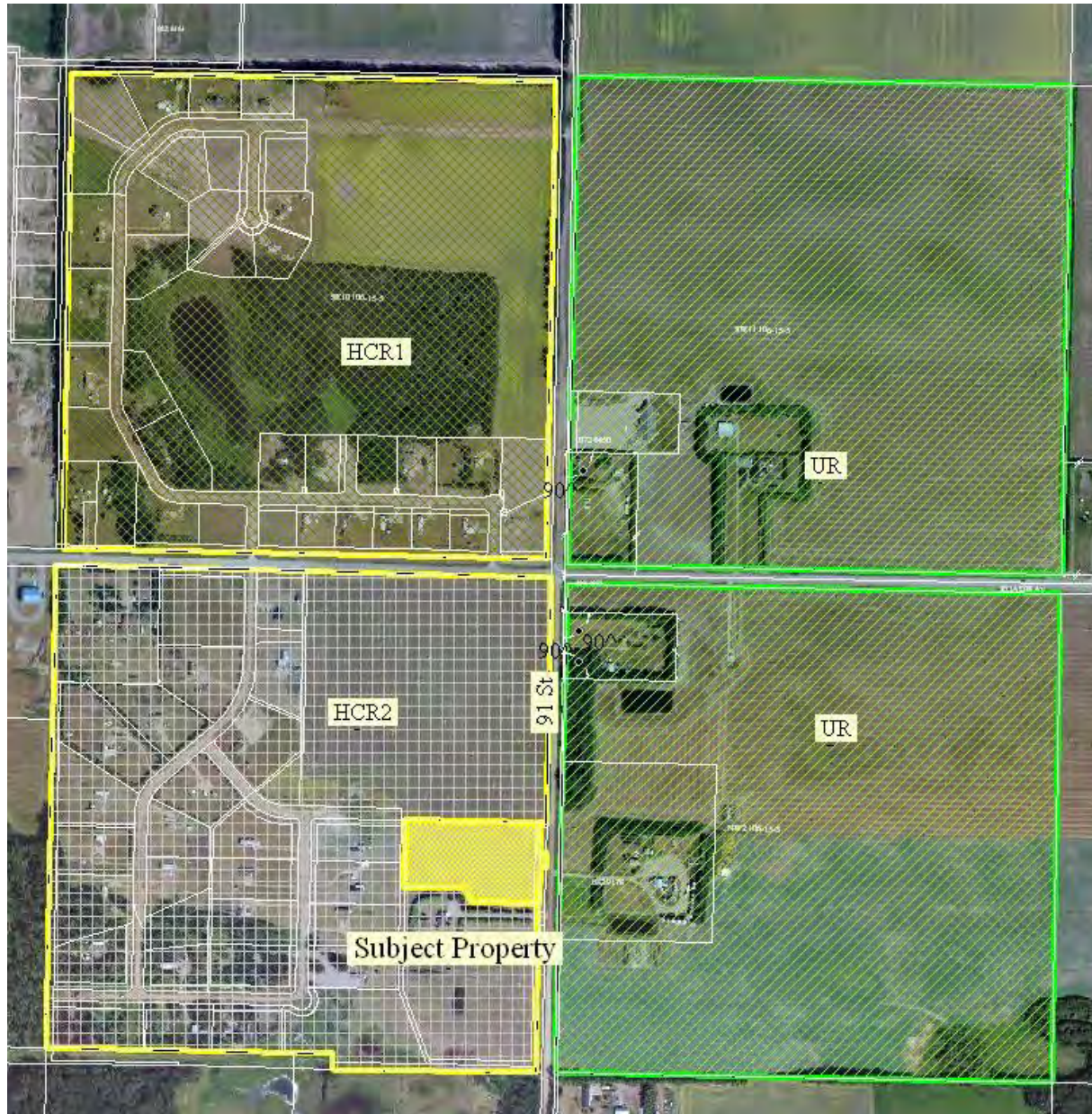
I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ _____ RECEIPT NO. _____
[Signature] *Nov 1 2012*
APPLICANT DATE

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.
[Signature] *Nov 1, 2012*
REGISTERED OWNER DATE

LAND USE BYLAW 879-12
PLAN 092 0458, BLOCK 6, LOT 1 (9006-91ST St)



LAND USE BYLAW 879-12
PLAN 092 0458, BLOCK 6, LOT 1 (9006-91ST St)





MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Byron Peters, Director of Planning and Development
Title:	PUBLIC HEARING Bylaw 880-12 Road Closure lying between SE 1-104-18-W5M and NE 36-103-18-W5M (Blue Hills)

BACKGROUND / PROPOSAL:

Bylaw 880-12, being a Road Closure Bylaw for the closure of a portion of statutory road allowance lying between SE 1-104-18-W5M and NE 36-103-18-W5M for the purpose of sale and consolidation with the adjacent lands, received first reading at the November 28, 2012 Council meeting.

The Blue Hills Community School located on SE 1-104-18-W5M constructed a skating rink and sewage lagoon back in 1988. Part of both developments are situated right on the subject road allowance, they also planted trees down the centre of the road allowance. A request to close this road allowance was made several years ago in 2002 where Council reviewed it at the November 5th, 2002 meeting. Council's decision was to refuse the request due to potential future need for the road allowance. Closing this portion of road allowance could present access problems in the future, as there is a low-lying section to the west of this road allowance where road construction may not be an option (see attached aerial photo).

Fort Vermilion School Division is requesting this closure as they feel that at the time they followed all the regulations. The applicant claim that during development, the bylaw showed a 20-meter road allowance. However, when they proceeded to the planning stage it changed to 30 meters. The surveyors were under the impression that the road allowance was still 20 meters and situated the lagoon and rink accordingly.

The transition from 66 feet (20 meters) to 99 feet (30 meters) road allowance width transgressed between Range 17 to Range 18 and Township 104 to 103. This was most likely the reason behind the misunderstanding.

Author: L. Lambert **Reviewed by:** Byron Peters **CAO** YW

However, even if the road allowance had only been 66 feet (20 meters) the skating rink would still be encroaching. Development Permit 135-DP-88 issued November 30, 1988 clearly states that the setbacks are, 134 feet from front yard, 50 feet rear yard and 50 feet side yard. The aerial photo attached shows how the rink encroaches over the road allowance.

Due to the road allowance transition from (20 meters) to 99 feet (30 meters) being adjacent to each other with this quarter, the Road's Department recommends to close only the north half or 10 meters of the road allowance thus evening it out with the road allowance on the east end. Only that half or 10 meters would be sold to the School Division to consolidate into their subdivision. Although this would not bring the Skating rink and the sewage Lagoon into compliance with the Land Use Bylaw, it would place the structures within the School property.

The Planning Department has no issues or concerns with the closure of only a portion of this road allowance.

The application was presented to the Municipal Planning Commission (MPC) at their November 1, 2012 meeting where the following motion was made:

That the Municipal Planning Commission recommendation to Council be for the approval of Bylaw ___-12, being a Road Closure Bylaw for the closure and sale of the most northerly 10 meters of Government Road Allowance lying south of SE 1-104-18-W5M, subject to public hearing input.

Bylaw number 880-12 has since been assigned to this application.

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:

All costs will be borne by the applicant.

COMMUNICATION:

RECOMMENDED ACTION:

That administration move forward with Bylaw 880-12, 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.

Author: L. Lambert Reviewed by: Byron Peters CAO YW

BYLAW NO. 880-12

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

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

WHEREAS, Council of Mackenzie County has determined that a portion of 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, a portion of the government road allowance described as follows, subject to the rights of access granted by other legislation or regulations:

The most northerly 10 meters of Government Road Allowance lying south of
Part of SE 1-104-18-W5M
Excepting thereout all mines and minerals and the right to work the same.

READ a first time this 28th day of November, 2012.

Bill Neufeld
Reeve

Julia Whittleton
Chief Administrative Officer

APPROVED this ____ day of _____, 2013.

Minister of Transportation

Approval valid for _____ months.

READ a second time this ____ day of _____, 2013.

READ a third time and finally passed this ____ day of _____, 2013.

Bill Neufeld
Reeve

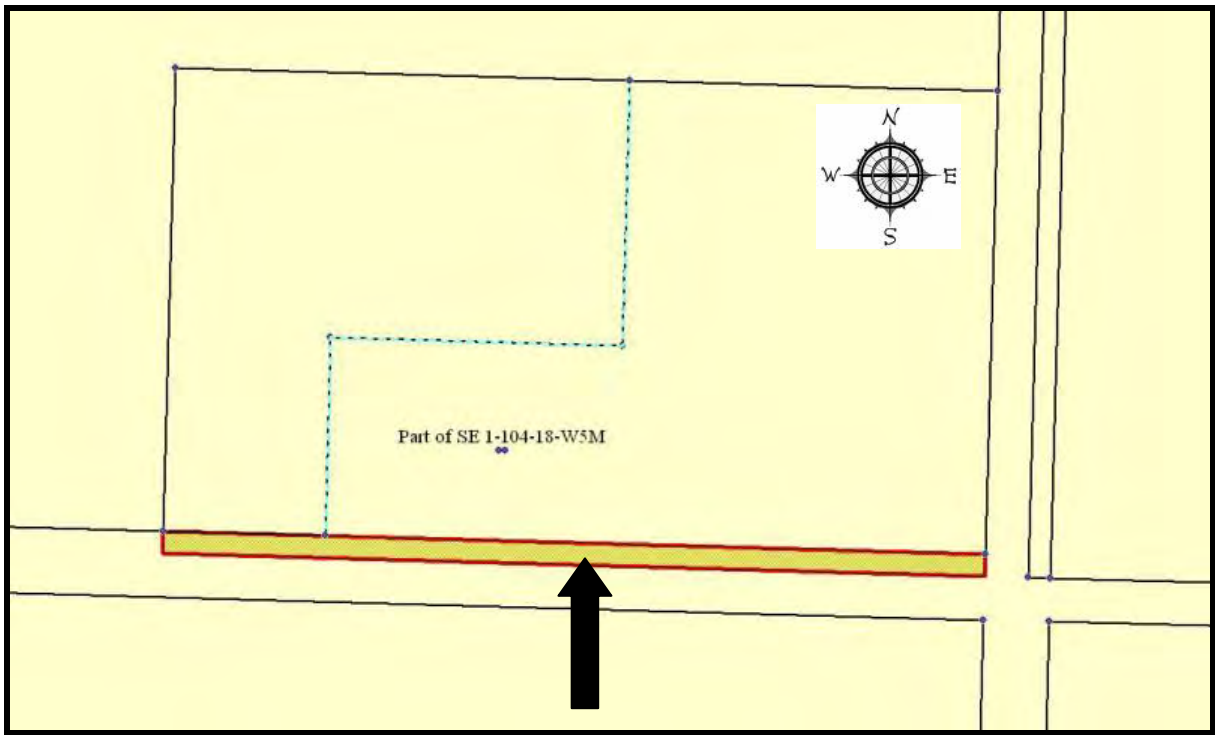
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 880-12

SCHEDULE "A"

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

The most northerly 10 meters of Government Road Allowance lying south of
Part of SE 1-104-18-W5M





LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <u>Norman Buhler</u>		
ADDRESS <u>Box 1 5213 River Road</u>		
TOWN <u>Fort Vermilion AB</u>		
POSTAL CODE <u>T0H 1N0</u>	PHONE (RES.)	BUS. <u>780-927-3766</u>

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER <u>Fort Vermilion School Division # 52</u>		
ADDRESS <u>Po. Bag 1 5213 River Road</u>		
TOWN <u>Fort Vermilion, AB</u>		
POSTAL CODE <u>T0H 1N0</u>	PHONE (RES.) <u>(780) 927-3766</u>	BUS. <u>(780) 841-2910</u>

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

OTR./LS. <u>SE</u>	SEC. <u>1</u>	TWP. <u>104</u>	RANGE <u>18</u>	M. <u>W5</u>	OR	PLAN	BLK	LOT
-----------------------	---------------	-----------------	-----------------	--------------	----	------	-----	-----

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: _____ TO: _____

REASONS SUPPORTING PROPOSED AMENDMENT:

We are requesting a road closure south of the Blue Hills Community School property as shown on the attachment. We are requesting this due to the fact that our existing lagoon and skating rink are presently encroaching on the road allowance. This happened during the design stage of construction of the Blue Hills Community School. At the time, the bylaw showed a 20 meter road allowance, however, during the time of planning it changed to 30 meters. The surveyors were under the impression the road allowance was still 20 meters and planned accordingly. We believe that all surrounding property is accessible via other roads and therefore the closure of this road allowance would not affect them in a negative way.

Road closure by law fee \$ 400⁰⁰

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

APPLICANT [Signature]

DATE October 14, 2012

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

REGISTERED OWNER _____

DATE _____



Sewage Lagoon

School

Ice Rink

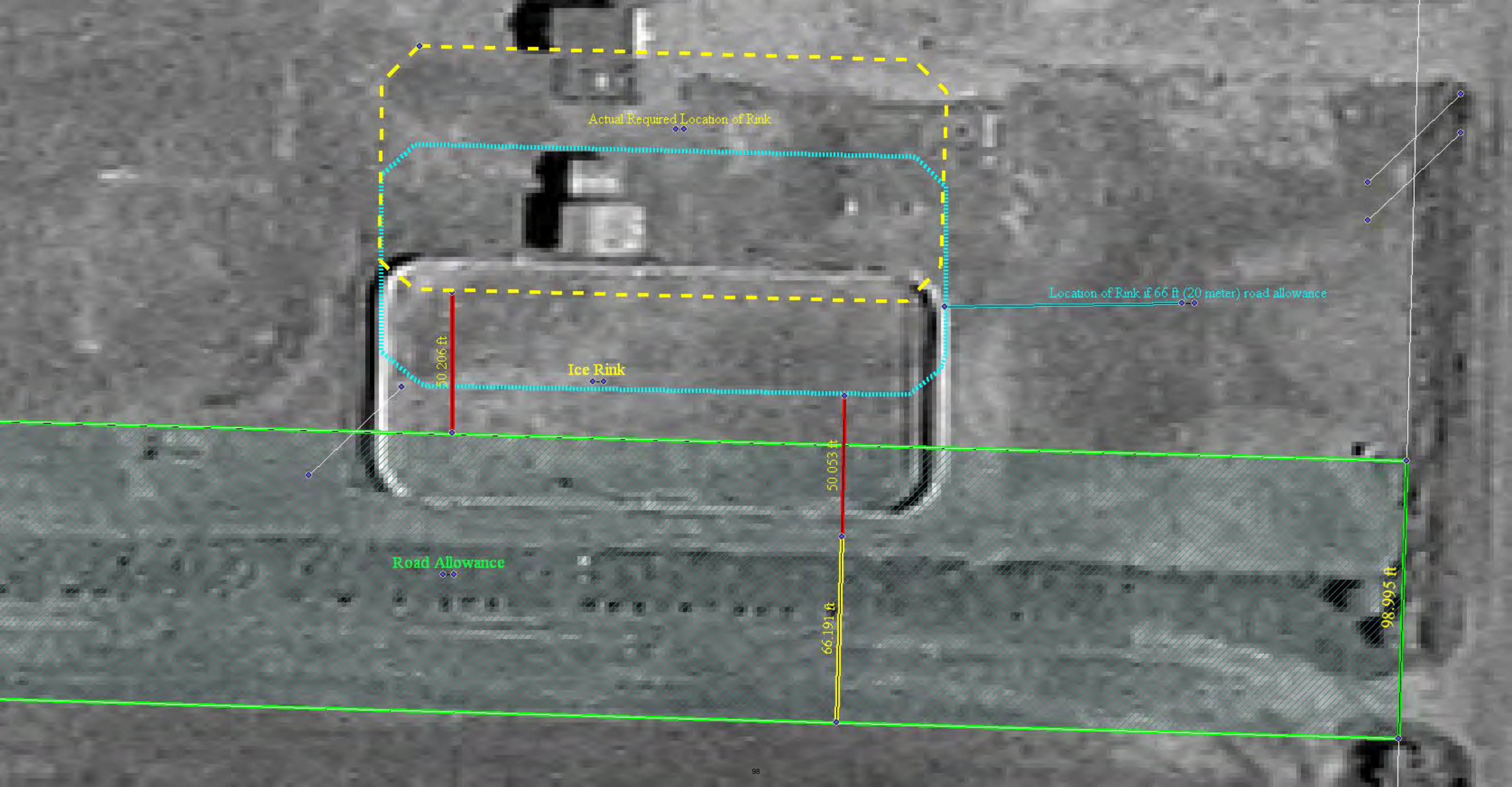
Proposed Closed road

Actual Required Location of Rink

Road Allowance

66.191 ft

98.995 ft



Actual Required Location of Rink

Location of Rink if 66 ft (20 meter) road allowance

Ice Rink

Road Allowance

50.206 ft

50.053 ft

66.191 ft

98.995 ft



Sewage Lagoon

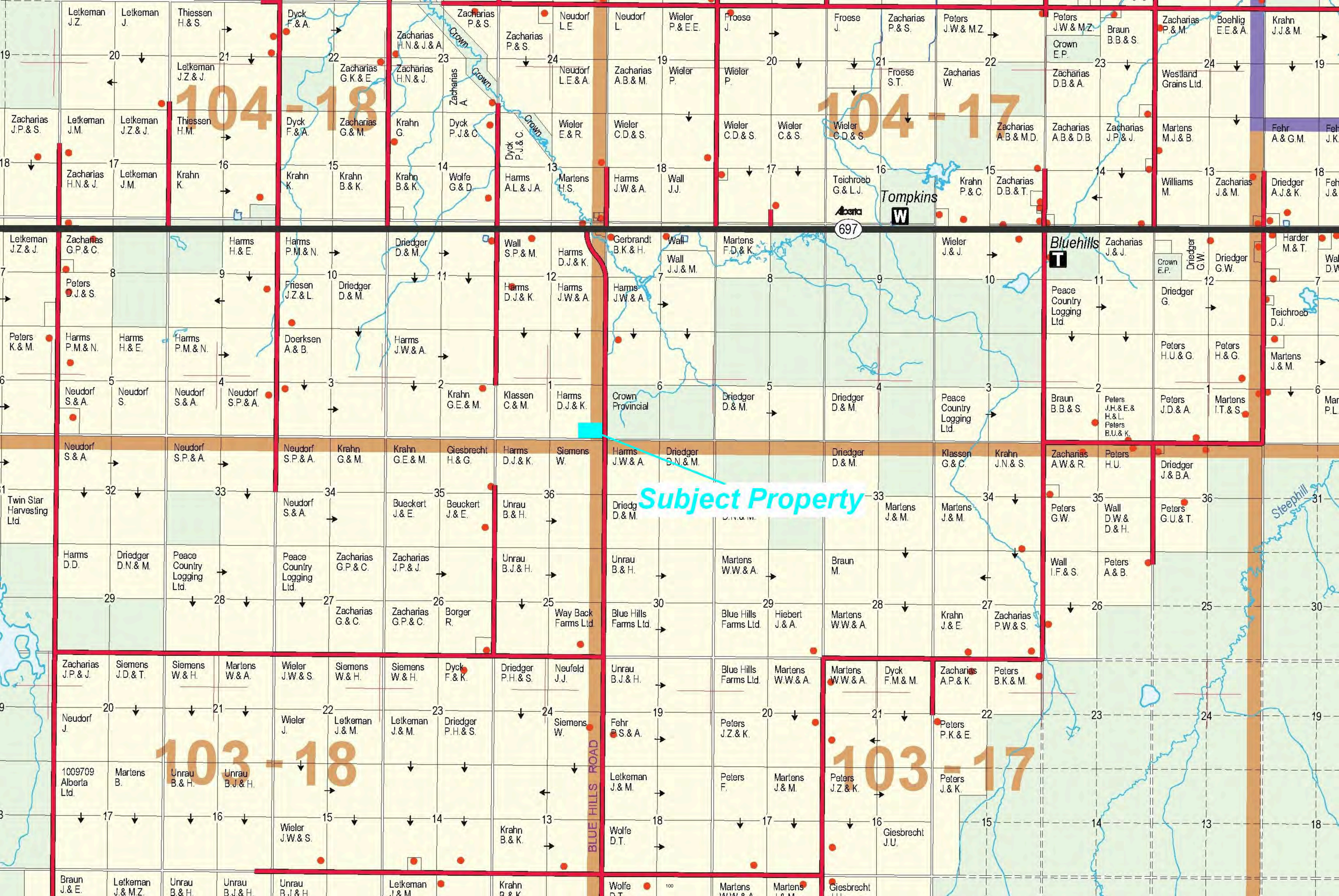
Ice Rink

Proposed Closed 33 feet (10 meters) of Road Allowance

33.418 ft

98.995 ft

65.047 ft



On July 24, 2007, the Municipal Planning Commission approved only one subdivision as the request for two was not allowed in accordance with the Land Use Bylaw at that time.

Currently the Land Use Bylaw states that:

(a) Density (maximum):

- | | |
|-------------------------|---|
| i) COUNTRY RESIDENTIAL: | 2 LOTS including the balance per unsubdivided quarter section |
| ii) All Other Uses: | At the discretion of the Development Authority |

(b) LOT Area (maximum):

- | | |
|-------------------------|---|
| i) COUNTRY RESIDENTIAL: | 2.0 ha (5 acres) |
| ii) FARMSTEAD: | Minimum size required to accommodate on-site improvements |
| iii) All Other Uses: | At the discretion of the Development Authority |

This new proposed location is within the Hamlet of La Crete on the southeast end of town, with two residences located on the same quarter section. On the West side of 91st street is a multilot residential subdivision zoned "HCR2". Currently there is a pending rezoning application in this zoning to change one lot from HCR2 to Public/Institutional in order to accommodate a school development. Both pending rezoning applications can only be accessed from 91st street, which would eliminate the flow of traffic to the proposed school and the Non-Profit Organization through a populated residential area.

This Non-Profit organization approached the applicant to purchase the land in order to set up and establish a non-profit organization called the Gleaners. The Gleaners are an organization that supplies food to the poor and hungry. They collect fresh produce (vegetables) and prepare into a dried soup product. Currently, the Gleaners collect their produce from around Mackenzie County and send it down south for processing. They would like to build an establishment where they can create their own product. One of the advantages of having their own building is to cut down on the amount of spoilage and shipping costs. (Watch Video) (<http://www.fvgleaners.org/>)

This type of development could be allowed in the current zoning of Urban Fringe (UF) as an Intensive Agricultural 1 Use. However, in order to allow for the subdivision, the land needs to be rezoned to something other than residential.

Pending on public input, the Planning and Development Department sees no issues or concerns with this proposal.

Bylaw 882-12 was presented to the Municipal Planning Commission (MPC) at their November 22, 2012 meeting where the following motion was made:

Author: L. Lambert Reviewed by: _____ CAO YW

That the Municipal Planning Commission recommendation to Council for Approval of Bylaw 8__-12, being a Land Use Bylaw amendment to rezone Part of NW 2-106-15-W5M from Urban Fringe (UF) to Public/Institutional (P).

COSTS & SOURCE OF FUNDING:

Costs will be borne by the Applicant.

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

That SECOND reading be given to Bylaw 882-12, being a Land Use Bylaw amendment to rezone Part of NW 2-106-15-W5M from Urban Fringe (UF) to Public/Institutional (P) in the Hamlet of La Crete.

Motion 2

That THIRD reading be given to Bylaw 882-12, being a Land Use Bylaw amendment to rezone Part of NW 2-106-15-W5M from Urban Fringe (UF) to Public/Institutional (P) in the Hamlet of La Crete.

Author: L. Lambert Reviewed by: _____ CAO YW

BYLAW NO. 882-12
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a Non-Profit Organization.

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

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

Part of NW 2-106-15-W5M

within the Hamlet of La Crete, be rezoned from Urban Fringe “UF” to Public/Institutional “P”, as outlined in Schedule “A” hereto attached.

READ a first time this 11th day of December, 2012.

READ a second time this ___ day of _____, 2013.

READ a third time and finally passed this ___ day of _____, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

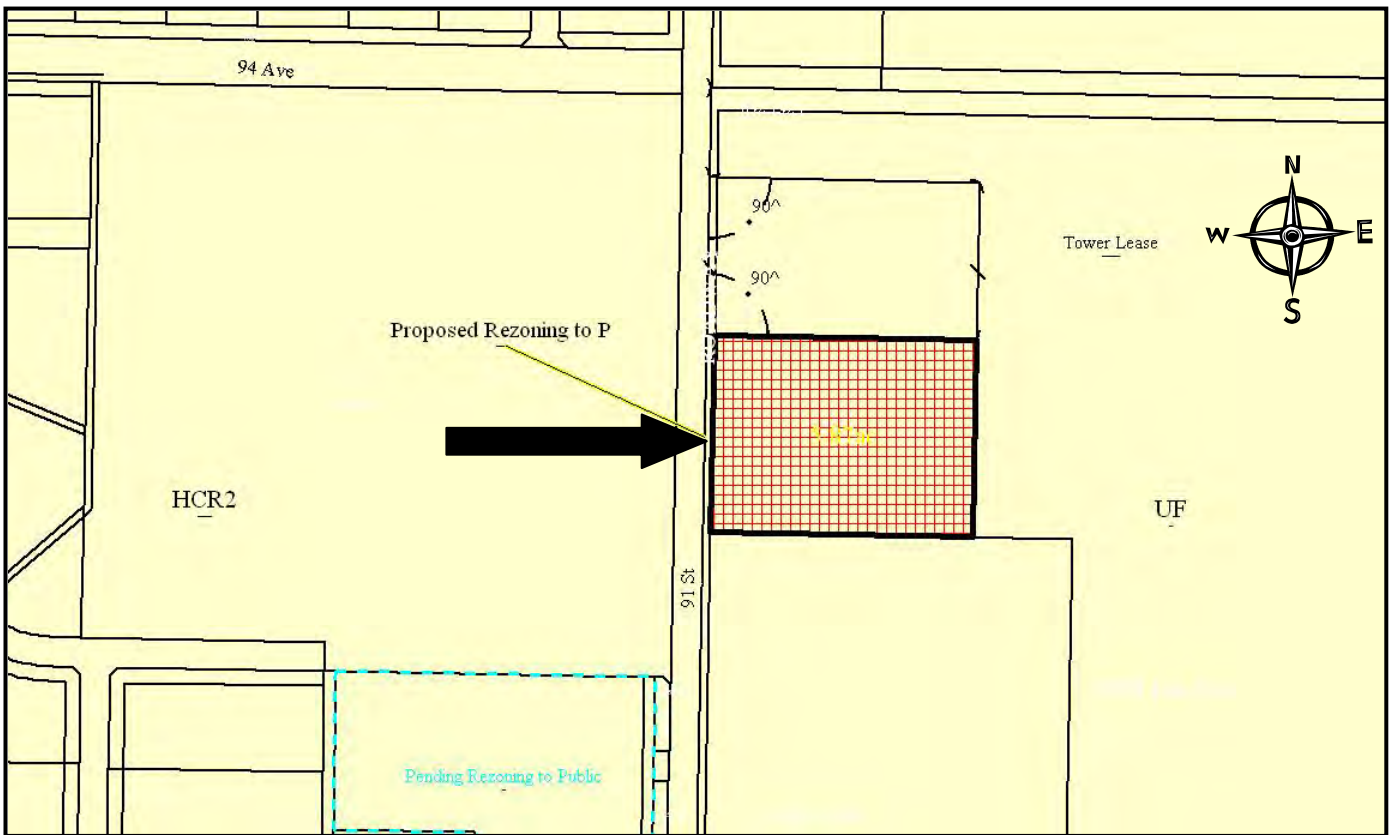
BYLAW No. 882-12

SCHEDULE "A"

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

Part of NW 2-106-15-W5M

within the Hamlet of La Crete, be rezoned from Urban Fringe "UF" to Public/Institutional "P", for the purpose of subdividing a portion of land for the development of a Non-Profit Organization Facility

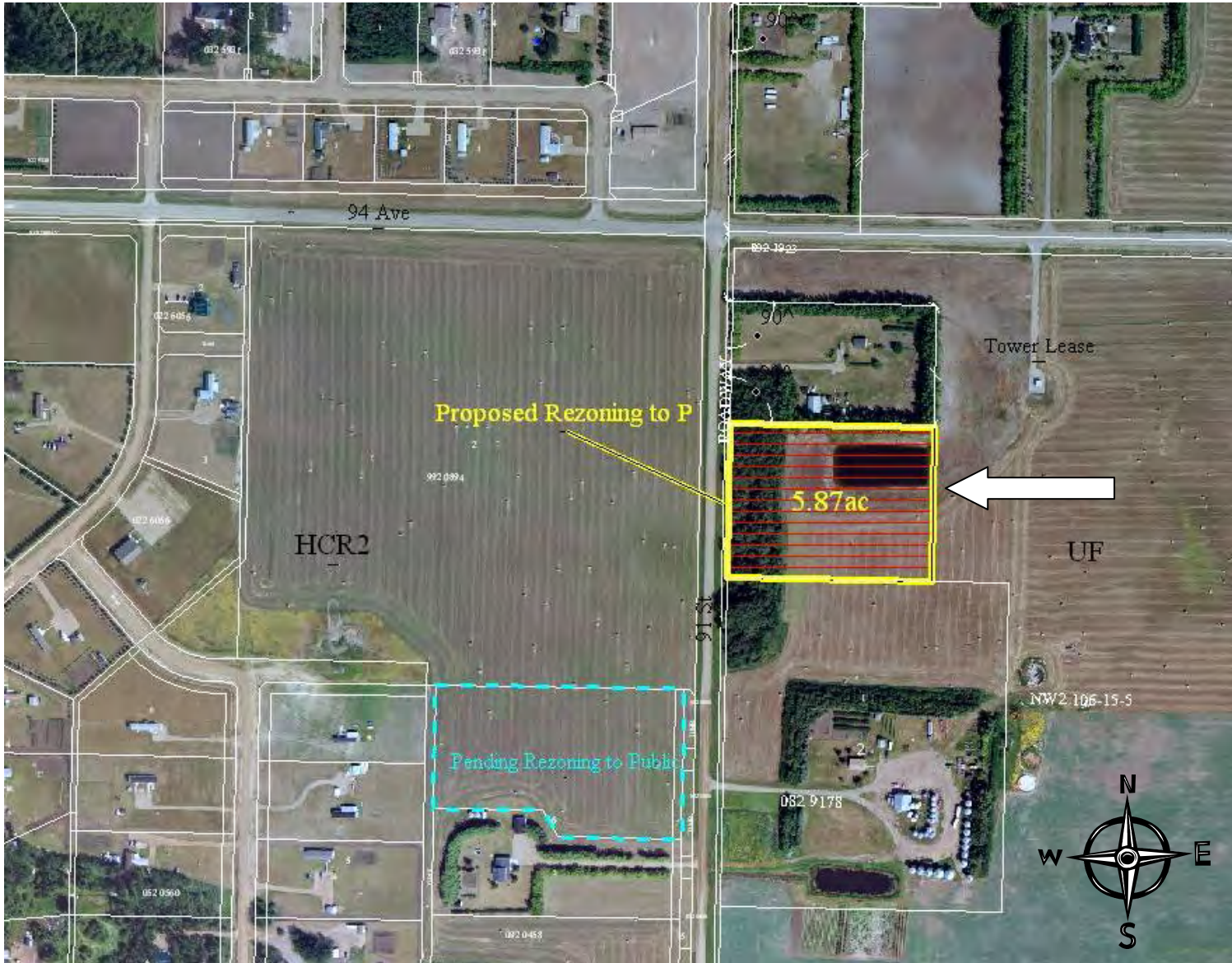


FROM: Urban Fringe "UF"

TO: Public/Institutional "P"

LAND USE BYLAW 882-12

Part of NW 2-106-15-W5M (91 St)





SURVEYOR:
WARREN BARLOW, A.L.S.

REGISTERED OWNERS:
ISSAC F. DYCK

SUBDIVISION AUTHORITY:
MACKENZIE COUNTY
FILE No. : _____

ALBERTA LAND SURVEYORS ASSOCIATION
PERMIT NUMBER
P230
Barlow Surveying Inc.

TENTATIVE PLAN
SHOWING
SHOWING PROPOSED SUBDIVISION OF
PART OF N.W. 1/4 SEC. 2, TWP. 108, RGE. 15, W. 5th M.
MACKENZIE COUNTY
ALBERTA
2007

SCALE 1:2000

NOTES

No.	Date	Revision / Issued	By	App.
4				
3				
2	MAY 8, 2007	REVISE PLAN FOR QUARTER	DMH	WSB
1	APR. 30, 2007	ORIGINAL	MB	WSB

LEGEND:

- Distances are ground horizontal, are in metres and decimals thereof.
- Lands dealt with on this plan are bounded thus:
- containing an area of: 10.14 ha.
- Power lines are shown thus:
- Grain Bins are shown thus:

ABBREVIATIONS:

- C. of T. indicates Certificate of Title.
- ha indicates hectare.
- M. indicates Meridian or Mound.
- N., E., S., & W. indicates North, East, South & West.
- Rge. indicates Range.
- Sec. indicates Section.
- Twp. indicates Township.

BARLOW SURVEYING
P.O. (780) 828-4880
(780) 828-4889
Fax (780) 828-4881

Drawn: MB
Checked: WSB
MAY 1, 2007
JOB No. 07-068
DWG No. 07-068T

204, 10018-101 Ave., Box 180, La Crete, AB, T0H 2S0



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Bylaw 886-13 Hamlet Residential Waste Collection

BACKGROUND / PROPOSAL:

At the January 15, 2013 Council meeting, Motion 13-01-009 was carried which removed the responsibility of the county supplying waste receptacles.

MOTION 13-01-009 **MOVED** by Councillor Wardley

That Council supports amending section 7.1 of Bylaw 866-12, Hamlet Residential Waste Collection, allowing Mackenzie County residents acquiring waste receptacles from private industry, as long as these receptacles meet the County's specifications.

CARRIED

Upon administration reviewing Bylaw 866-12 it was noted section 2.34 and section 7 also requires amending.

Administration did not propose any changes to the current style of refuse receptacle being used as it provides us the ability to use a mechanical lifting device to empty the bin in the future.

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

COSTS & SOURCE OF FUNDING:

With the proposed change of purchasing receptacles from local business, the public will pay an additional cost of approximately \$26/refuse receptacle. The \$26/refuse receptacle is based on the county ordering 200 units however if orders get smaller our price will increase which intern will be more similar to private industries price.

COMMUNICATION:

If bylaw is approved by Council, administration will advertise the change in the County Image, Big Deal Bulletin and the Northern Pioneer newspaper.

The advertisement will include an introduction of the new tag system for the additional waste receptacles and will provide highlights regarding the types of waste that can be placed in to a bin.

RECOMMENDED ACTION:

MOTION 1:

That first reading be given to Bylaw 886-13 being the Hamlet Residential Waste Collection Bylaw for Mackenzie County.

MOTION 2:

That second reading be given to Bylaw 886-13 being the Hamlet Residential Waste Collection Bylaw for Mackenzie County.

MOTION 3: (requires unanimous)

That consideration be given to proceed to third reading of Bylaw 886-13 being the Hamlet Residential Waste Collection Bylaw for Mackenzie County.

MOTION 4:

That third reading be given to Bylaw 886-13 being the Hamlet Residential Waste Collection Bylaw for Mackenzie County.

Author: R. Pelensky Reviewed by: _____ CAO YW

BYLAW NO. 886-13

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

**FOR THE PURPOSE OF REGULATING AND CONTROLLING THE HANDLING,
COLLECTION AND DISPOSAL OF ASHES, GARBAGE, REFUSE, AND OTHER
WASTE IN THE MUNICIPALITY OF MACKENZIE COUNTY**

WHEREAS, under the authority of the Municipal Government Act being Chapter M-26, RSA 2000 and any amendments thereto, a Municipal Council may pass By-laws establishing and maintaining a system for collection, removal and disposal of garbage, ashes and waste throughout the municipality;

AND WHEREAS, the Municipal Council of the Municipality of Mackenzie County in the Province of Alberta recognizes the importance of and encourages an animal proof waste handling system, waste reduction and recycling while also supporting the user-pay system for waste collection;

NOW THEREFORE, the Municipal Council of the Municipality of Mackenzie County in the Province of Alberta, duly assembled, hereby enacts as follows:

PART 1 TITLE AND APPLICATION

- 1.1 This By-law may be cited as the “Hamlet Residential Waste Collection Bylaw”.
- 1.2 This By-law applies to all waste produced, accumulated, stored, collected delivered or disposed of within the Municipality.

PART 2 DEFINITIONS

In this By-law, unless the context otherwise requires, the term:

- 2.1 **“Animal Attractant”** means foodstuff or bait of any kind excluding Birdseed, but including suet balls for purposes of feeding any and all species of animal.
- 2.2 **“Animal Proof Waste Container”** means a receptacle for disposing of Residential Waste or Commercial Waste which meets the specification for an animal proof refuse receptacle.
- 2.3 **“Approved Storage Location”** means a location within a Residential Unit, or a Multi-Residential Dwelling Unit, or a Commercial Premise, or any accessory

structure that is deemed to be animal proof by the Chief Administrative Officer or designate.

- 2.4 **“Apartment House”** means a residential building which is occupied or intended to be occupied by more than four families living independently of each other and includes, but is not limited to:
- a) Structures known as townhouses or row-houses;
 - b) Senior citizens self contained units in a complex of more than four units;
 - c) Licensed boarding houses, lodging houses and rooming houses, terraces of dwellings and any other type of residential premises where more than four families reside or dwell, and; which neither a dwelling house nor a condominium is as defined in this By-law.
- 2.5 **“Ashes”** means cold residue from burning of wood, coal and other like material.
- 2.6 **“Billing Period”** shall be the same as the monthly period for which the consumer is charged for services.
- 2.7 **“Birdseed”** means a mixture of seeds for the purpose of attracting and feeding birds.
- 2.8 **“Biological Waste”** means waste that is created in a hospital, necropsy facility or biological research laboratory and contains or may contain pathogenic agents that may cause disease in persons exposed to the waste.
- 2.9 **“Building Waste”** means all refuse produced in the process of constructing, demolishing, altering or repairing a building and shall include, but not be limited to: earth, vegetation and rock displaced during the process of building.
- 2.10 **“By-Law Enforcement Officer”** means person appointed by the Municipal Council to enforce offenses of this By-law.
- 2.11 **“Collection”** includes acquisition of refuse by the Municipality, or where the context implies by a private hauler, by picking up, collecting or gathering together, and includes the removal and transportation of the same to a disposal site and “collect” shall have comparable meaning.
- 2.12 **“Collector”** means a person who collects refuse within the Municipality as an agent, contractor or employee of the Municipality.
- 2.13 **“Collection Area”** means the location within the corporate limits of the Municipality of Mackenzie County.

- 2.14 **“Commercial Premises”** means a building, structure or premises used for the conduct of some profession, business, manufacturing process or other undertaking, and which includes: any institutional, industrial, commercial, restaurant and retail premises, a Residential Dwelling Unit or units if attached and includes areas designated as a Mobile Home Park in accordance with the Land Use By-law.
- 2.15 **“Commercial Unit”** means one self-contained working space having any or all of the following amenities: a separate entrance, office space, bay/work area, receiving and shipping area, washroom, kitchen and common area in a Commercial Premise or complex.
- 2.16 **“Condominium”** means a residential property divided into individually owned units as described in the Condominium Property Act, Revised Statutes of Alberta, 2000, and amendments thereto, and for the purpose of this By-law only each unit shall be deemed to be a dwelling house.
- 2.17 **“Dangerous Goods”** mean dangerous goods as defined in the Transportation of Dangerous Goods Act and Regulations.
- 2.18 **“Dwelling House”** means any premises which:
- a) are actually used as a residence;
 - b) consist of four (4) or less self-contained units;
 - c) collectively produce less than 0.75 cubic meters of refuse per week;
 - d) has one storage location for all refuse disposed of from the premises, and;
 - e) is constructed to permit refuse collection to be made directly from a street.
- 2.19 **“Executive Officer of the Local Board of Health”** is a member designated by Alberta Health Services for the purpose of carrying out the Public Health Act and Regulations and may include a Health Inspector.
- 2.20 **“Fire Chief”** means the authorized and appointed Fire Chief or Fire Chiefs of the Municipality of Mackenzie County.

- 2.21 **“Garbage”** means refuse composed of animal or vegetable matter. It is refuse produced as a by-product of the preparation, consumption, or storage of food.
- 2.22 **“Industrial Properties”** means places that carry on one or more of the following activities; the manufacturing, processing, assembling, cleaning, repairing, servicing, testing, storage, warehousing, distribution or trans shipment of materials, goods, products and/or equipment.
- 2.23 **“Litter”** means:
- a) Rubbish, waste materials, paper, packages, containers, bottles, cans or parts thereof; or
 - b) Any article, product, machinery, motor vehicle or other manufactured goods which is dumped, discarded, abandoned or otherwise disposed of.
- 2.24 **“Municipality”** means the corporation of Mackenzie County or the area contained within the boundaries thereof, as the context requires.
- 2.25 **“Municipal Tags”** means tags purchased from the municipality at rates set out in the Fee Schedule by-law and used for obtaining additional waste pickup service. The single use tag would be attached to the refuse container to be emptied by the municipality or its collector.
- 2.26 **“Occupant”** means any Person occupying a Residential Unit, Multi-Residential Dwelling Unit or Commercial Unit whether they are in fact the Owner, renter, tenant or lessee of the dwelling unit.
- 2.27 **“Owner”** has the same meaning as in the Municipal Government Act”.
- 2.28 **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a By-Law Enforcement Officer or Special Constable appointed pursuant to the provisions of the Police Act, Chapter P-17 of the Revised Statutes of Alberta, 2000 and amendments or successor legislation thereto.
- 2.29 **“Premises”** means land, including any buildings erected thereon including residential houses and properties, apartment houses, and dwelling houses.
- 2.30 **“Private Hauler”** means any person who transports or causes to be transported any refuse within the Municipality other than those persons employed or contracted by the Municipality.

- 2.31 **“Recycling Depot”** means a waste sorting station approved under the Public Health Act where designated waste is compacted, shredded, ground, processed or sorted.
- 2.32 **“Recyclable Material”** means materials that are acceptable for recycling in this Municipality as set out in Schedule “C” hereto.
- 2.33 **“Refuse”** means any discarded or abandoned organic or inorganic material and without restricting the generality of the foregoing, includes garbage, ashes and all forms of grass, tree and hedge cuttings and clippings, broken household dishes and utensils, empty or partly empty tins, boxes, cartons, bottles and containers, discarded paper and fabric and other materials.
- 2.34 **“Refuse Receptacle”** means a container designed for containing refuse awaiting collection and disposal and is deemed animal proof that is approved by the Municipality.
- 2.35 **“Residential Property”** means land with improvements designated, intended or used for residential occupancy including condominiums, but excluding apartment houses.
- 2.36 **“Street”** means public thoroughfares within the Municipality and includes sidewalks and borders of the street and all portions thereof appearing in any registered plan pursuant to the Land Titles Act, or any private roadway on any bare-land condominium site.
- 2.37 **“Waste or Waste Material”** means ashes, garbage, refuse or trade refuse as herein defined and includes any other matter or material suitable for disposal by the Municipality waste disposal system.
- 2.38 **“Wet Garbage”** means the kitchen garbage containing liquids originating from hotels, boarding houses and restaurants but excludes drained kitchen garbage which has been properly packaged.
- 2.39 **“White Metals”** means any household appliance such as stove, dishwasher, refrigerator, and deep freezes.
- 2.40 **“Yard Waste”** means refuse that is organic matter formed as a result of gardening or horticultural pursuits and includes grass, leaves, tree and hedge clippings and cuttings.

PART 3 INTERPRETATIONS

- 3.1 Schedules “A”, attached hereto, form part of this Bylaw.

- 3.2 The captions and headings in this Bylaw are for convenience of reference use only, and shall not affect the interpretation of any provision of this Bylaw.
- 3.3 Nothing in this Bylaw shall operate to relieve any person from complying with any Federal, Provincial or other Municipal Law, Order, regulation or Bylaw and such person shall comply with all conditions or obtain any necessary consents at his/her own expense.
- 3.4 Except as provided herein to the contrary no person shall:
- a) Store or deposit any refuse on any premises owned or occupied by the Municipality or on any street; or
 - b) Store or place any refuse receptacle or commercial container on any street.
- 3.5 Section 3.4 shall not apply:
- a) In respect of any refuse stored or deposited at any disposal site designated pursuant to this Bylaw;
 - b) In respect of any refuse receptacle placed or stored on a street for use by the public by or with the consent in writing of the Chief Administrative Officer or designate; or
 - c) To a person who is actively engaged in loading or unloading any refuse receptacle or commercial container.
- 3.6 Any person who deposits any refuse on a street shall forthwith remove such refuse from the street at his/her own expense.

PART 4 AUTHORITY

- 4.1 The Municipality shall;
- a) Supervise the collection, removal and disposal of refuse, and;
 - b) Direct the days and times that collections shall be made from different portions of the municipality, and;
 - c) Decide as to the quantities and classes of refuse to be removed from any premises or as accepted by the Municipality for disposal.
- 4.2 Subject to the provisions of this Bylaw, the decision of the Municipality as to:
- a) The amount of refuse which has been removed from any premises, and;
 - b) The amount and types of refuse which the Municipality is obliged to remove from any premises or class of premises shall be final and

conclusive subject only to the superior statutory authority of another entity.

PART 5 MUNICIPAL COLLECTION AND REMOVAL OF REFUSE

5.1 Subject to the provisions of the Bylaw the Municipality:

- a) Shall cause refuse to be collected from each dwelling house each week in accordance with the rates and fees specified in the "Fee Schedule By-law", and
- b) May cause refuse to be collected from premises other than a dwelling house each week in accordance with the rates and fees specified in the "Fee Schedule By-law".

5.2 Unless special arrangements are authorized by the Municipal Council, the Municipality shall not remove from premises on which a dwelling house is located;

- a) Discarded furniture, discarded automobile parts including tires, and other private vehicles, white metals, and household equipment;
- b) Tree trunks, tree limbs, whole shrubs or bushes or portion of hedges;
- c) Fences, gates and other permanent and semi-permanent fixtures on the premises;
- d) Without limiting the foregoing, any discarded household chattel, material or equipment which has an overall weight of more than 34 kilograms or an overall length of more than 1.25 metres.

5.3 Unless other arrangements are authorized by the Municipal Council, except as otherwise provided in this Bylaw, the Municipality shall not remove from any premises;

- a) Building materials and building waste
- b) Dead animals
- c) Sod
- d) Liquid waste
- e) By-products of manufacturing
- f) Dangerous goods
- g) White metals

5.4 The Municipality shall ensure that the equipment used for waste collection and the manner in which waste is collected and disposed of by the Municipality shall comply with the regulations of the Health Authority.

- 5.5 The Municipality may enter into a contract or contracts with any person or organization for the collection of the whole or a portion of the refuse accumulated within the Municipal limits.

PART 6 CLEAN – UP CAMPAIGN

- 6.1 The Municipal Council of the Municipality may authorize a clean-up campaign in the spring and/or fall of each year at which time all refuse will be picked up to a maximum of one half ton truck load. Additional loads, car bodies will not be accepted as part of these clean-up campaigns.

PART 7 REFUSE RECEPTACLES, WEIGHT OF, LOCATION AND REFUSE ENCLOSURES

- 7.1 Refuse receptacles required shall be acquired by the Occupants from private industry as per the specifications set by the Municipality.

Specifications:

64 G/ 240 L IPL “Classic” cart

Charcoal European grip

Model # 60213363A5

Or a similar model as approved by the Municipality.

- 7.2 Except as otherwise provided no person shall place refuse from a building or premises elsewhere than in the refuse receptacles.
- 7.3 Occupants of the premises shall ensure refuse is stored in an approved storage location at all times other than when the waste is being transferred to a Refuse Receptacle.
- 7.4 Where the owner or occupant of the premises places refuse in a receptacle other than one which meets the specifications set out in this By-law, the collectors will not remove that refuse.
- 7.5 The collector at his/her discretion shall have the right to refuse to remove materials where the container does not meet the necessary requirements or is in a dilapidated, unsafe, or unsanitary condition.
- 7.6 A collector shall not be required to remove any refuse receptacle which, together with its contents, exceeds thirty-four (34) kilograms or seventy five (75) pounds.
- 7.7 Except as otherwise provided herein, no person shall place or keep refuse receptacles upon any travelling surface of any street or sidewalk. The refuse receptacle shall be placed at the curb level on the date of the waste pick up.

- 7.8 The occupant of premises from which refuse is to be collected
- a) Shall place or locate the refuse receptacle for collection in such a manner that they will not overturn or be likely to be overturned;
 - b) Shall be allowed service for one refuse receptacle a week with an option to have additional receptacles if municipal tags are attached to them.

PART 8 PREPARATION OF WASTE FOR COLLECTION

- 8.1 An owner or occupant of premises from which refuse is to be collected shall:
- a) Thoroughly drain all household garbage and place it in either plastic garbage bags or securely tie the parcel before disposing of it in the refuse receptacle;
 - b) Place all quenched ashes, sawdust and other powdery or fine material in either securely tied plastic bags or parcels before disposing of it in the refuse receptacle.
- 8.2 No occupant shall:
- a) Mix combustible and non-combustible matter in the refuse receptacles or containers, or
 - b) Place any explosives, dangerous goods or highly flammable materials in any receptacle for collection, or
 - c) Place for collection, ashes which are not properly quenched.

PART 9 DUTIES OF COLLECTORS

- 9.1 Collectors shall:
- a) Be as careful as is reasonably possible not to damage or misuse any refuse receptacle;
 - b) Replace emptied receptacles and the lids in approximately the same location where it was picked up;
 - c) Not leave refuse on the ground which has spilled from the refuse receptacle or the collection vehicle; and
 - d) No person employed in the collection of waste materials shall pick, or sort any ashes, garbage, refuse or discarded material from the collection vehicle or the owner's or occupant's premises

**PART 10 CONSTRUCTION REFUSE, COVERING OF REFUSE AND
PLACEMENT ON STREETS**

- 10.1 Any person(s) carrying out the construction, demolition or alteration of buildings or other building operations on any property shall do so in a manner as to not permit building materials or building refuse to remain loose, free or uncontrolled on the property.
- 10.2 The owner of the building site shall be responsible for the actions of any contractor, subcontractor or tradesman who fail to comply with subsection 10.1.
- 10.3 Any building material or building refuse material which blows free from the building site shall be re-captured, returned to the building site and deposited in a refuse receptacle.
- 10.4 The owner of a building site shall be responsible for the term of construction in providing a suitable refuse receptacle capable of receiving all building refuse material and maintaining the same in a safe condition.
- 10.5 The Chief Administrative Officer or designate may direct the person carrying out construction or alteration of a building to provide a fence of a type that will trap any building material in such a manner as to prevent it from escaping from the building site.
- 10.6 No person shall convey through any street in the Municipality any refuse of whatever nature except in the properly covered metal receptacle or in a vehicle which is covered with canvas or tarpaulin, or other covering as approved by the Municipality, so constructed and arranged as to prevent the contents thereof or any portion thereof from being wind borne or falling on the streets, to protect the content from flies and to minimize as much as practicable the escape of any offensive odours. It shall not be necessary that a vehicle carrying solely soil, sand, gravel or concrete be covered with a canvas or a tarpaulin other than required by other legislation or regulation.
- 10.7 Except for sand, cinder or other similar materials in reasonable quantities placed on any slippery streets or sidewalks, no person shall place refuse of any type or direct or allow it to be placed upon any portion of a street.

**PART 11 CHARGES FOR COLLECTION AND DISPOSAL, NO OPTION FOR USE
AND EXEMPTIONS**

- 11.1 The occupant of any premises in Mackenzie County within such an area and pick-up frequency as may be designated by the Chief Administrative Officer or

designate for the provision of garbage collection services, shall pay to the Municipality a monthly charge as set out in the “Fee Schedule By-law”, and the Municipality shall collect refuse from only one pick-up point from each premises.

- 11.2 Accounts for refuse collection service shall be forwarded monthly to the occupier of the premises and shall be payable to the Municipality. The payment of any charges provided by this By-law may be enforced by action in any court of competent jurisdiction.
- 11.3 The rates or charges levied pursuant to this By-law shall be applied to each dwelling unit within the specified areas of the Municipality with no option for use of this service, as designated in Schedule “A”
- 11.4 Non-receipt of a utility bill will not exempt the owner or occupant from payment for the service received.

PART 12 NOTICES AND PENALTIES

- 12.1 In any case where the Municipality is required to give notice to owner or occupant pursuant to this By-law, notice shall be effected by service either;
- a) By causing a written copy of the notice to be delivered to and left in a conspicuous place at or about the effected property, or
 - b) By causing a written notice to be mailed by mail or delivered to the last known address of the owner.
- 12.2 Where a Peace Officer or By-law Enforcement Officer who has reasonable grounds to believe that an owner or occupant has contravened any provision of this By-law, the Peace Officer or By-law Enforcement Officer may serve upon such person, a summons as outlined in this By-law.
- 12.3 An owner or occupant who contravened any provision of this By-law by:
- a) Doing something that is prohibited in this By-law;
 - b) Failing to do something that is required in this By-law; or
 - c) Doing something in a manner different from that which is required or permitted in this By-law.

is guilty of an offense and liable upon summary conviction to a fine of not less than One Hundred Dollars (\$100.00) or not more than Two Thousand Five Hundred Dollars (\$2,500.00) or as otherwise stated in the “Fee Schedule By-law” whichever is less.

- 12.4 Any owner or occupant served with a summons pursuant to Section 12.3 of this By-law may, where a specified penalty is indicated on the summons, avoid prosecution by remitting payment of the specified penalty as noted on the summons on or before the appearance date noted on the summons. The specified penalty shall be the amount the Municipality will accept in lieu of prosecution.
- 12.5 Any owner or occupant who does not pay the specified penalty on or before the appearance date noted on the summons is liable to a fine as set out in the "Fee Schedule By-law".
- 12.6 Where a specified penalty is not noted in the summons, the person served with the summons is liable to a fine as set out in the "Fee Schedule By-law".
- 12.7 Where a contravention of this By-law is of a continuing nature, further summons, with the appropriate specified penalties, may be issued provided that no more than one summons shall be issued for each calendar day that the contravention continues.
- 12.8 Nothing in this By-law shall prevent a Peace Officer or By-law Enforcement Officer from issuing a summons for the mandatory court appearance of any person who contravenes any provision of this By-law.

PART 13 GENERAL

- 13.1 A Peace Officer or By-law Enforcement Officer, witnessing a contravention of this By-law, may cause the contravention to be remedied.
- 13.2 When expenses are incurred by the Municipality for any work performed as a result of a direction of a Peace Officer or By-law Enforcement Officer under Section 13.1, the Municipality may serve a statement of expenses, together with a demand for payment to the person or persons responsible for the contravention, including all legal costs on a solicitor and their own client basis.
- 13.3 Whenever, in this By-law, it is directed that an owner or occupant of any building or premises shall do any matter of thing, then in default of its being done, either the owner or occupant, or both, or if there are several owners or occupants, any or all such owners or occupants shall be liable to prosecution; and it shall be no defense for any owner or occupant so prosecuted to allege that any other person is responsible for such default.
- 13.4 If any term, clause, or condition of this By-law or application thereof, to any thing or circumstance shall to any extent be invalid or unenforceable, the remainder of this By-law or application of such term, clause or condition to any thing or

circumstance, other than those to which it is held as invalid or unenforceable, shall not be affected thereby and each other term, clause or condition of this By-law shall be enforced to the fullest extent permitted.

13.5 This Bylaw hereby rescinds Bylaw 866-12 and shall come into full force and effect on the day of its final passing.

READ a first time this _____ day of _____, 2013.

READ a second time this _____ day of _____, 2013.

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

Schedule “A”

Hamlet Residential Waste Collection Properties

DRAFT

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1899796	2504TR;7;2	10105	100 AVENUE
1899757	2504TR;7;3	10109	100 AVENUE
1899772	3969TR;4;7	10110	100 AVENUE
1899797	2504TR;7;4	10113	100 AVENUE
1899771	3969TR;4;6	10114	100 AVENUE
1899601	3969TR;4;5	10118	100 AVENUE
1899737	7521580;8;6	10201	100 AVENUE
1899663	7821076;12;7	10202	100 AVENUE
1899736	7521580;8;5	10205	100 AVENUE
1899664	7821076;12;8	10206	100 AVENUE
1899735	7521580;8;4	10209	100 AVENUE
1899665	7821076;12;9	10210	100 AVENUE
1899734	7521580;8;3	10213	100 AVENUE
1899666	7821076;12;10	10214	100 AVENUE
1899733	7521580;8;2	10301	100 AVENUE
1899667	7821076;12;11	10302	100 AVENUE
1899659	7821076;12;12	10306	100 AVENUE
1899668	7821076;12;13	10310	100 AVENUE
1899647	7821076;13;8	10402	100 AVENUE
1899671	7821076;13;7	10406	100 AVENUE
1899672	7821076;13;6	10410	100 AVENUE
1899673	7821076;13;5	10502	100 AVENUE
1899922	9523854;13;12	10510	100 AVENUE
1899921	9523854;13;11	10514	100 AVENUE
1899923	9523854;21;3	10602	100 AVENUE
1899924	9523854;21;4	10606	100 AVENUE
1899925	9523854;21;5	10610	100 AVENUE
1899926	9523854;21;6	10614	100 AVENUE
1899927	9523854;21;7	10702	100 AVENUE
1899928	9523854;21;8	10706	100 AVENUE
1899929	9523854;21;9	10710	100 AVENUE
1899930	9523854;21;10	10714	100 AVENUE
1899931	9523854;21;11	10802	100 AVENUE
1900159	0226610;21;50	10806	100 AVENUE
1900160	0226610;21;51	10810	100 AVENUE
1900161	0226610;21;52	10814	100 AVENUE
1900162	0226610;21;53	10818	100 AVENUE
1900163	0226610;21;54	10822	100 AVENUE
1900155	0226610;21;55	10826	100 AVENUE
2060732	0524647;31;18	10905	100 AVENUE
2060731	0524647;31;17	10909	100 AVENUE
2060730	0524647;31;16	10913	100 AVENUE
1899769	3969TR;4;2	10105	101 AVENUE
1899709	3969TR;4;3	10109	101 AVENUE
1899770	3969TR;4;4	10113	101 AVENUE
1899662	7821076;12;6	10201	101 AVENUE

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1899612	7921881;16;7	10202	101 AVENUE
1899453	7821076;12;5	10203	101 AVENUE
1899448	7821076;12;5	10205	101 AVENUE
1899613	7921881;16;8	10206	101 AVENUE
1899457	7821076;12;4	10207	101 AVENUE
1899455	7821076;12;4	10209	101 AVENUE
1899614	7921881;16;9	10210	101 AVENUE
1899661	7821076;12;3	10213	101 AVENUE
1899615	7921881;16;10	10214	101 AVENUE
1899616	7921881;16;11	10218	101 AVENUE
1899617	7921881;16;12	10222	101 AVENUE
1899660	7821076;12;2	10301	101 AVENUE
1899447	7821076;12;1	10305	101 AVENUE
1899446	7821076;12;1	10307	101 AVENUE
1899445	7821076;12;1	10309	101 AVENUE
1899669	7821076;13;1	10401	101 AVENUE
1899635	7921881;14;6	10402	101 AVENUE
1899559	7821076;13;2	10405	101 AVENUE
1899636	7921881;14;7	10406	101 AVENUE
1899670	7821076;13;3	10409	101 AVENUE
1899637	7921881;14;8	10410	101 AVENUE
1899524	7821076;13;4	10501	101 AVENUE
1899602	7921881;14;9	10502	101 AVENUE
1899638	7921881;14;10	10506	101 AVENUE
1899589	8522227;14;11	10510	101 AVENUE
1899920	9523854;13;10	10513	101 AVENUE
1899940	9523854;21;45	10601	101 AVENUE
1899953	9621378;15;64	10602	101 AVENUE
1899939	9523854;21;44	10605	101 AVENUE
1899952	9621378;15;63	10606	101 AVENUE
1899938	9523854;21;43	10609	101 AVENUE
1899951	9621378;15;62	10610	101 AVENUE
1899937	9523854;21;42	10613	101 AVENUE
1899950	9621378;15;61	10614	101 AVENUE
1899936	9523854;21;41	10617	101 AVENUE
1899949	9621378;15;60	10618	101 AVENUE
1899935	9523854;21;40	10621	101 AVENUE
1899948	9621378;15;59	10622	101 AVENUE
1899934	9523854;21;39	10625	101 AVENUE
1899947	9621378;15;58	10626	101 AVENUE
1899933	9523854;21;38	10629	101 AVENUE
1899946	9621378;15;57	10630	101 AVENUE
1899932	9523854;21;37	10701	101 AVENUE
1900115	0123572;23;31	10702	101 AVENUE
1900119	0123572;21;46	10705	101 AVENUE
1900116	0123572;23;32	10706	101 AVENUE

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1900120	0123572;21;47	10709	101 AVENUE
1900117	0123572;23;33	10710	101 AVENUE
1900121	0123572;21;48	10801	101 AVENUE
1900118	0123572;23;34	10802	101 AVENUE
1943275	0325174;21;58	10805	101 AVENUE
1943276	0325174;23;35	10806	101 AVENUE
1943274	0325174;21;57	10809	101 AVENUE
1899871	9420787;6;6	10006,10010	101 STREET
1899872	9420787;6;7	10305	101 STREET
1899463	5232TR;6;3	10309	101 STREET
1899464	5232TR;6;3	10313	101 STREET
1840345	0323177;6;6	8701	101 STREET
1840342	0323177;4;6	8702	101 STREET
1840344	0323177;6;5	8705	101 STREET
1840341	0323177;4;5	8706	101 STREET
1840343	0323177;6;4	8709	101 STREET
1900147	0124176;4;4	8710	101 STREET
1900151	0124176;6;3	8713	101 STREET
1900146	0124176;4;3	8802	101 STREET
1900150	0124176;6;2	8805	101 STREET
1900145	0124176;4;2	8806	101 STREET
1900149	0124176;6;1	8809	101 STREET
1900144	0124176;1;6	8901	101 STREET
1900254	0124176;5;9	8902	101 STREET
1900141	0124176;1;5	8905	101 STREET
1900143	0124176;5;8	8906	101 STREET
1899979	9623343;5;7	9002	101 STREET
1899964	9623343;1;2	9005	101 STREET
1899978	9623343;5;6	9006	101 STREET
1899965	9623343;1;3	9009	101 STREET
1899977	9623343;5;5	9010	101 STREET
1899976	9623343;5;4	9014	101 STREET
1899968	9623343;1;4	9101	101 STREET
1899969	9623343;2;1	9102	101 STREET
1840361	0323177;1;32	9105	101 STREET
1840369	0323177;2;17	9106	101 STREET
1840360	0323177;1;31	9109	101 STREET
1840368	0323177;2;16	9110	101 STREET
1840359	0323177;1;30	9113	101 STREET
1840367	0323177;2;15	9114	101 STREET
1840358	0323177;1;29	9117	101 STREET
1840366	0323177;2;14	9118	101 STREET
1840357	0323177;1;28	9201	101 STREET
1840365	0323177;2;13	9202	101 STREET
1840355	0323177;1;26	9205	101 STREET
1840364	0323177;2;12	9206	101 STREET

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1840354	0323177;1;25	9209	101 STREET
1840363	0323177;2;11	9210	101 STREET
1840353	0323177;1;24	9213	101 STREET
1899678	7820147;1;29	9502	101 STREET
1899677	7820147;1;28	9506	101 STREET
1899676	7820147;1;27	9510	101 STREET
1899675	7820147;1;26	9514	101 STREET
1899461	7820147;1;25	9518	101 STREET
1899458	7820147;1;25	9522	101 STREET
1899762	5824NY;1;7	9701	101 STREET
1899510	5824NY;1;8	9705	101 STREET
1899765	5824NY;1;9	9709	101 STREET
1899753	509RS;1;14	9710	101 STREET
1899763	5824NY;1;10	9713	101 STREET
1899839	509RS;1;13	9714	101 STREET
1899754	509RS;1;12	9718	101 STREET
1899631	7921881;16;6	10201	102 AVENUE
1899606	7921881;17;8	10202	102 AVENUE
1899630	7921881;16;5	10205	102 AVENUE
1899607	7921881;17;9	10206	102 AVENUE
1899629	7921881;16;4	10209	102 AVENUE
1899608	7921881;17;10	10210	102 AVENUE
1899628	7921881;16;3	10213	102 AVENUE
1899609	7921881;17;11	10214	102 AVENUE
1899588	7921881;16;2	10217	102 AVENUE
1899610	7921881;17;12	10218	102 AVENUE
1899560	7921881;16;1	10221	102 AVENUE
1899611	7921881;17;13	10222	102 AVENUE
1899442	7921881;14;5	10401	102 AVENUE
1899625	7921881;15;8	10402	102 AVENUE
1899441	7921881;14;5	10403	102 AVENUE
1899443	7921881;15;9	10404	102 AVENUE
1899436	7921881;14;4	10405	102 AVENUE
1899435	7921881;15;9	10406	102 AVENUE
1899437	7921881;14;3	10407	102 AVENUE
1899626	7921881;15;10	10410	102 AVENUE
1899434	7921881;14;3	10411	102 AVENUE
1899623	7921881;14;2	10501	102 AVENUE
1899444	7921881;15;11	10502	102 AVENUE
1899433	7921881;15;11	10504	102 AVENUE
1899622	7921881;14;1	10505	102 AVENUE
1899627	7921881;15;12	10506	102 AVENUE
1899591	8522227;14;13	10509	102 AVENUE
1900200	8522227;15;13	10510	102 AVENUE
1900207	8522227;15;14	10514	102 AVENUE
1900199	8522227;15;15	10602	102 AVENUE

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1900205	8522227;15;29	10605	102 AVENUE
1900208	8522227;15;16	10606	102 AVENUE
1900204	8522227;15;28	10609	102 AVENUE
1900209	8522227;15;17	10610	102 AVENUE
1900203	8522227;15;27	10613	102 AVENUE
1900210	8522227;15;18	10614	102 AVENUE
1900202	8522227;15;26	10617	102 AVENUE
1900211	8522227;15;19	10618	102 AVENUE
1900201	8522227;15;25	10621	102 AVENUE
1900212	8522227;15;20	10622	102 AVENUE
1900216	8522227;15;24	10625	102 AVENUE
1900213	8522227;15;21	10626	102 AVENUE
1900214	8522227;15;22	10630	102 AVENUE
1899985	9623400;23;2	10701	102 AVENUE
1899980	9623400;22;1	10702	102 AVENUE
1899986	9623400;23;3	10705	102 AVENUE
1899981	9623400;22;2	10706	102 AVENUE
1899987	9623400;23;4	10709	102 AVENUE
1899982	9623400;22;3	10710	102 AVENUE
1899988	9623400;23;5	10713	102 AVENUE
1899989	9623400;23;6	10717	102 AVENUE
1943265	0325174;32;7	10901	102 AVENUE
1943250	0325174;34;1	11001	102 AVENUE
1943258	0325174;34;9	11002	102 AVENUE
1943251	0325174;34;2	11005	102 AVENUE
1943257	0325174;34;8	11006	102 AVENUE
1943252	0325174;34;3	11009	102 AVENUE
1943256	0325174;34;7	11010	102 AVENUE
1943253	0325174;34;4	11013	102 AVENUE
1943255	0325174;34;6	11014	102 AVENUE
1943254	0325174;34;5	11017	102 AVENUE
2157723	0626292;34;23	11101	102 AVENUE
2157722	0626292;34;22	11102	102 AVENUE
2157724	0626292;34;24	11105	102 AVENUE
2157721	0626292;34;21	11106	102 AVENUE
2157725	0626292;34;25	11109	102 AVENUE
2157720	0626292;34;20	11110	102 AVENUE
2157726	0626292;34;26	11113	102 AVENUE
2157719	0626292;34;19	11114	102 AVENUE
1899621	7921881;17;5	10101	102 STREET
1899604	7921881;17;6	10105	102 STREET
1899605	7921881;17;7	10109	102 STREET
1900132	0124176;3;1	10213	102 STREET
1899570	8621341;17;24	10301	102 STREET
1899536	8621341;17;25	10305	102 STREET
1899539	8621341;17;26	10309	102 STREET

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1899581	8621341;20;8	10310	102 STREET
1899540	8621341;17;27	10313	102 STREET
1899541	8621341;17;28	10317	102 STREET
1900098	0024548;26;8A	10502	102 STREET
1900093	0024548;25;8A	10505	102 STREET
1900097	0024548;26;7A	10506	102 STREET
1900094	0024548;25;9A	10509	102 STREET
1900096	0024548;26;5A	10510	102 STREET
1900095	0024548;25;10	10513	102 STREET
1900229	9925549;26;4	10514	102 STREET
1900233	9925549;25;11	10517	102 STREET
1900234	9925549;26;3	10518	102 STREET
1900062	9925549;25;12	10521	102 STREET
1900071	9925549;26;2	10522	102 STREET
1900063	9925549;25;13	10525	102 STREET
1900070	9925549;26;1*9925549 ;26;1	10526	102 STREET
1900064	9925549;25;14	10529	102 STREET
1900065	9925549;25;15	10533	102 STREET
1900066	9925549;25;16	10537	102 STREET
2207953	0725060;4;7	8701	102 STREET
2207948	0725060;6;14	8702	102 STREET
2207954	0725060;4;8	8705	102 STREET
2207947	0725060;6;15	8706	102 STREET
2207955	0725060;4;9	8709	102 STREET
2207946	0725060;6;16	8710	102 STREET
2207945	0725060;6;17	8714	102 STREET
2207956	0725060;4;10	8801	102 STREET
2207944	0725060;6;18	8802	102 STREET
2207957	0725060;4;11	8805	102 STREET
2207942	0725060;6;19	8806	102 STREET
2207958	0725060;4;12	8809	102 STREET
2207941	0725060;6;20	8810	102 STREET
2207940	0725060;6;21	8814	102 STREET
1900142	0124176;3;9	9010	102 STREET
1899966	9623343;2;4	9105	102 STREET
1899967	9623343;3;7	9106	102 STREET
1900126	0124176;2;5	9109	102 STREET
1900137	0124176;3;6	9110	102 STREET
1900127	0124176;2;6	9113	102 STREET
1900136	0124176;3;5	9114	102 STREET
1900128	0124176;2;7	9117	102 STREET
1900135	0124176;3;4	9118	102 STREET
1900129	0124176;2;8	9201	102 STREET
1900134	0124176;3;3	9202	102 STREET
1900130	0124176;2;9	9205	102 STREET

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1900133	0124176;3;2*0124176;3;2	9206	102 STREET
1899759	6076RS;6;4	9701	102 STREET
1899758	6076RS;6;3	9705	102 STREET
1899460	6076RS;6;2	9709	102 STREET
1899531	6076RS;6;1	9713	102 STREET
1900100	0123148;26;9	10501	102A STREET
1900109	0123148;25;30	10502	102A STREET
1900101	0123148;26;10	10505	102A STREET
1900108	0123148;25;29	10506	102A STREET
1900102	0123148;26;11	10509	102A STREET
1900107	0123148;25;28	10510	102A STREET
1900103	0123148;26;12	10513	102A STREET
1900106	0123148;25;27	10514	102A STREET
1900104	0123148;26;13	10517	102A STREET
1900105	0123148;25;26	10518	102A STREET
1381512	0321316;26;14	10521	102A STREET
1381511	0321316;25;25	10522	102A STREET
1381510	0321316;25;24	10526	102A STREET
1381509	0321316;25;23	10530	102A STREET
1899898	9423391;6;5	10002	103 AVENUE
1899568	8621341;17;22	10201	103 AVENUE
1899580	8621341;20;7	10202	103 AVENUE
1899567	8621341;17;21	10205	103 AVENUE
1899579	8621341;20;6	10206	103 AVENUE
1899566	8621341;17;20	10209	103 AVENUE
1899578	8621341;20;5	10210	103 AVENUE
1899565	8621341;17;19	10213	103 AVENUE
1899577	8621341;20;4	10214	103 AVENUE
1899564	8621341;17;18	10217	103 AVENUE
1899576	8621341;20;3	10218	103 AVENUE
1899563	8621341;17;17	10221	103 AVENUE
1899575	8621341;20;2	10222	103 AVENUE
1899562	8621341;17;16	10225	103 AVENUE
1899574	8621341;20;1	10226	103 AVENUE
1899585	8621341;17;15	10229	103 AVENUE
1899584	8621341;17;14	10233	103 AVENUE
1899648	9020600;15;13	10301	103 AVENUE
1899653	9020600;19;1	10302	103 AVENUE
1899649	9020600;15;14	10305	103 AVENUE
1899654	9020600;19;2	10306	103 AVENUE
1899650	9020600;15;15	10309	103 AVENUE
1899655	9020600;19;3	10310	103 AVENUE
1899651	9020600;15;16	10313	103 AVENUE
1899656	9020600;19;4	10314	103 AVENUE
1899652	9020600;15;17	10401	103 AVENUE

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 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1899657	9020600;19;5	10402	103 AVENUE
1899778	9122041;15;18	10405	103 AVENUE
1899784	9122041;19;6	10406	103 AVENUE
1899779	9122041;15;19	10409	103 AVENUE
1899785	9122041;19;7	10410	103 AVENUE
1899780	9122041;15;20	10413	103 AVENUE
1899786	9122041;19;8	10414	103 AVENUE
1899781	9122041;15;21	10501	103 AVENUE
1899782	9122041;15;22	10505	103 AVENUE
1899881	9422756;15;44	10509	103 AVENUE
1899882	9422756;15;45	10513,10601	103 AVENUE
1899890	9422756;21;8	10602	103 AVENUE
1899884	9422756;15;47	10605	103 AVENUE
1899891	9422756;21;9	10606	103 AVENUE
1899885	9422756;15;48	10609	103 AVENUE
1899892	9422756;21;10	10610	103 AVENUE
1899886	9422756;15;49	10613	103 AVENUE
1899893	9422756;21;11	10614	103 AVENUE
1899887	9422756;15;50	10617	103 AVENUE
1899894	9422756;21;12	10618	103 AVENUE
1899888	9422756;15;51	10621	103 AVENUE
1899895	9422756;21;13	10622	103 AVENUE
1899889	9422756;15;52	10625	103 AVENUE
1899896	9422756;21;14	10626	103 AVENUE
2048010	0523706;34;10	11001	103 AVENUE
2048002	0523706;30;13	11002	103 AVENUE
2048009	0523706;34;11	11005	103 AVENUE
2048001	0523706;30;14	11006	103 AVENUE
2048008	0523706;34;12	11009	103 AVENUE
2048000	0523706;30;15	11010	103 AVENUE
2048007	0523706;34;13	11013	103 AVENUE
2047999	0523706;30;16	11014	103 AVENUE
2047998	0523706;30;17	11018	103 AVENUE
2070253	0525689;34;14	11101	103 AVENUE
2070240	0525689;30;18	11102	103 AVENUE
2070252	0525689;34;15	11105	103 AVENUE
2070241	0525689;30;19	11106	103 AVENUE
2070251	0525689;34;16	11109	103 AVENUE
2070242	0525689;30;20	11110	103 AVENUE
2070250	0525689;34;17	11113	103 AVENUE
2070243	0525689;30;21	11114	103 AVENUE
2070244	0525689;30;22	11118	103 AVENUE
1899642	7921881;15;4	10102	103 STREET
1899641	7921881;15;3	10106	103 STREET
1899639	7921881;15;2	10202	103 STREET
1899640	7921881;15;1	10206	103 STREET

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 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1899825	9123390;15;37	10402	103 STREET
2476295	0323561;7;2A	9210	103 STREET
1899755	1425TR;6;21	9702	103 STREET
1899548	1425TR;6;22	9706	103 STREET
1899818	1425TR;6;23	9710	103 STREET
1899543	8621341;17;30	10202	104 AVENUE
1899582	8621341;20;9	10205	104 AVENUE
1899544	8621341;17;31	10206	104 AVENUE
1899547	8621341;20;10	10209	104 AVENUE
1899545	8621341;17;32	10210	104 AVENUE
1899583	8621341;20;11	10213	104 AVENUE
1899538	8621341;17;33	10214	104 AVENUE
1899546	8621341;20;12	10217	104 AVENUE
1899537	8621341;17;34	10218	104 AVENUE
1899586	8621341;20;13	10221	104 AVENUE
1899571	8621341;17;35	10222	104 AVENUE
1899587	8621341;20;14	10225	104 AVENUE
1899572	8621341;17;36	10226	104 AVENUE
1899573	8621341;17;37	10230	104 AVENUE
1899832	9123390;19;16	10301	104 AVENUE
1899831	9123390;19;15	10305	104 AVENUE
1899824	9123390;15;36	10308	104 AVENUE
1899830	9123390;19;14	10309	104 AVENUE
1899823	9123390;15;35	10310	104 AVENUE
1899829	9123390;19;13	10313	104 AVENUE
1899828	9123390;19;12	10401	104 AVENUE
1899827	9123390;19;11	10405	104 AVENUE
1899820	9123390;15;32	10406	104 AVENUE
1899826	9123390;19;10	10409	104 AVENUE
1899819	9123390;15;31	10410	104 AVENUE
1899847	9320276;19;9	10413	104 AVENUE
1899846	9320276;15;30	10414	104 AVENUE
1899843	9320276;15;27	10501	104 AVENUE
1899845	9320276;15;29	10502	104 AVENUE
1899844	9320276;15;28	10506	104 AVENUE
1899862	9323026;15;38	10510	104 AVENUE
1899863	9323026;15;39	10514	104 AVENUE
1900198	9323026;21;7	10601	104 AVENUE
1900192	9323026;21;1	10602	104 AVENUE
1900197	9323026;21;6	10605	104 AVENUE
1900196	9323026;21;5	10609	104 AVENUE
1900194	9323026;21;3	10610	104 AVENUE
1900195	9323026;21;4	10614	104 AVENUE
1900019	9820401;22;11	10701	104 AVENUE
1900018	9820401;22;10	10705	104 AVENUE
1900028	9820401;23;20	10706	104 AVENUE

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PID	ShortLegal	House	Street
1900017	9820401;22;9	10709	104 AVENUE
1900027	9820401;23;19	10710	104 AVENUE
1900026	9820401;23;18	10714	104 AVENUE
1900025	9820401;23;17	10718	104 AVENUE
1899643	7921881;15;5	10101	104 STREET
1899555	7921881;15;6	10105	104 STREET
1899624	7921881;15;7	10109	104 STREET
1899728	7521580;5;22	9801	104 STREET
1899729	7521580;5;23	9805	104 STREET
1899730	7521580;5;24	9809	104 STREET
1899731	7521580;5;25	9813	104 STREET
1899752	7521580;5;26	9817	104 STREET
1899747	7521580;9;5	9828	104 STREET
1899746	7521580;9;4	9832	104 STREET
1899745	7521580;9;3	9902	104 STREET
1899744	7521580;9;2	9906	104 STREET
1899743	7521580;9;1	9910	104 STREET
1900034	9821128;17;39	10101	105 AVENUE
1900035	9821128;17;40	10105	105 AVENUE
1900092	0024548;25;7A	10106	105 AVENUE
1900036	9821128;17;41	10109	105 AVENUE
1900037	9821128;17;42	10113	105 AVENUE
1900038	9821128;17;43	10201	105 AVENUE
1900110	0123148;17;44	10205	105 AVENUE
1900111	0123148;17;45	10209	105 AVENUE
1900112	0123148;17;46	10213	105 AVENUE
1900113	0123148;17;47	10217	105 AVENUE
1900114	0123148;17;48	10221	105 AVENUE
1900225	9825937;27;7	10706	105 AVENUE
1900044	9825937;23;24	10709	105 AVENUE
1900224	9825937;27;6	10710	105 AVENUE
1900045	9825937;23;25	10713	105 AVENUE
1900223	9825937;27;5	10714	105 AVENUE
1900046	9825937;23;26	10717	105 AVENUE
1900222	9825937;27;4	10718	105 AVENUE
1900048	9825937;23;28	10801	105 AVENUE
1900221	9825937;27;3	10802	105 AVENUE
1900217	9825937;23;29	10805	105 AVENUE
1900220	9825937;27;2	10806	105 AVENUE
1900218	9825937;23;30	10809	105 AVENUE
1900219	9825937;27;1	10810	105 AVENUE
2004878	0425759;29;11	10902	105 AVENUE
2036729	0522329;33;8	10905	105 AVENUE
2036728	0522329;29;10	10906	105 AVENUE
2036730	0522329;33;7	10909	105 AVENUE
2036727	0522329;29;9	10910	105 AVENUE

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PID	ShortLegal	House	Street
2036731	0522329;33;6	11001	105 AVENUE
2036726	0522329;29;8	11002	105 AVENUE
2036732	0522329;33;5	11005	105 AVENUE
2036725	0522329;29;7	11006	105 AVENUE
2036733	0522329;33;4	11009	105 AVENUE
2036724	0522329;29;6	11010	105 AVENUE
2036734	0522329;33;3	11013	105 AVENUE
2036735	0522329;33;2	11017	105 AVENUE
2036736	0522329;33;1	11021	105 AVENUE
2036717	0522329;30;4	11101	105 AVENUE
2036722	0522329;28;12	11102	105 AVENUE
2036721	0522329;28;13	11106	105 AVENUE
1394163	0321401;30;3	11109	105 AVENUE
2036720	0522329;28;11	11110	105 AVENUE
2036719	0522329;28;10	11114	105 AVENUE
1394162	0321401;30;2	11201	105 AVENUE
1394161	0321401;30;1	11205	105 AVENUE
1899783	9122041;15;24	10301	105 STREET
1899841	9320276;15;25	10305	105 STREET
1899842	9320276;15;26	10309	105 STREET
1899712	7521580;9;12	9813	105 STREET
1899720	7521580;11;5	9814	105 STREET
1899713	7521580;9;13	9817	105 STREET
1899719	7521580;11;4	9818	105 STREET
1899714	7521580;9;14	9901	105 STREET
1899718	7521580;11;3	9902	105 STREET
1899554	7521580;9;15	9905	105 STREET
1899717	7521580;11;2	9906	105 STREET
1899715	7521580;9;16	9909	105 STREET
1899716	7521580;11;1	9910	105 STREET
2051426	0523965;35;5	9501	106 A STREET
2051424	0523965;35;8	9502	106 A STREET
2051427	0523965;35;4	9505	106 A STREET
2051423	0523965;35;9	9506	106 A STREET
2051428	0523965;35;3	9601	106 A STREET
2051422	0523965;35;10	9602	106 A STREET
2051429	0523965;35;2	9605	106 A STREET
2051421	0523965;35;11	9606	106 A STREET
2051430	0523965;35;1	9609	106 A STREET
2051420	0523965;35;12	9610	106 A STREET
1900067	9925549;25;17	10202	106 AVENUE
1900068	9925549;25;18	10206	106 AVENUE
1900069	9925549;25;19	10210	106 AVENUE
1381506	0321316;25;20	10214	106 AVENUE
1381513	0321316;26;15	10215	106 AVENUE
1381507	0321316;25;21	10218	106 AVENUE

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PID	ShortLegal	House	Street
1381508	0321316;25;22	10222	106 AVENUE
1899590	8522227;14;12	10105,10107	106 STREET
1900206	8522227;15;30	10106,10108	106 STREET
1899880	9422756;15;42	10301	106 STREET
1899879	9422756;15;41	10305	106 STREET
1899864	9323026;15;40	10309	106 STREET
1899903	9523371;11;14	9817	106 STREET
1899904	9523371;11;15	9820	106 STREET
2051410	0523965;35;26	9601	107 A STREET
2051406	0523965;36;6	9602	107 A STREET
2051409	0523965;35;25	9605	107 A STREET
2051405	0523965;36;5	9606	107 A STREET
2051408	0523965;35;24	9609	107 A STREET
2051404	0523965;36;4	9610	107 A STREET
2051407	0523965;35;23	9613	107 A STREET
2051403	0523965;36;3	9614	107 A STREET
1394156	0321401;28;4	11101	107 AVENUE
1394158	0321401;28;6	11102	107 AVENUE
1394155	0321401;28;3	11105	107 AVENUE
1394159	0321401;28;7	11106	107 AVENUE
1394160	0321401;28;8	11110	107 AVENUE
1899945	9621378;15;56	10105	107 STREET
1899944	9621378;15;55	10109	107 STREET
1899943	9621378;15;54	10201	107 STREET
1899942	9621378;15;53	10205	107 STREET
1899957	9621378;22;15	10210	107 STREET
1899956	9621378;22;14	10214	107 STREET
1899955	9621378;22;13	10302	107 STREET
1899954	9621378;22;12	10306	107 STREET
1900049	9920049;21;15	10309	107 STREET
1900050	9920049;21;16	10313	107 STREET
1900029	9820401;23;21	10402	107 STREET
1900030	9820401;23;22	10406	107 STREET
1900052	9920049;21;18	10409	107 STREET
1900031	9820401;23;23	10410	107 STREET
2051416	0523965;35;16	9601	107 STREET
2051414	0523965;35;19	9602	107 STREET
2051417	0523965;35;15	9605	107 STREET
2051413	0523965;35;20	9606	107 STREET
2051418	0523965;35;14	9609	107 STREET
2051412	0523965;35;21	9610	107 STREET
2051419	0523965;35;13	9613	107 STREET
2051411	0523965;35;22	9614	107 STREET
1899998	9722482;22;7	9801	107 STREET
1899997	9722482;11;24	9802	107 STREET
1899912	9523371;11;23	9806	107 STREET

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 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1899918	9523371;22;6	9809	107 STREET
1899911	9523371;11;22	9810	107 STREET
1899910	9523371;11;21	9814	107 STREET
1900228	0226610;25;23	9901	108 A STREET
1900172	0226610;25;20	9902	108 A STREET
1900173	0226610;25;24	9905	108 A STREET
1900171	0226610;25;19	9906	108 A STREET
1900174	0226610;25;25	9909	108 A STREET
1900227	0226610;25;18	9910	108 A STREET
1900175	0226610;25;26	9913	108 A STREET
1900170	0226610;25;17	9914	108 A STREET
2538583	1025532;36;16	11017	108 AVENUE
2538582	1025532;36;15	11018	108 AVENUE
2538584	1025532;36;17	11101	108 AVENUE
2538581	1025532;36;14	11102	108 AVENUE
2538585	1025532;36;18	11105	108 AVENUE
2538580	1025532;36;13	11106	108 AVENUE
2538579	1025532;36;12	11201	108 AVENUE
1899990	9623400;23;7	10202	108 STREET
1899991	9623400;23;8	10206	108 STREET
1899992	9623400;23;9	10210	108 STREET
1899983	9623400;22;4	10213	108 STREET
1899993	9623400;23;10	10214	108 STREET
1899984	9623400;22;5	10217	108 STREET
1899994	9623400;23;11	10218	108 STREET
1900014	9820401;22;6	10301	108 STREET
1900020	9820401;23;12	10302	108 STREET
1900015	9820401;22;7	10305	108 STREET
1900021	9820401;23;13	10306	108 STREET
1900016	9820401;22;8	10309	108 STREET
1900022	9820401;23;14	10310	108 STREET
1900023	9820401;23;15	10314	108 STREET
1900024	9820401;23;16	10318	108 STREET
1900047	9825937;23;27	10721	108 STREET
2548958	1026365;38;24	9501	108 STREET
2548997	1026365;38;33	9502	108 STREET
2548998	1026365;38;32	9506	108 STREET
2548999	1026365;38;31	9510	108 STREET
2549000	1026365;38;30	9514	108 STREET
2549001	1026365;38;29	9518	108 STREET
2549002	1026365;38;28	9602	108 STREET
2549003	1026365;38;27	9606	108 STREET
2549004	1026365;38;26	9610	108 STREET
2549005	1026365;38;25	9614	108 STREET
2548979	1026365;38;6	9704	108 STREET
1900086	9925746;11;25	9801	108 STREET

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PID	ShortLegal	House	Street
1900085	9925746;25;10	9802	108 STREET
1900087	9925746;11;26	9805	108 STREET
1900084	9925746;25;9	9806	108 STREET
1900088	9925746;11;27	9809	108 STREET
1900083	9925746;25;8	9810	108 STREET
1900089	9925746;11;28	9813	108 STREET
1900082	9925746;25;7	9814	108 STREET
1900090	9925746;11;29	9817	108 STREET
1900081	9925746;25;6	9818	108 STREET
1900080	9925746;25;5	9822	108 STREET
1900079	9925746;25;4	9902	108 STREET
2548962	1026365;38;19	9402	108B STREET
2548968	1026365;38;16	9501	108B STREET
2548961	1026365;38;20	9502	108B STREET
2548969	1026365;38;15	9505	108B STREET
2548957	1026365;38;21	9506	108B STREET
2548970	1026365;38;14	9509	108B STREET
2548971	1026365;38;13	9513	108B STREET
2548972	1026365;38;12	9517	108B STREET
2548973	1026365;38;11	9521	108B STREET
1943273	0325174;21;56	10005	109 STREET
1943272	0325174;32;1	10006	109 STREET
1943271	0325174;32;2	10010	109 STREET
1943268	0325174;32;4	10100	109 STREET
1943267	0325174;32;5	10104	109 STREET
1943278	0325174;23;37	10105	109 STREET
1943266	0325174;32;6	10108	109 STREET
1943279	0325174;23;38	10109	109 STREET
1943280	0325174;23;39	10113	109 STREET
1943281	0325174;23;40	10201	109 STREET
1943261	0325174;30;6	10202	109 STREET
1943282	0325174;23;41	10205	109 STREET
1943262	0325174;30;5	10206	109 STREET
2004897	0425759;23;42	10209	109 STREET
2004903	0425759;30;9	10210	109 STREET
2004896	0425759;23;43	10301	109 STREET
2004902	0425759;30;10	10302	109 STREET
2004895	0425759;23;44	10305	109 STREET
2004901	0425759;30;11	10306	109 STREET
2004894	0425759;23;45	10309	109 STREET
2004900	0425759;30;12	10310	109 STREET
2004893	0425759;23;46	10313	109 STREET
2004899	0425759;30;13	10314	109 STREET
2004892	0425759;23;47	10317	109 STREET
2004898	0425759;30;14	10318	109 STREET
2004891	0425759;23;48	10401	109 STREET

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PID	ShortLegal	House	Street
2004886	0425759;33;16	10403	109 STREET
2004890	0425759;23;49	10405	109 STREET
2004885	0425759;33;15	10406	109 STREET
2004889	0425759;23;50	10409	109 STREET
2004884	0425759;33;14	10410	109 STREET
2004888	0425759;23;51	10413	109 STREET
2004883	0425759;33;13	10414	109 STREET
2004887	0425759;23;52	10417	109 STREET
2004882	0425759;33;12	10418	109 STREET
2004881	0425759;33;11	10422	109 STREET
2004880	0425759;33;10	10426	109 STREET
2004879	0425759;33;9	10430	109 STREET
2004877	0425759;29;12	10506	109 STREET
1900164	0226610;24;7	10805	109 STREET
1900226	0226610;25;11	10806	109 STREET
2548960	1026365;38;22	9402	109 STREET
2548959	1026365;38;23	9406	109 STREET
2049255	0523802;24;22	9801	109 STREET
2049254	0523802;24;21	9805	109 STREET
2049252	0523802;24;19	9806	109 STREET
2049253	0523802;24;20	9811	109 STREET
1900182	0226610;31;7	9901	109 STREET
1900165	0226610;25;12	9901	109 STREET
1900181	0226610;31;6	9906	109 STREET
1900166	0226610;25;13	9909	109 STREET
1900180	0226610;31;5	9910	109 STREET
1900179	0226610;31;4	9914	109 STREET
1900167	0226610;25;14	9917	109 STREET
1900178	0226610;31;3	9918	109 STREET
1900177	0226610;31;2	9922	109 STREET
1900168	0226610;25;15	9925	109 STREET
1900176	0226610;31;1	9926	109 STREET
1900169	0226610;25;16	9933	109 STREET
1943263	0325174;32;9	10109	110 STREET
1943264	0325174;32;8	10113	110 STREET
1943260	0325174;30;7	10201	110 STREET
1943259	0325174;30;8	10205	110 STREET
2048006	0523706;30;9	10209	110 STREET
2048005	0523706;30;10	10213	110 STREET
2048004	0523706;30;11	10217	110 STREET
2048003	0523706;30;12	10221	110 STREET
2060724	0524647;31;10	9901	110 STREET
2060733	0524647;35;9	9902	110 STREET
2060734	0524647;35;8	9906	110 STREET
2060735	0524647;35;7	9910	110 STREET
2060736	0524647;35;6	9914	110 STREET

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
2060737	0524647;35;5	9918	110 STREET
2060738	0524647;35;4	9922	110 STREET
2060739	0524647;35;3	9926	110 STREET
2060740	0524647;35;2	9930	110 STREET
2060741	0524647;35;1	9934	110 STREET
2548993	1026365;38;36	9501	111 STREET
2548992	1026365;38;54	9505	111 STREET
2548991	1026365;38;55	9601	111 STREET
2548990	1026365;38;56	9605	111 STREET
2548989	1026365;38;57	9609	111 STREET
2548988	1026365;38;58	9613	111 STREET
2548987	1026365;38;59	9701	111 STREET
2049249	0523802;37;11	9705	111 STREET
2049248	0523802;37;10	9709	111 STREET
2157730	0626292;30;30	10106	112 STREET
2157729	0626292;30;29	10110	112 STREET
2157728	0626292;30;28	10202	112 STREET
2157727	0626292;30;27	10206	112 STREET
2070248	0525689;30;26	10210	112 STREET
2070247	0525689;30;25	10214	112 STREET
2070246	0525689;30;24	10218	112 STREET
2070245	0525689;30;23	10222	112 STREET
2036718	0522329;28;9	10501	112 STREET
1394147	0321401;29;1	10502	112 STREET
1394148	0321401;29;2	10506	112 STREET
1394154	0321401;28;2	10601	112 STREET
1394149	0321401;29;3	10602	112 STREET
1394150	0321401;29;4	10604	112 STREET
1394151	0321401;29;5	10702	112 STREET
2538575	1025532;36;8	10706	112 STREET
2538576	1025532;36;9	10710	112 STREET
2538577	1025532;36;10	10802	112 STREET
2538578	1025532;36;11	10806	112 STREET
1840346	0323177;6;7	10101	87 AVENUE
1840347	0323177;6;8	10105	87 AVENUE
1840348	0323177;6;9	10109	87 AVENUE
2207951	0725060;6;11	10113	87 AVENUE
2207950	0725060;6;12	10117	87 AVENUE
2207949	0725060;6;13	10121	87 AVENUE
2207939	0725060;5;10	10202	89 AVENUE
1899975	9623343;5;3	10105	91 AVENUE
1899974	9623343;5;2	10109	91 AVENUE
1899971	9623343;2;3	10110	91 AVENUE
1899973	9623343;5;1	10113	91 AVENUE
1840352	0323177;1;23	10102	93 AVENUE
1840351	0323177;1;22	10106	93 AVENUE

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1900131	0124176;2;10	10113	93 AVENUE
1900125	0124176;1;21	10114	93 AVENUE
1900138	0124176;3;21	10221	93 AVENUE
1900123	0124176;1;19	10222	93 AVENUE
1900124	0124176;1;20	10222	93 AVENUE
1899693	7820147;15;14	10002	95 AVENUE
1899683	7820147;15;13	10006	95 AVENUE
1899699	7820147;1;35	10009	95 AVENUE
1899684	7820147;15;12	10010	95 AVENUE
1899682	7820147;1;34	10013	95 AVENUE
1899685	7820147;15;11	10014	95 AVENUE
1899681	7820147;1;33	10017	95 AVENUE
1899686	7820147;15;10	10018	95 AVENUE
1899680	7820147;1;32*7820147 ;1;32	10101	95 AVENUE
1899687	7820147;15;9	10102	95 AVENUE
1899658	7820147;1;31	10105	95 AVENUE
1899688	7820147;15;8	10106	95 AVENUE
1899679	7820147;1;30	10109	95 AVENUE
2548964	1026365;38;17	10721	95 AVENUE
2548963	1026365;38;18	10725	95 AVENUE
2548955	1026365;38;37	11001	95 AVENUE
2548954	1026365;38;38	11005	95 AVENUE
2548996	1026365;38;34	11006	95 AVENUE
2548953	1026365;38;39	11009	95 AVENUE
2548995	1026365;38;35	11010	95 AVENUE
2548952	1026365;38;40	11013	95 AVENUE
2548951	1026365;38;41	11101	95 AVENUE
2548950	1026365;38;42	11105	95 AVENUE
2548938	1026365;38;53	11106	95 AVENUE
2548949	1026365;38;43	11109	95 AVENUE
2548939	1026365;38;52	11110	95 AVENUE
2548948	1026365;38;44	11113	95 AVENUE
2548940	1026365;38;51	11114	95 AVENUE
2548947	1026365;38;45	11117	95 AVENUE
2548941	1026365;38;50	11118	95 AVENUE
2548946	1026365;38;46	11201	95 AVENUE
2548942	1026365;38;49	11202	95 AVENUE
2548945	1026365;38;47	11205	95 AVENUE
2548943	1026365;38;48	11206	95 AVENUE
1899696	7820147;15;1	10001	96 AVENUE
1899695	7820147;15;2	10005	96 AVENUE
1899701	7820147;1;18	10006	96 AVENUE
1899694	7820147;15;3	10009	96 AVENUE
1899702	7820147;1;19	10010	96 AVENUE
1899692	7820147;15;4	10013	96 AVENUE

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1899703	7820147;1;20	10014	96 AVENUE
1899691	7820147;15;5	10017	96 AVENUE
1899704	7820147;1;21	10018	96 AVENUE
1899690	7820147;15;6	10101	96 AVENUE
1899705	7820147;1;22	10102	96 AVENUE
1899689	7820147;15;7	10105	96 AVENUE
1899706	7820147;1;23	10106	96 AVENUE
1899674	7820147;1;24	10110	96 AVENUE
2071716	0525657;6;24	10201	97 AVENUE
1899760	6076RS;6;6	10202	97 AVENUE
2071715	1425TR;6;16	10205	97 AVENUE
1899814	1425TR;6;15	10206	97 AVENUE
1899816	1425TR;6;17	10209	97 AVENUE
1899813	1425TR;6;14	10210	97 AVENUE
1899777	1425TR;6;18	10213	97 AVENUE
1899812	1425TR;6;13	10214	97 AVENUE
1899776	1425TR;6;19	10217	97 AVENUE
1899811	1425TR;6;12	10218	97 AVENUE
1899817	1425TR;6;20	10221	97 AVENUE
1899861	9322627;10;21	10401	97 AVENUE
1899853	9322627;10;8	10402	97 AVENUE
1899860	9322627;10;20	10405	97 AVENUE
1899854	9322627;10;9	10406	97 AVENUE
1899859	9322627;10;19	10409	97 AVENUE
1899855	9322627;10;10	10410	97 AVENUE
1899858	9322627;10;18	10413	97 AVENUE
1899856	9322627;10;11	10414	97 AVENUE
1899440	9323458;10;12	10416	97 AVENUE
1899878	9422755;10;17	10417	97 AVENUE
1899439	9323458;10;12	10418	97 AVENUE
1899877	9422755;10;16	10421	97 AVENUE
1899874	9422755;10;13	10502	97 AVENUE
1899876	9422755;10;15	10505	97 AVENUE
1899875	9422755;10;14	10506	97 AVENUE
2315115	0720593;14*0720593;16*0720593;15*0720593;13	10622,10624,10704,10702	97 AVENUE
2526260	0720593;18*0720593;17*0720593;19	10706A,10706B,10706C	97 AVENUE
2051398	0523965;23;15	10710	97 AVENUE
2227421	0523965;23;14A	10712	97 AVENUE
2051402	0523965;36;2	10713	97 AVENUE
2051401	0523965;36;1	10717	97 AVENUE
2051395	0523965;23;12	10720	97 AVENUE
2548980	1026365;38;5	10802	97 AVENUE
2548982	1026365;38;4	10806	97 AVENUE

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

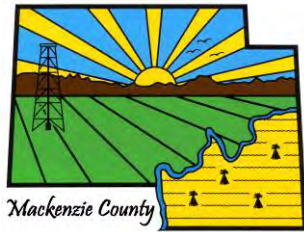
PID	ShortLegal	House	Street
2548983	1026365;38;3	10902	97 AVENUE
2548984	1026365;38;2	10906	97 AVENUE
2548985	1026365;38;1	10910	97 AVENUE
2181631	0720593;11*0720593;1 0*0720593;3*0720593; 12*0720593;5*072059 3;8*0720593;4*072059 3;1*0720593;2*072059 3;6*0720593;7*072059 3;9	10602,10604,10606,10608,10610,1 0612,10614,10616,10618,10620,97 02,9704	97 AVENUE,106 STREET
2548974	1026365;38;10	10701	97A AVENUE
2548978	1026365;38;7	10702	97A AVENUE
2548975	1026365;38;9	10705	97A AVENUE
2548976	1026365;38;8	10706	97A AVENUE
1982336	0422979;24;1	11014	98 AVENUE
1982337	0422979;24;2	11018	98 AVENUE
1899600	1160NY;1;1	10001	98 AVENUE
1899454	1160NY;1;2	10005	98 AVENUE
1899764	5824NY;1;11	10009	98 AVENUE
1899805	1922NY;5;9	10010	98 AVENUE
1899804	1922NY;5;10	10014	98 AVENUE
1899800	1922NY;5;11	10102	98 AVENUE
1899801	1922NY;5;12	10106	98 AVENUE
1899802	1922NY;5;13	10110	98 AVENUE
1899803	1922NY;5;14	10114	98 AVENUE
1899592	8420426;5;27	10118	98 AVENUE
1899593	8420426;5;28	10122	98 AVENUE
1899594	8420426;5;29	10126	98 AVENUE
1899761	6076RS;6;7	10201	98 AVENUE
1899553	1425TR;6;8	10205	98 AVENUE
1899595	8420426;5;31	10206	98 AVENUE
1899808	1425TR;6;9	10209	98 AVENUE
1899597	8420426;5;33	10210	98 AVENUE
1899809	1425TR;6;10	10213	98 AVENUE
1899810	1425TR;6;11	10217	98 AVENUE
1899646	7521580;5;16	10218	98 AVENUE
1899724	7521580;5;17	10222	98 AVENUE
1899644	7521580;5;18	10226	98 AVENUE
1899725	7521580;5;19	10230	98 AVENUE
1899726	7521580;5;20	10302	98 AVENUE
1899727	7521580;5;21	10306	98 AVENUE
1899852	9320809;10;7	10401	98 AVENUE
1899851	9320809;10;6	10405	98 AVENUE
1899850	9320809;10;5	10409	98 AVENUE
1899849	9320809;10;4	10413	98 AVENUE
1899868	9323458;10;3	10417	98 AVENUE

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1899867	9323458;10;2	10421	98 AVENUE
2100456	0620273;10;24	10501	98 AVENUE
2100455	0620273;10;23	10505	98 AVENUE
2463935	0929959;23;12	10601	98 AVENUE
1900005	9722482;23;5	10605	98 AVENUE
1900002	9722482;22;11	10606	98 AVENUE
1900006	9722482;23;6	10609	98 AVENUE
1900001	9722482;22;10	10610	98 AVENUE
1900007	9722482;23;7	10613	98 AVENUE
1900000	9722482;22;9	10614	98 AVENUE
1900008	9722482;23;8	10617	98 AVENUE
1899999	9722482;22;8	10618	98 AVENUE
1900009	9722482;23;9	10621	98 AVENUE
1900010	9722482;23;10	10625	98 AVENUE
1900011	9722482;23;11	10629	98 AVENUE
1900003	9722482;24;1	10701	98 AVENUE
1900072	9925746;24;2	10705	98 AVENUE
1900073	9925746;24;3	10709	98 AVENUE
1900074	9925746;24;4	10713	98 AVENUE
1900075	9925746;24;5	10801	98 AVENUE
2049257	0523802;24;24	10802	98 AVENUE
2049238	0523802;37;1	10803	98 AVENUE
2049239	0523802;37;2	10805	98 AVENUE
2049256	0523802;24;23	10806	98 AVENUE
2049240	0523802;37;3	10901	98 AVENUE
2049251	0523802;24;18	10902	98 AVENUE
2049241	0523802;37;4	10905	98 AVENUE
2049242	0523802;37;5	10909	98 AVENUE
2049243	0523802;37;6	10913	98 AVENUE
2049245	0523802;37;7	10917	98 AVENUE
2049246	0523802;37;8	11001	98 AVENUE
2049247	0523802;37;9	11005	98 AVENUE
1982350	0422979;24;15	11017	98 AVENUE
1982349	0422979;24;14	11101	98 AVENUE
1982338	0422979;24;3	11102	98 AVENUE
1982348	0422979;24;13	11105	98 AVENUE
1982339	0422979;24;4	11106	98 AVENUE
1982347	0422979;24;12	11109	98 AVENUE
1982340	0422979;24;5	11110	98 AVENUE
1982346	0422979;24;11	11113	98 AVENUE
1982341	0422979;24;6	11114	98 AVENUE
1982345	0422979;24;10	11117	98 AVENUE
1982342	0422979;24;7	11118	98 AVENUE
1982344	0422979;24;9	11201	98 AVENUE
1982343	0422979;24;8	11202	98 AVENUE
1899708	2504TR;7;8	10106	99 AVENUE

Bylaw 886-13 Hamlet Residential Waste Collection
 Schedule "A" Hamlet Residential Waste Collection Properties (Hamlet of La Crete)

PID	ShortLegal	House	Street
1899775	2504TR;7;7	10110	99 AVENUE
1899799	2504TR;7;6	10114	99 AVENUE
1899798	2504TR;7;5	10118	99 AVENUE
1899738	7521580;8;7	10202	99 AVENUE
1899506	7521580;8;8	10206	99 AVENUE
1899503	7521580;8;8	10208	99 AVENUE
1899739	7521580;8;9	10210	99 AVENUE
1899740	7521580;8;10	10214	99 AVENUE
2141777	7521580;8;11	10302,10306	99 AVENUE
1899913	9523371;22;1	10601	99 AVENUE
1899905	9523371;11;16	10602	99 AVENUE
1856495	0323955;22;12	10609	99 AVENUE
1899907	9523371;11;18	10610	99 AVENUE
1899916	9523371;22;4	10613	99 AVENUE
1899908	9523371;11;19	10614	99 AVENUE
1899917	9523371;22;5	10617	99 AVENUE
1899909	9523371;11;20	10618	99 AVENUE
2060721	0524647;24;8	10905	99 AVENUE
2060722	0524647;31;8	10906	99 AVENUE
2060720	0524647;24;9	10909	99 AVENUE
2060723	0524647;31;9	10910	99 AVENUE
2060719	0524647;24;10	10913	99 AVENUE
2060718	0524647;24;11	10917	99 AVENUE
2060717	0524647;24;12	10921	99 AVENUE
2060716	0524647;24;13	11001	99 AVENUE
2060715	0524647;24;14	11005	99 AVENUE
2060728	0524647;31;14	10910	99A AVENUE
2060727	0524647;31;13	10913	99A AVENUE
2060729	0524647;31;15	10914	99A AVENUE
2060726	0524647;31;12	10917	99A AVENUE
2060725	0524647;31;11	10921	99A AVENUE



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Wadlin Lake Caretaker Bonus Structure Review

BACKGROUND / PROPOSAL:

At our last Community Services Committee meeting we reviewed the bonus structure paid to our Wadlin Lake caretaker. The Committee made a motion recommending we pay a 25% bonus of the total revenue collected provided they had a successful year end evaluation by the Director of Community Services & Operations and a positive recommendation by the Community Services Committee.

In our previous Wadlin Lake caretaker contract we had a 50% bonus structure on total revenue collected.

The other two caretaker contracts, Machesis Lake and Hutch Lake are set up with a 25% bonus structure. The difference between them is Wadlin Lake charges fees for use of the Marina Dock, Group Camping and Seasonal/Monthly stalls. There were no Marina dock fees charged at Machesis Lake as it is leased under Tourism and Parks and they don't allow Marina dock charges. The same rules applied to Hutch Lake till January 2013.

Administration is recommending the County create a policy for administering the bonus structure of the parks caretakers. This policy will provide administration direction on creating and administering the bonus structure.

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

OPTIONS & BENEFITS:

Option 1

Ask administration to include a bonus structure in the Wadlin Lake Contract as follows: The caretaker receive a 25% bonus of the total revenue collected provided they had a successful year end evaluation by the Director of Community Services & Operations and a positive recommendation by the Community Services Committee.

The benefit of a 25% bonus structure is it encourages the contractor to provide a higher level of service.

Option 2

Ask administration to include a bonus structure in the Wadlin Lake Contract as follows: The caretaker receive the 25% bonus of the total overnight camping revenue collected provided they had a successful year end evaluation by the Director of Community Services & Operations and a positive recommendation by the Community Services Committee.

The benefit of this option is it makes all the caretaker agreements the same. The bonus structure still encourages a higher level of service with the exception of Wadlin Lake Marina as the care taker does not receive a bonus for dealing with this.

Please note that although both options were discussed, the Community Services Committee recommends Option 1.

COSTS & SOURCE OF FUNDING:

In 2012 Wadlin Lake collected \$1358 in Marina rental revenue. The 25% bonus revenue computes to \$339.50, if the revenues are similar in 2013, the County may be missing out in \$339.50 revenue provided the new caretaker doesn't increase their bid to reflect the smaller bonus.

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

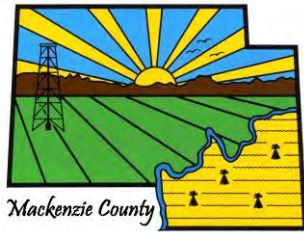
That administration be authorized to include a bonus structure in the Wadlin Lake Caretaker Contract in which the caretaker will receive a 25% bonus of the total revenue collected provided they had a successful year end evaluation by the Director of Community Services & Operations and a positive recommendation by the Community Services Committee.

Author: Ron Pelensky Reviewed by: _____ CAO YW

Motion 2

That administration be instructed to draft a policy on administering bonuses for parks caretakers and bring it back for Council review.

Author: Ron Pelensky Reviewed by: _____ CAO YW



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	John Klassen, Director of Environmental Services and Operations
Title:	Water Meter Bypasses

BACKGROUND / PROPOSAL:

It was brought to administration attention that some properties have trickle system water meter bypasses installed ([particularly at the properties located along the River Road in the Hamlet of Fort Vermilion) and questions were raised as to the purpose of the said bypasses.

Over the past 10 years or more there have been a number of problems with freezing water lines along river road in Fort Vermilion, due to the ground conditions of the area, consisting of a rocky, granular type of material which during long cold spells and or spring thaw creates frozen service lines.

In the past Mackenzie County has tried various different approaches to the problem like placing heat tape on the accessible areas or installing a unit that moves water back and forth to prevent freezing, heat tape in the accessible areas was not enough and the water moving unit is a high maintenance piece of equipment with potential environmental concerns regarding its operation, therefore the most practical solution to the problem was deemed the installation of a trickle bypass system.

The concern or question that has arisen with the bypasses is; are they of sufficient size to be used as a supply line to a building or property resulting in unmetered water use? And yes if the bypass line is the same size as the service line and cannot or is not restricted in any way it could be used as a full supply line.

In addition to the afore mentioned problem areas County staff have come across a few meter bypasses in areas that don't seem to have the same type of freezing concerns; County staff feel that these types of unauthorized bypasses are minimal and suggest they can be dealt with during sporadic inspections and or regular service calls.

Author: John Klassen **Reviewed by:** _____ **CAO** YW

OPTIONS & BENEFITS:

During in-house discussions regarding the service lines that are susceptible to freezing staff is proposing to install a small, possibly a ¼ inch line after the water meter which would be allowed to trickle from December to the end of April, of which the County would provide a credit to those property's based on the calculated flow of the line, then if the resident allowed the line to continue flowing the rest of the year it would be billed as water usage.

The other benefit of installing the trickle lines after the meter is the ability to track and provide a more accurate number for metered water use where as of now it shows up in the water loss category.

COSTS & SOURCE OF FUNDING:

Costs are undetermined at this time but are estimated to be minimal.

Funding for the installation of a trickle line could come from the general operating budget.

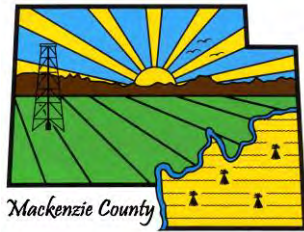
COMMUNICATION:

Communicating the County's intent to reconfigure the water meter bypasses can be done via the County Image, Face book and Website or, for the properties identified with frost problems the County could hand deliver a notice of intent with an anticipated timeline.

RECOMMENDED ACTION:

For discussion.

Author: John Klassen Reviewed by: _____ CAO YW



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	John Klassen, Director of Environmental Services and Operations
Title:	Policy PW039 Rural Road, Access Construction and Surface Water Management Policy

BACKGROUND / PROPOSAL:

During a recent operational review of Policy PW039 and the inserting of required schedules a few clarification items were addressed, the items that Administration suggests to remove have been identified with a line drawn through them and any other additions or changes are highlighted. (See attached)

The revisions are as follows;

- 1) The definition of an access
- 2) Access maintenance clarification
- 3) The provision of a top soil management plan to be included on all applications.
- 4) The insertion of schedule "C" Road Allowance Use Agreement.
- 5) Modify the local road standards chart to Collector and Local roads only.
- 6) Insertion of cross section drawings to match the road standards.
- 7) A provision of seeding ditches and slopes.

One additional item for discussion which pertains to the construction of roads is, if a land owner wants to extend the road beyond the point of being able to access the parcel of land, does the endeavor to assist also apply to that portion of road?

For example; the applicant wants to develop a yard site half way down the quarter section does the endeavor to assist also apply to the portion of road from the quarter line to the yard site?

Author: John Klassen **Reviewed by:** _____ **CAO** _____

OPTIONS & BENEFITS:

Option 1 – That Policy PW039 be received for information.

Option 2 – That Policy PW039 be adopted as presented. (recommended option)

Option 3 – That Policy PW039 be adopted as amended. (if additional amendments are required)

A benefit of revising the policy as presented will provide clarity for administration and the public.

COSTS & SOURCE OF FUNDING:

NA

COMMUNICATION:

- 1) Advertise and host the open house dates set for April 5 & 6, 2013
- 2) Send letters to the road construction applicants from 2011 and 2012
- 3) Provide the Policy for public information.

RECOMMENDED ACTION:

That Policy PW039 Rural Road, Access Construction and Surface Water Management Policy be adopted as presented.

Author: John Klassen **Reviewed by:** _____ **CAO** _____

Mackenzie County

Title	Rural Road, Access Construction and Surface Water Management Policy	Policy No.	PW039
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Legislation Reference	Municipal Government Act, Sections 18 and 60. Public Highways Development Act, Sections 39, 41 and 43.
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Purpose

To provide a safe, efficient and effective road network and surface water management recognizing both present and future needs of property owners and providing a rational and consistent basis for the construction of roads, construction of access to private property and the development of agricultural surface water management projects that impact or may impact public road right-of-ways administered by the County; to work with ratepayers and other level of government to find solutions to road, access and agricultural surface water concerns on all lands within the County; and to respond to road, access and agricultural surface water concerns in a timely manner.

DEFINITIONS

Applicant – person(s) and/or corporation(s) submitting an application or applying for permission to construct a road, surface water channel or access that may impact a developed or undeveloped road allowance.

Road Allowance – any public road right-of-way under the jurisdiction of Mackenzie County but does not include any public road right-of-ways under the jurisdiction of the Province of Alberta.

Access – is an approach or driveway abutting any existing Municipal or Provincially controlled road.

First Access – is the first access to a rural quarter section or river lot within Mackenzie County.

Temporary Access – an access constructed for a short period of time (6 months or less) that will be removed at the end of its use.

Surface Water Management Basin – Mackenzie County has established the surface water management basins within its boundaries, which are shown on the plan contained in Schedule A.

Surface Water Management Basin Committee – Mackenzie County will form committees representing each surface water management basin which shall consist of:

- the County Councillor or Councillors representing the surface water management basin;
- three persons owning property within the surface water management basin; and,
- County staff deemed necessary for the timely and effective processing of surface water applications.

Permanent Agricultural Surface Water Channel – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance and is intended to be permanent.

Temporary Agricultural Surface Water Channel – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance but is temporary, with a maximum depth of two (2) feet, and used to drain low areas of private property on a seasonal basis (October of each year to April of the following year).

Non-conforming Roads – roads constructed on road allowances that do not meet the County standards and specifications or have been constructed without approval of the County.

Residence – a residence in accordance with the Municipal Land Use Bylaw and subject to all approved permits.

ESRD – the Province of Alberta Environment and Sustainable Resource Development.

Penalties – fines or other penalties that shall be imposed by Mackenzie County, as established in the Fee Schedule Bylaw, for the construction of roads, accesses or agricultural surface water management channels that use or may impact road allowances which do not have the approval of Mackenzie County.

Major Agricultural Surface Water Management Channel – channels which provide surface water management to a minimum of 10,000 acres and shall require the consent of majority of benefiting landowners.

ROAD CONSTRUCTION

Policy Statement

Mackenzie County understands the need to provide access to agricultural lands and other non-accessible property within its boundaries and will allow property owners to construct roads on road allowances when approved by the County. All roads shall be constructed to a minimum Local Road standard (shown in Schedule E) and all work shall be performed in accordance with all applicable County standards and specifications and those imposed by other levels of government.

Guidelines

1. Mackenzie County has prepared a plan showing the future local road network necessary to provide access to agricultural lands, which plan is contained in Schedule D.
2. Applications shall be submitted in the form included in Schedule F and shall include a plan showing:
 - approximate location of legal property boundaries;
 - the length of road to be constructed;
 - identification of proposed surface water management structures (i.e. culverts);
 - the location of property accesses.
3. Applications for the construction of roads in road allowances will be accepted by Mackenzie County any time throughout the year, which applications will be reviewed on a first come, first serve basis and the Applicant shall be provided with an initial response within 30 days of receiving the application.
4. The Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
5. ESRD has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify ESRD and seek their approval to proceed with the proposed clearing.
6. Mackenzie County staff may inspect construction on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications.
7. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.

8. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.
9. It shall be the Applicant's sole responsibility to negotiate cost sharing arrangements with other benefiting landowners and the County shall not provide assistance with respect to this matter.

Mackenzie County Endeavour to Assist for Local Road Construction

Although all costs relating to application for construction of local roads within road allowances shall be borne by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. provision of survey to delineate the property boundaries;
2. the review of surface water;
3. the supply of surfacing gravel;
4. the supply of culvert materials; and,

ACCESS CONSTRUCTION (APPROACH/DRIVEWAY)

Policy Statement

Mackenzie County shall adopt standards to provide safe, legal and defined accesses from any County road while maintaining and not disrupting current surface water management patterns.

Guidelines

1. Applications for the construction, reconstruction or alteration of any access shall be submitted in the form contained in Schedule G and will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. The Applicant shall be solely responsible for all costs associated with the construction **and maintenance** of the access.
3. Unless otherwise approved by Mackenzie County all accesses shall meet the following standards and be constructed in accordance with Mackenzie County specifications.

Access Type	Minimum Setback from Intersection	Minimum Finished Top Width	Turning Radius on Shoulders	Culvert Length	Culvert Diameter	Culvert Slope	Access Side Slope	Gravel
Rural	50 meters	8 meters	15 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Residential (rural standard)	6.1 meters	6 meters	5 meters	standard 12 m length, 600mmø				15-20mm size, 50mm depth
Urban Residential (curb, gutter & sidewalk)	6.1 meters	6 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Urban Commercial/Industrial (rural standard)	10 meters	10 meters	10 meters	standard 15 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Commercial/Industrial (curb, gutter & sidewalk)	10 meters	10 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Hamlet Country Residential	6.1 meters	8 meters	10 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Temporary (rural)	50 meters	8 meters	10 meters	At the discretion of the Director of Operations		3:1	3:1	At the discretion of the Director of Operations

4. For accesses to Institutional, Commercial, Industrial, Hamlet Country Residential, Rural Country Residential, Hamlet General and Direct Control properties, which connect to paved County roads, shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less.
5. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
6. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
7. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.
8. Mackenzie County shall inspect each access after completion and if the access does not meet the standards of the County, the Applicant shall be responsible for all costs and construction required to bring the access to acceptable standards.
9. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
10. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.
11. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.
12. The Province of Alberta does not permit accesses to be constructed from roads under their jurisdiction unless the access is aligned with a road allowance under the jurisdiction of Mackenzie County and such accesses shall require the approval of Alberta Transportation.

Mackenzie County Endeavour to Assist

Although all costs relating to application for and construction of accesses shall be paid by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. supporting an application to construct an access from a road under the jurisdiction of the Province of Alberta if said access is aligned with a proposed major/collector road to be constructed by Mackenzie County;
2. if the application for an access aligned with a major/collector road from a road under the jurisdiction of the Province of Alberta is approved by Alberta Transportation and the County, the County may pay the cost of construction;
3. the supply of a culvert, if required, for the construction of the first access to a rural quarter section or river lot provided that the access has been built to Mackenzie County standards and approved by the County (any and all subsequent accesses will be at the sole responsibility of the Applicant to supply, construct and install in accordance with Mackenzie County standards); and,
4. The County will assume responsibility for maintenance of accesses within the boundaries of the road allowance, (as described in the aforementioned item #1) when it has been approved and accepted.

SURFACE WATER MANAGEMENT

Policy Statement

Mackenzie County understands the need to find solutions to agricultural surface water management issues and the construction of permanent or temporary agricultural surface water management channels on or impacting road allowances may be necessary for effective resolution to surface water management issues but these projects must protect the integrity of natural watercourses. These projects shall only be performed with the approval of Mackenzie County and in accordance with all applicable County standards and specifications and those imposed by other levels of government.

Guidelines

1. Applications for the construction of permanent or temporary agricultural surface water management channels, in the form contained in Schedule B, will be accepted by Mackenzie County any time throughout the year, which applications will be referred to the appropriate Surface Water Management Basin Committee for consideration and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. Applications shall be submitted in the form contained in Schedule B and may be required to include a survey plan showing:
 - approximate location of legal property boundaries;
 - the area to be drained by the proposed agricultural surface water management channel;
 - the alignment of the proposed agricultural surface water management channel;
 - the existing ground elevations;
 - the proposed design elevations;
 - a typical cross-section of the proposed surface water management channel; and,
 - the location, size and elevation of existing and proposed surface water management structures (i.e. culverts).
3. For permanent and temporary agricultural surface water management channels discharging to a ditch adjacent to a developed road allowance, or the County's licensed ditch, the Applicant may be required to submit an application to ESRD, along with the survey plan, for approval and may be required to submit a copy of said ESRD application and their approval to the County prior to the their application being considered further.

4. For permanent and temporary agricultural surface water management channels requiring a ditch to be constructed within an undeveloped road allowance the Applicant may be required to submit an application to ESRD, along with the survey plan, for approval and shall submit a copy of said ESRD application and their approval to the County prior to the their application being considered further.
5. For permanent surface water management channels constructed within undeveloped road allowances the alignment, profile and cross-section shall match the design of the future road ditch, should the road allowance be developed.
6. The Applicant shall be responsible for all costs relating to the development of permanent and temporary agricultural surface water management channels including application, construction and operation/maintenance. In addition, the Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
7. The Applicant shall be financially responsible for the operation and maintenance of the proposed agricultural surface water management channels on undeveloped road allowances and shall be liable for all injuries and/or damages that may result from the lack of or improper performance of the operation and maintenance.
8. The construction of permanent or temporary agricultural surface water management ditches that have a detrimental effect on adjoining private property may give rise to civil liability and the Applicant shall be solely responsible for resolving these matters.
9. The Applicant shall consent to the filing of caveats on property owned by the Applicant that the County deems necessary for the protection of the proposed agricultural surface water management ditches.
10. Persons constructing permanent or temporary agricultural surface water channels without the approval of Mackenzie County may be subject to fines and/or other penalties, including but not limited to the removal of the offending agricultural surface water channel as per the County's Fee Schedule Bylaw and/or other applicable provincial regulation.

Mackenzie County Endeavour to Assist

Although all costs relating to application for, construction of and operation/maintenance of surface water management channels shall be borne by Applicants, Mackenzie County, at its sole discretion, may provide assistance for:

1. the mediation of disputes between property owners that pertain to surface water management matters and attempt to find solutions to the disputes;

2. obtaining approvals from other levels of government; and,
3. the funding of all or a portion of the costs associated with the construction of major agricultural surface water management channels, subject to the cooperation of benefiting property owners and budget availability.

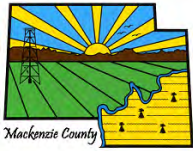
	Date	Resolution Number
Approved	11-Dec-12	12-11-845
Amended		
Amended		

SCHEDULE A

Surface Water Management Basins

SCHEDULE B

**Agricultural Surface Water Management
Projects Application**



Application # _____

Construction of an Agricultural Surface Water Management Channel Application

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the area to be drained by the proposed agricultural surface water management channel;
- the alignment of the proposed agricultural surface water management channel;
- the existing ground elevations;
- the proposed design elevations;
- a typical cross-section of the proposed surface water management channel;
- the location, size and elevation of existing and proposed surface water management structures (i.e. culverts); and,
- proof of ESRD approval.
- **A proposed plan for top soil management.**

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed agricultural surface water management channel discharge into a ditch along an existing road? Yes No

If yes, please provide the following:

Name of the applicable road _____

Does the proposed agricultural surface water management channel require the construction of a ditch within an undeveloped road allowance? Yes No

If yes, please provide the following:

Legal location of road allowance _____

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated size of the contributing area? _____Acres.

Does this project involve a ditch already licensed? Yes No

If yes, please attach all related documents (i.e. license number, map, etc.).

Are the Applicants prepared to sign an easement/caveat at no cost to the County? Yes No

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature

Date

SCHEDULE C

Road Allowance Use Agreement

MACKENZIE COUNTY
MASTER ROAD ALLOWANCE USE AGREEMENT

between

MACKENZIE COUNTY

-and-

THIS AGREEMENT made this _____ day of _____, 20_____.

BETWEEN:

MACKENZIE COUNTY

(hereinafter referred to as "the County")

-and-

(hereinafter referred to as "the Applicant")

The County, insofar as it has the right to do so, grants to the Applicant, its, employees, agents, servants, contractors and subcontractors, the nonexclusive right, to use that portion of the County's road allowance as indicated on Schedule "B" (hereinafter referred to as the "Road Allowance") for the purpose described in Schedule "A". From time to time the County and the Applicant may execute additional Schedules and such addendum shall be incorporated into and form part of this Agreement.

Therefore, in consideration of the mutual covenants and conditions contained in this Agreement the parties agree as follows:

1.0 Terms and Conditions

1.1 This Agreement including any attachments comprised of the following Schedules, which are attached hereto and made part hereof, shall be the terms and conditions as agreed to by the County and the Applicant:

- Schedule A – Application submitted to the County by the Applicant
- Schedule B – Plan of Road Allowance
- Schedule C – Contacts and Additional Terms
- Schedule D – Approvals Obtained from Other Agencies (i.e. ESRD)

1.2 This agreement expires April 30, _____. A one year extension may be granted upon a written request. The extension request must be submitted at least 30 days prior to the expiration date of the agreement.

2.0 Undertakings

2.1 The Applicant agrees to carry out all construction on road allowances in accordance with the application approved by the County and shall be wholly and solely responsible for all costs relating thereto.

- 2.2 The Applicant agrees to be wholly and solely responsible for the costs relating to the operation and maintenance of any roads and accesses constructed on road allowances until the said roads and accesses have been accepted by the County.
- 2.3 The Applicant agrees to be wholly and solely responsible for the costs relating to the operation and maintenance of any permanent agricultural surface water management channels constructed on road allowances and accepts all liability relating thereto.
- 2.4 The Applicant agrees to be wholly and solely responsible for obtaining any approvals from other levels of government and agrees to provide the County with a copy of the said approvals prior to starting any construction. i.e. Alberta Environment and Sustainable Resource Development.
- 2.5 The County agrees to duly consider all applications received and may issue approvals with or without other conditions.
- 2.6 Due to budgetary and design constraints, the County agrees to consider the provisions of the “Endeavour to Assist” section in the County Policy No. PW039 on a first come, first serve basis.
- 2.7 If the Applicant submitted an application for the use of a road allowance and has not submitted an application to construct a road, by signing this agreement, the County permits the Applicant to clear and brush the road allowance. The Applicant agrees to undertake clearing and brushing to the pin side of the road allowance. Furthermore, the Applicant, at minimum, must windrow the brush to the pin side of the road allowance, and provide a break in the windrow every 200 meters and at every drainage course and/or water course; the Applicant, at minimum, must clear and grub and/or stump a trail that is, at minimum 25 feet wide, which shall allow vehicular access.

3.0 Road Restrictions

- 3.1 The County reserves to itself the exclusive control and operation of all road allowances and the Applicant shall observe restrictions imposed in relation to construction whether imposed by governmental authority or by the County as it reasonably deems necessary to protect the integrity of the road allowance
- 3.2 The County shall endeavor to notify the Applicant when anticipated restrictions are to be imposed.
- 3.3 The County shall not be liable for any loss or damage occurring to the Applicant as a result of the imposition of the said restrictions or of the failure to give reasonable notice thereof to the Applicant.

- 3.4 The County reserves the right to control the entrances of any accesses connected to the said road allowance and to control the location of signs and culvert installations at such accesses.

4.0 Maintenance

- 4.1 Notwithstanding anything herein contained the County does not provide any warrant as the suitability of fitness of the road allowance for the Applicant's intended purpose nor does the County give any undertaking to maintain any roads and accesses until they have been accepted by the County.
- 4.2 The Applicant will remain financially and legally liable for any permanent agricultural surface water management channels constructed within undeveloped road allowances and shall perform all maintenance related thereto.

5.0 Damages

- 5.1 The Applicant agrees that if damage to the road allowance, as determined by the County acting reasonably, results from the exercise by the Applicant and its servants, agents, employees, contractors and subcontractors of the rights herein granted, the Applicant shall, at the County's request, restore the road allowance to its previous condition. If the Applicant fails to comply with such instruction within a reasonable time, to be determined by the County, the County may restore the road allowance to its previous condition at the expense of the Applicant. In such event, the Applicant shall reimburse the County the County's costs of the restoration within thirty (30) days of receiving the County's invoice. Should the Applicant fail to pay such costs within thirty (30) days, the Applicant shall be subject to interest and collection costs on any outstanding amounts.

6.0 Liability and Indemnity

- 6.1 The Applicant shall use the road allowance entirely at his/her own risk and shall be liable for any loss, damage or expense suffered by the County as a direct result of the use of the road allowance by the Applicant, his/her employees, agents, servants, contractors or subcontractors, unless such loss, damage or expense is a direct result of the negligence or willful misconduct of the County its employees, agents, servants, contractors or subcontractors.
- 6.2 The Applicant shall indemnify the County against all actions, proceedings, claims, demands and costs suffered by the County directly resulting from the use of the road allowance by the Applicant, its employees, agents, servants, contractors or subcontractors, unless such action, proceeding, claim, demand or cost is a direct result of the negligence or willful misconduct of the County, its employees, agents, servants, contractors or subcontractors.

7.0 Environmental

- 7.1 The Applicant must notify the County immediately in the event of any environmental, pollution or contamination problems caused by the Applicant's operations on the road allowance or on any adjacent lands as a result of the use of the road allowance (hereinafter referred to as "Environmental Contamination") and the Applicant shall be solely responsible for the cost of all work carried out to correct any/all Environmental Contamination caused by the Applicant.
- 7.2 The Applicant shall comply with the provisions of all applicable federal, provincial and municipal laws' with respect to maintaining a clean environment.
- 7.3 The Applicant shall indemnify and save the County harmless against any and all damages and expenses which may be brought against or suffered by the County and which are incidental to any Environment Contamination, except to the extent that such loss, damage or expense is the result of the County's operations.
- 7.4 Upon termination of this Agreement, the Applicant shall leave the road allowance and any lands adjacent thereto, free of any Environmental Contamination resulting from the Applicant's operation which may adversely affect the land or result in a breach of the duties described in Environment Clause 7.2. The responsibility of the Applicant to the County with respect to the environmental obligations contained herein shall continue to be enforceable by the County notwithstanding the termination of this Agreement.

8.0 Default

- 8.1 If the Applicant is in default of any provisions herein, and such default continues for a period of thirty (30) days after receipt of notice from the County to remedy such default or fails to remedy the default with all due diligence thereafter, the County may without limiting any other remedies it may have, terminate this Agreement and the Applicant shall be deemed to have forfeited any and all right hereunder.

9.0 Insurance

- 9.1 It shall be the responsibility of the Applicant to maintain and keep in force during the term of this Agreement, for the benefit of the Applicant, the following insurance:
- (a) Automobile liability Insurance covering bodily injury (including passenger hazard) and property damage arising from the operation of owned or non-owned vehicles used on the road allowance in the course of operations by the Applicant, with inclusive limits of not less than \$2,000,000 (two million dollars) for any one accident or occurrence.

(b) General Liability Insurance covering the liability of the Applicant for bodily injury and property damage arising from operations of the Applicant in connection with this Agreement. The limits of this insurance shall not be less than \$2,000,000 (two million dollars) for any one accident or occurrence.

9.2 Upon demand by the County, the Applicant shall provide the County a Certificate of Insurance as evidence of the insurance required by the preceding clause. Insurance policies shall include a waiver of subrogation in favor of the County and its agents and employees.

9.3 As an alternative to the insurance policies referred to above, if acceptable to the County, the Applicant may self-insure against the risks normally covered by such policies.

9.4 The Applicant shall use its best efforts to ensure that any of its contractors and agents using the road allowance, that are not covered by the insurance policies set forth above, maintain insurance in accordance with the provisions of this section during those contractors' use of the road allowance.

9.5 The insurance policies shall be endorsed to provide that in the event of any change that could affect the interests of the County, or in the event of their cancellation, the insurers shall notify the County thirty (30) days prior to the effective date of such change or cancellation.

10.0 Notices

10.1 Notices to be given under this Agreement shall be in writing and may be mailed or electronically transmitted, addressed to the parties as follows:

MACKENZIE COUNTY
Attention: Chief Administrative Officer
P.O. Box 640
Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718
Toll-free 1-877-927-0677
Fax (780) 927-4266

THE APPLICANT

10.2 Either party may, from time to time, change its address for service by giving written notice to the other party.

10.3 Any notice, invoice or other communication shall be deemed to be received by the addressee, if delivered personally, or electronically transmitted, on the first business day following delivery or transmission and, if mailed on the fourth business day following the day on which it was mailed.

10.4 In the case of a postal disruption or an anticipated postal disruption, all notices or other communications to be given under this Agreement shall be electronically transmitted or delivered by hand.

11.0 Assignment

11.1 This Agreement is not assignable in whole or in part.

12.0 Termination

12.1 Notwithstanding any provision to the contrary herein contained, this Agreement or any Addendum/Addenda may be terminated upon a minimum of thirty (30) days prior written notice given by either party to the other. Such notice shall state the termination date of the Agreement or Addendum/Addenda. Upon termination of this Agreement or any Addendum/Addenda thereto, all applicable rights and obligations as between the County and the Applicant shall terminate except that the Applicant shall remain liable to the County for all of its obligations and liabilities arising pursuant to this Agreement prior to the date of such termination.

12.2 The County shall inspect the road allowance upon termination of this Agreement and/or any Addendum and shall notify the Applicant of any damage to the road allowance, excluding normal wear and tear.

12.3 Upon termination the Applicant shall, upon the County's request, remove all culverts, installations and fixtures on the road allowance placed for the Applicant's purposes. If they are not removed within thirty (30) days of such a request; the County shall have the right to remove such culverts, installations or fixtures and the County shall invoice the Applicant the actual cost relating thereto.

13.0 Miscellaneous

13.1 This Agreement and the relationship of the parties shall for all purposes be governed by and construed and interpreted according to the laws of the Province of Alberta. Each party irrevocably attorns, for all purposes hereunder, to the jurisdiction of the courts of the Province of Alberta and all courts of appeal there from.

13.2 This Agreement, as amended from time to time by agreement in writing of the parties, shall be the entire agreement between the County and the Applicant as to the matters herein and all previous promises, representations or agreements between the parties, whether oral or written, shall be deemed to have been replaced by this Agreement.

The parties have executed this Agreement as of the day and year first above written:

MACKENZIE COUNTY

LANDOWNER

Witness

Witness

Date

Date

SCHEDULE D

Local Road Network

SCHEDULE E

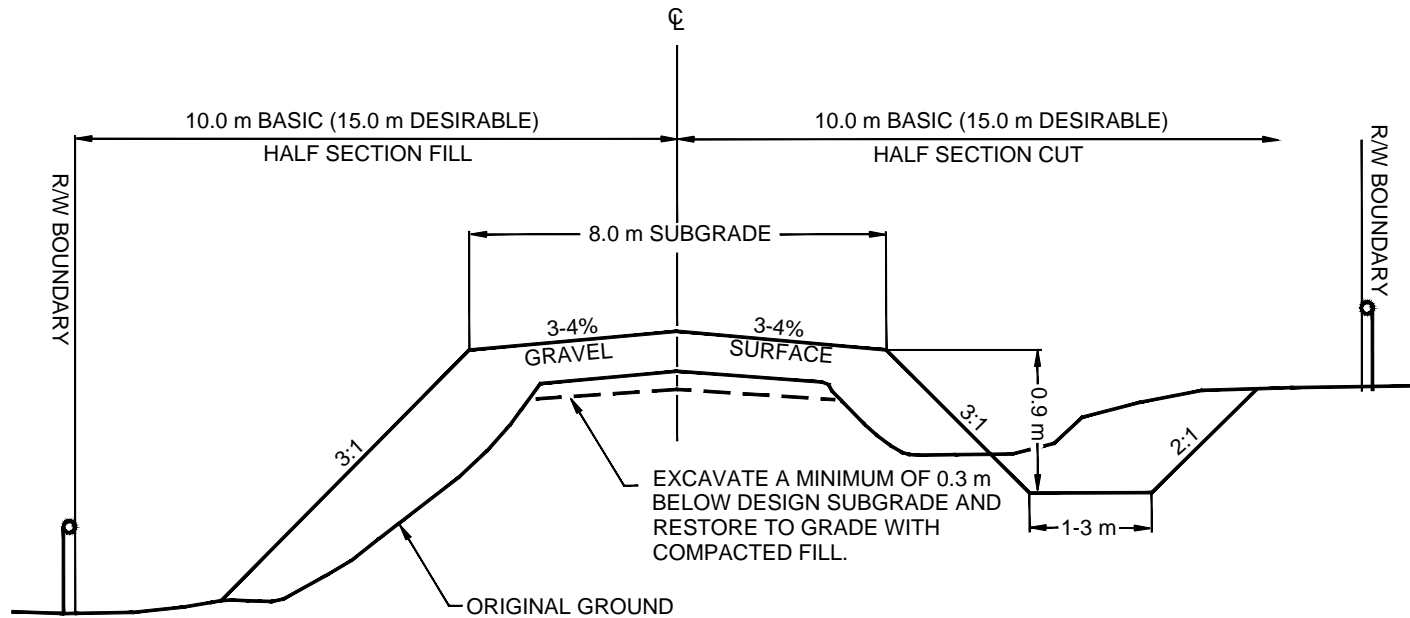
Local Road Standards

Road Specifications

	Unit	Paved	Secondary Highway Equivalent	Collector	Local Road	Low-Volume Farm Access	Forestry Road
Road Top Width	m	9.4m initial	11.4m	8.9m	8m	7m	7m
Avg Height of Fill (min)	m	1.0m	1.0m	1.0m	0.9m	0.6m	0.3m
Normal Side Slope	run:rise	4:1	4:1	3:1	3:1	3:1	2:1
Normal Ditch Width (min)	m	3m	3m	3m	1-3m	v-3m	V-ditch up to 4m
Normal Backslope	run:rise	3:1	3:1	2:1	2:1	2:1	1:1
Compaction @ Construction	% of Standard Proctor Density	98%	99%	98%	97%; one packer on SP; no packer on Contr.	95% no packer on Constr.	N/A
Moisture Content @ Construction	% of Standard Proctor Density	98%	98%	97% + / - 1%	97% + / - 3%	95%	N/A
Rate of Regravelling		N/A	500m ³ /mi for 3- yrs	Up to 300m ³ /mi for first 3- yrs	Up to 200m ³ /mi	150m ³ /mi	100m ³ /mi at construction, then as needed
Private Approach Radius	m	15m	15m	12m	12m	10m	N/A
Crown Rate (m/m)		3%	3-4%	3-4%	3-4%	3-4%	N/A
Right of Way (min)	m	30m	30m	30m	20m	20m	N/A

- A top soil management plan must accompany each road request application.
- All slopes and ditches must be seeded with an approved grass seed mixture. (Typically 70% Broom grass and 30% Creeping Red Fescue)

LOCAL ROAD STANDARD



NOTE:
 THIS STANDARD IS INTENDED FOR LOW VOLUME LOCAL ROADS THAT WILL BE GRAVEL SURFACED ONLY. TYPICALLY THIS 8.0 m ROADWAY IS FOR ROADS WITH AN AADT < 100.

MACKENZIE COUNTY GENERAL MUNICIPAL IMPROVEMENTS STANDARDS

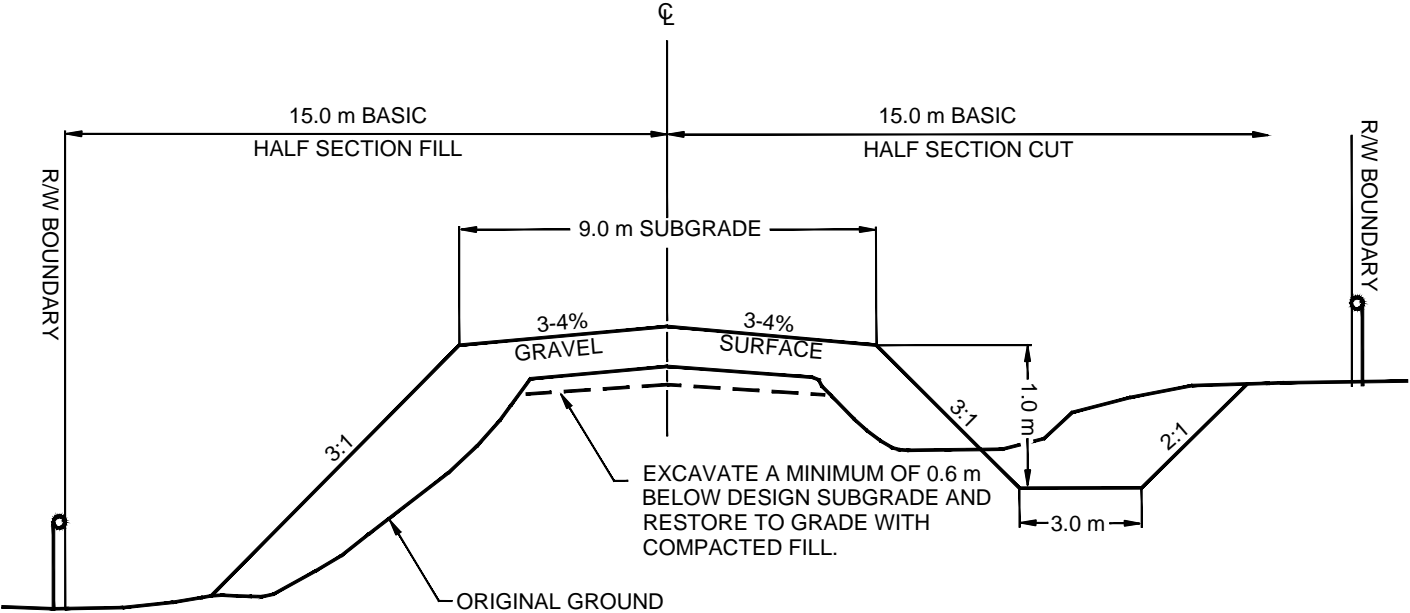


TYPICAL CROSS-SECTION FOR GRADING & GRAVEL SURFACING (RLU-208G(a))

DATE:	DESIGN:	APPROVED:	SCALE: NTS
FILE NO:			

Fig. G - 02

COLLECTOR ROAD



NOTE:
 THIS STANDARD IS INTENDED FOR LOW VOLUME LOCAL ROADS THAT WILL BE GRAVEL SURFACED ONLY. TYPICALLY THIS 8.0 m ROADWAY IS FOR ROADS WITH AN AADT > 200.

MACKENZIE COUNTY GENERAL MUNICIPAL IMPROVEMENTS STANDARDS



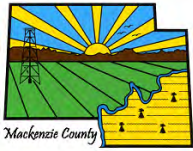
TYPICAL CROSS-SECTION FOR GRADING & GRAVEL SURFACING (RLU-209G)

DATE:	DESIGN:	APPROVED:	SCALE: NTS
FILE NO:			

Fig. G - 04

APPENDIX F

Road Construction Application



Application # _____

Request to Construct a Road

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the length of road to be constructed;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations;
- the proposed design elevations;
- the location of property accesses; and,
- proof of ESRD approval.
- **A proposed plan for top soil management.**

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed road benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated length of the road? _____ meters.

Does this road connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please attach location of intersection.

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

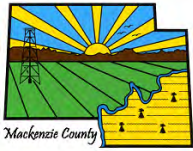
I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature

Date

SCHEDULE G

**Access Construction Application
(Approaches/Driveways)**



Application # _____

Request to Construct an Access

(Approaches/Driveways)

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the location of the access in relation to other accesses/intersections;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations;
- the proposed design elevations; and,
- proof of contact with affected utility companies.
- **A proposed plan for top soil management.**

Does the proposed ~~road~~ **access** benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

Does the proposed access connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please provide the following:

Name of Provincial roadway _____

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

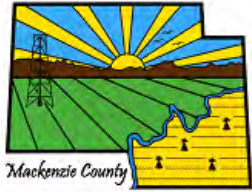
Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature

Date



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	John Klassen, Director of Environmental Services & Operations
Title:	Ice Bridge - Ground Penetrating Radar (GPR)

BACKGROUND / PROPOSAL:

At the January 15, 2013 Council meeting the following motion was made;

That the 2013 Capital Budget be amended to include a Ground Penetrating Radar unit purchase at an estimated cost of \$25,000 to be funded from the Roads Reserve.

After having more discussions with the lower priced supplier it was noted that the unit quoted is not totally conducive to our application. They had quoted us a low end unit and when asked about a higher end unit the price was higher than the one used in the NWT, and with a recommended temperature operating range of +50 to -20 Celsius.

We contacted the crew who maintains 500 km's of ice roads in the NWT and received a recommendation to pursue the type of GPR that they use, of which they claim to be very satisfied with the product and technical support they receive.

OPTIONS & BENEFITS:

Option 1: That Mackenzie County amend the budget to purchase a GPR unit for testing and measuring the Tompkins ice crossing and recover the cost via an amended contract.

Option 2: That Mackenzie County postpone the purchase of a GPR unit and continue to measure ice via the physical drilling method.

The benefits of using GPR type profiling is that not only does it show the thickness of the ice, it also provides a profile of the river bottom which can show potential high flow areas, it also will provide ice and water temperatures.

Author: John Klassen **Reviewed by:** _____ **CAO** YW

COSTS & SOURCE OF FUNDING:

A revised cost of the NWT recommended GPR unit is quoted at \$40,000 which includes 8 hours of personal onsite training.

To be funded from the Roads Reserve.

COMMUNICATION:

RECOMMENDED ACTION: (requires 2/3)

That the 2013 Capital Budget be amended to include an additional \$15,000 for a Ground Penetrating Radar unit purchase with funding coming from the Roads Reserve.

Author: John Klassen Reviewed by: _____ CAO YW



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 884-13 Plan Cancellation for Consolidation Purposes Plan 922 1976, Block 1, Lot 1 (Pt. of SW 22-107-13-W5M) (Fort Vermilion Rural)

BACKGROUND / PROPOSAL:

The Planning Department received a Plan Cancellation application to cancel Plan 922 1976, Block 1, Lot 1 (Pt. of SW 22-107-13-W5M) for the purpose of consolidating it back into the quarter section from which it was taken.

In 1992 a 5 acre parcel was removed for the quarter section. Later, two brothers purchased the remainder of the land as well as the subdivision. They only just recently found out that the subdivision could be converted back into the quarter and feel that it is to their advantage to do this.

Currently, the subdivision contains a yardsite with a mobile home. There is also a mobile home on the remainder of the quarter section directly north of the subdivision. With the cancelation and consolidation of the lot, this will bring the dwelling units to the maximum number allowed for a parcel of land. In discussion with the applicant/owner he indicated that his brother currently lives in the trailer to the north, however this trailer has been sold and will be moving it off the land. They have no plans to use the old yardsite in the near future.

Administration did inform the applicant that if they dissolve the subdivision lot they are restricted to two dwellings one being a Garden Suit only.

Section 3 Definitions

"GARDEN SUITE" means a secondary DWELLING UNIT on a parcel of land on which there is already a principal DWELLING UNIT and it is ACCESSORY to that principal DWELLING UNIT.

Author: L. Lambert Reviewed by: _____ CAO YW

OPTIONS & BENEFITS:

Consolidation of lots can be completed by Bylaw or by registration of a consolidation plan. The applicant has chosen by Bylaw.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

COMMUNICATION:

RECOMMENDED ACTION:

That first reading be given to Bylaw 884-13, being a Plan Cancellation Bylaw to cancel and consolidate Plan 992 1976, Block 1, Lot 1 back into the quarter from which it was taken, subject to the public hearing input.

Author: L. Lambert Reviewed by: _____ CAO YW

BYLAW NO. 884-13

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

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

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

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

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

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

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

1. That Subdivision Plan 922 1967, Block 1, Lot 1, as outlined in Schedule "A" hereto attached, is hereby cancelled in full and the lands shall revert back into SW 22-107-13-W5M, from which it was taken.

READ a first time this ___ day of _____, 2013.

READ a second time this ___ day of _____, 2013.

READ a third time and finally passed this ___ day of _____, 2013.

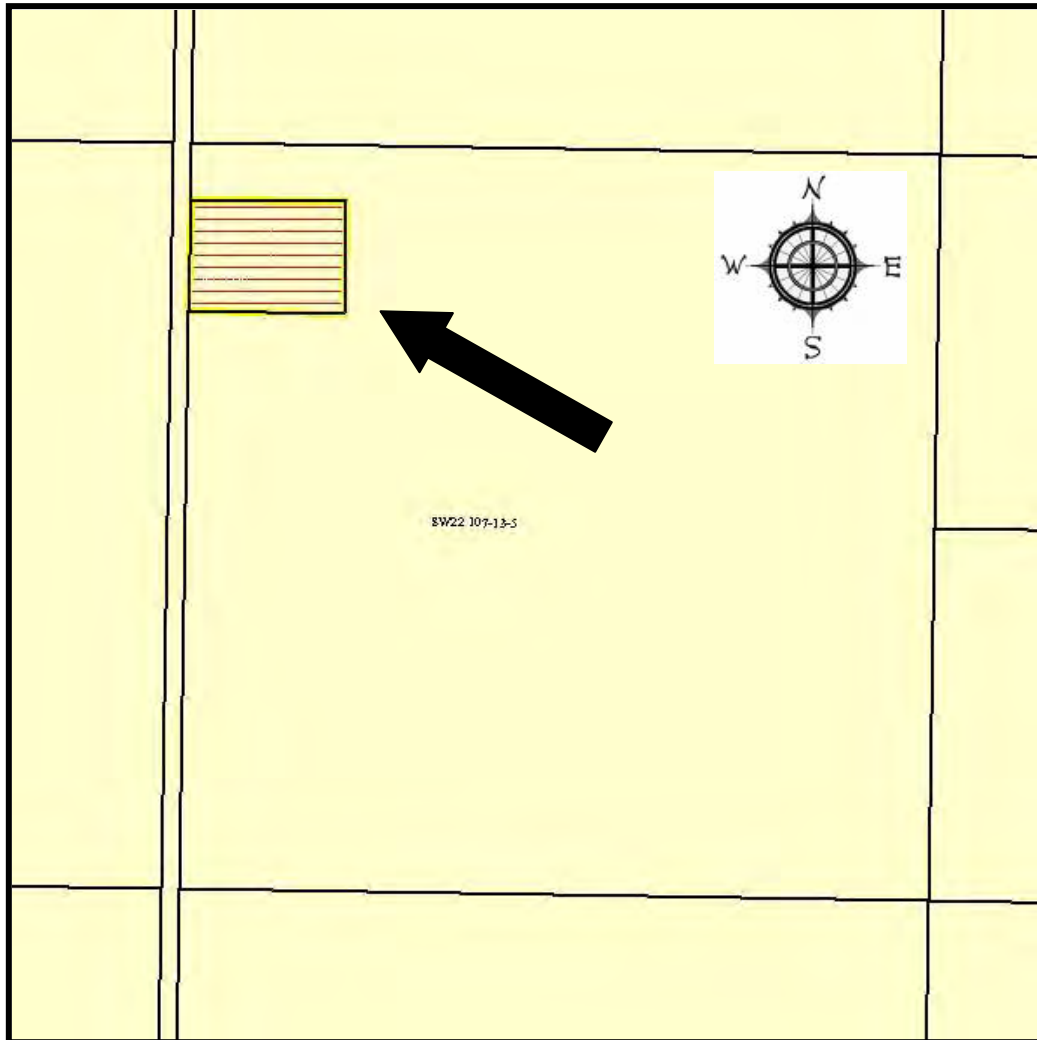
Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

BYLAW NO. 884-13

SCHEDULE "A"

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





Paid 400.00 Receipt # 154957, Jan 8/13

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT William Goertzen		
ADDRESS Box 1082		
TOWN La Crete AB		
POSTAL CODE T0H 2H0	PHONE (RES.) 821-9454	BUS. 821-9454

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER Gerhard/William Goertzen		
ADDRESS Box 516		
TOWN Fort Vermilion		
POSTAL CODE T0H 1N0	PHONE (RES.) 927-3494	BUS. 927-3494

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

<input checked="" type="checkbox"/> QTR./LS. SW	SEC. 22	TWP. 107	RANGE 13	M. 5	OR	PLAN 9221976	BLK 1	LOT 1
---	---------	----------	----------	------	----	--------------	-------	-------

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: subdivision for acreage TO: reverse/undo the acreage

REASONS SUPPORTING PROPOSED AMENDMENT:

There is no need for an acreage for us.
 We bought this 1/4 of land from the previous owner in 2009 as it was. Lately we heard from other land owners it can be (the acreage) changed back to just be a total 1/4. We, being farmers, know it'll be to our advantage and we hope to save money on taxes.



I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00 RECEIPT NO. 154957

William Goertzen APPLICANT DATE Jan 12/13

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

[Signature] REGISTERED OWNER DATE Jan 12/13

Subdivision Application Map Lot Consolidation



Goertzen

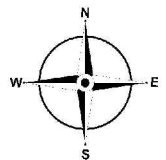
DISCLAIMER

Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied.

The municipal district, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of use of information provided on this map.

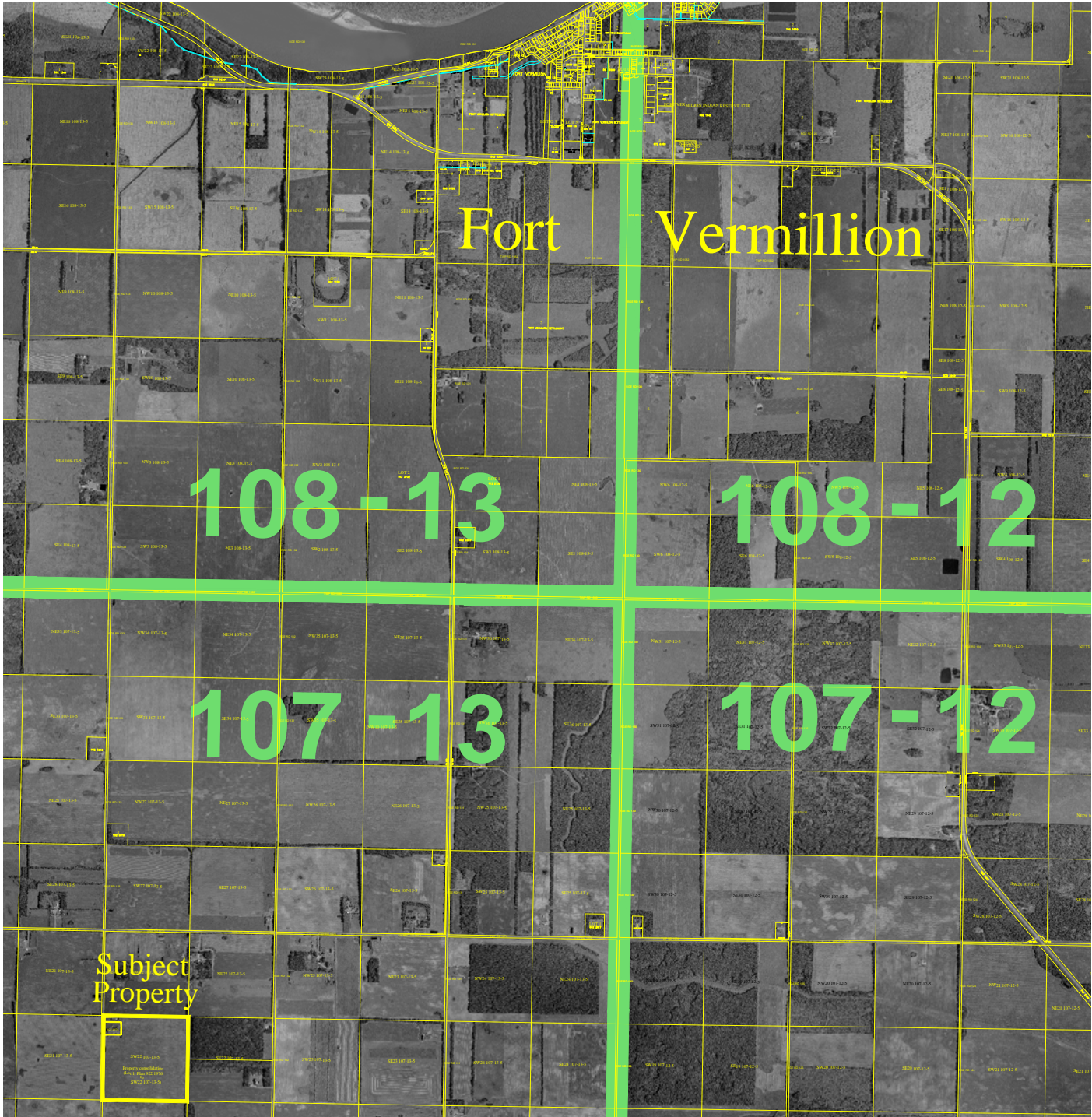


Mackenzie County



Not To Scale

Subject Property Map Lot Consolidation



Goertzen

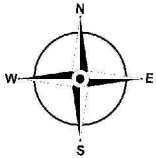
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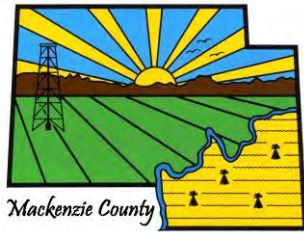
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Mackenzie County



Not To Scale



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Byron Peter, Director of Planning and Development
Title:	Bylaw 885-13 Land Use Bylaw Amendment Application to Rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural District 'A' to Residential Condominium District 'RCD'. (Rocky Lane)

BACKGROUND / PROPOSAL:

The Planning and Development Department has received a Land Use Bylaw Amendment Application to rezone Part of SE 16-109-14-W5M from Agricultural District (A) to Residential Condominium District (RCD) in order to sell the land with three houses as one package.

Years ago, the Fort Vermilion School Division provided housing accommodations for teachers and staff. Due to the nature of the development, three residential dwellings were built on a large subdivided parcel that contains the Rocky Lane School and outbuildings.

The school board would like to sell the three houses together with land, including driveway and fencing as one entire package, as the demand for teacher housing no longer exists and they do not foresee any future need for them.

They have a potential buyer, that being the Boyer River Native Reserve, who feels that, the houses would fit into their community very well being directly adjacent to their lands.

The houses within the proposed rezoning lot are serviced by a water supply from the school cistern. Each house has a separate c/c's with a water meter in the basement. Each dwelling also has its own field sewage system located behind the house (north side). Septic tanks are located near each house with a high level alarms in the basement. The new property line allows for field extensions if needed in the future.

Author: L. Lambert **Reviewed by:** _____ **CAO** YW

Rezoning this piece of land into a Residential Condominium District fits the purpose of the School District and the potential buyers as well as complying with Mackenzie County's Land Use Bylaw regulations.

Bylaw 885-13 was presented to the Municipal Planning Commission (MPC) at their January 10, 2013 meeting where the following motion was made:

That the Municipal Planning Commission recommendation to Council for Approval of Bylaw 8__-12, being a Land Use Bylaw amendment to rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural (A) to Residential Condominium District (RCD), subject to legal consultation.

The MPC had concerns with the request and asked that legal advice be obtained concerning the tax implication should the land be bought by the Native Band. A response from legal advice was received on January 30, 2013 concluding that the subject lands should they be sold to the Native Band would not be eligible for exemption from Taxation. Therefore, subject to public input, the Planning and Development Department see's no issues or concerns with this proposal.

OPTIONS & BENEFITS:

The current Land Use Bylaw does not allow more than one dwelling on a single parcel of land, particularly acreages. Therefore, the current zoning does not allow the three houses to be subdivided as one piece. Nor can it be divided into three smaller pieces unless it is rezoned into Rural Country Residential. Moreover, there is still in place a moratorium on all Rural County Residential rezoning.

Should the moratorium be lifted on Rural County Residential Zoning, the School is still not interested in this type of development as it would cost more to create individual lots than to leave the parcel as is and sell as one piece.

Option 1

That the Rural County Residential moratorium be lifted on Part of SE 16-109-14-W5M and recommend the applicant to rezone to Rural County Residential District.

Option 2

That first reading be given to Bylaw 885-13, being a Land Use Bylaw amendment to rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural (A) to Residential Condominium District (RCD), subject to public hearing input

COSTS & SOURCE OF FUNDING:

Costs will be borne by the Applicant

Author: _____ Reviewed by: _____ CAO YW _____

COMMUNICATION:

RECOMMENDED ACTION:

That first reading be given to Bylaw 885-13, being a Land Use Bylaw amendment to rezone Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M) from Agricultural (A) to Residential Condominium District (RCD), subject to public hearing input

Author: _____ Reviewed by: _____ CAO YW _____

BYLAW NO. 885-13
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

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

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

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

Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M)

be rezoned from Agricultural "A" to Residential Condominium District "RCD", as outlined in Schedule "A" hereto attached.

READ a first time this ___ day of _____, 2013.

READ a second time this ___ day of _____, 2013.

READ a third time and finally passed this ___ day of _____, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

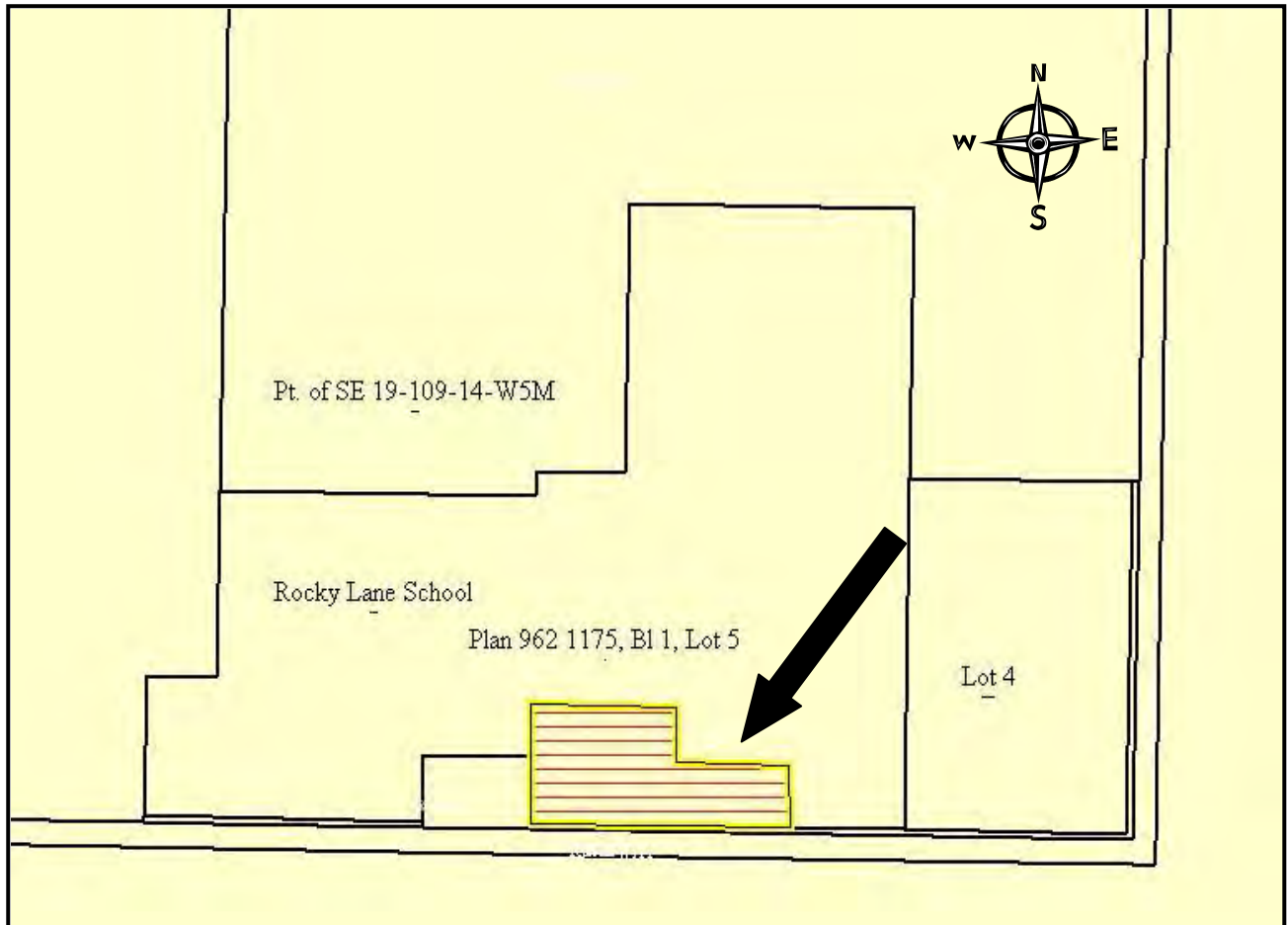
BYLAW No. 885-13

SCHEDULE "A"

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

Part of Plan 962 11175, Block 1, Lot 5 (Part of SE 16-109-14-W5M)

within Mackenzie County, be rezoned from Agricultural "A" to Residential Condominium District "RCD", for the purpose of subdividing a portion of land containing three dwellings.



FROM: Agricultural "A"

TO: Residential Condominium District "RCD"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT DANIEL DYCK (SUPERVISOR OF MAINTENANCE)		
ADDRESS PO Bag # 1		
TOWN Fort Vermilion, Alberta		
POSTAL CODE T0H - 1N0	PHONE (OFFICE.) 780 928 3013	BUS. 780 927 3766

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER Fort Vermilion School Division # 52		
ADDRESS Po Bag # 1		
TOWN Fort Vermilion, Alberta		
POSTAL CODE T0H 1N0	PHONE (OFFICE) 780 927 3766	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. SE	SEC. 16	TWP. 109	RANGE 14	M. W5	OR	PLAN	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Existing School Property and or Residential development TO: Residential Condominium District

REASONS SUPPORTING PROPOSED AMENDMENT:

The Fort Vermilion School Board has intentions of selling the three houses together with land, driveway and fencing. The need for Teacher housing at the Rocky Lane School area is no longer in demand and we do not anticipate the need to return in the future.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00

RECEIPT NO. 2110000

Daniel Dyck
APPLICANT

October 23, 2012
DATE

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

FORT VERMILION SCHOOL DIVISION # 52
Norman Buhler (Secretary Treasurer)

REGISTERED OWNER

October 24, 2012
DATE

ROCKY LANE

Rocky Lane School

Plan 962 1175, Bl 1, Lot 5

Lot 4



962 1618

ROADWAY

ROADWAY



45.10

107.33

ROADWAY

2011.2

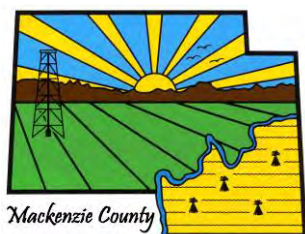
24.301

LAND USE BYLAW 885-13

Part of Plan 962 1175, Block 1, Lot 5 (Part of SE 16-109-14-W5M)



Mackenzie County



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Byron Peters, Director of Planning and Development
Title:	Industrial Area Structure Plans

BACKGROUND / PROPOSAL:

Scheffer Andrew was recently selected to update the Area Structure Plans (ASPs) for each of the hamlets within the County. The work has begun and is progressing well.

Additionally, Council passed three motions at the January 15 Council Meeting that state, "That administration proceed with obtaining quotes for the creation of an Area Structure Plan for...

...the Fort Vermilion area along Highway 88 according to the Option 1 map as amended.

...the High Level area along Highway 35 according to south and north overall map as amended.

...the area along Highway 88 Connector being a half mile on either side and for the entire length of the road."

Scheffer Andrew has provided a quote for which they will complete the work. Their quote includes many efficiencies, as much of the work and travel piggy backs on the Hamlet ASP project.

OPTIONS & BENEFITS:

There are two options to provide the County with Industrial ASPs in conjunction with updating the Hamlet ASPs.

Option 1: Amend the current contract with Scheffer Andrew to include the creation of ASPs for the industrial areas. The primary benefits are faster timelines and prevents duplication of efforts.

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

Option 2: Contact multiple proponents to provide quotes for creating Industrial ASPs, and award a contract accordingly. The primary benefit of this is to provide another firm the opportunity to work for us.

COSTS/SOURCE OF FUNDING:

The quote from Scheffer Andrew to complete the Industrial ASPs came in just below \$75,000.

The Area Structure Plans budget is \$125,000, of which there is roughly \$10,000 available.

Administration proposes to use funds from the Infrastructure Master Plan budget to cover the shortfall in the ASP budget. The IMP budget is \$285,000, of which there is enough available to cover the ASP shortfall. There will be sufficient budget left in the Infrastructure Master Plan to undertake this project.

COMMUNICATION:

Administration has drafted a letter to be sent to the Town of High Level to advise them of the County's intent and invite them to participate in the process.

Public open houses and consultations will take place as required by MGA.

RECOMMENDED ACTION:

Motion 1: (requires 2/3)

That Council authorizes a transfer of \$65,000 from the Infrastructure Master Plans project to the Area Structure Plan project to undertake the supplementary Industrial Area Structure Plans.

Motion 2:

That the scope of work for the Area Structure Plan contract with Scheffer Andrew be amended to include the creation of ASPs for the industrial areas as specified in Motions 13-01-019, 13-01-020 and 13-01-021.

Motion 3:

That a letter be sent to the Town of High Level as presented, advising that the County is initiating preparation of an Industrial Area Structure Plan for an area within the Inter-municipal Development Plan.

Author: B. Peters Reviewed by: _____ CAO YW



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

February 12, 2013

To the Town of High Level Council

Re: Mackenzie County Area Structure Plans

Mackenzie County has begun the process of updating Area Structure Plans (ASPs) for each of the three hamlets within the County. In conjunction with this process, Council has requested that administration proceed with creating Area Structure Plans for industrial/heavy commercial uses outside of the hamlets.

Two of the areas identified as potential areas for industrial ASPs are south of High Level towards the Ainsworth facility, and north of the High Level airport. The primary reason for the proposed north ASP is the proximity and access to the railroad.

We ask for your support and collaboration as we move forward with the industrial ASPs. As always, we are committed to work with the Town and the Inter-municipal Planning Commission as per the requirements of the Inter-municipal Development Plan.

If you have any further questions or inquiries, please do not hesitate to contact our office at your convenience.

Sincerely,

Mackenzie County Council

COMMUNICATION:

Add an article in the County Image, post on Facebook, send letters to every business we can find in the County, and advertise in the paper. Inform all new applicants of the new requirement.

RECOMMENDED ACTION:

That administration proceed with drafting a Business Licensing bylaw, incorporating key items as discussed.

Author: B. Peters Reviewed by: _____ CAO YW

Annual Business Licensing (ABL)

Before bringing a bylaw to council for approval, administration wishes to gather more direction regarding Council's vision for an Annual Business Licensing program. The first portion has some background information, and the second portion indicates the direction that administration envisions for an Annual Business Licensing program.

Q - Why create business licensing?

A – Business licensing provides a way for the County to identify what businesses are located in the County, and what segments are currently served/not served. Many gaps in the local supply chain, retail sector and service sector will likely be identified as a result of implementing business licensing.

Administration will also assign a NAICS code to every business, which is the North American standard for categorizing businesses. This will allow both the County and potential investors to easily search for businesses by a recognized standard.

Knowing which businesses we have also enables us to attract large scale development. For example, there are many welders and heavy duty mechanics in the area, but to find these businesses is very difficult from outside of the community. Creating a listing with all these businesses could entice large industrial developments to locate to the region, because the need for welders and heavy equipment service can be easily served by the local population.

Quality of life demands are always increasing, and it will be a huge benefit for recruiting employees to the area if they can see what services are provided in the local communities. Most people tend to think there is nothing here, and end up quite surprised by the amount of businesses and services available once they are here. Business licensing and publishing this information on our website will help sell our communities to others.

The County will provide a sortable/searchable list of all the businesses on our website.

Proposed Direction:

Administration proposes that Business Licensing be optional and free for 2013, but become mandatory in 2014 with a fee to offset the cost of running the program.

Administration recommends running ABL not as an additional revenue stream, so a fee of \$50 per year, and free until the end of the calendar year for new businesses (included in Development Permit application costs) is recommended.

Have a fee of \$5 for registered charitable organizations.

ABL renewal would be February 1st of every year (could be changed to match with taxes, or any other date council chooses)

Licenses should be location and owner specific. A change to either of these requires an amendment. An Amendment Fee would be \$25

License must be displayed and easily visible in the place of business.

The County has the right to inspect a premise to ensure it has a license and complies with all bylaws of the County.

Incorporate the current Hawkers & Peddlers bylaw into the new business licensing bylaw. Also create a temporary license for events such as trade show, circus, etc.

Request that all businesses comply, even if they have a provincial exemption. Eg. If an electrician is registered as a Registered Master Electrician and regulated by the Electrical Contractors Association of Alberta and operating as a sole proprietor and operating with no employees, they are exempt from purchasing or maintaining a municipal business license.

A development permit application will still be required when starting a new business.

Include all owner/operator log trucks, etc. as businesses that require a license (this will also help identify farm shops that are being used for commercial purposes).

Farmers are exempt, but may purchase an ABL if they feel the benefit (farmers need commercial license plates to haul grain other than their own, so no loophole here)

Proposed Fees	Amount
first year ABL	\$ -
ABL	\$ 50.00
ABL Amendment	\$ 25.00
ABL - Replacement License	\$ 25.00
Charitable org. ABL	\$ 5.00
Proposed Penalties	
No ABL, false info, etc.	
1st offence	\$ 250.00
2nd offence	\$ 500.00
Failure to comply with ABL	
1st offence	\$ 250.00
2nd offence	\$ 500.00
Failure to display ABL	\$ 50.00

that are involved. After the strategy is implemented and there is an EDO on full time staff, there may be a need to allocate some funds towards economic development as specific strategies, seminars, conferences, marketing, etc. are identified as areas the County needs to target.

COMMUNICATION:

Add an article in the County Image, but the public will also see changes as a result of this Strategy, such as business licensing, promotional materials, and investor information on our webpage.

RECOMMENDED ACTION:

That the Economic Development Strategy be adopted as presented, and that it be a living document to be amended as priorities change and to be reviewed annually during the Strategic Priorities sessions.

Author: B. Peters Reviewed by: _____ CAO YW

Mackenzie County

Economic Development Strategy



2013

1. Introduction

A vibrant municipality of more than 10,000 residents, Mackenzie County maintains a sustainable balance of initiatives that focus on community and development. Together, Council and staff work to ensure residents, business owners and visitors enjoy a lifestyle that encourages the best of rural living and economic opportunities.

As part of recent organizational changes, additional emphasis has been added to the County's role in economic development. A stronger, more dedicated focus to the retention and attraction of business and industry has become a strategic priority for the County.

Economic opportunities flourish across more than 50,000 square kilometers in Mackenzie County, the largest municipality in Alberta, and home to three hamlets and two incorporated towns. Remaining competitive with other Alberta municipalities and regions benefits Mackenzie County's objective to retain and attract industrial and commercial investment. This is a vital aspect to enhancing the regions quality of life by:

- Creating a diverse and sustainable economic base
- Generating more business and wealth
- Supporting appropriate and planned growth strategies
- Improving the County's assessment base
- Competing effectively for good jobs and increased opportunities for locals

The development of Mackenzie County's Economic Development Strategy is based on research, education and analysis. As the strategy evolves, stakeholder consultation will become a vital piece of the strategy.

2. Background

Mackenzie County's Economic Development Strategy is supported by findings based on regional initiatives, seminars, and firsthand experience.

We have identified many of our regions strengths and weaknesses through various methods, and have identified various initiatives and strategies that are currently being implemented in order to address our weaknesses and to promote our strengths.

An approach to completing this strategy will include stakeholder consultation with local business leaders, provincial and regional economic development agencies, local business associations and public officials.

This background work serves as the foundation of Mackenzie County's Economic Development Strategy. In addition to provincial policies, plans and directions, the Mackenzie County's Development Strategy is accompanied by supporting municipal plans.

Mackenzie County anticipates the rate of growth to continue increasing over the next 15 years. The resulting population and employment growth will have an impact on the nature of the community and the demand for serviced land, as well the opportunities to drive increased business investment.

The average age of the population is under the age of 25. This demonstrates the sustainability of the local labour force and an opportunity for the County to attract a greater proportion of investment activity.

The Mackenzie County demonstrates a significant concentration of local employment in agricultural, construction, transportation and oil & gas.

The County should continue to promote the inventory of vacant employment land in the Mackenzie County, as well as future development opportunities. This will enable the County to take full advantage of the opportunities of the growing economy.

3. Business Retention & Expansion

Business development and job creation are important to the health and vitality of any community. In an era when most new jobs come from existing businesses, a focus on the growth and retention of existing businesses is a paramount importance.

A structured business retention and expansion program is an effective means of:

- Communicating with the business community
- Identifying urgent business issues and opportunities
- Establishing initiatives to support business growth
- Identifying of strategic actions for economic development

Existing businesses will tend to stay and grow in a community where a supportive business environment is provided. A positive focus on existing businesses can also be seen as vital component to a community's attraction and recruitment strategy. New businesses will want to locate in communities which support existing businesses.

4. Regional Strengths

Economic opportunities are primarily resource based in the region. This huge resource base is already home to many thriving industries, but the untapped potential of the region is almost limitless.

- Established oil & gas operators in parts of the County
- Untapped oil & gas reserves
- Established forestry industry, but with many growth opportunities
- Established retail sector, but with growing communities come many growth opportunities
- Large agricultural community
- Growing agricultural sector, over 100,000 acres of new farm land sold in last 2 years
- Large organic farming sector, many opportunities for additional processing
- Established trucking industry
- Resourceful and hardworking residents
- Railroad through the County and Town of High Level
- Airports in 4 of 5 communities
- Scheduled flights into two airports
- And more...

5. Regional Weaknesses

There are weaknesses in the region, and it is these that need to be addressed in order to further promote the growth opportunities.

- Distance and access to market

- Lack of professionals in the region
- Lack of many 'quality of life' amenities in the region
- Housing shortage
- Worker shortage
- And more...

6. Strategic Objectives

As a result of the previously mentioned research and analysis of the region, the following five strategic objectives emerged to form Mackenzie County's Economic Development Strategy:

- Business Retention and Expansion
- Investment Attraction
- Address Market Access Limitations
- Implement Business Licensing
- Improve Transportation Networks

These strategic objectives, along with their corresponding action plans will assist the County to maximize on opportunities and potential within Mackenzie County.

7. Strategic Actions

The County is currently involved in several actions to improve the economic base in the region. These actions vary, from formal lobbying efforts and active recruitment to implementing local strategies such as business licensing.

Here is a summary of initiatives currently in progress:

1. Regional Economic Development Initiative for Northwest Alberta (REDI NW)
2. Northwest Corridor Development Corporation (NCDC)
3. Northern Alberta Development Council (NADC)
4. Growing the North
5. Community Investment Readiness
6. Investment Attraction
7. Advocacy

In addition to the current initiatives, there are several more currently under deployment.

8. Business Licensing
9. Business Investment and Marketing Package

There are also several initiatives that have yet to begin.

10. Value Added Agriculture
11. Build Stronger Business Community
12. Efficient Development
13. Transportation Corridors & Networks
14. Recruiting Professionals

7.1 Strategic Actions – the details

Mackenzie County is currently involved in several strategic partnerships and Initiatives designed to increase the economic wellbeing of our region.

1. Regional Economic Development Initiative for Northwest Alberta

REDI is a partnership between, Mackenzie County, High Level, Rainbow Lake, and several First Nations in the region. REDI's core focus is on Economic Diversification and Opportunity Development, Advocacy for Infrastructure and Transportation, and Regional Marketing and Promoting Partnerships.

REDI conducts feasibility studies on various opportunities, and works with industry to raise awareness and potentially recruit a suitor for the opportunities in the area.

Current Participants: Members of Council

2. Northern Corridor Development Corporation

The NCDC membership includes local governments from northwest Alberta and northeast British Columbia, private industries such as Rio Tinto Alcan and Canadian National Railway and highway and shipping associations and chambers.

The mission of the NCDC is "To advance transportation systems needed to enhance and sustain the economy and trade potential of Canada's northwest corridor." This is happening through collaborative lobbying, studies, research, and strong leadership on the key issues.

Current Participants: Members of Council, Administration

3. NADC

NADC is a partnership between government, economic development agencies and skills & community development agencies. These agencies all collaborate to encourage economic growth and community development, support initiatives to increase northern skill levels, increase awareness about Northern Alberta's opportunities, and to promote and brand the North.

The NADC prepares an assortment of reports that range from bursary and scholarship sources and techniques for students to regional economic assessments to guides for how municipalities can introduce certain practices.

Current Participants: Members of Council, Administration

4. Growing the North

Growing the North is an annual conference dedicated to issues and opportunities for Northern Canada. It is attended by northern leaders from several provinces and the Northwest Territories, and provides updates on economic activity in the region, the future outlook, and provides many opportunities to liaise with provincial ministers and large corporations that can enact change in the region.

Current Participants: Members of Council, Administration

5. Community Investment Readiness

Alberta Enterprise and Advanced Education has been hosting Community Investment Readiness workshops. These workshops raise awareness of where municipalities are missing out on opportunities and ask strategic questions in order for municipalities to determine what they need to improve in order to retain and attract more business. This initiative will continue until the end of 2013, with ongoing mentoring and support to help communities enact their CIR goals.

This process has highlighted to the County that the major shortfall is in marketing our region and having the data to appropriately market the region.

Additional steps to be taken are:

- create networking events to bring the site selection community to Mackenzie County and update them on current events, programs, services and products.
- develop, maintain and publish vehicles that promote Mackenzie County, current available opportunities and enable staff to respond to inquiries in an accurate, timely and efficient manner (i.e. Community Profile, Investment Profile, website, Sector Profiles).
- attend networking events and trade shows to maintain and build relationships with the site selection community and senior corporate real estate executives.
- develop a network of resources to provide the investors with opportunities to gain access to federal, provincial and municipal programs and services.

Current Participants: Administration

6. Investment Attraction

Investment attraction is a strategy focused on bringing new investment to our community.

It is not possible, or prudent to pursue economic growth on all fronts at once. Therefore it is critical to build on existing strengths and make them our growth priorities – to set priority growth targets that both reaffirm Mackenzie County’s economic sectors of importance, as well as emerging sectors of significance that provide substantial investment returns over time.

Mackenzie County must build on its competitive strengths and community assets to diversify its economic base and stimulate the growth of high quality jobs, new wealth and investment. This involves devoting the necessary resources to grow and nurture innovative industry clusters related to its competitive advantages and local strengths.

The sectors that the County is targeting, due to the both short and long term growth projections, are:

- C02 and Enhanced Oil Recovery (EOR)
- Forestry
- Bio Energy
- Agriculture

Current Participants: Members of Council, Administration

7. Advocacy

In order to retain and attract new investment, Mackenzie County must make it appealing for investors to do business here. At present both perceived and real barriers (development process, land/space availability, transportation networks, infrastructure, housing and labour) are limiting Mackenzie County's potential for economic growth.

Mackenzie County needs to ensure that structural and locational considerations are in place to accommodate the current and future needs that are required to achieve our goals of:

- Business Retention and Expansion
- Investment Attraction
- Address Market Access Limitations
- Implement Business Licensing
- Improve Transportation Networks

Current Participants: Members of Council, Administration

8. Business Licensing

Business Licensing has been identified as a key component to the County's growth moving forward. The licensing is not intended as an additional tax on businesses, but as a way of keeping a current record of the businesses in the municipality. This process will be implemented in summer 2013, with mandatory compliance by businesses starting in 2014.

Having a detailed, NAICS coded inventory of all businesses in the County will provide clarity on gaps in the local market and identify opportunities. It will also prove a valuable resource for large companies looking to do business in the area, as it will provide information needed about local suppliers, contractors, etc.

Current Participants: Administration

9. Business Investment and Marketing Package

While taking part in the CIR initiative, Mackenzie County's business investment and marketing was identified as a key area for improvement. This includes information about available land, rental and purchasing costs for property, servicing capacity, tax rates, labour force and other indicators about each of the hamlets located within the County.

The process has begun to gather this data and to compile it into a brochure that will be available on the County website, and to include a map of vacant industrial and commercial properties. Links to local realtors will also be included.

Current Participants: Members of Council, Administration

10. Value Added Agriculture

There are several steps the County will take to promote and enhance the value added agricultural sector in the County.

- Raise awareness of the importance and value of Mackenzie County's agricultural sector to the public.
- Encourage development of compatible agri-business and value-added products that lead to diversification of, and new forms of income (such as revenues derived from agri-tourism and energy generation).
- Link the tourism and agricultural sectors to promote agri-tourism in the County
- Investigate the feasibility of the agricultural and/or food processing or other value-added food production facilities, and pursue development if feasible.
- Support the establishment of training facilities, programs and services for the purpose of improving agricultural practices and procedures.
- Ensure that the ongoing viability of the agricultural industry is maintained through careful growth management and the implementation of long-term policies to protect and support the continued growth and prosperity of this sector.

Proposed Participants: Members of Council, Administration

11. Build Stronger Business Community

In addition to the La Crete Chamber of Commerce annual business awards, consider the development of business recognition events to celebrate the County's business community and achievements.

Support the attendance and involvement of County staff at various business related functions to meet informally with the business community.

Increase involvement in associations specifically related to the key sectors.

Explore opportunities to participate in trade shows and exhibitions related to target sectors.

Proposed Participants: Members of Council, Administration

12. Efficient Development

Mackenzie County will create policies and initiatives that encourage the creation of an adequate and appropriate supply of serviced commercial/industrial lands that allow for flexible, multi-use developments that support and increase in County-wide live/work opportunities. This will be achieved by:

- Actively participate in and introduce programs/initiatives that advance improvements in the municipal approvals process to streamline and promote development in a cost-effective and timely manner.
- Ensure economic development representation and consultation on issues and studies related to commercial/industrial lands and issues and initiatives that impact the business community.
- Ensure that lands designated for employment uses continue to be utilized for employment uses and are consistent with provincial and federal regulations.
- Encourage the development of quality municipal infrastructure, transportation linkages and a diverse housing stock.

Proposed Participants: Members of Council, Administration

13. Transportation Corridors & Networks

Nearly all businesses within Mackenzie County are directly impacted by the restricted transportation networks both inside the County and to get to the County. Better transportation allows for a more efficient transfer of goods, reduced costs, opens up new markets, and provides our region the opportunity to manufacture and export.

The County has identified transportation as a budget priority, and is working on improving logistics within the County. On a larger scale, the County is actively lobbying and collaborating with other groups, both public and private, to get new roads constructed, air and rail service improved, and utility corridors created.

Work primarily needs to focus on the inter-regional transportation issues, and collaborating with other groups to effectively lobby and attract more partners.

14. Recruiting Professionals

The Mackenzie region is currently under served by professionals in nearly every discipline. This creates a financial burden due to the amount of time away from work, and the travel costs, in order to deal with the myriad of personal items that can arise.

The County will use the following tactics to recruit professionals:

- Create a recruitment package to entice professionals to move to the region.
- Investigate business incentives for professional services
- Investigate development incentives for the creation of a vibrant downtown ideal for hosting professional services



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Alison Kilpatrick, Director of Corporate Services
Title:	Policy RESV018 Water Reserve Fund

BACKGROUND / PROPOSAL:

As per the County’s fee schedule bylaw, the fee for a rural water tie-in is \$8,000. On average, the County incurs \$6,228 in labour and material costs to install each tie-in. The difference between these two figures is \$1,772, or “average net revenue” per tie-in.

OPTIONS & BENEFITS:

One option is to allow this average net revenue to remain in the income statement, contributing \$1,772 for each installation made during the year to the County’s net surplus/deficit.

Another option is to pay this amount annually into a capital reserve, in anticipation of future capital funding needs for rural water line development.

Administration recommends setting aside some of the finances that will be needed to continue development of rural waterlines.

COSTS & SOURCE OF FUNDING:

Annual operating budget funds from the connection fees, calculated by taking the difference between the County charge for a rural water tie-in, and the average installation cost per tie-in.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

That Policy RESV018 Water Reserve Fund be adopted as presented.

Authors: A. Kilpatrick **Review Date:** Feb. 6, 2013 **CAO** _____

Mackenzie County

Title	Water Reserve Fund DRAFT	Policy No.	RESV018
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Account Code	4-41-714
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Purpose	To establish the Water Reserve Fund. This reserve will provide funding in order to retain a stable municipal taxation structure, and to fund continued development of the County's rural water lines.
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Targeted Minimum	NA
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Targeted Maximum	NA
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Funding	Surplus funds from the annual operating budget for rural water line connections, calculated as the difference between the County charge to the resident for connection, less the average installation costs for labour and material. 2012/2013 calculation: [County charge for a rural water tie-in \$8,000*] less [Average installation cost \$6,228] equals [\$1,772 Transfer to Water Reserve Fund per rural water line connection]. *The County's Fee Schedule Bylaw establishes the fee for a rural water tie-in.
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Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County Council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	12-Feb-13	
Amended		
Amended		



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Alison Kilpatrick, Director of Corporate Services
Title:	Financial Report – December 31, 2012

BACKGROUND / PROPOSAL:

Finance department provides financial reports to Council as per policy.

OPTIONS & BENEFITS:

Please review the following financial reports for the period ended December 31, 2012:

- Investment Report
- Operating Statement
- Projects Progress Report

Please note that the figures provided in these December 31, 2012 reports are not final as 2012 year end accounting work is in progress.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

That the financial reports for the period ended December 31, 2012 be accepted for information.

Author: A. Kilpatrick **Review Date:** _____ **CAO** YW

Investment Report for December 2012

Note: Dec. 31, 2012 figures are unaudited. 2012 year end accounting work is in progress.

Chequing Account on Dec. 31, 2012

Bank account balance 3,288,920

Investment Values on Dec. 31, 2012

Short term investments (EMO-0377-A)	16,118,925
Short term T-Bill (1044265-26)	233,703
Long term investments (EMO-0374-A)	4,793,127
	<u><u>21,145,755</u></u>

These balances include
'market value changes'.

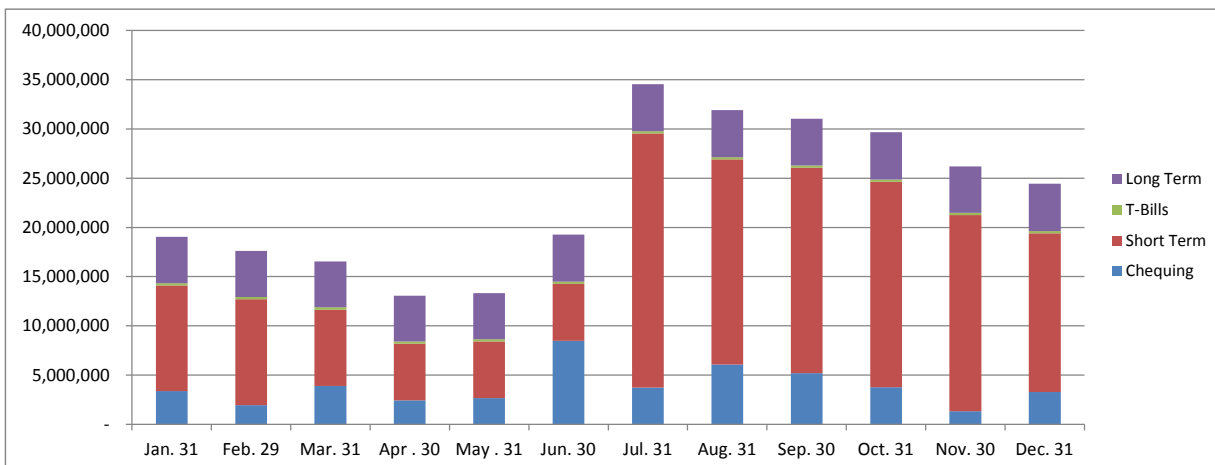
Revenues

	Total	Short Term	Long Term
Interest received	404,612	212,193	192,419
Interest accrued	22,693	0	22,693
	427,304	212,193	215,111
Market value changes	-86,921	n/a	-86,921
Interest received, chequing account	43,721	43,721	n/a
Grand total revenues before investment manager fees	384,104	255,914	128,190
Deduct: investment manager fees for investments	-24,141	-7,627	-16,514
Grand total revenues after investment manager fees	359,963	248,287	111,676

Note: The monthly investment reports for December 2012 have not been received. The interest income for EMO-0377 & EMO-0374 and the market value change for EMO-0374 for December 2012 were estimated based on the Portfolio Evaluation Reports as of December 31, 2012.

Balances in the Various Accounts - Last 12 Months

	Chequing	Short Term	T-Bills	Long Term	Total
Jan. 31	3,372,860	10,725,874	232,420	4,700,349	19,031,503
Feb. 29	1,957,148	10,738,223	232,531	4,678,861	17,606,764
Mar. 31	3,895,524	7,752,071	232,649	4,666,929	16,547,173
Apr. 30	2,434,491	5,759,186	232,764	4,653,003	13,079,444
May. 31	2,653,232	5,766,432	232,883	4,684,900	13,337,446
Jun. 30	8,492,171	5,773,900	232,998	4,761,953	19,261,021
Jul. 31	3,735,746	25,789,539	233,116	4,764,915	34,523,317
Aug. 31	6,073,562	20,822,984	233,235	4,765,339	31,895,121
Sep. 30	5,200,615	20,847,223	233,350	4,734,742	31,015,930
Oct. 31	3,766,714	20,870,351	233,469	4,782,590	29,653,124
Nov. 30	1,338,291	19,897,422	233,584	4,731,752	26,201,049
Dec. 31	3,288,920	16,118,925	233,703	4,793,127	24,434,675



**MACKENZIE COUNTY
STATEMENT OF OPERATIONS**

December 31, 2012

Note: These statements do not include all transactions that will be posted while year end accounting work is carried out, prior to the auditors' field visit to the County in early March.

	2011 Actual	2012 Actual	2012	\$ Remaining	% Remaining
	Total	Total	Budget		
	(Unaudited)				
OPERATIONAL REVENUES					
Property taxes	29,509,060	30,093,065	30,093,261	196	0%
User fees and sales of goods	2,327,164	3,478,423	3,270,453	(207,970)	-6%
Government transfers	1,296,307	1,585,020	1,414,325	(170,695)	-12%
Investment income (operating)	422,701	410,228	346,500	(63,728)	-18%
Penalties and costs on taxes	115,552	140,171	115,000	(25,171)	-22%
Licenses, permits and fines	354,142	428,969	255,880	(173,089)	-68%
Rentals	74,858	77,126	61,211	(15,915)	-26%
Insurance proceeds	8,729	673	-	(673)	
Development levies	10,437	61,302	-	(61,302)	
Municipal reserve revenue	24,601	44,578	-	(44,578)	
Sale of non-TCA equipment	1,500	2,944	-	(2,944)	
Other	345,352	489,091	220,000	(269,091)	-122%
Total operating revenues	34,490,403	36,811,589	35,776,630	(1,034,959)	-3%
OPERATIONAL EXPENSES					
Legislative	669,581	563,826	675,209	111,383	16%
Administration	4,590,964	4,300,668	5,112,847	812,179	16%
Protective services	960,786	2,494,999	1,547,832	(947,167)	-61%
Transportation	12,881,821	7,620,345	14,866,344	7,245,999	49%
Water, sewer, solid waste disposal	3,933,057	2,548,848	4,898,260	2,349,412	48%
Public health and welfare (FCSS)	622,969	710,822	671,041	(39,781)	-6%
Planning, development, agriculture	1,564,630	1,496,609	2,254,807	758,199	34%
Recreation and culture	1,470,713	1,280,602	1,813,438	532,836	29%
School requisitions	6,295,112	6,152,700	6,157,364	1,542,839	25%
Lodge requisitions	719,088	291,715	291,715	-	
Non-TCA projects	341,735	192,121	766,114	573,993	75%
Total operating expenses	34,050,456	27,653,256	39,054,971	11,401,715	33%
Excess (deficiency) before other	439,946	9,158,334	(3,278,341)	(12,436,675)	426%
CAPITAL REVENUES					
Government transfers for capital	2,193,446	3,940,033	12,116,720	8,176,687	67%
Other revenue for capital	1,498,632	169,767	625,000	455,233	73%
Proceeds from sale of TCA assets	1,003,616	653,744	634,001	(19,743)	-3%
	4,695,694	4,763,544	13,375,721	8,612,177	64%
EXCESS (DEFICIENCY) - PSAB Model	5,135,640	13,921,878	10,097,380	(3,824,498)	-53%
Convert to local government model					
Remove non-cash transactions	6,540,031	742,561	8,651,973	7,909,412	91%
Remove revenue for capital projects	(4,695,694)	(4,763,544)	(13,375,721)	(8,612,177)	64%
Long term debt principle	2,032,234	2,275,059	2,421,974	146,915	6%
Transfers to/from reserves	4,897,743	-	2,951,658	2,951,658	100%
EXCESS (DEFICIENCY) - LG Model	50,000	7,625,836	-	(7,625,836)	

Mackenzie County
Summary of All Units
For the Twelve Months Ending December 31, 2012

Note: These statements do not include all transactions that will be posted while year end accounting work is carried out, prior to the auditors' field visit to the County in early March.

	2011 Actual	2012 Actual	2012	\$ Remaining	% Remaining
	Total	Total	Budget		
(Unaudited)					
OPERATING REVENUES					
100-Taxation	29,249,181	29,859,366	29,847,076	(12,290)	0%
124-Frontage	247,129	233,699	272,549	38,850	14%
420-Sales of goods and services	303,843	681,103	288,706	(392,397)	-136%
421-Sale of water - metered	1,522,444	2,097,049	2,333,142	236,093	10%
422-Sale of water - bulk	500,878	700,271	648,605	(51,666)	-8%
424-Sale of land	13,922	63,764	-	(63,764)	
510-Penalties on taxes	115,552	140,171	115,000	(25,171)	-22%
511-Penalties of AR and utilities	35,870	41,263	30,000	(11,263)	-38%
520-Licenses and permits	11,704	19,911	12,600	(7,311)	-58%
521-Offsite levy	10,437	61,302	-	(61,302)	
522-Municipal reserve revenue	24,601	44,578	-	(44,578)	
526-Safety code permits	263,848	330,815	185,000	(145,815)	-79%
525-Subdivision fees	37,586	48,899	25,000	(23,899)	-96%
530-Fines	29,836	16,270	25,880	9,610	37%
531-Safety code fees	11,168	13,074	7,400	(5,674)	-77%
550-Interest revenue	422,701	394,469	346,500	(47,969)	-14%
551-Market value changes	-	15,760	-	(15,760)	
560-Rental and lease revenue	74,858	77,126	61,211	(15,915)	-26%
570-Insurance proceeds	8,729	673	-	(673)	
592-Well drilling revenue	22,903	131,686	15,000	(116,686)	-778%
597-Other revenue	182,468	153,603	175,000	21,397	12%
598-Community aggregate levy	90,189	98,775	-	(98,775)	
630-Sale of non-TCA equipment	1,500	2,944	-	(2,944)	
830-Federal grants	-	1,874	-	(1,874)	
840-Provincial grants	1,296,307	1,583,146	1,414,325	(168,821)	-12%
990-Over/under tax collections	12,750	-	(26,364)	(26,364)	100%
TOTAL REVENUE	34,490,403	36,811,589	35,776,630	(1,034,959)	-3%
OPERATING EXPENSES					
110-Wages and salaries	4,436,777	5,047,698	5,961,874	914,176	15%
132-Benefits	803,760	877,710	1,129,676	251,966	22%
136-WCB contributions	46,075	42,059	41,094	(965)	-2%
142-Recruiting	17,653	19,661	10,000	(9,661)	-97%
150-Isolation cost	57,009	42,221	66,000	23,779	36%
151-Honoraria	548,907	456,573	518,400	61,827	12%
211-Travel and subsistence	292,020	401,137	293,758	(107,379)	-37%
212-Promotional expense	15,163	33,891	45,806	11,915	26%
214-Memberships & conference fees	94,517	111,831	116,635	4,804	4%
215-Freight	94,534	95,366	109,950	14,584	13%
216-Postage	22,130	30,265	37,050	6,785	18%
217-Telephone	165,370	134,272	159,822	25,550	16%
221-Advertising	61,461	62,186	60,040	(2,146)	-4%
223-Subscriptions and publications	3,932	4,777	7,922	3,145	40%
231-Audit fee	54,690	70,550	56,000	(14,550)	-26%
232-Legal fee	124,423	88,899	95,000	6,101	6%
233-Engineering consulting	88,981	141,521	101,000	(40,521)	-40%
235-Professional fee	1,317,904	2,578,662	1,440,885	(1,137,777)	-79%
236-Enhanced policing fee	282,846	222,800	340,000	117,200	34%
239-Training and education	50,008	43,668	129,450	85,782	66%
242-Computer programming	41,992	51,918	48,360	(3,558)	-7%
251-Repair & maintenance - bridges	174,036	40,211	507,000	466,789	92%
252-Repair & maintenance - buildings	151,369	173,793	204,225	30,432	15%
253-Repair & maintenance - equipment	244,211	252,385	385,710	133,325	35%
255-Repair & maintenance - vehicles	100,413	95,160	89,250	(5,910)	-7%
258-Contract graders	105,911	76,390	160,000	83,610	52%
259-Repair & maintenance - structural	948,792	950,487	1,697,320	746,833	44%
261-Ice bridge construction	83,365	74,322	120,000	45,678	38%
262-Rental - building and land	36,933	15,335	15,450	115	1%
263-Rental - vehicle and equipment	98,143	65,181	81,878	16,697	20%
266-Communications	68,041	74,464	77,760	3,296	4%
271-Licenses and permits	8,753	10,704	12,039	1,335	11%
272-Damage claims	1,000	1,000	5,000	4,000	80%
273-Taxes	13,382	990	15,000	14,010	93%
274-Insurance	241,106	-	273,110	273,110	100%
342-Assessor fees	252,483	257,865	234,520	(23,345)	-10%
290-Election cost	-	-	1,500	1,500	100%
511-Goods and supplies	723,152	879,373	966,599	87,226	9%

Note: These statements do not include all transactions that will be posted while year end accounting work is carried out, prior to the auditors' field visit to the County in early March.

	2011 Actual	2012 Actual	2012	\$ Remaining	% Remaining
	Total	Total	Budget		
		(Unaudited)			
521-Fuel and oil	719,646	821,662	657,940	(163,722)	-25%
531-Chemicals and salt	215,575	195,479	325,450	129,971	40%
532-Dust control	328,956	365,815	390,800	24,985	6%
533-Grader blades	153,301	105,050	150,000	44,950	30%
534-Gravel (apply; supply and apply)	1,957,622	989,344	1,124,700	135,356	12%
535-Gravel reclamation cost	621,903	12,109	50,000	37,891	76%
543-Natural gas	102,962	84,360	145,440	61,080	42%
544-Electrical power	549,748	571,904	557,900	(14,004)	-3%
710-Grants to local governments	1,598,790	1,371,120	1,816,600	445,480	25%
735-Grants to other organizations	1,498,132	1,653,093	1,565,356	(87,737)	-6%
747-School requisition	6,295,112	6,152,700	6,157,364	4,664	0%
750-Lodge requisition	719,088	291,715	291,715	-	0%
800-Emergency Expenses	2,062	-	-	-	
810-Interest and service charges	32,418	39,110	27,000	(12,110)	-45%
831-Interest - long term debt	484,236	433,113	691,036	257,923	37%
921-Bad debt expense	(1,119)	-	10,500	10,500	100%
922-Tax cancellation/write-off	11,732	106,676	60,000	(46,676)	-78%
992-Cost of land sold	7,286	-	-	-	
993-NBV value of disposed TCA	1,094,979	-	166,696	166,696	100%
994-Change in inventory	(956,123)	742,561	729,314	(13,247)	-2%
995-Depreciation of TCA	6,401,174	-	7,755,963	7,755,963	100%
TOTAL	33,708,721	27,461,134	38,288,857	10,827,723	28%
Non-TCA projects	341,735	192,121	766,114	573,993	75%
TOTAL EXPENSES	34,050,456	27,653,256	39,054,971	11,401,715	29%
EXCESS (DEFICIENCY)	439,946	9,158,334	(3,278,341)	(12,436,675)	379%
OTHER					
830-Federal transfers for capital	103,235	-	-	-	
840-Provincial transfers for capital	2,090,211	3,940,033	12,116,720	8,176,687	67%
570-Insurance Proceeds	31,000	-	-	-	
575-Contributed TCA	1,442,832	-	-	-	
597-Other capital revenue	24,800	169,767	625,000	455,233	73%
630-Proceeds of sold TCA asset	1,003,616	653,744	634,001	(19,743)	-3%
	4,695,694	4,763,544	13,375,721	8,612,177	64%
EXCESS (DEFICIENCY) - PS MODEL	5,135,640	13,921,878	10,097,380	(3,824,498)	-38%
CONVERT TO LG INCOME STATEMENT					
Remove non-cash transactions associated with PSAB changes					
993-NBV value of disposed TCA	1,094,979	-	166,696	166,696	100%
994-Change in inventory	(956,123)	742,561	729,314	(13,247)	-2%
995-Amortization of TCA	6,401,174	-	7,755,963	7,755,963	100%
Remove TCA revenues					
Total of OTHER per above	(4,695,694)	(4,763,544)	(13,375,721)	(8,612,177)	64%
Add LTD principle paid					
832-Principal Payments	2,032,234	2,275,059	2,421,974	146,915	6%
Add/Deduct LG model TF to/from reserves					
930-Contributions from Operating Reserve	(157,190)	-	(258,162)	(258,162)	100%
940-Contribution from Capital Reserve	(26,452)	-	-	-	
762-Contribution to Capital (funding TCA projects)	528,231	-	922,830	922,830	100%
763-Contribution to Capital Reserves	3,407,328	-	2,186,990	2,186,990	100%
764-Contribution to Operating Reserves	1,145,826	-	100,000	100,000	100%
EXCESS (DEFICIENCY) - LG MODEL	50,000	7,625,836	-	(7,625,836)	

Project Progress Report

Note: Dec. 31, 2012 figures are unaudited. 2012 year end accounting work is in progress.

Project Name	Total costs	Costs in prior years	Costs in current year up to Dec 31, 2012 (unaudited)	2012 Budget	2012 Budget Remaining on Dec 31, 2012	Status Update on Dec 31, 2012	Percentage of Completion (%)
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Administration Department

ZA-Distance Communication & Training (CF)	10,171	-	10,171	10,000	(171)	Completed.	100%
FV Building Alarm System (CF)	6,161	-	6,161	13,128	6,967	In progress. CF to 2013 under review.	20%
Zama Paving Corenerstone/Library Parking Lot (was postponed in 2011)	53,080		53,080	300,000	246,920	Will be done in conjunction with Zama access paving. CF to 2013 recommended.	20%
Office Roof Repair in Fort Vermilion	110,970		110,970	150,000	39,030	Zama (\$70,000 budgeted estimate) is complete. FV work in progress. CF to 2013 recommended.	50%
Virtual City Hall (CF)	15,585	15,585	-	4,415	4,415	In progress. CF to 2013 recommended.	50%
Office Parking Lot & Salt&Sand Pad Paving in Fort Vermilion	181,817		181,817	180,000	(1,817)	Completed.	100%
Two Vans replacement	54,460		54,460	60,000	5,540	Completed.	100%
CAO Vehicle	39,858		39,858	47,000	7,142	Completed.	100%
Landscaping at Fort Vermilion Office	23,504		23,504	25,000	1,496	Flower beds to be completed in 2013. CF to 2013 as non-TCA item recommended.	95%
Electronic Records Management System	100,020		100,020	100,000	(20)	Completed.	100%
Xerox Replacement for Fort Vermilion Office	65,105		65,105	65,000	(105)	Completed.	100%
Building Maintenance Truck, Cargo Trailer	42,639		42,639	55,000	12,361	Completed.	100%
Land Purchases from AB SRD (CF)	42,673	53	42,620	174,948	132,328	Orders in Council and Titles pending; DCS to follow up. CF to 2013 recommended.	95%
County's CAO House Capital Repairs (CF)	73,540	70,024	3,516	15,000	11,484	In progress. CF \$3,000 to 2013 recommended, as non-TCA item.	90%
<i>Total department 12</i>			733,921	1,199,491	465,570		

Fire Department

Command Truck for Fort Vermilion	34,999	-	34,999	40,000	5,001	Completed.	100%
Tompkins Fire Hall Construction (CF)	565,430	548,776	16,654	17,755	1,101	Completed, except for sign for Fire Hall. CF to 2013 recommended.	100%
Fire Dispatch System (CF)	54,798		54,798	81,370	26,572	Equipment has been installed; switchover completed. CF to 2013 recommended.	80%
Tompkins Fire Hall Landscaping	17,925	-	17,925	20,000	2,075	In progress. CF to 2013 recommended, for sign for Fire Hall.	90%
LC-Furniture/Fixtures for Blue Hills Fire hall (CF)	31,188	29,068	2,120	10,932	8,812	In progress. CF to 2013 recommended.	80%
LC - Fire Tanker (CF)	318,364	-	318,364	316,347	(2,017)	Completed.	100%
Fire Hall Roof Repair in Fort Vermilion (re-shingling)	35,352	-	35,352	40,000	4,648	In progress. CF to 2013 recommended.	80%
<i>Total department 23</i>			480,212	526,404	46,192		

Note: Dec. 31, 2012 figures are unaudited; 2012 year-end accounting work is in progress.

Project Progress Report

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Project Name	Total costs	Costs in prior years	Costs in current year up to Dec 31, 2012 (unaudited)	2012 Budget	2012 Budget Remaining on Dec 31, 2012	Status Update on Dec 31, 2012	Percentage of Completion (%)
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Bylaw Enforcement Department

Bylaw Enforcement Officer Truck	30,192	-	30,192	31,000	808	Completed.	100%
Safety Officer Truck	30,982	-	30,982	31,000	18	Completed.	100%
Director of Community & Protective Services Truck	30,992	-	30,992	31,000	8	Completed.	100%
<i>Total department 26</i>			92,166	93,000	834		

Transportation Department

Grader Replacement Program (three graders: units 2126, 2127, 2119)	1,062,687	-	1,062,687	1,070,961	8,274	Completed.	100%
15' Mower & Arm (New for La Crete)	44,925	-	44,925	50,000	5,075	Completed.	100%
Truck for PW Department (replacement of units 1844 & 1532)	83,183	-	83,183	90,001	6,818	Completed.	100%
La Crete 101 Street Pave to Rural Standard & 103rd Avenue (Engineering)	18,582	-	18,582	100,014	81,432	Amount for recommended CF to 2013 under review.	50%
La Crete 94th Avenue Recap (Engineering)	-	-	-	47,330	47,330	In progress.	50%
Fort Vermilion Paving Overlay (53rd Street) & (48th Ave) (Engineering)	-	-	-	128,935	128,935	Amount for recommended CF to 2013 under review.	50%
Zama Aspen Drive Pave to Rural Standard (Engineering)	-	-	-	42,412	42,412	Amount for recommended CF to 2013 under review.	50%
Road Construction Requests	131,885	-	131,885	230,000	98,115	Completed.	100%
Transmission Flusher Pump/Cleaner (La Crete)	4,630	-	4,630	5,500	870	Completed.	100%
Bridge Rebuild (BF 81336)	-	-	-	390,000	390,000	Postponed to 2013. Built into capital budget.	0%
Underhood Air Compressor for Service Truck in Fort Vermilion	7,900	-	7,900	8,000	100	Completed.	100%
Salt & Sand Shelter for Fort Vermilion	25,025	-	25,025	20,000	(5,025)	Completed.	100%
Pressure Washer System - Upgrades for Fort Vermilion	-	-	-	5,000	5,000	CF to 2013 recommended.	0%
Picker for Service Truck for Fort Vermilion	11,700	-	11,700	12,000	300	Completed.	100%
Zama Bearspaw Crescent (CF)	511,261	511,261	-	15,633	15,633	CF to 2013 under review.	10%
Sander Plow Truck Equipment for Zama	164,627	-	164,627	165,000	374	Completed.	100%
Bridge Rebuild (BF 76279 & 76506)	333,074	-	333,074	311,343	(21,731)	Completed.	100%

Note: Dec. 31, 2012 figures are unaudited; 2012 year-end accounting work is in progress.

Project Progress Report

Note: Dec. 31, 2012 figures are unaudited. 2012 year end accounting work is in progress.

Project Name	Total costs	Costs in prior years	Costs in current year up to Dec 31, 2012 (unaudited)	2012 Budget	2012 Budget Remaining on Dec 31, 2012	Status Update on Dec 31, 2012	Percentage of Completion (%)
Zama Utility & Power Pole Relocations	53,513	-	53,513	62,456	8,943	In progress; estimate obtained. CF to 2013 recommended.	5%
Hamlet of Zama Entrance Beautification Project (CF)	7,090	-	7,090	10,000	2,910	Amount for recommended CF to 2013 under review.	75%
AJA Friesen Road Reconstruction (CF)	1,681,094	1,505,192	175,902	194,727	18,825	Brush piles remaining to be burned. CF to 2013 recommended.	95%
Zama Access Road (Paving) (CF)	3,280,525	-	3,280,525	6,000,000	2,719,475	Project was tendered and awarded. Paving work remains. CF to 2013 recommended.	40%
Highway 88 Connector (Phase I Paving) (CF)	2,968,323	20,572	2,947,751	7,807,000	4,859,249	Bridges completed. Base work in winter shutdown. CF to 2013 recommended.	20%
<i>Total department 32</i>			8,353,000	16,766,312	8,413,313		

Airport Department

La Crete Airport Development (CF)	2,679,117	2,659,396	19,721	35,085	15,364	In progress; new layout plan approved. CF to 2013 recommended.	75%
Fort Vermilion Airport Development (CF)	1,358,019	1,351,590	6,429	28,016	21,587	In progress. CF to 2013 recommended.	50%
Airport Drainage Ditch at La Crete Airport	-	-	-	10,000	10,000	Completed.	100%
Airport Instrument Approach at La Crete Airport	36,112	-	36,112	50,000	13,889	CF to 2013 recommended.	10%
<i>Total department 33</i>			62,261	123,101	60,840		

Water Treatment & Distribution Department

Truck for La Crete (new addition to the fleet)	34,182	-	34,182	35,000	818	Completed.	100%
Steps for Reservoir in La Crete	376	-	376	7,000	6,624	To be cancelled; change in plans.	0%
Wolfe Lake Water Point Building Replacement	8,615	-	8,615	16,000	7,385	In progress. CF to 2013 recommended.	40%
Raw Water Reservoir Cleaning and/or Aeration System Improvement in Fort Vermilion	162,909	-	162,909	300,000	137,091	Completed; new aeration system installed.	100%
Replacement of Chlorine Gas Equipment & Analyzer in Fort Vermilion	8,697	-	8,697	15,000	6,303	Investigating options. CF to 2013 recommended.	58%
Truck for Fort Vermilion (replacement of unit1126)	34,950	-	34,950	36,000	1,050	Completed.	100%
Land Purchase (lot next to FV WTP)	35,000	-	35,000	35,000	-	Completed.	100%
Zama Water Treatment Plant Upgrades (Distribution System Updates)	-	-	-	50,000	50,000	Distribution pump replacement in progress. AWWP application to be resubmitted. CF to 2013 recommended.	10%
LC-Hydrant Replace Program (CF)	97,524	55,510	42,014	44,490	2,476	Completed.	100%
FV WTP - Capacity & Expansion Assessment (CF)	204	-	204	50,000	49,796	Consultant's report pending. CF to 2013 recommended.	0%

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Project Progress Report

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Project Name	Total costs	Costs in prior years	Costs in current year up to Dec 31, 2012 (unaudited)	2012 Budget	2012 Budget Remaining on Dec 31, 2012	Status Update on Dec 31, 2012	Percentage of Completion (%)
Rural Water - Phase I	179,831	-	179,831	300,000	120,169	Completed.	100%
Rural Water - Pumping Station	-	-	-	450,000	450,000	Design in progress. } CF to 2013 as one project recommended.	10%
Rural Water - Phase II	53,069	-	53,069	290,376	237,307	Completed. }	100%
<i>Total department 41</i>			559,847	1,628,866	1,069,019		

Sewer Disposal Department

Lagoon Upgrade in La Crete	466,440	-	466,440	4,396,353	3,929,913	In progress. CF to 2013 recommended.	10%
ZA-S-Curve Sewer Services (East Side) (CF)	4,452	2,544	1,908	-	(1,908)	Re-budgeted in 2013.	
<i>Total department 42</i>			468,349	4,396,353	3,928,004		

Solid Waste Disposal

Bin Replacement	33,366	-	33,366	38,700	5,334	Completed.	100%
Land Purchase (NW 11-104-17-W5) (Tompkins Waste Transfer Station) (CF)	36,000	-	36,000	39,000	3,000	DCS to check status of titles. CF to 2013 recommended.	30%
<i>Total department 43</i>			69,366	77,700	8,334		

Agricultural Services Department

High Level Rural Drainage Phase II & Phase III	390,361	-	390,361	841,000	450,639	Phase II 80%; culverts to be installed. Phase III construction just commenced 10%. Completion by Fall 2013. CF to 2013 recommended.	80% and 10%
<i>Total department 63</i>			390,361	841,000	450,639		

Recreation Department

Fort Vermilion Recreation Board (CF)	181,604	38,059	143,545	217,941	74,396	CIMCO is working on the ice plant; upgrade completed. CF to 2013 recommended.	80%
La Crete Recreation Board (CF)	274,523	220,321	54,202	88,500	34,298	In progress. CF to 2013 recommended.	
Recreation Facilities-Grounds Improvements	-	-	-	432,520	432,520	In progress. CF to 2013 recommended.	
Zama Recreation Board (CF)	75,657	-	75,657	115,000	39,343	In progress. CF to 2013 recommended.	
<i>Total department 71</i>			273,404	853,961	580,557		

Note: Dec. 31, 2012 figures are unaudited; 2012 year-end accounting work is in progress.

Project Progress Report

Note: Dec. 31, 2012 figures are unaudited. 2012 year end accounting work is in progress.

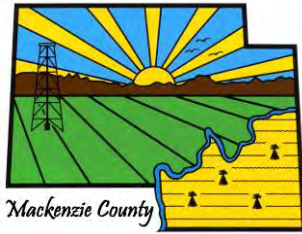
Project Name	Total costs	Costs in prior years	Costs in current year up to Dec 31, 2012 (unaudited)	2012 Budget	2012 Budget Remaining on Dec 31, 2012	Status Update on Dec 31, 2012	Percentage of Completion (%)
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Parks & Playgrounds Department

ZA-Park Landscaping (CF)	9,435	7,054	2,381	2,946	565	In progress. CF to 2013 recommended.	50%
Bobcat for La Crete (new addition)	34,695	-	34,695	35,000	305	Completed.	100%
Water Spray Park (Fort Vermilion) (CF)	-	-	-	130,000	130,000	\$130,000 includes \$90,000 federal grant Rec Board, \$40,000 County. CF to 2013 recommended.	1%
Zero Turn Mower & Tiller for Fort Vermilion	16,753	-	16,753	18,300	1,547	Completed.	100%
Zero Turn Mower for La Crete	16,753	-	16,753	15,000	(1,753)	Completed.	100%
Dump Trailer for Fort Vermilion	14,000	-	14,000	15,000	1,000	Completed.	100%
La Crete Arena Walkway	2,462	-	2,462	15,000	12,538	Walkway has been surveyed; awaiting title documents. CF to 2013 recommended.	30%
RV Dump - Hutch Lake (CF)	-	-	-	6,600	6,600	Completed two years ago.	100%
La Crete - Water Spray Park (CF)	-	-	-	120,000	120,000	Under review; \$60,000 Rec Board, \$60,000 County. CF to 2013 recommended.	1%
Hutch Lake - Shelter & Playground Equipment (CF)	36,461	36,461	-	3,539	3,539	Under review by Community Services staff. CF to 2013 under review.	80%
Hutch Lake - Stairs (CF)	17,791	17,791	-	2,749	2,749	Completed; under review by Corporate Services staff.	100%
<i>Total department 72</i>			<i>87,044</i>	<i>364,134</i>	<i>277,090</i>		

TOTAL 2012 Capital Projects	11,569,930	26,870,322	15,300,392
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Note: Dec. 31, 2012 figures are unaudited; 2012 year-end accounting work is in progress.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Alison Kilpatrick, Director of Corporate Services
Title:	Additional Named Insured – La Crete Community Adult Learning Council (LCCALC)

BACKGROUND / PROPOSAL:

As per Policy ADM018, Insurance Coverage for Not-for-profit Organizations, Mackenzie County offers the following insurance to not-for-profit organizations upon written request:

- Bond & Crime
- Comprehensive General Liability
- General Property Insurance

OPTIONS & BENEFITS:

The additional named insured program is established through Jubilee Insurance to provide reasonably priced insurance to not-for-profit organizations.

An application has been received from LCCALC, requesting insurance coverage through Mackenzie County.

COSTS & SOURCE OF FUNDING:

LCCALC will pay the appropriate premiums.

COMMUNICATION:

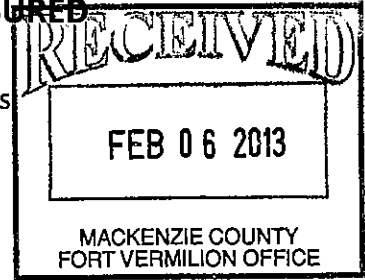
LCCALC re: Council's decision.

Corporate Services staff re: administration of Council's decision.

Jubilee Insurance re: application for insurance for LCCALC.

Author: Jenny Diaz **Review By:** A. Kilpatrick **CAO** _____

LETTER OF AGREEMENT/UNDERSTANDING BETWEEN THE
MUNICIPALITY AND ADDITIONAL NAMED INSURED



This letter of agreement/understanding is between the following parties

- 1) The **MACKENZIE COUNTY**
(hereafter known as the Municipality)

&

- 2) Non-Profit Group Name LACRETE COMMUNITY ADULT LEARNING COUNCIL (LCCALC)
Registered Society/Incorporation Number 5017082883

Dated this 29th day of January, 2013.

The LCCALC understands and agrees that as a requirement towards obtaining insurance coverage as an Additional Named Insured under the master insurance policy of the Municipality, that LCCALC understands and agrees to the following requirements in order to obtain Additional Named Insurance status, as well as to maintain Additional Named Insured status. These requirements are as follows:

Lacrete Community Adult Learning Council
(Name of Organization)

- 1) will not engage in any activity that differs from its' current and regular course of operations and as indicated on the most current completed application for insurance coverage with Jubilee Insurance Agencies, without written notification to the Municipality as master insurance certificate holder which must then be followed by formal written approval from the Municipality back to LCCALC in order to confirm acceptance of changes in activity or purpose;
- 2) agrees to either having representation of the Municipality on the Board of Director's either in a voting or ex-officio capacity or provide the Municipality with minutes of all meetings within a reasonable time period following approval of such minutes by the Additional Named Insured's Board;
- 3) agrees that all incidents, no matter how minor they may appear, that occur at or through its' operations or premises, are to be reported directly to the Municipality within 48 hours of detection;
- 4) agrees to having representation at Additional Named Insured insurance/risk management training and workshops, if such workshops are presented within the jurisdiction of the Municipality and the Municipality provides reasonable notification of such training or workshops;
- 5) agrees to engage in reasonable and effective risk management training and initiatives that address the risk and exposure profile of Lacrete Community Adult Learning Council
(Name of Organization)

- 6) agrees to ensure and confirm that Host Liquor Liability coverage is obtained for all special event activities and facility rental functions at which liquor is to be served;
- 7) agrees to fully complete the Jubilee Insurance Agencies Additional Named Insured Group Application for consideration of initial insurance coverage, as well as the Jubilee Insurance Agencies Additional Named Insured Annual Application form for any and all subsequent annual insurance policy renewals;
- 8) agrees to not enter into any contract with any organization whatsoever for services and/or supplies without the expressed prior written approval of the Municipality. This is included as contracts contain clauses directly related to risk assumption and transfer and claims of the Additional Named Insured become the claims of the Municipality.

The Municipality acknowledges and appreciates that such requirements provide for the protection of the rate payers of the Municipality, while providing access to a cost effective, efficient and comprehensive insurance alternative for non-profit groups who may qualify for Additional Named Insured status under the Municipality. This letter of agreement/understanding in no way implies that insurance coverage will be extended indefinitely into the future by the Municipality to KCCALC, and neither does it waive the right of the Municipality to amend, alter or change such a letter if such an action is deemed necessary by the Municipality or its' insurers.

Agreed to and accepted by:

Larry Newbold
Authorized Name on behalf of Non-Profit Group

Diedrich Driedger
Authorized name on behalf of the Municipality

x [Signature]
Signature

x [Signature]
Signature

Chair
Title

County Rep.
Title

926-1583.



**ADDITIONAL NAMED INSURED GROUP
INITIAL APPLICATION**

INSTRUCTIONS:

1. Please answer all questions - Incomplete forms cannot be processed!
2. Sign and date the completed form
3. Complete and sign the **Letter of Agreement** - Sample wording attached
4. Attach a copy of the corporate **Certificate of Registration** for your organization
5. Attach a copy of the **claims experience letter** from your insurance company
6. Send the completed form and attachments to your municipal contact

GENERAL INFORMATION:

Organization name: <u>LA CRETE COMMUNITY ADULT LEARNING COUNCIL</u>	Number of employees: <u>1</u>
Mailing address: <u>Box 368 La Crete, AB T0H2H0</u>	Number of volunteers: <u>7</u>
Website address: _____	Current year's budget: \$ <u>0</u>

▶ What Act is your organization incorporated under? Societies Act Business Corporations Act

Other Act - describe: _____

Please attach a copy of the **Certificate of Registration** for your organization (available from the provincial Corporate Registries office).

	Yes	No
▶ Is your organization registered as a not-for-profit entity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Does your organization have any other groups that are separately incorporated or governed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If Yes, please describe: _____

Note: These other groups are not automatically insured! If your organization has such groups, each group must apply for its own insurance coverage individually. Additional applications can be obtained from Jubilee Insurance Agencies. Please call Shenaz Manji at 780 955-4088.

CONTACT INFORMATION:

Contact name: <u>Larry Nuefeld</u>	Backup contact: <u>Barbe Holick</u>
Address: <u>Box 1996 LaCrete</u>	Address: <u>Box 425 LaCrete AB T0H2H0</u>
Phone: <u>780-928-2278</u>	Phone: <u>780-928-2068 ext. 3550</u>
Fax: <u>780-928-2274 2234</u>	Fax: <u>780-928-2074</u>
Email: <u>larrynuefeld@yahoo.com</u>	Email: <u>holickb@northernlakescollege.ca</u> <u>holickb@gmail.com</u>

MUNICIPAL AFFILIATION:

▶ In what county or MD does your organization operate? Mackenzie County

	Yes	No
▶ Does your organization have a municipal representative on its Board of Directors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If Yes:		
• Does the representative have full voting powers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• The representative is a: council member <input checked="" type="checkbox"/> municipal employee <input type="checkbox"/>		
• Provide the representative's name: <u>Peter Braun Dicky Driedger</u>		
▶ Does the municipality provide an operating grant or other funding support to your organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, describe what support is provided: _____		
▶ Are municipal facilities used for the organization's administrative office?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, provide the office address: _____		
▶ Is the municipality regularly provided with copies of the minutes for your organization's meetings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ORGANIZATION TYPE:

▶ Please describe the purpose of your organization:

To provide educational needs where there are gaps in the community educational system. We provide educational needs to handicapped persons.

▶ Which of the following categories best describes the nature of your organization? Indicate with a check mark:

- | | | |
|--|--|---|
| Agricultural society 1 <input type="checkbox"/> | Fire association / club 17 <input type="checkbox"/> | Recreation board 32 <input type="checkbox"/> |
| Airport board / commission 2 <input type="checkbox"/> | Fire protection authority 18 <input type="checkbox"/> | Recycling society 33 <input type="checkbox"/> |
| Ambulance board / authority 3 <input type="checkbox"/> | Fitness club 20 <input type="checkbox"/> | Riding club / society 34 <input type="checkbox"/> |
| Ambulance service 4 <input type="checkbox"/> | Food bank 21 <input type="checkbox"/> | Rodeo committee 35 <input type="checkbox"/> |
| Bingo association 5 <input type="checkbox"/> | Golf club 22 <input type="checkbox"/> | Search & rescue association 36 <input type="checkbox"/> |
| Cemetery maintenance / operations 9 <input type="checkbox"/> | Homemaker services 23 <input type="checkbox"/> | Seniors' club / society 38 <input type="checkbox"/> |
| Chamber of commerce 6 <input type="checkbox"/> | Kindergarten <input type="checkbox"/> | Service club - local chapter <input type="checkbox"/> |
| Childhood development society 7 <input type="checkbox"/> | Learning council 24 <input checked="" type="checkbox"/> | Ski club 39 <input type="checkbox"/> |
| Climbing association 8 <input type="checkbox"/> | Library foundation 25 <input type="checkbox"/> | Sports league / group <input type="checkbox"/> |
| Community association 9 <input type="checkbox"/> | Meals on wheels society 26 <input type="checkbox"/> | Transportation society 41 <input type="checkbox"/> |
| Curling club 11 <input type="checkbox"/> | Museum society 27 <input type="checkbox"/> | Waste management authority 42 <input type="checkbox"/> |
| Daycare / after school care <input type="checkbox"/> | Neighbourhood watch / citizens on patrol 28 <input type="checkbox"/> | Youth camp 43 <input type="checkbox"/> |
| Drop in center 14 <input type="checkbox"/> | Parents council 29 <input type="checkbox"/> | Youth club 37 <input type="checkbox"/> |
| Family community social services 16 <input type="checkbox"/> | Park / campground operator 30 <input type="checkbox"/> | |

If not listed above, please describe: _____

RISK SURVEY - SPECIAL ORGANIZATIONS:

Yes No

▶ Is your organization a **regional authority** that is owned by two or more municipalities? Yes No

If **Yes**, provide the names of the municipalities that have an interest in your organization:

▶ Is your organization an **ambulance service**? Yes No

If **Yes**, indicate how many ambulance units are owned or leased by your organization:

Number of **active** units: _____

Number of **standby** units: _____

RISK SURVEY - SALE AND/OR SERVICE OF ALCOHOL:

Yes No

▶ Will your organization be organizing and hosting any **beer gardens** in the upcoming year? Yes No

If **Yes**, how many beer gardens will be occurring? _____

▶ **Other than beer gardens**, will your organization be **organizing and hosting** any events involving the service, sale or consumption of alcohol in the upcoming year? Yes No

If **Yes**, how many such events are likely to have **150 or more attendees**?

1 to 3 events

4 to 6 events

7 to 10 events

11 or more events

CLAIMS HISTORY:

	<u>Yes</u>	<u>No</u>
▶ Has your organization experienced any insurance claims (such as Liability, Property, Crime or Automobile claims) during the past 5 years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes , provide the following information about the claim(s):		
<u>Date of loss:</u>	<u>Description of loss:</u>	<u>Amount of loss:</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Please attach a claims experience letter from your insurance company confirming your claims experience for the last 5 years (available from your insurance broker).		

INSURANCE COVERAGE REQUIREMENTS:

In addition to Liability insurance, please confirm the types of insurance coverage that you are seeking for your organization.

Note: The following coverage descriptions are intended as general examples only. The actual scope of coverage is subject to detailed policy terms, conditions and exclusions. In the event of a claim, the policy terms, conditions and exclusions will govern the coverage provided.

Property Insurance - This coverage responds for physical loss or damage to the buildings, contents, tenant's improvements and other assets owned or leased by your organization.

	<u>Yes</u>	<u>No</u>
▶ Does your organization require Property Insurance ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If **Yes**, provide details of your buildings and other assets on the attached **Information form**.

Mobile Equipment Insurance - This coverage responds for physical loss or damage to unlicensed mobile equipment (such as tractors, loaders, bulldozers) that are owned or leased by your organization.

	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Does your organization require Mobile Equipment Insurance ?		

If **Yes**, provide details of your mobile equipment on the attached **Information form**.

Crime / Employee Dishonesty Insurance - This coverage responds for loss of money or securities arising from employee dishonesty, burglary, robbery or theft.

	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Does your organization require Crime / Employee Dishonesty Insurance ?		

If **Yes**, provide details on the attached **Information form**.

Automobile Insurance - This coverage responds for 1) liability for bodily injury or property damage to outside parties arising from the use, ownership or operation of the insured automobile and 2) physical damage to the automobile itself. Generally, this exposure arises when the organization owns or leases licensed automobiles.

	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Does your organization require Automobile Insurance ?		

If **Yes**, provide details of your automobiles on the attached **Information form**.

Completed by: Bacbe Holick

Position: Program Coordinator

Signature: 

Date: Jan. 29/13'

Reminder - Attach the following documents to your completed application:

1. Signed **Letter of Agreement** - Sample wording attached
2. Copy of the corporate **Certificate of Registration** for your organization
3. Copy of the **claims experience letter** from your insurance company
4. Completed **information forms** for other insurance coverages that may be required

FOR JUBILEE OFFICE USE ONLY:

CSR review Initials: _____ Date: _____ Rating code: _____ Date scanned: _____

RMA review Initials: _____ Date: _____ Date forwarded to AON: _____

RISK SURVEY - HIGH RISK ACTIVITIES:

▶ Does your organization engage in any of the following activities? Check the Yes or No box for each activity:

	Yes	No		Yes	No
Biking / mountain biking on ski hills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carnival / amusement rides	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Birthing clinics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chuckwagon races / rodeos	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bow hunting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Climbing walls - indoor, outdoor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Boxing / wrestling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Demolition derbies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bungee jumping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fireworks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme sports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fitness facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Firearms use - hunting, target shooting, trap / skeet shooting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Food preparation / farmer's market	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flea markets / secondhand / thrift stores	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Horse pulls	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Go-kart tracks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inflatable children's jumping apparatus	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manufacturing / fabrication services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mountain climbing / rock climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Martial arts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mud bog / tractor pull events	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical bulls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Paintballing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Medical services - midwifery / diagnosis / treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parades	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Motorized racing - cars, boats, motorbikes, snowmobiles, ATV's	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Poker rallies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional counselling - psychological, psychiatric	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rental / lending of equipment to others	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional services - engineering, architectural, legal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rodeo events for children / minors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
"Running of the bulls" events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stat. holiday / festival celebrations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skydiving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trampolines	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Whitewater rafting	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If Yes, describe the activity(ies): _____

▶ Does your organization engage in other unusual activities? If so, describe: No.

RISK SURVEY - OTHER GROUPS SHARING YOUR PREMISES:

	Yes	No
▶ Does your organization own and operate the building that you occupy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▶ If Yes, do other groups or organizations also occupy your building as tenants?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes:		
• List the names of these tenant groups or organizations:		

• Do you ask for proof of Liability insurance from these tenant groups or organizations?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you ask that your organization and the county / MD be named as insureds on your tenants' Liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>
<p>Note: These tenant groups or organizations are not automatically insured! Each such group or organization must apply for its own insurance coverage individually. Additional applications can be obtained from Jubilee Insurance Agencies. Please call Shenaz Manji at 780 955-4088.</p>		

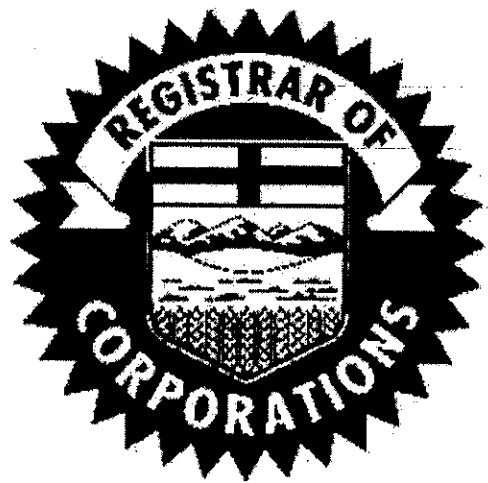
CORPORATE ACCESS NUMBER: 5017082883

**Government
of Alberta ■**

SOCIETIES ACT

**CERTIFICATE
OF
INCORPORATION**

**LA CRETE COMMUNITY ADULT LEARNING COUNCIL
WAS INCORPORATED IN ALBERTA ON 2012/10/18.**



Attachment Type	Microfilm Bar Code	Date Recorded
Bylaws	10000307113247092	2012/10/18
Notice of Address	10000607113247095	2012/10/18
Nuans	10000007113247098	2012/10/18
Application	10000907113247089	2012/10/18

Registration Authorized By: LARRY NEUFELD
CHAIRMAN

RECEIVED
OCT 18 2012
Corporate Registry

We, the undersigned, declare that we desire to form a society under the Societies Act, and that:

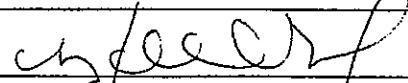
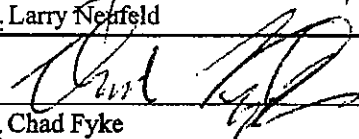
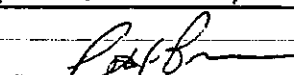
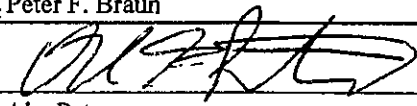
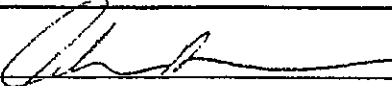
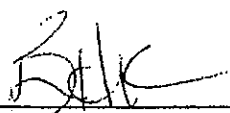
- The name of the society is: La Crete Community Adult Learning Council
- The objects of the society are: (check (✓) all that apply and add any additional objects in the space provided)
 - To provide for the recreation of the members and to promote and afford opportunity for friendly and social activities.
 - To acquire lands, by purchase or otherwise, erect or otherwise provide a building or buildings for social and community purposes.
 - To encourage and promote amateur games and exercises.
 - To provide a meeting place for the consideration and discussion of questions affecting the interests of the community.
 - To carry on a literary and debating club for the discussion of topics of general interest, and to encourage the practice of public speaking among its members.
 - To procure the delivery of lectures on social, education, political, economic and other subjects, and to give and arrange musical and dramatic entertainments.
 - To establish and maintain a library and reading room.
 - To provide all necessary equipment and furniture for carrying on its various objects.
 - To provide a centre and suitable meeting place for the various activities of the community.
 - Generally to encourage and foster and develop among its members a recognition of the importance of agriculture in the national life.
 - To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.

FILED 211
OCT 18 2012
Registrar of Corporations
Province of Alberta

Additional Objects:

To provide opportunities to meet individual and group educational needs in our community. To provide the resources and instructors needed to fill these educational needs. To explore possible educational needs and find the instructors, fundraise the money to pay any fees associated with providing these course and programs.

Dated Oct 11, 2012

Signature: 	Address: (including postal code) Box 1088 La Crete, Alberta T0H 2H0
Print Name: Larry Neufeld	
Signature: 	Address: (including postal code) Box 1984 La Crete, Alberta T0H 2H0
Print Name: Chad Fyke	
Signature: 	Address: (including postal code) Box 817 La Crete, Alberta T0H 2H0
Print Name: Peter F. Braun	
Signature: 	Address: (including postal code) Box 595 La Crete, Alberta T0H 2H0
Print Name: Abe Peters	
Signature: 	Address: (including postal code) Box 1605 La Crete, Alberta T0H 2H0
Print Name: John Braun	
WITNESS	Address: (including postal code)
Signature: 	Barbe Holick Box 425, La Crete, AB., T0H 2H0

This information is being collected for the purposes of corporate registry records in accordance with the Societies Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.

INCORPORATE SOCIETY - Registration Statement

Alberta Registration Date: 2012/10/18

Corporate Access Number: 5017082883

Service Request Number: 18721897
Society Name Type: Named Society Name
Society Name: LA CRETE COMMUNITY ADULT LEARNING COUNCIL

REGISTERED ADDRESS

Street: 10105-94TH AVE., BOX 368
Legal Description:
City: LA CRETE
Province: ALBERTA
Postal Code: T0H 2H0

RECORDS ADDRESS

Street: 10105-94TH AVE.
Legal Description:
City: LA CRETE
Province: ALBERTA
Postal Code: T0H 2H0

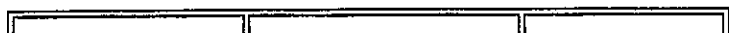
ADDRESS FOR SERVICE BY MAIL

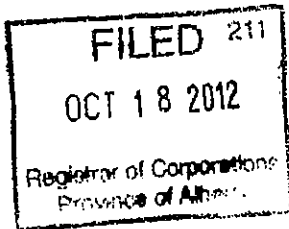
Post Office Box: BOX 368
City: LA CRETE
Province: ALBERTA
Postal Code: T0H 2H0
Internet Mail ID:

Fiscal Year End: 07/01
CAN of Entity Providing Undertaking:
Undertaking Date:

Future Dating Required:
Registration Date: 2012/10/18

Attachment





Notice of Address or Notice of Change of Address

Business Corporations Act Section 20

1. Name of Corporation

2. Corporate Access Number

La Crete Community Adult Learning Council	
---	--

3. Address of Registered Office (P.O. Box number can only be used by a Society)

Street	City / Town	Province	Postal Code
10105-94th Ave., Box 368	La Crete,	Alberta	T0H 2H0

OR

Legal Land Description	Section	Township	Range	Meridian

4. Records Address (P.O. Box number cannot be used)

Street	City / Town	Province	Postal Code
10105-94th Ave.	La Crete	Alberta	T0H 2H0

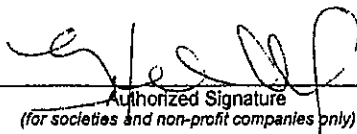
OR

Legal Land Description	Section	Township	Range	Meridian

5. Address for Service by Mail (if different from Item 3)

NOTE: If this is a change, please read instructions carefully.

Post Office Box Only	City / Town	Province	Postal Code
Box 365	La Crete	Alberta	T0H 2H0


Authorized Signature
(for societies and non-profit companies only)

Larry Neufeld
Name of Person Authorizing (please print)

Oct 11, 2012
Date

(780) 928-2008

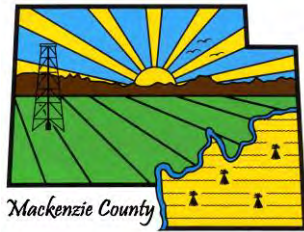
Telephone Number (daytime)

Identification
(not applicable for societies and non-profit companies)

Chairperson
Title (please print)

This information is being collected for the purposes of corporate registry records in accordance with the Business Corporations Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.

10



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	2013 Strategic Priorities Report

BACKGROUND / PROPOSAL:

Council and the Management Team held a strategic priorities workshop on December 17-19, 2012 facilitated by Gordon McIntosh from the Local Government Leadership Institute.

Attached is a draft copy of the 2013 strategic priorities report as a result of the workshop.

A follow-up workshop is scheduled for the week of April 22-23, 2013.

OPTIONS & BENEFITS:

Administration revised the report to reflect councilors feedback at the January 15th Council meeting.

Please refer to page 10 of the report which contains recommendations for Council. By approving the report by motion, as recommended below, Council will commit to the process as outlined in the report.

COSTS & SOURCE OF FUNDING:

N/A

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

COMMUNICATION:

Once approved, the report will be published on the County website and presented at the annual ratepayers meeting.

RECOMMENDED ACTION:

That the Mackenzie County Strategic Priorities Report be approved as presented.

Author: _____ Reviewed by: _____ CAO YW _____

Mackenzie County Strategic Priorities Report

December, 2012



LGL Institute

Introduction

Strategic Planning is an essential practice that assists local governments in defining expectations for the future, guides in decision-making and, charts a course for dealing with changing conditions and community needs.

It is premised on the understanding that Council (and the organization) cannot control change but rather, they can merely attempt to respond to it by:

- Identifying Change – examine the environment to identify key influences
- Understanding Change – determining significant matters to be addressed
- Dealing with Change – developing strategies that achieve desired results

Strategic Priority Setting is all about determining *which strategic topics* will be acted upon within limited capacity. The process focuses on the 'NOW' strategic priorities. It also identifies those that will be acted upon 'NEXT' and 'LATER' as longer term strategic directions.

To assist Council in this process, Mackenzie County enlisted the services of Dr. Gordon McIntosh of the Local Government Leadership Institute, to facilitate its priority setting session. This report summarizes the December 2012 workshop outcomes and Council priorities.



Setting Priorities

In many strategic plans there are often gaps between expectations and reality. **Strategic Priority Setting** is about managing this gap. December 17-19, 2012 Council and senior staff met in a workshop setting to set short-term (or NOW) strategic priorities and longer-term (NEXT) strategic directions.

Participants discussed what success would look like for the County in five areas of a sustainable community – Economy, Environment, Social, Infrastructure and Governance. These expectations led to a discussion of what is currently working well and areas that need attention in relation to the County's vision and goals contained in the contained in the *Mackenzie County Business Plan 2010 - 2014*.

The next step was to identify and rank issues and opportunities impacting the region and the organization. Council reviewed the short-list of items to determine **Strategic Topics** that warranted investigation during the workshop.

The *Strategic Topics* were discussed and 'unpacked' by clarifying the focus of each, identifying desired outcomes, exploring options and developing potential actions for each topic. Reality, urgency and responsibility criteria were applied to each of these **strategic possibilities** to define which should be considered as priorities.

After thorough review, Council determined its **strategic priorities** that could be acted upon NOW over the next 12 months, those that would be tackled NEXT/LATER as longer term strategic directions, as well as actions primarily for the attention of staff. These *Council Priorities* and *Operational Strategies* are contained in a one page **Strategic Priorities Chart** (Appendix 1) for regular review and updating.

Vision Check-up

Defining success is an important step in assessing present conditions and guiding future directions. A **'Vision Checklist'** can be used to conduct a Vision Check-up. It articulates Council's expectations in terms of:

- Measurable outcomes that can be assessed in quantifiable terms such as amounts or percentages
- Observable benefits that can be seen or perceived such as feelings and experiences
- Tangible outputs that are produced such as services and programs delivered to the community.

The **Vision Checklist** was used to see 'what is working well' (factors that ought to be strengthened) and 'areas for attention' (factors that should be addressed). It provides a broad frame of reference relating to the County's vision for the future to conduct periodic Vision Check-ups. A Vision Check-up can involve:

- Internal perceptions from the County's elected officials and staff
- Views from stakeholders such as suppliers, partners and other levels of government
- Community perspectives from residents and businesses.

A Vision Check-up should be performed regularly as a method of monitoring and evaluating the progress of the County's strategic priorities and future directions. It causes Council and the organization to:

- Think about the big picture, not just recent issues
- Consider external, not just internal, interests
- Define success indicators for future analysis of strategic directions and priorities.

Mackenzie County

Vision

An enhanced quality of life, choices in community opportunity and healthy economic climate.

Mission

Through the effective use of resources, provide a reasonable and equitable level of service and endeavor to create a sustainable economic climate.

Organizational Values

Efficient, fiscally responsible organization that is sincere and approachable, treats people with respect and maintains a high degree of integrity.

Core Activities

Governance and Leadership

- Oversight
- Fiscal Management
- Relationships and Communication

Infrastructure & Municipal Services

- Recreation and Parks
- Utility Services
- Risk Management

Social & Cultural Vibrancy

- A Sense of Place
- Cultural Vibrancy and Relationships
- County - First Nations Relations
- Growing Communities

Environmental Stewardship

- Natural Environment
- Built Environment

Economic Development

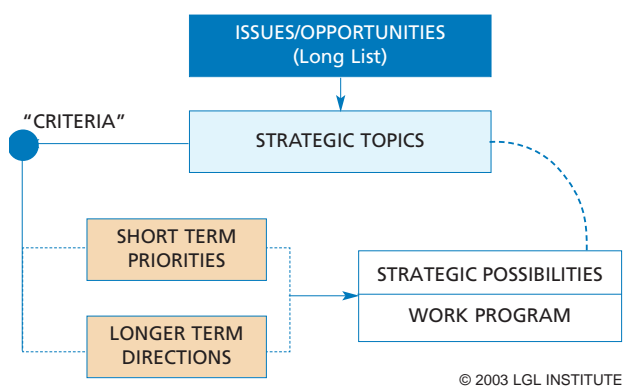
- Transportation
- Business and Industry
- Advocacy for Public Services
- Business Climate
- Growth Management

Source: *Mackenzie County Business Plan*

Priority Setting Process

The priority setting process involves the following steps and products:

- **Identify Strategic Topics** – identifying current and emerging challenges to the County and the organization for workshop discussion (Appendix 3)
- **Explore Strategic Topics** – developing each item as a potential priority (strategic possibilities)
- **Determine Strategic Priorities** – applying reality, urgency and responsibility criteria to determine which strategic possibilities should be pursued over the next 12 months
- **Confirm Strategic Work Program** – understanding outcomes, options and requirements to implement the action plan to address each strategic priority (NOW) and longer term direction (NEXT/LATER) (Appendix 4)
- **Establish Strategic Priorities Chart** – assigning responsibility for all priorities and strategies with target dates for regular monitoring and updating (Appendix 1)



Strategic Topics

Once the Vision Check-up was completed, Council and staff were asked to identify issues and opportunities facing the County. This long list of items (Appendix 3) was scored with both Council and staff choosing their ‘top ten’ from the list. The facilitator extracted the overall top ranked items forming a short-list of issues and opportunities.

From a review of all these items, Council developed a list of **Strategic Topics** which became the focus of the priority setting process.

The Strategic Topic list is not the same as the issue short-list. There may be items on the short-list which are not ‘strategic’ in nature or several may fall into a broader strategic category.

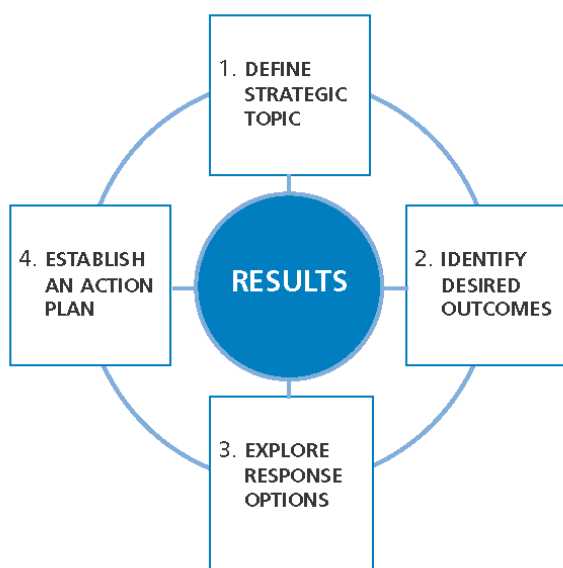
STRATEGIC TOPICS

1. Roads and Drainage
2. Business Attraction / Grow Assessment Base
3. Canada Post Service
4. Seniors Housing
5. Regional Collaboration
6. Land use Framework
7. Senior Housing
8. Provincial Regard
9. Hamlets Street Upgrading
10. Resource Industries
11. Zama Road
12. Transportation Corridors
13. Highway 88 Connector
14. Community Engagement

Solution Seeking Model

There is usually more than one way to capitalize on an issue and turn it into a positive outcome which will address the regions needs.

To move from Strategic Topics to priorities, a four-step process, the **Solution Seeking Model**, was utilized. Participants began by clarifying the strategic topic, then identifying desired outcomes if the topic was successfully addressed. Next, options or ways to achieve the desired outcome were explored and a 'preferred strategy' was selected. Finally an action plan was developed that identified resources and responsibilities to implement the preferred strategy.



Strategic Capacity

The solution seeking discussion generated enough information to consider the strategic topics as *strategic possibilities*. This does not make them priorities – yet. There are too many of them given the organization’s limited capacity. An organization’s capacity box is not readily visible but does have limitations or boundaries. It is useful to look at organizational capacity as a box of balls. If the box is full then Council must be realistic about putting more initiatives inside. Some of the limitations to consider in assessing capacity include:

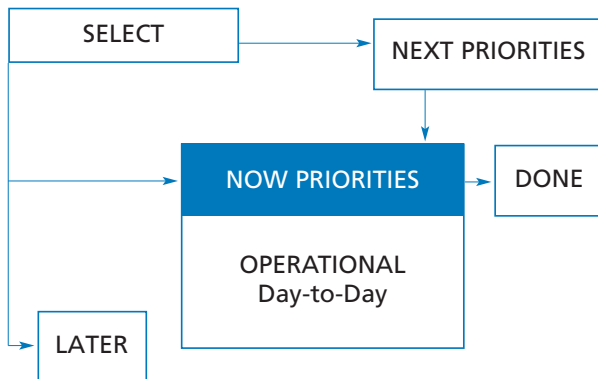
- Policy – procedures that define mandate and roles
- Finances – available net resources
- Culture – norms delineating acceptable behaviours
- Risk – tolerance for organization and legal exposure
- Human resources – available staff and competency levels

These capacity box elements are impacted by dynamic internal and external factors:

- Funding – available funding beyond day-to-day operations
- Scrutiny – level of visibility for organizational actions
- Demands – diverse requests from clients and the public
- Environment – conditions impacting the organization
- Support – legitimacy and trust among stakeholders



Discussion of Strategic Topics



The County's priority setting process identified numerous strategic possibilities. Each was considered strategically important but some require more urgent attention than other choices given limited organizational capacity.

To focus on doable strategic possibilities, participants applied **Reality Check** criteria - How achievable is this strategic possibility? What resources are required to make this candidate feasible and successful? Is it even a possibility for short-term attention given the organization's day-to-day operations?

Next participants applied **Urgency** criteria – What makes this strategic possibility require more immediate attention than others in the short-term?

Finally, **Responsibility** criteria allowed participants to determine if the strategic possibility would require political direction as a Council priority or, does it simply need Council oversight as an operational strategy of staff?

This process allowed Council to determine priorities that should be addressed 'NOW', those that should come 'NEXT' when 'NOW' items are completed or resources become available, and those that were a 'LATER' – not at this time, given available resources.

Managing priorities is an ongoing process as new strategic topics emerge. The key to effectively managing priorities is to recognize that priorities *do change*:

- Emerging strategic possibilities, because of changing external and internal influences, must be evaluated against existing priorities on a regular basis.
- Completed 'NOW' items are 'DONE' or incorporated into day-to-day operations making way for 'NEXT' items.
- New information about an existing priority may make it less urgent or irrelevant demoting its status to 'NEXT' or 'LATER'.

Sometimes Council priorities no longer require Council attention, merely oversight. They then become Operational Strategies. The reverse can also happen if an Operational Strategy warrants Council attention.

The **chart** on the next page shows the discussion of each **strategic possibility** as it was 'unpacked' and investigated during the priority setting process. Based on the number of topics, organizational capacity and the application of the reality, urgency and responsibility criteria, the strategic topics were translated into five **strategic priorities** to be addressed NOW (see Strategic Priorities Chart, Appendix 1).

STRATEGIC POSSIBILITIES	
STRATEGIC TOPIC DISPOSITION	ACTION
<p>ROADS (Council <i>ADVOCACY</i> Item) <i>Road Construction Funding Request</i></p> <p>DRAINAGE (Council <i>NEXT</i> Item) <i>Surface Water Management Plan</i></p>	<p>Develop funding request for road construction on new developable lands.</p> <p>Develop a comprehensive strategy for handling drainage and surface water.</p>
<p>BUSINESS ATTRACTION / GROW ASSESSMENT BASE (Council <i>NEXT</i> Item) <i>Economic Development Strategy</i> <i>Tourism Strategy</i> <i>Branding Strategy</i></p>	<p>Work with partners to develop a Tourism Strategy.</p> <p>Develop Terms of Reference for the development an Economic Development Strategy.</p> <p>Develop Terms of Reference for the development a Branding Strategy.</p>
<p>CANADA POST SERVICE (Council <i>ADVOCACY</i> Item) <i>Location Proposal</i></p>	<p>Develop location proposal for presentation to Canada Post representative with a copy to the Member of Parliament.</p>
<p>SENIOR HOUSING (Council <i>NOW</i> Priority) <i>Housing Authority Governance</i></p>	<p>Negotiate a revised governance structure that best reflects the interests of the County and seniors.</p>
<p>REGIONAL COLLABORATION (Council <i>NEXT</i> Item) <i>Regional Collaboration Protocol</i> <i>High Level Service Agreement</i> <i>Rainbow Lake Airport Agreement</i></p> <p>First Nations (Council <i>NEYT</i> Item) <i>Post - Election Consultation</i></p>	<p>Negotiate the conditions of the shared service agreement with High Level; Work with High level and Rainbow Lake to develop a protocol to encourage regional collaboration; Determine a cost sharing arrangement re: the Rainbow Lake Airport.</p> <p>Host meeting with First Nation representatives following the election to identify areas of common interest.</p>
<p>LAND USE FRAMEWORK (Council <i>NOW</i> Priority) <i>Position Paper</i></p>	<p>Prepare a draft regional position paper for presentation to LUF RAC while working with other municipalities.</p>
<p>PROVINCIAL REGARD (Representation) (Council <i>ADVOCACY</i> Item) <i>Provincial Advocacy Priorities</i></p>	<p>Determine advocacy priorities.</p> <p>Develop awareness package including regional profile to be distributed to provincial MLA's.</p>

STRATEGIC POSSIBILITIES	
STRATEGIC TOPIC DISPOSITION	ACTION
HAMLETS STREET UPGRADING (Council NEXT Item) <i>Paving Program Plan</i>	Determine priority areas within a longer term plan.
RESOURCE INDUSTRIES (Council NEXT Item) <i>OSB Water Supply</i> <i>Oil & Gas Strategy</i>	Determine strategy to provide water to the OSB plant. Conduct an Oil & Gas Stakeholder forum as the foundation for developing a targeted strategy.
ZAMA ROAD (Council NEXT Item) <i>ZAMA ROAD- Business Case</i>	Prepare business case for Provincial funding to advance the paving program.
TRANSPORTATION CORRIDOR (Council NEXT Item) <i>Corridor Plan</i>	<i>Rail</i> - meet with CN representative to discuss synergies and economic development opportunities. <i>Roads</i> - Review report and garner partner support of the advocacy efforts of priority areas for road development.
HIGHWAY 88 CONNECTOR (Council NOW Priority) <i>Development Control Zone</i> (Council NEXT Item) <i>Area Structure Plan</i>	Completion of PY YÄ Ä[] } ^ & Ä æ ä * È Establish Direct Control Area to control any near term development. Develop terms of reference for Areas Structure Plan process.
COMMUNITY ENGAGEMENT Ä Ä	CAO to adjust the Request for Decision to always refer to suggested ways to communicate with the public on each Council decision.

Column 1 - () indicates the Strategic Topic

Italics indicates the resulting disposition of the item

Column 2 - indicates the Action identified through Council discussion

Strategic Priorities Chart

The Strategic Priorities Chart (Appendix 1) captures Council's priorities and operational strategies at the time of the December workshop. Items listed in **BOLD CAPITALS** indicate priorities Council wishes to address NOW. These items automatically enter the appropriate operational unit at the bottom of the chart. This shows the alignment of staff work with Council direction. Items listed in CAPITALS indicate priorities that will be address NEXT or when a NOW item is completed. **Bold** items indicate Organizational Improvements to maximize Council and staff capacity as well as excellence in governance.

In addition to Council priorities, there are other strategic matters receiving the attention of administration. These Operational Strategies are noted in regular font on the Strategic Priorities Chart. The chart should be reviewed regularly as a reminder of the organization's capacity to make adjustments, change priorities and celebrate achievements. It should be included in every Council meeting agenda as a constant reference, updated monthly by the CAO (Chief Administrative Officer) with Council and reviewed quarterly by the CAO with Council and with staff. Regular updating of the chart ensures that everyone is '**on the same page**'. Roles are clear, the focus is defined and progress is monitored and celebrated. Extracted from the report, the Strategic Priorities Chart and Work Program are intended to be working documents, updated regularly.



Strategic Priorities Work Program

Specific actions to implement Council's priorities are contained in the Strategic Priorities Work Program (see Appendix 4). The Work Program is used to determine the activities and resources required to implement strategic priorities. It is necessary for:

- **Budgeting** – the true acid test for a strategic priority is whether it gets funds within the annual budget process. If not it should move to NEXT status.
- **Work Planning** – the CAO will be better equipped to assign work knowing the time and effort required of staff to implement Council priorities.
- **Performance Monitoring** – Council will be able to perform its oversight role better if there are timeframes to monitor progress and results.

The Work Program lays out what is necessary from staff and / or partners to implement a strategic priority. The Work Program clearly itemizes Council expectations in terms of:

- **Who** – responsibility for implementation and decisions
- **Why** – success indicators to monitor progress and results
- **What** – specific task and activities that need to be done
- **When** – sequencing of activities with target dates
- **How** – human, material and fiscal resources required

The Strategic Priorities Work Program defines the desired outcomes for each priority (column 1), options for achieving the priority (column 2) and actions, responsibility and timelines (column 3).

Recommendations

- That the ***Strategic Priorities Chart & Work Program*** be adopted by the Mackenzie County Council for continuous use at each Council meeting, quarterly review and annual updating. *These documents should be extracted from this report for ongoing updating.*
- That Council requests the CAO to schedule an annual **Priority Setting Update session**. *The annual budget should reflect Council's priorities.*
- That Council adopts the **Roles & Responsibility Guidelines**. *Role clarity provides certainty as to how Council and staff should interact.*
- That Council adopts the **Decision Making Guidelines**. *The Request for Decision and Council Direction Request help to ensure Council's expectations are clear.*
- That Council adopts the **Organizational Success Guidelines**. *Regular check-ins by Council and the CAO help to maximize administrative and governance effectiveness.*

Appendices

1. STRATEGIC PRIORITIES CHART
2. VISION CHECK-UP
3. ISSUES / OPPORTUNITIES LONG LIST
4. STRATEGIC WORK PROGRAM

Dr. Gordon A. McIntosh, CGLM
Local Government Leadership Institute

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. HAMELT 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

<p>DEFINITION OF SUCCESS Expectations</p>	<p>WHAT WORKS WELL AREAS FOR ATTENTION</p>
<p>ECONOMY</p> <p>JOB CREATION BUSINESS RETENTION BUSINESS GROWTH BUSINESS ATTRACTION LOCAL INVESTMENT ATTRACTION</p> <p>Increased tax base Population growth Increased disposable income Low unemployment Increase in local services / industry Value added businesses Increased farm land base / livestock Expedient transportation to markets Utility corridor / pipe & power Increased use of primary resources Agricultural safety nets Branding /awareness /promotion</p>	<p>What Works Well</p> <ul style="list-style-type: none"> • Farmland expansion • Grain & cattle prices • Local employment - job creation • Quality of life • Community Futures • Green hectares • Local Chambers of Commerce • Reasonable tax rate • Huge resource base <p>Areas for Attention</p> <ul style="list-style-type: none"> • Roads and drainage • Recreation facilities / library • Professional service jobs • Transportation routes • Market access
<p>ENVIRONMENT</p> <p>HUMAN ENVIRONMENT COMMUNITY AESTHETICS PARKS & OPEN SPACE NATURAL AREA PROTECTION ENVIRONMENTAL QUALITY LAND USE</p> <p>Balanced growth / development Waste minimization Maximize utility of resources Maintain wildlife populations Soil conservation Climate change sensitivity Water management Water quality Air quality</p>	<p>What Works Well</p> <ul style="list-style-type: none"> • Water plan quality and conservation • Processing sawmill waste • Parks • Water quality & conservation • Expert engagement • Paving roads • Fuel reduction <p>Areas for Attention</p> <ul style="list-style-type: none"> • Waste handling costs • Soil science program • Hunting and trapping regulations • Climate change analysis • Surface water management • Government regulations & investment • Dust control

DEFINITION OF SUCCESS Expectations	WHAT WORKS WELL AREAS FOR ATTENTION
<p>INFRASTRUCTURE</p> <p>UTILITIES FACILITIES ROADS ENERGY SUFFICIENCY WAY FINDING SIGNAGE TRANSPORTATION</p> <p>Infrastructure Maintenance Plan Infrastructure capacity for growth Long term capital plan Services meet community needs</p>	<p>What Works Well</p> <ul style="list-style-type: none"> • Parks and recreation • Road Maintenance • Budgeting • Utility cross training <p>Areas for Attention</p> <ul style="list-style-type: none"> • Utilities • Staffing • Capital project priorities • Elected Official training • Future recreation opportunities • Tourism infrastructure • Regional water system
<p>SOCIAL</p> <p>ARTS & CULTURE CARING COMMUNITY COMMUNITY SAFETY ACTIVE & HEALTHY LIFESTYLES SENSE OF HERITAGE</p> <p>Seniors Housing First Nation Relations Canada Post Service Library Services Spray Parks (for FV & LC) Planning documents (MDP, ASP's, LUB) Recreation opportunities Tourism / visitor attraction Social networks</p>	<p>What Works Well</p> <ul style="list-style-type: none"> • Existing MHMB • Seniors lodge operations • Mail delivery • Regional library <p>Areas for Attention</p> <ul style="list-style-type: none"> • Seniors lodge expansion • Senior services assessment • Fair compensation for postal contractors • Use of technology in community promotion • Heritage preservation • Tourism promotion

Issues / Opportunities Long List

December 2012

ISSUE	Council	Staff	Total
Roads and Drainage / Agriculture Lands	56	29	85
Rural Water Distribution	13	1	14
Improve Provincial / Federal Representation	9	22	31
Investor Promotions	15	8	23
Healthy Forest Industry	8	7	15
Land Use Framework	24	12	36
Capitalize on Local People	6	5	11
Non Profit Groups	13	1	14
Provincial Acknowledgement of Region	22	8	30
Grow Assessment Base	40	20	61
Park, Library Improvements	4	10	14
Agricultural Research	15	10	25
Air and Rail Access	11	12	23
Transportation Corridors	7	17	24
Industry Attraction	39	0	39
Highway expansion - north, south and east	20	3	33
First Nations Relationships	9	4	13
Promote Agriculture	17	0	17
Highway 88 Completion	13	8	21
Develop Peace River Potential	0	0	0
Co2/EOR	18	13	31
Heritage Preservation	1	6	7
OSB Industry Strategy	15	7	22
County / Staff Relationships	14	20	24
Wood Buffalo Disease	2	4	6
Youth	4	0	4
Canada Postal Service	28	12	40
East Peace Resources Road	13	0	13
Fox Lake Oil Patch Road	0	2	2
Tourism	13	1	14
Diamond Mining	0	0	0
Regional Cooperation	25	12	37

Issues / Opportunities Long List

December 2012

ISSUE	Council	Staff	Total
Tompkins Crossing Improvements	9	1	10
Hamlet Street upgrading	18	12	30
Senior Housing	26	0	26
Resource inventory	8	10	18
Citizen Engagement	1	2	3
Inter-municipal relationships	0	13	13
County Business Plan	5	14	19
Zama Road	15	5	20
Highway 88 Connector	13	23	36

Strategic Priority Work Program

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
NOW		
<p>1. HOUSING ENTITY (Joulia) <i>How do we ensure the governance structure suits Mackenzie County?</i></p> <p>* Governance Structure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equitable funding formula <input type="checkbox"/> Clear decision making process <p>* Seniors Housing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cost shared facilities <input type="checkbox"/> Centrally located <input type="checkbox"/> Sufficient space 	<ul style="list-style-type: none"> <input type="checkbox"/> Collaborative <input type="checkbox"/> Create own entity 	<ul style="list-style-type: none"> <input type="checkbox"/> Request position from Town of High Level - Dec / 12 <input type="checkbox"/> Host public meeting to gather / assess need - Feb. /13 <input type="checkbox"/> Determine governance structure and strategy - March <input type="checkbox"/> identify suitable facility location and funding options
<p>2. HIGHWAY 88 CONNECTOR (Byron) <i>How can the County control development of the area?</i></p> <p>* Development Control District</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completion of Highway 88 Connector (Joulia) <input type="checkbox"/> Direct Control District <input type="checkbox"/> Ensure good development <input type="checkbox"/> Encourage economic development <input type="checkbox"/> Public engaged in process 	<ul style="list-style-type: none"> <input type="checkbox"/> In house <input type="checkbox"/> Consultant 	<ul style="list-style-type: none"> <input type="checkbox"/> Designate Direct Control District - Feb. <input type="checkbox"/> Confirm Resource Funding / Highway 88 Connector - April <input type="checkbox"/> Complete connector road project - Aug. <input type="checkbox"/> Develop Area Structure Plan - Sept.
<p>3. CANADA POST SERVICE (Joulia) <i>What preparations can the County make to increase the level of postal service for residents?</i></p> <p>* Location</p> <ul style="list-style-type: none"> <input type="checkbox"/> La Crete expansion <input type="checkbox"/> Traffic issues resolved <input type="checkbox"/> Post box waiting list times reduced <input type="checkbox"/> Service in Blue Hills and Zama <input type="checkbox"/> Long term leases 	<ul style="list-style-type: none"> <input type="checkbox"/> In house <input type="checkbox"/> Consultant 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare proposal covering traffic and location - March <input type="checkbox"/> Host meeting with Canada Post, Chamber, MP - April <input type="checkbox"/> <i>Include discussion on contracted service compensation</i>

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
<p>4. LAND USE FRAMEWORK (Byron) <i>How can the County influence the process?</i> * Process Commitment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Position paper reflective of County needs <input type="checkbox"/> Agreement of Tri-Council partners <input type="checkbox"/> Regional plan input <input type="checkbox"/> Multi-jurisdictional cooperation 	<ul style="list-style-type: none"> <input type="checkbox"/> In house <input type="checkbox"/> Council committee <input type="checkbox"/> Combination 	<ul style="list-style-type: none"> <input type="checkbox"/> Draft
<p>5. REGIONAL COLLABORATION (Joulia) <i>How can we collaborate with regional partners for mutual benefit?</i> * Protocol</p> <ul style="list-style-type: none"> <input type="checkbox"/> Increase in public services <input type="checkbox"/> Cost share agreements <input type="checkbox"/> Win-win relationship <input type="checkbox"/> Smooth negotiations <input type="checkbox"/> Mutual respect and trust 	<ul style="list-style-type: none"> <input type="checkbox"/> Tri - Council <input type="checkbox"/> Council 	<ul style="list-style-type: none"> <input type="checkbox"/> Host Tri-Council meeting - Jan. <input type="checkbox"/> Generate list of sharing topics - Jan. <input type="checkbox"/> Hold negotiation check-in session - Mar. <input type="checkbox"/> Present protocol for agreement - June
<p>6. HIGH LEVEL SHARED SERVICES (Joulia) <i>What is our aim for the agreement review ?</i> * Agreement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equitable cost sharing <input type="checkbox"/> Shared service aims 	<ul style="list-style-type: none"> <input type="checkbox"/> In house <input type="checkbox"/> Consultant <input type="checkbox"/> Combination 	<ul style="list-style-type: none"> <input type="checkbox"/> Draft agreement - June
<p>7. RAINBOW LAKE AIRPORT (Jouila) <i>What role does the County have to support the Airport?</i> * Agreement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shared responsibility <input type="checkbox"/> Transportation Corridor component <input type="checkbox"/> Medical emergency service <input type="checkbox"/> Economic development asset 	<ul style="list-style-type: none"> <input type="checkbox"/> In house <input type="checkbox"/> Consultant <input type="checkbox"/> Combination 	<ul style="list-style-type: none"> <input type="checkbox"/> Draft agreement - June

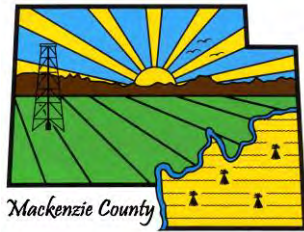
PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
NEXT		
<p>OIL & GAS (Bill) <i>What is our role to support the oil & gas industry</i></p> <p>* Strategy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Diversity in support services <input type="checkbox"/> Define County role <input type="checkbox"/> Anticipate future trends 	<ul style="list-style-type: none"> <input type="checkbox"/> County with industry <input type="checkbox"/> County <input type="checkbox"/> Industry 	<ul style="list-style-type: none"> <input type="checkbox"/> Draft Terms of Reference - Feb. <input type="checkbox"/> Host stakeholder focus group sessions - Summer <input type="checkbox"/> Draft strategy for Council approval - Sept.
<p>FIRST NATION RELATIONSHIP (Joulia) <i>How can we enhance FN relationships?</i></p> <p>* Orientation</p> <p>* Little Red First Nation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shared services <input type="checkbox"/> Mutually beneficial strategies <input type="checkbox"/> Clearly defined principles of engagement <input type="checkbox"/> Good communication <input type="checkbox"/> Trust and respect 	<ul style="list-style-type: none"> <input type="checkbox"/> Whole group <input type="checkbox"/> Targeted Nations 	<ul style="list-style-type: none"> <input type="checkbox"/> Host meeting following 2013 election <input type="checkbox"/> Hold orientation session for Little Red and Tall Cree <input type="checkbox"/> Explore areas of common interest <input type="checkbox"/> Develop principles of engagement
<p>ZAMA ROAD (Bill) <i>How can we advance the paving of the road?</i></p> <p>* Business Case</p> <ul style="list-style-type: none"> <input type="checkbox"/> Oil and gas access <input type="checkbox"/> Economic development opportunity <input type="checkbox"/> Local business spinoff benefits <input type="checkbox"/> Paved road / part of County roadway plan <input type="checkbox"/> Advance Provincial project funding <input type="checkbox"/> Possible P-3 partnership <input type="checkbox"/> Clear funding formula 	<ul style="list-style-type: none"> <input type="checkbox"/> In house <input type="checkbox"/> Consultant 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare budget request - Jan. <input type="checkbox"/> Prepare business case
<p>HAMLET ROAD PROGRAM (John & Ron) <i>What is our plan for upgrading hamlet roads?</i></p> <p>* Priorities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Good criteria <input type="checkbox"/> Realistic public expectations <input type="checkbox"/> Community buy-in 	<ul style="list-style-type: none"> <input type="checkbox"/> In house <input type="checkbox"/> Consultant 	<p><i>Not determined</i></p>

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
<p>SURFACE WATER MANAGEMENT (Grant) <i>How can the County manage surface water in agricultural areas?</i> * Water Management Plan <input type="checkbox"/> Property protection <input type="checkbox"/> Human safety</p>	<input type="checkbox"/> In house <input type="checkbox"/> Consultant	<input type="checkbox"/> Develop terms of reference - Jan. <input type="checkbox"/> Seek budget approval - March
<p>OSB PLANT (Bill) <i>how can the County support plant development?</i> * Waterline Agreement <input type="checkbox"/> Ensure site readiness <input type="checkbox"/> Job creation <input type="checkbox"/> Assessment base increase</p>	<input type="checkbox"/> In house <input type="checkbox"/> Consultant	<input type="checkbox"/> Draft terms of reference and identify budget - Feb. <input type="checkbox"/> Identify waterlines options - June <ul style="list-style-type: none"> • County source / High Level source • Capital / operating costs • Implications • OSB plant needs
<p>PRIVATE ROADS (Ron) <i>What is the County's responsibility for private roads</i> * Private Road Transfer Policy <input type="checkbox"/> Letter of Consent Holder defined <input type="checkbox"/> Fair and equitable treatment <input type="checkbox"/> Operations and maintenance standards defined <input type="checkbox"/> Liabilities and risks identified <input type="checkbox"/> Business friendly perception</p>	<input type="checkbox"/> In house <input type="checkbox"/> Consultant	<input type="checkbox"/> Determine ownership and necessary permissions <input type="checkbox"/> Draft policy for Council consideration - Sept. <input type="checkbox"/> Identify operations and maintenance implications
<p>ECONOMIC DEVELOPMENT (Bill) <i>How can we encourage growth in the County?</i> * Strategy <input type="checkbox"/> Industry attraction <input type="checkbox"/> Targeted strategies <input type="checkbox"/> Local employment opportunities <input type="checkbox"/> Increased tax base <input type="checkbox"/> Clean industry</p>	<input type="checkbox"/> In house <input type="checkbox"/> Consultant <input type="checkbox"/> Comprehensive plan <input type="checkbox"/> Targeted strategies (see OSB, Tourism and Oil and Gas)	<input type="checkbox"/> Draft terms of reference - Sept. <input type="checkbox"/> Budget for 2014 - Oct.

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
<p>TOURISM (Bill & Carol) <i>How can we promote tourism and what is the County's role in visitor attraction?</i> * Strategy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Common vision <input type="checkbox"/> Reasons for people to visit <input type="checkbox"/> Support to local economy <input type="checkbox"/> Job opportunities for locals <input type="checkbox"/> Targeted promotional campaign <input type="checkbox"/> Raised profile 	<ul style="list-style-type: none"> <input type="checkbox"/> In house <input type="checkbox"/> Consultant 	<ul style="list-style-type: none"> <input type="checkbox"/> Determine DMO / REDI inventory - Jan. <input type="checkbox"/> Draft process - <input type="checkbox"/> Strategy - Sept.
<p>BRANDING (Joulia) <i>How can we raise the profile of the County?</i> * Strategy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provincial awareness and regard <input type="checkbox"/> Advocacy program <input type="checkbox"/> Regional profile <input type="checkbox"/> Citizen engagement / support <input type="checkbox"/> Media awareness <p>* Provincial Regard</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare County profile <input type="checkbox"/> Focus requests to specific ministries <input type="checkbox"/> Organize lobby campaign 	<ul style="list-style-type: none"> <input type="checkbox"/> In house <input type="checkbox"/> Consultant 	<ul style="list-style-type: none"> <input type="checkbox"/> Draft Expression of Interest - Sept. <input type="checkbox"/> Prepare budget proposal - Oct. <p><u>Provincial Focus</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare County profile - May <input type="checkbox"/> Focus requests to specific ministries - AAMDC - June
<p>NEW ROAD CONSTRUCTION (Bill) <i>How can we determine priorities and future needs?</i> * Sustainable Funding</p> <ul style="list-style-type: none"> <input type="checkbox"/> Protection of agriculture lands <input type="checkbox"/> Road network plan <input type="checkbox"/> New road construction / drainage policy <input type="checkbox"/> Clear priorities with funding sources 	<ul style="list-style-type: none"> <input type="checkbox"/> In house <input type="checkbox"/> Consultant 	<ul style="list-style-type: none"> <input type="checkbox"/> Review / refresh request - April <input type="checkbox"/> Prioritize work - May <input type="checkbox"/> Meet with federal and provincial funding departments - June <input type="checkbox"/> Seek public feedback and support - July/Aug. <input type="checkbox"/> Advocate for special legislation - Sept/Oct.

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
<p>TRANSPORTATION CORRIDOR (Bill) <i>How can the County encourage and influence economic growth?</i> * Strategy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Promote regional growth <input type="checkbox"/> Access new markets <input type="checkbox"/> Provide access to resources <input type="checkbox"/> Engage partners 	<ul style="list-style-type: none"> <input type="checkbox"/> NADC <input type="checkbox"/> NCDC <input type="checkbox"/> REDI <input type="checkbox"/> AAMDC <input type="checkbox"/> Combination 	<p><u>ROADS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Inventory current roads and network systems <input type="checkbox"/> Identify gaps and opportunities <input type="checkbox"/> Prioritize based on need and funding - March <input type="checkbox"/> Develop strategy - June <input type="checkbox"/> Seek partner support <p><u>RAIL</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> REDI request to meet with CN <p><u>AIR</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with Edmonton Airport Authority and airlines
ADVOCACY		
<p>PROVINCIAL ADVOCACY <i>* New Road paving Funds</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Funding for road access to new lands</i> 	
<p>ZAMA ROAD PAVING <i>*</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Advance progress to speed up completion</i> 	
<p>CANADA POST <i>*</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Secure location and continued Canada Post Service in La Crete</i> 	
<p>LAND USE FRAMEWORK</p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Certainty for the process steps and the County voice</i> 	

Bolded items indicate the Council **priority**, the preferred **option** to achieve the outcome and the primary **action** necessary to address the priority. The question used by the Council to focus their priority setting discussion is *italicized*.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Regional Collaborative Governance Initiative – Discussion Protocols

BACKGROUND / PROPOSAL:

Mackenzie County, Town of High Level and Town of Rainbow Lake have engaged in the Regional Collaborative Governance Initiative. The initiative is being funded by Municipal Affairs and a consultant is engaged to facilitate the sessions.

OPTIONS & BENEFITS:

The first session took place on January 18 & 19, 2013 in the Town of High Level. As the result, a document titled Discussion Protocols was drafted with participation of all parties. Please review the attached document. It is expected that the protocol be approved by council motion and be signed by all Councillors from participating municipalities.

The tri-council group has also made a recommendation to increase Mackenzie County representation from three council participants to five council participants. This will result in the following representation:

- Mackenzie County – five out of ten Councillors will participate;
- Town of High Level – three out of seven Councillors will participate;
- Town of Rainbow Lake – two out of five Councillors will participate.

The group felt that it is appropriate to have simple majority less one member participating in these meetings from all participating municipal members and this may be vital for this initiative’s success. It is recommended that the Reeve and Deputy Reeve be appointed to this tri-council working group.

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

COSTS & SOURCE OF FUNDING:

Provincial Grant.

COMMUNICATION:

As specified in the Discussion Protocol.

RECOMMENDED ACTION:

Motion 1:

That the Mackenzie Regional Collaborative Initiative Discussion Protocol be approved as presented and signed by all Councillors.

Motion 2:

That the Reeve and the Deputy Reeve be appointed to the Mackenzie Regional Collaborative Initiative.

Author: _____ Reviewed by: _____ CAO _____

MACKENZIE REGION

COLLABORATIVE GOVERNANCE INITIATIVE

DISCUSSION PROTOCOLS

Between

The Town of High Level, The Town of Rainbow Lake and Mackenzie County

1. Parties

The parties to this initiative are The Towns of High Level and Rainbow Lake and the Specialized Municipality of Mackenzie County.

2. Agreement to Facilitated Discussions

The parties have agreed to enter into a facilitated process in a good faith attempt to address the interests of each municipality and in particular to create long term, flexible and responsive inter-municipal and regional protocols that are satisfactory to all parties and in turn, define the relationship among them as one that is based on mutual respect and trust and is focussed on achieving mutual benefit and long term success for their shared region.

3. Municipal Representatives (The Committee)

The municipal representatives confirm that their involvement in the *Mackenzie Region Collaborative Governance Initiative* is voluntary, that they have been appointed by their respective Councils and that their involvement is in the best interests of their communities and ratepayers. They further confirm that they will make best efforts to make the process embodied in the Initiative work for the benefit of all.

The municipalities agree to be represented as follows:

(a) For the Town of High Level:

- a. Mayor Peter Ernst;
- b. Councillor Barry Gladders;
- c. Councillor Crystal McAleer; and
- d. CAO Dean Krause.

(b) For the Town of Rainbow Lake:

- a. Mayor Boyd Langford;
- b. Councillor Walter Olorenshaw;
- c. An additional Councillor based on availability; and
- d. CAO Rosemary Offrey.

(c) For the Specialized Municipality of Mackenzie County:

- a. Reeve Bill Neufeld;
- b. Deputy Reeve Walter Sarapuk;
- c. Councillor Jacquie Bateman;
- d. Councillor John W. Driedger;
- e. Councillor Eric Jorgensen; and
- f. CAO Joulia Whittleton.

4. Representation at Meetings and Quorum

All members of the Committee will make their best efforts to attend each meeting.

Meetings will be held as long as each party is represented by a minimum of any two (2) of its elected representatives and its CAO.

A party that despite its best efforts is unable to achieve quorum either before or during a meeting of the Committee may request that quorum be waived. In such a circumstance, the meeting can proceed if all parties agree to proceed.

5. Presenters and Observers

By mutual agreement, presenters and/or observers such as staff members or consultants may attend if invited to do so by one or all of the parties. They will sit apart from the Committee members and will not participate directly in the discussions. They may share their views with members of the Committee during breaks.

As a matter of courtesy, the parties will provide prior notice to each other should they wish to invite presenters and/or observers to a meeting of the Committee.

Presenters and/or observers are bound by all protocols.

The parties agree that initially, no observers will be invited to attend the deliberations of the Committee.

6. New Parties

No new parties or interested persons will join the negotiation unless all members of the Committee agree.

7. Role and Composition of Sub-Groups

If a matter requires research, information, data gathering or some other scope of activity in support of the *Mackenzie Region Collaborative Governance Initiative*, the Committee may set up a sub-group(s) or select a resource person(s) and determine roles, responsibilities, composition and terms of reference as needed.

8. Decision Making Process

The process for making decisions will be based on consensus, initially on individual issues and finally on the total package of issues discussed.

Consensus based decisions are defined as those decisions that the entire Committee can support, live with and recommend to their respective Councils.

9. Issue Sign Off and Agreement

No agreement is effective unless ratified by each Council.

All parties recognize that they may reach consensus and make an agreement in principle, on one or more issues and that such agreement will be tentative until all issues have been dealt with and consensus reached on the total package of issues. The parties will then take the total package to their respective Councils as a recommendation that has the support of all members of the Committee.

Should a Council or Councils not ratify a consensus recommendation of the Committee, the Council(s) in question must provide the Committee with a rationale for why the recommendation was not ratified and provide an alternative or alternatives that would be acceptable.

10. Reporting to Council(s)

It is the responsibility of the representatives of each of the parties to keep all members of their respective Councils informed about the discussions. In fulfilling this responsibility, all parties agree that reports to Council will not include any references to individuals involved in the process and that any information discussed in an in-camera meeting of Council, will not be disclosed to the media or any other person.

11. Caucuses

Caucuses may be requested by any member of the Committee or the Facilitator.

If the Facilitator is invited into a caucus, it is understood that the information disclosed to the Facilitator is confidential unless the caucusing party indicates that the Facilitator may disclose it to the other party.

Caucuses will normally be time limited.

The party that requests a caucus will normally be asked to be the first to report back to the Committee.

12. Respectful Discussion and Behaviour

All parties agree to engage in respectful behaviour at all times throughout the discussion process. As needed, any member of the Committee may take a break from the process or use other appropriate methods to regain composure and professional conduct.

The Facilitator may take such measures as may be appropriate to ensure that discussions are productive and conducted in a respectful environment.

13. Freedom to Speak and Confidentiality

Unless the parties have agreed to release information, all discussions, summary notes, other records or information generated for the purpose of reaching agreement are to be kept confidential. Anyone attending any of the meetings of the Committee is bound by this confidentiality rule. Council members not attending the meetings of the Committee will be informed of discussions during in-camera meetings. Any information that is in the public domain, but not the discussion about that information, may be used by either party in a future process.

14. Without Prejudice Discussions and Full Disclosure

All parties acknowledge that full disclosure of all relevant information is essential to coming to an understanding and resolution of issues in the discussion process.

Accordingly, all ideas, suggestions or counter suggestions and other discussions are offered from the perspective of reaching consensus and therefore, are not binding and cannot be used as evidence or information in any other process or proceeding.

15. Access to Information

All parties will make a reasonable effort to provide requested information to the Committee. If mutually agreed, any party may bring individuals to the meetings to provide technical/expert information as needed.

16. The Media and Public

There will be no release of information to the media or the public unless the three parties have agreed. Should it be necessary or desirable to address the media or public, only the Mayors and Reeve would speak on behalf of their respective Municipalities. Any media releases will be jointly developed by the CAOs, assisted if requested, by the Facilitator and approved by all parties.

17. Record Keeping

There will be no verbatim record of the discussion process. After each meeting, the Facilitator will provide confidential summary Meeting Notes to each Negotiating Team through the respective CAOs.

18. Communication with Facilitator

Communication with the Facilitator between regularly scheduled meetings will be through the respective CAOs. Communications will be restricted to process matters and the CAOs will forward any information from the Facilitator to all Committee members.

19. Facilitator Privilege

The parties agree that the Facilitator, **Bill Sutherland** is not a compellable witness and none of the parties will request that the Facilitator act as a witness on their behalf or on behalf of any organization in any future proceedings relating to any issue discussed in the *Mackenzie Region Collaborative Governance Initiative* process.

20. Schedule, Location and Hosting of Meetings

The Committee will establish its own schedule.

Meetings should be held in a location that is mutually acceptable to all three parties and is conducive to productive discussions. The chosen location should also allow for each party to caucus should they so wish.

Hosting will be a shared responsibility.

21. Logistic Support and Coordination

The parties agree that Mackenzie County will manage the Collaborative Government Initiative Grant and logistic support for meetings of the parties.

Town of High Level

Signed this day ____ of _____, 2013 at _____, Alberta.

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Town of Rainbow Lake

Signed this day ____ of _____, 2013 at _____, Alberta.

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Specialized Municipality of Mackenzie County

Signed this day _____ of _____, 2013 at _____, Alberta.

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

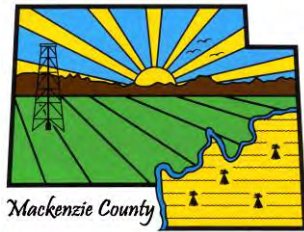
Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Vote on a Question - La Crete Outdoor Swimming Pool Text and Notice

BACKGROUND / PROPOSAL:

At their January 15, 2013 meeting, Council made a decision to hold a vote on a question regarding the La Crete Outdoor Swimming Pool which will be held on March 11, 2013 for all County ratepayers to vote at the following voter stations:

- Blue Hills
- La Crete
- Fort Vermilion
- High Level Rural
- Zama

A Vote on a Question is permitted under the Municipal Government Act (MGA) which states that:

236 (1) A council may provide for the submission of a question to be voted on by the electors on any matter over which the municipality has jurisdiction.

(2) A vote of the electors under subsection (1) does not bind council.

Further Section 237 of the MGA states that:

237 A vote of the electors under this Part must be conducted in accordance with the Local Authorities Election Act.

The Local Authorities Election Act (LAEL) sets out the notice requirements as follows:

35 (2) If an election is required, the returning officer shall give notice of it in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before election day in a newspaper or other publication circulating in the

Author: _____ **Reviewed by:** _____ **CAO** YW

area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day.

(3) The notice of a vote on a bylaw or question shall set out the text or a reasonably complete summary of the bylaw or question.

(4) On complying with subsection (2), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.

Please note that as a result of recent changes to the LAEL voter identification would be required.

As required under the LAEL Section 35 (3) Council must set out the text of the question to be presented before the ratepayers. A draft copy is attached.

OPTIONS & BENEFITS:

Please review the proposed text for the vote on the question.

COSTS & SOURCE OF FUNDING:

Advertising Costs - \$600.00
Polling Station Costs – staffing, supplies

COMMUNICIATION:

Notices will be published according to the requirements set out in the Local Authorities Election Act as noted above.

Advertising avenues:

- Local Newspaper
- Big Deal Bulletin
- County Website
- County FaceBook Page

RECOMMENDED ACTION:

That the La Crete Outdoor Swimming Pool text for the notice of the Vote on a Question be approved as presented.

Author: _____ Reviewed by: _____ CAO _____



Vote on a Question La Crete Outdoor Swimming Pool

Background

After undertaking some research, undertaking a survey and interviewing community members, the La Crete Swimming Pool Committee has approached Mackenzie County Council seeking support and funding for the construction of a new outdoor swimming pool in the Hamlet of La Crete. It is the goal of the Pool Committee to enclose the proposed outdoor pool depending on demand to offer a year round swim season. Therefore, the chosen design will accommodate for this in the future.

If constructed, what organization will be the owner of the pool?

Mackenzie County will be the owner of the pool.

If constructed, who will operate the pool?

It is proposed that the La Crete Recreation Board will operate the Pool.

Where will the pool be located?

The pool is proposed to be located next to the arena in the Hamlet of La Crete on land currently owned by the County. There is no cost to acquire land for the proposed outdoor pool.

What is the proposed size of the pool?

The water surface area of the proposed pool is estimated at 3,335 sq. feet.

What are the estimated capital costs to construct the outdoor pool in La Crete?

The Pool Committee's estimated cost for a basic pool is \$797,000, with an additional \$250,000 for options such as a slide and two 12-person hot tubs, for a total of \$1,047,000, up to 50% of which may be funded through the general municipal tax base.

The Pool Committee has been fundraising (\$156,240 to-date) and is planning to submit an application for provincial grant funding (estimated at \$125,000 - \$175,000).

What are the estimated operating costs of the pool?

The estimated operating revenues are \$66,200 and costs are \$120,000 per year, leaving an estimated operating deficit of \$53,800 per year. It is being proposed that the County provides funds to cover the annual operating deficits.

Will there be a property tax increase due to the pool construction?

The capital and operating costs of the proposed pool will become a part of the County's capital program and the annual operating budgets respectively.

As such, an increase in the municipal tax rate could be expected to cover the higher costs associated with new infrastructure and its operations. Setting up tax rates to collect sufficient revenues through the municipal property taxes will be deliberated by Council during annual budget reviews, and will be solely based on their decision at that time.

If Council makes a decision to increase the tax rate to cover the outdoor swimming pool costs, what type of an increase should be expected?

Using the 2013 projected assessment data, and making an assumption that the County would borrow for a 10 year term to cover 50% of the capital costs plus the estimated annual operating deficits, and everything being equal, the County's municipal residential tax rate would be increased by 0.72%, or 0.055 of a mill (from 7.598 to 7.653), and non-residential rate by 0.47%, or 0.055 of a mill (from 11.711 to 11.766), in order to raise sufficient funds to cover the new debt annual payment (estimated at \$59,140/year) and an operating deficit.

This translates to an additional \$5.50 in municipal tax annually for every \$100,000 of taxable assessment.

For example:

You are an owner of a residential property assessed at:	\$300,000
Your municipal taxes based on the 2012 rate:	\$2,279
Your municipal taxes at 0.72% increase in rate:	\$2,296
Your total increase in tax equals:	\$17

Question

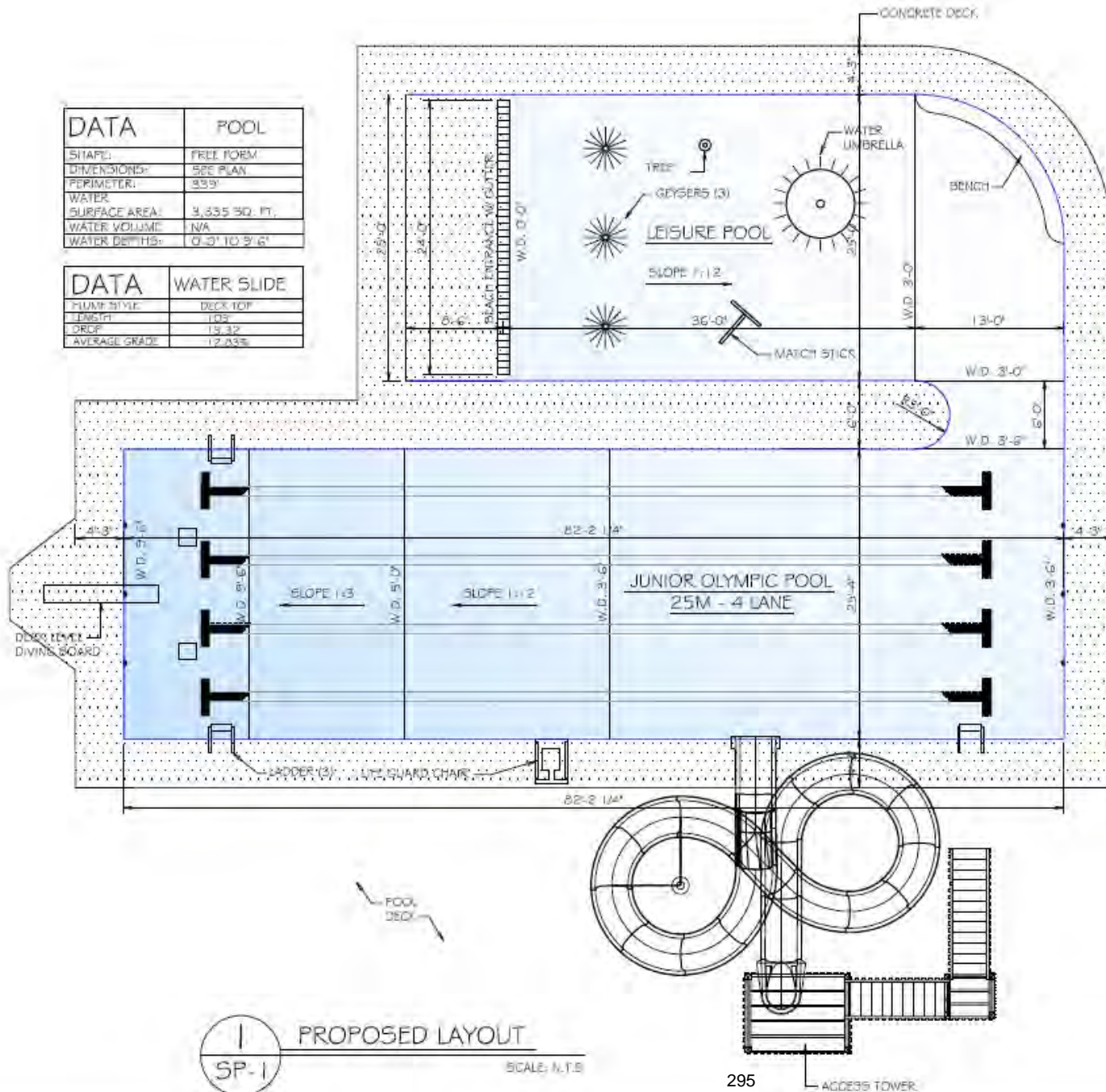
Are you in support of a new outdoor swimming pool to be constructed in the Hamlet of La Crete with a portion of capital costs and the future annual operating deficits to be funded from the general municipal tax?

Yes

No

DATA	POOL
SITING:	FREE FORM
DIMENSIONS:	SEE PLAN
PERIMETER:	939'
WATER SURFACE AREA:	3,335 SQ. FT.
WATER VOLUME:	N/A
WATER DEPTHS:	0'-0" TO 5'-6"

DATA	WATER SLIDE
PLUMB STYLE:	DECK TOP
INSET:	1/8"
DROP:	1/8" @ 2'
AVERAGE GRADE:	17.83%



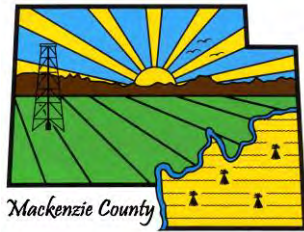
SP-1 | PROPOSED LAYOUT
SCALE: 1/8" = 1'-0"

WESTERN RECREATION AND DEVELOPMENT INC.
 BOX 4647, 310 MAIN STREET,
 STONEWALL, MANITOBA CANADA R0G 2Z0
 TEL: 204-467-7620 FAX: 204-467-7623 EMAIL: INFO@WESTERNRI.COM

REVISIONS	
DATE	DESCRIPTION

PROJECT: **LACRETE AQUATIC CENTER** ALBERTA
 LACRETE

TITLE: **PROPOSED LAYOUT**
 DATE: JUL 18
 DRAWN BY: A.C.
 CHECKED BY: B.Q.
 SHEET NO: **SP-1**
 FILE NO. 1237 OF 1



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Town of High Level Recreation Facility Task Force – Invitation for Representative

BACKGROUND / PROPOSAL:

The Town of High Level established a Recreation Facility Task Force in January 2013 and has invited the County to appoint a representative to this Task Force. A copy of their letter and Terms of Reference are attached for your review.

OPTIONS & BENEFITS:

To allow the County an opportunity to represent residents in rural High Level as well as other users throughout the County.

COSTS & SOURCE OF FUNDING:

Per Diems and Travel & Subsistence costs.

COMMUNICATION:

Representative to report back to Council.

RECOMMENDED ACTION:

That Councillor _____ be appointed to the Town of High Level Recreation Facility Task Force.

Author: C. Gabriel Reviewed by: _____ CAO _____



Town of High Level
10511 - 103rd Street
High Level, AB Canada
T0H 1Z0
Telephone: (780) 926-2201
Facsimile: (780) 926-2899
town@highlevel.ca
www.highlevel.ca



January 30, 2013

Mackenzie County
Box 640
Fort Vermillion, AB.
T0H 1N0

RE: TOHL Recreation Facility Task Force – Invitation for representative

Dear Reeve Neufeld:

At the January 28, 2013 Regular Council Meeting, Council passed a resolution establishing a Recreation Facility Task Force. The goal of this task force is to develop a report that identifies the Town's current and future needs for recreational facilities.

The residents in rural High Level and throughout the County represent a significant amount of our daily users at our recreation facilities. The Town of High Level Council would like to extend an invitation for a Mackenzie County Councillor to participate in this task force. Attached are the Terms of Reference that will guide the process.

Should you require more information regarding this request, please feel free to contact me at 780-841-5261 or CAO Dean Krause at 780-926-2201. We look forward to your reply by February 19, 2013.

Yours truly,

Peter Ernst
Mayor
Town of High Level
mayor@highlevel.ca

cc: Town of High Level Council
Dean Krause, CAO, Town of High Level

Encl. 1

Gateway To The South



TERMS OF REFERENCE RECREATION FACILITY TASK FORCE

Purpose: To provide a forum that allows Council, community stakeholders and the public to identify the recreational facility needs for the community.

Goal: To develop a report that identifies the Town's current and future needs for recreational facilities.

Members: The Task Force shall consist of:

- ❖ two Town of High Level Councillors;
- ❖ one member from the High Level Play Association;
- ❖ two members of the public;
- ❖ one member from a local Public School;
- ❖ one Mackenzie County Councillor

Members of the Task Force are required to be a resident or ratepayer of High Level in accordance to Policy #236-11.

Administration shall support and provide technical advice to the task force. Meetings are to be conducted in accordance to the Procedural Bylaw #911-11.

Guidelines: The Recreation Task Force shall:

1. Review the Community Sustainability Plan, Municipal Development Plan and Active Community Strategy for recreational goals.
2. Review an inventory of High Level's recreational facility assets and usage.
3. Identify recreational facility needs through engagement with the public and stakeholders as per Communication and Citizen Engagement policy #239-11.
4. Develop a report that identifies the need and demand for recreational facilities. Provide suggested timelines or milestones for recreational facility development.
5. Present draft report to Committee of the Whole for discussion.
6. Consult with the public via an open house.
7. Report the recommendations at a Regular Council Meeting for Council's review and consideration.

Completion: The Task Force shall continue until June 24, 2013.

Advancement of Municipal Development Plan:

4.4 Social Amenities

4.4.8 The Town should encourage social amenity facilities to locate where they can be conveniently accessed and ideally to locate in one of the Focus Areas (as outlined in Section 8.5 and identified on Figure 4).

4.7 Leisure and Recreation

4.7.5 The Town should develop a *Parks, Recreation and Culture Master Plan* to ensure that the Town has access to appropriate facilities to meet the needs of changing recreation preferences and demographic changes, to update and maintain the capital and operational plans for facilities.

4.7.6 The Town should encourage multi-use recreation facilities.

4.7.9 The Town should collaborate with regional partners to conduct a Regional Needs and Market Assessment for recreation and leisure programming and facilities.

8.2 General Policy

8.2.4 The Town shall identify, preserve and enhance scenic routes with principal views of natural and constructed features in High Level as part of the overall *Parks, Recreation and Culture Master Plan*.

12.2.2 The Town should monitor the usage and demands for Town's recreational facilities. The Town shall use this information to plan for improvements and facility expansions in conjunction with the long-term capital plan.

Advancement of Community Sustainability Plan:

Foundation Area Four: Effective Governance

Municipal Infrastructure

1. To ensure that Town infrastructure effectively meets the needs of the community.
 - a. Ensure that infrastructure is regularly updated and/or built for future needs.
 - b. Develop a regional plan for community and educational infrastructure.

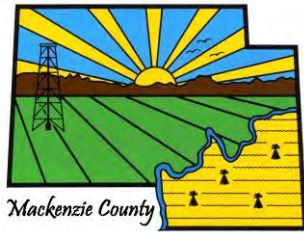
Community Services

1. To provide safe programs and clean facilities that effectively adapts to meet the needs of the community.
 - a. Provide safe and clean facilities, trails and green spaces to the public
 - b. Offer a variety of programs and services that meet the needs of the community.
 - c. Continue positive relationships and open communication with user groups.

Recreation & Leisure

1. To have ample recreational facilities and opportunities that are accessible by everyone
 - c. Secure funding.
 - d. Host major recreation events.

Approved by Council Resolution _____, January 28, 2013



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Member at Large Appointments

BACKGROUND / PROPOSAL:

Member at Large positions remain open on the Assessment Review Board and the Subdivision & Development Appeal Board. Both Boards are mandated under the Municipal Government Act.

At the November 28, 2012 Council meeting the following motion was made:

That administration contact neighboring municipalities to solicit interest in sitting on the County's Subdivision & Development Appeal Board.

Administration contacted the Town of High Level and their public member has expressed interest in sitting on the County's boards. The individual has the necessary training required.

The following individuals have submitted applications (to be distributed at the meeting):

- Jerry Chomiak – Assessment Review Board and Subdivision & Development Appeal Board
- Danny Friesen – Subdivision & Development Appeal Board

OPTIONS & BENEFITS:

Appointing these members will enable administration to meet quorum requirements.

Author: C. Gabriel Reviewed by: _____ CAO _____

COSTS & SOURCE OF FUNDING:

Meeting per diems and travel/subsistence costs.

COMMUNICATION:

Applicants will be notified of Council's decision.

RECOMMENDED ACTION:

Motion 1

That Jerry Chomiak be appointed to the Assessment Review Board and the Subdivision & Development Appeal Board for the remainder of a one-year term ending October 2013.

Motion 2

That Danny Friesen be appointed to the Subdivision & Development Appeal Board for the remainder of a one-year term ending October 2013.

Author: C. Gabriel Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Amalgamation of Housing Boards Working Committee

BACKGROUND / PROPOSAL:

Mackenzie County, Towns of High Level and Rainbow Lake, Mackenzie Housing Management Board, High Level Housing Authority, and La Crete Municipal Nursing Association have agreed that the two housing boards (Mackenzie and High Level) be amalgamated into a new board with the following representation:

- Mackenzie County – four (4) representatives
- Town of High Level – two (2) representatives
- Town of Rainbow Lake – two (2) representatives
- La Crete Municipal Nursing Association – one (1) representative
- First Nations – one (1) representative

OPTIONS & BENEFITS:

As a next step, a working committee is being established to draft a new Ministerial Order with Municipal Affairs representatives. It is proposed that the working committee composition be as proposed for the new board.

Councillor's J. Bateman and J.W. Driedger are currently appointed to the group that had negotiated the new board composition.

Mackenzie County requires appointing four members to represent the County on the working committee. Please note that the first meeting is proposed to take place February 14th at 9:30 a.m. via teleconference.

Author: J. Whittleton **Review Date:** _____ **CAO** YW

COSTS & SOURCE OF FUNDING:

Annual operating budget

RECOMMENDED ACTION:

That the following Councillors be appointed to the Amalgamation of Housing Boards Working Committee:

1. _____
2. _____
3. _____
4. _____

Author: _____ Review Date: _____ CAO YW _____



OFFICE OF THE MAYOR

Town of High Level
10511 - 103rd Street
High Level, AB Canada
T0H 1Z0
Telephone: (780) 926-2201
Facsimile: (780) 926-2899
town@highlevel.ca
www.highlevel.ca

Wednesday, January 31, 2013

Mr. Lindsay Pratt
Regional Housing Advisor
Alberta Municipal Affairs, Housing Branch
Bag 2
High Prairie, AB T0G 1E0

Dear Mr. Lindsay Pratt:

The Town of High Level would like to thank the Province once again for their continued support with the ongoing pursuit of an amalgamated housing board structure in our region.

At the January 28, 2013 Regular Council meeting, Council reconsidered the previous resolution of November 2012 and passed a new resolution pertaining to an amalgamated Housing Board Structure as follows:

Mackenzie County 4, Town of High Level 2, Town of Rainbow Lake 2 and La Crete Municipal Nursing Association 1, First Nations 1; and that a lodge/assisted living facility in High Level be the first capital priority for the new board.

We sincerely trust that this continued show of good faith on the part of the Town of High Level will move this important initiative forward since it is our understanding that all parties have previously agreed to the commitment of a new facility for High Level area seniors.

Should you have any question regarding this matter, please do not hesitate to call myself at (780) 841-5261 or CAO Dean Krause at (780) 926-2201.

Yours truly,

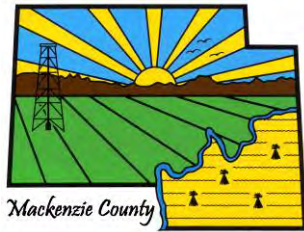
Peter Ernst
Mayor
Town of High Level

cc: Town of High Level Council
Town of Rainbow Lake
Mackenzie County
High Level Housing Authority

Mackenzie Housing Management Board
Dean Krause, CAO, Town of High Level



Gateway To The South



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	William (Bill) Kostiw – Director of Infrastructure Development & Government Relations
Title:	Tats’uhkaa Ts’o Road – Rainbow Lake to Fort Nelson

BACKGROUND / PROPOSAL:

This vital economic connector road is still in a very preliminary stage and is complex as the majority of the road is in B.C. The current Sierra Yoyo Desan Road (SYD) from Fort Nelson to the Horn River oil and gas developments was constructed as a P-3 between the B.C. Government, Ledcor/KPMG and the Horn River producers. We have met with Ledcor and All North and Ledcor is very keen to undertake the extension to Rainbow Lake. We have met several times with Alberta Transportation and they are very supportive.

OPTIONS & BENEFITS:

The options are many from do nothing to engaging consultants to assist in moving the project forward. I feel this road would be of tremendous economic and social benefit to Mackenzie County. It would also be a significant benefit to oil and gas development, the forestry industry and agriculture.

The benefit of connecting to the B.C. rail network and the highways would benefit all of the County. This would create a high wire route from Edmonton using Highways 88 & 58. We are also working with REDI, NCDC, NADC and Alberta Transportation on this project.

Mackenzie County Council identified oils & gas strategy, transportation (roads, rail & air) strategy as some of the main factors contributing to the

Author: William (Bill) Kostiw **Reviewed by:** _____ **CAO** J. Whittleton

COSTS & SOURCE OF FUNDING:

The initial costs of developing contacts and preliminary plans have been paid by general operators. In order to move forward I think we need to formalize the project and engage consultants to prepare credible documents and business case.

The business case could be prepared in phases and if Council determines progress is being made and if industry comes on board we would proceed. To date Husky, Apache and Tolko have expressed interest. Discussions on cost share negotiations should be in-camera. The initial cost for Phase I consultation would be \$58,500.

COMMUNICATION:

Council & Administration will keep in contact with Alberta Transportation and industry partners.

RECOMMENDED ACTION:

That the update regarding the proposed road from Rainbow Lake to Fort Nelson be received for information and the consultant proposal be referred to the next budget meeting for funding considerations.

Author: William (Bill) Kostiw **Reviewed by:** _____ **CAO** J. Whittleton



Proposal For Services

Prepared For: Mackenzie County

Submitted By: Allnorth Consultants
101-10530 117 Avenue
Grande Prairie, AB T8V 7N7
Canada
Phone: 780-538-2070

Allnorth Contact: Thomas Anderson

Date: 23 January 2013

Prepared in Conjunction with KPMG LLP Chartered Accountants



DOCUMENT INFORMATION

Project Number:	12GP0131
File Number:	01.10
Filename:	Proposal Business Advisory Services
Document Revision:	2

REVISION HISTORY

Rev.#	Date of Issue	Reviewed By	Approved By	Description
0	2013-01-15	THA	WBM	Draft for KPMG review and comment
1	2013-01-17	PL		Draft reviewed by KPMG and returned to Allnorth
2	2013-01-23	THA	WBM	Issued to Mackenzie County for Review



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APPENDICES

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Appendix B	KPMG Project Profiles
Appendix C	Allnorth Team Résumés
Appendix D	Allnorth Project Profiles



1 BACKGROUND

Mackenzie County has identified the establishment of a high grade access road connecting Fort Nelson, British Columbia to Rainbow Lake, Alberta as a high priority for its future infrastructure development needs. On November 13, 2012, Allnorth Consultants facilitated a meeting between a large construction contractor and Mackenzie County representatives to discuss the project and its challenges. Points of discussion included constructability, project timelines, permitting and consultation challenges, evaluation of political support, road ownership and project financing options. Significant discussion centered on the potential for the project to be funded through a public private partnership (P3) arrangement.

Following the meeting, Mackenzie County contacted Allnorth Consultants Ltd. (Allnorth) to provide an outline of the next steps required to advance the road project with a cost estimate for completion of those works. Allnorth discussions regarding how to execute the assignment concluded that the County requires business advisory services that are best provided through a partnering arrangement between Allnorth and an outside business advisor. These services would include a feasibility study and development of a business case for the project. Allnorth subsequently contacted KPMG to review the project and jointly develop the required scope for moving the project forward.

It is understood that KPMG will adopt the primary role for the project works under this proposal, while Allnorth will provide the required engineering technical assistance for completion of the advisory services.

2 PROJECT TEAM

KPMG LLP (KPMG) in collaboration with Allnorth Consultants Limited (Allnorth) is very pleased to submit this proposal to serve Mackenzie County by conducting a feasibility study and developing a business case for the construction of a resource road to connect the County with the Sierra Yoyo Desan Resource Road (SYD). The Rainbow Lake Connector Road will provide access from Alberta to Northeastern BC, including the CN Rail line serving Fort Nelson.

KPMG has extensive experience in successfully delivering transportation projects through public-private-partnerships (P3) with recent Western Canada and international project experience. We firmly believe that KPMG is best positioned to provide business advisory services for the Project. KPMG understands resource roads and the specifics of the Rainbow Lake Connector Road, having served as the original business advisers for the SYD Project from 2003 to 2004. In addition, their multi-disciplinary team understands and can assist in the integration of all the financial and technical aspects into a sound business case. Below, we outline why our team will bring the best service and value to this Project:

1. KPMG is the leading Financial and Commercial Advisor in North America. We understand that you need more than a Financial Adviser – you need strategic commercial advice as well. The team includes senior members of KPMG's Global Infrastructure practice with experience in dealing with the development of project strategy.



2. KPMG understands resource roads and the Northern environment, having recent and relevant experience delivering successful projects in this setting. From 2010 through 2011, KPMG were the lead business advisers to the Saskatchewan Ministry of Highways and Infrastructure during the business case development stage for the Athabasca Basin Road Project, which is currently in the Treasury Board approval stage in Saskatchewan. KPMG was also retained by the Province of Saskatchewan in 2005 to undertake a preliminary assessment of business models for the potential Athabasca Basin Road. Likewise, Allnorth has specialized in the planning, design and construction of transportation systems and structures for resource roads and the Northern environment for almost 20 years, being recently involved in several projects related to the Sierra Yoyo Desan Road. In 2002, Allnorth completed a route investigation and cost estimate for 35 km of new alignment for the SYD Road, including a bridge across the Fort Nelson River, from 2009 – 2010, provided detailed engineering design for the upgrade of the SYD Road between km 9.8 and km 30.5 and is currently engaged in providing quality management and environmental management for upgrade works along the SYD Road between km 90 and km 121. With this background, we understand the specific project issues and will leverage our previous work to develop the business case and the commercial structuring of the agreement.
3. We understand this project, with Allnorth having undertaken the original route assessment as well as KPMG serving as the original financial advisers for the adjoining SYD project. KPMG was retained by the BC Ministry of Energy, Mines and Petroleum Resources and Partnerships BC (PBC) in 2003 to 2004 as lead financial advisers for original DBFM procurement. We have full familiarity of the project having advised through project definition, business case development, procurement, negotiations and financial close. We can hit the ground running with very little or no learning curve. Allnorth are extremely familiar with the project having undertaken the original route assessment in 2006 with an update to the original assessment in 2012.
4. KPMG brings a comprehensive knowledge of PBC's and other transportation authorities' procurement policies. They have worked closely with PBC on many of BC's flagship transportation projects, including the Sierra Yoyo Desan Resource Road, Sea-to-Sky Highway Improvement, Golden Ears Bridge, and the Gateway Program. Given that the balance of this road is in British Columbia, it is very likely that project delivery as a P3 will involve PBC. KPMG understands PBC's market-tested approaches to procurement and can work seamlessly with you if this project is determined to be feasible for P3 delivery.
5. KPMG understands the access, economic development and socio-community considerations associated with road development. KPMG worked closely with the oil and gas industry during the original DBFM procurement to develop an understanding of their operational requirements and cost considerations – particularly as they would be affected through user charges (though offset through royalty rebates). In addition, KPMG recently advised the Carrier Sekani Tribal Council – a consortium of 16 First Nations with traditional territories in Central BC, on financial options for their participation in the Pacific Trails Pipeline Project – which is proposed to link the Horn River Basin with the proposed Kitimat Liquefied Natural Gas (LNG) export plant. Knowledge of industry and socio-community relations in these areas is important when working with key stakeholders such as First Nations, local communities and businesses, and the resource extraction industries.



3 PROJECT OBJECTIVES AND APPROACH

The objectives for the proposed study include:

- To assess the interest of industry and government regarding the construction of the new road
- To assess the feasibility of developing the road through a public private partnership
- To develop the business case for moving the project forward.

We have assembled an integrated team of advisers with experience in all facets of the Project assignment, including operations and maintenance, finance, construction and engineering.

KPMG's Infrastructure Advisory Practice is more than just a team of financial advisers who test financial assumptions and develop financial models for infrastructure projects. Our principal value to our clients is our understanding of the commercial considerations of a project or program. As a result, in many instances, KPMG's mandate has expanded beyond financial advisory services to deal with the strategic and commercial considerations regarding a particular project or program. This expertise and experience is embedded in our approach to assisting you on this project.

3.1 Phase 1 – Determine Government and Industry Interest

The objective of Phase 1 is to determine the interest of the resource industry and Governments of British Columbia and Alberta in proceeding with the project, and under what conditions. The principal tasks include:

3.1.1 Project Initiation

Upon award of the Project, we will undertake a series of tasks to set the framework, including:

- Meet with the County to gain a further understanding of the Project.
- Confirm communications protocols for the Project services.
- Agree upon a schedule of regular and milestone meetings.
- Review all work that has been completed to date, including any unpublished information/analyses.

3.1.2 Review Resource Activity

Review available information to determine:

- The nature of oil & gas, forestry, agriculture and/or mining activity adjacent to the road.
- Current oil and gas leaseholders, forestry licence holders and mineral exploration permit holders in the area adjacent to the road.
- The level of existing activity.
- Expectations for the future.

3.1.3 Meet with Key Industry Stakeholders

Based on the outcome of 3.2.1, we will contact key industry stakeholders with interests and activity in areas adjacent to the proposed road. The purpose of the meetings will be to:

- Identify the impact of the lack of a good transportation link on existing and future activity (cost, access and seasonality considerations).
- Determine plans for future activity in the region.



- Identify the nature of costs associated with transportation.
- Determine the level of interest in seeing the road developed.
- Assess willingness to contribute to the construction and operation of the road through the payment of fees/user charges.

3.1.4 Meet with the Governments of Alberta and British Columbia

We will meet with Alberta Transportation, the British Columbia Ministry of Transportation and Infrastructure and the Ministry of Energy, Mines and Natural Gas to determine:

- Government interest in seeing the proposed road developed.
- The potential to deliver the road as a P3.
- Conditions under which the road could proceed (e.g., timing, industry involvement, third party contributions, etc.).
- The process that would need to be followed for the road to be developed (environmental, First Nations, procurement, etc.).

3.1.5 Summarize and Present Findings

KPMG will summarize the findings of the previous three tasks into a presentation for discussion with Mackenzie County. Based on the findings of Phase 1 and the outcome of a meeting to discuss the presentation, a decision will be made regarding whether or not to proceed with Phase 2.

3.2 Phase 2 – P3 Feasibility Assessment

The P3 feasibility assessment involves three major streams of work; an assessment of the costs of developing and operating the road, an assessment of potential value for money for delivering the project via a P3 procurement process and an assessment of potential market interest in the project as a P3. As part of this process, KPMG will also review issues related to feasibility of other project procurement modes.

3.2.1 Scope and Cost Analysis

This component involves determining the physical scope of the work and developing preliminary estimates of capital and operating & maintenance costs. This portion of the work will be undertaken by Allnorth and will build off of their September 2012 report for the County, which includes a preliminary assessment of potential alignment.

The required outputs of this work are as follows:

- Capital cost estimate (hard and soft costs, including contingencies).
- Construction schedule (high level).
- Operating and maintenance cost estimates (including lifecycle capital costs).
- Identification of key design, construction and operating risks.

3.2.2 Traffic Analysis

KPMG will use information obtained from potential road users such as oil and gas companies to determine the potential volume of traffic on the road. We will also examine previous studies of the road to identify other traffic (e.g. grain and forest products) that could move along the road.



This task will also include an assessment of potential user fees/charges that could be implemented. These will be based on the existing charges on the SYD for drill rig and compressor moves and estimates of feasible charges for other types of commercial traffic.

3.2.3 Financial Analysis

Construct a financial model to test the potential to deliver the project as a P3. The key inputs to the model will include:

- Capital cost
- Operating & maintenance costs
- Lifecycle costs
- Financing cost
- Revenue from user fees/charges

The output of the financial model will be an assessment of whether the proposed fees and potential traffic are sufficient to justify proceeding with the project as a P3.

3.2.4 Soft Market Sounding

Design a market sounding process to assess potential interest in undertaking the project as a P3. This will be a less formal process than that undertaken as part of a procurement process and will focus on identifying perceived risks, key success factors and level of interest. These can then be compared against the preliminary thoughts about the project to determine feasibility.

The principal tasks include:

- Identifying participants
- Scheduling interviews
- Developing an interview guide
- Developing a short project description to distribute to participants
- Conducting the interviews
- Preparing a report documenting the findings

3.2.5 Feasibility Report

We will summarize the findings of the previous four tasks into a presentation for discussion with Mackenzie County. In addition to P 3 related findings, comments will be included regarding the pros / cons and likelihoods of other procurement modes. Based on the findings of Phase 2 and the outcome of a meeting to discuss the presentation, a decision will be made on whether or not to proceed with Phase 3.

3.3 Phase 3 – Business Case Development

The scope of work for the business case will depend upon the outcome of Phase 2 and the proposed strategy for the development of any required business case. Options include:

- Preparing a business case solely for Mackenzie County which would be used in further discussions with other parties for the development of the road.
- Preparing a business case in conjunction with PBC, using their template, which can then be used for the Government of BC's capital planning process and decision making process for P3 projects.



Given the uncertainties of approach at this point in time, we have not developed a work plan or budget for this phase of the work.

4 ISSUES AND OPPORTUNITIES

Some of the key issues and opportunities that need to be reflected in study are as follows:

4.1 Government and Industry Interest

The feasibility of constructing and operating the proposed road relies in the first instance on the interest of the Alberta and British Columbia Governments and the resource industry (particularly the oil and gas industry) on the development of the road. If there is no interest in seeing the road built, feasibility is moot, as there is little chance of having it built just to serve Northwestern Alberta.

4.2 Resource Road

Issues for resource roads include:

- While not heavily utilized, resource roads see hard service conditions based on the scale of vehicles/equipment that will access them. This creates significant operating and maintenance issues, including road wear and labour supply at a remote location.
- Safety, from design through to construction and operation, is a priority that requires insightful consideration.
- Environmental concerns (during construction and once in operation) need to be properly assessed, and risks effectively vetted to ensure appropriate guidelines are met when constructed, and that response plans are in place to manage environmental incidents that will inevitably occur on the roadways and surrounding areas (including waterways).
- User fees, if only for commercial users, need to be carefully considered.

4.3 Road Performance

Road performance is very different than that in an urban environment. Probable challenges include: visibility (dust in the summer is a major safety consideration); surface condition (particularly given that drill rig and compressor moves involve very heavy pieces of equipment), and road geometrics (many large and oversize vehicles will use the road). Consequently, road grade, road width, clearances on bridges and radius of curves are critical design and cost considerations.

These all need to be considered during the design, construction and operations phases of the project.

4.4 Market

Knowledge of financing for this category of project, which involves a remote locale with logistical challenges for construction, is important as the pool of effective and interested bidders is not large. In addition, the size of the Project will attract different funders than those on larger, more urban projects, who will likely have different risk appetites. Furthermore, the challenges with the current credit markets will require careful consideration from a Value for Money perspective and whether certain risks are bankable in the current market.



The most effective way to ensure that the deal is structured to maximize value is to involve industry prior to procurement, through workshops and consultations, to ensure that the terms of the deal are bankable and marketable. The feedback received from these industry workshops will enable the Province to carefully consider the terms of the deal and ensure that the Project would be commercially attractive.

4.5 Climate and Construction Implications

Outside work in the North involves significant weather related risks. Construction seasons are limited and the sequencing of construction within appropriate seasons for planned work requires careful stewarding during the planning stages to ensure effective and achievable project schedules are derived to minimize risk of construction completion delays.

At the same time, it is also possible to take advantage of winter conditions as evidenced by the original concession which involved driving the piles and doing all of the foundation work for the Fort Nelson River Bridge during the winter when the river was frozen. This type of event incurs both cost and schedule implications.



5 PROJECT SCHEDULE

Activity Description	Estimated Timeline
Phase 1	
Project initiation (Laying the groundwork)	2-3 weeks
Determine government and industry interest	3-4 weeks
Phase 2	
P3 feasibility assessment	6-8 weeks
Phase 3	
Business case (depends upon approach)	10-12 weeks

Our team will work with Mackenzie County to establish a mutually agreeable timeline for commencement and execution of the project.

6 PROJECT BUDGET

We have estimated the time and resources required to complete our scope of work as follows:

Activity Description	Estimated Fee
Phase 1	
Allnorth	\$20,400
KPMG	\$38,100
Phase 2	
Allnorth	\$40,700
KPMG	\$68,200
Phase 3	
Allnorth	To be determined
KPMG	To be determined
Sub-total Phases 1 and 2 only	
	\$167,400



We are very excited about this opportunity to work with the County on this project. We want to assist and add value, leveraging our previous experience and new knowledge acquired from several more projects we have had involvement with since. If you have any questions about our proposal or require further information, please contact me at a time that is most convenient for you. We look forward to working with you on this exciting and important project.

We would be pleased to discuss this proposal with you at your convenience.

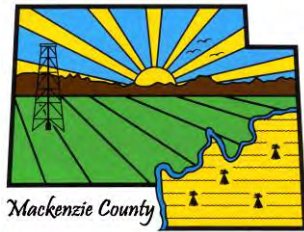
Yours truly,

Allnorth Consultants Limited

KPMG

Thomas Anderson
Allnorth Project Manager

Paul Levelton
KPMG Project Manager



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Round Table Meeting with the Honorable Rona Ambrose, Minister of Public Works & Government Services, and Status of Women

BACKGROUND / PROPOSAL:

A number of Mackenzie County Councillors are scheduled to attend the Growing the North Conference during the week of February 19th in Grande Prairie.

The Honourable Rona Ambrose will be in attendance and will be addressing the conference attendees on February 20th.

OPTIONS & BENEFITS:

There will be a one hour round table meeting with the Minister on Wednesday, February 20th. Reeves and Mayors are invited to attend (please see the attached email). Due to the inability of our Reeve or Deputy Reeve to attend, administration recommends that a Councillor be appointed to represent the County at this meeting. Please note that since this meeting will take place during the Growing the North Conference, it is appropriate to appoint a Councillor registered for the Conference.

There are four Councillors who have expressed interest:

- Lisa Wardley
- Peter Braun
- Jacque Bateman
- John W. Driedger

COSTS & SOURCE OF FUNDING:

No additional cost for the Conference attendee

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

COMMUNICATION:

N/A

RECOMMENDED ACTION:

That Councilor _____ be authorized to attend the round table meeting with the Honourable Rona Ambrose, Minister of Public Works & Government Services, and Status of Women to represent the County on February 20, 2013.

Author: _____ Reviewed by: _____ CAO YW _____

From: chris.warkentin.c1@parl.gc.ca [mailto:chris.warkentin.c1@parl.gc.ca]

Sent: January-29-13 3:16 PM

To: admin@hythe.ca; admin@rainbowlake.ca; admin@saddlehills.ab.ca; administration@beaver.ab.ca; cagaunt@sexsmith.ca; clerk@townofspiritriver.ca; countyofnorthernlights@countyofnorthernlights.com; countygp@countygp.ab.ca; general@northernsunrise.net; girouxvl@telusplanet.net; info@clearhillscounty.ab.ca; info@manning.ca; info@peaceriver.net; ire nec@birchhillscounty.com; lturcotte@mdsmokyriver.com; Bill Kostiw; teresa.marin@mdgreenview.ab.ca; mdinfo@mdfairview.ab.ca; mdpeace@wispernet.ca; mdsr133@mdspiritriver.ab.ca; office@wembley.ca; rycroft@rycroft.ca; tnfalher@telusplanet.net; reception@fairview.ca; tmusser@grimshaw.ca; town@highlevel.ca; twnmcl@serbernet.com; valvadm@telusplanet.net; vberwyn@wispernet.ca; lsummer@abnorth.com; vilofdon@serbernet.com; vofnampa@serbernet.com; webmaster@cityofgp.com

Subject: Round table meeting

To: Mayor's and Reeves of Peace River Riding Municipalities

Chris would like to invite you to a roundtable discussion with the Honourable Rona Ambrose, Minister of Public Works & Government Services, and Status of Women.

The Minister is scheduled to be in Grande Prairie on Wednesday, February 20th at the Growing the North Conference. She will be addressing the conference attendees at noon on the 20th.

Chris would like to know if you are interested in participating in a roundtable meeting with the Minister, later in the day, on Wednesday the 20th, likely around 3:45-4:45pm. Depending on the response we receive from all riding municipalities, confirmation of the meeting and details will follow. Please respond by email with your expression of interest in attending or your regrets. Space will be limited so we are extending this invite to the Mayor's and Reeve's only.

Chris hopes this roundtable will be of interest to you and we hope to hear back from you soon.

Kind regards,

Trudy Edgar

Executive Assistant

Office of Chris Warkentin, MP

Member of Parliament for Peace River

Chair - Standing Committee on Aboriginal Affairs and Northern Development

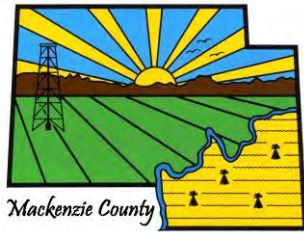
780-538-1677

1-800-667-0456

201-10625 West Side Drive

Grande Prairie, AB

T8V 8E6



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Growing Rural Tourism Conference

BACKGROUND / PROPOSAL:

Councillor Braun has expressed interest in attending the Growing Rural Tourism Conference in Camrose on April 8 – 10, 2013.

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.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Registration Fee - \$275.00
Per Diems, and Travel & Subsistence Costs

COMMUNICATION:

Attendee to report back to Council regarding conference highlights.

RECOMMENDED ACTION:

For discussion.

Author: C. Gabriel Reviewed by: _____ CAO YW

WELCOME



GROWING RURAL TOURISM

Growing Rural Tourism Conference
APRIL 8-10, 2013 | CAMROSE, ALBERTA

GrowingRuralTourism.ca

Dear Tourism Partner,

As the Conference Chair, it is my pleasure to invite you to attend the 13th Annual Growing Rural Tourism Conference in Camrose. The 2013 Conference celebrates all of the reasons why tourism is the right industry for you! Acknowledged as an ALTO Award winner for tourism excellence, this conference is a "MUST ATTEND" for rural tourism operators, municipal councilors, economic development officers, administrators and agricultural society representatives wanting to inspire and innovate.

The conference is pleased to present a choice of two pre-conference workshops on Social Media and Culinary Tourism. Over the course of the conference discover speakers who will present and discuss topics specific to **Human Resources, Product & Community Development and Marketing**. Enjoy an evening Gala and presentation of the Rural Tourism Award, entertainment, full tradeshow and opportunity for you to network with fellow tourism industry representatives and operators.

We have a great line-up of keynote speakers including:

Jeff Tobe
David Ivan
Jon Schallert
Julie & Colin Angus

So – block your calendar for April 8-10, 2013. Register and book your accommodation.

We look forward to seeing you at this year's Conference.



Jennifer Filip
 2013 Conference Chair



9:00 AM – NOON
REGISTRATION

10:00 AM – NOON
PRE CONFERENCE WORKSHOPS
Pre-registration required

Creating Your First Facebook Display Advertising Campaign
 Trevor Tessier SBX Media

Boost your visibility and tap into hyper-targeted segments. Learn how Facebook will allow you to actively target people based on location, interests, connections and more.

One on One Time Available to Session Participants:
 Individuals and businesses attending this session are also welcome to sign up for complimentary one-on-one consulting for their Facebook campaigns during the conference. Registration available at the session.

Culinary Tourism – Building a Competitive Advantage!
 Donald House Chair, Alberta Culinary Tourism Alliance

Culinary tourism is of particular value for rural regions. So, no matter if you own a restaurant, have a food service outlet, or simply are able to establish lasting partnerships with culinary industries, developing a culinary tourism strategy can help to give any tourism experience a meaningful competitive advantage!

NOON – 1:00 PM
OPENING LUNCH / WELCOME
 Camrose Regional Exhibition



1:00 PM – 2:15 PM

OPENING KEYNOTE PRESENTATION

Jeff Tobe Guru of Innovation and Change

coLouring Outside the Lines™...Re-Creating the IDEAL 'customer' Experience



Step outside your comfort zone and learn how to position yourself more creatively than ever before. Jeff offers insights into how to give your business the 'competitive edge' every company needs to succeed in tourism.

2:15 PM – 2:45 PM

NETWORKING BREAK

2:45 PM – 3:45 PM

CONCURRENT SESSIONS

1 Listening Between the Lines! Effective communication tools for today's tourism professional

Jeff Tobe Guru of Innovation and Change

There is a real difference between an outstanding manager and a WORLD CLASS LEADER in tourism, in your community or at home! One of the common threads among world class organizations is their ability to LISTEN and do it empathetically. Effective communication is our most powerful communication tool and is probably the best kept secret of the top organizations in the world.



2:45 PM – 3:45 PM

CONCURRENT SESSIONS CONTINUED

2 Youth Engagement

Steven Kwasny Volunteer Alberta

We all say that youth are the future. We aim to encourage, engage and mentor young people meaningfully, but are we missing the mark? Young people bring a unique perspective and attitude, and it takes thoughtfulness and planning to create mutually beneficial experiences. Drawing on his years of working in mixed generational environments, Steven Kwasny discusses strategies on working with young people and how to understand how they think.

3

The Importance of Succession Planning

Shauna Feth Executive Director, Alberta Business Family Institute – University of Alberta School of Business

The session is geared to business owners from all disciplines who seek to expand their understanding and begin the process of succession planning. Succession planning is a natural process in a successful business and one that can (and should) be positive and empowering.

The focus is an overview of the 12 steps of succession planning and you'll receive materials that will enable you to confidently begin the succession planning process.

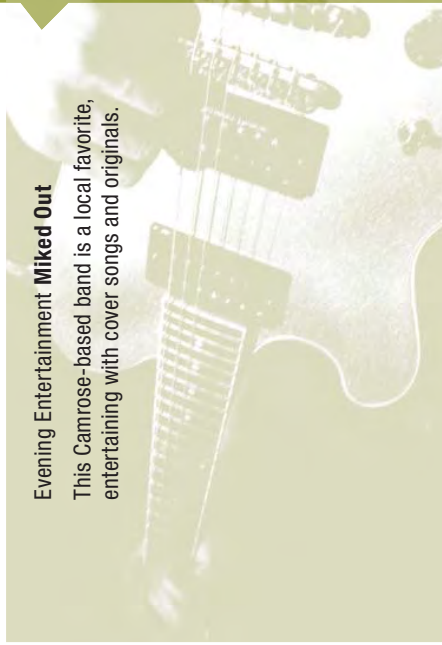


5:00 PM – 6:00 PM
COCKTAILS/TRADESHOW
(No host bar)

6:00 PM – 9:00 PM
DINNER
(Dress: Casual)

Evening Entertainment Miked Out

This Camrose-based band is a local favorite, entertaining with cover songs and originals.



TUESDAY APRIL 9, 2013

8:00 AM – 9:00 AM
BREAKFAST

Bruce Okabe CEO, Travel Alberta

9:00 AM – 10:15 AM
KEYNOTE PRESENTATION

David Ivan Interim Director,
 Greening Michigan Institute – MSU Extension,
 Michigan State University

Can Small Towns Be Cool?

Every person who's passionate about their community will benefit from David's views on how to find new opportunities for success. Learn how to make your community a place where people want to visit, work and live.



10:15 AM – 10:45 AM
NETWORKING BREAK

10:45 AM – 11:45 AM
CONCURRENT SESSIONS

1 **Downtown Revitalization –
 What's Working in Successful Downtowns**

David Ivan Interim Director, Greening Michigan Institute – MSU Extension, Michigan State University

A vibrant downtown is a key part to a successful tourism initiative. Based on his study of more than 250 small towns across North America, this workshop by Dave Ivan shares the most common elements of a successful downtown, and provides meaningful strategies for smaller communities to enhance their downtowns.



2 **Birthday Town Alberta**

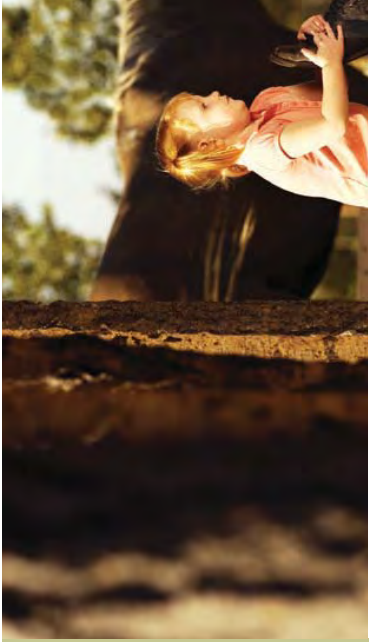
Brian & Leesa Smoky Lake Inn

A concept where the Town of Smoky Lake attracts people from far and wide to come and celebrate their birthday and enjoy the many items donated by the various businesses of the town. This initiative is successful because of the cooperation of the many businesses of the town attracting existing people to experience the goods and services offered right in their own community, as well as newcomers from out of town enjoying the businesses.

3 **Festival & Event Tourism Growth Program**

Corinne McGirr Marketing & Sales Manager, Lloydminster Exhibition Association

Want to learn how to uncover the tourism potential behind your festival or event? The Lloydminster Exhibition Association shares their experience with the Festival and Events Tourism Growth Program from Alberta, Tourism, Parks & Recreation. From setting the goal of developing an action plan for growing tourism opportunities at the Colonial Days Fair to the resulting study, outcomes and how the Association plans to implement the results – this session covers it all!



11:45 AM – 1:00 PM

LUNCH

Chinook Country Tourism Association
2012 Rural Tourism Champion

1:00 PM – 2:15 PM

KEYNOTE PRESENTATION

Jon Schallert President, The Schallert Group, Inc

Mom and Pop on Top: How To Be Small, But Play Large



See how Fortune 500 companies are now marketing themselves as small businesses because they've learned that today's consumers are choosing to spend more at independently owned small businesses! There's never been a better time to be a small business and this session shows you how to take advantage of it!

2:15 PM – 2:45 PM

NETWORKING BREAK

2:45 PM – 3:45 PM

CONCURRENT SESSIONS

1 **How to Attract Your Most Profitable Customers as a Destination Business**

Jon Schallert President, The Schallert Group, Inc

This presentation demonstrates how older consumers and Baby Boomers are impacting consumer purchasing behavior, and how to successfully market to these groups. For a business to be successful today, owners must learn to market to seniors and older consumers, who now have a greater spending and purchasing power



than any age group in history. Jon will illustrate the spending and purchasing habits of this demographic, and how businesses can successfully market to them utilizing new methods.

2 **An Introduction to EQ (Explorer Quotient)**

Marty Eberth Travel Alberta

Do you know who your best customer is? This session introduces you to EQ, a segmentation tool developed by the Canadian Tourism Commission that will help you find and keep your best customers by making the most of your visitor experience. Learn which segments Travel Alberta targets and why, and get a few tips on ways you can use EQ to position and promote your tourism business.

3 **Promote your Business by Harnessing the Power of Media**

Jessica Harcombe-Flemming Travel Alberta

Working with journalists, you have the ability to increase awareness of your business and the unique experiences your operation provides to visitors. Media coverage offers third-party endorsement of your tourism experiences while allowing you to tell the stories you want to tell to consumers, providing a stronger return on investment. This session explores how rural operators and destinations can harness the power of media to complement their existing sales and marketing programs.



5:30 PM – 6:30 PM
COCKTAILS
(No host bar)

Terry Jordan & Friends
Cocktail & Dinner Entertainment

6:30 PM – 9:30 PM
DINNER
(Dress: Business)

Rural Tourism Awards

Join us for a celebration in honour of The Rural Tourism Champions. This award will be presented to an outstanding individual or organization showing exceptional commitment to rural tourism in their business, town, association, or community. It is designed to honour outstanding accomplishments, innovation and leadership.



Atomic Improv is Canada's premier improv comedy group. Over the last 22 years they have performed at every major Canadian comedy festival, and at shows across North America and Europe to rave reviews and sold out crowds. Hosts of their own national radio comedy act, The Irrelevant Show on CBC 1, this duo has performed live with the likes of Wayne Brady and none other than Austin Powers (aka Mike Myers) himself.



WEDNESDAY APRIL 10, 2013

8:00 AM – 9:00 AM
BREAKFAST

9:00 AM – 10:00 AM

CONCURRENT SESSIONS

1 Recommended Experiences Business Program

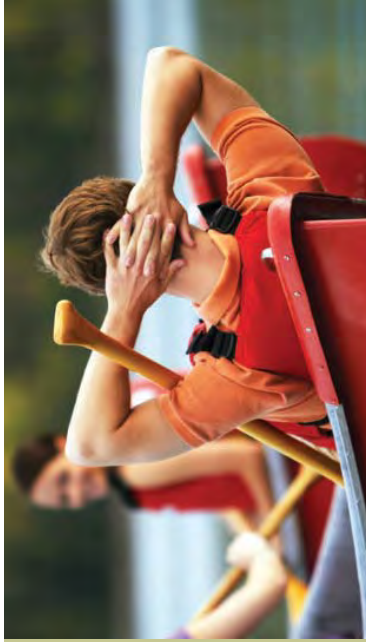
Alexis Nelson Edmonton Regional Tourism Group

This program is designed to assist businesses in enhancing the quality and market readiness of their tourism services, businesses and products. Market readiness is the creation and delivery of memorable, value-added, high quality products and experiences that meet and exceed the expectations of visitors. This program supports regional businesses by providing relevant training to enhance skills in the following areas: experience development, customer service and marketing.

2 Branding your Business using Local Media

Gord Deeks Edmonton Journal

This session taps into the expertise of newspaper and magazine veteran, Gord Deeks who shares insights on how traditional media can work with social media to enhance your message.



9:00 AM – 10:00 AM

CONCURRENT SESSIONS CONTINUED

3 Marketing Support from Travel Alberta – Co-op Marketing & the Alberta Tourism Information Service

Cathie Orchin & Christopher Smith Travel Alberta

This session shows you two ways to make your marketing go farther. First, learn about Travel Alberta's Cooperative Marketing Program and how it can support your partnered tourism marketing activities. Then, find out the benefits of registering your tourism business on the Alberta Tourism Information Service. It's free and it's how you can connect to the thousands of visitors who plan their travel using TravelAlberta.com.

10:00 AM – 10:30 AM

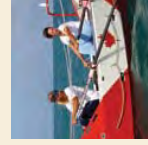
NETWORKING BREAK

10:30 AM – 11:45 AM

CLOSING KEYNOTE PRESENTATION

Julie & Colin Angus Angus Adventures

Achieve More with Less



You'll be inspired to do more with less when you learn how to leave old habits behind and see where changes need to be made. Join Julie and Colin to hear how they survived a hurricane from the confines of a rowboat and how the lessons they learned became techniques anyone can use to deal with adversity and transition.

11:45 AM

CONFERENCE CLOSE

Brown Bag Lunch

CONFERENCE SCHOLARSHIP

"A program to support leadership development and mentorship training"

Now open to Students Enrolled in a Post-Secondary Tourism Program

The Growing Rural Tourism Conference supports continuous learning and innovative educational opportunities for rural Alberta businesses and students enrolled in a full-time post-secondary tourism program. This year the conference will partially sponsor individual business owners and students to attend the Growing Rural Tourism Conference.

Who is Eligible?

Individual business owners and students who:

1. Presently own and operate a full-time tourism business in rural Alberta or; are enrolled in a full-time post-secondary tourism program
2. Manage a full-time tourism business in rural Alberta.
3. Are committed to lifelong learning.
4. Will write a summary report and share their ideas and experiences with their community, partners, consortia, chamber, colleagues, etc.
5. Students must include the name of the post-secondary institution as well as the tourism program(s) they are enrolled in.

What is Included?

The scholarship will pay 50% of regular conference registration. All travel and accommodation expenses are the responsibility of the participant.

HOW DO YOU APPLY?

Application is available at GrowingRuralTourism.ca.

All requests for funding support must be received by March 1, 2013. Funds will be paid on your behalf directly to the Camrose Regional Exhibition.

WHAT IS THE SELECTION PROCESS?

Space is limited to 50 participants, and will be offered on a first come, first served basis to eligible applicants. The conference committee will review the applications and notify the successful candidates.



RURAL TOURISM CHAMPIONSHIP AWARDS

The Growing Rural Tourism Conference will sponsor the sixth annual Rural Tourism Championship Awards to an individual or organization showing commitment to rural tourism in their business, town, association, or community. This award is designed to honour outstanding accomplishments, innovation, and leadership in rural tourism. Applicants are from rural tourism businesses, municipalities, or communities in Alberta.

WHO IS ELIGIBLE?

A rural tourism operator, municipality, consortium or a community.

HOW DO YOU APPLY?

Application available at GrowingRuralTourism.ca

1. Fill out the application form; include your contact information. All applicants will be kept confidential. Please limit the application to four pages.
2. Send application, narrative, logo, and photos to Jennifer Flip electronically before March 1, 2013 by email: grt@cre.ab.ca
3. Applicants will be judged solely on their write-ups. There are no entry fees.

Notes

ACCOMMODATIONS

CANALTA HOTELS

Camrose Ramada
4702 - 73 Street
P: 780.672.5220
E: gm@ramadacamrose.com

Super 8 Camrose
4710 - 73 Street
P: 780.672.7303

OTHER

Norsemen Inn
6505 - 48 Avenue
P: 780.672.9171
E: norsemen@norsemeninn.com

R & R Inn & Suites
6508 - 48 Avenue
P: 780.672.2292
E: tammygollnick@rrinnsuites.com

Hotel Marada
3911 - 48 Avenue
P: 780.672.7741
E: maradaof@cablen-lynx.net

Travellers Inn
6216 - 48 Avenue
P: 780.672.3377

Best Western Plus
3201 - 48 Avenue
Camrose, Alberta, T4V 0K9
P: 780.679.2376



PARTNERS CONTACT

Government of Alberta

Agriculture and Rural Development

Patricia Macklin P. 780.644.4802

Tourism, Parks and Recreation

Elizabeth Kuhnel P. 780.427.6743

Brenda Hanson P. 780.638.4302



Travel Alberta

Marty Eberth P. 403.820.1700

Lisa Lima P. 403.803.8956

Don Wilson P. 780.983.7424

Kathryn Bohmet P. 780.784.0071

Judi Best P. 780.986.1418

Alberta Association of Agricultural Societies

Tim Carson P. 780.427.2174

Tourism Camrose

Hazel Cail P. 780.672.4255

Camrose Regional Exhibition

Jennifer Filip P. 780.672.3640

GROWING RURAL TOURISM

Camrose Regional Exhibition Building
4250 Exhibition Drive, Camrose, Alberta

www.GrowingRuralTourism.ca



NORTHLANDS



TWISTMARKETING



Chambers of Commerce
Group Insurance Plan

www.chamberplan.ca

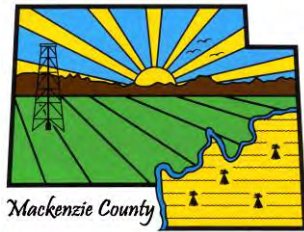
PANORAMA

EXCURSION

RURAL TOURISM BOOSTER

SPONSORS

WHY REASONS SW



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	April 9, 2013 Regular Council Meeting

BACKGROUND / PROPOSAL:

As a result of conflicting schedules, administration recommends Council discuss the possibility of changing the April 9, 2013 council meeting.

OPTIONS & BENEFITS:

To accommodate Councillors who may be unable to attend the meeting.

COSTS & SOURCE OF FUNDING:

N/A

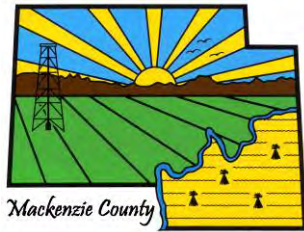
COMMUNICATION:

Update website calendar and update council meeting dates posted at all County offices.

RECOMMENDED ACTION:

For discussion.

Author: C. Gabriel Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Local Road Bridge Program – AAMD&C Survey

BACKGROUND / PROPOSAL:

A committee was established by AAMD&C to look into the local road bridge program structure: the program management and funding. The Committee was comprised of two AAMD&C representatives, two Alberta Rural Municipal Supervisor Association members, two Alberta Municipal Supervisors Association members, and six Alberta Transportation representatives. The Committee had prepared a draft report with ten recommendations. AAMD&C has circulated a questionnaire to its members requesting to provide comments.

OPTIONS & BENEFITS:

Please review the following attachments:

- AAMD&C letter to members
- AAMD&C Briefing to Members – Proposed Changes to the Local Road Bridge Program
- AAMD&C presentation at the Zone meeting on February 1
- AAMD&C survey document with drafted responses

COSTS & SOURCE OF FUNDING:

Administration is of the opinion that the proposed changes to the funding structure will not be beneficial to our municipality.

COMMUNICATION:

NA

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

RECOMMENDED ACTION:

That administration be authorized to submit the Local Road Bridge Program survey to AAMD&C as presented.

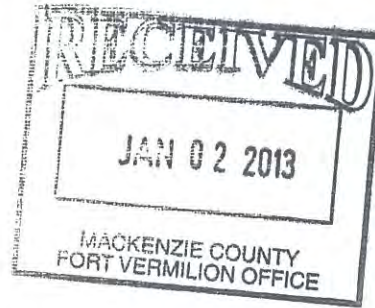
Author: _____ Reviewed by: _____ CAO YW _____



Partners in Advocacy & Business

December 21, 2012

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



Dear Reeve Neufeld and Council:

RE: Proposed Changes to the Local Road Bridge Program

Over the years, AAMDC members have passed several resolutions related to the Local Road Bridge Program (LRBP). This program provides grant funding to assist municipalities with the maintenance and replacement of bridge structures on local roads. This past year, the AAMDC partnered with Alberta Transportation, the Alberta Rural Municipal Administrators' Association and the Alberta Municipal Supervisors' Association to review the LRBP.

The LRBP Review Committee studied all aspects of local bridge management including program delivery, roles and responsibilities, funding, process, engineering standards, structure options and system management. Through its review, the committee developed a series of recommendations that represent a significant change to how municipalities would manage and fund local bridge structures. The AAMDC Board is now seeking our member's input to determine if these recommendations can be supported by municipalities or if further work is required.

Attached to this letter you will find a briefing titled '*Proposed Changes to the Local Road Bridge Program*'. We are asking each of our members to review this briefing and respond to an online survey found at <https://www.surveymonkey.com/s/aamdc-localroadbridgeprogram>. The deadline for responses is **March 1, 2013**.

In order to respond to any member questions, the AAMDC is presently going through the process of asking for extra time on district agendas for early 2013. Members may also direct questions to Policy Analyst Darren Reedy at 780.955.4085 or at darren.reedy@aamdc.com.

The AAMDC recognizes how important this issue is to our members and on behalf of the Board, I thank you for taking the time to provide us with this valuable feedback so that we can work to improve how local bridges are both funded and managed in our great province.

Sincerely,

Bob Barss
President



Briefing to Members

PROPOSED CHANGES TO THE LOCAL ROAD BRIDGE PROGRAM

December 20, 2012

INTRODUCTION

The AAMDC recently completed a joint report with Alberta Transportation that recommends major changes to how local bridge structures are both managed and funded. Due to the significant impact that these proposed changes represent, the AAMDC is seeking input to determine if the recommendations align with our members' needs.

This briefing is intended to provide summary information to Councils and Administration about the changes that have been proposed. This will help each municipality determine its position prior to responding to the AAMDC survey.

This briefing provides the following:

- Background of the issue
- Details of the Local Road Bridge Program
- Findings of the Review Committee
- Recommendations of the Review Committee including background

For questions, please contact AAMDC Policy Analyst, Darren Reedy, at 780.955.4085 or by email at darren.reedy@aamdc.com.

BACKGROUND

Over the past five years, AAMDC members have passed several resolutions on the issue of provincial funding for bridges. Most recently, resolution 3-11F, *Alternative Bridge Structures and Eligibility of Funding*, directed the AAMDC to study alternative ideas, methods and theories for the replacement of bridge structures and to urge the Government of Alberta to change their funding guidelines to include more affordable options for bridge replacement.

In spring 2012, the AAMDC engaged in discussions with the Ministry of Transportation (TRANS) and was subsequently invited to partner with the ministry to conduct a collaborative review of the Local Road Bridge Program (LRBP). The LRBP provides grant funding through TRANS to assist municipalities with the maintenance and replacement of bridge structures on local roads.

The collaborative review committee involved six TRANS staff which included representation from the Technical Standards Branch and Program Management Branch along with several TRANS regional bridge managers. The AAMDC was represented by two members of the Alberta Rural Municipal Administrators' Association (ARMAA), two members of the Alberta Municipal Supervisors Association (AMSA) and two representatives of the AAMDC.

Between June and September, the committee met four times and reviewed all aspects of the Local Road Bridge Program. The review included program delivery, roles and responsibilities, funding, process, engineering standards, structure options and system management. In finalizing its review, the committee developed a draft report of recommendations for how the management and funding of local bridges in Alberta can be improved.

PROCESS FOR CHANGE

The draft report developed by the LRBP Review Committee will be reviewed by the Minister of Transportation. Due to the significant changes that have been proposed in the draft report, the AAMDC has chosen to survey our members to ensure there is general consensus to support the committee's recommendations. If so, the AAMDC will communicate this support to the Minister to encourage change.

If AAMDC members are not generally supportive of the recommendations, the AAMDC will request for the LRBP Review Committee to be reconvened to assess the feedback and develop alternative strategies to improve the current system.

LOCAL ROAD BRIDGE PROGRAM: DETAILS & PROCESSES

The local road bridge system consists of over 8,600 bridge structures which includes major bridges, standard bridges and culverts (greater than 1.5m diameter). Rural municipalities are responsible for the vast majority of bridge structures within the system.

Over the past 10 years, LRBP funding has ranged between \$8-26 million per year. Based on the current condition of local bridge structures, it is estimated that the value of replacement need over the next 10 years is approximately \$70 million per year.

In the current system, there is a high level of shared responsibility regarding the management of local bridge structures. Municipalities that seek funding through the LRBP must develop priority lists for bridge improvements. TRANS is responsible for collecting these lists and determining priorities on a regional level based on available funding. The LRBP's GAP-01 Funding Guidelines for Municipal Bridge Structures (<http://www.transportation.alberta.ca/3693.htm>) specifies which party is responsible for each type of cost associated with a bridge improvement.

TRANS staff often provide support in reviewing a consultant's plans and providing input on a project for a municipality. TRANS manages the Bridge Inspection and Maintenance (BIM) system that tracks and collects all bridge related data. TRANS also sets the minimum engineering standards for bridge structures.

FINDINGS OF THE COMMITTEE

Through the review, the committee explored three options for the management of bridges: full municipal control, full TRANS control, and shared control (current system). The committee identified various advantages and disadvantages of each option.

The committee held extensive conversations about the ability to reduce costs for low volume bridges by using alternative bridge standards. TRANS' current approach to bridge management is to design and build for a minimum 75 year life cycle. Municipalities have questioned if there is value in applying this same standard to low volume bridges and that alternative design standards may reduce costs while still meeting local needs. The committee discussed how alternative standards may be cheaper in the short term but could ultimately be costlier in the long run due to a shorter bridge life. In the end, the committee concluded that there was merit to exploring alternative engineering standards that catered to local low volume roads.

Problems with the Current System

The LRBP Review Committee identified the following major issues with the current system:

- The roles of TRANS and municipalities in management of the Local Road Bridge Program is not clear
- The local prioritization of bridge projects often does not align with the priorities of TRANS
- The current funding rules can result in non-optimal project decisions due to rules around cost share and eligibility of items for funding
- Current funding rules restrict the ability of municipalities to consider other delivery methods such as in-house forces
- The engineering standards under the current process restricts some potentially cost-effective structure options for low volume road cases
- The current program requires TRANS to provide significant administrative resources
- The ability of TRANS to influence design and construction on projects is complicated as TRANS is not the 'client' on the contracts

RECOMMENDATIONS OF THE COMMITTEE

The Draft Final Report of the Local Road Bridge Program Review Committee recommends the following changes to the program:

ROLES AND RESPONSIBILITIES

1 That municipalities take full control of all local bridges.

Municipalities would manage inspections and deliver maintenance, rehabilitation, replacement and construction projects.

Municipalities would have the discretion to hire consultants, contractors or use own forces to conduct bridge work.

2 That TRANS discontinue the practice of prioritizing funding, reviewing engineering designs and approving tender costs for local bridge projects. In turn, TRANS shall transform to a training and advisory support function for municipalities.

TRANS would provide technical assistance on a request basis and provide training to municipal employees on common and complex bridge issues.

TRANS would undertake spot-check quality assurance reviews of design and construction activities. These reviews would measure quality, identify systemic issues, hold consultants accountable, and be useful in training municipalities.

3 That TRANS should continue to manage Level 1 and Level 2 inspections for 'major bridges' on local roads.

Due to the small number of 'major bridges' on the local road system, the committee estimates it would be more cost effective for TRANS to continue managing this service.

SYSTEM MANAGEMENT

- 4 That municipalities continue to update inventory data and inspect local bridges using Alberta Transportation's Bridge Inspection and Maintenance (BIM) system.**

The committee considers the BIM system to be an effective tool for managing bridge data and ensuring inspections are completed on a timely and necessary basis.

The continued use of BIM allows Alberta Transportation to audit the safety of the bridge system and assess the cost-effectiveness of the funds that are granted to municipalities.

STANDARDS

- 5 That municipalities be given the ability to develop alternative engineering standards for bridge structures on low volume roads.**

The committee recognized that alternative engineering standards may be more cost effective for low volume bridges; however, the committee also noted that it is important that all bridge size structures on the local road system be designed and built to a consistent standard. The AAMDC could be asked to facilitate the development of new engineering standards that could be applied to low volume road bridge structures.

TRANS would participate in an advisory capacity for engineering standards.

FUNDING

- 6 That funding for the Local Road Bridge Program be transitioned from a project-based funding program to an annual formula-based allocation.**

With the committee's recommendation to provide municipalities with full control of local road bridge structures, the committee determined that the provincial funding program should also be modified to support greater municipal autonomy. Examples of other formula-based allocations from the province include the Rural Transportation Grants and the Municipal Sustainability Initiative.

The intent of the allocation-based funding program is to allow municipalities to manage bridge infrastructure in a manner that gives discretion to the municipality on whether funds are used immediately for maintenance and replacement projects or if they are saved in reserves for future scheduled projects.

Under an allocation-based funding formula, municipalities would have full discretion for how funds are used with the exception that funding must be reserved solely for bridge specific projects.

- 7 That the allocation-based funding formula be based upon the total replacement value of local bridge infrastructure managed by a municipality.**

The database of information provided by the BIM system allows TRANS to be able to evaluate the current and long term values needed to replace all local bridge infrastructures. The annual budget of the Local Road Bridge Program would be distributed based on each municipality's percentage ownership of the total replacement value.

Example: If the annual budget of the Local Road Bridge Program was \$50 million and Municipality A owns 2% of the replacement value of all local bridges in Alberta, then Municipality A would receive \$1 million in funding that year.

- 8 That the funds distributed through the annual allocation be reserved solely for bridge structure related projects.**
- 9 That the transition from the current project-based funding program to an allocation-based funding program be phased in over a 5 year period.**

The committee recognized that there are varying immediate needs across the province. By maintaining a portion of the Local Road Bridge Program funding on a project-based distribution for the first 5 years of implementation, then municipalities with emergent bridge needs can still be serviced under the current project-based program. During the same time, municipalities can begin to modify their capital budget planning to prepare for full implementation of the allocation-based funding program.

Example: Local Road Bridge Program – Transition of Funding Models

	Current Program Project-Based Funding	Proposed Program Allocation-Based Funding
Year 1	90%	10%
Year 2	70%	30%
Year 3	50%	50%
Year 4	30%	70%
Year 5	10%	90%
Year 6	-	100%

*These figures are presented as a hypothetical example.

After the five year transition period is complete, each municipality would be responsible for managing the grant allocation it receives along with own source funds to determine the best approach to meeting its local bridge structure needs.

- 10 That municipalities have no restrictions on timelines for how long Local Road Bridge Program funds can be accumulated and held in reserves.**

The committee recognized that in order for a municipality to effectively manage its bridge infrastructure, it must have the ability to develop reserve funds for each of its bridge assets so that sufficient funds are available when it comes time for scheduled maintenance or replacement of bridge structures. Therefore, a municipality must have the ability to develop a reserve fund over the life of a bridge asset which can be up to 75 years or more.

NOTE: The level of annual funding provided to the Local Road Bridge Program would continue to be at the discretion of the Alberta Treasury Board. Municipalities would still be responsible for advocating a desired level of funding based on current municipal needs.

To obtain a full copy of the Review Committee’s Draft Final Report, please email darren.reedy@aamdc.com.



What is the LRBP?

The Local Road Bridge Program provides grant funding to assist municipalities with the maintenance and replacement of bridge structures on local roads.



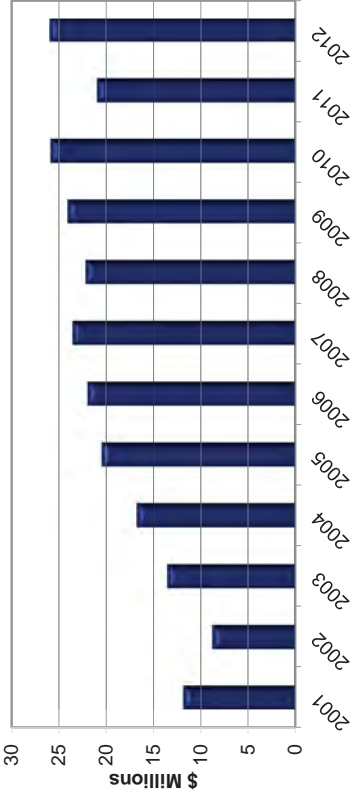
ELIGIBILITY

- > Counties
- > Municipal Districts
- > Towns
- > Villages
- > Summer Villages
- > Specialized municipalities
- > Special Areas
- > Métis Settlements



CURRENT SYSTEM

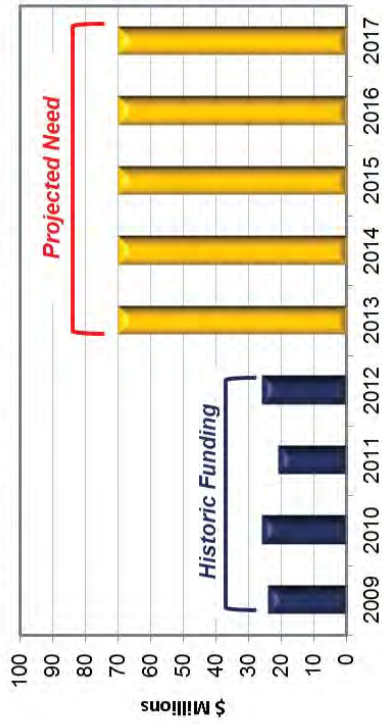
Historic Funding
Local Road Bridge Program





CURRENT SYSTEM

Local Road Bridge Program Funding



RESOLUTIONS

3-11F Alternative Bridge Structures and Eligibility of Funding

- 8-10S Provincial Funding for Municipal Bridge Structures
- 4-09S Expansion of Local Road Bridge Program
- 17-08S Bridge Construction Guidelines and Municipal Input
- 1-07F Provincial Funding for Municipal Bridge Structures
- 38-03F Provincial Funding for Bridge Structures



COMMITTEE

Alberta Transportation

- > Director of Bridge Engineering and Water Management (Technical Standards Branch)
- > 4 Regional Bridge Managers
- > Rural Transportation Engineer (Program Management Branch)





COMMITTEE

- AAMDC**
- > 2 ARMAA
- > 2 Alberta Municipal Supervisors Association
- > AAMDC Board Director
- > AAMDC Policy Analyst



THE REVIEW

- > Program Delivery
- > Roles and Responsibilities
- > Funding
- > Process
- > Engineering Standards
- > Structure Options
- > System Management



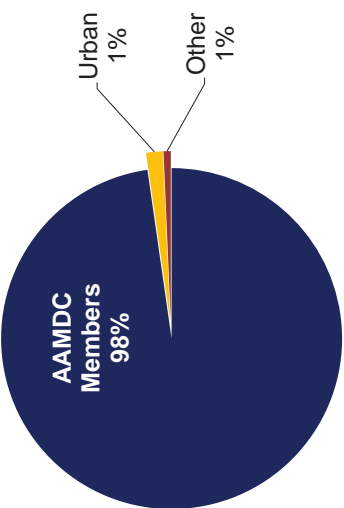
CURRENT SYSTEM

- > 8,600 local bridge structures
- > \$3.4 billion replacement value



CURRENT SYSTEM

% of Bridge Structures
Local Road Bridge System Statistics



Source: LRBP Draft Final Report - Appendix B



CURRENT SYSTEM

- > Municipalities develop priority lists
- > TRANS determines final priorities for the distribution of funds



CURRENT SYSTEM

- > Shared responsibility where TRANS supports municipalities by:
 - Reviewing consultant plans and providing advice
 - Managing the Bridge Inspection and Maintenance System (BIM)
 - Performing level 1 and 2 inspections on major bridges
 - Providing grant funding



CURRENT PROBLEMS

1. Local and provincial priorities often do not align
2. Current funding rules restrict municipalities
3. TRANS does not consider alternative engineering standards for low volume roads



CURRENT PROBLEMS

4. Current funding rules can encourage non-optimal project decisions
5. Requires TRANS to provide significant administrative resources



RECOMMENDATIONS

1. ROLES & RESPONSIBILITIES

That municipalities take full control of all local bridges

- > Decision-making authority
- > Contractor vs. own-forces



RECOMMENDATIONS

2. ROLES & RESPONSIBILITIES

That TRANS discontinue its involvement in prioritizing the distribution of funding and approving tender costs for Program funded projects and transform to a role of training and advisory support for municipalities.



RECOMMENDATIONS

3. SYSTEM MANAGEMENT

That municipalities continue to use TRANS' Bridge Inspection and Maintenance (BIM) system for managing bridge inventory data.



RECOMMENDATIONS

4. STANDARDS

That municipalities be given the ability to develop alternative engineering standards for bridge structures on low volume roads.

- > Resolution 3-11F
- > Concerns for consistency and impacts on regional neighbours



RECOMMENDATIONS

5. FUNDING

That funding for the Local Road Bridge Program be transitioned from a competitive project based funding program to a formula-based annual allocation.



RECOMMENDATIONS



VS.



6. FUNDING

That the allocation-based funding formula be based upon the total replacement value of bridge infrastructure managed by a municipality.



RECOMMENDATIONS



RECOMMENDATIONS

6. FUNDING - Example

	# of Structures	Replacement Value (\$)	% of System by \$ Value	Annual Funding*
County of Grande Prairie	262	107,700,000	3.09%	\$ 648,900
Parkland County	119	39,940,000	1.15%	\$ 241,500
MD of Provost	36	9,950,000	0.29%	\$ 60,900

*Assuming a Program budget of \$21 million

7. FUNDING

That the transition from the current funding model to an allocation-based funding program be phased in over a 5 year period.

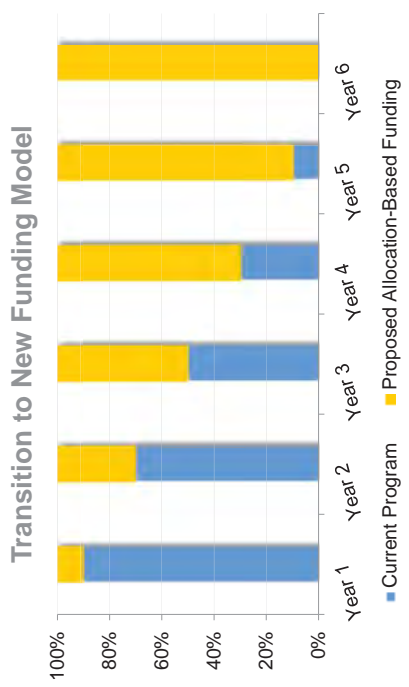


RECOMMENDATIONS



RECOMMENDATIONS

7. FUNDING - Example



8. FUNDING

That no timing restrictions be attached to Local Road Bridge Program funding.

- > Ability for municipalities to reserve funds until bridge repair/replacement is needed

How will these changes affect future levels of bridge funding from the province?





SURVEY



Deadline: March 1, 2013

<https://www.surveymonkey.com/s/aamdc-localroadbridgeprogram>



Darren Reedy, Policy Analyst
780.955.4085 | darren.reedy@aamdc.com

AAMDC SURVEY PROPOSED CHANGES TO THE LOCAL ROAD BRIDGE PROGRAM

In 2012, the AAMDC partnered with Alberta Transportation to form a committee to conduct a collaborative review of the Local Road Bridge Program (LRBP). The LRBP Review Committee has put forth a series of recommendations in a Draft Final Report to the Minister of Transportation. Due to the significant impact that the Review Committee's recommendations will have on municipal operations, the AAMDC is consulting its members to gain an understanding of our members' support for the proposed changes.

Each AAMDC member municipality has been sent a briefing titled "*Proposed Changes to the Local Road Bridge Program*". The briefing provides a background of the issues and outlines the key recommendations of the Review Committee.

The results of this survey will be used to determine if the recommendations of the Review Committee can be supported by the AAMDC membership or if additional work is required of the Review Committee.

**Please ensure your municipality has reviewed the AAMDC Briefing
before responding to this survey.**

If you have questions about the Member Briefing or this survey, please contact Policy Analyst, Darren Reedy, at 780.955.4085 or by email at darren.reedy@aamdc.com.

1. Please indicate your municipality.

Mackenzie County

2. Your name.

(This ensures the AAMDC can contact the individual in case of any questions related to responses in this survey.)

Joulia Whittleton, Chief Administrative Officer

3. This response is intended as input from which of the following?

- **An Administrator**
- **Council as a whole**
- **Other (please specify)**

Council as a whole and members of administration.

ROLES & RESPONSIBILITIES

4. The Review Committee determined that the local prioritization of bridge projects often does not align with the priorities of Alberta Transportation. As such, the Review Committee determined that in order to maintain local priorities, municipalities should be provided full control over local bridge structures. This would entail municipal discretion over bridge management practices including the management of inspections and delivery of maintenance, rehabilitation, replacement and construction projects.

Does your municipality support the Review Committee's recommendation that municipalities should be provided full control over local road bridge structures?

- Yes
- Don't know
- No

Mackenzie County does not support this recommendation.

5. Does your municipality agree with the Review Committee's recommendation for the discontinuation of Alberta Transportation's role in prioritizing funding, reviewing engineering designs and approving tender costs for local bridge projects that are funded through the Local Road Bridge Program?

- Yes
- Don't know
- No

Mackenzie County does not support this recommendation.

6. Does your municipality agree with the Review Committee's recommendation that Alberta Transportation should continue to manage Level 1 and Level 2 inspections of 'major bridges' on the local road system?

- Yes
- Don't know
- No

Mackenzie County supports this recommendation.

SYSTEM MANAGEMENT

7. Does your municipality support the continued use of the Bridge Inspection and Maintenance (BIM) system for the management of bridge inventory data?

- Yes
- Don't know
- No

Mackenzie County supports this recommendation.

STANDARDS

8. Resolution 3-11F determined that AAMDC members are looking for alternative options for bridge engineering standards. The Review Committee has recommended that municipalities be given the ability to develop alternative engineering standards for low volume bridge structures but that bridge size structures on local roads should be designed to a consistent standard.

One suggestion is that the AAMDC could facilitate the development of new engineering standards that could be applied to low volume road bridges.

Does your municipality have any suggestions on how the consistency in bridge standards can be maintained if the province provided municipalities the ability to use alternative bridge standards?

Mackenzie County supports an initiative to determine/establish some alternative options for low volume roads bridge engineering structures. Mackenzie County supports having a consistent standard for all municipalities.

FUNDING

9. Does your municipality support the Review Committee's recommendation that the Local Road Bridge Program should transition from the current project-based funding program to a formula-based funding allocation to municipalities?

- Yes
- Don't know
- No

Mackenzie County does not support transitioning from the current project-based funding program to a formula based funding allocation to municipalities. We understand that funding is scarce regardless of a formula. We suggest that those municipalities that do not agree with AT's prioritization criteria have an option to undertake a bridge project with funding from their own sources.

The following questions are related to funding under a formula-based funding allocation program. If you answered "No" to Question 9, please skip to Question 14 – General Comments.

10. Does your municipality support the Review Committee's recommendation for an allocation formula that is based upon the total replacement value of local bridge infrastructure managed by each municipality?

- Yes
- Don't know
- No

11. Are there other factors that should be included or considered in an allocation-based formula for bridge funding? If so, please specify.

12. Does your municipality support the Review Committee's recommendation that an allocation-based funding program should be phased in over a 5 year period?

- Yes
- Don't know
- No

13. Does your municipality support the Review Committee's recommendation that there should be no restrictions placed on municipalities for how long funding from the Local Road Bridge Program can be accumulated before being expended?

- Yes
- Don't know
- No

14. This represents the end of the survey. Please use this space to provide any other general comments related to this issue.

Mackenzie County's opinion is that the current local volume bridge program works very well. However, we do agree that the current bridge standards for the low volume roads are too stringent. We support that these be reviewed and revised as appropriate to minimize the costs.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	William (Bill) Kostiw, Director of Infrastructure Development and Government Relations
Title:	Crown Land Lease Agreement for the Fort Vermilion Agricultural Research Station

BACKGROUND / PROPOSAL:

As per negotiations with the Federal Government and County's intent to maintain Research Station in Fort Vermilion in conjunction with the Mackenzie Applied Research Association (MARA).

The following motions were made at the February 6, 2013 Agriculture Service Board meeting:

That the ASB request a maximum of \$50,000 from the County Council to fund the Ag Canada lease at the Fort Vermilion Research site including some additional utilities.

The ASB recommends that Council and MARA enter into a lease agreement for the Federal Ag Site in Fort Vermilion in parallel with the Ag Canada lease to the County.

OPTIONS & BENEFITS:

Under negotiation with Agriculture Canada. The MARA current budget estimate does not include Federal Rent therefore MARA is requesting an additional \$50,000 grant as interim funding.

COSTS & SOURCE OF FUNDING:

Funds to come from ASB Drainage Reserve or General Operating Reserve.

Author: William Kostiw **Review by:** _____ **CAO** _____

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1 (requires 2/3)

That the 2013 operating budget be amended to include \$50,000 to be taken from the general operating reserve to cover the land lease and utility costs for the Fort Vermilion Agriculture Research Station.

Motion 2

That the County enter into a one-year lease agreement with the Federal Government for the Fort Vermilion Agricultural Research Station.

Motion 3

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.

Author: _____ Review Date: _____ CAO _____

DRAFT

Tentative budget of MARA for 2013

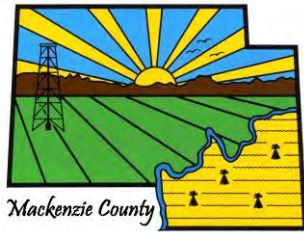
Revenue		
	2013	2011
Provincial Grant	70000	88750
County Grant	35000	35000
Program Grant (<i>research income</i>)	50351	50351
Donations and Memberships	830	830
Total revenue	156181	174931
Expenses		
Utilities	7500	6732
Insurance	4000	3348
Vehicles (Gas + Maintenance)	6000	5726
Professional fees	3000	4739
Salaries	90000	84497
Office	4000	3184
Memberships	4000	2650
Annual Field Day	3000	2792
Travel	3000	2222
Advertising	1500	1810
Training	1000	485
Interests	300	277
Programme expenditure	25000	24814
Recruitment and retention	2000	*
Total expenditure	154300	143276
Other income	415	496
Excess or Deficit	+2296	+32151

DRAFT

FED LEASE EST - 50000

NET DEFCIT EST - 50000

CONFIDENTIAL



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 12, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Memorandum of Understanding – Hazardous Materials Unit

BACKGROUND / PROPOSAL:

The municipalities of Mackenzie Region signed a Mackenzie Regional Mutual Aid Agreement dated October 1, 2011 to assist each other in emergencies when requested. The municipalities have jointly funded a HazMat response unit with obligations for support outlined in the expired mutual aid agreement dated April 3, 2006. The municipalities agreed to extend the HazMat portions of the expired mutual aid agreement with other conditions to December 31, 2012 to allow the service to continue and provide time to review and determine operations and costs of the HazMat unit.

On January 15, 2013, administration presented a request for decision to Council with respect to a new Hazardous Materials unit agreement (draft) between Mackenzie County and the Towns of High Level and Rainbow Lake.

Council passed a motion authorizing administration to negotiate the agreement as discussed at the meeting.

OPTIONS & BENEFITS:

Administration has been in contact with the administrators from the Town of High Level and Rainbow Lake. We had determined that it may take awhile to work out the details of the new agreement, considering the feedback received from the Town of Rainbow Lake and Mackenzie County Councils.

Administration recommends that the existing MOU be extended to December 31, 2013 to allow time for the new agreement review. Please see the Town of High Level request reflecting this request and recommendation.

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

COSTS & SOURCE OF FUNDING:

Annual operating budget

COMMUNICATION:

NA

RECOMMENDED ACTION:

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.

Author: _____ Reviewed by: _____ CAO YW _____



9813 – 102nd Street
High Level, Alberta
T0H 1Z0
Tel: (780) 926-2201
Fax: (780) 926-2899
Email: town@highlevel.ca

February 6, 2013

**Mackenzie County
Box 46
Fort Vermilion, AB
T0H 1N0**

**Town of Rainbow Lake
Box 149
Rainbow Lake, AB
T0H 2Y0**

Attn: Chief Administrative Officers

RE: Mackenzie Region Hazardous Materials MOU

Please accept this letter as formal notification that the Town of High Level agrees to extend the Memorandum of Understanding dated November 1st, 2011 regarding hazardous materials response as described in Section 9 of the MOU.

The Town of High Level is willing to extend the MOU to December 31, 2013, to give enough time to finalize the formal agreement.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Dean Krause, CPT, CLGM
Chief Administrative Officer

**Mackenzie County
Action List as of January 15, 2013**

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
August 11, 2009 Council Meeting			
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	In progress
February 13, 2012 Regular Council Meeting			
12-02-103	That Policy RESV018 Water Reserve Fund be TABLED to the next meeting.	John Alison	12-Feb-13
February 29, 2012 Regular Council Meeting			
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
May 23, 2012 Council Meeting			
12-05-347	That administration be authorized to proceed with the negotiations for the purchase of Section 27-106-13-5 as authorized in Council Motion 12-03-177. (landfill site) (N ½ 27 and S ½ 34)	Bill Ron P.	Application has been submitted PW Committee
June 12, 2012 Council Meeting			
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.
July 9, 2012 Council Meeting			
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
August 22, 2012 Council Meeting			
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
September 11, 2012 Council Meeting			
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	John Bill Joulia	PW Committee

Motion	Action Required	Action By	Status
	administration draft a Terms of Reference for approval by Council.		
12-09-585	That the County continue lobbying for provincial funding for roads and drainage to new lands.	Joulia	In progress
12-09-588	That Council approves administration negotiating a short term lease of the Fort Vermilion Research Station and present it to Council for approval.	Bill Grant	In progress Meeting has been requested with the federal/provincial Ministers.
October 30, 2012 Council Meeting			
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
November 28, 2012 Council Meeting			
12-11-808	That administration communicates the current internet services coverage in Mackenzie County to Services Alberta and Agriculture and Rural Development as identified on the map.	Joulia	In progress
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			
12-12-837	That all unused 2012 ASB Structural Repair & Maintenance funds be transferred to the Municipal Drainage Reserve in December 2012.	Alison	In progress
12-12-850	That open houses be held on April 5, 2013 in La Crete and April 6, 2013 in Rocky Lane for the introduction of the new processes and concepts of Policy PW039 Rural Road, Access Construction and Surface Water Management.	Joulia Bill John Ron P. Grant Byron	Venues booked. Develop presentation method.
12-12-857	That administration be authorized to proceed with negotiations to secure aggregate resources as recommended.	Joulia Bill Ron P.	In progress
12-12-860	That administration seek legal advice regarding unpaid seniors' requisitions by the Towns of High Level and Rainbow Lake to the Mackenzie Housing Management Board, including an assessment of impact on Mackenzie County ratepayers if these requisitions become written-off by the Board.	Joulia	CAO Report – February 2013
12-12-861	That Mackenzie County engages Brownlee LLP in review of the Regional Services Sharing Agreement with the Town of High Level as per Article 11 of the Agreement (five year review).	Joulia	Meeting scheduled for February 8, 2013

Motion	Action Required	Action By	Status
January 15, 2013 Council Meeting			
13-01-006	That administration be authorized to enter into discussions regarding the Mackenzie Region Hazardous Materials agreement as discussed.	Joulia Ron P.	RFD 12-Feb-13 Extension requested to 31-Dec-13
13-01-007	That Council supports allowing a residence in the hamlet waste collection program to purchase one-time use refuse bin tags at a cost of \$1.50 per tag and direct administration to amend the hauling contract to reflect the use of picking up additional bins.	Ron P.	In progress
13-01-009	That Council supports amending section 7.1 of Bylaw 866-12, Hamlet Residential Waste Collection, allowing Mackenzie County residents acquiring waste receptacles from private industry, as long as these receptacles meet the County's specifications.	Ron P.	12-Feb-13
13-01-012	That administration obtain a quote for the installation of intersection lighting at 99 th 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
13-01-015	That the 2013 Capital Budget be amended to include a Ground Penetrating Radar unit purchase at an estimated cost of \$25,000 to be funded from the Roads Reserve.	Alison John	12-Feb-13
13-01-017	That the 2013 budget be amended to include \$27,500 for the Mackenzie Field Day and Agricultural Fair with funds coming from the 2013 ASB Operating Budget.	Alison	
13-01-019	That administration proceed with obtaining quotes for the creation of an Area Structure Plan for the Fort Vermilion area along Highway 88 according to the Option 1 map as amended.	Byron	12-Feb-13
13-01-020	That administration proceed with obtaining quotes for the creation of an Area Structure Plan for the High Level area along Highway 35 according to south and north overall map as amended.	Byron	12-Feb-13

Motion	Action Required	Action By	Status
13-01-021	That administration proceed with obtaining quotes for the creation of an Area Structure Plan for the area along Highway 88 Connector being a half mile on either side and for the entire length of the road.	Byron	12-Feb-13
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
13-01-033	That administration review the Mackenzie County Strategic Priorities Report and bring back to Council at the next meeting.	Joulia	12-Feb-13
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"> • Blue Hills • La Crete • Fort Vermilion • High Level Rural • Zama 	Carol	11-Mar-13
13-01-039	That administration bring back a revised draft of the Vote on a Question for the La Crete Swimming Pool to the next Council meeting.	Joulia	12-Feb-13
13-01-042	The administration review the required election bylaws as a result of the recent changes to the Local Authorities Election Act.	Carol	27-Feb-13
13-01-043	That administration bring back a draft survey response for the proposed changes to the Local Road Bridge Program to the next Council meeting.	John Joulia	12-Feb-13
13-01-054	That administration be authorized to develop an agreement for the potential sale of NW ¼ Sec 6-109-19-W5 to Mustus Energy, with conditions as discussed.	Joulia Bill	12-Feb-13

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

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

**LA CRETE RECREATION SOCIETY
REGULAR MEETING
NOVEMBER 15, 2012**

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

Present: Darlene Bergen, Secretary-Treasurer
John Zacharias, Director
George Fehr, Director
Wendy Morris, Director
George Derksen, Director
Tracy Siemens, Director
Philip Doerksen, Arena Manager

Absent: Abe Fehr, President
Simon Wiebe, Vice President
Peter F. Braun, MD Rep
Lori Bergen, Bookkeeper/Administrative Assistant

Call to Order: Acting Chair George Fehr called the meeting to order at 6:08 p.m.

Approval of Agenda

1. Darlene Bergen moved to accept the Agenda as presented.

CARRIED

Approval of Previous Meeting's Minutes

1. George Derksen moved to accept the October 11, 2012 Regular Meeting Minutes as presented.

CARRIED

Business from the Minutes

1. None.

Review of Action Sheet

1. Reviewed items for information only.

Financial Report

1. Reviewed financial reports.
2. Bank account is low as we are waiting for the County to repay us for approved invoices as well as expecting payment from many invoices to user groups.
3. George Derksen moved to accept the Financials as presented.

CARRIED

Manager's Report – Philip Doerksen

1. Manager's Report was reviewed for information.
2. All ice slots are sold and extra ice time is being rented.

3. New outdoor rink caretakers. All outdoor rinks are very close to ready.
4. Wendy Morris moved to accept the Manager's Report as presented.

CARRIED

New Business

- 8.1 Swimming Pool – Discussion was held on the Recreation Society operating a swimming pool (outdoor or indoor) when it is built and agreed that they were willing to operate it like they do the all other recreation facilities under the direct supervision of the current facility manager.
- 8.2 Outdoor Rink Caretakers – Alvin Zacharias has been hired as caretaker in Blue Hills; Frank Teichroeb in Buffalo Head Prairie and Abe Dyck in Blumenort. Philip outlined expectations with all caretakers.
- 8.3 Bowling Alley Mural/Advertising – The mural looks great. There is some left over paint and we could do some more on the other walls. Philip will talk to Mary to make arrangements for more painting, possibly in the summer.
- 8.4 CIIF Grant Update – have not received any news on the status of our grant application.
- 8.5 Board Room Reno – project was delayed by the drywall taper and has been put on hold as Joe moved and Brenton does not have time to finish the project at this point. They will finish in the Spring.
- 8.6 YAC Resolution – Philip, Abe and Lori met with YAC. YAC will pay an extra \$300 per month until the \$3,600 unpaid bill is paid off.

John Zacharias moved to go in camera at 6:49 p.m.

Darlene Bergen moved to go out of camera at 6:50 p.m.

Wendy Morris moved that the meeting be adjourned at 6:50 p.m.

Next Meeting: December 13, 2012

Olds College is pleased to invite industry to the 31st Annual Reception for the Land Agent and Land Administration Programs to be held March 7, 2013 at the Palliser Hotel.

The purpose of this event is to help students network to help find and create opportunities in industry that will eventually lead to positions in their chosen field of studies. Over the past few years, this event has become quite popular with industry given the number of quality students and graduates from the Land Agent and Land Administration Programs. It has also created the opportunity for former graduates and industry in general to network.

While we recognize that there may not be positions at this time for all of our students, we do hope that all of our invited guests from industry will take the time to engage our students. This interaction will allow the students to gain confidence and experience from any introductions made at the event or in follow-up discussions from introductions made. As mentioned, the purpose of this event is to provide for the interaction with our students and to create an opportunity to ask and answer questions what will help them learn and eventually gain a position in industry. We appreciate the event is a way for alumni and industry to network and reunite but we respectfully ask that you please make an effort to introduce yourselves and speak with the students about your own experience and contacts.

Thank you in advance for attending our annual reception and we look forward to your continued support and assistance in making this event a success again this year for industry, Olds College and the students themselves.

Please feel free to forward this on to your colleagues. Remember to RSVP before the deadline.

Thank you.

31st ANNUAL RECEPTION

Thursday, March 7, 2013
4:00 – 8:00 pm
Fairmont Palliser Hotel
The Crystal Ballroom
9th Ave. & 1st St. S.W.
Calgary, Alberta



Please RSVP by Feb 28, 2013
to Tara by phone (403) 556-8207
or email rsvpocla@oldscollege.ca



You are cordially **INVITED** to meet students
from the **Land Agent & Land Administration** Programs

This invitation is open to past graduates, people in all aspects of energy, right-of-way
and/or land management and other related industries.

Your attendance and support at this reception is greatly appreciated!

Agri-business Conference: Opportunities for Value Chain Development

collaborating to grow the agri-business industry in northern Alberta

How can collaboration increase business opportunities for suppliers, producers, and processors? Participate in one of these Conference events to find out "Who's Doing What and Where?" in the agri-business industry.

- Hear from industry experts on global agricultural market trends
- Identify business development opportunities for the agri-business industry in northern Alberta
- Hear about advancements in science, innovation and technology commercialization that are transforming agriculture
- Network with key industry players and identify strategic opportunities for collaboration

Who should attend?

Agricultural industry producers, agriculture and crop associations, researchers, agri-businesses, food processors, private and public stakeholders and economic development representatives

Program Agenda on Page 2

Event Partners:

- Enterprise & Advanced Education
- Alberta Agriculture and Rural Development
- Alberta Innovates Bio Solutions
- Alberta Innovates Technology Futures
- Centre for Sustainable Innovation, Lakeland College
- Community Futures Grande Prairie & Region
- Farm Credit Corporation
- Northern Alberta Development Council
- Productivity Alberta

Time: 8:30 am - 5:00 pm

Cost: \$50.00 per person, lunch provided

Register Online

by clicking on the event location below

For more info, or sponsorship opportunities, please contact Lisa Houle at 780-538-5230 or email lisa.houle@gov.ab.ca

March 5, 2013	Vermilion Regional Centre	Vermilion
March 14, 2013	Pomeroy Hotel & Conference Centre	Grande Prairie
March 21, 2013	Westlock Inn & Conference Centre	Westlock

Conference Program *(subject to change)*

TIME	Agri-business Conference: Opportunities for Value Chain Development
8:30 AM	Registration
9:00 AM	Welcome Dennis McKnight, President, The Innovators <i>Global trends in Agriculture and how to take advantage of them</i>
10:00 AM	Networking Break
10:15 AM	Sebastian Panciuk, Manager, Business Development & Advisory Services, Productivity Alberta <i>Productivity Alberta 101, Value-Added Agriculture</i>
12:00 PM	Lunch & Networking
12:50 PM	Margurite Thiessen, Value Chain Specialist, Alberta Agriculture, Food and Rural Development <i>Alberta Agriculture's Value Chain Initiative</i>
1:00 PM	Growing Opportunities for Value Chain Development – Panel 1
	Speaker TBA <i>Malting and Food Barley</i>
	Dr. Shannon Scott, Research Officer, Strategic Initiatives, Alberta Livestock and Meat Agency <i>Driving positive change within Alberta's livestock and meat industry</i>
	Simone Demers Collins, Market Development & Promotions Coordinator, Alberta Canola Producers Commission <i>Opportunities in Canola</i> <ul style="list-style-type: none"> • Simone will be presenting at the Mar 5 and Mar 21 sessions only • Mar 14 speaker TBA
	Q & A Moderated Session
2:15 PM	Coffee & Networking
2:30 PM	Growing Opportunities for Value Chain Development – Panel 2
	Speaker TBA <i>Gluten Free Ingredients / Pulse Crops</i>
	Flax & Hemp (each location will have the designated speaker) <ul style="list-style-type: none"> • <i>Vermilion</i>: Jan Slaski, Researcher, Alberta Innovates Technology Futures • <i>Grande Prairie</i>: Fulton Smyl, Program Manager, Alberta Biomaterials Development Centre • <i>Westlock</i>: Trevor Kloeck, Unit Lead, Biomaterials Bio-Industrial Opportunities Branch
	Speaker TBA <i>Triticale</i>
	Q & A Moderated Session
3:45 PM	IMC Projects <i>Connecting the Opportunities – Table talk</i>
5:00 PM	Closing Remarks

This program will be updated as speakers are confirmed. Please check back.

Agri-business Conference: Opportunities for Value Chain Development

collaborating to grow the agri-business industry in northern Alberta

March 5, 2013	Vermilion Regional Centre	Vermilion
March 14, 2013	Pomeroy Hotel & Conference Centre	Grande Prairie
March 21, 2013	Westlock Inn & Conference Centre	Westlock

Collaborate with us to grow the agri-business industry in northern Alberta by selecting one or more of the following sponsorship opportunities:

Opportunity Recognized:	Vermilion March 5, 2013	Grande Prairie March 14, 2013	Westlock March 21, 2013
Coffee Sponsor #1, Registration	<i>This Spot available for \$1,000</i>	<i>This Spot available for \$1,000</i>	<i>This Spot available for \$1000</i>
Keynote Sponsor	<i>This Spot available for \$3,000</i>	<i>This Spot available for \$3,000</i>	<i>This Spot available for \$3,000</i>
Coffee Sponsor #2, – AM Break	<i>This Spot available for \$1,000</i>	<i>This Spot available for \$1,000</i>	<i>This Spot available for \$1000</i>
Lunch Sponsor	<i>This Spot available for \$3,000</i>	<i>This Spot available for \$3,000</i>	<i>This Spot available for \$3,000</i>
Friend of the Conference	1. \$500 2. \$500 3. \$500	4. \$500 5. \$500 6. \$500	7. \$500 8. \$500 9. \$500
Coffee Sponsor #3, – PM Break	<i>This Spot available for \$1,000</i>	<i>This Spot available for \$1,000</i>	<i>This Spot available for \$1,000</i>

For more information please call,
Lisa Houle, Project Officer at 780-538-5230 or email: lisa.houle@gov.ab.ca

>>> Sponsorship Details are identified on page 2.

Sponsorship Opportunities

Sponsors will be recognized in one of the following sponsorship categories based on their contributions.

SPONSORSHIP CATEGORIES	SPONSORSHIP BENEFITS
<i>Cash donation</i>	<i>All sponsors will be acknowledged in the delegate packages</i>
Keynote and Lunch Sponsor(s) (\$3,000 and up)	<ul style="list-style-type: none"> • Includes 2 complimentary registrations per \$3,000 sponsorship (if applicable). • One 5 minute infomercial opportunity for each keynote or lunch spot sponsored. Keynote introductions available to keynote sponsor. • Acknowledgement in print marketing material (agenda, press release) and, when possible, on partner websites • Logo acknowledgement projected onto the screen during networking breaks • Placards on the participant tables recognizing sponsorship • Complimentary space to set up a Banner (max 5' W x 10'H) • Complimentary 10' * 10' foot floor space for a Tradeshow Display • Complimentary 2' * 8' foot table top space for marketing materials
Coffee Sponsor(s) (\$1,000+)	<ul style="list-style-type: none"> • Includes 1 complimentary registration per \$1,000 sponsorship (if applicable) • Acknowledgement in print marketing material (agenda, press release) and on partner websites • Acknowledged at coffee break announcement • Placards at the coffee station • Logo acknowledgement projected onto the screen during networking breaks • Complimentary space to set up a Banner (max 5' W x 10'H) • Complimentary 2' * 8' foot table top space for marketing materials
Friend of the Conference (\$500)	<ul style="list-style-type: none"> • Acknowledgement in print marketing material (agenda, press release) and on partner websites • Logo acknowledgement projected onto the screen during networking breaks

WHY SPONSOR?

- Between 100 – 150 key agricultural industry producers, agriculture and crop associations, researchers, value-added agri-businesses, processors, private and public stakeholders and economic development representatives are expected to attend each conference.
- This session offers ideal exposure for promoting your organization's products and services directly to the agriculture community located in each region and/or across northern Alberta.
- Contribute to improved awareness of value added and investment opportunities in the Agriculture Industry, one of the region's key economic drivers.
- Demonstrate your organization's corporate responsibility for the agricultural community by strengthening and supporting agriculture and agri-food networks.
- Directly market to your target audience. Gain new customers. Identify new partnerships.

**Fort Vermilion Recreation Board
December 11th, 2012
Regular Meeting
Minutes**

Present - Louise Smith, Cameron Cardinal, Joyce Belcourt, Christina Meyn, Ilene Lizotte, Odell Flett, Victor Tanis - Guests Joulia Whittleton, Leslie Prenoseo.

Meeting called to order at 7:39pm

Christina moved acceptance of agenda with additions. Joyce seconded. Carried

Christina moved acceptance of November 19th & 23rd, 2012 minutes, seconded by Ilene. Carried

Report on budget by Joulia.

- Operating budget increased by 5% to 149,638
- Capitol approval
 - Boiler \$6000
 - Rodeo Grounds \$15000
 - Wheelchair access in arena \$15,750
 - Three quotes needed
 - Skate shack \$5500
 - Cabinets concession \$6000
 - Spray park \$135,000 already allocated
 - Left overs from ice plant \$60,000 to be used for grill and handicap toilet seats
 - Dehumidifyer or fans for arena - get letter from health inspector saying air quality if unacceptable.
 - Quote needed for new fans

FVSS adopt a family. Tabled.

Fort Vermilion's 225th birthday celebrations

- Music Festival
 - Invite local talent in the area (including La Crete)
 - 5 local bands
 - Dates: July 19-21 2013
- Hand games
 - \$5000 in prizes
 - Talk to Mike McMann
 - Dates: March 8-10 2013
- Northern Store closing
 - Possible appreciation supper January 15th
- Old Timers Tournament
 - Posters to be made up and sent to the surrounding communities

- We have a trophy
- Louise moved Christina seconded that the prizes be:
 - \$1500 First place
 - \$500 Second place
 - \$500 Entry fee
- Carried
- Dates: February 22-24 2013
- Grand Opening
 - Game between the Fort Griffins and the Good 'Ole Boys
 - Date March 14th
- Rough Stock Event - May 3-5 2013. Tabled.
- Aboriginal Days
 - Work with schools
 - Date: in June

Report from Leslie (Health Promotions Coordinator)
 Interagency meeting @ Bushie, January 11th at 10am.
 Presented information on grants

Bingo

Turley and Ham
 Concession run by FVRB
 Caller - Cameron
 Door
 Lap Cards - Vionna
 Extra Cards - Ilene
 Last Game - Jenny McLean
 Floor - John Simpson, Glady W.
 Cashier - Christina

Managers' Report

Liquor Licence - Waiting on Occupancy limits.
 Ice Place - Compressors acting up again
 Isaak to call CIMCO
 Books - Yevonne promised to have the books finished on Thursday Dec 13th.
 Supplements are being sold.

Fitness Centre has to be kept clean

Victor to Order automatic paper towel dispensers from Royal

Christina moved Ilene seconded that the FVRB donate two 1 month memberships to the Faith Gospel Community Supper on December 8th 2012. Carried

New Year's Dances:

Christina to order party assortment decorations for Family Dance and Social.
 Family Dance to be held at the Legion for ages 12-17
 Letter from Becky for catering New Year's - Tabled

Christina moved seconded by Ilene to give the school free ice time for practices for Shiny Hockey. Carried.

Outdoor Rink - Tabled January 14th meeting.

Looking to tender it out.

Christina moved seconded by Louise that staff be given \$10 per day for using a personal vehicle for FVRB business in and around Fort Vermilion. For out of town vehicle use a Google map must be provided for kilometer reimbursement. Carried

Mixed Curling Bonspiel planned for second weekend in January 2013

Next special meeting: December 17th at 7:00pm

Next regular meeting: January 14th at 7:30pm

Meeting adjourned at 10:45pm.

Fort Vermilion Recreation Board
December 17th, 2012
Special Meeting
Minutes

Present - Louise Smith, Cameron Cardinal, Joyce Belcourt, Christina Meyn, Ilene Lizotte, Victor Tanis - Teleconference Odell Flett

Meeting called to order at 7:35pm

Christina moved acceptance of agenda with additions. Ilene seconded. Carried

Old Business

- Adopt a family
 - Christina moved seconded by Joyce that the FVRB spend \$200 on gifts for the adopt a family program
 - Ilene volunteered to pick up the gifts.
 - Ilene moved and Joyce seconded that the FVRB donate \$10 each for the Christmas food hamper. Carried
- New Year's Dance
 - Ilene moved seconded by Christina that we hire Becky Smith for \$500.00 to cook the midnight meal and that we provide the food for her from Calahoo. Carried
 - Roles:
 - Louise - Liquor Tickets
 - Ilene - Door
 - Christina and Joyce - Bar
 - Posters and tickets are still needed.
 - Adult Dance Admittance \$20
 - Children's Dance Admittance \$10
 - Band \$2500
 - Decorations already purchased \$833.15
 - Louise moved Christina seconded that we spend \$300 on fireworks. Carried
 - Louise moved Joyce seconded that the FVRB pay for a room for the fiddler at Sheridan Lawrence. Carried
- Bingo profit 772.91

In camera:

Victor asked to leave meeting at 8:25pm

Louise moved Ilene seconded that we move into camera at 8:40pm. Carried

Louise moved Christina seconded that we move out of camera at 9:06pm. Carried

New Business

Hall Rates - Tabled

Next Bingo - Tabled

Next regular meeting: January 14th at 7:30pm

Meeting adjourned at 9:23pm.

To County Council or Whom it may Concern.

On behalf of a property owner in and Around Fort Vermilion.

I am proposing to put up new Streetlights the same style and Design as on 118th Avenue Edmonton. They are L.E.D. Energy efficient lights that are especially pleasing. ~~Can we~~ I am requesting Mackenzie County try them on River Road Ft. Vermilion. The Power Savings would be 85% and would off set the costs considerably. The Hamlet does not have one Steel Light Pole which is a (disgrace) as this Hamlet could be a huge tourist attraction for the North as Hwy 88 is a new route for Summer tourist. I have emailed the Pictures to Joulia (and or) Bill. I am willing to Cost Share a trial of two of them on my lot(s).

Regards ; Danny Friesen







118 AVE

From: [Julia Whittleton](#)
To: [Carol Gabriel](#)
Subject: FW: 2014 Request for Proposals
Date: Tuesday, February 05, 2013 9:49:22 AM

Carol,

This is for Council's information package.

Julia Whittleton

Chief Administrative Officer

Mackenzie County
P.O. Box 640, Fort Vermilion, AB, T0H 1N0, Canada
Direct Tel: 780.927.3719 ext. 2223
Tel.: 780.927.3718, Fax: 780.927.4266
Toll Free: 1.877.927.0677
Cell: (780)-841-8343 Email: jwhittleton@mackenziecounty.com

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From: Seniorsinformation [mailto:Seniorsinformation@gov.ab.ca]
Sent: February-05-13 9:22 AM
Subject: 2014 Request for Proposals



Subject: 2014 Seniors Services Conference Request for Proposals

The call for proposals to co-host the 2014 Seniors Services Conference is now open! Groups and organizations interested in co-hosting the Seniors Services Conference with Alberta Health in northern Alberta in September 2014 are encouraged to submit a proposal by **May 3, 2013**.

The Seniors Services Conference is the premier conference for individuals who work within the seniors sector in Alberta. As conference co-host, your community or organization has a unique opportunity to play a lead role in planning and coordinating the two-day event. In addition to helping grow the conference, the Seniors Services Conference may benefit your organization by:

- Raising your profile amongst provincial seniors service organizations;
- Showcasing your organization and/or community;
- Establishing a collaborative relationship with the Government of Alberta; and
- Building and expanding your network by providing opportunities to work with a

variety of organizations.

As a past participant and community leader, you are invited to share this information with any appropriate contacts. To learn more about developing a proposal, please visit the Alberta Health website at <http://www.health.alberta.ca/seniors/grey-matters-conference.html> or call toll free 310-0000 and enter 780-415-0920 at the prompt (in the Edmonton area, call 780-415-0920)

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**Mackenzie County Library Board (MCLB)
November 28, 2012 Board Meeting Minutes
Fort Vermilion Library
Fort Vermilion, Alberta**

Present: Lorraine Peters, Wally Schroeder, Beth Kappelar, La Dawn Dachuk, John W. Driedger, Lisa Wardley, Susan McNeil, Lucille Labrecque, Ken Feser (Public Libraries Services Branch of Alberta Municipal Affairs)

Regrets:: All Present

1.0 Call to Order: The meeting was called to order by Wally Schroeder (secretary) at 7:00 p.m.

2.0 MCLB Organizational Meeting:

The following positions were filled by acclamation: Chair: Beth Kappelar, Vice-chair: John Driedger, Treasurer: Lorraine Peters, Secretary: Wally Schroeder.

3.0 Approval of Agenda: Additional Items: 7.3 Web Site, 7.4 MCLB Policies

MOTION #2012-09-01 John Driedger moved the approval of the agenda as revised .

CARRIED

4.0 Approval of the Minutes:

MOTION #2012-09-02 Wally Schroeder moved the approval of the Oct 20/12 minutes as presented.

CARRIED

MOTION #2012-09-03 Lisa Wardley moved the approval of the Oct 19/12 minutes as presented.

CARRIED

5.0 Review of Action Items:

- The action items of the previous MCLB meeting were reviewed.

6.0 Financial:

5.1 Financial Report as of Oct 31/2012.

- Balance Brought Forward: \$ 34,653.82
- Total Revenues \$ 241,287.08
- Total Expenses \$ 241,746.80
- Ending Bank Balance \$ 34,194.10

MOTION #2012-09-04 Susan McNeil/Lisa Wardley moved to accept the financial report as presented. **CARRIED**

MOTION #2012-09-05 Lisa Wardley/John w Driedger moved to pay the \$600.00 web site update invoice sent by Jim Thompson;
CARRIED

7.0 Library Reports:

7.1 La Crete:

- The Salmon Grill held Oct 22/11 fundraiser had the highest profit in 6 years netting over \$12,000.
- The Christmas Tree and Wreath fundraiser is going very well with 23 trees and 55 wreaths sold.
- The La Crete Parent Link Center is to offering a Wed evening pre-school reading program.
- Their cookbook fund raiser has sold \$3000 of books which covers the costs. The rest will be profit.
- A school teacher is planning a book swap.
- The LCLS is planning a LCLS/staff Christmas party for Dec 3/12.

7.2 Fort Vermilion:

- They are planning a breakfast with Santa Dec 8/12.
- They are upgrading their computer software.
- Their Halloween ghost stories went well. All children from FCSS came to listen.

7.3 Zama City

- Winter hours started Nov 1/12.
- The Zama library coffee nights have not started yet.
- They received a thank you letter from SRD for accommodating the fire fighters last summer.
- The learning store students are using the library a lot to complete their assignments.

7.4 High Level:

- High Level library board has signed the service agreement with MCLB.

MOTION #2012-09-06 Lisa Wardley moved to accept the library reports as presented.

CARRIED

...2

8.0 Old Business:

8.1 La Crete Library Building:

- Nothing new to report.
- Project ready plans should be available for when funds become available.

8.2 MCLB 2013 -2018 Service Plan:

- Copies of the approved service plan were distributed.

8.3 MCLB Web Site:

- Updating the MCLB web site will be discussed at the next MCLB meeting.

8.4 MCLB Policies:

- MCLB policy updates will be discussed at the next MCLB meeting.

9.0 New Business:

9.1 Board Member/ Orientation:

- Lorna Joch has been appointed to the MCLB for a one year term.
- Her orientation will occur at the next MCLB meeting.

9.2 Ken Feser's Comments/ Report:

- Overall the County has three good libraries.
- The roles of the MCLB and the Societies must always be clear. MCLB is the legislated entity and is responsible for providing the library services to the County. The Societies are responsible for the day to day operations of the libraries.
- MCLB is accountable for all Society expenditures. MCLB can set budget parameters for the Societies.
- The Service agreements could detail who is responsible for what in obtaining a new library building for La Crete. A facilitated planning day is recommended on how to move forward in acquiring a new building. Ken is willing to facilitate the process.
- The libraries need a compelling vision of what they can become.
- Ken will table a written report detailing his findings regarding his visit to the region.

10.0 Correspondence:

10.1 Minister's Awards for Excellence and Innovation in Public Library Service

Lisa Wardley will fill out an application for the Zama Library.

10.2 Alberta Center for Injury Control and Research: Finding Balance

MOTION # 2012-09-07 Lisa Wardley moved to accept the correspondence for information.

CARRIED

11.0 In Camera:

- Not required.

12.0 Next Meeting Date and Location: Fort Vermilion Library Jan 14/13 at 7:00 p.m.

13.0 Adjournment:

MOTION # 2011-09-08 John Driedger moved the meeting adjourned at 9:35 pm.

CARRIED

These minutes were adopted this 14th day of January 15, 2013.



**Mackenzie Frontier Tourist Association
Board Meeting – October 10, 2012**

ATTENDANCE:

Beth Kappelar, *Chairperson*
Teresa Griffith, *Secretary*
Peter F. Braun
Lisa Wardley
Dan Fletcher
Larry Neufeld

GUESTS:

Don Wilson, *Travel Alberta*

STAFF:

Chandra Tincombe, *Executive Assistant*

REGRETS:

Peter Ernst
Alan Forsyth
Mark Morad
Craig Pardy

1. Call to Order

Chairperson Beth Kappelar called the meeting to order at 10:10 AM.

2. Review & Adoption of the Agenda

Add *WEBSITE* under Online Marketing Tools.

Motion:

That MFTA approve the agenda as amended.

CARRIED

Moved by: Peter F. Braun

3. Review & Adoption of the Minutes – July 2, 2012

Motion:

That MFTA approve the minutes as presented.

CARRIED

Moved by: Peter F. Braun

4. Financial Report / Draft Budget

Financial Report

Financials should reflect money back to March 2011, start running quarterly balance sheets, municipal contributions for 2012 are due. Municipal budgets are coming up the end of October, send formal letter with thanks for 2012 contribution - anticipating same funding for 2013 fiscal year – include copy of 2013 draft budget.

Partner ad with GeoTourism that was to be published in *Our Canada* magazine never appeared, no payment has been sent. Send invoices to current business members for membership renewal, talk to tourism related business to increase membership for the coming year. Make sure all organizations hosting events and local Chambers of Commerce are members, goal is to get these groups to work

together. Discuss possibility of trading memberships with Mighty Peace Tourism, Deh Cho, Town of Hay River, Slave Lake and Valleyview Tourism.

Draft Budget

Change website costs to \$500, allocate difference to other areas. *Tourism, Parks & Recreation* may have funds available in January to go towards the cost of hwy signage, look into *Point of Interest* (\$300/sign) signs near Tompkins Landing junction. Research costs and requirements for getting a large Alberta History sign placed at the nearby roadside turnout this summer to promote the Pioneer Drive. Hwy 88 will be completed this year, look into possibility of similar signage near Slave Lake to promote an alternate route to northern Alberta. Co-operative Marketing Funding may be available for these projects as well.

Add operating reserve from 2012 to budget – set aside \$10,000 for reserve. Approve \$50/month to Chandra to cover cell phone expenses. Talk to Stardust regarding the possibility of using the Olivier Room at no cost, provided the board orders meals; see if current members would be willing to take turns hosting as well. Office and meeting costs set at \$2,000.

One or two MFTA board/staff members should attend annual Leadership Symposiums and fall Conference if possible, Don recommends the Rural Tourism Conference in April (Red Deer) – can we get a northern venue to aid in attendance from northern communities? The further away the more difficult it is to attend, large part of the province is north of Edmonton. Teresa to draft email request to Don about the possibility of northern communities hosting an open house or Rural Tourism Conference. We may also be able to share travel costs with other individuals travelling to southern events.

Motion:

That MFTA pass the draft budget as amended.

CARRIED

Moved by: Teresa Griffith

5. Old Business

a. Manager's Report – UPDATE

Chandra Tincombe presented a manager's report covering the period from April 30 – September 30, 2012. Hard copies of the breakdown of hours and tasks was provided in the board meeting package as information.

b. Calgary Herald Advertisement (Northern AB Special Section) – UPDATE

Section was published in the August 10, 2012 issue of the Calgary Herald. We had 148 website visits for the month of August, 15 visits the day of publication; visits dropped off afterwards. Didn't get a huge response, idea was to gain awareness of MFTA and northern Alberta as a tourism destination. Need to focus our efforts on reaching north into NT and south to Peace River and Grande Prairie. Edmonton may not even be a market at this point. Calgary Herald ad was as much to target the live and work people as the tourism market. Need to keep making noise and letting people know we're here. Lots of traffic already driving through, need to get them to spend time here.

6. New Business

a. 2012/2013 MFTA Board of Directors

Eleanor Buhler (Teichroeb) and Rick Groenewegen have given notice of their resignation from the MFTA Board of Directors.

Motion:

That MFTA accept Eleanor Buhler (Teichroeb) and Rick Groenewegen's resignations.

CARRIED

Moved by: Beth Kappelar

Motion:

That MFTA appoint Larry Neufeld (La Crete & Area Chamber of Commerce) to represent La Crete on the Board of Directors.

CARRIED

Moved by: Peter F. Braun

Motion:

That MFTA accept Dan Fletcher (REDI) to the Board of Directors.

CARRIED

Moved by: Lisa Wardley

Still need a representative from Fort Vermilion on the board, Chandra to contact Ray Toews and Ena Simpson. Child Lake Reserve has a new band manager, approach as a contact? Only funding partners and MFTA members can sit on the board, could we have liaison positions? May approach first nations for this role.

b. 2012/2013 Business & Marketing Plan

a. Map/Brochure Updates

Teresa will look into obtaining map/brochure files from *the Studio Group*. Almost out of brochures from first printing, need to start on updates and getting everyone in the region listed. Make sure brochures/information is available further north and south where people are renting vehicles.

b. Business Membership

Suggestions for potential members – B&B's, hotels, restaurants, ag societies, rental car companies, NorAlta, Polar Cats, Watt Mountain Wanderers, Mighty Peace Tourism, Deh Cho, visitor information centres, Honker Haven, Tapawingo Lodge (Bistcho Lake – 80% of their tourists are European or American), and other similar organizations/businesses. Send out additional info to potential members – benefits, our goals, ect.

Need to contact Brian Gramson (Watt Mountain Wanderers) about possibility of partnering on advertising in SnoRiders (snowmobilers magazine). People are looking for safe places (not mountains) to bring families snowmobiling, even people that live here don't know about the trail systems – can target tourists and locals. Both regional snowmobiling clubs would benefit from more users, getting them as members gets them on our website and vice versa. Also contact Motocross Association and Penner Speedway (stock car racing).

c. Online Marketing Tools

Teresa Griffith presented the results of her research into online marketing tools available and costs. Looked at Google AdWords and Facebook Ads; Google AdWords will appear on search results according to relevant searches, we choose how much to spend, only pay when ad is clicked on (minimum \$5/day); Facebook is similar, can pay for ad to just appear, set up daily max, or campaign max. Say we choose to market golfing – include the local courses and set a \$100 budget – with Google you can set up regional campaigns so that ads appear for specific audiences, you can pick specific days to run ad. Less than \$2,000/year would get us 3,000 clicks. Go with Google, make sure key words include all community names.

d. Website

Make sure camps are listed online, connect with transient workers – could be potential tourists. Market "what to do on a rainy day" trips and activities that workers could take advantage of when their stuck in hotel rooms/camps for the day. Promote these trips/activities on Facebook also. Connect with events and partners in the region and trade links – help promote each other. We don't show up in a Google search for High Level, need to look at Search Engine Optimization.

Motion:

That MFTA approve \$300 to run Google AdWords for one month and do Search Engine Optimization (SEO) for the MFTA website.

CARRIED

Moved by: Lisa Wardley

c. Mediaplanet Advertising Opportunity

Mediaplanet contacted MFTA regarding a Winter Tourism Special Section scheduled to be published in the National Post in November. MFTA Board has decided to focus marketing efforts closer to home, not ready for a national market yet.

7. Around the Table Comments

Teresa Griffith – was a good meeting, lots to do before the next one. Can look up NT newspapers and advertising opportunities for the spring.

Dan Fletcher – will update the Board at the next meeting regarding REDI's tourism projects and tourism investment study that is in the works. Will keep both boards up to date on activities.

Peter F. Braun – we have a good start, like the website. Need to keep everything moving forward. Get the letter to the municipal members before the end of October as budgets are coming up in November.

Larry Neufeld – excited to be on board and to help get the website updated.

Lisa Wardley – website looks really good, need an awesome website to make a good first impression. Also need to get members and non-members listed with members having the better listing.

Beth Kappelar – a good meeting, welcome to the new board members – Dan and Larry. Work on getting Fort Vermilion represented on the Board. Lots to cover as far as membership and securing 2013 funding.

8. Next Meeting & Adjournment

Check with the Stardust about using the Olivier Room for the next meeting.


Motion:

That MFTA adjourn the meeting at 12:38 PM.

CARRIED

Moved by: Lisa Wardley

NEXT MEETING DATE: *November 29, 2012 at 5 PM*

X 

Beth Kappelar
MFTA Chairperson

V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 202

FAIRVIEW, AB T0H 1L0
PH 780 835 4531

Mr. Roy Brideau, CAO
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

January 22, 2013

Dear Roy
Enclosed is your 2013 VSI requisition of \$24,000.

Total VSI administrative costs, for 2012, came to about \$46,956. These include G.S.T. costs of approximately \$12,416. Your jurisdiction accounted for 205 (5.6%) of the 3,634 claims processed thus your share of administrative costs was deemed to be \$2,630.

Total investment income was approximately \$2,297. The total cost of your claims, as per your fourth quarter report, sent to gsmith@mackenziecounty.com and cnate@mackenziecounty.com was \$19,040. This was 4.7% of total claims expenditures of \$405,006 thus your share of the interest was deemed to be \$108.

The 2013 VSI fee schedule was increased 2.5%. Because of uncertainty about the demand for services, in 2013, the VSI Board of Directors recommended a further increase of 10%. As a result of these factors your **2013 requisition is equal to your 2012 claims plus a 12.5% increase plus your net administrative costs** (administrative costs less investment income) **for 2012** rounded to the nearest \$500.00.

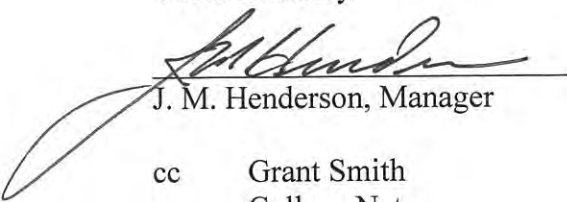
Following is an estimate of your current VSI balance after adding 2012 administrative costs:

	DEBITS	CREDITS	BALANCE
Jan. 1, 2012			\$<2,959>
Payments in 2012		23,400	20,441
2012 Claims	\$19,040		1,401
Share of 2012 Expenses	2,630		<1229>
Share of 2012 Interest		108	<1,121>

The amount in your **contract** was **based on the actual cost** of claims for **Nov 1, 2011 to Oct. 31, 2012 plus an estimate of administrative costs**. The **amount of your requisition was based on the actual cost of claims for 2012 plus an estimate of net administrative costs** (rounded to the nearest \$100). This explains the difference between your requisition of \$24,000 and the \$24,500 in your contract.

Please feel free to contact me if you detect any errors or if you have any questions. Thank you for your continuing support of VSI.

Yours sincerely


J. M. Henderson, Manager

cc Grant Smith
Colleen Nate
encl



V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 202

FAIRVIEW, AB T0H 1L0

PH 780 835 4531

January 22, 2013

Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

INVOICE

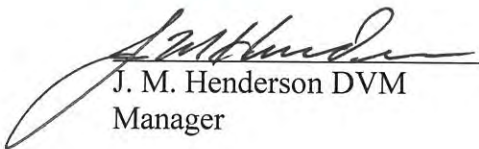
2013 VSI Requisition	\$24,000.00
Plus Deficit Dec. 31, 2012	1,100.00
Balance Owning	25,100.00

Note: The VSI Board of Directors approved a 2.5% cost of living allowance, increase in fees for 2013. They also recommended that the 2013 should include a 10% contingency to help ensure that participating jurisdictions don't have to deal with additional requests for funds after their budgets have been finalized.

As a result of these two decisions your 2013 requisition is 12.5% higher than your total claims for 2012 plus an amount for net administrative costs equal to what these costs were for 2012. Your requisition has been rounded to the nearest \$500.00 and your deficit has been rounded to the nearest \$100.

Although this requisition is not due until March 31st it would be helpful if payment could be received by the end of February.

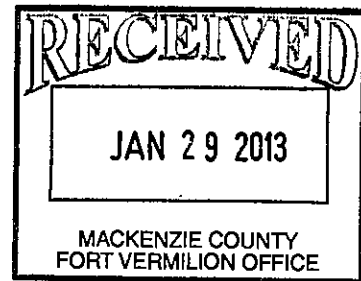
Thank you,



J. M. Henderson DVM
Manager



Office of the Minister



January 22, 2013

AR66137

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

Dear Reeve Neufeld: *Bill*

Thank you for your project applications under the capital funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that the following projects have been accepted as qualifying projects under the capital funding guidelines. Your municipality may apply the following amounts of your MSI capital funding allocation to the qualifying costs of these projects:

CAP-4585	Rural Water Line and Reservoir	\$900,000
CAP-4588	Office Roof Repair - Fort Vermilion	\$150,000
CAP-4590	Drainage Channel Construction	\$541,000

Please ensure that your local MLAs are contacted prior to any announcement or milestone you are planning for these projects. I would like to recognize the Honourable Frank Oberle, MLA, Peace River, and Pearl Calahasen, MLA, Lesser Slave Lake, for their continued support for this program.

In order to recognize your success through these projects, and to recognize the contribution that the MSI has made in achieving this success, please include them in a published list of MSI-funded projects that is available to the public.

As per the MSI capital guidelines, I may select specific projects that merit enhanced public recognition. If one or more of the above projects are selected, my ministry will contact you to develop a joint communication plan.

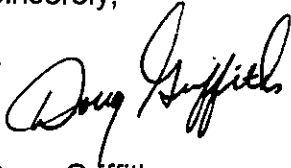
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Reeve Bill Neufeld

I wish you, your council, and the municipality's staff continued success with these projects.

Sincerely,



Doug Griffiths
Minister

copy: Honourable Frank Oberle
MLA, Peace River

Pearl Calahasen
MLA, Lesser Slave Lake

Joulia Whittleton
Chief Administrative Officer, Mackenzie County