

# MACKENZIE COUNTY

REGULAR COUNCIL MEETING

OCTOBER 8, 2013

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

NOW		ADVOCACY
1. <b>HOUSING ENTITY: Governance Structure</b> 2. <b>HIGH LEVEL: Share Service Agreement</b> 3. <b>FIRST NATION RELATIONS: Orientation</b> 4. <b>OSB PLANT: Water Supply</b> 5. <b>NEW ROAD CONSTRUCTION FUNDING</b> 6. <b>OIL AND GAS STRATEGY</b> 7. _____	Sept. Sept. Sept. Sept. Sept. Feb.	<input type="checkbox"/> <i>Zama Road Paving Funds</i> <input type="checkbox"/> <i>Road Construction Funding Request</i> <input type="checkbox"/> <i>Canada Postal Service – La Crete</i> <input type="checkbox"/> <i>Land Use Framework Input</i> <input type="checkbox"/> <i>Highway 58 West Extension to BC</i>
NEXT		
<input type="checkbox"/> ZAMA ROAD: Business Case <input type="checkbox"/> SURFACE WATER MANAGEMENT PLAN <input type="checkbox"/> REGIONAL WATER AGREEMENT		<input type="checkbox"/> TOURISM: Strategy (REDI) <input type="checkbox"/> BRANDING STRATEGY (2014) <input type="checkbox"/> TRANSPORTATION CORRIDOR PLAN

## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Bill)	
1. <b>HOUSING ENTITY: Governance Structure</b> 2. <b>FIRST NATION RELATIONS: Orientation</b> 3. <b>OIL AND GAS STRATEGY</b> <input type="checkbox"/> <b>HIGH LEVEL: Share Service Agreement</b> <input type="checkbox"/> Rural Water Service Policy	Sept. Sept. Feb. Sept. Oct.	1. Resource Roads: Strategy 2. <b>OSB PLANT: Water Supply</b> 3. <b>ROAD CONSTRUCTION FUNDS: Request</b> <input type="checkbox"/> ZAMA ROAD: Business Case <input type="checkbox"/> TOURISM: Strategy (REDI)	Nov. Sept. Sept.
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. COR Certification: Update Safety Manual 2. Rec. Board Agreement Draft Renewal 3. Disaster Emergency Planning – Implementation Plan <input type="checkbox"/> Haz Mat Agreement with THL <input type="checkbox"/> Radio Communication System	Nov. Oct. Oct.	1. Surface Water Management Awarding 2. Steephill Creek/BHP Surface Water Management Plan 3. _____ <input type="checkbox"/> Emergency Livestock Response Plan <input type="checkbox"/> 2014 Ag Fair Planning	Sept. Dec. Sept.
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans 2. Area Structure Plans/LUB Amendment 3. Airport Vicinity Protection Area <input type="checkbox"/> Development Agreement: Revise <input type="checkbox"/> _____	Jan. Dec. Oct.	1. Virtual City Hall Implementation 2. Municipal Elections 3. _____ <input type="checkbox"/> Human Resource Policy Review <input type="checkbox"/> Communication Plan	Oct. Oct.
FINANCE (Alison)		PUBLIC WORKS* (John/Ron)	
1. Long Term Capital Plan 2. Long Term Financial Plan 3. _____ <input type="checkbox"/> Master Card Policy <input type="checkbox"/> Internal Controls Procedure Review	Sept. Feb.	1. Rural Road Plan 2. PRIVATE ROAD TRANSFER POLICY 3. Gravel Strategy & Plan <input type="checkbox"/> Water Source Plan <input type="checkbox"/> _____	Oct. Dec. Oct.

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, October 8, 2013  
10:00 a.m.**

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

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the September 24, 2013 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) Mackenzie Library Board – 1:00 p.m. b)	19
<b>GENERAL REPORTS:</b>	5.	a) CAO Report b)	31
<b>TENDERS:</b>	6.	a) None	
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	7.	a) Bylaw 916-13 Land Use Bylaw Amendment to Rezone Plan 852 1770, Block 6, Lot 37 (4806 - 50 <sup>th</sup> Street) from Hamlet Commercial District 1 “HC1” to Direct Control District “DC” (Fort Vermilion)	101
<b>COMMUNITY SERVICES:</b>	8.	a) Photo Radar Costs b)	117

<b>ENVIRONMENTAL SERVICES:</b>	9.	a)		
		b)		
<b>OPERATIONS:</b>	10.	a)	Policy PW039 Rural Road, Access Construction and Surface Water Management Policy	121
		b)	Acquisition of Meander River Gravel Pits	165
		c)	Proposed Lowering Culverts & Procedure Policy	171
		d)		
		e)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Bylaw 919-13 Technical Amendment to Bylaw 880-12 being a Partial Road Closure	173
		b)	Municipal Development Plan (MDP) Open House Dates	177
		c)		
		d)		
<b>CORPORATE SERVICES:</b>	12.	a)		
		b)		
		c)		
<b>ADMINISTRATION:</b>	13.	a)	Bylaw 920-13 Agriculture Service Board – Authority to Make Administrative Decisions	179
		b)	Emergency Management Review	183
		c)		
<b>INFORMATION / CORRESPONDENCE:</b>	14.	a)	Information/Correspondence	227
<b>IN CAMERA</b>	15.	a)	Legal	



**SESSION:**

- Regional Service Sharing Agreement
- Hazmat Unit Agreement
- Water Supply Agreement (Ainsworth)
- Mortgage of Lease - Airport Properties

b) Labour

c) Land

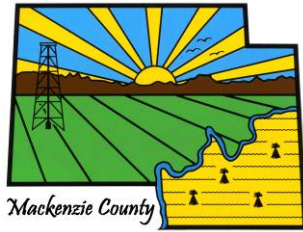
**NOTICE OF MOTION:** 16. Notices of Motion

**NEXT MEETING  
DATE:**

17. a) Organizational Council Meeting  
Wednesday, October 23, 2013  
10:00 a.m.  
Fort Vermilion Council Chambers
- b) Regular Council Meeting  
Wednesday, October 30, 2013  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 18. a) Adjournment





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the September 24, 2013 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the September 24, 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 September 24, 2013 Regular Council meeting be adopted as presented.

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, September 24, 2013  
11:00 a.m.**

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

<b>PRESENT:</b>	Bill Neufeld	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
<b>REGRETS:</b>	Walter Sarapuk	Deputy Reeve
<b>ADMINISTRATION:</b>	Joulia Whittleton	Chief Administrative Officer
	John Klassen	Director of Environmental Services & Operations
	Ron Pelensky	Director of Community Services & Operations
	Liane Lambert	Planner
	Alison Kilpatrick	Director of Corporate Services
	Carol Gabriel	Manager of Legislative & Support Services

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

Minutes of the Regular Council meeting for Mackenzie County held on September 24, 2013 in the Fort Vermilion Council Chambers.

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

Reeve Neufeld called the meeting to order at 11:12 a.m.

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

**MOTION 13-09-664 MOVED** by Councillor D. Driedger

That the agenda be approved as presented.

**CARRIED**

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

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the September 10, 2013 Regular Council Meeting**

**MOTION 13-09-665**

**MOVED** by Councillor Wardley

That the minutes of the September 10, 2013 Regular Council meeting be adopted as presented.

**CARRIED**

**DELEGATIONS:**

**4. a) S/Sgt. Jeff Simpson, Fort Vermilion RCMP**

**MOTION 13-09-666**

**MOVED** by Councillor Wardley

That the RCMP report by S/Sgt. Jeff Simpson be received for information.

**CARRIED**

**GENERAL REPORTS:**

**5. a) Municipal Planning Commission Meeting Minutes – June 25, July 11, July 25, August 8 & August 23, 2013**

**MOTION 13-09-667**

**MOVED** by Councillor Wardley

That the Municipal Planning Commission meeting minutes of June 25, July 11, July 25, August 8 & August 23, 2013 be received for information.

**CARRIED**

**GENERAL REPORTS:**

**5. b) Inter-Municipal Planning Commission Meeting Minutes – June 27, 2013**

**MOTION 13-09-668**

**MOVED** by Councillor Derksen

That the Inter-Municipal Planning Commission meeting minutes of June 27, 2013 be received for information.

**CARRIED**

**TENDERS:**

**6. a) None**

**COMMUNITY  
SERVICES:**

**8. a) None**

**ENVIRONMENTAL  
SERVICES:**

9. a) None

**OPERATIONS:**

10. a) **Speed Reduction Request at 94 Avenue in the  
Hamlet of La Crete**

**MOTION 13-09-669**

**MOVED** by Councillor Braun

That administration be instructed to install a 70km/hr speed transition zone on 94<sup>th</sup> avenue west in the Hamlet of La Crete.

Councillor J. Driedger requested a recorded vote.

In Favor

Councillor Braun  
Councillor Bateman  
Councillor Flett

Opposed

Councillor Derksen  
Councillor J. Driedger  
Councillor Wardley  
Reeve Neufeld  
Councillor D. Driedger  
Councillor Jorgensen

**DEFEATED**

**MOTION 13-09-670**

**MOVED** by Councillor J. Driedger

That the speed reduction request to install a 70km/hr speed transition zone on 94<sup>th</sup> avenue west in the Hamlet of La Crete be received for information.

**CARRIED**

**OPERATIONS:**

10. b) **Rural Road Tour**

**MOTION 13-09-671**

**MOVED** by Councillor J. Driedger

That a road tour be held on October 7, 2013.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

11. a) **Bylaw 918-13 Land Use Bylaw Amendment to  
Rezone Plan 052 4647, Block 31, Lots 16, 17 & 18  
(10913, 10909 & 10905 -100<sup>th</sup> Ave) from Hamlet  
Residential District 1A "HR1A" to Hamlet  
Residential District 2 "HR2" (La Crete)**

**MOTION 13-09-672**

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 918-13, being a Land Use Bylaw amendment to rezone Plan 052 4647, Block 31, Lots 16, 17 & 18 (10913, 10909 & 10905 - 100<sup>th</sup> Ave) from Hamlet Residential District 1A "HR1A" to Hamlet Residential District 2 "HR2" to accommodate Condominium Development, subject to a Public Hearing.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**11. b) Development Permit 252-DP-13 (Garry McLean)  
Garage – Detached with Variances within One Mile  
of Fort Vermilion Airport (Fort Vermilion Settlement)**

**MOTION 13-09-673**

**MOVED** by Councillor Flett

That Development Permit 252-DP-13 on Fort Vermilion Settlement, Range 2, River Lot 6 in the name of Garry McLean be APPROVED with the following conditions:

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

1. The Fort Vermilion Airport is located nearby on Fort Vermilion Settlement, Range 1, River Lots 1, 2, 3 & 4. Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the operation of the Fort Vermilion Airport and/or any aircraft leaving or arriving at the Fort Vermilion Airport.
2. A variance of 20.6 meters (67.5 feet) of the front yard (River Road) setback and a variance of 7.6 meters (25 feet) of the side yard (31<sup>st</sup> Street) setback is hereby granted for the placement of the Garage – Detached.
3. Minimum building setbacks:
  - a. 20.6 meters (67.5 feet) from River Road;
  - b. 7.6 meters (25 feet) from 31<sup>st</sup> Street;
  - c. 15.2 meters (50 feet) from all other property lines.
4. The lowest opening of all buildings shall be equal to or higher than the centerline elevation of River Road to raise the building above the 1/100 year flood level.



5. This garage is for residential purposes only and no commercial activity is permitted in this building or district.
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
7. No ancillary building erected/or moved onto the site shall be used as a dwelling.
8. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
9. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at (780) 927-3718. Access to be constructed to Mackenzie County standards and at the developers' expense.
10. No construction or development is allowed on or in a rights-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 rights-of-way.
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

**CORPORATE  
SERVICES:**

**12. a) Bylaw 917-13 Tax Penalty Bylaw**

**MOTION 13-09-674**

**MOVED** by Councillor Braun

That third reading be given to Bylaw 917-13 being the Tax Penalties Bylaw for Mackenzie County.

**CARRIED**

**CORPORATE  
SERVICES:**

**12. b) Financial Reports – January 1 to August 30, 2013**

**MOTION 13-09-675**

**MOVED** by Councillor Bateman

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

**CARRIED**

Reeve Neufeld recessed the meeting at 12:07 p.m. and reconvened the meeting at 12:55 p.m. with all members present except Councillor D. Driedger and Councillor Jorgensen.

**DELEGATIONS:**

**4. b) Mackenzie Charity Golf Presentations**

Margaret Bell, Area Manager, Grande Prairie Heart and Stroke Foundation and Greg Schmidt, STARS Foundation Grande Prairie joined the meeting to receive their donation from Mackenzie Charity Golf.

The Heart & Stroke Foundation was presented with a cheque in the amount of \$24,000.00, STARS (Grande Prairie) was presented with a cheque in the amount of \$6,000.00, and \$3,000.00 was presented to the Mackenzie Regional FASD Society from the proceeds of the Mackenzie Charity Golf tournament held on June 13, 2013.

**PUBLIC HEARINGS:**

**7. a) Bylaw 915-13 Land Use Bylaw Technical Changes to Add “Warehouse” to Section 8.5 B and Section 8.9 B; to Amend Sections 8.11.C.a, 8.12.C.a, 8.13.C.a and 8.14.C.a to Reduce the Minimum Lot Width to 55 Feet; and, to Amend Sections 8.12.C.a, 8.13.C.a and 8.14.C.a to Reduce the Minimum Lot Length to 100 Feet**

Reeve Neufeld called the public hearing for Bylaw 915-13 to order at 1:02 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 915-13 was properly advertised. Liane Lambert, Planner, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the

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\_\_\_\_\_

proposed Land Use Bylaw Amendment. Liane Lambert, Planner, presented the Development Authority's submission and indicated that first reading was given on August 26, 2013.

Reeve Neufeld asked if Council has any questions of the proposed Land Use Bylaw Amendment. HC2 along both sides of main street. Fort Vermilion is HC1.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 915-13. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 915-13. No one was present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 915-13 at 1:04 p.m.

Councillor D. Driedger rejoined the meeting at 1:04 p.m.

**MOTION 13-09-676**

**MOVED** by Councillor Braun

That second reading be given to Bylaw 915-13, being a Land Use Bylaw amendment to add "Warehouse" to Section 8.5 B and Section 8.9 B; to amend Sections 8.11.C.a, 8.12.C.a, 8.13.C.a and 8.14.C.a to reduce the minimum lot width to 55 feet; and, to amend Sections 8.12.C.a, 8.13.C.a and 8.14.C.a to reduce the minimum lot length to 100 feet, of the Land Use Bylaw.

**CARRIED**

**MOTION 13-09-677**

**MOVED** by Councillor Derksen

That third reading be given to Bylaw 915-13, being a Land Use Bylaw amendment to add "Warehouse" to Section 8.5 B and Section 8.9 B; to amend Sections 8.11.C.a, 8.12.C.a, 8.13.C.a and 8.14.C.a to reduce the minimum lot width to 55 feet; and, to amend Sections 8.12.C.a, 8.13.C.a and 8.14.C.a to reduce the minimum lot length to 100 feet, of the Land Use Bylaw.

**CARRIED**

**CORPORATE  
SERVICES:**

**12. c) Waiver of Tax Penalties for Newalta Corporation  
(Tax Rolls 076596, 229179, 291650, 410371, and**

**410664)**

**MOTION 13-09-678**

Requires 2/3

**MOVED** by Councillor Braun

That the tax penalties totaling \$1,293.53 for Tax Rolls 076596, 229179, 291650, 410371, and 410664 be waived due to the unusual circumstance created by the flood disaster in Calgary.

**CARRIED**

**ADMINISTRATION:**

**13. a) None**

**INFORMATION/  
CORRESPONDENCE:**

**14. a) Information/Correspondence**

**MOTION 13-09-679**

**MOVED** by Councillor Flett

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

**CARRIED**

**IN-CAMERA SESSION:**

**MOTION 13-09-680**

**MOVED** by Councillor J. Driedger

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 1:09 p.m.

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

**CARRIED**

Councillor Jorgensen rejoined the meeting at 1:12 p.m.

**MOTION 13-09-681**

**MOVED** by Councillor Jorgensen

That Council move out of camera at 3:02 p.m.

**CARRIED**

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

**MOTION 13-09-682**

**MOVED** by Councillor Jorgensen

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

That a response be sent to the Town of High Level regarding the regional service sharing agreement as discussed.

**CARRIED**

**15. a) Legal – Housing Amalgamation**

**MOTION 13-09-683**

**MOVED** by Councillor Flett

That the housing amalgamation update be received for information.

**CARRIED**

**15. a) Legal – FOIPP Request**

**MOTION 13-09-684**

**MOVED** by Councillor Flett

That the FOIPP request update be received for information.

**CARRIED**

**15. a) Legal – Water Supply Agreement (Ainsworth)**

**MOTION 13-09-685**

**MOVED** by Councillor Jorgensen

That the water supply agreement update be received for information.

**CARRIED**

**15. b) Labour**

**15. c) Land**

**NOTICE OF MOTION:**

**16. Notices of Motion**

**NEXT MEETING  
DATE:**

**17. a) Regular Council Meeting**  
Tuesday, October 8, 2013  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**18. a) Adjournment**

**MOTION 13-09-686**

**MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 3:04 p.m.

**CARRIED**

These minutes will be presented to Council for approval on October 8, 2013.

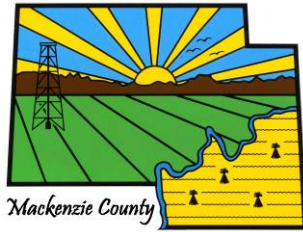
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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

UNAPPROVED



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION Mackenzie Library Board</b>

### **BACKGROUND / PROPOSAL:**

Presentation by the Mackenzie Library Board. A copy of their proposal is attached.

### **OPTIONS & BENEFITS:**

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

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

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





October 2013

**Detailed options and recommendation of:  
Conversion of Mackenzie County Library  
Services  
A PROPOSAL TO: Mackenzie County Council**

**Tasked to:  
Mackenzie County Library Board  
Investigation Timeline:  
June thru September  
Presentation: October 2013**

## BACKGROUND & OPTIONS INVESTIGATED

### **HISTORY**

Peace Library System (PLS) made a membership presentation to Mackenzie County Council in May of 2013, in turn the Council tasked the Mackenzie County Library Board (MCLB) to review the PLS membership proposal and other similar options and make a recommendation back to Council in early October.

Subsequently the PLS terminated the current partial contract for Fort Vermilion Library effective December 31, 2013.

Currently, Mackenzie County Library Board oversees operations for libraries in three hamlets, La Crete, Fort Vermilion and Zama City. A service agreement with the Town of High Level (Cost to County \$15,500 / year) provides service for County residents. Public library services do not exist in the areas of Rocky Lane, Blue Hills or Buffalo Head. Those residents drive to their nearest public facility distances of 45 minutes away or more.

<i>La Crete Library</i>	<i>Fort Vermilion Library</i>	<i>Zama City Library</i>
<i>Total Budget: \$118,800</i>	<i>Total Budget: \$86,818</i>	<i>Total Budget: \$56,300</i>
<i>Items in Collection: 28,000+</i>	<i>Items in Collection: 18,000+</i>	<i>Items in Collection: 15,000+</i>
<i>Electronic System: Insignia</i>	<i>Electronic System: Polaris (discontinued Dec 31, 2013)</i>	<i>Electronic System: none at this time</i>
<i>Location: Housed in La Crete Public School, shared library</i>	<i>Location: owns building, rents out space to FVSS</i>	<i>Location: Zama Cornerstone Building</i>

### **OPTIONS**

MCLB looked at three options:

- Option #1: PLS Membership, Option #1
- Option #2: Regional Partnerships with future Provincial Node Designation
- Option #3: Status Quo

We are presenting two options with the MCLB recommendation being **Option #2 – Regional Partnerships with Future Node Designation.**

We strongly believe that moving forward with this option is the best overall for our region, our patrons and our libraries! We will be stronger as a region! Creating a strong partnership with Fort Vermilion School Division, and potentially other organizations and learning centers. It will allow us library opportunities for areas and patrons that haven't had local access to services before and the ability to include 'everyone' (resident, non-resident and 1<sup>st</sup> Nation) will promote library services and literacy at a much higher rate in the end. Other benefits of this option are:

- Local control of jobs, expenditures, budgets
- Can partner with FVSD
- No dual service issues with patrons
- Local autonomy
- All County libraries and School Libraries are on Insignia
- We can offer everything before we are a Provincial Node with the exception of TAL access
- Less costly in the long run than full membership in PLS
- Are not locked into PLS membership for 4 years

The MCLB has met with Fort Vermilion School Division and the Board and the meeting was successful and exciting; they have passed the following motion:

*The FVSD motion that was made by the Board of Trustees in favor to investigate the potential of a partnership between both parties to improve library systems in our mutual locations.*

*Dave Froese moved that the Board of Trustees directs Administration to investigate a partnership between the Fort Vermilion School Division and the Mackenzie County Library Board. **Carried***

After investigation and discussion we have dismissed Status Quo as a viable option. In fact, in Fort Vermilion it is impossible, due mainly to the cancellation of the partial PLS contract, along with this and public and patron requests and needs and the challenges that Library services have gone through, we are at a pivotal crossroads with the future of Library Services, and status quo is not a viable option.

Council must decide between Option #1 PLS Membership and Option #2 Regional Partnerships with future Node Designation.

While we understand the budgeting process and that we are in an election year, we are at a point where an immediate decision must be made by Council as to what direction the MCLB and our libraries take.

***We propose the following motion:***

**That the Council approve of the MCLB recommendation of Regional Partnerships with Future Provincial Node Designation, and that the MCLB initiate the implementation immediately.**

#### OPTION #1 – FULL MEMBERSHIP TO PEACE LIBRARY SYSTEM AND CONVERSION

Investigation and Review:

- Reviewed PLS presentation materials to Council. Requested and received additional information from PLS.
- Investigated and discussed regional internal partnership opportunities with PLS membership
- Investigated conversion costs to PLS Membership, and subsequent year costs
- Reviewed how compulsory book buying budgets would be distributed between LC, FV, ZM, HL and how that would affect library current budgets, modes of current purchasing and current purchasing agreements
- Investigated and discussed dual-patron membership benefit levels
- Investigated compatibility with PLS Polaris electronic systems within region
- Investigated and discussed value for dollar of PLS membership services
- Investigated how much of the additional contribution would be kept or felt local
- Investigated how PLS membership would affect current and future local staffing requirements

## OPTION #2 – REGIONAL PARTNERSHIPS WITH FUTURE NODE DESIGNATION CONVERSION

### Investigation and Review:

- Investigated and reviewed all above points in respects to Node Designation
- Reviewed current service levels in all County libraries, patron and public expectations
- Investigated and discussed regional internal partnership opportunities with Mackenzie Node designation, such as FVSD and First Nations, High Level Library and rural area services
- Investigated conversion costs to Node designation, and subsequent year costs
- Investigated and discussed if any dual-patron membership restrictions would be present
- Investigated electronic system costs, conversion and compatibility
- Investigated and discussed value for dollar of Node designation
- Investigated alternative service improvement pieces required (e-book, e-music, languages, etc)
- Investigated alternative, when mandated by the Province, Professional Librarian assistance
- Reviewed current policies and procedures of Library material ordering and processing
- Investigated local distribution system for inter-county material loaning
- Sent request letter to MLA, to initiate discussions with Provincial Libraries Branch on Node Designation

### OTHER DISCUSSION POINTS:

#### ***Digitization of Services: Insignia vs. Polaris***

Because of the nature of how the three libraries are operated, digitization services are a challenge. In La Crete, the public library is housed with the school library. FVSD uses Insignia for all of its libraries. In Fort Vermilion, the contract with PLS for the Polaris system will expire in December so an alternative must be found. In Zama, they use a card system with inventory in excel format.

Files are transferable between Polaris and Insignia. If PLS services do not continue in January Fort Vermilion will be given their files on a memory stick for use in whatever new system is available. Bar-coding may have to take place, and PLS identification will have to be removed. This is the biggest immediate challenge, due to the cancellation of the PLS partial contract taking place at the end of December. There needs to an alternative, and moving back to cards in the books really isn't an option.

La Crete – if PLS membership proceeds, the books owned by the public library would have to be re-barcoded to make them readable by Polaris, Staff would also have to use two systems, Insignia for the school books and patrons, and Polaris for the public books and patrons.

Zama – the files may be transferable from Excel format to Insignia or Polaris, bar-coding will have to take place.

#### ***Provincial delivery of services:***

Along with municipalities, libraries are partially funded by the Province. Most libraries in the province belong to either a 'system' such as PLS or are a designated Node within the Province.

Systems:

#### ***Provincial Systems:***

1. Peace Library System: our area based in Grande Prairie

2. Northern Lights Library System: based in Elk River, services northeast Alberta with the exception of Wood Buffalo.
3. Yellowhead: services the smaller municipalities around Edmonton but does not include the City
4. Parkland: east central Alberta
5. Marigold: smaller communities around Calgary, but does not include the City.
6. Chinook: Lethbridge and area, also has a contract with the Province to administer the TAL (The Alberta Library) program
7. Shortgrass: Medicine Hat and area

Large cities, special areas and universities/colleges are designated Nodes by the Province. To be a node, the area must be able to deliver similar services to what a formal system can offer. The designation is a membership in the TAL consortium with similar structure to PLS. This designation would allow provincial wide borrowing/lending and the Alberta Library Card.

*Designated Nodes in Alberta are:*

1. Regional Municipality of Wood Buffalo
2. City of Edmonton
3. City of Calgary
4. City of Red Deer
5. City of Grande Prairie
6. City of Medicine Hat
7. City of St. Albert
8. Strathcona County
9. Universities / Colleges

***Node Designation:***

We had approached our MLA to set up discussions with the provincial libraries branch on options and possibilities of Mackenzie County node designation. He took an actual Node request forward what we feel a little prematurely to the Minister of Municipal Affairs without the background or final decision being made by the County Council. We have an initial rejection letter from Minister Griffiths in regards to Node Designation at this time, as we are not yet in the position of offering these similar services.

We strongly feel that with the initiation of Option #2, and with the development of a strong partnership with FVSD, our libraries on the same digital system, our collection sharing opportunities as well as the inclusion of services such as e-books, languages, and rural opportunities we will show a strong argument for future Provincial Node Designation. We all know that this region would not be what it is today, if we stopped at the word ‘no’!

***Peace Library System Membership:***

Attaining this service is a simple ‘yes’ vote by Council. There is an ongoing contractual obligation. The minimum time for membership is three years, then a 12 month notification period, so in essence locked in for a minimum of four years. The membership fees are set yearly by the Board of the PLS, which are currently \$5.50/capita, which is slightly higher than what was presented to Council back in May; just over \$60,000 for the first year.

The libraries would not ‘own’ the digital systems, such as in the case of Fort Vermilion Library. La Crete Library would have to run two complete digital systems and split the collection in order to access PLS services for its public patrons. Dual service levels to our 1st Nation and

non-resident population would apply, greatly affecting Fort Vermilion and Zama Library service delivery.

Additional fees such as website set up and maintenance, internet fees, software licensing, non-Polaris tech support were discussed as the yearly membership fee does not include these services.

### ***Alberta Libraries Branch Internal Audit Report***

In late 2012, the MCLB enlisted Ken Feser, Library Consultant from the Public Library Services Branch, Provincial Municipal Affairs division to visit and provide an internal audit report on how our libraries are doing, what we could do better and offer some expertise direction for County library services. This report was forwarded to Council in early 2013.

Nowhere is this report was it mentioned that ‘system’ membership would substantially boost library services in our region. Some of the comments were included were in regards to strengthening governance, a stronger set of Policies and comments like:

- *“The Libraries Act states that the municipal board has full management and control of library services in a municipality”*
- *“the financial statements of the societies are rolled up into or appended to the board’s financial statements”*
- *“the society and staff seem to have successfully developed services almost by instinct, without much contact with other libraries or formal community needs assessment. They have done a great job but it might be good to formalize things as described in the ‘Plan of Service’.”*
- *“the current La Crete library avoids some of the most common weaknesses of school-housed libraries, with adequate exterior signage and its own entrance”*
- *“the library board is ultimately responsible for library service, and so the board must make all decisions about where libraries are located, within its financial means”*
- *“...some marketing or community engagement to make the library more prominent might help to increase use”*
- *“While the building has ‘good bones’... I recommend that the board, society and staff consider doing a facelift or refresh of the facility.”*

### ***Regional Partnerships***

Fairly immediate benefits would be seen with this option. Once Insignia and transport were finalized immediate sharing of over 61,000+ items would be shared by our three libraries. With the excitement of partnership opportunities with FVSD, the sharing capabilities raise significantly with the inclusion of their 15 school libraries. This partnership would also potentially allow rural public service points in areas such as Rocky Lane, Blue Hills and Buffalo Head.

This is the best option to eliminate dual-service levels within our patron base. We have a high number of 1<sup>st</sup> Nation and non-resident patrons that are actively using library services and support our libraries in all ways. All County services would be available to everyone who walked through the door!

Once the website and services such as Freading, Fregal Music and Rocket Languages were initiated patrons would have ‘anywhere’ access to all collections and services.

## COMPARISON OF BENEFITS – PLS OR REGIONAL PARTNERSHIPS

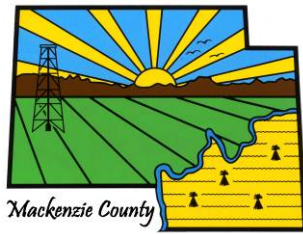
<b>Peace Library System Membership</b>	<i>Service Offered</i>	<b>Regional Partnerships with future Node Designation</b>
<p>PLS Yearly Membership fees, based on census population and rates decided by yearly by Board of directors. 2014 membership is higher than originally presented to Council. (57,913.00 then, \$60,098.50 now) Minimum of 3 year contract with another 12 month out clause.</p>	<p><b><i>Membership Fees and contract</i></b></p>	<p>Budget contribution amounts set by County No large contract obligations</p>
<p>TAL access included in membership for County Residents TRAC access 3 million items included for County residents</p>	<p><b><i>Provincial wide Access. TAL (The Alberta Library) Access. 300+ libraries, 30 million items</i></b></p>	<p>Would access TAL through Node Designation for all patrons TRAC Access not available as this is PLS services</p>
<p>Included for County Residents</p>	<p><b><i>Alberta Wide Library Card</i></b></p>	<p>With Node Designation for all patrons</p>
<p><b>County</b> residents would have equal service in LC, FV, ZM, HL, RBW. Non residents, 1<sup>st</sup> Nations etc would not have access to PLS services.</p>	<p><b><i>Access</i></b></p>	<p>All users of the Library would have equal service in County Libraries (non-residents &amp; first nations) equal access and privileges FVSD has expressed interest that this is one of the areas of potential partnership. Public library services and sharing available with all FVSD libraries (15 in total, inc. HL, RBW)</p>
<p>Website maintenance within PLS web system (additional cost, and not included in yearly fees). Set up costs \$500 per library, yearly fee \$150 per library.</p>	<p><b><i>Website and web access</i></b></p>	<p>Quote received from same provider as the County Website. To create a portal for all library services within County. Patron services access from home.</p>

<p>Electronic system owned by PLS Would require two installs (LC, ZM) and dual system in LC. Currently operating in FV.</p> <p>Polaris (electronic system) tech support included in yearly fee</p> <p>Tech Support, available at additional cost for anything other than Polaris system. Dispatched from Grande Prairie</p>	<p><b><i>Electronic / Digital System Other Tech Support</i></b></p>	<p>Insignia currently operating in LC. Would allow seamless partnership with all FVSD Libraries.</p> <p>Require two installs (ZM, FV) Tech support included in very reasonable yearly fees. Libraries would 'own' the electronic equipment and software</p> <p>Would eliminate the need for LC to operate dual systems. All Libraries have access to local tech support and the FVSD assists with La Crete Library. Zama has tech support from Dell if required, and County Tech in regards to County internet connection FVSD has expressed interest in this is one of the areas of potential partnership Tech support is done locally providing employment</p>
<p>Internet access, additional cost and not included in yearly fees Software licensing, over and above yearly membership fees</p>	<p><b><i>Internet &amp; Software</i></b></p>	<p>La Crete Library accesses FVSD internet, Zama City Library gave County Axia equipment in exchange for internet access. Fort Vermilion currently on SuperNet and pays nominal fee out of current budget. Libraries already include any costs associated if applicable, most do not require as it is included with purchase of program, or FVSD provides, currently only very small annual fees.</p>
<p>Compulsory book buying component based on county population. Average 30% savings off cover price PLS book buying budget would be split between FV LC, ZM, HL Cataloguing is done in GP</p>	<p><b><i>Book Buying</i></b></p>	<p>County libraries would retain book buying budgets All libraries meet or exceed PLS discounts with current suppliers or book buying partners. Cataloguing is done locally providing employment</p>



<p>Additional Partnerships would be limited to those with a PLS membership</p>	<p><b><i>Partnerships</i></b></p>	<p>FVSD, 1<sup>st</sup> Nation, other regional group partnerships would be explored to the fullest. FVSD has already been approached on full partnership, sharing opportunities with its 15 school libraries as well as offering public service points in rural areas, and such things as transport, tech support and languages.</p>
<p>Included either through government courier (only available in FV) direct delivery or mail. PLS rebates member mailing costs for loan items.</p>	<p><b><i>Transport of Books</i></b></p>	<p>MCLB is researching options of setting up a library sharing / book delivery service through local employment. FVSD expressed interest in this opportunity Federal rates apply for mailing of materials.</p>
<p>Access to Overdrive, Freading included in membership for County residents</p>	<p><b><i>Ebooks</i></b></p>	<p>Overdrive has been researched and dismissed as a viable option. Freading membership would be attained by MCLB available to all patrons.</p>
<p>Not available</p>	<p><b><i>Download Music</i></b></p>	<p>Fregal subscription would be attained by MCLB available to all patrons</p>
<p>Mango Languages available through membership to County Residents</p>	<p><b><i>Languages</i></b></p>	<p>Rocket languages subscription would be attained by MCLB available to all patrons. FVSD expressed additional partnering opportunities with this service</p>
<p>PLS states that this future provincial requirement would be met. Details not known if this would be included in membership or an additional cost</p>	<p><b><i>Professional Librarian</i></b></p>	<p>Partnership with FVSD may meet this future requirement as they staff professional librarians. Contract services are also a possibility (once per year visit); this can be coordinated through Provincial Library Branch. Such as the Ken Feser visit.</p>
<p>PLS organizes visits, but travel costs are additional for each library</p>	<p><b><i>Author Visits</i></b></p>	<p>Currently our Libraries organize potential visits for the region. The MCLB has a budget line for Regional Programming and pay for these services.</p>
<p>Some of the costs are included in membership</p>	<p><b><i>Summer Reading Programs</i></b></p>	<p>Insignia program offers part of the technical service, and TD Bank is currently the sponsor of some of these programs that are available to all libraries.</p>
<p>PLS membership is due upon signing in full, services would be phased in over time</p>	<p><b><i>Phased in service costs</i></b></p>	<p>Additional services would be due when service is phased in</p>

<p>These costs would be over and above current operating funding levels.  Book Buying budget would have to come from current MCLB operational funding at a rate set yearly by PLS Board.  As noted in PLS letter: internet, software, wireless access points, website, and additional hardware that will be required are not included in yearly fee, as we have no idea what would be required as time goes on, we are unsure of these costs.</p>		
	<b>Converting to PLS Member 2014</b>	<b>Converting to Regional Partnerships 2014</b>
<b>Service Level Costs</b>		
Mackenzie County to PLS (minimum of four year commitment, rates set yearly by PLS Board)	60,098.50	
MCLB to PLS for additional services (website, internet, tech support etc)	???	
MCLB/Libraries Transfer Staffing Estimate – one time	<b>10,000.00</b>	<b>10,000.00</b>
Freeding E-Books - <b>One Time</b>		<b>75.00</b>
Freeding E-Books - yearly MC Service budget		20,000.00
Fregal Music - <b>One Time</b>		<b>75.00</b>
Fregal Music - yearly budget		2,500.00
Rocket Languages - <b>One Time</b>		<b>100.00</b>
Rocket Languages - yearly MC Service budget		1,000.00
Regional Website Development - <b>one time</b>		<b>7,000.00</b>
Regional Website Hosting & Maintenance - yearly		\$400.00
Electronic System Purchase - <b>one time</b>		<b>21,920.00</b>
Electronic System - yearly budget		4,200.00
Regional Inter-Library Loan Freight		12,000.00
<b>Total Service Level Costs</b>	<b>\$70,098.50*</b>	<b>\$79,270.00**</b>
<b>* Note that there will be additional charges for website, internet, hardware, etc)</b>	<b>Subsequent years: \$60,098.50 plus additional services, rates set yearly by PLS Board</b>	<b>Subsequent years: \$40,100.00. Service levels set by MCLB and Council</b>
<b>** includes one-time fees, highest amounts are for one-time digital system purchase and website</b>		



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

### **BACKGROUND / PROPOSAL:**

The CAO and Director reports are attached for information.

### **OPTIONS & BENEFITS:**

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

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

That the CAO report for September 2013 be accepted for information.

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



# Mackenzie County

## Monthly CAO Report to Council – September 2013

Multiple major capital projects are underway, seasonal work is wrapping up. Administration is gearing up for the upcoming election in the County's four wards. Administration is making very good progress working with council committees on various initiatives (within their individual mandates), and streamlining policies (recommendations to Council). Good progress is being made in gravel reserves planning and security.

This report provides highlights on some completed or ongoing initiatives.

1. **Master Surface Water Management and Conservation Plan** – two proposals were received and ASB is assessing and evaluating, and finalizing the scope of work. Administration has been working with locals on some smaller drainage initiatives.
2. **Fort Vermilion Research Farm** – \$55,000 deposit was issued and the offer to purchase was signed and sent to Agriculture Canada. We are waiting for their response.
3. **AB Transportation** – attended a meeting with Rob Penny, Deputy Minister for Transportation. The topic for discussion was Northern Resource Road funding – please see the attached letter.
4. **Strategic Priorities Chart** – an updated chart with newly scheduled priorities was presented and approved by Council at the September 10 meeting.
5. **Regional Sustainability Study** – Nichols Applied Management is engaged; initial interviews have taken place at the tri-council meeting and with individual municipalities. RSS committee meeting is scheduled for October 10 in the Town of High Level.
6. **Housing Boards Amalgamation** – the service sharing model was being discussed between the two housing authorities, but no agreement has been reached at this point. The service sharing agreement option was proposed as a transitional agreement while the group continues working towards an amalgamation. The three municipalities have now passed the motions to participate in the Regional Housing Needs Assessment study and apply for funding under the Regional Collaboration Program (Municipal Affairs). Mackenzie County is the project manager for the application and an application is being prepared.
7. **Regional Water System** – Administration is arranging a meeting on October 17<sup>th</sup> with representatives from AADNC, AB ESRD, First Nations, and the Town of High Level to discuss regional water system options.
8. **RCMP** – I followed up on the Zama office space lease rent to RCMP. Shane R. is going to contact S/Sgt. Peter Pilgrim, the new Detachment Commander for High Level. FV RCMP – Council agreed to reestablish the administrative position to support RCMP and have this person working out of our La Crete office a minimum of two days per week. This position is currently being advertised with a closing date of October 7.

9. **Regional Service Sharing Agreement with the Town of High Level** – a response was drafted and sent to the Town.
10. **Disaster Recovery Program** – waiting for a response to our application (submitted in June).
11. **Emergency Management Review** – the review will be presented to Council at October 8 meeting.

I've attended Prince Rupert Port Authority reception in Edmonton, Economic Development Roundtable forum organized by AB Enterprise, NCDRC conference and BC Energy conference.

As AAMD&C conference is approaching, I recommend Council discusses what meetings should be requested with the Ministers.

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

Respectfully submitted,  
Joulia Whittleton



## **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

September 17, 2013

Rob Penny, P. Eng., Deputy Minister  
Alberta Transportation  
2nd Floor, Twin Atria Building  
4999 - 98 Avenue  
Edmonton, AB T6B 2X3

Dear Sir:

### **RE: NORTHERN RESOURCE ROADS**

Thank you for meeting with us to discuss the Resource Road Program.

For the past many years, this program has been an essential component of infrastructure funding for rural municipalities across Alberta. Mackenzie County's main resource roads are Zama City Access and the Highway 88 Connector.

After much debate and having to make tough choices upon provincial decision regarding discontinuation of Resource Road funding, Mackenzie County is borrowing a substantial amount of funds to upgrade the HWY88 Connector. Our estimated completion of the first lift of ACP is this fall. As we are restricted in our borrowing power, and due to substantial financial strain to provide other essential services to our ratepayers, we will not be able to continue paying for the much needed resource road upgrades without provincial or federal support in our municipality.

Zama City community and industry have seen many improvements in infrastructure by the County in the past ten years: hamlet road paving, Zama City Access partial paving, new water treatment plant and lagoon, new library, upgrades to parks and recreational infrastructure. Although some of these improvements were made possible due to availability of Resource Road, AB Water & Wastewater, Build Canada Fund programs, Mackenzie County has invested substantial funds in support of the oil & gas industry. It is the same industry that pays millions in royalties to the provincial government.

Highway 88 Connector will require a final lift of asphalt on the East 15 kilometers at an estimated cost of \$3.5M. Without the Resource Road Funding, the County will not be able to undertake the second lift on Highway 88 Connector and will not be able to continue with paving Zama City Access. Zama City Access to Highway 35 has 48 kilometers of gravel road left to pave. The estimated cost of this base paving project is \$33.6M at 2013 prices. In addition to this being one of the main resource roads in the North, it is the only access to the Zama City; therefore, the County is requesting that a consideration be given to fund this road at 75/25% share with 75% being the provincial share.

Rob Penny, Deputy Minister  
Alberta Transportation  
Page 2  
September 17, 2013

Considering the size of our municipality, we have been at a disadvantage under the Alberta Water for Life, and to some degree, under the Resource Road program. The County constructed a forty kilometer rural water line with its own sources between the Hamlets of Fort Vermilion and La Crete. Based on the current AB Water for Life program criteria, much smaller systems were funded by the Province, yet our system would not qualify as the line is not serving multiple municipalities. Zama City Access is a sixty kilometer road connecting to Highway 35 and ending at Zama City. As it is not a through road and is not crossing any municipal borders, the provincial funding has been limited to 50 percent in the past.

In conclusion, while our specific request is regarding obtaining funds to upgrade Highway 88 Connector and pave Zama City Access, our County's request is also echoing the tri-county's motion and request to establish Northern Resource Road funding program. Northern municipalities are lacking in infrastructure development in comparison to our southern neighbours – we are in the developing stages. It will make sense for the Province to invest in its northern region for continuing resource development and extraction. Lack of sufficient transportation infrastructure, and taking into consideration the provincial royalty structure for oil sands development vs. other non-conventional methods of resource extraction, threatens future private investments in the North, and therefore will have detrimental impact on the future Provincial royalty revenues.

Sincerely,

Bill Neufeld  
Reeve

Cc: Mackenzie County Council  
Joulia Whittleton, Chief Administrative Officer  
William (Bill) Kostiw, Director of Infrastructure Development and Government Liaison





## Labor Retention

Our success tools

### Setting the stage for results



- Inspired by one man's Vision for Excellence

The owner, President and Chief Operating Officer had but one vision for his company – *Create a company dedicated to Service.*

To accomplish this he not only required quality product but also a staff dedicated to *his* definition of what service really means.

His practice was not simply to hire to fill positions.... But to invest in his people, molding them to share his vision without them ever knowing they had bought in.

Investing meant practicing what he preached, leading by example, getting to know staff by listening and then practicing everyday by asking about family or their concerns and by helping wherever he could, whenever he could.



## Leading by Example, Walking the Walk,



In the beginning, First and Foremost, a family atmosphere was created.

The owner took a vested interest in what was happening in the lives of his people. When required – Family came first and work second. Recognised “Life” happens and made those allowances.

Then he adopted a hands on management style – Everybody is Everything. He worked beside his employees, helping with any task necessary and promoted Teamwork by leading by example.

Adopted an Open Door Policy, whereby staff were free to voice concerns, offer suggestions and encouraged to participate in problem solving and developing solutions.

From meagre beginnings grew a viable company with branch locations through-out Alberta & B.C, who’s reputation proceeds itself.

## Proven Leadership, talking the talk



Today – Each Manager representing the company promotes the original vision as set out by the President and founding officer.

Management work side by side with staff partaking in daily tasks. We break down barriers by welcoming ideas and practising what we preach.

Adopted a zero tolerance for personal dissention between employees and promote each position as valuable as the next.

Each branch Manager is afforded the freedom to run their business unit according to their respective unique environment.

All branches work together towards a common goal and not as competition with one another.

We encourage camaraderie by striving for a relaxed atmosphere with lightheartedness and sharing, which manifests into friendship amongst staff.

## A little goes a long way



We hold onto staff in bad times, choosing alternative measures to reducing staff when the economy suffers slow periods.

- Give extra unpaid vacation, split to reduce personal burden
- Scale back expenses, like social functions
- Scale back excessive use of company vehicles and expense accounts
- Encourage work sharing amongst branches



We reward staff in good times

- Give extra paid time off at Christmas, choosing to run half staff through the Holiday week
- Hold staff B.B.Q's through the summer
- Issue gift cards for food during the Christmas season
- Issue Incentives, dependent on business profitability



## Valuing our employees



We invest in our Staff –

- Encourage Health by providing a Fitness benefit
- Encourage savings through payroll deducted Canada Savings Bonds
- Encourage future planning by offering payroll deducted R.R.S.P's, with immediate tax benefits
- Encourage continued education by allowing time to complete Business courses and by covering costs associated with such
- Cross train between positions promoting a full understanding of Business concepts
- We allow staff to take advantage of Corporate affiliations by purchasing through the company void of profit
- Look beyond initial qualifications to try and recognize each employee's potential and help that employee realize their full potential
- Promote from within whenever possible, rebrand positions when promotion is not possible, to keep long term staff outlook fresh



## Valuing our employees



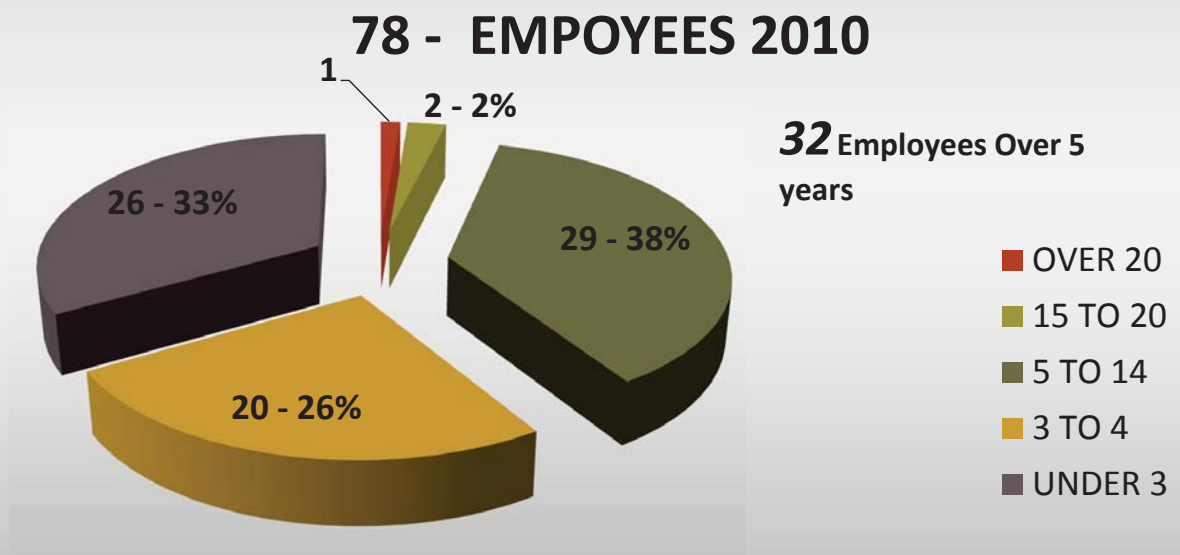
Outside the Norm – In today's world of cutbacks and limitations, Baron often chooses the opposite:

- Out of town travel has no limitations, choosing instead to set guidelines for staff and allow all charges.
- Social functions are 100% free of charge to employees. We hold two annually and spare no expense.
- Health Benefits are paid 100% by the company with staff covering only the disability portion of group coverage.
- Periodically throughout the year staff are treated to various fund raising events, rewarding staff and supporting community.
- Sales perks given to the company in the form of merchandise are passed along to employees by drawing from everyone's name.
- Aligned with our Financial partner to offer staff Service Fee free banking and reduced rates on loans and mortgages

## Where we were...



Our Stats: Then:-

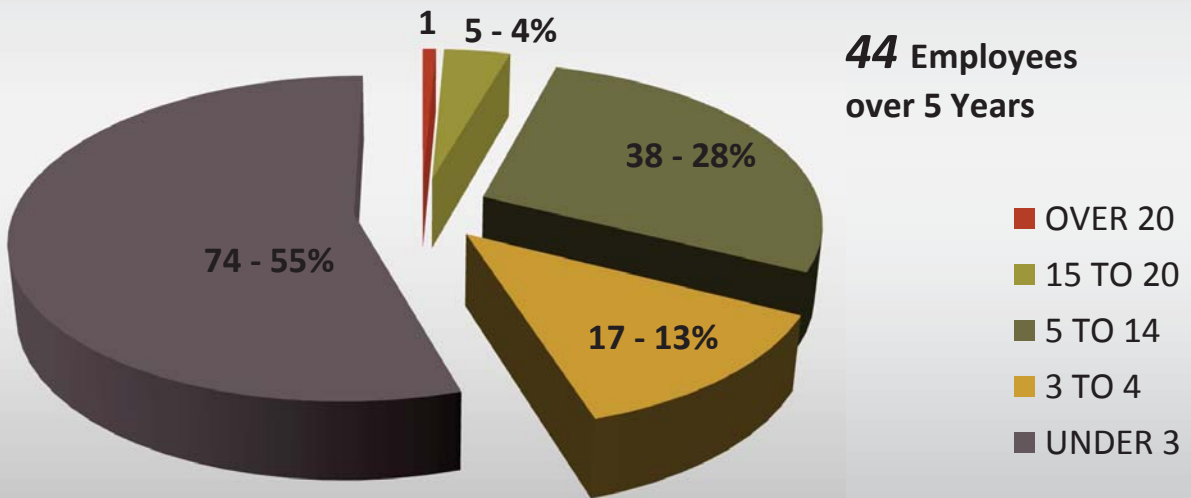


Baron Oilfield Supply - Employee Stats



Our Stats – Today :-

### 135 - EMPLOYEES 2013



**2010-2013 Grew Employee base by 42 %, retained experienced staff**



Moving forward –

- We are looking for ways to embrace social media and incorporate into daily business
- Developing long term benefits such as Corporate contributed R.R.S.P's towards pension
- Keeping electronic processes fresh and relevant with the mainstream
- We will strive to recognize when staff need new challenges to stay motivated
- Encourage employees to bring ideas for streamlining to the table and empower them to make decisions, guide them when they choose the one considered less optimal
- Will not adopt cookie cutter policies and will work towards realizing each blend of employee requires unique feedback and motivation
- Will keep Corporate Policies relevant and not be defined by rules that no longer have positive impact

## Are you ready?



Generation “Y” – ( taken from the *Globe and Mail* ) Born between 1981-2000

- Will see more Women in Leadership roles
- Will be experts at “Blending” not “Balancing” work-life
- Will use electronics to work “ANY” time of the day or night
- Will not be boxed in by the typical office setting, preferring instead open concepts, and temporary work stations to corner offices.
- Will replace E-mail, in person meetings, and phone calls with instant messaging and interacting on social networks
- Will change employee evaluations from presence to performance – making employee presence almost unessential
- Insist on instant feedback and perform better with reward systems
- Will make up approximately 47% of the workforce by 2016 and 75% by 2025
- Will have held approx. 10 jobs by the time they are 30

## Utilizing all our resources



Today more than ever:

- We are joining forces with our sister companies to create an even stronger initiative to retain employees
- We are looking for ways to become more diverse.
- Collaborating on joint staffing issues and defining changes required to attract, train and reduce employee turnover.
- Developing methods of advancement / transfer between our group of companies.



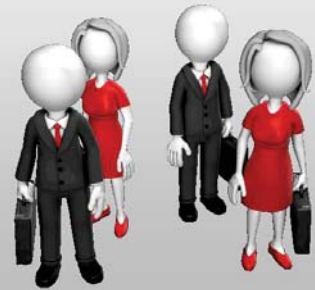


2012 Chamber Employer of Choice – Proud of our home spun roots!

In Summation – What better way to close then to use the words of one Employee:

*“ A lot of people think the grass is greener on the other side of the fence” ..... I think they are looking at Baron!*

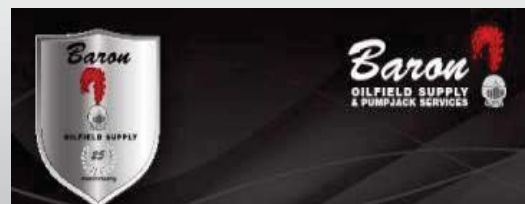
We hope this has given you some insight to our success tools for employee retention.



## Questions?

It has been our Pleasure to Present to you today.

Thank You!







# Alberta Livestock and Meat Agency September 26, 2013



**ALMA**  
Alberta Livestock  
and Meat Agency Ltd.

1. Current Industry Reality
2. Challenges & Opportunities
3. ALMA's Role



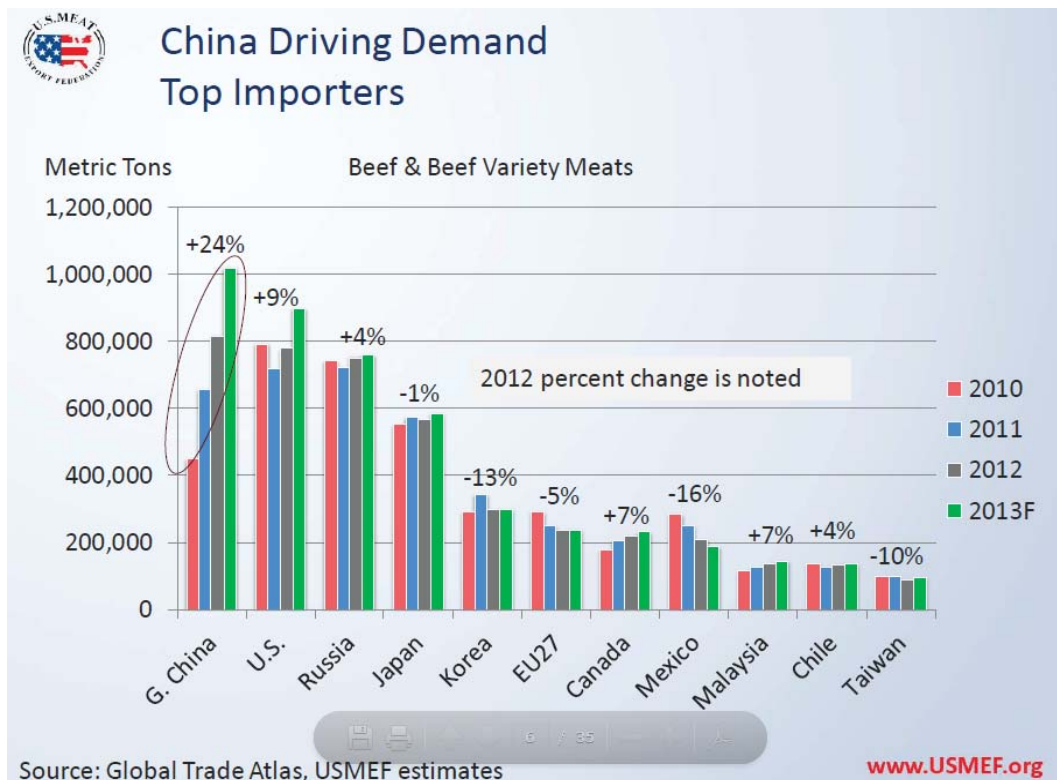
# INDUSTRY REALITY

## Global

- World population rising
- Increased disposable income
- Livestock & meat industry important
- World consumption rising
- Rising meat prices

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Alberta Livestock  
and Meat Agency Ltd.



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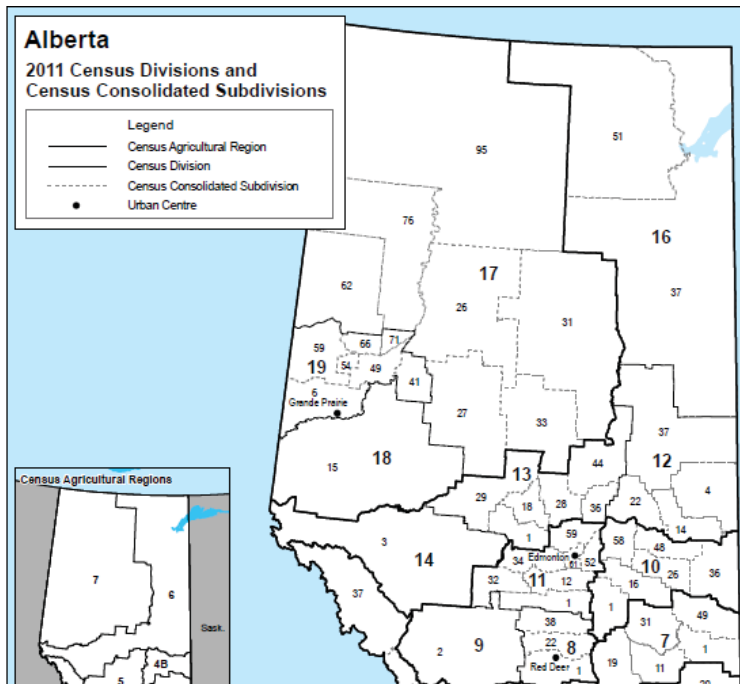
## Alberta 2012

- Processed +2 million cattle & calves
- 2.4 million for pigs
- Produced +750,000 tonnes beef; +200,000 pork
- Meat manufacturing generated \$5.92 billion in sales
- Alberta exported \$852 million beef and \$365 million pork

## Market Receipts

- Cattle & calves \$3.4 billion
- Hogs \$413 million
- Dairy products \$521 million
- Poultry, hatcheries & eggs \$331 million
- Lambs \$17.8 million
- Other \$147 million

# Regional Numbers



## # of Cows

17: 47,015

18: 16,920

19: 55,007

= 118,942

Total of 67,047  
steers and  
heifers > 1 year

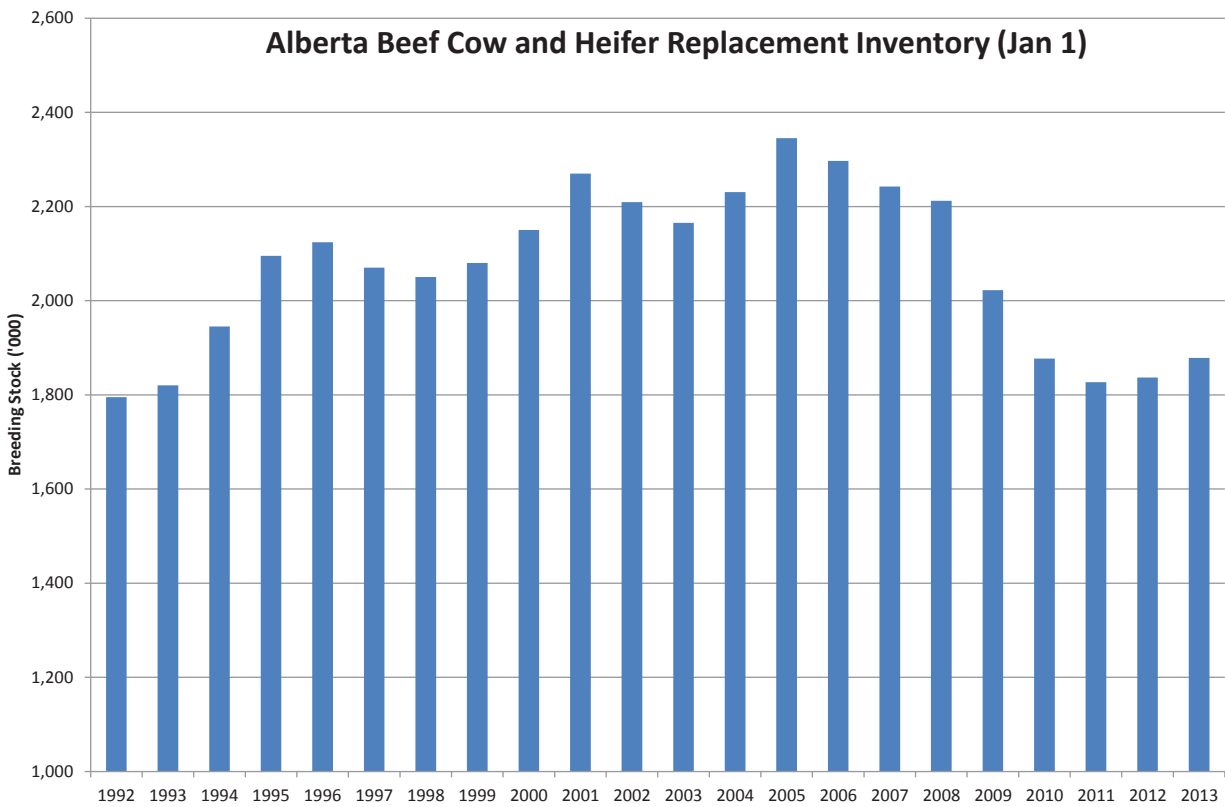
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- Total Sheep and Lambs: 20,678
- Sows and Gilts for Breeding: 3,299
- Bison: 14,176
- Elk: 3,960
- Hens and Chickens: 234,283

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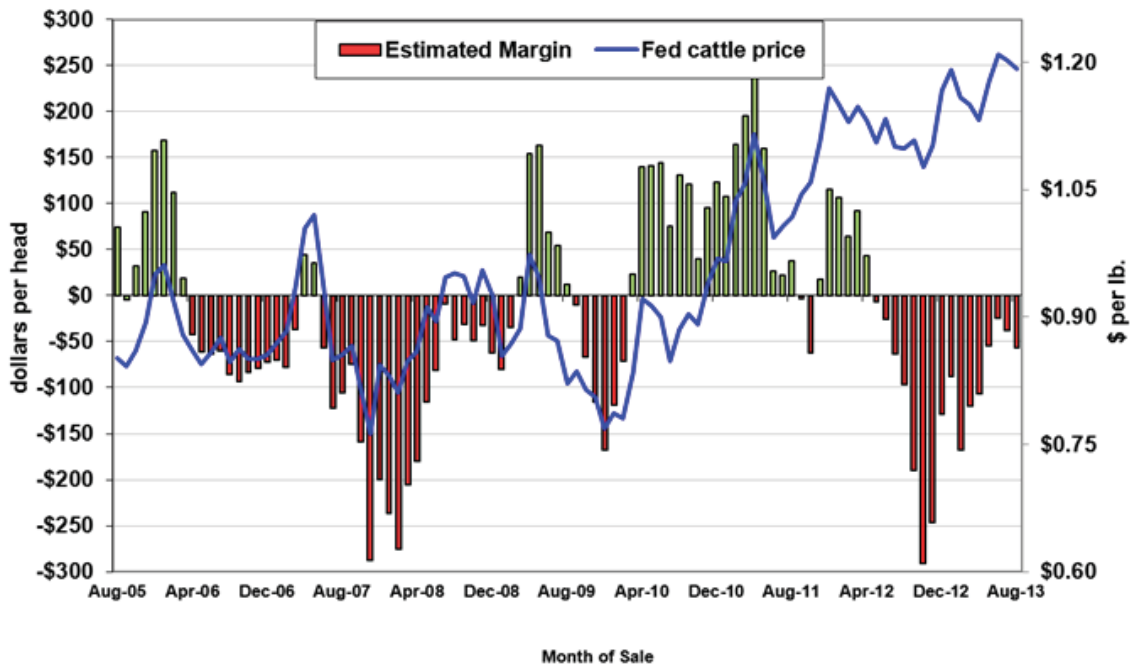


Source: Statistics Canada, 2013

## Northwest Economic Development Roundtable



### Estimated Feedlot Margins - Steer Calves (placed on feed at 550 lbs.)



Data Source: Canfax, Monthly Trends Report

## Northwest Economic Development Roundtable



# Alberta Plants

- Cattle slaughtered in 2012: + 2 million head
- Federal:
  - 4 plants
  - Slaughtered +1.99 million cattle
- Provincial
  - Approximately 50 plants
    - Primarily red meat
    - 1.37% of total cattle slaughter
    - 8.35% of pork slaughter
    - 27,692 cattle slaughtered

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## Global Challenges

- MCOOL
- S. Korea
- High Tariffs
- Ractopamine
- Hormones
- Welfare
- Sustainability

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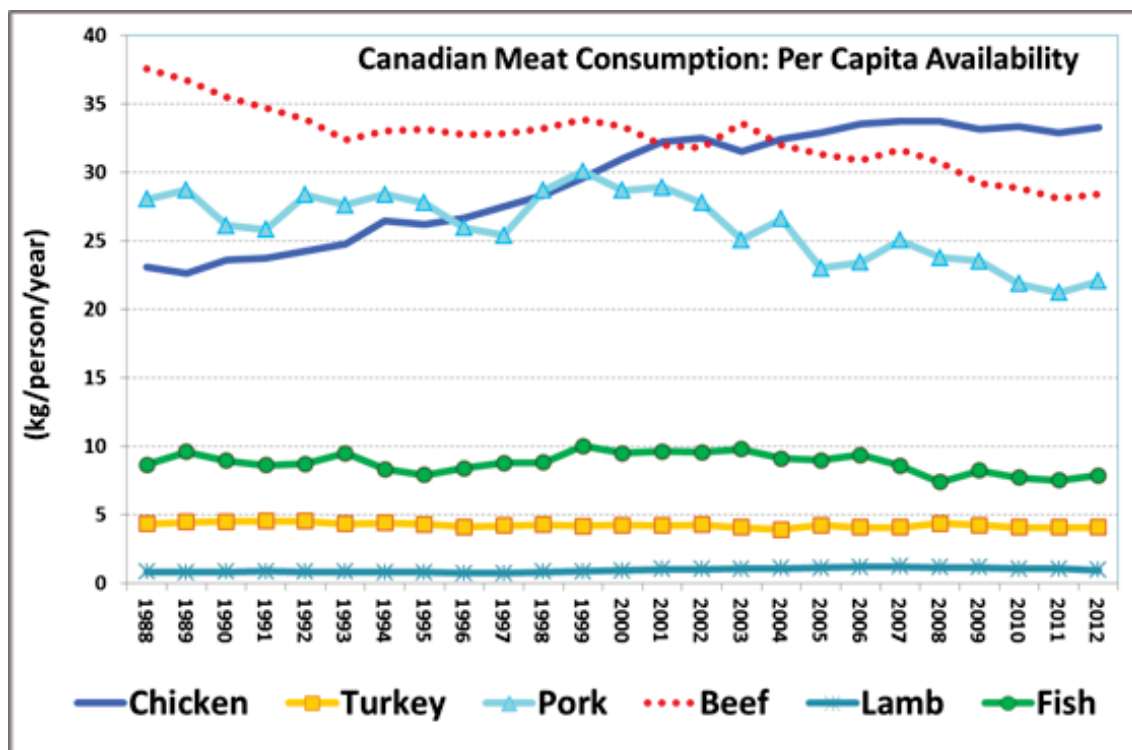
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# Domestic/Regional Challenges

- Domestic meat consumption and production is flat
- Population growth is driving industry growth
- Certainty & consistence of supply
- Geographic location
- Access to capital
- Price sensitivity
- Become selective
- Production side

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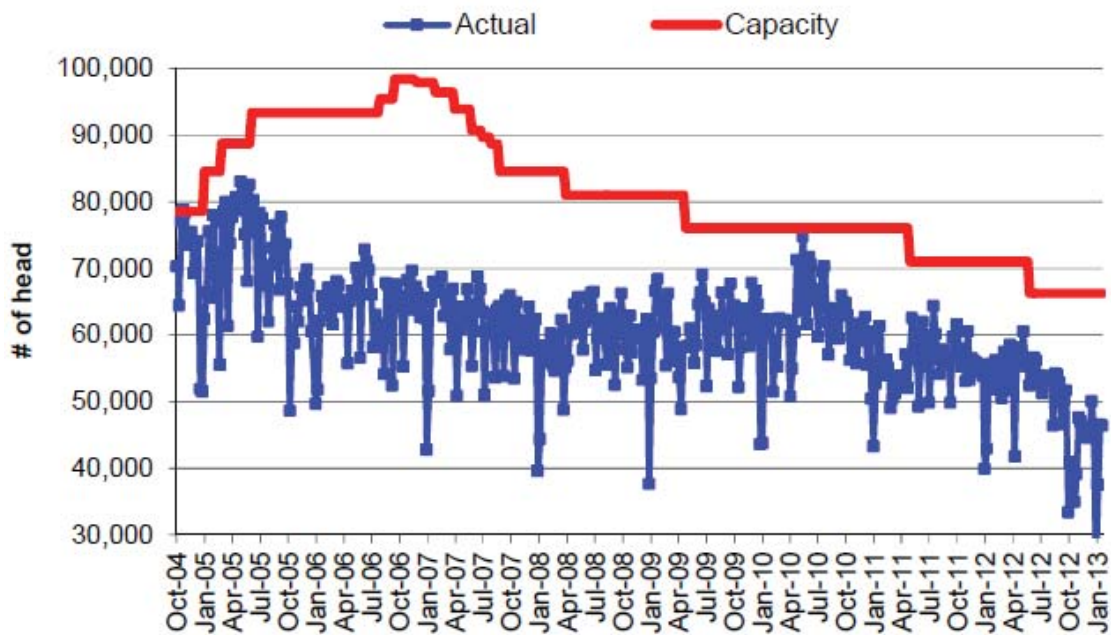
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## Canadian FI Slaughter vs Capacity



Source: CBGA, Canfax

Source: Canfax 2012 Annual Report

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## Consumer Demands

- Traceability
- Sustainability
- Animal health & welfare
- Preferences: low fat & sodium
- Buy local
- Variety
- Taste
- Convenience
- Freshness

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# OPPORTUNITIES

2013 Conference Board of Canada quote:

*“Alberta is arguably the most blessed jurisdiction in North America.”*

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## Global

- Growing populations
- 2 markets:
  - Low cost commodities
  - Premium differentiated brands

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## Domestic

- Canadian retailers & food suppliers on board
- Consumers want Canadian and local
- Canadian consumers agree locally produced food is better

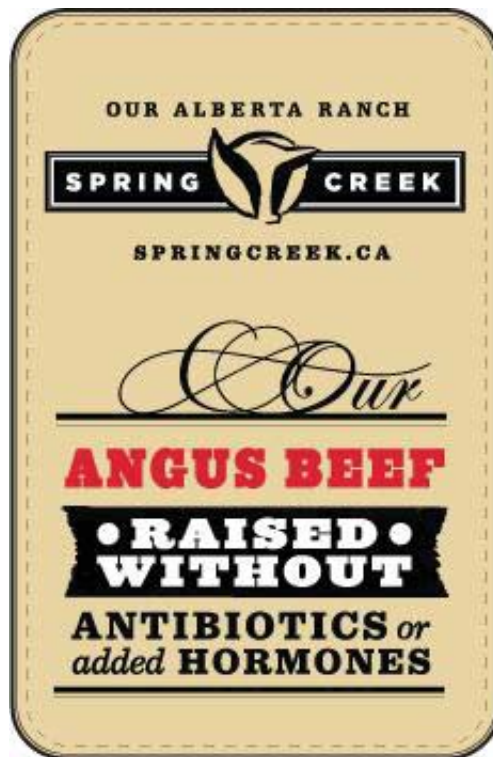
## Regional

- Value-added products - differentiate
- Ethnic populations/popularity of ethnic foods
- Become niche oriented



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## Seize new opportunities:

- Strong leadership
- Collaboration
- Innovation

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### Potential packing plant



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# Unique Selling Proposition

- Build your unique story: reinforce consumer preference
- Sustainability programs
- Branding and packaging
- Food safety
- Certification

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## ALMA's vision:

“To be a **catalyst** in the development of a profitable and internationally competitive meat industry.”



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## Collaborate with industry, government and co-funders:

- Build consumer awareness
- Help Alberta producers and processors market products to consumers in retail and food service outlets
- Encourage knowledge and technology adoption, collaboration and policy reform

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## \$30-million suite of three programs



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# Programs

## Research and Development

- Healthy animals
- Healthy food
- Production efficiency
- Regulatory burden



Bovine Tuberculosis (bTB) testing in N. Alberta

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## Industry and Market Development

- Consumer awareness
- Increase competitiveness and profitability
- Domestic and international market development
- Leadership and industry engagement

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## Agri-Business Automation and Lean Manufacturing

### Agri-Business and Product Development

- New & innovative ways of getting Alberta-made products into new markets
- New processing equipment
- New product development
- Adopt improved processes and best practices

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Agropur

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[www.alma.alberta.ca](http://www.alma.alberta.ca)

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# Oil Market Access: Alberta's Situation

Northwest Economic Development  
Roundtable

Al Sanderson  
Chief ADM, Strategy Division  
Alberta Energy

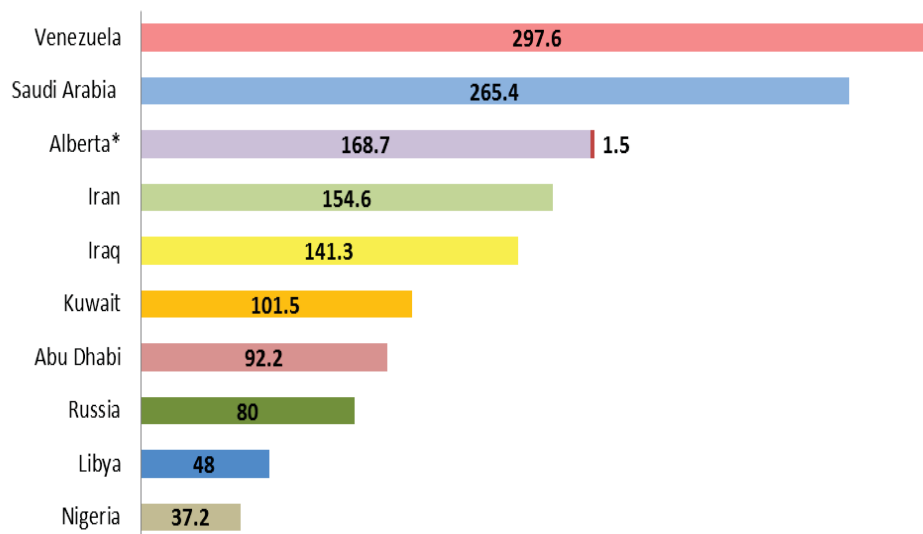
## Overview

- **Global Oil Markets**
- **Our Challenge**
- **Alberta's Oil Situation**
- **Market Access Options**
- **Pipeline and Rail Regulation**
- **What we're doing**

# Global Oil Markets

## Canada has global level reserves

**World's Largest Oil Reserves in 2012 (Billion Barrels)**



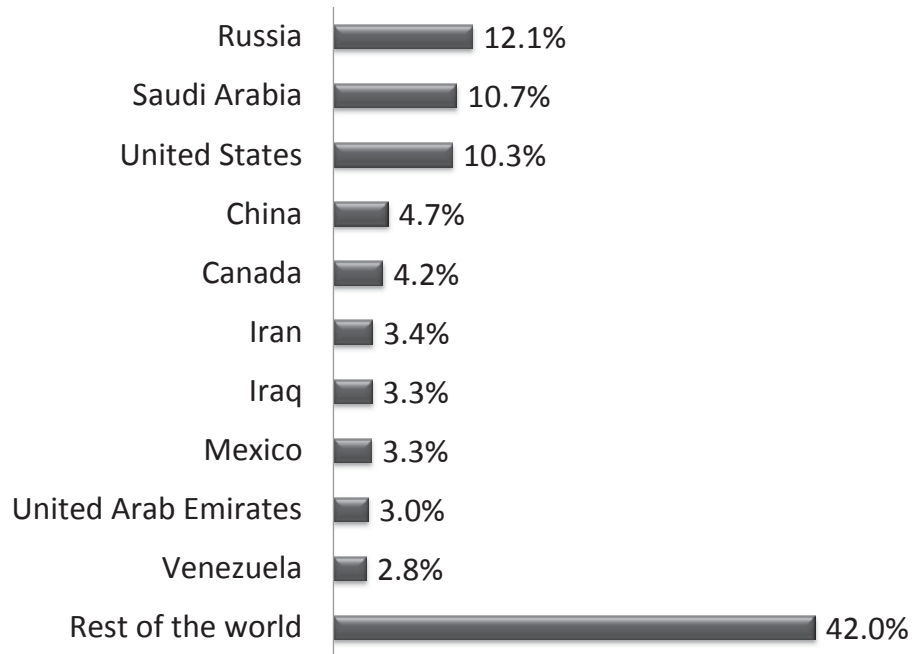
\*Alberta's total oil reserves were 170.2 billion barrels, of which crude bitumen reserves accounted for 168.7 billion barrels and conventional crude oil reserves for 1.5 billion barrels.

Sources: ERCB 2012 ST-98 Report "Alberta's Energy Reserves 2011 and Supply/Demand Outlook 2012 - 2021" and Oil & Gas Journal "Worldwide Look at Reserves and Production. Special Report", December 3, 2012, Vol. 110, Issue 12.



# Canada is a major player in the global energy sector

Crude oil production, 2012



## Our Challenge

# Our Challenge

1. Saturated market with increasing production.
2. Energy infrastructure has not kept pace with expansion of oil production.
3. Social license to continue oil sands development and build new energy infrastructure.



3

7

**Next few slides from  
Dr. Kevin Lynch, P.C., Q.C.,  
Vice-Chair, BMO Financial  
Group**

**Everything is relative:** Among G-7 economies, Canada has had the strongest rebound in employment and growth compared to pre-recession peaks. However, the advanced economies are only growing 1-2%, well below the 5-8% growth in emerging countries ... **but they are not where we trade today.**

### 2-Speed World: The Facts Growth Prospects

	2012	2013	2014
<b>Adv. Econ.</b>	1.2	1.2	2.2
<b>U.S.</b>	2.2	1.9	3.0
<b>Euro Area</b>	-0.6	-0.3	1.1
<b>Japan</b>	2.0	1.6	1.4
<b>U.K.</b>	0.2	0.7	1.5
<b>Canada</b>	1.8	1.5	2.4
<b>China</b>	7.8	8.0	8.2
<b>India</b>	4.0	5.7	6.2
<b>Brazil</b>	0.9	3.0	4.0
<b>Russia</b>	3.4	3.4	3.8

### Canada's Trading Partners: The Facts Top 10 Export Markets

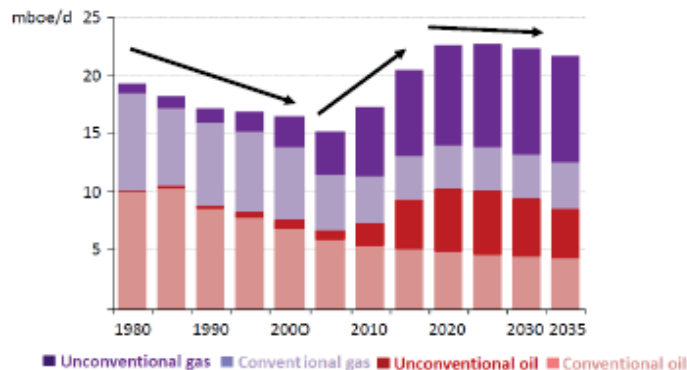
1.	United States	73.7%
2.	United Kingdom	4.2%
3.	China	3.8%
4.	Japan	2.4%
5.	Mexico	1.2%
6.	South Korea	1.1%
7.	Netherlands	1.1%
8.	Germany	0.9%
9.	France	0.7%
10.	Hong Kong	0.7%

Source: International Monetary Fund April 2013

Source: Canada's State of Trade: Trade and Investment Update 2012, Foreign Affairs, Trade and Development Canada

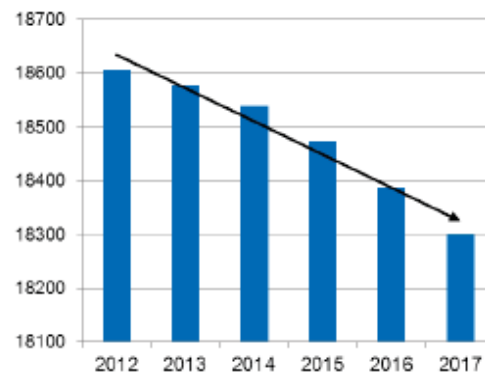
**What a difference a decade makes** --- U.S. oil demand is dropping while U.S. oil and gas production is increasing from unconventional sources (shale gas and tight oil). This unconventional energy supply and improving U.S. energy efficiency (transport standards), will reduce U.S. demand for imported oil, and allow the U.S. to become a net export of gas.

#### U.S. Oil and Gas Production



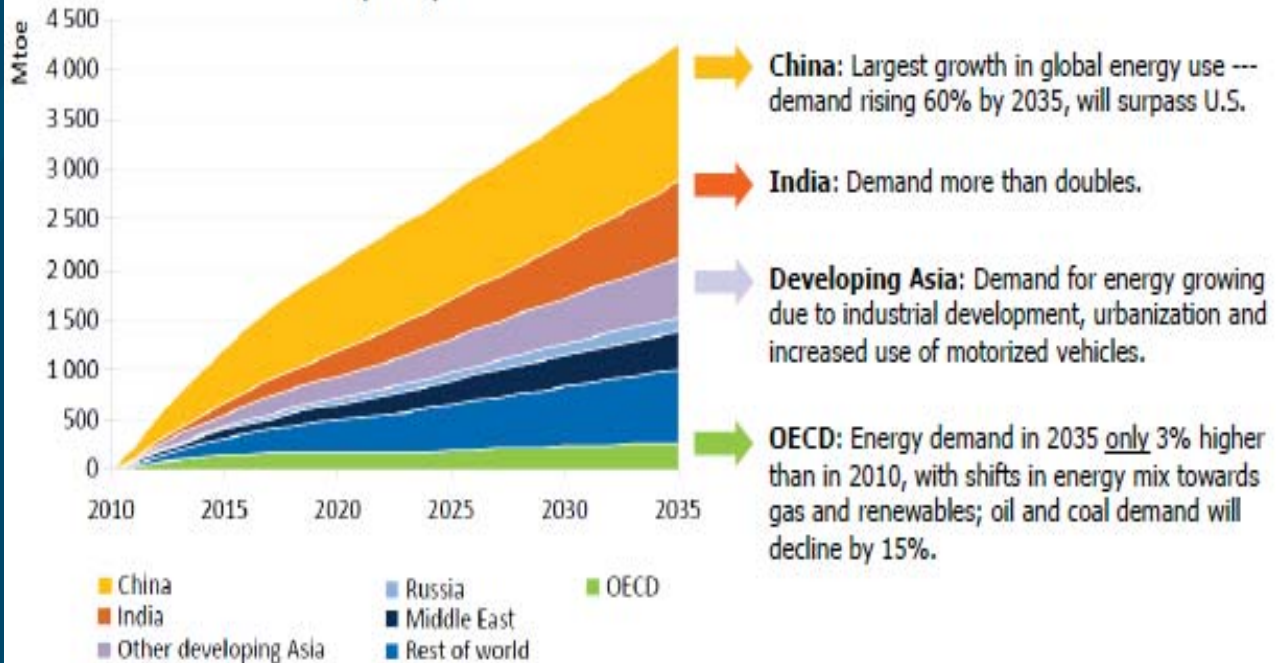
Source: World Energy Outlook, 2012

#### U.S. Oil Demand (000 Barrels per day)



Source: International Energy Agency, Oil Medium Term Market Report, 2013

## Growth in Primary Energy Demand (Mtoe)



Source: World Energy Outlook, 2012

Alberta

**The world of energy is also changing profoundly:** it is becoming "unconventional". Demand is shifting to "unconventional sources", the emerging economies, supply is shifting to "unconventional" sources, oil sands, shale gas, etc., and the energy security of supply and demand balance in North America is shifting ... **this is a game-changer for Canada.**





## How is Canada positioned?

### Good

- Solid economic fundamentals
- Diverse economy, strong human capital
- Sound financial and legal systems
- Stable governments
- Wealth of natural resources

### But

- 89% of trade is with slow growth economies
- Business productivity growth is low
- Business R&D spending is weak
- Labour force growth is slowing

### So...

- Slower Canadian potential growth

## Where does this take us?



**Diversification:** need to pivot to dynamic emerging economies, particularly Asia, to increase our security of energy demand.



**Infrastructure:** Canada needs new energy infrastructure to the West Coast and the East Coast to diversify; consider a “public energy transportation corridor” to West/Asia.



**Technology:** be “clever hewers of wood and smart drawers of water” — R&D/innovation key to making Canadian unconventional energy supplies more economic, more efficient, and more environmentally friendly.



**Financing:** huge project and infrastructure financing needs (\$500+ billion) requires security of demand, and market access to finance and realize.

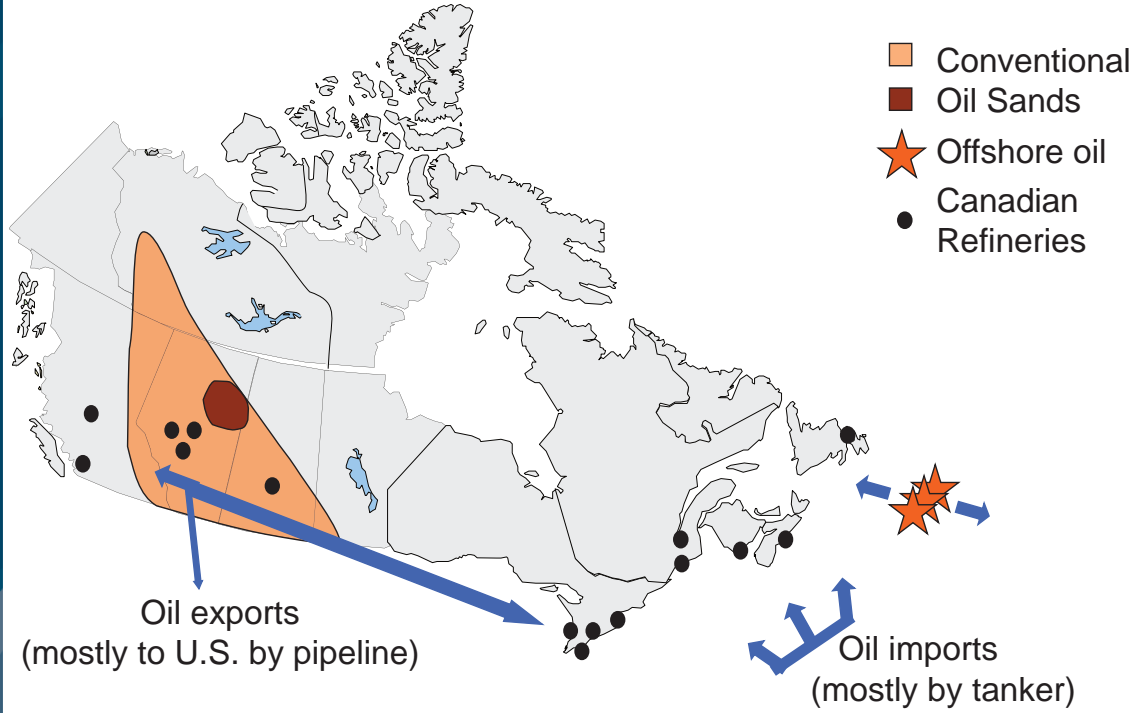


**Beach-heads:** energy exports can establish Canadian business beach-heads in Asia, and open doors to non-energy exports.



**Energy strategy:** given scale and scope of energy potential, and change needed to realize it, suggests national interest not just private interest, and a focused energy strategy to guide it ... As Yogi Berra said, “If you don’t know where you’re going, you don’t know when you’re lost.”

# Energy Markets



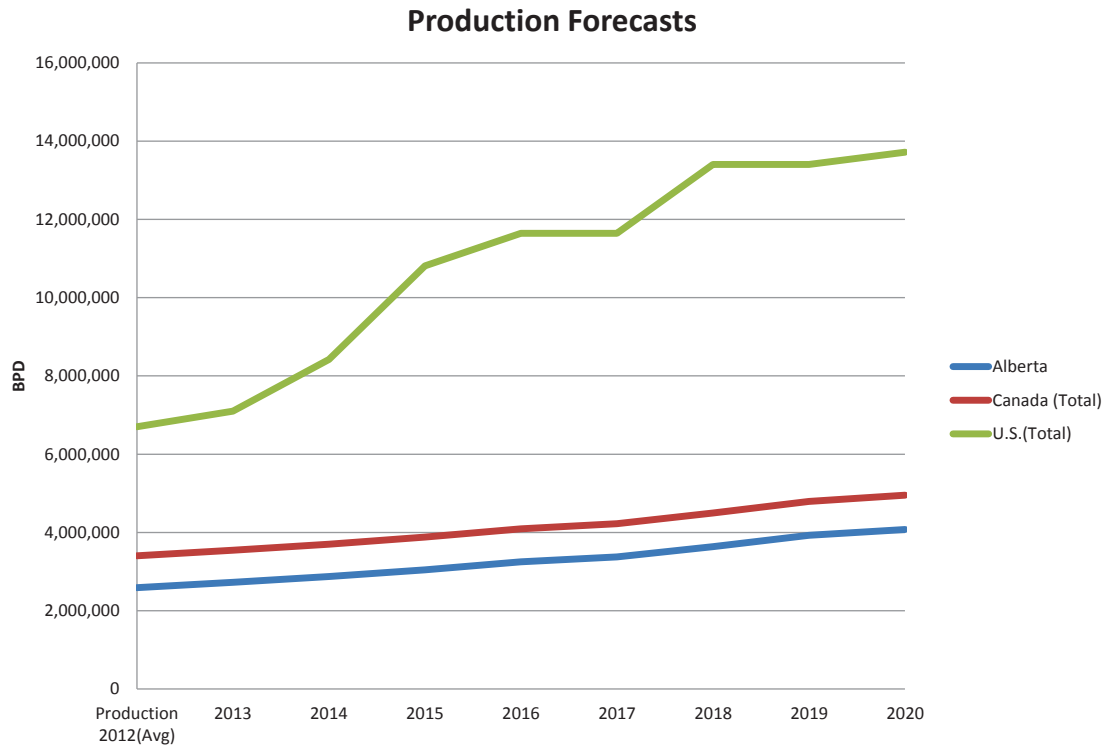
# The Asian Market

- Large demand
- Anticipated strong growth
- Growing heavy crude capacity
- Dependent on European and US economies
- China, Japan, Korea, India



# Alberta's Oil Situation

# Production Forecasts

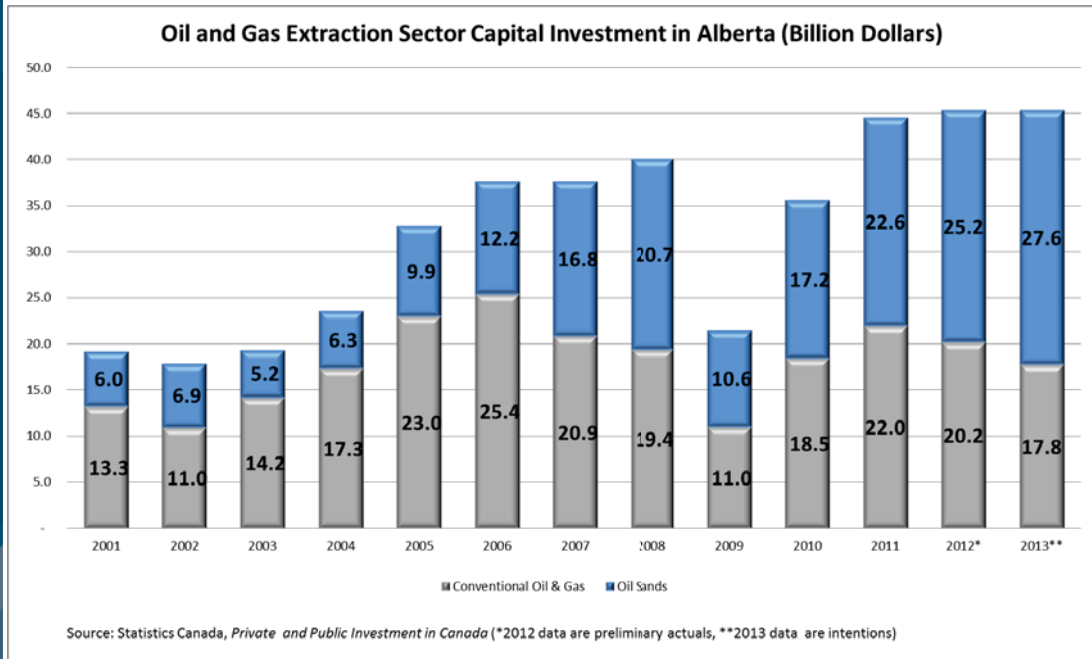


# Oil Sands Investment Outlook

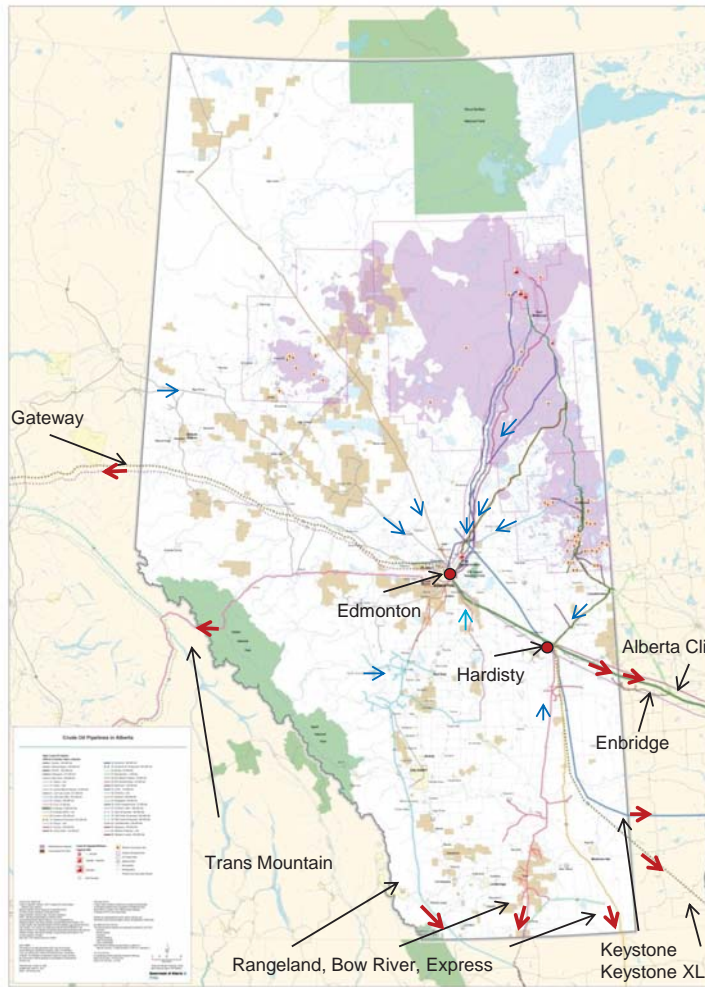


- **64 proposed and under construction projects valued at \$115 billion**
- Projects by CNRL, Cenovus, ConocoPhillips, Devon, Husky, Imperial Oil, Grizzly Oil Sands, JACOS, KNOC, Laricina, MEG, Shell, Suncor, Sunshine Oil Sands, Syncrude, Total and others as of March 2013.

# Oil & Gas Investment in Alberta



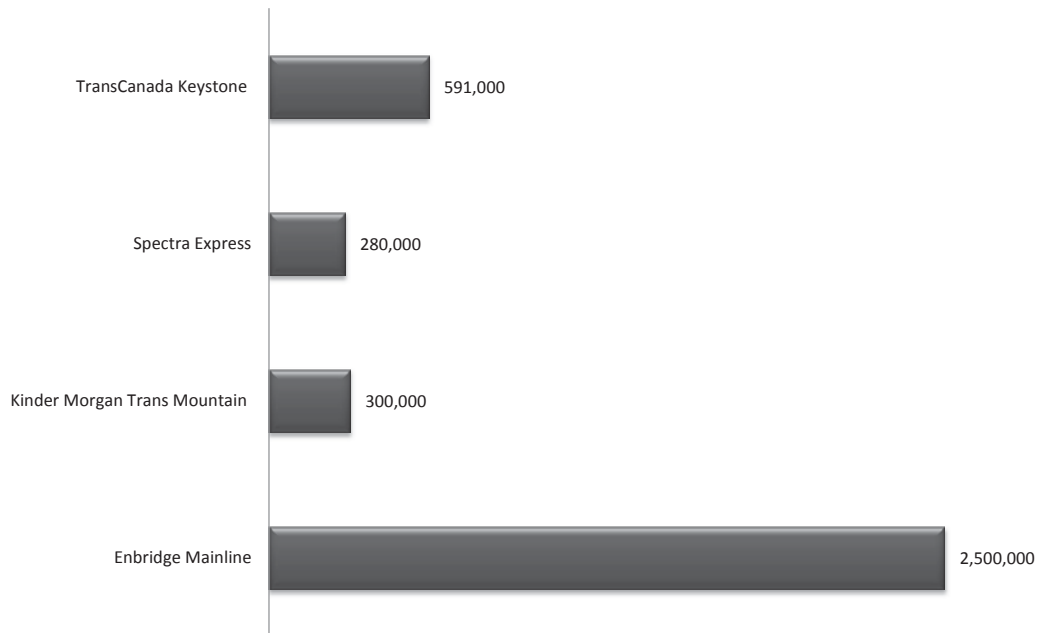
# Alberta Pipeline Systems



- Oil sands region and reserves ●
- Conventional oil reserves ●
- Feeder Pipelines →
- Market Hubs ●
- Export Pipelines →

# Current Capacity

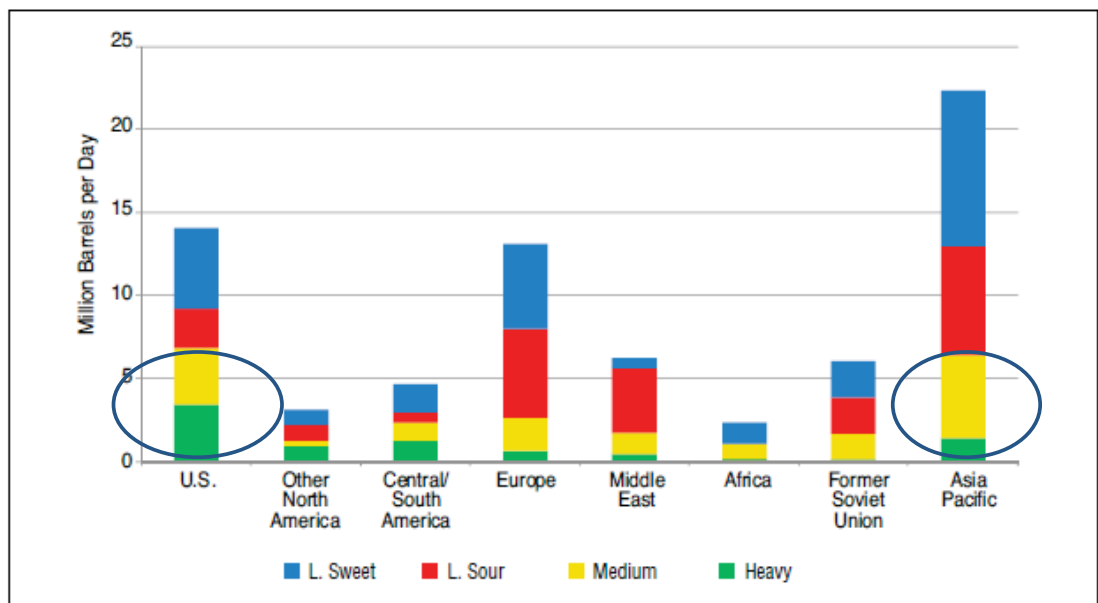
Pipeline Export Capacity Out of Alberta (BPD)





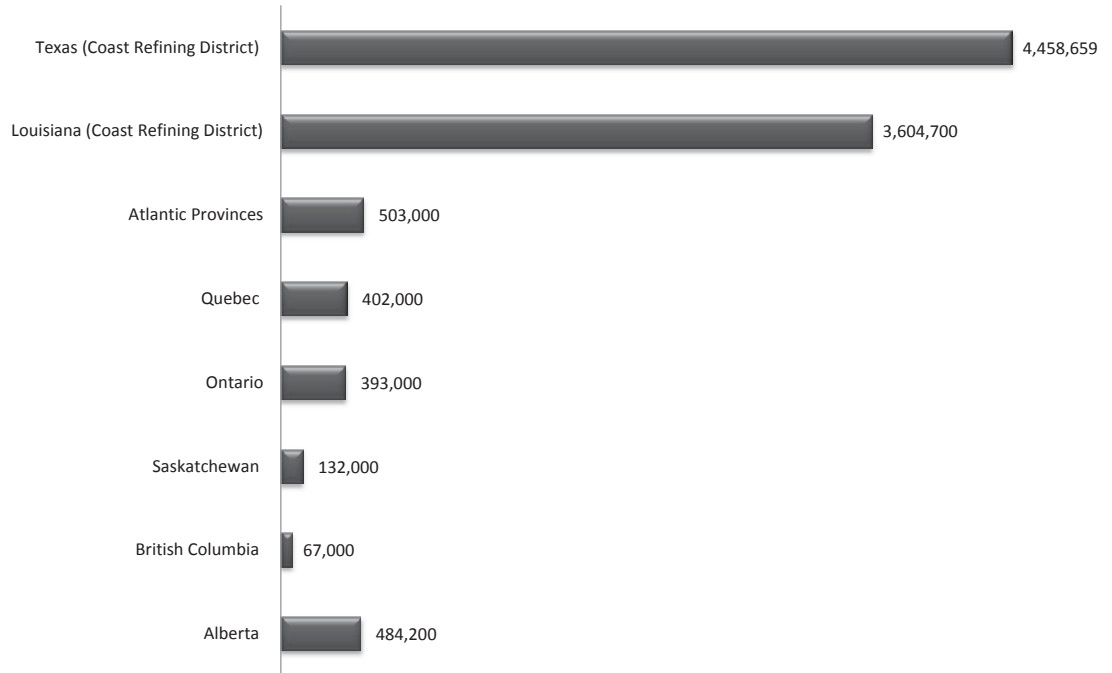


## World Refining Capacity by Grade



# Current Capacity

Refinery Capacity (2012 bpd)

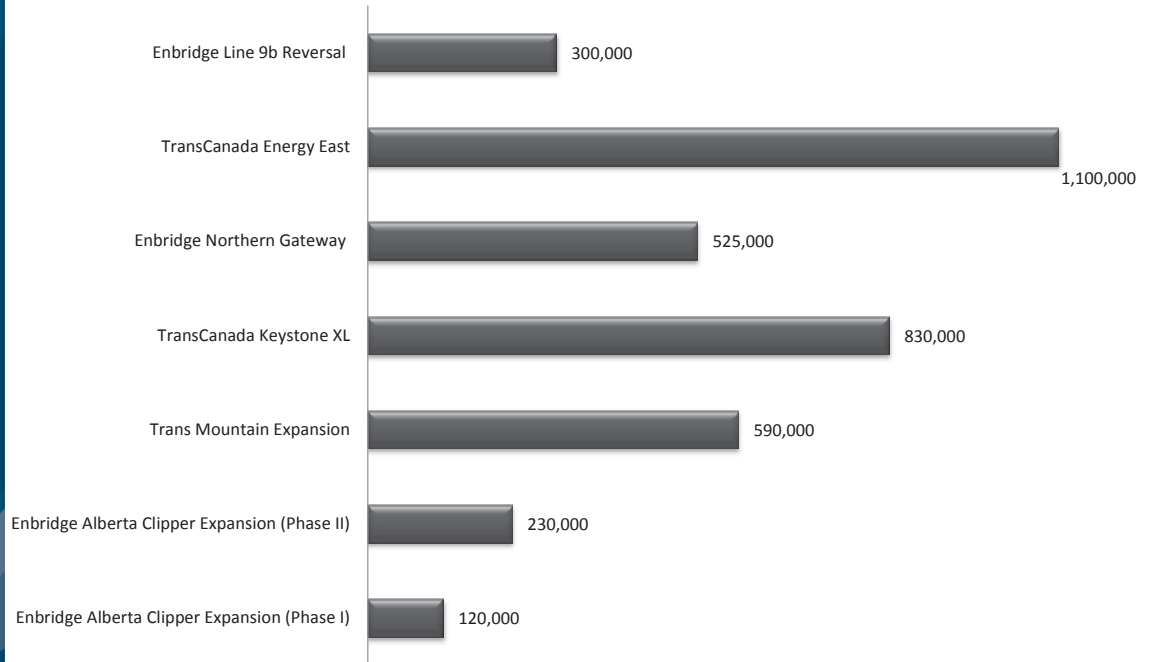


# Market Access Options



# Market Access Options

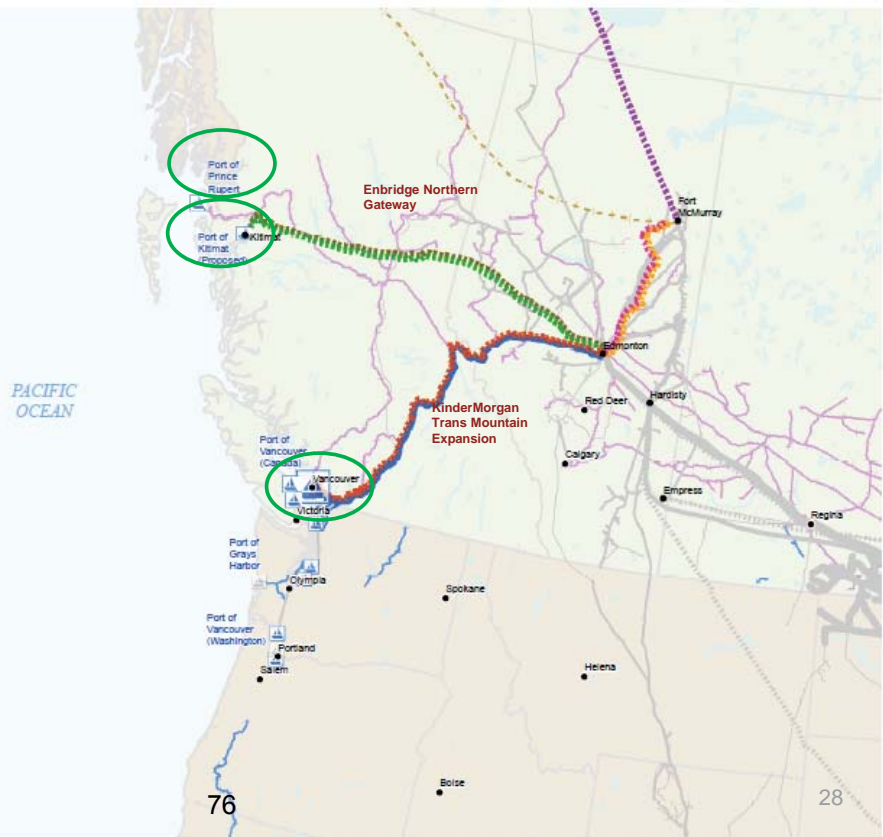
Proposed Export Capacity (BPD)



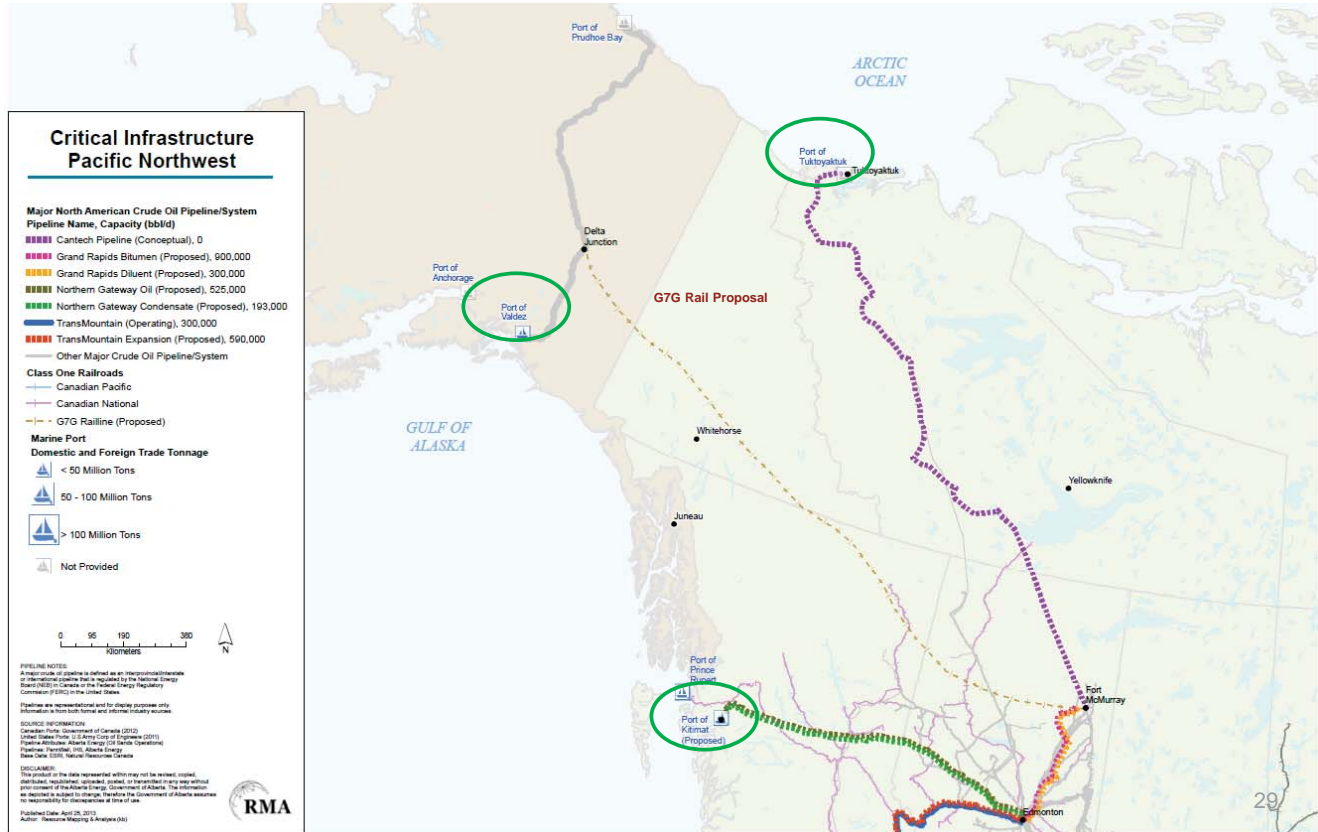
# Western Access Opportunities

## Critical Infrastructure Pacific Northwest

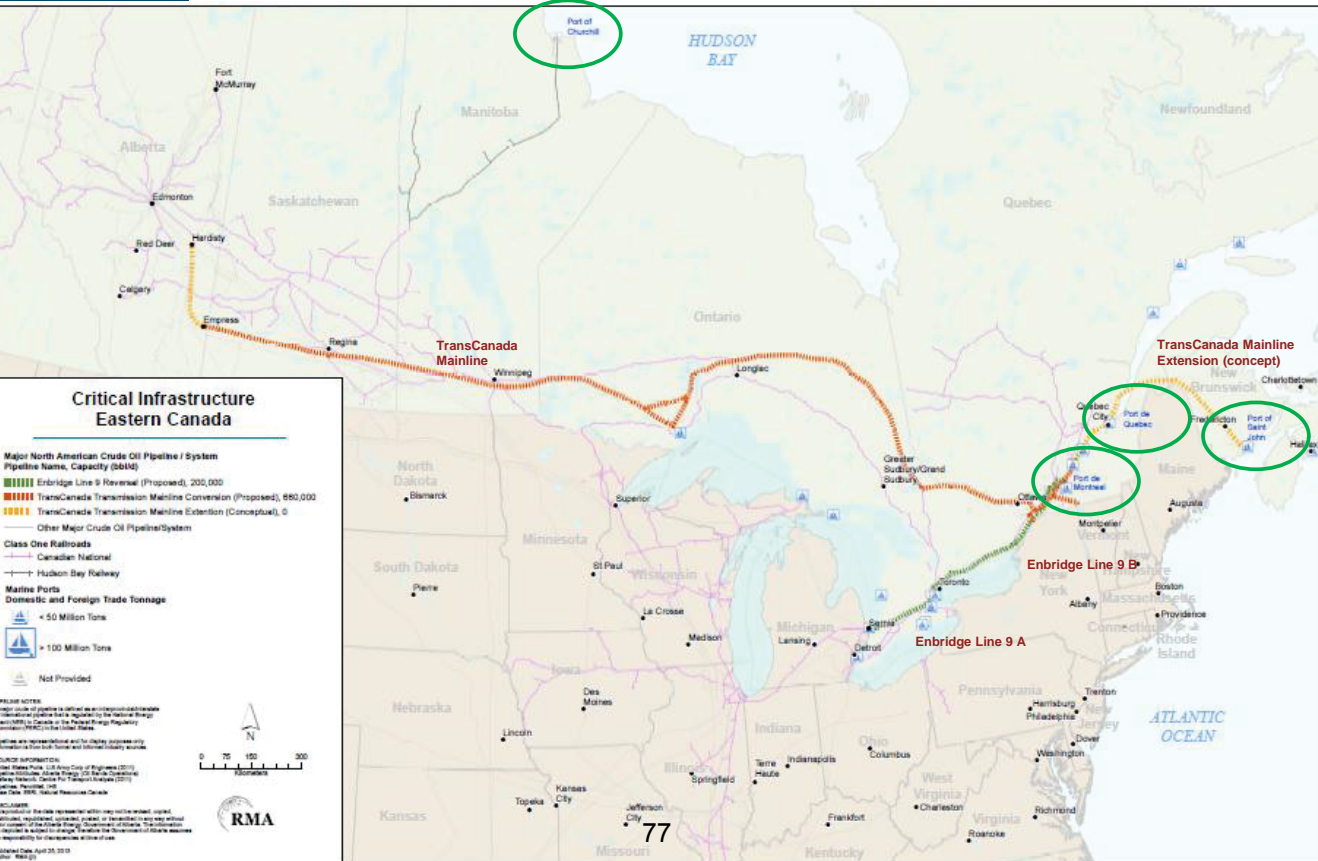
- Major North American Crude Oil Pipeline/System**  
 Pipeline Name, Capacity (bbl/d)
- Cantech Pipeline (Conceptual), 0
  - Grand Rapids Bitumen (Proposed), 500,000
  - Grand Rapids Diluent (Proposed), 300,000
  - Northern Gateway Oil (Proposed), 525,000
  - Northern Gateway Condensate (Proposed), 193,000
  - TransMountain (Operating), 300,000
  - TransMountain Expansion (Proposed), 590,000
  - Other Major Crude Oil Pipeline/System
- Class One Railroads**
- Canadian Pacific
  - Canadian National
  - BNSF Railway
  - Union Pacific
  - Rail America Rail Services
  - GTG Railline (Proposed)
- Marine Port**  
 Domestic and Foreign Trade Tonnage
- ▲ < 50 Million Tons
  - ▲ 50 - 100 Million Tons
  - ▲ > 100 Million Tons
  - ▲ Not Provided



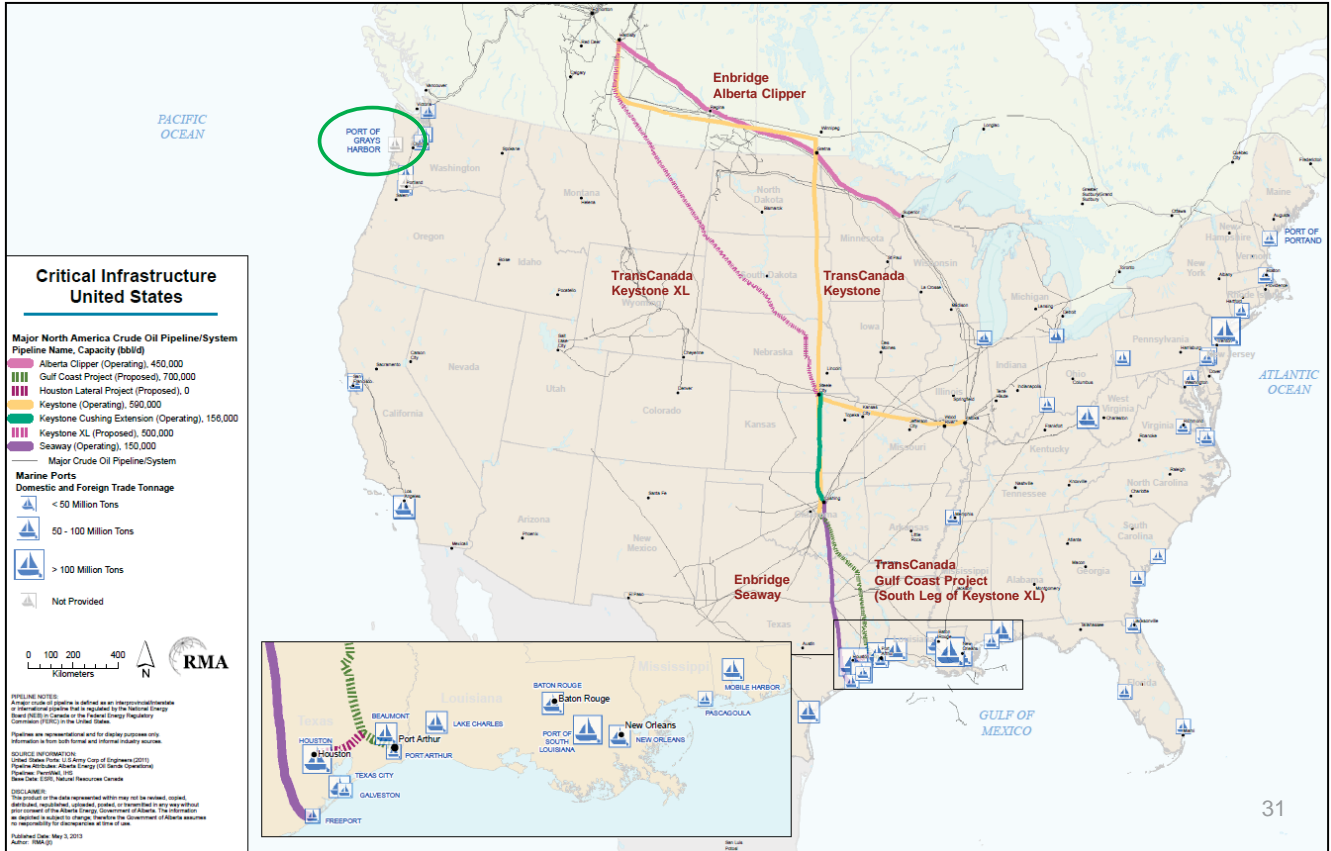
# North-Western Access



# Eastern Access Opportunities



# US Access Opportunities



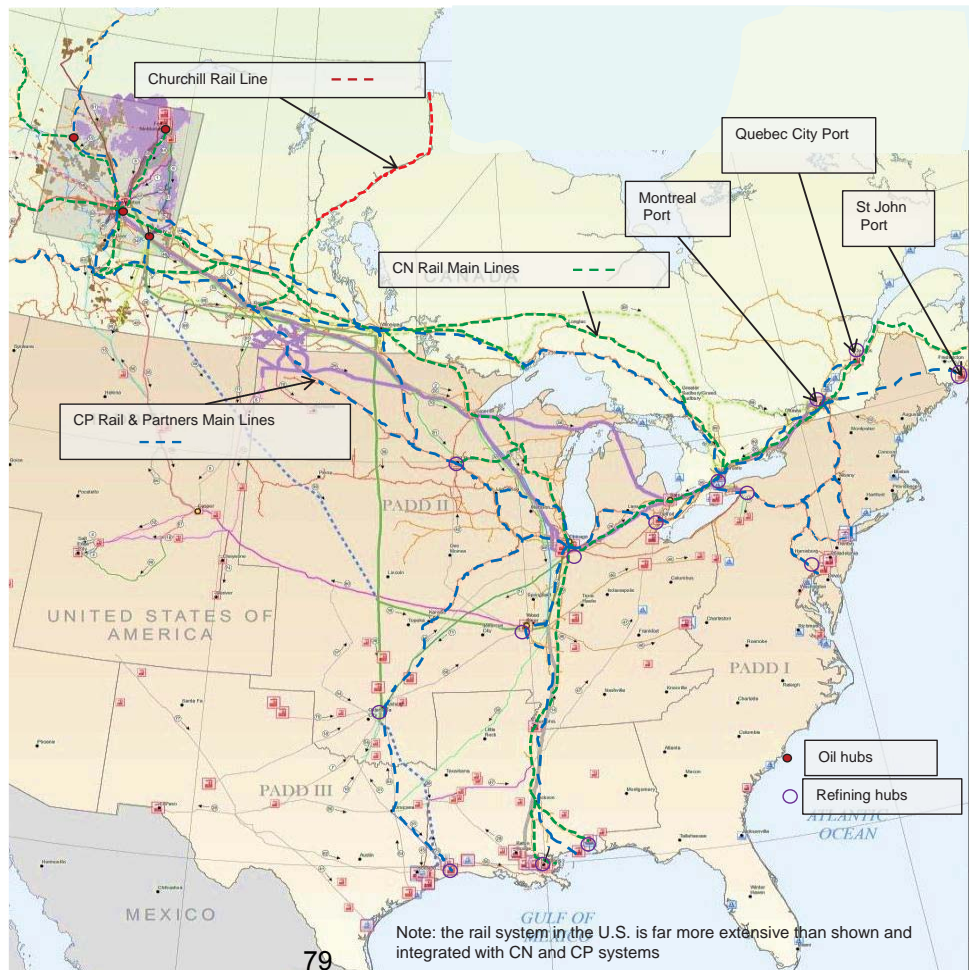
# Rail



# Drivers for Oil by Rail

- **Markets find solutions to problems**
  - Approval delays for new pipeline capacity
  - Rail provides an efficient means of moving oil
  - Rail infrastructure is already in place
- **Expect growth to meet increasing oil sands production**
- **Increasingly significant strategic supplement to pipelines**
- **Likely to continue to be part of permanent solution**

## Rail



## Rail Overview

- **Railway safety: regulated by both federal and provincial legislation.**
- **Federally regulated railways are those that have interprovincial or Canada-U.S. operations**
- **307 Industrial, 2 Public and 4 Heritage railways in Alberta**
- **Transloading Crude Oil**
  - **13 sites in total transload crude oil**
  - **31 new sites\* proposed for 2013/14 operation**

(\*or existing industrial sites want to start transloading crude oil)

## Railways - Federal

- **CN and CP are federally regulated**
- **CN and CP must obtain a certificate of fitness from the Canadian Transportation Agency to operate track and equipment.**

## Railways - Federal

- Railway companies are required to establish safety management systems (SMS) approved and regularly audited by Transport Canada (similar to provincial regulations).
- **Transport Canada verifies if company operations conform to safety procedures outlined in the company's SMS.**

## Railways- Federal

- In the event of a train accident, the rail company is responsible for managing the incident. This includes
  - Assess hazards and scoping the nature of the response, in coordination with public agencies.
  - Response is addressed through an Emergency Response Assistance Plan (ERAP).
  - **Every shipper is required to submit a Transport Canada approved ERAP with each shipment.**
  - **ERAPs assist responders in the safe handling of crude oil or any other dangerous good, as well as its environmental clean-up**

## Railways - Federal

- **Transportation of Dangerous Goods Act (GoC)** requires every company that handles dangerous goods, including crude oil, to be;
- **adequately trained**
- **financially responsible**
- **knowledgeable in the proper selection and use of highway tanks and rail cars**
- **responsible for any incident, spill or release and require them to take all reasonable emergency measures to reduce or eliminate any danger to public safety that results or could be expected to result from a release of dangerous goods.**

39

## Senate Recommendations

- **TC - work with rail companies to make existing safety culture assessments mandatory.**
- **Federal government - initiate a major arm's-length review of the country's railway regulatory framework, standards and industry practices to ensure the safe transportation of dangerous goods by rail in Canada.**
- **TC review, in cooperation with the United States DoT, the use of CTC-111A and DOT-111 tank cars and consider accelerating the transition to the revised standard.**
- **TC apply appropriate minimum liability coverage thresholds to ensure rail companies have the financial capacity to cover damages**



## Railways - Provincial

- Industrial, heritage and short line operators need approval from AB Transportation – must be renewed every 3 years
- **Railway operators that transload dangerous goods, including petroleum crude oil, must also meet stringent conditions as outlined in circulars provided to them to obtain an operating approval.**
- **Municipal and local emergency response services must be informed to ensure that they have no objection with the development**

41

## Railways - Provincial

- Operators of railways need to retain an adequate amount of insurance to cover liabilities due to incidents.
- **To transload dangerous goods minimum of \$25 million insurance.**
- **Railway operators are required to construct, maintain, and operate track, infrastructure, and equipment to railway standards.**

## Railways -Provincial

### Railway operators required to

- Have an accepted Safety Management System (SMS) plan which covers regulatory requirements and operating conditions.
- conduct annual audits of the SMS.
- Identify deficiencies and create a corrective action plan.

Regular inspections and compliance reviews are carried out by Alberta Transportation Railway Safety Officers

43

## Crude loading facility Federal regs if CN or CP Land



## Crude loading facility AB regs if not CN or CP Land



## Truck to Rail AB regs if not CN or CP Land



## Pipelines

- **Canada - 700,000 kilometers; more than half in Alberta**
- **NEB - pipelines that cross provincial or international boundaries**
- **AER - pipelines within the province.**

## Alberta Pipeline Safety

- One of the most rigorous regulatory regimes governing pipeline safety in the world
- **A comprehensive application process;**
- **Strict requirements around design, construction, operation and maintenance**
- **Rigorous inspection procedures that prioritize pipelines with higher-risk profiles**
- **Stringent requirements that make certain pipeline operators are prepared to effectively respond to emergency situations.**
- **AER ensures that any noncompliance is immediately corrected and has the authority to stop pipeline operations until the problem is addressed.**

## Pipelines in Alberta

- Companies required to develop and implement integrity management programs to identify, manage, monitor, and address any potential hazards before they become an issue.
- Companies are required to have in place comprehensive emergency response plans
- Also required to belong to an oil spill co-op in each geographic area through which their pipeline is routed.
- Oil spill co-ops provide immediate emergency response capabilities in all areas of Alberta through the provision of specialized equipment, infrastructure, and personnel

## Federally Regulated Pipelines

- Ensures alignment of pipeline safety zones with provinces
- empowers NEB to require compliance audits
- Makes emergency plans transparent
- will also require companies to have \$1 billion in financial capacity

# Emergency Response

- The Alberta Government responds to emergency situations through a multi-Ministry coordinated approach
- **Offending companies are held responsible for mitigating the impact to the public and to the environment**

51

## What We're Doing



## 3 Types of Licence

- **Commercial Licence – must be economically viable**
- **Policy/Regulatory Licence – must make sense to government**
- **Social licence – must make sense to communities when environmental, community and First Nations interests are involved**

53

## What we're doing Oil Market Diversification

- **Information/due diligence - improve our understanding of other regions, governments and stakeholder concerns**
- **Engagement - provide information and build relationships**
- **Enhancing performance and risk mitigation - identifying and filling gaps in industry performance**
- **Strategic Infrastructure – investing in infrastructure where it makes sense**
- **Advocacy - strategic communication**
- **Oil Value Added - economics/business case**



## What we're doing International Connections

### Missions, Relationships

- Improving links with key Asian stakeholders – government and industry
- **Showcasing Alberta**
- **Market intelligence and policy awareness**
- **Improving foreign direct investment attraction**

55

## What we're doing Canadian Energy Strategy

- **Creating dialogue about energy across the country**
- **Improving understanding of the value of oil and gas development to all Canadians**
- **Finding ways for provinces and territories to collaborate on energy issues**

**Al Sanderson**  
**Chief ADM, Strategy**  
**Department of Energy**  
**[al.sanderson@gov.ab.ca](mailto:al.sanderson@gov.ab.ca)**

## MONTHLY REPORT TO THE CAO

For the month of September 2013.

From: Alison Kilpatrick  
Director of Corporate Services

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Inventory record keeping	October, 2013	Recreation Boards pending.
Internal Controls	Ongoing	Assessment and improvement will be an ongoing project. 2014 objectives include cross-training, variance analysis, fuel accounting.
FV office flood incident	Aug. – Oct.	Liaise with insurance adjuster re: this claim and LC well pump fire; liaise with restoration contractors for FV office.
2014 budget	Sept. – April	Operating budget development in progress.

### Capital Projects

Projects	Timeline	Comments
Analytical support to capital budgeting, expenditure, and reporting processes.	Spring – Fall	Reporting requirements and ongoing analysis of funding and expenditures.

### Personnel Update:

Cross-training program continues for vacation planning and coverage of positions. Vacancy in Administrative Assistant/Reception position, to be posted in September. Recruitment for Assessment & Taxation Clerk position is in progress.

### Other Comments:

Management of insurance claims, ongoing.

## MONTHLY REPORT TO THE CAO

For the Month of September 2013

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

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Spot graveling in progress.
Drainage	Oct	The tower road culvert installation is scheduled to be done this month.
Line Painting	Sept	Complete.
Ice Bridge Contract	Nov	Sent the signed contract to AT for them to sign and return which will then allow us to advertize the tender for ice bridge construction.
Strategic Priorities	Ongoing	<ol style="list-style-type: none"> <li>1) Private Road Transfer Policy – Dec 2013.</li> <li>2) Gravel Strategy – Oct 2013</li> <li>3) Rural Road Plan – Oct 2013</li> </ol>

### Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Summer 2013	Working with consultant to develop bridge tenders currently in the 2013 budget
La Crete Street Projects	Summer 2013	Paving complete, landscaping in progress.
Zama Distribution Meter Replacement.	2013	-Ages Mechanical was the low bidder and will start this month.
88 Connector	October 2012	Phase I – Completed. Phase II – As of Oct 1 <sup>st</sup> only 2.5 Km's remained without gravel and a portion is oiled and ready for asphalt.

La Crete Lagoon Upgrade	2012/2013	In Progress.
FV-50 <sup>th</sup> Street Water & Sewer Project	Summer 2013	This project may carry over into 2014.

**Personnel Update:**

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**Other Comments:**

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## MONTHLY REPORT TO THE CAO

For the month of September 2013

From: Byron Peters  
Director of Planning & Development

### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework position paper	May 2013	All municipalities have endorsed the paper. One final map edit to be completed before final distribution.
Area Structure Plans	July 2013	Completed as per Councils direction
Business License Bylaw	Summer 2013	Currently notifying businesses, compiling information. Over 250 businesses contacted to date.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Leap frog development & business incentives	April 2014	Have compiled info on these topics, need to be further evaluated and bring forward a recommendation to incorporate the changes into policies/bylaws
Development Agreements	Fall 2013	Need to review, revise and implement new DA's.
Antenna System Siting Protocol	Winter 2013	Need to review and edit entire protocol
Land Use Bylaw review/update	December 2013	Have begun review of LUB & MDP. Hoping to complete in 2013.
Community Investment Readiness package	Winter 2013	Will begin this once we have more business info to work from

## Capital Projects

Projects	Timeline	Comments
Community Infrastructure Master Plans	Winter 2013	DCL has received all data, has started building models. Have received first drafts of maps for review.
Rural Addressing	2013	Have completed the grid for the addressing, now need to go through the process of assigning addresses
Airport Vicinity Protection Area	October 2013	Draft completed. Will be presented to Council at an October meeting

### Personnel Update:

All positions on the org chart are currently staffed, however the economic development research assistant has resigned.

### Other Comments:

Developing a work plan for economic development in order to best utilize resources and to further progress on some of the strategic priorities identified by Council.



## **Monthly Report to CAO**

For the month of September 2013

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

This report is a brief overview of projects and activities that I have been involved in over the last months.

### **1) Infrastructure Projects**

- A) Highway 88 Connector Base Paving is well under way and should be complete on time and on budget. This road will greatly enhance travel to and from Edmonton and other southern destinations.
- B) High Level East, Rocky Lane Road and La Crete North projects are substantially complete.
- C) Water Management projects in the Bear River, Steephill Creek and the general area of new land sales are in review.
- D) The larger connector projects like the completion of Highway 88, the Fort Nelson, Rainbow Lake Connector and the eventual upgrade of CN Rail are all critical to our economic wellbeing. The lobby to get these projects complete is crucial and should continue by both Council and staff.
- E) Municipal water & sewer projects are also in the works and critical to our communities.

### **2) Economic & Community Impact Projects**

- A) The proposal development of the Site "C" dam on the Peace River will have a significant impact on Mackenzie County. We could see changes in water quality, water temperature and the construction will have a real impact on our labour force. I strongly suggest this project needs serious attention because of the huge impact it may have on our region.

In conclusion the challenges and opportunities in our region need to be reviewed by you in order to prepare our communities for a prosperous future. I would be pleased to answer questions or provide more information at your convenience.

## MONTHLY REPORT TO THE CAO

For the month of September 2013

From: Ron Pelensky

Director of Community Services and Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Due to rains extra grading occurred to keep the roads in good shape. Our crew was busy spot graveling. We completed asphalt patching in Rocky Lane and repaired two bank erosions.
Park Maintenance	Ongoing	Crews are still busy cutting grass and completing maintenance to playgrounds
Buildings	September	Started two small roof extensions at Fort Vermilion and High Level office. We also completed 19 building work requests
Dogs	September	Patrolled for dogs in Fort Vermilion and La Crete. We continue to have one live trap set in Fort Vermilion
By-Law	September	Dealing with clean up clean up orders in Zama. We involved the lawyer on two abandoned camp locations. Working on clean up orders for utility right of ways in La Crete
Emergency/Disaster Service	September	Reviewing the consultants draft report on our emergency disaster plan.
Health and Safety	September	Continued on working on Safety Manual changes. The Joint Health and Safety Committee started to complete building inspections. Met with the consultant that is reviewing our emergency disaster plan and provided him with county's information , policies and By-laws
Fire Department	September	<b>Fort Vermilion</b> responded to 4 medical assists, 2 Motor Vehicle Accidents, 1 Field Fire, <b>La Crete</b> responded to 2 medical assists,5 Motor Vehicle Accidents, 1 Grain Bin Collapse, participated in a Mock Exercise <b>Zama</b> No responses for the month of Sept <b>Radios</b> Met with Vector and Red Rabbit

		communications to see what services they can offer the county as Glentel, our current radio provider, has sold part of their communication system to Vector
Fire Department Training	September	Hydrant Hook up, Water Supply and regular training occurred

### Capital Projects

Projects	Timeline	Comments
Fort Vermilion street project	Summer 2013	Project awarded to Knelsen Sand and Gravel and is 98% complete
Zama Aspen Drive and community Hall paving	Spring 2013	New pavement is complete
Zama Access road paving	Spring 2013	New pavement is complete
FV Commercial mower, Bobcat broom and Tandem axle gravel pup	2013	Purchases are complete and items are delivered
FV F550 with picker and auger	2013	Truck is purchased and they are installing the picker, auger and deck
Blumenort transfer station shed replacement	2013	Project is complete
Pintle Hitch Trailer	2013	Project is complete
Fire Dept purchased rescue struts and Foam system upgrades for FV and La Crete,	2013	Items ordered and received
Fire Dept SCBA compressors for FV and La Crete	2013	New compressors were received and installed

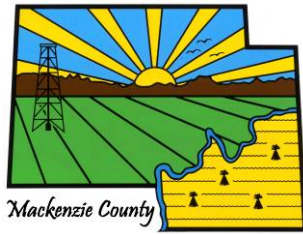
### Personnel Update:

FV custodian position: Interviews occurred Public Works Supervisor position was filled by Buddy Mercerdi Fort Vermilion Grader Operator position is being advertised Zama Equipment operator is still vacant
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### Other Comments:

Started 2014 operating budget review
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## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 916-13 Land Use Bylaw Amendment to Rezone Plan 852 1770, Block 6, Lot 37 (4806 - 50<sup>th</sup> Street) from Hamlet Commercial District 1 “HC1” to Direct Control District “DC” (Fort Vermilion)</b>

### **BACKGROUND / PROPOSAL:**

Bylaw 916-13, being the rezoning of Plan 852 1770, Block 6, Lot 37 from Hamlet Commercial District 1 “HC1” to Direct Control District “DC” to accommodate a liquor store, received first reading at the September 10, 2013 Council meeting.

Presently, the existing building on Plan 852 1770, Block 6, Lot 37, is the local drugstore and Sears outlet. The applicant is planning on moving the drugstore over to the recently vacated Northern building on the corner of River Road and 50<sup>th</sup> Street.

The applicant is proposing to use half of the building as a liquor store and the other half as a clothing retail store. Both businesses will have separate entrances as required by the Alberta Liquor Board.

In order to obtain a liquor license and a development permit for this type of business, the applicant is required to rezone the property in order to comply with Mackenzie County’s Land Use Bylaw.

Direct Control Regulations are as follows:

#### **A. DEVELOPMENT REGULATIONS**

- (a) DEVELOPMENT standards will be established at the discretion of COUNCIL having regard to the nature of the proposed land use and may include, but is not restricted to, the following: LOT and FLOOR AREA,

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

DEVELOPMENT setbacks, design, character and appearance of buildings, access and parking.

- (b) When making a decision on a DEVELOPMENT PERMIT application, COUNCIL shall take into account the compatibility of the proposed land use with surrounding land uses and the character of the community.
- (c) A Direct Control District shall not be located within 152.4 m (500 feet) of a CHURCH, education institution, PARK, DAY CARE FACILITY, or PUBLIC USE unless otherwise approved by COUNCIL.
- (d) There shall be no appeal allowed to the Subdivision and Development Appeal Board on decisions made by Council on application for proposed development on lands zoned Direct Control District.

Section "c" mentions that this type of facility shall not be located within 152.4 m (500 feet) of a CHURCH, education institution, PARK, DAY CARE FACILITY, or PUBLIC USE unless otherwise approved by COUNCIL. The proposed location of the liquor store is within 500 feet of two of these facilities, one is a Park that is located directly behind the existing building, and the other is the Library (Public Use). The park and library have been discussed before when a decision was being made to rezone the Trappers Shack. At that time Council did not feel that the park or the library would be an issue with a licensed restaurant. However now, consideration should be given that the proposed request is for a liquor retail store. The outflow of alcohol will be considerably higher than that of a Licensed Restaurant.

Another point to consider is that the proposed location is directly across the street from an existing liquor store that to the knowledge of the Planning Department has not been an issue with the park or the Library.

Bylaw 916-13 was presented to the Municipal Planning Commission at their August 23, 2013 meeting and they approved the following motion:

**MOTION 13-163** *That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 9--/13 being the rezoning of Plan 852 1770, Block 6, Lot 37 from Hamlet Commercial District 1 "HC1" to Direct Control District 2 "DC2" to accommodate a liquor store.*

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

**OPTIONS & BENEFITS:**

Being that there is a playground directly behind the proposed store location, administration feels that a six (6) foot fence across the back of the property line connecting to the County’s building on the north side, should deter any unwanted visitors to the playground. This condition has been added to the Development Permit.

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant

**RECOMMENDED ACTION:**

**MOTION 1**

That second reading be given to Bylaw 916-13, being the rezoning of Plan 852 1770, Block 6, Lot 37 from Hamlet Commercial District 1 “HC1” to Direct Control District “DC” to accommodate a liquor store in the Hamlet of Fort Vermilion.

**MOTION 2**

That third reading be given to Bylaw 916-13, being the rezoning of Plan 852 1770, Block 6, Lot 37 from Hamlet Commercial District 1 “HC1” to Direct Control District “DC”, to accommodate a liquor store in the Hamlet of Fort Vermilion.

**MOTION 3**

That Development Permit 269-DP-13 on Plan 852 1770, Block 6, Lot 37 in the name of Collemar Holdings Ltd. be APPROVED with the following conditions:

1. Provide parking as follows: The minimum parking standards are 1 stall per 30 sq m of gross floor area. *One parking space, including the driveway area, shall occupy a minimum of 300 square feet (28 square meters).* Therefore you are required to provide a, total of **16 public parking stalls** for the entire building. In addition, 1 space per each full time employee and 1 space for every 2 part time employees *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
2. Sufficient lighting to light up the parking area and liquor store.
3. **Collemar Holdings (Developer) shall install a six (6) foot fence across the entire back (west) portion of the lot connecting with the building or the north adjacent property line fence. This fence shall be kept in neat and tidy appearance.**
4. The Municipality has assigned the following address to the noted property (**4806-50<sup>th</sup> Street**). You are required to display the address (**4806**) 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.

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



5. Obtain all other approvals from other Government Agencies as required.  
(Agriculture, Environment, Housing and Consumer Affairs Division, **Alberta Gaming and Liquor Commission**, PTMMA, etc.)
6. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at (780) 841-3275.
7. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

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

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 916-13**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

\_\_\_\_\_ Will the Development Authority \_\_\_\_\_, please outline the proposed Land Use Bylaw Amendment and present his submission.

\_\_\_\_\_ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

\_\_\_\_\_ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ If YES: Does the Council have any questions of the person(s) making their presentation?

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

**BYLAW NO. 916-13**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

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

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

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

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

**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 852 1770, Block 6, Lot 37 (4806-50<sup>th</sup> Street)

within the Hamlet of Fort Vermilion, be rezoned from Hamlet Commercial District 1 "HC1" to Direct Control District "DC", as outlined in Schedule "A" hereto attached.

READ a first time this 10<sup>th</sup> day of September, 2013.

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

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

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

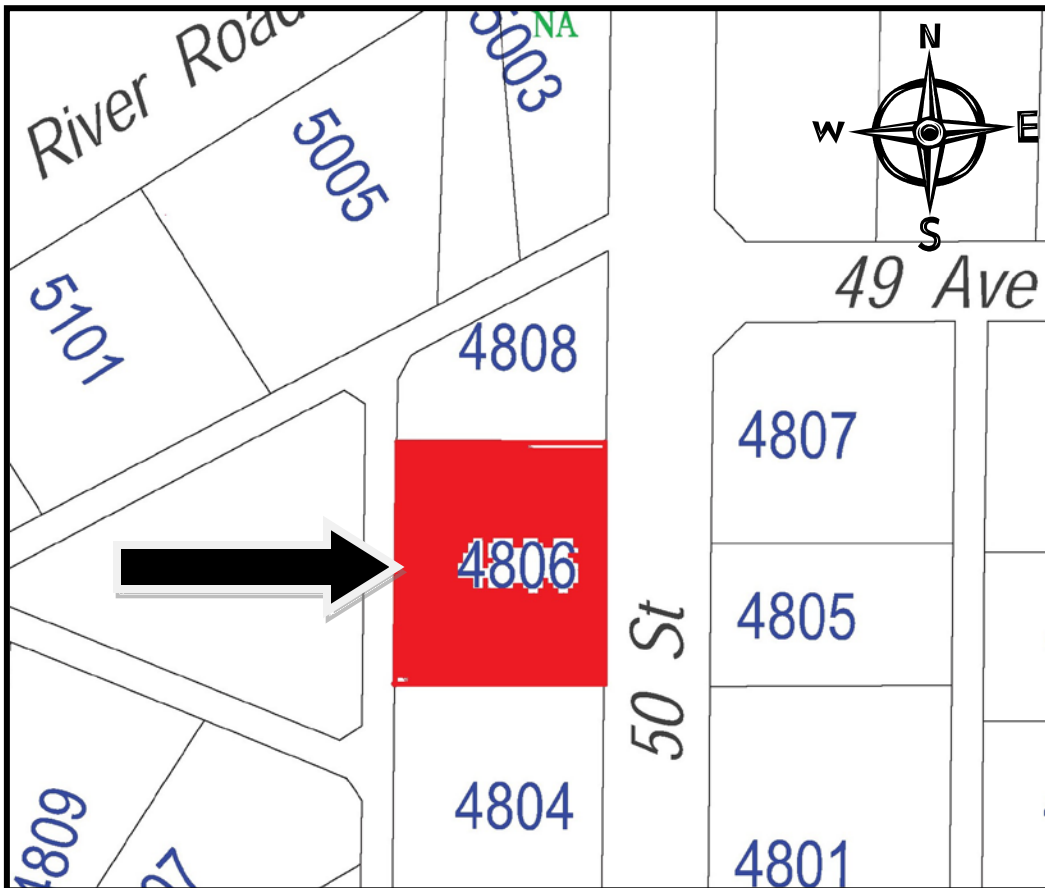
**BYLAW No. 916-13**

**SCHEDULE "A"**

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

Plan 852 1770, Block 6, Lot 37 (4806-50<sup>th</sup> Street)

within the Hamlet of Fort Vermilion, be rezoned from Hamlet Commercial District 1 "HC1" to Direct Control District "DC" to accommodate liquor sales.

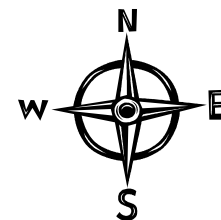
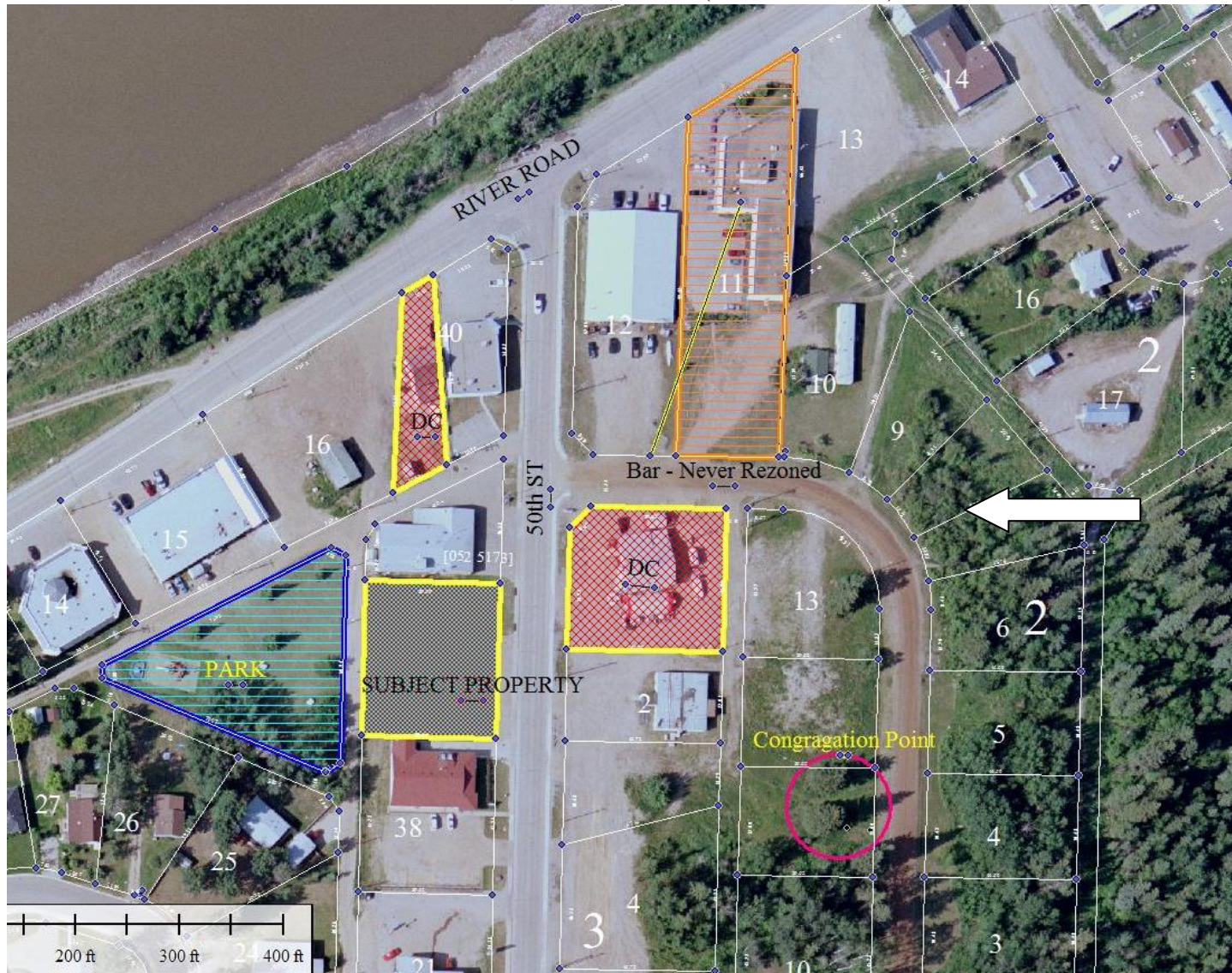


FROM: Hamlet Commercial District 1 "HC1"

TO: Direct Control District "DC"

# LAND USE BYLAW 916-13

Plan 852 1770, Block 6, Lot 37 (4806-50<sup>th</sup> Street)



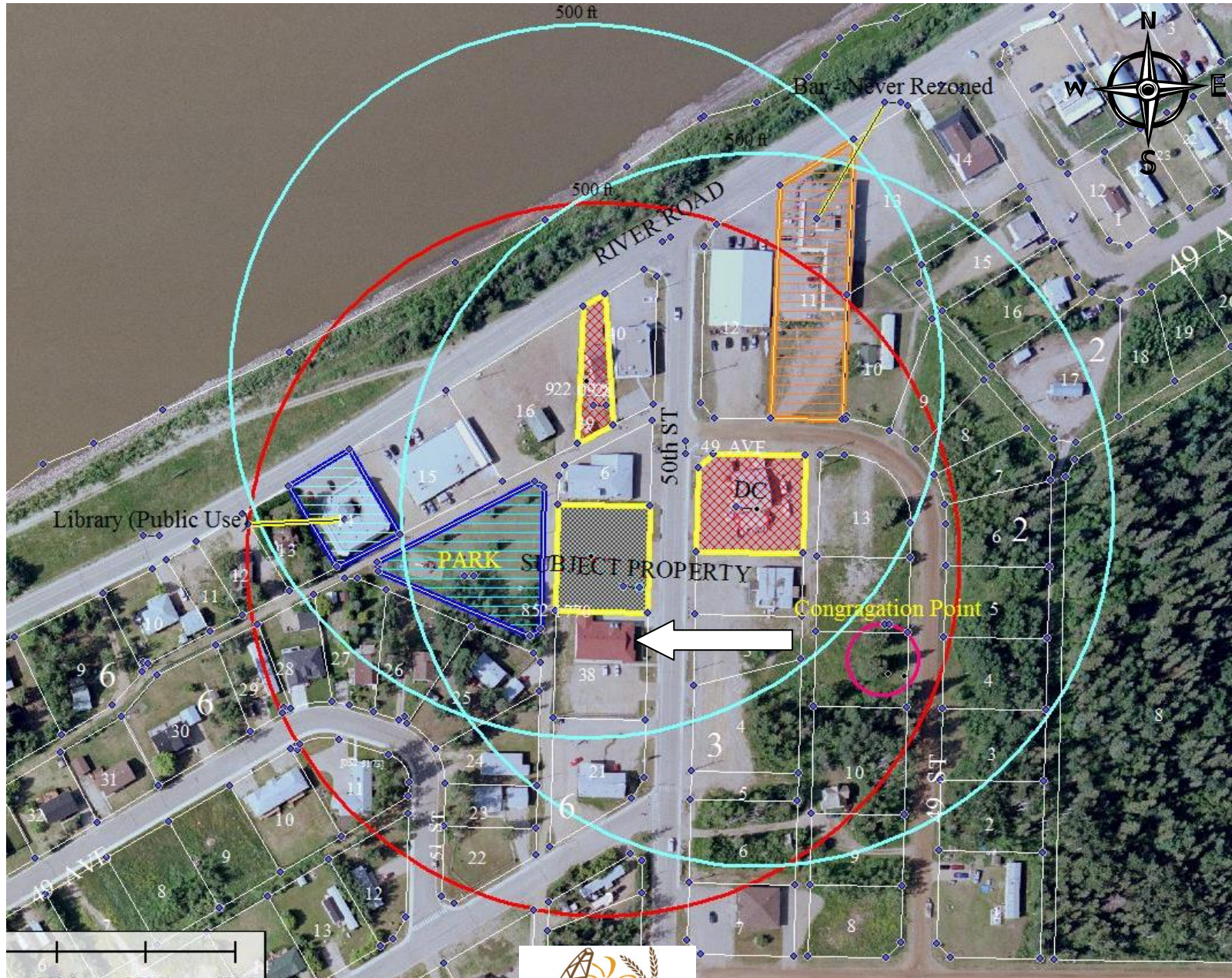




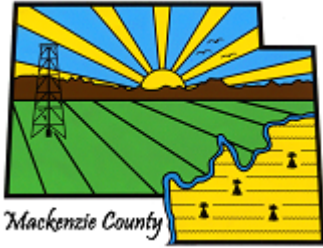


# LAND USE BYLAW 916-13

Plan 852 1770, Block 6, Lot 37 (4806-50<sup>th</sup> Street)







## Mackenzie County

4511-46<sup>th</sup> Avenue

P.O Box 640, Fort Vermilion, AB T0H 1N0

Phone (780) 927-3718

Fax (780) 927-4266

## Development Approving Authority

Application No.:	269-DP-13
Legal Description:	Plan 852 1770, Block 6, Lot 37
Applicant:	Collemar Holdings
Address:	Box 550 Fort Vermilion, AB T0H 1N0
Development:	<b>Liquor Store/Retail Store</b>
DECISION:	<b>APPROVED (See Attached Conditions)</b>

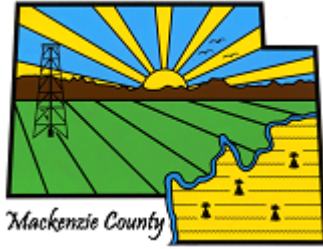
## Development Permit

This permit is issued subject to the following conditions:

- (a) That the development or construction of the said land(s) will not begin until October 31, 2013.
- (b) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (c) That the development or construction will be carried out in accordance with the approved plans and application.
- (d) That this permit shall be invalid should an appeal be made against the decision. Should the Subdivision and Development Appeal Board approve the issuance of this permit, this permit shall be valid from the date of decision, and in accordance with the conditions, of the Subdivision and Development Appeal Board.
- (e) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Subdivision and Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.

Date October 16, 2013

\_\_\_\_\_  
Reeve



## Mackenzie County

4511-46<sup>th</sup> Avenue

P.O Box 640, Fort Vermilion, AB T0H 1N0

Phone (780) 927-3718

Fax (780) 927-4266

## Development Approving Authority

### 269-DP-13

#### CONDITIONS OF APPROVAL

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

1. Provide parking as follows: The minimum parking standards are 1 stall per 30 sq m of gross floor area. *One parking space, including the driveway area, shall occupy a minimum of 300 square feet (28 square meters).* Therefore you are required to provide a total of **16 public parking stalls** for the entire building. In addition, 1 space per each full time employee and 1 space for every 2 part time employees *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
2. Sufficient lighting to light up the parking area and liquor store.
3. **Collemer Holdings shall install a six (6) foot fence across the entire back (west) portion of the lot connecting with the building or the north adjacent property line fence. This fence shall be kept in neat and tidy appearance.**
4. The Municipality has assigned the following address to the noted property (**4806- 50<sup>th</sup> Street**). You are required to display the address (**4806**) 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.
5. Obtain all other approvals from other Government Agencies as required. (Agriculture, Environment, Housing and Consumer Affairs Division, **Alberta Gaming and Liquor Commission**, PTMMA, etc.)
6. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at (780) 841-3275.
7. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**Please note**

1. Mackenzie County does not conduct independent environmental or land suitability checks. If the applicant is concerned about the suitability of the property for any purpose, the owner/applicant should conduct the proper tests. The Mackenzie County, when issuing a development permit, makes no representation in regards to the suitability of the property for any purpose or as to the presence or absence of environmental contaminants of the property.
2. **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the basement and/or flooding of the basement, and/or any ancillary buildings.**
3. Obtain all the required Safety Codes Permits pertaining to your development. These permits consist of Building, Gas (Propane), Electrical, Plumbing and Private Sewage Disposal Systems.
4. Call 'Alberta-One-Call' before you dig. (1-800-242-3447).

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

October 16, 2013  
Date of Issue of Notice of Decision

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Reeve

## Important Notices

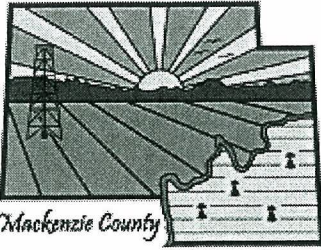
1. You may wish to appeal the decision of the Development Authority to the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either in person or by mail so as to reach the Secretary of Subdivision and Development Appeal Board at the Mackenzie County office not later than fourteen (14) days after the date of Issue of Notice of Decision.
2. The Land Use Bylaw 462/04 provides that any person claiming to be affected by a decision of the Development Authority may appeal to the Secretary of the Subdivision and Development Appeal Board within fourteen days after the Notice of Decision is published in the local newspaper.
3. A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons subject to an appeal upon a question of law or jurisdiction pursuant to section 688 of The Municipal Government Act. An application for leave to appeal to the Court of Appeal must be made:
  - (a) to judge of the Court of Appeal; and
  - (b) within thirty (30) days after the issue of the decision sought to be appealed.

## Right of Appeal

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

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





# DEVELOPMENT PERMIT APPLICATION

Admin Use Only	
Development Permit #	269-DP-13
Date Received	Aug 1, 2013
Date Accepted	Oct 10, 2013

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

## APPLICANT INFORMATION

Applicant Name <b>COLLEMAR HOLDINGS</b>		Registered Landowner Name (If different than Applicant)	
Address <b>Box 550</b>		Address	
<b>FT VERMILION AB</b>			
<b>TOH WO</b>			
E-mail <b>PIONEERD@TELUS.NET</b>		E-mail	
Telephone (Res) <b>780 927 4492</b>	Work or Cell <b>780 926 7694</b>	Telephone (Res)	Work or Cell

## LAND INFORMATION

Legal description of proposed development site									
Registered Plan # <b>8521770</b>	Block <b>06</b>	Lot <b>37</b>	Stall	<b>OR</b>	QTR/LS	SEC	TWP.	RG	M
Civic Address <b>4806 - 50 ST</b>				Ward	MLL/MS/TFA		Acres/Ha		
Hamlet <b>FORT VERMILION</b>							Quarter Section <input type="checkbox"/>	Acreage <input type="checkbox"/>	
Description of existing use of land: _____									

## DEVELOPMENT INFORMATION

Describe proposed development: **LIQUOR STORE CONVERSION OF EXISTING RETAIL SPACE**

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

**Building Size**

Length <b>80</b>	Width <b>80</b>	Height (Grade to peak)	Sq <sup>2</sup> <b>5200</b>	Other
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The land is adjacent to:  Primary Highway  Secondary Highway  Local Road  Hamlet Road

Estimate project time and cost:

A. Start Date	B. End Date	C. Completed Project Cost \$
---------------	-------------	---------------------------------

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

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

### GEOGRAPHIC INFORMATION

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

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

Access:

Is there an Existing Access to proposed site?  
 Yes  No   
*A County Approved Access is required before a Development Permit can be issued (except for site development)*

Does the site location require an access or road to be built to the proposed site?  
 Yes  No

### DECLARATION

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

Applicant Name (Print) <b>MARTIN STANWERS</b>		Registered Land Owner Name (Print) <b>COLLEMAR HOLDINGS</b>	
Applicant Name (Signature) 	Date <b>1-8-13</b>	Registered Land Owner (Signature) 	Date <b>1-8-13</b>

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

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

### FOR ADMINISTRATIVE USE ONLY

Complies With:	Offsite Levy (If Required):						
<table border="0"> <tr> <td><b>MDP</b> Yes <input type="checkbox"/></td> <td><b>ASP</b> Yes <input type="checkbox"/></td> <td><b>AVPA</b> Yes <input type="checkbox"/></td> </tr> <tr> <td>No <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	<b>MDP</b> Yes <input type="checkbox"/>	<b>ASP</b> Yes <input type="checkbox"/>	<b>AVPA</b> Yes <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	Connection Fee \$ _____ Receipt Number _____
<b>MDP</b> Yes <input type="checkbox"/>	<b>ASP</b> Yes <input type="checkbox"/>	<b>AVPA</b> Yes <input type="checkbox"/>					
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>					

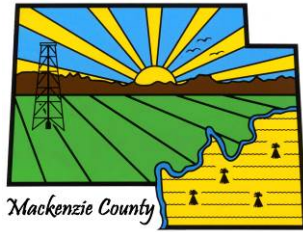
Land Use Classification: Direct Control Tax Roll No: 106025

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

Proposed Use: Liquor Store / Clothing Store

Development Application Fee Enclosed:  Yes  No Amount \$ 125.00 Receipt No: Invoice





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Photo Radar Costs</b>

**BACKGROUND / PROPOSAL:**

At our May 28<sup>th</sup> Council meeting a discussion took place about vehicles speeding in La Crete and the following motion was made:

*Motion 13-05-380 "That administration investigate the cost and implementation of photo radar and bring it back to council"*

Administration met with our Fort Vermillion RCMP staff sergeant Mr. Jeff Simpson and discussed implementing a photo radar program and other enforcement options. Mr Simpson's thoughts were photo radar may not be an effective solution for its costs as in a small town everybody quickly gets to know where the photo radar is placed and doesn't speed in that area.

In addition, at the August 28<sup>th</sup> Council meeting, Council heard from High Level RCMP staff sergeant Mr. Peter Pilgrim who informed them that in Sherwood Park they used a portable photo radar unit that was placed in a garbage like container. Council then made the following motion:

*Motion 13-08-605 "That administration research the opportunities of a portable photo radar unit"*

Administration research identified that the movable photo radar is almost the same unit they place in the vehicles, however, it is placed in a container and information is sent electronically to a nearby computer which is placed in a vehicle. We also found out the law requires the unit to be monitored by a trained individual to verify each ticket is valid.

The steps to implement this type of photo radar is similar to the previous plan.

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



1. Require approval to use Photo Radar from Solicitor General
2. Hire a contract peace officer or trained individual to operate the photo radar.
3. Supply vehicle for the trained staff or use the contracted peace officer vehicle.
4. Hire administration staff for processing and tracking photo radar tickets or enter into a contract with a photo radar service company.
5. Provide photo radar training for the operating staff.
6. Enter into a lease agreement with a photo radar equipment supplier
7. Install photo radar equipment in a container and a computer in a vehicle.
8. Implement the program which also requires obtaining approval for photo radar locations as per provinces guidelines

Attached is a copy of the IEG Incorporated photo radar proposal and the Alberta government's guidelines on the photo radar program

An estimated cost for an enforcement department and photo radar program is as follows:

**Capital Costs**

Installation of Photo radar equipment/hardware	\$156,665
Administration office set up (ticket issuing)	\$ 5,000
Vehicle (if we proceed with our own trained staff)	\$ 35,000
<b>Total</b> (can be reduced by \$40,000 if we only use contracted peace officer and contract out the ticket processing)	<b>\$196,665</b>

**Operation Costs**

Wages for Contract Peace Officer or trained staff member	\$60,000
Wages for administration staff (1/2 time position) or a contract to the supplier (if we contract out the administration this charge would turn into their administration fee of processing each ticket)	\$30,000
Vehicle expenses	\$6,000
Lease agreement with photo radar supplier	\$2,500/year
Administration charges from photo radar supplier	\$11,780/ year
Photo radar calibration charges	\$30,000/year (to be confirmed)
Administration supplies	\$12,000
<b>Total</b>	<b>\$152,280</b>

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

**OPTIONS & BENEFITS:**

**Option 1**

That administration be instructed to develop a plan to implement a photo radar program for review at the 2014 budget discussions.

**Option 2**

That the photo radar costs report be received for information.

**COSTS & SOURCE OF FUNDING:**

Estimated capital costs \$196,665

Estimated operating costs \$152,280

**COMMUNICATION:**

**RECOMMENDATION:**

Council discussion

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





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>Policy PW039 Rural Road, Access Construction and Surface Water Management Policy</b>

**BACKGROUND / PROPOSAL:**

At the September 16, 2013 Public Works Committee meeting Policy PW039 was discussed and recommended that the following changes be presented to Council for consideration; (revised policy is attached)

Page #2 Definitions

*Preexisting Farm Access Roads – A road that has been constructed in the past and does not meet current County specifications; which is solely used for agricultural purposes. This type of road will receive minimum maintenance and is deemed a low priority.*

Page #6 Access Construction Section

Added;

*7) Mackenzie County will approve only one rural access per titled property. Any and all subsequent accesses will be at the discretion of Council. Where deemed applicable and beneficial, a shared access to agricultural lands will be encouraged.*

Reworded;

*13) Removed the word “does” and replaced with “may” - As Alberta Transportation has and will in certain cases approve an access which does not line up with a Municipal road allowance.*

In a few other areas of the Policy we underlined key words or phrases for easier identification.

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

Schedule "G" Access Construction Application

We changed the heading from "Request to Construct an Access" to "Request to Construct or Alter an Access" and added the appropriate check boxes with an explanation area pertaining to alterations.

*The reason we propose this addition is due to cc valves within the hamlets that have been covered as a result of residents having their driveways paved or cemented.*

We also suggest removing the section on the application that asks the applicant if they are willing to enter into a road allowance use agreement, in our opinion this does not apply to the construction of an access.

**OPTIONS & BENEFITS:**

For discussion.

**COSTS & SOURCE OF FUNDING:**

NA

**COMMUNICATION:**

The revised policy will be inserted in the public information section of the County website.

**RECOMMENDED ACTION:**

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

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

## Mackenzie County

<b>Title</b>	<b>Rural Road, Access Construction and Surface Water Management Policy</b>	<b>Policy No.</b>	<b>PW039</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Sections 18 and 60. Public Highways Development Act, Sections 39, 41 and 43.</b>
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<p><b>Purpose</b></p> <p>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.</p>
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### **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 either past or current County's standards and specifications or have been constructed without approval of the County.

**Incomplete and Sub-standard Road** – less than ½ mile and is located between two sequent quarter property lines.

**Preexisting Road** – a road standard on the incomplete and sub-standard road as defined in this Policy.

**Preexisting Farm Access Roads** – a road that has been constructed in the past and does not meet current County specifications; which is solely used for agricultural purposes. This type of road will receive minimum maintenance and is deemed a low priority.

**Sub-standard** – a road built by either Alberta Transportation or the County to specifications below the Mackenzie County's current rural road standards as defined in this Policy.

**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. If an incomplete and sub-standard road needs to be extended to a nearest quarter line and beyond by 50 meters or less in order to create an adequate access to the adjacent quarter, an applicant may be authorized to construct the new road to a preexisting and sub-standard road standard. If the road requirement is due to a new subdivision proposal, the Operational Department shall provide their written comments to the Planning & Development department regarding an acceptable road standard within an applicable timeline and prior to a subdivision approval being granted.
9. 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.
10. 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.

<b>Access Type</b>	<b>Minimum Setback from Intersection</b>	<b>Minimum Finished Top Width</b>	<b>Turning Radius on Shoulders</b>	<b>Culvert Length</b>	<b>Culvert Diameter</b>	<b>Culvert Slope</b>	<b>Access Side Slope</b>	<b>Gravel</b>
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	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	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. Mackenzie County will approve only one rural access per titled property. Any and all subsequent accesses will be at the discretion of Council. Where deemed applicable and beneficial, a shared access to agricultural lands will be encouraged.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. The Province of Alberta does may 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.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	11-Dec-12	12-11-845
<b>Amended</b>	12-Feb-13	13-02-069
<b>Amended</b>	27-Mar-13	13-03-189
<b>Amended</b>	16-Jul-13	13-07-492

**SCHEDULE A**

---

**Surface Water Management Basins**



**SCHEDULE B**

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**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 (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- 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);
- proof of ESRD approval (provide a copy to the County); and
- A proposed plan for top soil management (how will you manage the excess topsoil).

**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

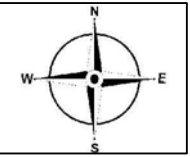
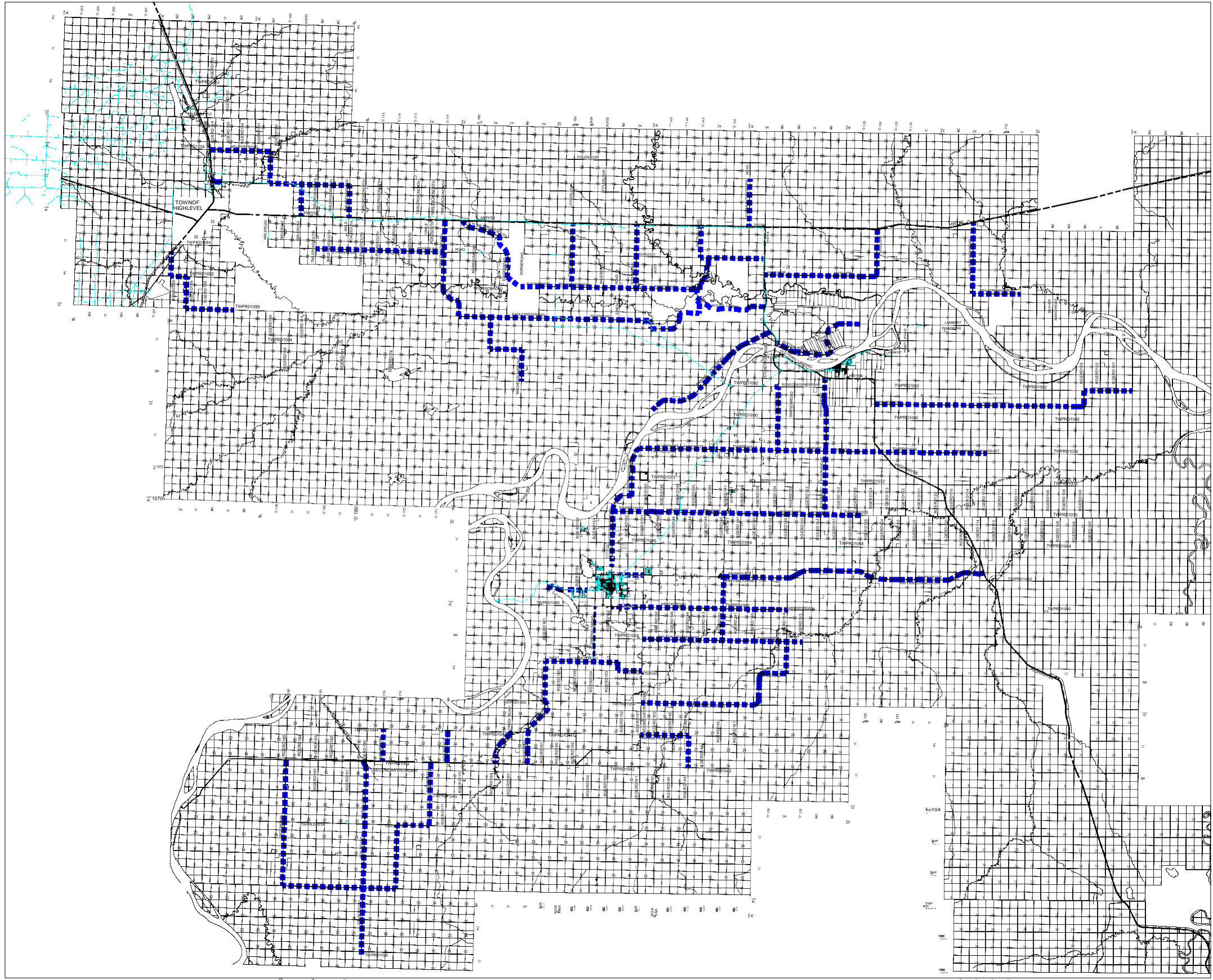


**SCHEDULE D**

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**Local Road Network**



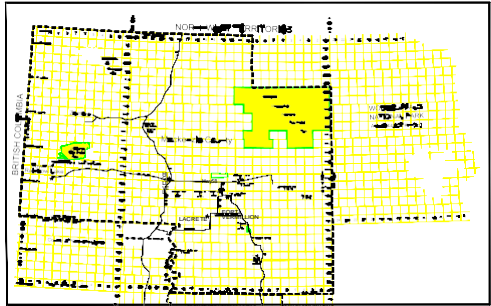


Mackenzie County  
 2013  
**County Collector Road Network**  
 Policy PW039-Schedule D



*LEGEND*

- - - Collector Road



**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 County, its agents, employees or contractors will not be liable for any damages, direct or indirect, or loss of profits or data arising out of use of information provided on this map.

**Not To Scale**



**SCHEDULE E**

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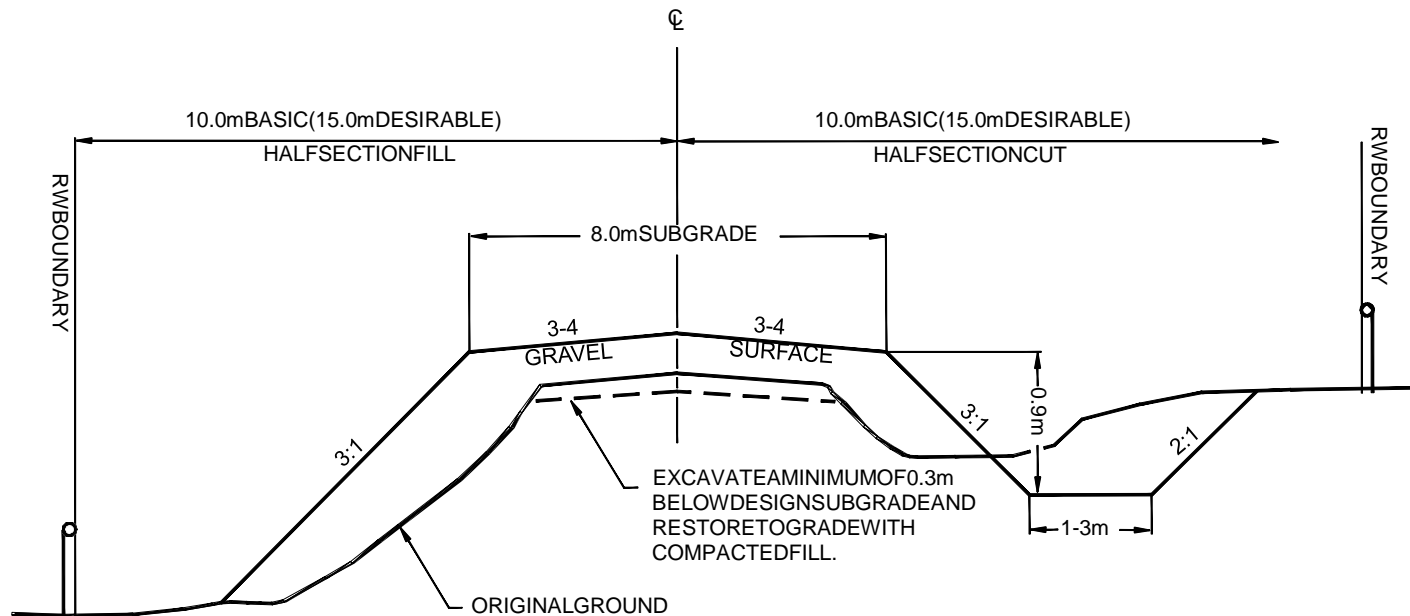
**Road Standards**

## Mackenzie County Rural Road Standards/Specifications

	Unit	Collector	Local Road
Road Top Width	m	9m	8m
Avg Height of Fill (min)	m	1.0m	0.9m
Normal Side Slope	run:rise	3:1	3:1
Normal Ditch Width (min)	m	3m	1-3m
Normal Backslope	run:rise	2:1	2:1
Compaction @ Construction	% of Standard Proctor Density	98%	97%
Moisture Content @ Construction	% of Standard Proctor Density	+ / - 1%	+ / - 3%
Rate of Regravelling		Up to 300m <sup>3</sup> /mi	Up to 200m <sup>3</sup> /mi
Private Approach Radius	m	12m	12m
Crown Rate (m/m)		3-4%	3-4%
Right of Way (min)	m	30m	20m

- 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 8.0m 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:

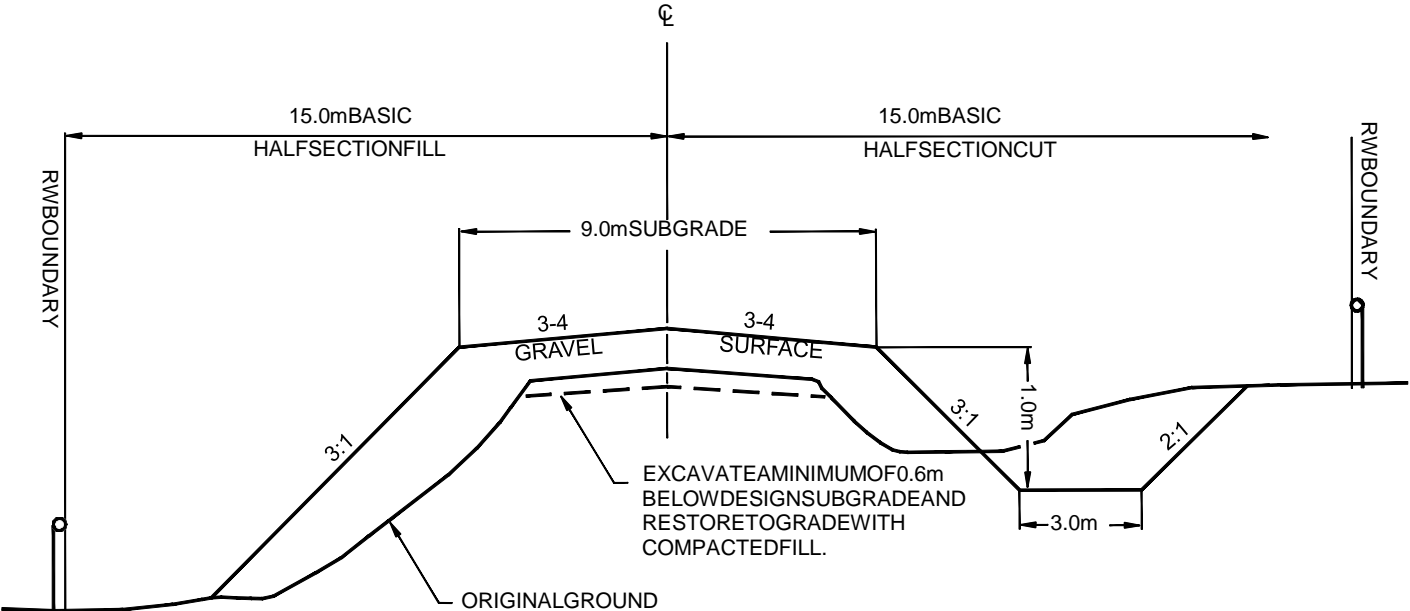
SCALE: NTS

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 8.0m 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 (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- the location of property accesses (driveway);
- Proof of ESRD approval (provide a copy to the County); and
- A proposed plan for top soil management (how will you manage the excess topsoil).

**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

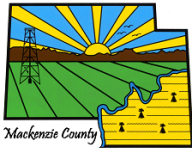
**SCHEDULE G**

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







Application # \_\_\_\_\_

## Request to Construct **or Alter** 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.

Is the proposed access:                       A new access                       An alteration of an access

If an alteration, please specify:

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

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

If yes, please provide the following:

Name of the other landowners:

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

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

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 \_\_\_\_\_

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

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Acquisition of Meander River Gravel Pits</b>

**BACKGROUND / PROPOSAL:**

At our August 22, 2012 Council meeting the following motion was made:

*Motion 12-08-550 "That administration continue to work with Alberta Transportation to secure a long term lease in the Meander area."*

Administration discussed this possibility with Alberta Transportation; however, they wanted to keep their gravel pit and could only authorize a one-time gravel removal lease from their pits.

Administration reviewed other gravel pits in the area and identified two from ESRD. In discussions with them they are willing to transfer them to Mackenzie County. Administration toured the two gravel pits and had the following comments:

**Meander North**

- Appears to have a good working face of pitrun
- Only a small amount of overburden before the pitrun is exposed
- Minimum amount of mining took place in the past therefore reclamation costs are minimal
- Some work will have to be done to the access road as it is treed in and some of it is in a low lying area.

**Meander South**

- Appears to have a smaller working face of pitrun however it looks like it will continue to the east.
- Only a small amount of overburden before the pitrun is exposed

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

- There has been a fair bit of mining taken place over the years therefore restoration costs would be higher than the Meander North gravel pit.
- The access road is near the pavement and in a developed portion of the gravel pit therefore no costs should be associated with developing an access road.

Attached is a map of the Meander North and Meander South gravel pits

At the County's Public Works Committee meeting on September 16, 2013 they made a motion to recommend to Council to pursue the lease on both Meander North and Meander South gravel pits.

**OPTIONS & BENEFITS:**

**Option 1**

That administration be instructed to continue pursuing taking over the lease for the Meander North and Meander South gravel pits from Environment & Sustainable Resource Development (ESRD) and request ESRD to fund some of the reclamation costs.

**Benefit**

As Zama road requires gravel on an annual basis and if we continue paving the road it would be beneficial to the County to own its own gravel pit for competitive pricing. This gravel may also be used on some rural roads close to High Level.

**Option 2**

That administration be instructed to continue pursuing taking over the lease of the Meander North gravel pit from Environment & Sustainable Resource Development.

**Benefit**

One gravel pit would be sufficient for many years therefore the County could limit its future reclamation costs.

**COSTS & SOURCE OF FUNDING:**

There should be minimal costs for a lease transfer however if a legal survey is required it is estimated at approximately \$10,000 per gravel pit.

In addition, the County may take on future reclamation costs.

**COMMUNICATION:**

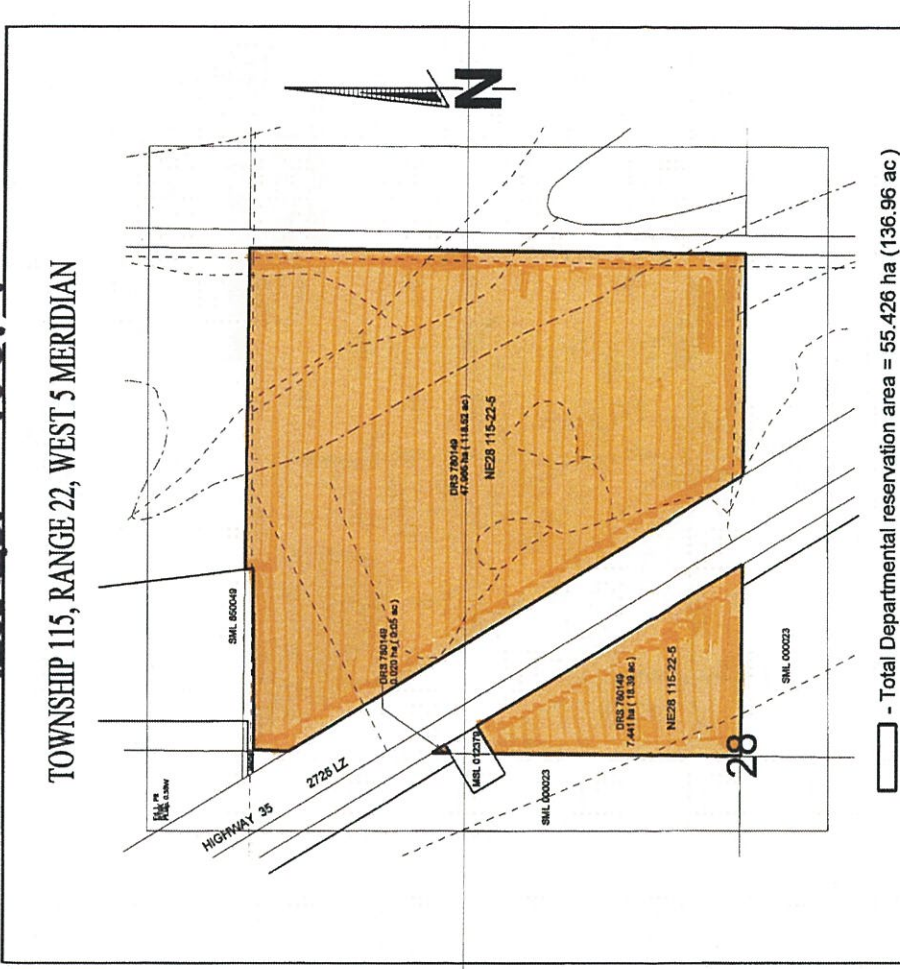
Author: RP Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**RECOMMENDATION:**

That administration be instructed to continue pursuing taking over the lease for the Meander North and Meander South gravel pits from Environment & Sustainable Resource Development (ESRD) and request ESRD to fund some of the reclamation costs.

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

"Meander North"



Plan #: 1544 SG  
 Version: 2002.03.04  
 File: DRS 780149

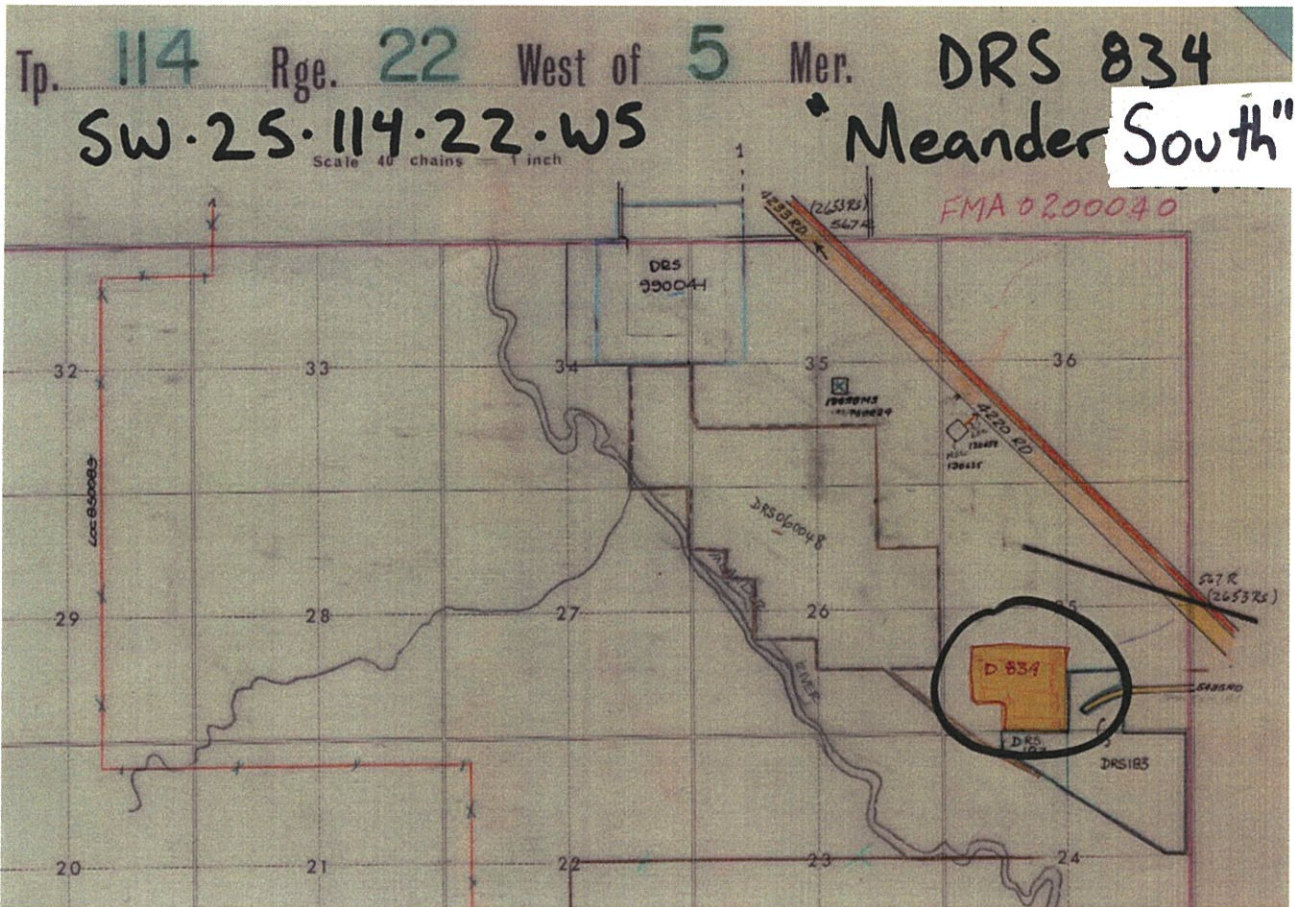
TECHNICAL SERVICES  
 SKT | RL

Purpose : Public pit (domestic use)

FILE : DRS 780149

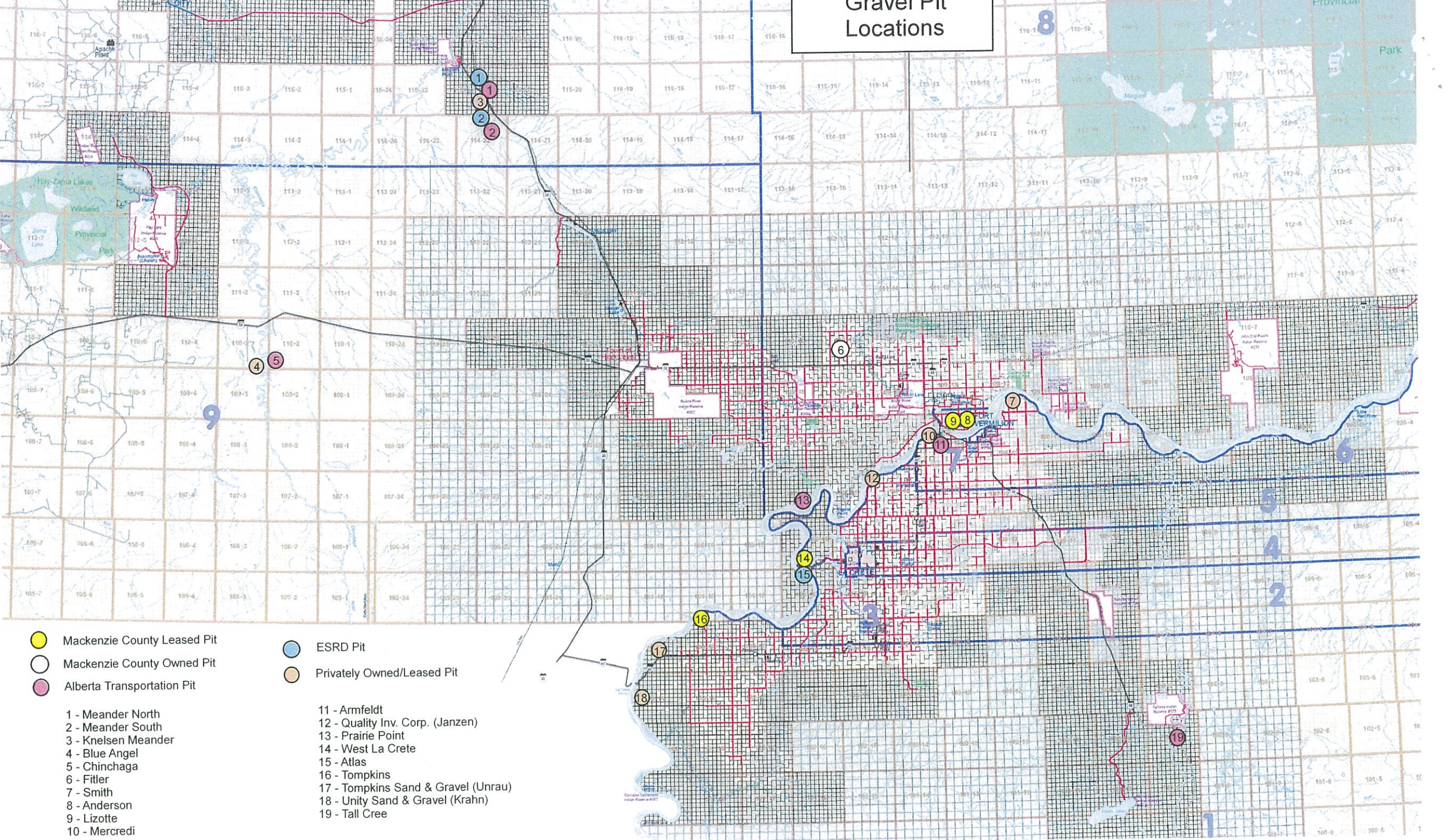
Scale: 1:1,000 Date: 2002.03.01  
 Appr'd: JPS/169-SHG/JZS Date: 2001/06/29  
 Drawn By: Sam Yeboer  
 Graphic File: 780149.dgn  
 Remarks: DRS

**Alberta**  
 SUSTAINABLE RESOURCE DEVELOPMENT  
 Planning & Design Services  
 Division of Energy and Natural Resources





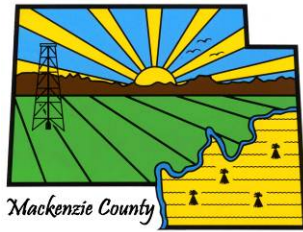
# Gravel Pit Locations



- Mackenzie County Leased Pit
- Mackenzie County Owned Pit
- Alberta Transportation Pit
- ESRD Pit
- Privately Owned/Leased Pit

- 1 - Meander North
- 2 - Meander South
- 3 - Knelsen Meander
- 4 - Blue Angel
- 5 - Chinchaga
- 6 - Fitter
- 7 - Smith
- 8 - Anderson
- 9 - Lizotte
- 10 - Mercedi
- 11 - Armfeldt
- 12 - Quality Inv. Corp. (Janzen)
- 13 - Prairie Point
- 14 - West La Crete
- 15 - Atlas
- 16 - Tompkins
- 17 - Tompkins Sand & Gravel (Unrau)
- 18 - Unity Sand & Gravel (Krahn)
- 19 - Tall Cree





## MACKENZIE COUNTY REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>Grant Smith, Agriculture Fieldman</b>
<b>Title:</b>	<b>Proposed Lowering Culverts &amp; Procedure Policy</b>

### **BACKGROUND / PROPOSAL:**

As per motion 13-028 of the June 20, 2013 Agriculture Service Board meeting:

*Motion 13-028      "That administration establish a policy and procedure for lowering existing culverts".*

Administration questions the necessity to draft a policy of this nature. The Public Works department has already been dealing with lowering culverts as necessary to address road concerns. The ASB department provides input regarding culvert sizing as necessary if the locations are near the County's licensed ditches.

If a policy is required, it would be more suitable for establishment within the Public Works department.

### **OPTIONS & BENEFITS:**

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

### **COMMUNICATION:**

Author: G. Smith      Reviewed by: \_\_\_\_\_ CAO YW

**RECOMMENDED ACTION:**

Administration is seeking Council's direction as to the intent and purpose of the draft terms of a policy and applicable procedure for the lowering of existing culverts.

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



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 919-13 Technical Amendment to Bylaw 880-12 being a Partial Road Closure</b>

**BACKGROUND / PROPOSAL:**

Bylaw 880-12, 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, received final approval at the June 11, 2013 Council meeting.

When submitting documents to Alberta Land Titles, we are required to obtain a proper description from a survey company. The description received for this partial road closure was not to the satisfaction of Alberta Land titles. Land Titles has requested that we add the dimensions to the map drawing and amend the description in the bylaw to include the length of the closed portion of road allowance.

This amendment does not change the intent of the Bylaw. Bylaw 880-12, therefore it does not need to be re-advertised.

**OPTIONS & BENEFITS:**

Bylaw 880-13 needs to be amended prior to Alberta Land Titles accepting the Road Closure Bylaw.

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION:**

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

**RECOMMENDED ACTION:**

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

That first reading be given to Bylaw 919-13, being a technical amendment to Bylaw 880-12.

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

That second reading be given to Bylaw 919-13, being a technical amendment to Bylaw 880-12.

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

That consideration be given to proceed to third reading of Bylaw 919-13, being a technical amendment to Bylaw 880-12.

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

That third reading be given to Bylaw 919-13, being a technical amendment to Bylaw 880-12.

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

**BYLAW NO. 919-13**

**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 passed all three readings of Bylaw 880-12 closing the most northerly 10 meters of Government Road Allowance lying south of Part of SE 1-104-18-W5M, in accordance with the Municipal Government Act Revised Statutes of Alberta 2000, and

**WHEREAS**, Bylaw 880-12 requires description amendments as specified by Alberta Land Titles Registries prior to registration, and

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County, in the province of Alberta, duly assembled, does hereby amend the description in Bylaw 880-12 to read as follows:

1. The most northerly 10 meters in perpendicular width of the most easterly 379.02 meters of the government road allowance lying south of the south east of 1-104-18-w5m.

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

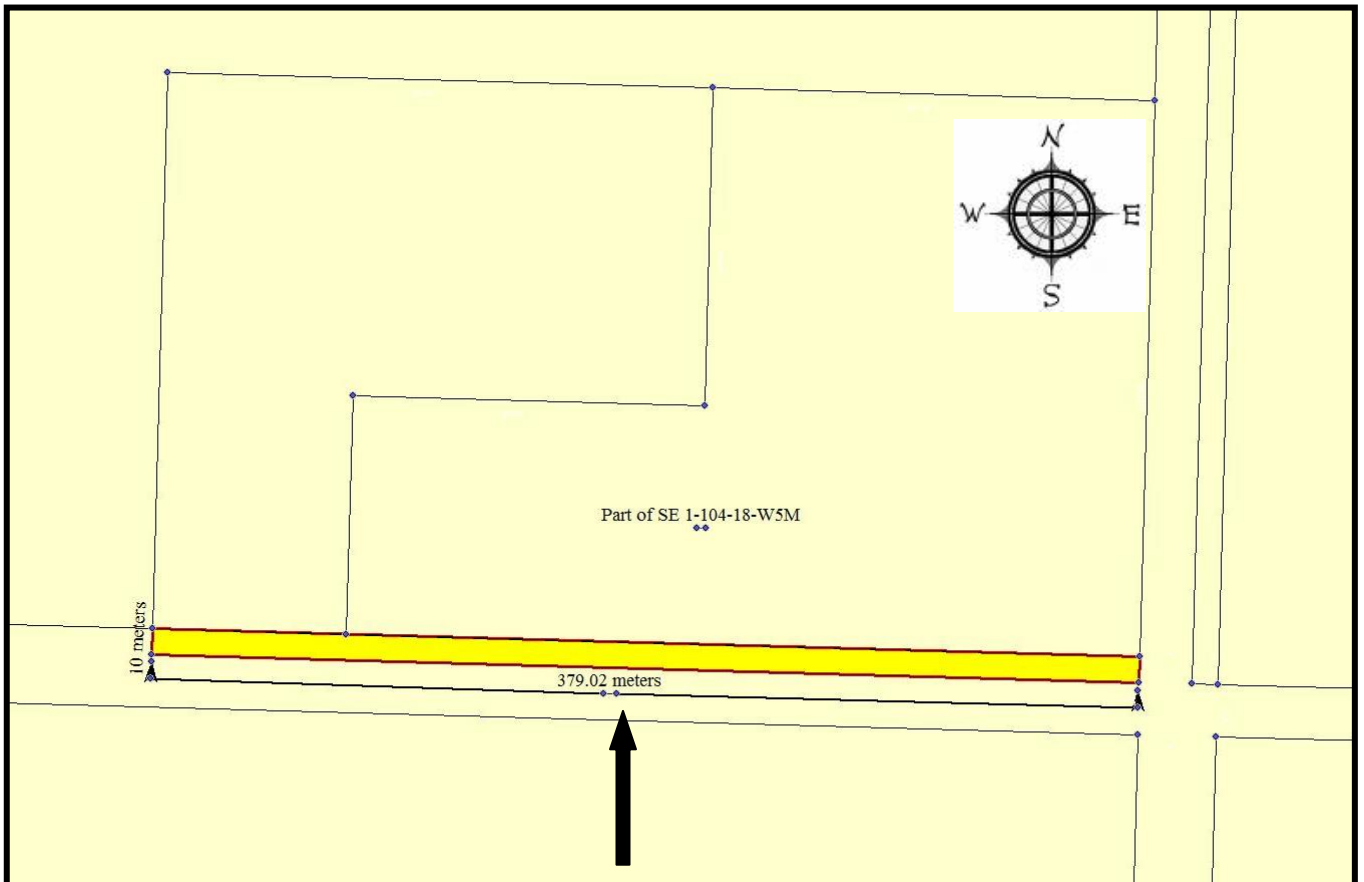
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Joulia Whittleton  
Chief Administrative Officer

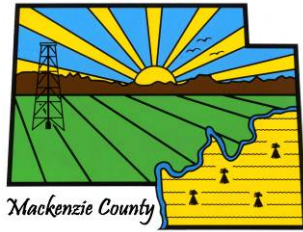
**BYLAW NO. 919-13**

**SCHEDULE "A"**

1. THE MOST NORTHERLY 10 METERS IN PERPENDICULAR WIDTH OF THE MOST EASTERLY 379.02 METERS OF THE GOVERNMENT ROAD ALLOWANCE LYING SOUTH OF THE SOUTH EAST OF 1-104-18-W5M.







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Development Plan (MDP) Open House Dates</b>

### **BACKGROUND / PROPOSAL:**

As a result of amending the hamlet ASPs and of creating ASPs for industrial areas, there are amendments needed to the MDP. Council previously passed the following motion, which states:

*Motion 13-08-562 "That administration amend the Municipal Development Plan and Land Use Bylaw to ensure consistency with the Area Structure Plans, and bring back to Council in a timely manner.*

In order to complete the amendments in 2013, and factoring in council meeting dates, elections and time to incorporate changes after first reading, reviews and the open houses, there is only one week that will potentially work.

Administration proposes that the open houses take place from October 28<sup>th</sup> to 31<sup>st</sup>, in La Crete, Fort Vermilion, High Level and Zama.

### **OPTIONS & BENEFITS:**

The week of October 28<sup>th</sup> is a busy week with a Council Budget meeting and a Regular Council meeting, and comes quickly after the election. This is the only week that administration identified in which the open houses can be held and still complete the amendments in the 2013 calendar year.

There is some flexibility to schedule the open houses in each hamlet at a time and day that best accommodates the local councillors for each area.

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

**COSTS & SOURCE OF FUNDING:**

Costs of the amendments and open houses will come from the planning department's annual operating budget.

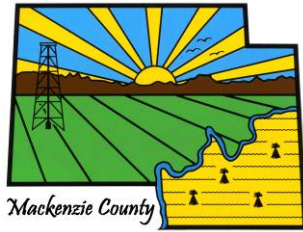
**COMMUNICATION:**

Advertisements will be posted in the local newspapers and on Facebook advertising the open houses.

**RECOMMENDED ACTION:**

That the open houses for the Municipal Development Plan amendments take place during the week of October 28<sup>th</sup>, in each community as follows:

- La Crete - \_\_\_\_\_
- Fort Vermilion - \_\_\_\_\_
- High Level Rural - \_\_\_\_\_
- Zama - \_\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw 920-13 Agricultural Service Board – Authority to Make Administrative Decisions</b>

### **BACKGROUND / PROPOSAL:**

Current bylaw 290/01 was established to authorize the Agriculture Service Board to make administrative decisions. These include:

- Appointments to the Board
- Term of Appointments
- Appointment of a Chair
- Procedural and Operational Policies

The current bylaw states that the term of office for members appointed to the Board is three years, to coincide with the municipal elections.

As a result of the changes to the Local Authorities Election Act, a Councillor's term of office is now four years, therefore the Bylaw is being brought back to Council to adjust the term of office.

### **OPTIONS & BENEFITS:**

The following options are available to Council in considering the length of term for appointed members:

- One Year Term
  - all members re-appointed each year
  - similar to other County appointed members to other boards
- Rotating Terms
  - Terms could be off set to avoid a complete new board each year
- Four Year Term to coincide with Municipal Elections
  - Similar to current practice

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

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION:**

Approved bylaws are posted on the County’s website. Individual appointment letters are sent to members indicating their term of office.

**RECOMMENDED ACTION:**

Motion 1

That first reading be given to Bylaw 920-13 being a bylaw to authorize the Agricultural Service Board to make administrative decisions.

Motion 2

That second reading be given to Bylaw 920-13 being a bylaw to authorize the Agricultural Service Board to make administrative decisions.

Motion 3 (requires unanimous)

That consideration be given to go to third reading of Bylaw 920-13, being a bylaw to authorize the Agricultural Service Board to make administrative decisions, at this meeting.

Motion 4

That third reading be given to Bylaw 920-13 being a bylaw to authorize the Agricultural Service Board to make administrative decisions.

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

**BYLAW No. ~~290/01~~ 920-13**

**BEING A BY-LAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE No. 23,  
IN THE PROVINCE OF ALBERTA,**

**TO AUTHORIZE THE AGRICULTURAL SERVICE BOARD TO MAKE  
ADMINISTRATIVE DECISIONS**

**WHEREAS**, Section 203(1) of the Municipal Government Act states “A council may by bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a council committee...”, and

**WHEREAS**, Section 2(a) of the Agricultural Service Board Act states “ The duties of an agricultural service board are “to act as an advisory body and to assist the council and the Minister of Agriculture, in matters of mutual concern”, and

**WHEREAS** Section 3(1) of the Agricultural Service Board Act states “A council may establish and appoint members to an agricultural service board...”, and Council desires to appoint members to a board, and

**WHEREAS**, Section 3(2) of the Agricultural Service Board Act states “The council is to determine the chair, the number of voting members, the voting status and the term of office of the members of the board”, and

**WHEREAS**, Section 5 &(1) of the Agricultural Service Board Act states “A council may appoint one or more advisory committees with respect to any matter related to agriculture”, and Section 5 &(2) states “an advisory committee appointed under this section shall act in an advisory capacity to the board and council”, and

**WHEREAS**, Council finds it expedient to delegate its powers, duties or functions under the above sections of the Municipal Government Act and the Agricultural Service Board Act,

**NOW THEREFORE** the Council of **the Municipal District of Mackenzie No. 23 Mackenzie County**, duly assembled, enacts as follows:

1. Council shall appoint members to an Agricultural Service Board. Board membership shall consist of five voting members (two councillors and three members-at-large) and one non-voting member (Alberta Agriculture, Food and Rural Development’s Cereal and Oilseed Crop Specialist). The term of office shall be **three years coinciding with the municipal elections** *(to be determined by Council at the meeting)*.

2. The Agricultural Service Board members thus appointed shall determine the chair.
3. The Agricultural Service Board shall determine its own procedural and operational policies.
4. The Agricultural Service Board shall appoint
  - (1) Agricultural Service Board representatives to the Board of Directors of the **North Peace Mackenzie** Applied Research Association, and
  - (2) Two members-at-large to the Veterinary Advisory Committee, and
  - (3) Agricultural Service Board representatives to any other agriculture related committees formed, or requesting A.S.B. representation.
5. That this Bylaw and shall come into force and take effect upon third and final reading thereof.

**6. That Bylaw 290/01 is hereby rescinded.**

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

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

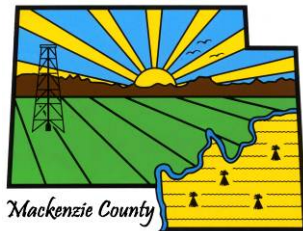
READ a third time and finally passed this \_\_\_\_\_ day of October, 2013.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 8, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Emergency Management Review</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County has a municipal disaster emergency plan in place that was developed some time ago. Administration made a recommendation to Council in July that the County’s disaster emergency plan and practices be reviewed by a qualified professional and updated according to the implementation plan that was to be developed as a part of this review. Council approved awarding a proposal to Palisade Consulting Ltd. (Murray Heinrich).

**OPTIONS & BENEFITS:**

Please review the attached document. The document highlights applicable legislature, and thirteen recommendations. While it highlights a number of our shortcomings regarding disaster emergency planning, it lays out an implementation plan (through the recommendations). Administration believes it is a step in the right direction to bring our municipality to the appropriate standard.

**COSTS & SOURCE OF FUNDING:**

Some recommendations require time commitment and some require funding (training, personnel, new Mutual Aid Agreements, etc.)

Administration will be incorporating appropriate funds into the 2014 budget to allow for successful transformation of our organization to the applicable Disaster Emergency Management standards.

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



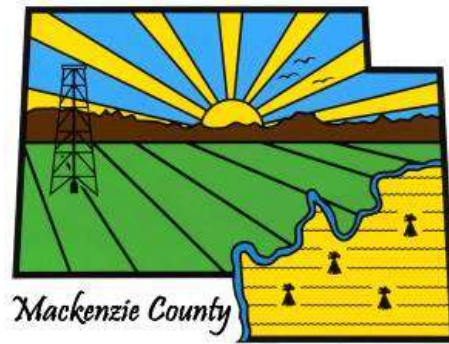
**COMMUNICATION:**

Communication will be ongoing with various stakeholders, advising our public of our processes/progress, and creating a greater awareness of personal emergency preparedness.

**RECOMMENDED ACTION:**

That the Emergency Management Review be accepted for information and that administration proceed with implementation of the proposed recommendations and subject to 2014 budget deliberations.

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



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# Emergency Management Review

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Prepared by:



# Acknowledgements

The staff of Mackenzie County provided invaluable information that contributed to the development of the Emergency Management Review. In particular, Palisade would like to express its appreciation for the efforts of Mackenzie County Chief Administrative Officer Joulia Whittleton and Director of Community Services and Operations Ron Pelensky.

Palisade Consulting Ltd. would like to express appreciation to the following people/agencies for their contributions:

- Reeve and Council, Mackenzie County
- Don Roberts, Zama Site Manager, Mackenzie County
- Brice Daly, Northwest Region Field Officer, Emergency Management Alberta
- Rodney Schmidt, Director of Protective Services, Town of High Level
- Jennifer Wood, Grande Prairie Regional Emergency Partnership
- Peter Weibe, Fire Chief, La Crete/Fort Vermilion Fire Department
- Richard Hackett, Fire Chief, Zama City Fire Department
- Jeff Simpson, S/Sgt, Fort Vermilion Detachment RCM Police
- Peter Pilgrim, S/Sgt, High Level Detachment RCM Police
- Jason Gabriel, Alberta Health Services- EMS
- Ron Dyck, Bylaw Officer, Mackenzie County
- Daryl Broen, Foreman, Apache Canada- Zama Gas Plant
- Michelle Shesterniak, Fire Prevention Officer, AESRD

## Disclaimer

This publication was prepared for Mackenzie County by Palisade Consulting Limited. While it is believed that the information and recommendations contained herein is reliable under the conditions and subject to the limitations set out, Palisade does not guarantee its accuracy. The use of this plan or any information contained therein will be at the user's sole risk, regardless of any fault or negligence of Palisade Consulting Ltd.

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## Executive Summary

The purpose of the Mackenzie County Emergency Management Review was to provide an evaluation of the current municipal Emergency Management provided by the County and to develop recommendations that will provide a guide in meeting the challenges of providing efficient and cost effective services for the current and future needs of the community.

The review was completed with an intensive program of evaluation, analysis and review of the operations of Emergency Management. A wide variety of stakeholders were consulted, interviewed and surveyed as part of the information gathering process. Documents from the County were examined.

It is essential that municipalities are prepared to mitigate incidents that affect their community. The Chief Administrative Officer of Mackenzie County serves as the Director of Emergency Management.

The Review has a variety of recommendations for consideration by the County including the establishment of an effective Emergency Response Committee, Municipal Emergency Management Agency, Joint Mutual Aid Committee and the development of Mutual Aid Agreements with neighboring municipalities and stakeholders. The Municipal Emergency Plan must be revised to the provincial template which is anticipated in the near future.

Training for emergencies is necessary to prepare staff and stakeholders for their roles and responsibilities in the Emergency Operation Center. A training plan is valuable for the Emergency Management program. Part of the training must include exercises which are delivered as a non-threatening learning opportunity. It is also critical to promote Public Preparedness for emergencies with an effective communications plan.

The municipal Emergency Operations Center is the nerve center of the municipality in managing an incident. The EOC must be effective. The County should consider a leadership role to develop the "Mackenzie Regional Emergency Partnership" designed to manage all incidents in a cooperative effort irrespective of the location.

A shared Emergency Management Officer position should be to implement the recommendations within the Review.

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# Table of Contents

Introduction	.....	1
Emergency Management Legislation	.....	2
Mutual Aid Agreement	.....	7
Management and Organization	.....	10
Training	.....	12
Emergency Operations Center	.....	20
Regionalization	.....	24
Public Education	.....	30
Municipal Emergency Plan	.....	33
Summary of Recommendations	.....	36

DRAFT

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# Introduction

Incorporated as a municipal district in 1995 from the former Improvement District No. 23., its status was changed to specialized municipality in 1999 to address the particularities of managing such a large territory. The municipal seat is in Fort Vermilion. The name was changed from the Municipal District of Mackenzie No. 23 to Mackenzie County in 2007.

Located in the northwestern corner of the province 800 kilometers from Edmonton, with the corporate office located in Fort Vermilion, and sub-offices in High Level, La Crete, and Zama City. The County comprises 12 per cent of Alberta's entire landmass, at just over 80,000 square kilometres it is larger than the province of New Brunswick. The population of the County has increased 9.2% in the last five years to 11,000 people in 2011.

The County offers a mix of flat arable land with boreal forest, thus accounting for active agriculture, forestry, and tourism industries. Oil and gas also play a significant role in the area's economy. It is largely responsible for the establishment and growth of three of the area's five main communities, being High Level, Zama City, and Rainbow Lake. Fort Vermilion and La Crete are more driven by forestry and agriculture. Mackenzie County holds 36 per cent of the Peace Region's natural gas reserves, and 80 per cent of its light-medium crude oil reserves.

There are many active grain farmers in the area, with the two main grain buyers being Agricore (located in High Level) and P & H Grain (located in La Crete). La Crete boasts the largest United Farmers of Alberta retail outlet in Alberta, giving just one indication of how active the local agriculture industry is. Because the county has a rich natural resource base, this provides a stable work environment. For example, many farmers take jobs with local sawmills during the winter months to supplement their income.

There are several sawmills within the county, the largest being La Crete Sawmills and Ridgeview Mills in La Crete, and Tolko Industries in High Level.

The County believes that, given the high level of primary resource activity in the area, they offer tremendous potential for value-added industry. They will endeavor to assist any new business interested in locating to the area.

Finally, the County offers an unparalleled recreational wilderness experience. Many of the areas lakes are only accessible by pontoon plane, thus account for several local guiding and outfitting businesses.

The region continues to grow and diversify. The County has recognized that an Emergency Management Review was necessary to provide an insight and direction in the future of Emergency Management. Mackenzie County must be prepared to mitigate a wide variety of incidents. The risks in the area include airports, industry, water, ice, confined spaces, roadways, railroad, wildland, residential and commercial. The geography of the response area is widely varied. The response time to incidents can be extended due to distance and topography.

# Emergency Management Legislation

## Situation

The primary enabling legislation for Alberta municipalities is the Municipal Government Act. The Municipal Government Act states:

*The purposes of a municipality are:*

*To provide good government*

*To provide services, facilities or other things that, in the opinion of Council are necessary or desirable for all or part of the community and*

*To develop and maintain safe and viable communities*

*A Council may pass bylaws for municipal purposes respecting the following matters:*

*The safety, health and welfare of people and the protection of people and property*

In accordance with the Municipal Government Act, municipalities have obligatory functions, which are required by statute, and discretionary functions, which are determined by Council. For example, every Council must appoint one or more persons to carry out the powers, duties, and functions of the position of Chief Administrative Officer- this is an obligatory function. Councils are not required by statute to have a Fire Department; however, they may pass a Bylaw, which creates Fire Department under Section 7(a) of the Municipal Government Act. Thus, the provision of a Fire Department is a discretionary function.

The provision of Emergency Management is an obligatory function. The Emergency Management Act states the following which requires municipalities to develop a Municipal Emergency Plan and have a Municipal Emergency Organization comprised of an Emergency Advisory Committee and an Emergency Management Agency:

### ***Municipal Emergency Organization***

#### *11. A local authority*

*(a) **shall**, at all times, be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 18;*

*(b) **shall** prepare and approve emergency plans and programs;*



(c) may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs.

### **Emergency Advisory Committee**

11.1(1) Each local authority **shall** appoint an emergency advisory committee consisting of a member or members of the local authority or, in the case of an improvement district, a special area or a national park, a person or persons the local authority designates, to advise on the development of emergency plans and programs.

(2) The local authority **shall** provide for the payment of expenses of the members of the committee.

### **Emergency Management Agency**

11.2(1) A local authority **shall** maintain an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under this Act.

(2) There **shall** be a director of the emergency management agency, who shall

(a) prepare and co-ordinate emergency plans and programs for the municipality,

(b) act as director of emergency operations on behalf of the emergency management agency,

(c) co-ordinate all emergency services and other resources used in an emergency, and

(d) perform other duties as prescribed by the local authority.

(3) A local authority, except an improvement district, special area, national park or Indian reserve, may by bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the emergency management agency.

(4) For greater certainty, an emergency management agency may be maintained by and may act as the agent of more than one local authority.

In accordance with the Emergency Management Act, Alberta municipalities have the authority to declare a state of local emergency. The declaration of a State of Local Emergency is contemplated when a municipality requires extraordinary resources or authority to mitigate an emergency. Such a declaration is not associated with disaster funding. The Emergency Management Act states the following:

### **Declaration of State of Local Emergency**

*21(1) A local authority may, at any time when it is satisfied that an emergency exists or may exist in its municipality, by resolution or, in the case of the Minister responsible for the Municipal Government Act, the Minister responsible for the Special Areas Act or a park superintendent of a national park, by order, make a declaration of a state of local emergency relating to all or any part of the municipality.*

*(2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the area of the municipality in which it exists.*

*(3) Immediately after the making of a resolution for a declaration of a state of local emergency, the local authority shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make known to the population of the area of the municipality affected the contents of the declaration.*

Once the municipality has declared a State of Local Emergency, the municipality may conduct necessary operations to mitigate the emergency according to following provisions of the Emergency Management Act:

### **Powers of Local Authority**

*24(1) On the making of a declaration of a state of local emergency and for the duration of the state of local emergency, the local authority may do all acts and take all necessary proceedings including the following:*

*(a) cause any emergency plan or program to be put into operation;*

*(b) exercise any power given to the Minister under section 19(1) in relation to the part of the municipality affected by the declaration;*

*(c) authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under section 19(1) in relation to any part of the municipality affected by a declaration of a state of local emergency.*

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## **Challenges**

Municipalities develop Bylaws to meet their legislated obligations consistent with the Emergency Management Act.

Mackenzie County has Bylaw No. 721/09 referred to as the Municipal Emergency Management Agency Bylaw. The Chief Administrative Officer serves as the Director of Emergency Management and there is a Council resolution confirming the appointment. The Bylaw establishes the Municipal Emergency Response Committee and the Municipal Emergency Management Agency. According to the Bylaw, the Committee is comprised of elected officials from the Mackenzie County which were appointed by Council Resolution through to October 2013. Neither the Committee nor the Agency have been established and have not met. A State of Local Emergency can be declared by the Emergency Response Committee.

In most municipalities similar to the County, the Chief Administrative Officer serves as the Director of Emergency Management. It is typical for the DEM to solicit operational advice from professionals in the police or fire service.

The Emergency Management Response Committee is generally comprised of members of Council. The Council appoints either the entire Council or a group of councillors to serve as the Emergency Management Response Committee. The role of the Committee is to advise on the development of emergency plans and programs. The Committee should meet on a regular basis at least once annually. This Committee provides oversight of the Emergency Management Program. There is no evidence of meetings of the Committee. The Committee is described in the Mackenzie County Council Committee Terms of Reference.

The Municipal Emergency Management Agency delivers the emergency management program in the event of an incident in the municipality. The Agency is led by the Director of Emergency Management and they coordinate the delivery of all emergency operations and resources which are necessary to resolve an incident. The members of the Agency are generally professionals in their area of expertise. Typical members would include members of the County Management Team along with representatives of Police, Fire, EMS, Health, SAR, Power, Gas, Communications to name a few. The composition of the Agency would reflect the type and complexity of the incident. There is no evidence of meetings of the Agency.

The members of the Municipal Emergency Management Agency should meet on a regular basis at least every 3 months. The members must be well trained in a wide variety of areas including incident command system, emergency operations center and emergency management. They must be well versed in the implementation of the Municipal Emergency Plan. They must have their necessary supplies for their particular discipline located either in the Emergency Operation Center or other readily accessible location. The members should share information on a regular basis. The members need to participate in regular table top and full deployment exercises.

The implementation and termination of State of Local Emergency is critical part of the Emergency Management program. In Alberta, the declaration is typically entrusted to Mayor (Reeve), Deputy Mayor (Reeve) or any two members of Council. It is important for municipalities to ensure that Council members are available to

carry out their duties under the Bylaw and the Act. In rural municipalities, it is often a challenge to overcome geographical and distance constraints to have these persons attend the Emergency Operations Center to declare a State of Local Emergency, thus provisions should be made for verbal or electronic means of declaration. The Mackenzie County Emergency Response Committee (reeve and two councillors) are delegated the authority to declare a State of Local Emergency.

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## Recommendations

1. The County confirm the process and authorities for declaration of State of Local Emergency within the Bylaw.
2. Mackenzie County establish an effective Emergency Response Committee and Municipal Emergency Management Agency to perform the statutory duties imposed in the Municipal Emergency Management Agency Bylaw. The Committee and the Agency must meet on a regular basis.



La Crete

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# Mutual Aid Agreements

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## Situation

Mutual Aid agreements and partnerships are a very efficient and cost-effective means for the delivery of emergency services. Partnerships will maximize the collective human, infrastructure, and funding resources that are available. The ability to provide and receive mutual aid is a critical component of mitigating emergency incidents that are beyond the capability of a single response agency.

Mutual Aid agreements typically provide a process for requesting and responding to emergencies, incident command and financial provisions.

Mackenzie County has developed a wide range of Mutual Aid Agreements with its municipal and Provincial Government neighbors.

The County, Town of Rainbow Lake and the Town of High Level have cooperated to implement the **Mackenzie Region Mutual Aid Agreement**. The agreement is valid through 2016. The agreement states the following regarding a Joint Mutual Aid Committee:

- To implement and monitor the Agreement, the municipalities shall establish a Joint Mutual Aid Committee. Each municipality shall appoint a representative to the Joint Mutual Aid committee within 60 days of the signing of the Agreement. Additional working groups or staff resources may be utilized from time to time as required.
- The Joint Mutual Aid Committee shall meet at least once a year to review the Agreement and consult with the Fire Department representatives to determine if any changes are required to this Agreement.

The County, Town of Rainbow Lake and the Town of High Level have cooperated to implement an agreement for **Regional Hazardous Material Response**. This is an important agreement which brings a high degree of service to the region. The municipalities are to be congratulated for their foresight. The agreement states the following:

- The municipalities agree to work diligently in 2012 to create an agreement for the HazMat service which will include establishing service levels, operations and funding. This shall be performed by the Joint Mutual Aid Committee as established in the Mackenzie Region Mutual Aid Agreement.

The County has a **Mutual Aid Fire Control Agreement** and annual **Fire Control Plan** with Environment and Sustainable Resource Development.

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## Challenges

In accordance with the Mackenzie Region Mutual Aid Agreement, the County and its municipal partners are obligated to establish the Joint Mutual Aid Committee. There is no evidence of the establishment or the meeting of the Committee.

The Mackenzie Region Mutual Agreement is a satisfactory document for the response of Fire Department resources, but contains limited direction on the sharing of other municipal resources. Ideally the Agreement should consider the sharing of a wide range of resources.

The Regional Hazardous Material Response Agreement is a satisfactory document for the region. There is no evidence of the development of service levels, operations or funding by the Joint Mutual Aid Committee as described in the Agreement. The agreement is expired and operating under a Memorandum of Understanding through to Dec 2013 and is currently being renegotiated.

The County shares borders with the Regional Municipality of Wood Buffalo, Municipal District of Opportunity, Northern Sunrise County, County of Northern Lights and several First Nations. There are no Mutual Aid Agreements with these municipalities or First Nations. Ideally, Mackenzie County should have a Mutual Aid agreement with all of their neighbors whom are potentially able to provide or receive a response, this may also include the Town of Manning.

The paving of Highway 88 will be completed in the near future resulting in an increase of traffic and the associated motor vehicle collisions. This will have an impact on emergency response from Fort Vermilion and Lacrete in Mackenzie County and Red Earth, in the Municipal District of Opportunity. The emergency responders would benefit from a Mutual Aid Agreement to deliver effective service irrespective of municipal borders.

There are discussions at the Provincial level which are aimed at the development of a Province Wide Mutual Aid Agreement for all municipalities to provide and obtain emergency assistance from the most suitable location. This would negate the need for individual Agreements between each and every party. Failing this agreement, the parties require Mutual Aid Agreements with their neighbors.



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## Recommendations

3. Mackenzie County develop Mutual Aid Agreements with Northern Sunrise County, M.D. of Opportunity, County of Northern Lights, Town of Manning and First Nations within the County. A Mutual Aid Agreement with the M.D. of Opportunity should be the first priority in order to manage the anticipated emergency response to Highway 88.
4. In accordance with the Mackenzie Mutual Aid Agreement, develop the required Joint Mutual Aid Committee.
5. Revise the Mackenzie Mutual Aid Agreement to reflect the response of all municipal resources beyond the Fire Department.
6. Continue with the negotiation of Regional Hazardous Materials Response Agreement. Fulfil the agreement obligation to develop service levels, operations and funding for Hazardous Material response.



Fort Vermilion Fire Station



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# Management and Organization

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## Situation

The management and organization of the Mackenzie County Municipal Emergency Management Agency is regulated for the most part by the Alberta Emergency Management Act.

The Act states that the Agency shall be led by the Director of Emergency Management who is responsible to:

- (a) prepare and co-ordinate emergency plans and programs for the municipality,*
- (b) act as director of emergency operations on behalf of the emergency management agency,*
- (c) co-ordinate all emergency services and other resources used in an emergency,*

In Mackenzie County, the Director of Emergency Management is the Chief Administrative Officer. This is typical throughout Alberta in similar municipalities. The County does not have a Deputy Director of Emergency Management, however the Director of Community Services and Operations provides a degree of assistance in the delivery of Emergency Management programs. The provision of Emergency Management in municipalities is typically delivered in two distinct modes.

The **first mode** is the day to day activities necessary to develop and maintain an effective emergency management organization. This would include the development and maintenance of the Municipal Emergency Plan, liason with stakeholders, training, exercising, staff development, budgeting, development and maintenance of the emergency operations center, public education and risk management activities. The **second mode** is the provision of emergency management services during an incident. This would include implementation of the Municipal Emergency Plan and the declaration of the State of Local Emergency.

The Municipal Emergency Response Committee is established to advise the Director of Emergency Management on emergency plans. The Municipal Emergency Management Agency is responsible to conduct emergency operations during an incident, working from the Emergency Operations Center.

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## Challenges

The region continues to experience growth. Mackenzie County is similar to other municipalities which struggle with expanding workloads for staff while maintaining or improving service levels and still meeting the Council and public expectations to provide service at a low cost. The municipality is at the limits of their resources and workloads exceed the capacity to deliver Emergency Management programs. The workload of the Chief Administrative Officer does not permit the delivery of day to day activities in Emergency Management. The CAO is able to provide Emergency Management services in the event of an emergency.

The County Director of Community Services and Operations does not have any additional capacity to provide Emergency Management services. There was evidence lack of clarity between the roles of the County CAO and the Director of Community Services in the provision of day to day Emergency Management services.

In Mackenzie County, the Municipal Emergency Response Committee, Municipal Emergency Management Agency and the Joint Mutual Aid Committee are not functional.

There is no budget identified for Emergency Management in Mackenzie County. The cost for staff time and training for emergency management is contained within budgets of other programs.

The lack of resources to perform Emergency Management functions in the County is likely consistent with the Town of Rainbow Lake, Town of High Level and First Nations. The County should consider a shared Emergency Management Officer staff position. This individual would be responsible to develop and maintain the Emergency Management Plan, liason with stakeholders, training, exercising, staff development, budgeting, development and maintenance of the emergency operations center, public education and risk management activities. It is suggested that terms of reference and cost sharing arrangements be negotiated between the County and its partners.

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## Recommendations

7. Develop terms of reference and cost sharing arrangement for an Emergency Management Officer position to serve the County and its regional partners.
8. Develop an annual budget meet the demands of the Emergency Management program.

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# Training

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## Situation

Municipalities need to develop and implement a training program to support Emergency Management. The goal of the training is to create awareness and enhance the knowledge, skills, and abilities required to implement, support, and maintain Emergency Management. The Director of Emergency Management must determine the scope of the training. It is critical that appropriate training records be maintained. Courses which are available in Alberta include the following:

### **MUNICIPAL ELECTED OFFICIALS COURSE (1/2 Day)**

Identifies the roles and responsibilities of elected officials in preparing for and responding to a major emergency or disaster. Summarizes Alberta's emergency management framework and legislation.

### **DISASTER SOCIAL SERVICES PLANNING COURSE (1 Day)**

Large-scale disasters require the activation of the community's Disaster Social Services Response Plan to meet the urgent needs until regular social services or special recovery programs are in operation. The community's Disaster Social Services Response Plan is a specialized component of the Municipal Emergency Plan.

The course describes Alberta's emergency management framework and how Disaster Social Services fits within that framework. Identifies problems and situations arising in a disaster where large numbers of people have been displaced. Outlines the process for developing a Disaster Social Services Response Plan. States how the Disaster Social Services Response Plan is activated.

### **REGISTRATION AND INQUIRY COURSE (1/2 Day)**

In a major disaster, family members may become separated. This can trigger acute anxiety and fear. The Registration and Inquiry service, which is part of the municipality's Disaster Social Services Response Plan, would be activated to collect information and answer inquiries about the condition and whereabouts of survivors.

This course is designed for small- and medium-sized municipalities. Defines the purpose and objectives of the Registration and Inquiry service. Develops the components of the Registration and Inquiry service. Describes how to operate Registration and Inquiry service at a reception centre. Describes how to establish and operate a Central Registry and Inquiry Bureau

## **EMERGENCY PUBLIC INFORMATION COURSE (1 Day)**

A major emergency or disaster may cause deaths, injuries and widespread property damage. The media's interest in these events is invariably intense.

The course will identify the role of the media in a major emergency or disaster: List types of media, identify principles of crisis communications, states roles and responsibilities of an emergency public information manager/designate, describes how to develop and maintain an Emergency Public Information plan, summarizes Alberta's emergency management legislation and framework, defines best practices for disseminating information to the public and the media in a major emergency

## **EMERGENCY OPERATIONS CENTRE COURSE (1 Day)**

This course provides participants with the knowledge and skills required to carry out their responsibilities as members of the municipal emergency operations centre (EOC) team.

The course will identify the purpose, roles, responsibilities, and functions of a municipal EOC, lists the physical requirements of an EOC, describes how to activate an emergency EOC, explains the link between the municipal EOC, the emergency site(s) and other operational sites (e.g. reception centre(s), other EOCs such as industry, Government Emergency Operations Centre).

## **EMERGENCY MANAGEMENT COURSE (3 Day)**

This advanced-level course will develop the knowledge and skills necessary to carry out responsibilities as a member of an emergency site/emergency operations centre team.

The course will develop the principles of the Incident Command System (ICS) to provide a coordinated multi-service/ jurisdictional response at an emergency site, apply emergency operations centre management principles and concepts, demonstrate teamwork in emergency site and emergency operations centre situations, contribute to the decisions required for site management and emergency operations centre actions, implement best practices for the management of information and its communication (e.g. collecting, evaluating, documenting and disseminating information to the emergency site and emergency operations centre teams and informing the public via the media).

## **PERSONAL DISASTER PREPAREDNESS- THE FIRST 72 HOURS (2 Hours)**

This train-the-trainer workshop prepares municipal participants to conduct sessions on personal disaster preparedness in their municipality. At the end of the workshop, participants will have an understanding of: the importance of personal disaster preparedness, motivational strategies to promote personal preparedness within their community, items to include in a personal preparedness kit. At the end

of the workshop, participants will be provided with a CD of the presentation, handouts and brochures to facilitate future training sessions.

### **BASIC EMERGENCY MANAGEMENT(Online Delivery)**

This course provides an overview of emergency management in Alberta including the systems and processes for preventing, mitigating, preparing for, responding to and recovering from emergencies and disasters. You will learn about the key provisions of the Emergency Management Act and have the opportunity to identify the roles and responsibilities of various levels of government and other key organizations involved in emergency management.

### **ICS 100 (Online Delivery)**

The Incident Command System is a standardized management system used to organize and manage a scaleable response to emergency incidents of any magnitude. ICS 100 (Module 1) is intended as an introduction and overview of the ICS. It is intended for people who may be assigned to incidents in non- supervisory roles and as a prerequisite for students continuing on through other levels.

### **ALBERTA EMERGENCY ALERT COURSE**

The Alberta Emergency Alert system utilizes radio and television, websites and social media channels to alert Albertans to help them prepare for and respond to emergencies or disasters. The County has access to the system via the internet to issue a Critical Alert. **Users of the system must complete the Alberta Emergency Alert Course prior to authorization for access.**

### **EXERCISES**

Once the municipality has developed an effective Emergency Management Plan and has provided an appropriate level of training for all personnel, the next step is to conduct an exercise. An exercise is an instrument used to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises can be used for testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement.

An exercise is also an excellent way to demonstrate community resolve to prepare for disastrous events.

Exercise is the principal means of testing a program's ability to implement its response procedures. It allows the entity and other agencies and organizations to practice procedures and interact with other agencies in a controlled setting. Participants identify and make recommendations to improve the overall program.

The fundamental purpose is to improve implementation procedures. In support of that goal, an exercise should be used to achieve the following:

- (1) Reveal planning weaknesses and strengths in the plan or SOPs/standard operating guidelines (SOGs), or to test and validate recently changed procedures.
- (2) Improve the coordination between various response organizations, elected officials, and community support organizations.
- (3) Validate the training of the critical elements of response, (e.g., incident command, hazard recognition, evacuation, decontamination)
- (4) Increase the municipalities general awareness and understanding of the hazards present.
- (5) Identify additional resources, equipment, or personnel, needed to prepare for and respond to an incident

Exercises include activities performed for the purpose of training and conditioning team members and personnel in appropriate responses with the goal of achieving maximum performance. An exercise can involve invoking response and operational continuity procedures, but is more likely to involve the simulation of a response or operational continuity incident, or both, announced or unannounced, in which participants role-play in order to assess the issues that arise, prior to a real invocation.

Exercises should include, but not be limited to, tabletops, functional exercises, and full operational exercises.

**TABLETOP** The basic purpose of a tabletop exercise is to solve problems in a group discussion. This normally provides key individuals an opportunity to evaluate coordination, review plan, and SOP elements, and prepare for larger and more complex exercises. Tabletop exercises do not involve response personnel or equipment but are designed to allow for problem solving to occur through discussion. Each problem or element of the exercise must be given adequate time for discussion to allow for complete problem solution.

**FUNCTIONAL** Functional exercises are a hands-on activity that is designed to evaluate a limited number of functions within the overall plan and does require the use of response personnel and equipment, as well as the coordination needed for those functions. Several functional exercises might be needed to test specific areas of the plan independently for appropriate evaluation. An example would be an exercise for the Reception Center.

**FULL SCALE** Full-scale exercises are designed to physically test a major portion of the plan, bringing together the functional elements tested during the previous

functional exercises. These exercises typically requires the activation of an EOC to coordinate the activities of all entities involved.

## Challenges

Mackenzie County experienced a two major wildfire events in 2012 which were a significant learning opportunity for County staff.

The prime challenge faced by the County is the delivery of effective Emergency Management training programs without impacting the staff's ability to carry out their primary functions. The challenge is further complicated by the need to provide training to external stakeholders whom are under similar pressures.

The County staff have participated in emergency management training primarily in the Incident Command System (ICS 100-200). Training records are available for review. There are no established training standards for staff.

Employee	AEMA Emergency Management	RALA Emergency Exercise	EMAB Basic Emergency Preparedness	EOC Manag.	THL Emerg. Public Info	Disaster Social Services	AEMA Registration & Inquiry	ICS 100	ICS 200
Dyck, Ron	✓		✓	✓	✓			✓	✓
Floren, Louise						✓			
Hersog, Kimberly						✓	✓		
Johnson, Cindy								✓	✓
Klassen, John	✓	✓			✓				
Polensky, Ron								✓	✓
Peters, Byron								✓	✓
Roberts, Don								✓	✓
Selnie, Jeff								✓	✓
Whitlinton, Paula						✓	✓		
Wiebe, Fred								✓	✓

Exercises improve response readiness by providing a way to evaluate operations and plans, reinforcing teamwork and most importantly demonstrating a community's resolve to prepare for disastrous and catastrophic events. Rudolph Giuliani the former Mayor of New York City was quoted:

*"We did not anticipate that airliners would be commandeered and turned into guided missiles: but the fact that we practiced for other kinds of disasters made us far more prepared to handle a catastrophe that nobody envisioned."*

The objectives for conducting exercises includes:

- Clarification of roles and responsibilities
- Improve interagency coordination
- Determine resource gaps
- Develop individual performance
- Identify opportunities for improvement.

An exercise is not a test, but an opportunity for participants to experience an event in a non-threatening environment.



In cooperation with Alberta Environment and Sustainable Resource Development, the County participated in a Table Top exercise in the spring of 2012. The Final Exercise Report was not shared with Mackenzie County. Consequently, the County has not had an opportunity to review or act upon any of the recommendations.

The following action items were derived from the Exercise Report:

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## 4 Exercise Observations and Recommendations

### Objective 1 – Test the Zama City Community Zone Preparedness Guide for Operational Effectiveness

Observation	Recommendation
<ul style="list-style-type: none"> <li>▪ The Zama City Community Zone Pre-Suppression Plan (2007) is five years old and out of date</li> <li>▪ The “Back-Road” is difficult to identify as a secondary evacuation route on the existing pre-suppression plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ SRD and MacKenzie County should review and revise the Plan to provide current information for the County and SRD in an easy to use field-operational format</li> </ul>
<ul style="list-style-type: none"> <li>▪ MacKenzie County does not have a copy of the Pre-Suppression Plan for reference</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide copies of the revised Pre-Plan to MacKenzie County for operational use and EOC reference</li> </ul>

### Objective 2 – Test EOC Protocols, Municipal Emergency Plan (MEP), and Readiness for a Wildfire Incident

Observation	Recommendation
<ul style="list-style-type: none"> <li>▪ EOC briefings were held regularly and were concise, clear, and well managed</li> <li>▪ Alberta Emergency Management Agency was contacted early</li> <li>▪ SOLE was declared quickly</li> <li>▪ AB. Emergency Alert was used effectively</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<ul style="list-style-type: none"> <li>▪ Industry representatives may be more effective if they are at the Municipal EOC (Apache, Atco, AltaGas)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consider including Agency representatives at the EOC level</li> </ul>
<ul style="list-style-type: none"> <li>▪ MacKenzie County does not have a mutual-aid agreement with Town of High Level for provision of Emergency Social Services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consider development of a mutual-aid agreement for provision of emergency social services including a defined list of hotels and other services</li> </ul>
<ul style="list-style-type: none"> <li>▪ MacKenzie County Municipal Emergency Plan presently uses the Emergency Site Management model</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review and revise the current MEP to the Incident Command System for EOC’s model</li> </ul>

### Objective 3 – Test Coordination Between SRD, MacKenzie County, and RCMP to Protect Life and Community

Observation	Recommendation
<ul style="list-style-type: none"> <li>▪ The use of Unified Command was beneficial to both SRD and MacKenzie County personnel, however the concept of Unified Command was not clearly understood by all participants</li> </ul>	<ul style="list-style-type: none"> <li>▪ Municipal and SRD staff that may participate in Unified Command incidents should be trained to at least the Basic ICS (I-200) level and those in senior positions should be trained to the Advanced ICS (I-400) level</li> </ul>
<ul style="list-style-type: none"> <li>▪ The “back-road” was not known as a secondary evacuation route by the Incident Command Team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Utilize the oil &amp; gas and utility industries to provide local knowledge as required</li> <li>▪ Work with Apache to get some better pre-incident data for the landscape to assist responder during an incident</li> </ul>
<ul style="list-style-type: none"> <li>▪ The boundaries between Site (ICP) and Support (EOC) were not determined and resulted in confusion between the Incident Mgt Team and the EOC’s</li> </ul>	<ul style="list-style-type: none"> <li>▪ Determine the geographical boundaries of Site and Support to reduce the possibilities of overlaps in operational actions</li> </ul>

### Objective 4 – Test Communications Between the ICP and EOC and the EOC and Stakeholders

Observation	Recommendation
<ul style="list-style-type: none"> <li>▪ Communications procedures and protocols between the Incident Command Post and Emergency Operations Centre’s were unclear and resulted in some duplicate-reporting of information by multiple parties and some information not being reported at all between ICP and EOC</li> </ul>	<ul style="list-style-type: none"> <li>▪ SRD and MacKenzie County should work with each other to consider the shortfalls in this exercise and determine a set of communications protocols for use during future incidents and exercises</li> </ul>
<ul style="list-style-type: none"> <li>▪ The establishment of Unified Command was not clearly communicated to the EOC’s resulting in confusion of who was in Command</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clearly communicate the establishment of Command to the EOC(s) as soon immediately and confirm receipt of the information</li> </ul>
<ul style="list-style-type: none"> <li>▪ Industry representatives were contacted to advise of the incident, except for AltaGas, however some were contacted by both EOC and ICP</li> <li>▪ Status updates were not provided to the Industry representatives</li> </ul>	<ul style="list-style-type: none"> <li>▪ SRD and MacKenzie County should consider the protocols for Industry contact and inform all staff to streamline the process</li> <li>▪ Provide updates to Industry as required and/or consider inviting necessary Industry reps to sit at the EOC</li> </ul>

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## Recommendations

- 9.** Conduct an evaluation of the training requirements and standards and develop an annual Emergency Management training plan for municipal staff and external stakeholders.
- 10.** Conduct a Tabletop Exercise in the winter of 2014. Commence planning for a Functional Exercise in the fall of 2014 and a Full Scale Exercise in the fall of 2015.

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# Emergency Operation Center

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## Situation

An emergency operations center (EOC) is the physical location at which the coordination and support of incident management activities take place. Facilities should be capable of accommodating any combination of essential representatives who are identified in the Emergency Management Plan. Facilities should have adequate work space, communications, and backup utilities and should meet other basic human needs for each representative.

EOCs should be organized by major functional discipline services, by jurisdiction, or by some combination of jurisdiction, function, or discipline. For complex incidents, EOCs should be staffed by personnel representing multiple jurisdictions, functional disciplines, and resources.

The physical size, staffing, and equipping of an EOC will depend on the size of the entity, resources available, and anticipated incident management support required. EOCs should be organized and staffed to provide coordination and support to the incident. The specific organizational structure is detailed within the Mackenzie County Municipal Emergency Plan.

EOCs can be permanent facilities or can be established to meet temporary, short-term needs. Primary and alternative emergency operations centers are facilities with capability from which direction and control are exercised during an incident. This type of center is designated to ensure that the capacity exists for the leadership to direct and control operations from a centralized facility in the event of an incident. Alternative EOCs are developed to ensure that facilities are available and located so that they are not impacted by the same event.

A properly designed Emergency Operations Center (EOC) should serve as an effective and efficient facility for coordinating emergency response efforts. An EOC may serve a number of uses including operations, training, meetings and other uses. The EOC can optimize communication and coordination by effective information management and presentation.

EOCs exist in diverse physical structures, sizes and layouts. They operate through diverse member composition and resource allocation. An EOC's effectiveness is not based on these factors per se, but rather on how they best facilitate inter-agency communication, decision making and coordination. To that end, consideration should be given to a number of key requirements. The specific details of these are

depended on the actual context of each operational entity (e.g., its needs or resource capacity).

Nevertheless, the EOC should facilitate different components that include:

- The EOC Main Room (often referred to as “the EOC”), where key information is managed or displayed, activities are monitored, and coordination occurs.
- A conference room where consultation, planning and decision making could be conducted away from the hubbub of the main room.
- A separate space for pre-designated “units” (i.e., planning, logistics, administration)
- Space for the public affairs or emergency public information personnel (should also include a media briefing facility that is best separated by access security from the EOC)
- Dedicated space for staff R&R (e.g., kitchen facility, washrooms, exercise equipment, quiet or sleep area, showers)

Ultimately, the requirements of an effective EOC are driven by its functions.

**Communications Capability.** This requires sufficient and appropriate resources for uninterrupted communications with the response organization at the site, other organizations within its jurisdictional boundary, the public and external key stakeholders or ‘players’. Required resources available to the EOC could include:

- Telephones with headsets to minimize background noise. (Hand-held radios with headset may be used as long as they do not lead to micro management at the scene.)
- Computers with network, internet and Email capacity
- Shared software for the exchange of information, perhaps through common forms
- Printer(s) and scanner
- TV access and DVD (i.e., to monitor the news and record related Media releases or display footage from the scene)
- Fax machine (e.g., to share maps, diagrams, reports)
- Notice boards (including electronic aisle, flip charts) upon which to display key information
- Access to a photocopier and scanner
- Tele or video conferencing capability
- Key documents in sufficient quantities (e.g., emergency plans, maps, directories, phone books, necessary forms)
- Event management software (as long as it is also used in non-disaster circumstances and EOC participants are familiar with it)

**Decision making capability.** To be effective, the EOC Main Room must be complimented with a quiet space (i.e., a meeting room) where briefings made be conducted and decisions reached, away from the many distractions of the Main Room. The two spaces need to be near each other to minimize travel or absence time of key personnel from the main room.

**Coordination Capacity.** The EOC should have as many resources as possible (e.g., network, internet and Email connection) to facilitate linkages among the various key stakeholders within the EOC, as well as between it and its external stakeholders. The EOC should facilitate the conduct of briefings and face-to-face interactions for the sake of communication and coordination.

**Administration.** All of the EOC's other functions are dependent on the administrative support it secured for its operation. This includes Support Staff (e.g., to process the flow of information/documents, replenish needed supplies) and Security personnel (e.g., provide ID, sign in, access control, parking). As an aside, the EOC facility needs to be stocked with the necessary equipment, stationary and supplies (e.g., forms, pens, markers, flashlights, batteries, bulbs, food and water).

**Operational continuity.** The EOC should have the capacity to survive the same hazards that you expect to affect the community. It also needs backup power supply (i.e., UPS, generator) and 'connectivity' (i.e., radio, phone, network, or satellite). Consideration should also be given to backup resources (i.e., change of shift) and the availability of another and separate location into which the EOC operation could be moved should the primary EOC become unusable.

Most EOC's are used on a day-to-day basis for other purposes (i.e., meetings, training, Council chamber). In such cases, the space needs to be converted quickly into a functioning EOC and its members become the only occupier of the space for as long as necessary. All other users must be aware that the space primary use is as an EOC, and that their use of it is privileged.

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## Challenges

The following has been coined as the definition of an EOC:

*"Where uncomfortable officials meet in unfamiliar surroundings to play unaccustomed roles, making unpopular decisions based on inadequate information, and in much too little time."*

There is a great deal of truth to this definition, although its implied limitations can be readily overcome through commitment, planning, and practice (e.g., training and exercise).

The Mackenzie County Municipal Emergency Plan provides roles, responsibilities and checklists for the persons within the Emergency Management Agency whom operate from the EOC.

The County has established the Council Chamber in the Mackenzie County Fort Vermilion office as the Emergency Operation Center. The County will utilize the office in La Crete as the secondary EOC in the event Fort Vermilion is compromised.

The County E.O.C. has superior technology including sufficient phones and computer access. The County Office has a backup generator capable of providing electrical service for the building. The County has not established procedures for the testing and maintenance of the generator. There was no evidence of records of testing or maintenance.

The County E.O.C. has a lack of specific Emergency Management equipment or supplies. These are required to accommodate the members of the Municipal Emergency Management Agency.



Mackenzie County E.O.C.

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## Recommendations

- 11.** Mackenzie County evaluates the effectiveness of their EOC's and ensure they have adequate resources for Communications Capability, Decision Making Capability, Coordination Capacity, Operational Continuity and Administration.
- 12.** The County implement standard operating procedures for the regular testing, maintenance and record keeping for the backup generator.



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# Regionalization

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## Situation

It is clear that the regionalization of many municipal services has been a success throughout Alberta. Regionalization is supported by the Government of Alberta, Alberta Urban Municipalities Association and Alberta Municipal Districts and Counties. The following are some Alberta examples of regionalization.

### REGIONAL PLANNING

An example of regionalization available under the Municipal Government Act is the ability of municipalities to enter into agreements with other municipalities for the purposes of addressing regional needs. One such example is the Municipal District of Foothills and the Town of Okotoks, Joint Planning Agreement, adopted January 18, 2010. These two municipalities have had an IDP in place for many years and the Mission Statement and Opportunities Statement of the agreement speak to the long term relationship and the "...desire to commit to a long term partnership...". As part of this agreement the partners have spelled out the principles that will guide the execution of the agreement:

"The following Principles guide subsequent processes and communications between the M.D. of Foothills and the Town of Okotoks:

1. Understand each other's growth aspirations by providing full disclosure and factual information;
2. Respect each other's point of view and have honest interaction and realistic expectations;
3. Respect which aspects of development planning and growth are of mutual interest and which areas are of single jurisdictional interest;
4. Share costs relating to the delivery of agreed upon soft and hard services on a Fair and Equitable basis;
5. Support each other in finding mutually beneficial solutions;
6. Serve the constituents while respecting the social, economic and infrastructure capacities of the municipalities;
7. Communicate effectively to clarify any challenges and provide a clear and mutually supportive message to the public and media; and
8. Live within the Carrying Capacity of the landscape.

This is a good example of regional service delivery with admirable communication philosophy.

## **AAMDC**

The AAMDC is a strong proponent of regional cooperation and continues to support voluntary agreements among cooperating municipalities as the best solution to addressing common needs on a regional basis. They believe that, when individual municipalities act in good faith, these approaches can continue to address any and all regional concerns. Local governments in Alberta have an enviable record of working together to address service delivery needs within their region. The success of these regional alliances has not been without challenges but the collective will and spirit of cooperation has resulted in positive outcomes.

### **ALBERTA EMERGENCY MANAGEMENT AGENCY - OPTIONS OF EMERGENCY SERVICES AND EMERGENCY MANAGEMENT SYSTEMS (2009)**

**Option 1-** separate emergency services agreements; separate DEM's and separate emergency management programs or systems.

**Option 2-** involves informal "joint" agreements accomplished through regional fire and rescue services meetings, separate emergency advisory committees, separate emergency management agencies and separate municipal plans. There would be some commonality of training and exercises with no formal written agreements other than current service agreements.

**Option 3-** would form a single formal "joint" agreement supported by a Bylaw passed by each council. This could result in one emergency advisory committee with representatives from each community. One Director of Emergency Management; one common "Joint" Emergency Management Plan and common training and exercise plans developed and executed. More formal financial funding arrangements could also be made.

**Option 4-** is to form a formal regional commission to include fire and emergency management services. This would involve:

- Clear regional mandate or regional job description
- Regional authority
- Regional budget
- Regional reporting structure – regional plan approval, regional policy approval, job description, operational jurisdiction
- Regional organization, org chart, regional reporting mechanism
- Regional governance with "arms length" relationship to municipal Councils.
- Clearly understood relationship with municipal councils

It is clear that AEMA supports a regional approach. Many municipalities are not supportive of regional commissions.

## GRANDE PRAIRIE REGIONAL EMERGENCY PARTNERSHIP

The Grande Prairie Regional Emergency Partnership has developed an Emergency Management Plan designed to provide guidelines for implementing a coordinated response to large emergencies or disasters affecting the Grande Prairie Regional Emergency Partnership (GPREP) and/or any of the individual municipalities in the Partnership. Municipalities in the Partnership are: Town of Beaverlodge, City of Grande Prairie, Town of Grande Prairie, Village of Hythe, Town of Sexsmith, and Town of Wembley.

The following information was provided by the Grande Prairie Regional Emergency Partnership in describing their journey to regional emergency management.

In 2004, the partners in GPREP were developing the emergency management framework and realized the following pros and cons:

<u>Risks/Cons</u>	<u>Value/Pros</u>
<ul style="list-style-type: none"> <li>▪ Loss of autonomy (perception)</li> <li>▪ Need to carry through</li> <li>▪ Must meet individual stakeholders' needs</li> <li>▪ Not everyone buying in or participating</li> <li>▪ Some may be along for the ride</li> <li>▪ Future political or cross border issues</li> <li>▪ Sustainability over a longer term</li> <li>▪ Changing faces</li> <li>▪ Leadership dependant – no leader = no plan</li> <li>▪ Working group vs. political agreement</li> <li>▪ Positional on current plan – not moving</li> </ul>	<ul style="list-style-type: none"> <li>▪ Expectation that we already do this</li> <li>▪ Money better spent</li> <li>▪ Legislative requirement fulfilled</li> <li>▪ More influence on provincial issues</li> <li>▪ Stronger voices</li> <li>▪ More access to funding (province/federal)</li> <li>▪ Regional services – use one plan (GPREMS / RCMP / Health)</li> <li>▪ Consistency</li> <li>▪ Cost savings</li> <li>▪ Greater impact on money spent</li> <li>▪ Template – government relation model for other issues</li> <li>▪ Safety and system operations</li> <li>▪ Maximize resource allocation</li> </ul>

In 2005, the framework was presented to each Council within the region as captured in the following:

Purpose (of regional approach): to better manage multi-jurisdictional disasters or emergencies.

What is a multi-jurisdictional disaster or emergency? Weather (e.g. ice storm); Health Issues or Animal Borne Disease; Mass Casualty; Natural Hazards; and Multiple Site incidents.

Problems with Current Process:

- RCMP, Health Services, EMS, and utility agencies not able to provide representation to all municipal EOC's if a wide scale emergency occurs.
- Cannot rely on traditional mutual aid resources.
- Competition for resources (A resource could be identified in multiple disaster plans resulting in several municipality trying to access the same resource.)

Solution: Regional Co-operation

Advantages:

- Increase in operational capabilities.
- Increased efficiency and effectiveness of preparedness and response procedures.
- Access to equipment, technology and EOC facilities.
- Access to training and equipment grants or programs.
- Process is developed before a multijurisdictional incident occurs.

Recommendations:

- That council enter into the Regional Disaster Services Framework Agreement.
- That Administration seek opportunities to obtain grants from other orders of government to deal with the process of developing a regional disaster framework and plan and implementing the plan.

Other comments about the regional approach from various sources (emails, minutes, etc.)

- Single municipalities would not have to write their MEP (because there would be a shared plan)
- Single municipalities would not have to exercise on their own
- Increased operational expertise and depth with regional approach (vs. local approach).
- Better support for all Directors of Emergency Management.
- Better networking.

As a result, all municipalities approved the framework and created the Grande Prairie Regional Emergency Partnership. In 2009, the following was reported by GPREP:

**Feedback from Directors of Emergency Management on the regional project**

The core GPREP group meets monthly to direct the project. At the Dec 16, 2009 meeting, the program coordinator asked the GPREP group for feedback on how the project was going. (This group includes the Director of Emergency Management from each Municipality as well as the AEMA local field officer.

To help stimulate discussion and responses, the follow questions were posted on the wall and the program coordinator explained that feedback was requested as part of the evaluation process.

What have been the benefits of GPREP?

What has been the impact/result of participating in GPREP?

What, if any, changes in knowledge that you have had over the last year?

What if any, changes in skills that you have had over the last year?

What if any, changes in confidence have you had over the last year?

How are you feeling about where we are at with the project, considering the impact of H1N1.

Below are the comments from that discussion:

- GPREP has given me time – it has taken the emergency management tasks out of my hands.

- Another member of the group indicated that GPREP has taken more time because in the past it was ‘easier to set things aside.’ GPREP has increased the priority of emergency management issues and forced some to take time to address it.
- We get together more.
- We are using the 4 Cs – Communication, collaboration, coordination, and cooperation.
- “It gives me peace of mind.”
- We are comfortable with each other. There are all these other CAOs who can do the job. If I am not there, GPREP will get the job done/take care of it.
- We were able to put someone on H1N1 (program coordinator)
  - It was easy to connect around H1N1 because we were already connected (eg with health, each other etc.)
  - We all had the same information, we didn’t have to search for information, and there was a continuity of information.
- Increased engagement was noted. For example before GPREP other municipality reps may observe an exercise, but now they are actively taking part in it.
- Increased confidence, comfort, support, skills, and knowledge ( among Directors of Emergency Management)
- There has been good council support. There is a feeling that if any of them had to go to their council for increases related to emergency management, there would be support.
- There is one point shopping now for RCMP, Health, EMS, ATCO, etc. (the program coordinator)
- There are ‘new’ regional conversations happening. For example there was a joint discussion about an issue today at our meeting – in the past we would have looked at it each of us on our own.
- Partners have reported that they are happy to be a part of GPREP. Some areas are asking to be part of GPREP.
- We are a leader and that is nice.
- Risk assessment was completed
- The ability to participate in exercises has been great. There is someone to coordinate it now.
- We have had access to funding and training. (e.g. AEMA funding, CEMC course being offered here)
- The CEMC (Canadian Emergency Management College) course was offered here!
- We have separated governance from the actual program. We have a loose agreement and are working together with that. We do not need to have a commission to do this work.

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## Challenges

The Towns of High Level and Rainbow Lake and Mackenzie County cooperate on a regular basis both at the Administration and Council levels. They have developed a wide variety of service agreements to meet the expectations of their respective communities. Their partnerships are of mutual benefit.

Mackenzie County and its regional partners are in a unique geographical situation. It is difficult to envision a major emergency that would not affect all the partners, irrespective of the actual location of the incident. The regional municipalities must work together to successfully mitigate a major emergency.

Emergency management represents an opportunity for inter municipal cooperation. The Grande Prairie Regional Emergency Partnership is a valid model. The regional partners could develop an effective partnership with one Regional Emergency Plan. The resources of each of the partners would be combined to mitigate emergency incidents. The Partnership could be managed by the forementioned shared Emergency Services Officer.

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## **Recommendations**

- 13.** Mackenzie County consider a leadership role in the development of an Intermunicipal agreement with the Town of Rainbow Lake, Town of High Level and First Nations to develop the Mackenzie Regional Emergency Partnership.

DRAFT

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# Public Education

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## Situation

### Public Preparedness

Emergency Management Alberta provides a train-the-trainer workshop which prepares municipal participants to conduct sessions on personal disaster preparedness in their municipality. At the end of the workshop, participants will have an understanding of: the importance of personal disaster preparedness, motivational strategies to promote personal preparedness within their community, items to include in a personal preparedness kit. At the end of the workshop, participants will be provided with a CD of the presentation, handouts and brochures to facilitate future training sessions.

The goal is to prepare families for a disaster with three steps:

- Know the risks in your region
- Make a family emergency plan and practice it
- Prepare an emergency kit for your home and vehicle

The public must develop plans for their children in the event of an emergency during school time. In case of an evacuation, residents need to think about what they will do with their pets.

People need to know what to do in the event of an emergency. In an emergency we need to have the public:

- Follow their emergency plan
- Get their emergency kit
- Listen to the radio or television for information from authorities. Local officials may advise you to stay where you are.
- People need to stay put until all is safe or until ordered to evacuate.

All families should have two emergency kits: a ready-to-stay kit and a ready-to-go kit. These kits should help the family survive 72 hours, whether they stay in their home or need to evacuate.

Shelter in Place is the practice of going or remaining indoors during a sudden outdoor release of a hazardous substance. It has been demonstrated to be the most effective response during the first few hours of a substance release. Sheltering indoors creates a buffer between the public and any toxic hazard that may be in the outside air.



## Public Notification of Emergencies

Timely and effective public warnings can save lives, reduce property losses and speed economic recovery. Public warning empowers citizens by providing them with the information they need during times of emergency to make informed decisions. The objective of a public warning system is to capture the attention of people at risk, to provide them with relevant and accurate information regarding the nature of the threat and to provide such information in time for proactive action to be taken. A truly effective public warning system will be capable of reaching those at risk regardless of their location, the time of day, or any disabilities or special needs.

An effective public warning system is one that does far more than just alert citizens to an impending hazard. An effective public warning system is one that provides the ability for government authorities to communicate with citizens prior to, through and after the emergency event.

Local government has an obligation to provide timely and effective community wide communications during emergencies. During an emergency situation, people want to know the facts, how serious the situation could become, some recommendations for what they should do in response, and the means to either respond or seek out additional information that they might need. In order to achieve this level of communication, the public notification system should follow a predetermined process:

- The event must be detected
- The decision to warn the public must be made
- The public must receive and understand the warning
- The public must have somewhere safe to go or action to take
- The public must act

The most important part of emergency public notification is the development of effective emergency public communications.

Emergencies present unique challenges to the management of communication. These challenges include the breakdown of communication systems (people and technology), extraordinarily high levels of stress, the fact that events occur rapidly and aggressive demands for information from the media and the public.

During an emergency, people want to know the facts, how serious the situation could become, some recommendations for what they should do in response, and the means to either respond or seek out additional information that they might need. First messages should strive to set the tone, get the facts right, repeat them or update them in a consistent way, and tell people what they should do. Messages should be brief and precise. The message needs to:

- Be First
- Be Right
- Be Credible

It is essential to have an effective emergency public communication plan. The plan would identify:

- Who does the communicating
- What will be communicated
- When will communications occur- trigger points
- How will we communicate

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## Challenges

The public in the County has access to brochures and websites which contain emergency preparedness guides. There is no communication plan for the delivery of emergency information to the public.

The County has a designated Information Officer. One Management Team member has access to Alberta Emergency Alert. The County is proactive with the utilization of social media sites such as Twitter and Facebook.

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## Recommendations

- 14.** Develop a communication plan to promote Public Preparedness for emergencies.
- 15.** Consider the challenges of emergency public notification in the County and develop strategies to mitigate identified issues. This would include additional persons authorized for access to Alberta Emergency Alert.

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# Municipal Emergency Plan

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## Situation

Mackenzie County has a Municipal Emergency Plan dated March 9, 2009 and revised February 9, 2011. The purpose of this plan is to provide a prompt and coordinated response to emergencies affecting Mackenzie County.

The plan is not designed to replace existing procedures for dealing with normal emergencies within the County. Following the initial emergency response, an on-site assessment will be conducted by the emergency services first responders. When it is determined that the emergency is beyond that of a normal response, they will (in consultation with other agencies as appropriate) determine the extent of the response that will be required to deal effectively with the emergency, and notify the County accordingly.

The Municipal Emergency Plan is issued by Council under the authority of:

- (1) the *Emergency Management Act*, Revised Statutes of Alberta, 2000
- (2) the Mackenzie County Municipal Emergency Management By-Law.

This plan may be activated in part or in whole:

- (1) On a declaration of a State of Local Emergency by those authorized to do so in accordance with the Mackenzie County Municipal Emergency Management By-Law.
- (2) On a declaration of a Provincial State of Emergency by the Lieutenant Governor in Council in accordance with Part 2, Section 18 of the *Emergency Management Act*.
- (3) When *NO* declared state of emergency exists:
  - a) by the Reeve or Council;

- b) by the Director of the Mackenzie County Emergency Management Agency or Designate and notification to Council when reasonably possible.

The preparation, coordination, development and maintenance of the Municipal Emergency Plan is the responsibility of the Director of the Mackenzie County Emergency Management Agency.

This plan must be reviewed annually by the Mackenzie County Emergency Response Committee. The Committee must advise Council on the development and status of the Municipal Emergency Plan and related programs at least once annually.

The Mackenzie County Council must ensure that emergency plans and programs are prepared to address emergencies or disasters in Mackenzie County and approve the Municipal Emergency Plan. The Council shall review the status of the Municipal Emergency Plan at least once annually.

Mackenzie County Council has approved Policy No EMR002 in relation to Disaster Services:

### ***Policy Statement and Guidelines***

*The municipality's Municipal Emergency Plan shall be implemented, in whole or in part when:*

- *an emergency, either imminent or in progress, affects the municipality, or*
- *direction is received from the Alberta Emergency Management Agency.*

*The municipality shall review and update the plan annually.*

*Exercises to practice the use of the plan shall be held as deemed necessary by the Director of the Mackenzie County Emergency Management Agency or designate.*

Mackenzie Council Committee Terms of Reference describes the role of the Emergency Response Committee in particular to:

- *Review the Municipal Emergency Plan and related programs on a regular basis.*
- *Advise Council on the development and status of the Municipal Emergency Plan and related programs at least once annually.*

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## Challenges

Mackenzie County has appropriate policy, procedures and Bylaws to develop and maintain the Municipal Emergency Plan. It is important that municipalities meet their statutory obligations within their policy, bylaws and legislation.

Largely due to a lack of human resources, the Municipal Emergency plan has not been reviewed or updated on an annual basis by the Director of the Emergency Management Agency, the Emergency Management Agency, Emergency Response Committee or the Mackenzie County Council.

Industry, Government and Municipal partners in the Mackenzie Region have limited knowledge about the Mackenzie County Municipal Emergency Plan.

The Province of Alberta is currently developing a new Municipal Emergency Plan template for Alberta municipalities. Mackenzie County would be well served by adopting this new format when it is released.

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## Recommendations

- 16.** Revise the Mackenzie County Municipal Emergency Plan in the new Provincial format. Develop the revisions with consultation with members of the Municipal Emergency Management Agency and the Emergency Response Committee. Utilize existing policy, bylaws and legislation to guide development procedures.

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## Summary of Recommendations

1. The County confirm the process and authorities for declaration of State of Local Emergency within the Bylaw.
2. Mackenzie County establish an effective Emergency Response Committee and Municipal Emergency Management Agency to perform the statutory duties imposed in the Municipal Emergency Management Agency Bylaw. The Committee and the Agency must meet on a regular basis.
3. Mackenzie County develop Mutual Aid Agreements with Northern Sunrise County, M.D. of Opportunity, County of Northern Lights, Town of Manning and First Nations within the County. A Mutual Aid Agreement with the M.D. of Opportunity should be the first priority in order to manage the anticipated emergency response to Highway 88.
4. In accordance with the Mackenzie Mutual Aid Agreement, develop the required Joint Mutual Aid Committee.
5. Revise the Mackenzie Mutual Aid Agreement to reflect the response of all municipal resources beyond the Fire Department.
6. Continue with the negotiation of Regional Hazardous Materials Response Agreement. Fulfil the agreement obligation to develop service levels, operations and funding for Hazardous Material response.
7. Develop terms of reference and cost sharing arrangement for an Emergency Management Officer position to serve the County and its regional partners.
8. Develop an annual budget meet the demands of the Emergency Management program.
9. Conduct an evaluation of the training requirements and standards and develop an annual Emergency Management training plan for municipal staff and external stakeholders.

10. Conduct a Tabletop Exercise in the winter of 2014. Commence planning for a Functional Exercise in the fall of 2014 and a Full Scale Exercise in the fall of 2015.
11. Mackenzie County evaluates the effectiveness of their EOC's and ensure they have adequate resources for Communications Capability, Decision Making Capability, Coordination Capacity, Operational Continuity and Administration.
12. The County implement standard operating procedures for the regular testing, maintenance and record keeping for the backup generator.
13. Mackenzie County consider a leadership role in the development of an Intermunicipal agreement with the Town of Rainbow Lake, Town of High Level and First Nations to develop the Mackenzie Regional Emergency Partnership.
14. Develop a communication plan to promote Public Preparedness for emergencies.
15. Consider the challenges of emergency public notification in the County and develop strategies to mitigate. This would include additional persons authorized for access to Alberta Emergency Alert.
16. Revise the Mackenzie County Municipal Emergency Plan in the new Provincial format. Develop the revisions with consultation with members of the Municipal Emergency Management Agency and the Emergency Response Committee. Utilize existing policy, bylaws and legislation to guide development procedures.









**Mackenzie County  
Action List as of September 24, 2013**

***Council Meeting Motions Requiring Action***

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
<b>August 11, 2009 Council Meeting</b>			
09-08-643	That administration pursue the federal government in order to acquire a portion of the land for the third phase of the Fort Vermilion Walking Trail project as discussed.	Joulia Bill Ron P.	In progress
<b>July 9, 2012 Council Meeting</b>			
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	Bill John Byron	In progress
<b>August 22, 2012 Council Meeting</b>			
12-08-550	That administration continue to work with Alberta Transportation to secure a long term lease in the Meander area. (gravel)	Bill Ron P. Mark	08-Oct-13
<b>October 30, 2012 Council Meeting</b>			
12-10-731	That Council continues lobbying to have the Zama Access and Highway 88 Connector roads designated as primary highways and immediate upgrading.	Joulia Bill	In progress Letter sent to the Premier Rec'd response from AT
<b>February 27, 2013 Council Meeting</b>			
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.	Ron P.	In progress
13-02-122	That an open house be held for the public to provide input on the future expansion of the Fort Vermilion Bridge Campground recreational area.	Ron P.	After lease is in place.
<b>March 12, 2013 Council Meeting</b>			
13-03-150	That administration investigate the construction of rural water line connections to access more provincial funding.	Joulia Bill K.	In progress
13-03-158	That administration proceed with obtaining legal advice to deal with the encroachment of the Manufactured Dwelling on Plan 042 2979, Block 24, Lot 8 in the Hamlet of La Crete.	Byron	Waiting for legal advice.
13-03-165	That administration proceed with drafting an Antenna System Siting Protocol for review by Council.	Byron	In progress

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
<b>March 27, 2013 Council Meeting</b>			
13-03-197	That the County's potential membership in the Peace Library System be referred to the Mackenzie Library Board for further review and recommendation.	Joulia	Mackenzie Library Board 08-Oct-13 Delegation
<b>April 9, 2013 Council Meeting</b>			
13-04-225	That administration research options in getting the North Peace Water mapping survey completed.	Bill K.	Report 08-Oct-13 from AT (Glen Winner)
13-04-234	That the First Nation Chief & Council's be formally notified of monthly Council meetings and be invited to attend.	Joulia	In progress
<b>April 12, 2013 Special Council Meeting</b>			
13-04-247	That a letter be sent to MLA Frank Oberle requesting an exemption on the timber salvage policy on recreational areas and non-profit leases.	Joulia Bill K.	In progress
<b>April 24, 2013 Council Meeting</b>			
13-04-273	That administration investigate the farmland tax rates prior to the 2014 tax year.	Alison	2014 Budget
13-04-274	That a letter of support be provided to the Northwest Region FASD Society for their Supported Independent Living Program in the Mackenzie Region.	Alison	In progress
<b>May 7, 2013 Council Meeting</b>			
13-05-319	That administration bring back a proposed Land Use Bylaw amendment for structure removals within Hamlets.	Byron	In progress
13-05-320	That administration research options for identifying flood areas for subdivision approvals in rural areas.	Byron	In progress
13-05-332	That administration develops a policy addressing dedication of reserves as per Division 7 of MGA for Council review and consideration.	Byron	Under Review
<b>May 28, 2013 Council Meeting</b>			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Joulia Bill K.	In progress
13-05-379	That the utility rates be tabled to the first 2014 budget meeting.	Alison	2014 Budget
<b>July 16, 2013 Council Meeting</b>			
13-07-482	That the Sewage Lagoon Disposal Agreement be adopted as presented and the fees be researched	John K. Alison	30-Oct-13

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	and brought back to Council.		
13-07-487	That a supplementary application be submitted to Alberta Transportation under the Alberta Water and Waste Water Program for the La Crete Lagoon Upgrades and Expansion project for the amount in excess of the prior approval.	Joulia John K.	In progress
13-07-525	That the proposal by the Mackenzie Applied Research Association be researched by administration and brought back to the next meeting.	Joulia Grant	ASB
<b>August 12, 2013 Council Meeting</b>			
13-08-562	That administration amend the Municipal Development Plan and Land Use Bylaw to ensure consistency with the Area Structure Plans, and bring back to Council in a timely manner.	Byron	
<b>August 26, 2013 Council Meeting</b>			
13-08-586	That the County obtain title to the property under Roll 081648, Lot 30, Block 4, Plan 962 4275 under C of T 122 230 357.	Alison	
13-08-587	That, upon obtaining the title to the property under Roll 081648, Lot 30, Block 4, Plan 962 4275 under C of T 122 230 357, the property be offered for sale immediately by sealed tender.	Alison	
13-08-594	That Mackenzie County continues to host the Mackenzie County Agricultural Fair & Trade Show at the Fort Vermilion Research Station (Experimental Farm).	Joulia Grant	2014 budget
13-08-599	That consideration of Councillor honorariums for pre-construction meetings for major road construction projects be TABLED to the organizational meeting.	Carol	23-Oct-13
13-08-602	That administration be directed to draft a contract for sharing a Peace Officer service with the Town of Rainbow Lake on a cost recovery basis effective November 1, 2013 for Council's review.	Joulia Ron P.	
13-08-605	That administration research the opportunities of a portable photo radar unit.	Ron P.	
<b>September 10, 2013 Council Meeting</b>			
13-09-622	That the Surface Water Management and Conservation Master Plan be awarded to the lowest qualified proposal and that administration works with the Agriculture Service Board and local area steering committees for implementation.	Bill K. Grant	
13-09-623	That administration be instructed to bring back an	Ron	08-Oct-13

Motion	Action Required	Action By	Status
	amended Off Highway Vehicle Bylaw that includes additional restrictions: <ul style="list-style-type: none"> <li>• All Off Highway Vehicles must have a current vehicle registration and valid license plate visible</li> <li>• Must follow all provincial legislation</li> <li>• La Crete/Fort Vermilion – no use of ditches for summer ATV use within Hamlet unless it is a designated trail</li> <li>• Zama – permit use as regular mode of transportation, no use of ditches or watercourses for summer ATV use within Hamlet</li> </ul>		
13-09-647	That Mackenzie County participates in an application for the Regional Housing Needs Assessment Study project, to be submitted in conjunction with the Towns of High Level and Rainbow Lake under the component of the Regional Collaboration Program, and further that Mackenzie County, the applicant, agrees to enter into a Conditional Grant Agreement, governing the purpose and use of the grant funds.	Joulia	
13-09-648	That administration prepare an Offer to Purchase for selling the agricultural research equipment to Mackenzie Applied Research Association (MARA), subject to the equipment being reverted to the County for \$1.00 should MARA discontinue its operations.	Joulia Grant	
13-09-649	That a Letter of Commitment to enter into a long-term lease agreement for all or a portion of the Fort Vermilion Research Station lands, as will be required by Mackenzie Applied Research Association for the continuation of agricultural research, be issued to Alberta Agriculture and Rural Development, subject to the County's acquisition of the lands from Agriculture Canada.	Joulia Grant	
13-09-650	That administration be authorized to submit the AAMDC Survey on the Maintenance and Service on Three-Digit (Secondary) Highways on behalf of Council as discussed.	Carol	
13-09-655	That a letter be sent to Alberta Environment & Sustainable Resource Development requesting the status of the diseased bison local advisory group.	Bill K. Grant	
13-09-661	That administration be authorized to negotiate as discussed regarding the Highway 88 Connector Phase I project bonuses and penalties.	Joulia Bill K.	
13-09-662	That administration proceed with establishing the Water Supply Agreement with Ainsworth/Louisiana	Joulia Bill K.	



Motion	Action Required	Action By	Status
	Pacific as discussed and that it be in place prior to commencement of the High Level Rural (South) Water Line construction.		
September 24, 2013 Council Meeting			
13-09-682	That a response be sent to the Town of High Level regarding the regional service sharing agreement as discussed.	Joulia	

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	



RECEIVED  
SEP 23 2013

September 13, 2013

Bill Neufeld  
Reeve, Mackenzie County  
4511 46 Avenue  
Box 640  
Fort Vermilion, AB  
T0H 1N0

MACKENZIE COUNTY  
FORT VERMILION OFFICE

**Attention:** Mr. Neufeld

Dear Mr. Neufeld:

Re: Air Ambulance Service Delivery Model - Update

We write today with an important update about air ambulance services in Alberta.

Alberta Health Services (AHS) will continue to work, in close consultation with communities and stakeholders, on a long-term air ambulance plan that will best meet the needs of patients and communities.

We signaled our intention in May to move a small number of medevac planes to different base locations as a way to match resources to demand, while at the same time improving the overall quality of medevac care offered to Albertans through the introduction of in-flight teams that could provide critical care to patients.

In health care, patients and people must always come first; when concerns were raised by communities, medical professionals and others impacted by the proposed changes to medevac services, we listened carefully to those concerns, and have responded.

AHS has cancelled the current request for proposals (RFP) for aviation and medical air ambulance providers. All current medevac aircraft will remain operating as they are now while a long-term plan is finalized. AHS is seeking contract extensions or new contracts where necessary, with all medevac providers to ensure continuity of service while the long-term plan is finalized.

From day one, the priority has been to improve access to the highest level of medevac care for more Albertans, and that continues to be the driving motivation going forward. Critical care teams – which are trained to a higher level than current in-flight medical crew – will continue to be central to any new plan to ensure safe, quality and timely emergency medical services for more patients.

However, we recognize the new plan must also take into account the specific needs of individual communities. Over the next year, we will continue to develop a long-term air ambulance service delivery model in close collaboration with stakeholders. As before, it will ensure the best possible patient care for patients. The new plan will:

- Enhance the level of care provided to critical patients.
- Ensure that the location of air ambulance bases meets the needs of communities.
- Match resources to demand, so aircraft are available for patients when they need it.
- Ensure the needs of First Nations communities are met (through collaboration with Health Canada).

Earlier this week AHS made a commitment to put greater emphasis on its relationships with stakeholders, and to ensure patient and community voices are heard before decisions that affect them are made. This engagement can be done better, and will be done better.

A long-term air ambulance plan will move forward with the input and guidance of communities, stakeholders, frontline staff and physicians – the people that rely on this vital health care service. Communities and stakeholders that are affected by changes to medevac care must play a role in shaping the future of those services.

AHS has committed to building renewed relationships with the patients and communities we care for. When Albertans need medevac support, they get the right response.

Thank you for your ongoing interest in air ambulance services in Alberta. If you have any questions, please feel free to contact Darren Sandbeck at (403) 701-3070 or [darren.sandbeck@albertahealthservices.ca](mailto:darren.sandbeck@albertahealthservices.ca).

Sincerely,



Darren Sandbeck  
Vice President (Interim)  
EMS



Dr. Ian Phelps  
Senior Medical Director  
EMS



September 10, 2013

His Worship Bill Neufeld  
Reeve, Mackenzie County  
Box 640  
Fort Vermilion, Alberta, T0H 1N0

Dear Reeve Neufeld:



**Re: Forest Industry Update**

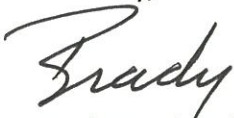
The last two years have seen a turnaround within the forest industry. This has allowed our members to make significant contributions to communities by investing in facilities, bringing new technologies online, and providing jobs.

We are very grateful to you for your past support – it has allowed us to overcome substantial challenges. There are a number of challenges looming on the horizon that may affect our future, and we believe that once again, your support will be integral.

- 1) *Species at Risk Act* – Federal *Species at Risk Act* legislation will be updated in 2014. This legislation has major ramifications for the way that our industry accesses land and our long-term viability.
- 2) Electricity – Electricity prices in Alberta are a substantial part of a forest company's operating costs. Increasing electricity prices detract from competitiveness and increase the potential of jobs moving to other jurisdictions.
- 3) Tenure – Our industry needs secure access to the landbase. This helps to promote investment in the industry and our communities. Land-use decisions and other factors have the potential to impact secure tenure.

We will provide additional information on these and other issues when decision-making processes begin. We hope that your continued support will help ensure a healthy future for our industry and your community.

Sincerely,



Brady D. Whittaker  
President and CEO

Attachment: Tenure Information Sheet







# Forest Tenure

## What is Forest Tenure?

The Province is the owner of all timber located on Provincial Crown Lands in Alberta and allocates the right to harvest timber under various forms of forest tenure. We have a world-class tenure system that has facilitated the development of state-of-the-art manufacturing facilities and a balanced approach to land stewardship. Forest companies harvest less than 1% of the forest annually, carry out prompt reforestation, and return the land to its natural state.



## Who is Impacted by Secure Tenure?

- 50 communities in the province are dependent on the forest industry
- The forest industry sustains 18,000 jobs and contributes \$5.3 billion annually as a pillar of Alberta's economy
- Secure tenure facilitates development and investment in infrastructure for communities (roads, bridges, community recreation)
- Forest companies deliver \$535 million in payments to Government annually



## Why is Secure Tenure Important?

- Encourages environmental stewardship practices that sustain air, water, soil and wildlife values
- Promotes sustainable forest management and reduces provincial costs to manage forest fire and pest outbreaks
- Encouraged the forest industry to invest over \$5 billion in the province
- Helped to develop new products and markets world wide.





## What are the Risks if Tenure is Lost?

Withdrawing land or harvesting rights from tenure means lost jobs and revenue for communities, less investment in infrastructure and mill facilities, increased risk of catastrophic forest fire and pest outbreaks, and reduced economic diversity for Alberta.



## What Can You Do?

- Support a balanced and open Land-use Framework process
- Advocate for a system of land management that allows for multiple uses of Alberta's forests (recreation, industrial use, wildlife conservation) instead of a system that sets aside land for one purpose only
- Promote partnerships between industry and other landbase users
- Be an advocate for the forest industry in your community



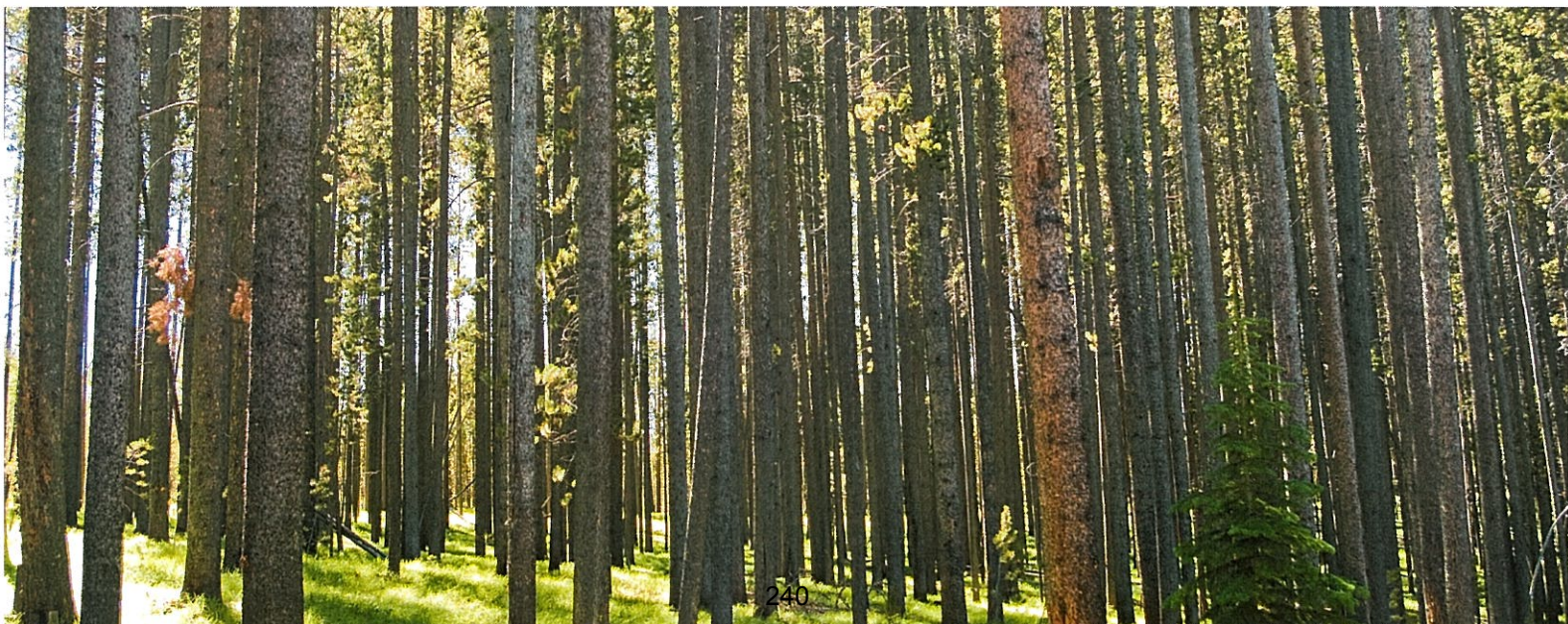
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SEP 23 2013

MACKENZIE COUNTY  
FORT VERMILION OFFICE

WOODWORKS!

**AFPA**  
ALBERTA FOREST PRODUCTS ASSOCIATION

**WORK WILD.**



**From:** [alberta.news@gov.ab.ca](mailto:alberta.news@gov.ab.ca)  
**To:** [Joulia Whittleton](#)  
**Subject:** Information Bulletin: Albertans asked to help build Alberta's budget  
**Date:** Tuesday, October 01, 2013 2:19:20 PM

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## Albertans asked to help build Alberta's budget

October 01, 2013 [Media inquiries](#)

Albertans can share their priorities for Budget 2014 by attending one of 11 open house sessions across the province or completing an online survey.

“Developing a sound budget means reaching out to Albertans and finding out what is important to them and their families. Last year, it was savings and infrastructure. Now we want to build on those priorities. We want to learn how Albertans think the province’s savings should be used, and explore more options to finance public infrastructure. Savings is a key tool in the Building Alberta Plan, and alternative financing is helping us build Alberta today and tomorrow.”

- Doug Horner, President of Treasury Board and Minister of Finance

[Public open house sessions](#) will take place from October 9 to 18. People attending the sessions will be guided through a series of questions that will help government identify priorities for next year’s budget.

Albertans unable to attend one of the open house sessions can still provide their comments by completing an [online survey](#). Submissions will be accepted until October 31.

As part of the budget consultations, government is holding the second [Alberta Economic Summit](#) in Edmonton on October 5. Leaders from academia, private and public sectors, as well as MLAs and guests, will discuss how to manage savings and explore alternative financing options for new roads, schools and

health facilities.

Our government was elected to keep building Alberta, to live within its means and to fight to open new markets for Alberta's resources. We will continue to deliver the responsible change Albertans voted for.

## Related information

[Learn more about Alberta's budget](#)

## Media inquiries

**Chris Bourdeau**

780-427-5364  
Communications, Treasury Board and Finance

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[View this announcement online](#)  
[Government of Alberta newsroom](#)  
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## Budget 2014 Open Houses

Join in a public consultation on budgeting priorities.

Open houses will be held across the province from October 9 to 18. People attending will be guided through a series of questions that will help us identify priorities for next year's budget. They'll also have a chance to hear firsthand from Doug Horner, President of Treasury Board and Minister of Finance.

If you're unable to attend an open house, you can still give feedback until October 31 by completing an [Online consultation](#).

**Oct  
9****Athabasca**

1:30 - 3:30 pm | [Athabasca Regional Multiplex \(Perpetual/Scotiabank\)](#), #2 University Drive

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**Oct  
9****Edmonton**

7 - 9 pm | [Holiday Inn Hotel Conference Centre \(Evergreen A\)](#), 4485 Gateway Boulevard

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**Oct  
10****Taber**

10 am - 12 pm | [Heritage Inn Hotel & Convention Centre \(Room A & B\)](#), 4830-46 Avenue, Highway 3

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**Oct  
10****Medicine Hat**

2 - 4 pm | [Holiday Inn Express & Suites \(Cactus/Cottonwood\)](#), 9 Strachan Bay SE

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**Oct  
11****Lethbridge**

1 - 3 pm | [Lethbridge Lodge Hotel and Conference Centre \(Antons Ballroom\)](#), 320 Scenic Drive South

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**Oct  
15****Barrhead**

7 - 9 pm | [Barrhead Senior Citizens Drop In Centre](#), 5437-49 Street

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**Oct  
16****Calgary**

7 - 9 pm | [The Greenwood Inn & Suites \(Mapleleaf A\)](#), 3515-26 Street NE

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**Oct  
17****Wainwright**

10 am - 12 pm | [Ramada Wainwright](#), 1510-27 Street

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**Oct  
17****Red Deer**

2 - 4 pm | [Red Deer Lodge Hotel and Conference Centre \(Gull Lake Room\)](#), 4311-49 Avenue

---

**Oct  
18****Peace River**

10 am - 12 pm | [Sawridge Inn and Conference Centre \(Peace River Room\)](#), 9510-100 Street

---

**Oct  
18****Edson**

2 - 4 pm | [Galloway Station Museum & Travel Centre](#), 223-55 Street

**MACKENZIE HOUSING MANAGEMENT BOARD  
REGULAR BOARD MEETING  
August 26, 2013 – 10:00 A.M.  
Fireside Room – Heimstaed Lodge**

**In Attendance:** George Friesen, Chair  
Jack Eccles, Vice-Chair  
Wally Olorenshaw  
Peter Ernst  
Wally Schroeder  
Odell Flett-joined via Telephone at 10:30 a.m.  
Paul Driedger  
Mike Kowal  
Cheryl Cunningham-Burns – arrived at 10:12 a.m.

**Regrets:** Peter H. Wieler

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

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

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

13-114 Moved by Mike Kowal  
That the agenda be approved as distributed.  
Carried

**Minutes:** **June 24, 2013 Regular Board Meeting**

13-115 Moved by Peter Ernst

That the June 24, 2013 regular board meeting minutes be approved as distributed.

Carried

**Reports: CAO Report**

13-116 Moved by Jack Eccles

That the Chief Administrative Officer report be received for information.

Carried

10:12 am Cheryl Cunningham–Burns joined the meeting.

**Financial Reports Housing Financial Reports– July 31, 2013**

13-117 Moved by Jack Eccles

That the July 31, 2013 housing financial report be received for information.

Carried

10:30 a.m. Odell Flett joined the meeting via telephone conference.

**Lodge Financial Reports– July 31 2013**

13-118 Moved by Wally Olorenshaw

That the July 31, 2013 lodge financial report be received for information.

Carried

**Assisted Care Financial Reports– July 31, 2013**

13-119

Moved by Wally Schroeder

That the July 31, 2013 assisted care financial report be received for information.

Carried

**Arrears Report – July 31, 2013**

13-120

Moved by Mike Kowal

That the July 31, 2013 arrears report be received for information.

Carried

Chairman George Friesen recessed the meeting at 10:54 a.m.

Chairman George Friesen reconvened the meeting at 11:04 a.m.

13- 121

Moved by Peter Ernst

That administration be directed to research status as a nonprofit entity to see if Mackenzie Housing Management Board is tax exempt.

Carried

**New Business:**

**Legal Opinion – Conflict of Interest**

13- 122

Moved by Wally Olorenshaw

That the legal opinion from Reynolds, Mirth, Richards and Farmer on conflict of interest be received for information.

Carried



**Outstanding Requisitions**

Cheryl Cunningham–Burns declared a perceived conflict of interest and left the meeting at 11:08 a.m.

Peter Ernst left the meeting at 11:17 a.m.

13- 123

Moved by Wally Olorenshaw

That the Town of High Level's offer to pay ½ of the outstanding requisition be approved.

Defeated Unanimously

13- 124

Moved by Jack Eccles

That letters be written to the Minister of Municipal Affairs and the Town of High Level regarding the inability to resolve the outstanding requisition.

Carried

Cheryl Cunningham–Burns and Peter Ernst rejoined the meeting at 11:39 a.m.

**Amalgamation Options**

13- 125

Moved by Mike Kowal

That the shared services model of the Governance options be put forward to the amalgamation Committee as an alternate option to consider.

Carried

13- 126

Moved by Wally Olorenshaw

That Mackenzie Housing Management Board build a lodge in High Level as per the direction of the municipalities.

Odell Flett asked for a recorded vote.

8 In favor  
1 Opposed

Chairman George Friesen recessed the meeting at 12:15 p.m.

Chairman George Friesen reconvened the meeting at 12:23 p.m.

**Letter to SL2 Clients from Alberta Health Services**

13- 127

Moved by Wally Olorenshaw

That Alberta Health Services correspondence regarding Supportive Living 2 residents is received for information.

Carried

**Alberta Health Contract**

13- 128

Moved by Wally Olorenshaw

That the Alberta Health Services Contract be tabled to September 30<sup>th</sup> regular board meeting.

Carried

**Senior's Income – July 2013**

13- 129

Moved by Peter Ernst

That Heimstaed Lodge rent is increased to \$1300.00 effective January 1, 2014.

Carried

**Peace Zone Meeting**

13- 130 Moved by Peter Ernst

That the minutes of the ASCHA Peace Zone meeting held April 10, 2013 be received for information.

Carried

**Electricity Recovery**

13- 131 Moved by Mike Kowal

That the report on electricity recovery be received for information.

Carried

**Information:**

13- 132 Moved by Odell Flett

That the following be accepted for information.

- Bank reconciliation for June 30, 2013
- Bank reconciliation for July 31, 2013
- Alberta Municipal Affairs - Letter

Carried

**In Camera:** **Legal / Land / or Labor**

**Next Meeting Date:** Regular Board Meeting – September 30, 2013 at 10:00 am  
Fireside Room – Phase I Heimstaed Lodge

**Adjournment:**

13- 133

Moved by Peter Ernst

That the board meeting of August 26, 2013 be adjourned at 12:39 p.m.

Carried

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George Friesen, Chair

---

Evelyn Peters  
Executive Assistant

DRAFT

**MACKENZIE HOUSING MANAGEMENT BOARD  
SPECIAL BOARD MEETING  
September 16, 2013 – 9:00 A.M.  
Fireside Room – Heimstaed Lodge**

**In Attendance:** George Friesen, Chair  
Jack Eccles – Vice-Chair-via teleconference  
Wally Olorenshaw  
Wally Schroeder  
Peter H. Wieler  
Odell Flett  
Mike Kowal

**Regrets:** Peter Ernst  
Paul Driedger  
Cheryl Cunningham - Burns

**Administration:** Barb Spurgeon, Chief Administrative Officer

**Call to Order:** Chair George Friesen called the Board meeting to order at 9:07 a.m.

**New Business:**

**In Camera:** Legal / Land / or Labor

13- 134 Moved by Wally Olorenshaw

That the meeting move to in camera at 9:08

Carried

13-135 Moved by

That meeting move out of in camera at 9:40 am

Carried

13-136 Moved by Odell Flett

That the proposal from High Level Housing Authority not be accepted as presented

Carried Unanimous

**Next Meeting Date:** Regular Board Meeting – September 30, 2013 at 10:00 am  
Fireside Room – Phase I Heimstaed Lodge

**Adjournment:**

12-121 Moved by Peter Wieler  
That the special board meeting of September 16, 2013 be adjourned at 9:50am .

Carried

---

George Friesen, Chair

---

Barbara L Spurgeon  
Chief Administrative Officer

Dear Stakeholder,

Re: TransCanada/ATCO Asset Exchange Update

TransCanada, through its subsidiary NOVA Gas Transmission Ltd. ("NGTL"), and ATCO Pipelines ("ATCO") had entered into an Asset Swap Agreement to exchange ownership of approximately 3,100 km of natural gas pipelines and related facilities in Alberta, "Asset Exchange". In October 2011, TransCanada and ATCO sent out an Asset Exchange Information Package to provide details of how this change might affect you.

This letter is to update you on the status of the Asset Exchange. There have been three major developments:

- 1) ATCO obtained approval from the Alberta Utilities Commission necessary for the exchange on November 22, 2012.
- 2) NGTL expects to file its application to the National Energy Board in Q4 2013.
- 3) NGTL and ATCO have recently amended the Asset Swap Agreement to remove approximately 390 km of natural gas pipelines and associated facilities from the exchange as identified in red on the attached map. Therefore, if these assets are currently owned and operated by NGTL, they will continue to be owned and operated by NGTL, and if these assets are currently owned and operated by ATCO, they will continue to be owned and operated by ATCO.

If you have concerns or questions, please contact us. We have several different ways you can get in touch with us and would encourage you to choose the one most convenient to you.

By Phone: 1.877.259.2053  
Email: [tc\\_atco@transcanada.com](mailto:tc_atco@transcanada.com)  
Website: [www.transcanada.com/atcoassetexchange](http://www.transcanada.com/atcoassetexchange)

Sincerely,



John Hunt  
Director, Land Management  
and Community Relations  
TransCanada

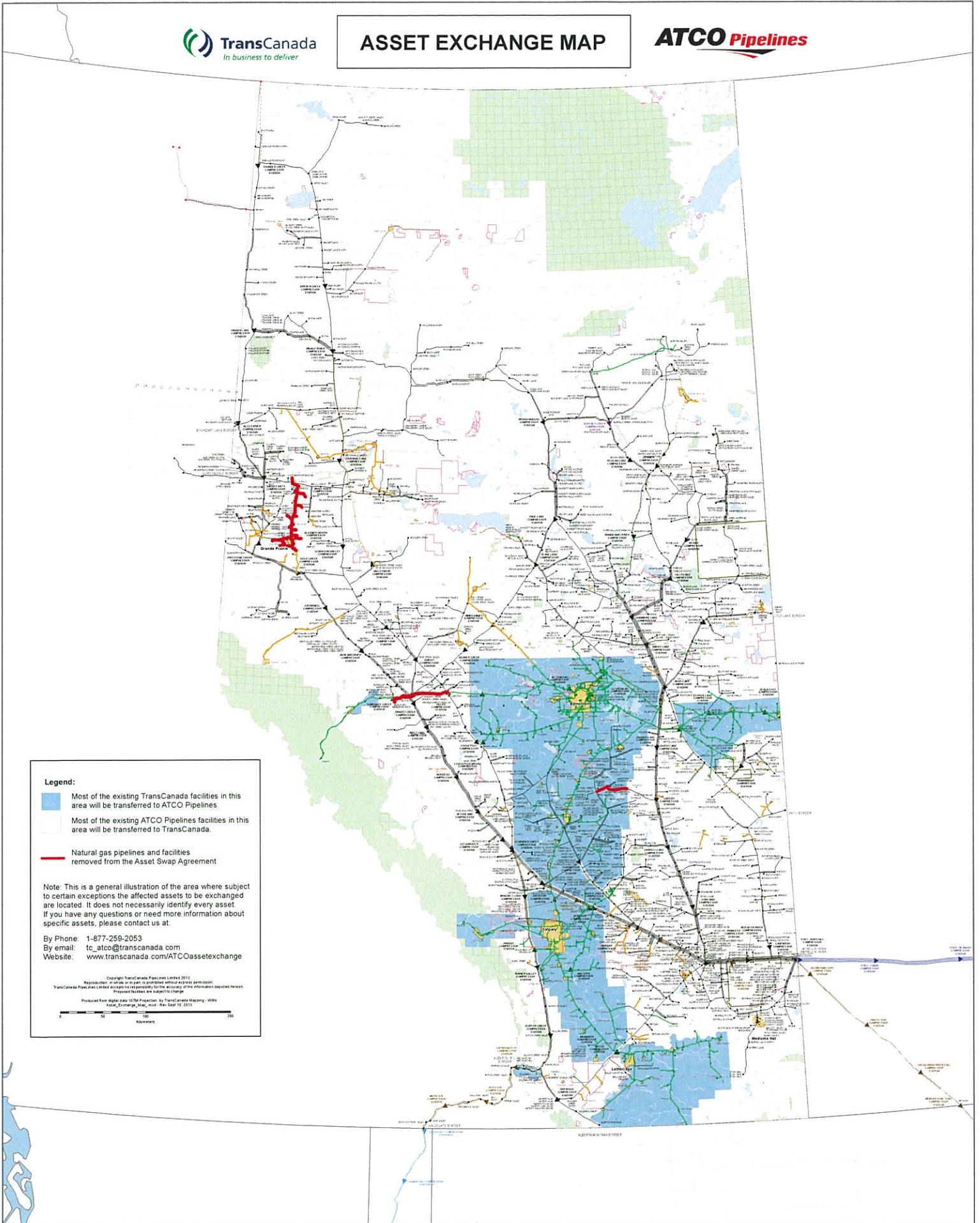


Neil Pitman  
Manager, Projects  
ATCO Pipelines

RECEIVED  
SEP 23 2013

MACKENZIE COUNTY  
FORT VERMILION OFFICE





**Legend:**

- Most of the existing TransCanada facilities in this area will be transferred to ATCO Pipelines
- Most of the existing ATCO Pipelines facilities in this area will be transferred to TransCanada
- Natural gas pipelines and facilities removed from the Asset Swap Agreement

Note: This is a general illustration of the area where subject to certain exceptions the affected assets to be exchanged are located. It does not necessarily identify every asset. If you have any questions or need more information about specific assets, please contact us at:

By Phone: 1-877-259-2053  
By email: [tc\\_atco@transcanada.com](mailto:tc_atco@transcanada.com)  
Website: [www.transcanada.com/ATCOassetexchange](http://www.transcanada.com/ATCOassetexchange)

Copyright TransCanada Pipelines Limited 2013.  
Reproduction in whole or in part is prohibited without express permission.  
TransCanada Pipelines Limited accepts no responsibility for the accuracy of the information depicted herein.  
Proposed facilities are subject to change.  
Produced from digital data in UTM Projection by TransCanada Mapping - WMS  
Asset Exchange Map, v.1.0 - Rev. Sept 12, 2013



September 23, 2013

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

RECEIVED  
OCT - 3 2013

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Dear Reeve Neufeld,

**Re: Recycle My Cell in Alberta**

I wanted to take a few minutes of your time to provide an update concerning the Recycle My Cell (RMC) program. As you may know, Recycle My Cell has been operating within Alberta on a voluntary basis since June 2011. The program operates under a Memorandum of Understanding with Alberta Environment and Sustainable Resource Development.

Recycle My Cell is Canada's national recycling program for mobile devices. It is a free, convenient and easy-to-use way to recycle old and unwanted cell phones, smartphones and accessories (rechargeable cell phone batteries, chargers, etc.). The program is organized by the Canadian Wireless Telecommunications Association (CWTA) and partners with carriers, handset manufacturers, processors and other interested parties. We would like to include you as a valued partner.

The goal of RMC is to minimize the number of handsets entering Canada's landfills. A key to success is ensuring that the program offers convenience to your residents and to you as a policy maker.

**Residents:** RMC currently has 446 locations within Alberta. Each location will accept used or unwanted wireless devices regardless of make, model or condition. Residents are able to determine whether a physical drop-off location is accessible to them simply by entering their postal code at [recyclemycell.ca](http://recyclemycell.ca). The Web site will also provide the most up-to-date information as new drop-off locations are added. In the event that residents are not able to go to a location they can print pre-paid mailing labels and mail their device through Canada Post.

The Web site also includes steps for how to delete personal information, as well as answers to frequently asked questions, and highlights the various programs operated by our partners. A toll free number (1-888-797-1740) exists to field questions from consumers and government.

We would be happy to provide you relevant information and logos should you wish to include information on your Web site, or in newsletters. We also have brochures that outline the program and can provide those at your request.

**Municipalities and Local Service Districts:** RMC encourages third-party participation in the program; this participation can include providing information to residents in your area, or hosting a drop-off location.



Hosting a drop off location is a quick and easy; simply fill out a registration form and send it to us. Once we process your application, you will be provided with collection boxes and promotional materials that can be displayed within your location to further promote the program. All material – the collection boxes, promotional material and shipping charges – are provided free of charge. RMC is a suitable addition to your Tidy Towns initiatives!

Drop-off locations can be hosted at libraries, schools, retail locations – virtually anywhere. You can choose to be a public site (included in our searchable data base), or a private one (restricted to use by your employees).

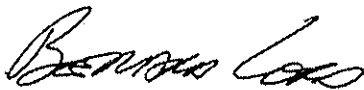
With your help we expect to see participation in RMC grow substantially in Alberta.

Should you wish to review the approved CWTA Product Stewardship Plan, please refer to:  
<http://cwta.ca/about-cwta/advocacy/provincial/>.

We would be pleased to answer any questions that you may have about the program, or your participation in it. You may contact Tania Lelièvre directly at 613-233-4888, ext. 202 or via email [tlelievre@cwta.ca](mailto:tlelievre@cwta.ca).

I am enclosing a sample of our brochure, as well as the RMC Terms and Conditions and Registration form. We look forward to having you join the RMC team!

Best Regards,

A handwritten signature in black ink, appearing to read "Bernard Lord". The signature is fluid and cursive, written in a professional style.

Bernard Lord  
President and Chief Executive officer

# Recycle My Cell



## Terms and Conditions

On behalf of the wireless telecommunications industry, the Canadian Wireless Telecommunications Association (CWTA) has developed Recycle My Cell (RMC), a national cell phone recovery program.

RMC recovers all used, unwanted or discarded mobile devices which connect to a cellular or paging network, including cell phones, smartphones, wireless PDAs, external aircards and pagers. In addition, rechargeable batteries, headsets, chargers and other accessories are also accepted by the program.

Participation in the RMC program is subject to approval by CWTA, and at its discretion at all times.

By becoming one of RMC's national collection sites, you have agreed to abide by the following terms and conditions of participation.

### ***Terms of the Agreement***

#### ***Definitions***

**Approved Site:** A site which has been approved by CWTA as being part of the RMC collection network.

**Collection and Promotional Materials:** The RMC collection box and promotional, marketing and advertising materials provided to you by CWTA.

**Mobile Devices:** Used, unwanted or discarded mobile devices, including handsets, batteries and accessories, regardless of condition, make or model.

**Public Drop-off Location:** The physical address of the Approved Site to be listed on the RMC Web site as a location for the public to drop off their mobile devices.

**Stored Collections:** Any Mobile Devices collected on behalf of the RMC program that are stored prior to pick-up by an authorized CWTA representative (i.e. prepared for pick-up).

- Approved Sites must not remove Mobile Devices from the collection box or Stored Collections under any circumstances other than for preparation for shipping.
- Approved Sites must adequately secure all collection units to ensure unauthorized access does not occur, including unauthorized access by staff.
- Approved Sites must use only authorized means for transporting Mobile Devices as designated by CWTA.
- Approved Sites must use only authorized processor(s) as designated by CWTA.

### ***Collection and Promotional Materials***

All Collection and Promotional Materials provided to Approved Sites by CWTA for the purposes of this Agreement remain the property of CWTA. All such materials must be returned to CWTA on the termination of this Agreement.

### ***Duration of this Agreement***

Participation in the RMC program is at the discretion of CWTA and will be ongoing until either party chooses to terminate.

### ***Termination of this Agreement***

Either party may terminate this agreement at any time by giving not less than one-week written notice.

### ***Agreement with Terms and Conditions as Outlined***

By agreeing to serve as an RMC Approved Site, you agree to:

- Adhere to the terms and conditions as outlined within this document.
- Give ownership of all Mobile Devices (including batteries and accessories) collected for recycling through your Approved Site to CWTA's RMC program.
- Not re-use or re-sell any Mobile Devices collected on behalf of the RMC program.

# Recycle My Cell



## Registration Form

Please indicate how you would like to be involved in the Recycle My Cell (RMC) program.

- Set up permanent public drop-off location. (These locations will be included in the RMC searchable database.)
- Set up permanent non-public drop-off location. (These locations will not be included in the RMC searchable database. This selection is appropriate for organizations such as elementary schools.)
- Set up short-term campaign.

Please provide your contact details and as well as information about your drop-off location(s) below. RMC recovery boxes and promotional material will be sent to the location addresses provided below. If you have more than one participating drop-off location, please provide information separately for that location. (Please contact us if there are more than two locations.)

Main Contact Name:

Organization or Business Name:

Building Name *(eg: Centrepoint Tower)*:

Street Number:

Street Name:

City:

Province/Territory:

Postal Code:

Phone:

Email:

Drop-off Location #1

Organization or Business Name:

Building Name (eg: Centrepoint Tower):

Street Number:

Street Name:

City:

Province/Territory:

Postal Code:

Phone:

Drop-off Location #2

Organization or Business Name:

Building Name (eg: Centrepoint Tower):

Street Number:

Street Name:

City:

Province/Territory:

Postal Code:

Phone:

Please indicate below which of these statements best describes your business/organization?

- Retailer
- Community Group
- Municipal Location
- Federal Government Department
- Other (please specify):

- Recycling Depot
- Registered Charity
- Provincial Government Department

Please provide confirmation that you have read and understand the Terms and Conditions.

I agree to the Terms and Conditions of participation in the Recycle My Cell program.

Digital Signature:

For office use only: Information included in database: _____ Box ordered: _____ Promotional material provided: _____
---





# Canada's Recycling Program for Mobile Devices and Accessories

*Recycle My Cell* is a free, convenient and easy-to-use way to recycle old and unwanted cell phones and accessories. By entering your postal code at [www.RecycleMyCell.ca](http://www.RecycleMyCell.ca), you'll find the 10 nearest locations where you can drop off your device – cell phones, smartphones, cell phone batteries, pagers and accessories – regardless of brand or condition.

In addition to freeing yourself of old devices, you will help the environment and support some great causes. A small effort on your part can make a big difference.



## Recycle My Cell partners include:

- |                             |                                 |
|-----------------------------|---------------------------------|
| Bell                        | Rogers Communications           |
| Dell Canada Inc.            | Samsung Electronics Canada Inc. |
| Eastlink                    | SaskTel                         |
| GEEP Inc.                   | Sims Recycling Solutions        |
| GREENTEC                    | Sony Mobile Communications      |
| LG Electronics Canada, Inc. | TBayTel                         |
| Lynx Mobility               | TELUS                           |
| Motorola Mobility           | Videotron                       |
| MTS                         | Virgin Mobile Canada            |
| Nokia                       |                                 |
| Research In Motion          |                                 |

Contact one of our program representatives today:  
[info@RecycleMyCell.ca](mailto:info@RecycleMyCell.ca) or 1-888-797-1740.

## What Can I Do?



**Recycle your phone** – Simply drop off your phone at the nearest drop-off location provided to you via

[www.RecycleMyCell.ca](http://www.RecycleMyCell.ca). Can't come to us? Print off a pre-paid mailing label and mail your device to us, free of charge. Be sure that all personal information is erased from your device before you recycle it. Don't know how? Check out the instructions specific to your device on our Web site.



**Host a drop-off location** – By hosting a Recycle My Cell drop-off location, you'll provide a valuable service to your

community. Registration is quick and easy and we'll provide you with all the materials you'll need, free of charge.

## What Happens to the Cell Phone?



Phones and accessories are sent to certified processing facilities located in Canada.

Phones that meet specific functionality criteria are refurbished and then can be resold. Phones that do not meet these criteria are broken down into their component parts – circuit boards, plastics and batteries – and are managed responsibly by approved processors in Canada.

*Recycle My Cell* is a national industry initiative organized by the Canadian Wireless Telecommunications Association (CWTA). CWTA is the authority on wireless issues, developments and trends in Canada. It represents cellular, PCS, messaging, mobile radio, fixed wireless and mobile satellite service providers as well as companies that develop and produce products and services for the industry.



Canadian Wireless Telecommunications Association

# La Crete Community Library's 7th Annual Salmon Grill Dinner & Silent Auction



Featuring local entertainment:

**HENRY PETERS & COMPANY AND  
MUSIC BY DEANNA & JONAH WIEBE**

**DOOR  
PRIZES!**

**October 26, 2013, 6:00 p.m.**

Doors open at 5:00 p.m.

*La Crete Heritage Centre*

Tickets: \$40 each or \$300/table of 8

Call the library: (780) 928-3166

*We welcome your Silent Auction donations!*



(artwork, photography, woodworking, handicrafts, quilts, etc.)

Please drop off all donations at the library.

***Thank you for your support!***

*Proceeds of this event go to the library building fund*



The *New Home Buyer Protection Act* will come into force on **February 1, 2014**.

**After the Act comes into force, all new homes will require a warranty.  
Building permits will only be issued for homes with appropriate warranty coverage.**

For more information, visit [www.municipalaffairs.alberta.ca/NHBP](http://www.municipalaffairs.alberta.ca/NHBP)  
or contact Alberta Municipal Affairs at 1-866-421-6929.

*Alberta*  Municipal Affairs



The *New Home Buyer Protection Act* will come into force on **February 1, 2014**.

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or contact Alberta Municipal Affairs at 1-866-421-6929.

*Alberta*  Municipal Affairs



## Northern Region Collaborative Tourism Workshops

Alberta Tourism, Parks and Recreation, Enterprise and Advanced Education, and Travel Alberta are pleased to invite you to a workshop providing you the opportunity to meet with government staff responsible for growing tourism through each of their identified business plans.

The workshop will offer presentations that will provide specific information on Alberta Tourism's future directions, the demand for rural vacation experiences, Travel Alberta marketing strategies and a tourism inventory of NW Alberta. A series of engaging round tables will follow to identify opportunities and ways in which your organization can collaborate to grow tourism in your region.

**Event: Grande Prairie Workshop**  
**Date: Wednesday October 9, 2013**  
**Time: 10:00 AM - 2:00 PM**

Pomeroy Hotel & Conference Centre  
 11633 - 100th Street  
 Grande Prairie, AB

**Register now as seating is limited!**  
 RSVP: [eleanor.fulton@gov.ab.ca](mailto:eleanor.fulton@gov.ab.ca) or (780) 427-6544

### Introduction

Tourism in Alberta attracts millions of visitors each year, employs nearly 139,000 people and contributes more than \$7.8 billion to our economy.

Alberta Tourism, Parks and Recreation's mandate is to ensure Alberta continues to grow as a competitive tourism destination. The Destination Management Branch, host of this Workshop, has a lead role in this mandate and is accountable for developing and expanding Alberta's tourism products.

### Your Role

As knowledgeable staff, operators and business owners of the agencies and organizations that represent the tourism industry in this region, we need and value your efforts in the development of a coordinated and collaborative partnership to grow tourism. The workshop will provide an understanding of how you can play a role.

### Purpose / Benefits of the Collaboration

- To support the vision for Alberta Tourism's future directions;  
***Innovative leadership, a flourishing unified industry, traveler-focused authentic experiences, creating prosperity in Alberta.***
- To support Entrepreneurship and Regional Development;  
***Alberta fosters sustainable economic growth throughout the province by actively engaging with industry and communities on regional economic development initiatives.***
- To support Travel Alberta's role;  
***Drive demand for Alberta products and experiences to our customers and align our major tourism partners to grow tourism revenue for the province.***

This collaborative leadership initiative will focus our industry on preserving and enhancing the quality of our existing tourism experiences. It will direct our industry collectively on creating new and enhanced tourism experiences, creating packages, improving hospitality, and growing or enhancing destination areas in Northern Alberta.

### Structure of the Workshop

Networking & Coffee	9:30 - 10:00
Introduction	10:00 - 10:10
Alberta Tourism's Future Directions	10:10 - 10:25
Demand for Rural Vacation Experiences	10:25 - 10:40
Tourism Inventory	10:40 - 11:05
Tourism Marketing	11:05 - 11:30
Lunch (provided)	11:30 - Noon
Growth Opportunities - Round Table	
Marketing	Noon - 12:50
Product Development	12:55 - 1:45
Summary and Next Steps	1:45 - 2:00