

# MACKENZIE COUNTY

## REGULAR COUNCIL MEETING

JANUARY 15, 2013

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, January 15, 2013  
10:00 a.m.**

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

**AGENDA**

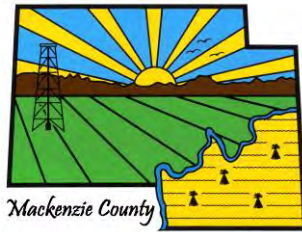
			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the December 10, 2012 Special Council (Budget) Meeting	7
		b) Minutes of the December 11, 2012 Regular Council Meeting	13
		c) Minutes of the December 18, 2012 Special Council Meeting	25
<b>DELEGATIONS:</b>	4.	a) John Krahn (Roads) – 1:00 p.m.	
		b) Scheffer Andrew (Area Structure Plans) – 1:30 p.m.	
		c)	
<b>GENERAL REPORTS:</b>	5.	a) CAO Report	29
		b)	
<b>TENDERS:</b>	6.	a) None	
<b>PUBLIC HEARINGS:</b>	7.	a) None	

<b>COMMUNITY SERVICES:</b>	8.	a)	Mackenzie Region Hazardous Materials Agreement	43
		b)	La Crete Hamlet Residential Waste Collection	59
		c)		
		d)		
<b>ENVIRONMENTAL SERVICES:</b>	9.	a)		
		b)		
<b>OPERATIONS:</b>	10.	a)	Intersection Lighting	63
		b)	Master Drainage Plan Project Funding	71
		c)	Ice Bridge - Ground Penetrating Radar (GPR) / Operating Agreement	73
		d)	Mackenzie Field Day and Agriculture Fair	75
		e)		
		f)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Development Permit 278-DP-12 for a Manufacturing Firm on Plan 062 1497; Block 01; Lot 02 in "DC" (La Crete)	77
		b)	Rural Commercial/Industrial Areas - Area Structure Plans	83
		c)	Rezoning - Area Structure Plan Areas to Direct Control "DC"	95
		d)	Community Investment Readiness	99
		e)	Development Statistics Report – Year End Comparison (2012)	103
		f)		
		g)		



<b>ADMINISTRATION/ CORPORATE SERVICES:</b>	12.	a)	Bylaw 883-13 Fee Schedule Bylaw	119
		b)	Policy ADM042 General Safety Policy	157
		c)	Policy ADM048 Handi-Van Use	163
		d)	Policy FIN011 Utility Collection	169
		e)	2013 Strategic Priorities	179
		f)	La Crete Swimming Pool Plebiscite	203
		g)	Support for Widening of Highway 688 & 986	207
		h)		
		i)		
<b>INFORMATION / CORRESPONDENCE:</b>	13.	a)	Information/Correspondence	209
<b>IN CAMERA SESSION:</b>	14.	a)	Legal <ul style="list-style-type: none"><li>• Airport Zoning</li></ul>	
		b)	Labour <ul style="list-style-type: none"><li>• Mackenzie Regional Waste Management Commission</li><li>• Ainsworth</li><li>• CAO Evaluation Results</li></ul>	
		c)	Land <ul style="list-style-type: none"><li>• Mustus Energy</li></ul>	
<b>NEXT MEETING DATE:</b>	15.	a)	Regular Council Meeting Tuesday, February 12, 2013 10:00 a.m. Fort Vermilion Council Chambers	
<b>ADJOURNMENT:</b>	16.	a)	Adjournment	





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the December 10, 2012 Special Council Budget Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the December 10, 2012 Special Council budget meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

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

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



**MACKENZIE COUNTY  
SPECIAL COUNCIL MEETING**

**December 10, 2012  
10:00 a.m.**

**Fort Vermilion Council Chambers  
Fort Vermilion, AB**

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor (arrived at 10:21 a.m.)
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

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

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

Minutes of the Special Council meeting for Mackenzie County held on December 10, 2012 in the Council Chambers at the Fort Vermilion County Office.

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

Reeve Neufeld called the meeting to order at 10:00 a.m.

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

**MOTION 12-12-826** **MOVED** by Deputy Reeve Sarapuk

That the agenda be adopted with the following additions:

4. b) La Crete Recreation Board

**CARRIED**

**MINUTES FROM  
PREVIOUS MEETING:**

3. a) None

**DELEGATIONS:**

4. a) **La Crete Recreation Board**

Philip Derksen, La Crete Recreation Board Facility Manager, was present to discuss the timing of the release of capital project payment funds.

Councillor Jorgensen joined the meeting at 10:21 a.m.

**BUSINESS:**

5. a) **Policy PW009 Dust Control Policy**

**MOTION 12-12-827**

**MOVED** by Deputy Reeve Sarapuk

That administration bring forward the fee schedule bylaw to reflect the following amendments to dust control fees:

- General Public – reduce from \$750 to \$500
- Senior Citizens – reduce from \$250 to No Cost

**CARRIED**

5. b) **2013 Operating and Capital Budget Draft**

Review of Grants to Other Organizations

- Mackenzie Library Board
- Recreation Boards
- FCSS

Reeve Neufeld recessed the meeting at 11:15 a.m. and reconvened the meeting at 11:25 a.m.

Presentations by local recreation boards.

Cameron Cardinal, President of the Fort Vermilion Recreation Board and Victor Tanis, Manager of the Fort Vermilion Recreation Board

- Don't agree with fundraising for operating expenses; however agree with not including the fitness centre equipment.
- Operating a larger facility now and the increase in maintenance time (new dressing rooms and new fitness center).
- Rodeo grounds is a huge expense and we don't have the manpower or the equipment to look after it. Want to have more events there (ie. 225 birthday of Fort Vermilion in 2013) Possibly three major events will be held there this summer.

#### Capital

- Big expense was the rodeo grounds as everything is outdated and falling apart. The grounds should be reworked for parking.
- Arena boards – three major injuries due to our boards, they are dangerous with no flexibility. Simco brought it up in a review.
- Dehumidifier – encountered a huge problem this fall when starting up two weeks earlier this year (September 15), however we brought extra income.
- Currently have three staff members looking after the maintenance, one part-time person, concession staff, one part-time person doing the books.

#### Philip Derksen, La Crete Recreation Board

- More people more needs
- Operate everything from Blue Hills to Blumenort
- Needs are increasing
- Need better staff and wage increases
- Everyone expects us to do a good job

#### Capital

- Recognize that numbers are high
- Lobby renovation is total project cost
- Currently have three staff for the arena maintenance, three staff in the bowling alley (students) during the winter, and two full-time staff in the summer.

There was consensus to increase the Recreation Boards operating budgets by 5% of the 2012 approved budget.

Council reviewed the Recreation Board capital requests.

Reeve Neufeld recessed the meeting at 12:26 p.m. and reconvened the meeting at 1:11 p.m.

#### **DELEGATIONS:**

#### **4. b) La Crete Swimming Pool**

Darlene Bergen and Analise Dyck presented the La Crete Outdoor Pool Proposal to Council.

Reeve Neufeld recessed the meeting at 1:56 p.m. and reconvened the meeting at 2:05 p.m.

Continuation of the review of the recreation board capital requests.

#### **MOTION 12-12-828**

**MOVED** by Councillor J. Driedger

That administration bring back information regarding holding a plebiscite for an outdoor swimming pool, with splashpark features, to be constructed in the Hamlet of La Crete.

**CARRIED**

Continuation of the review of the recreation board capital requests.

Review of other Grants to Other Organizations requests.

**MOTION 12-12-829**

**MOVED** by Councillor Wardley

That a letter of support be provided to the High Level Golf & Country Club for their campsite expansion project.

**CARRIED**

Review of other Grants to Other Organizations requests.

Reeve Neufeld recessed the meeting at 3:24 p.m. and reconvened the meeting at 3:34 p.m.

Review of:

- Cash requirements
- Operating budget
- Capital budget
- Assessment and Property Tax

**NEXT MEETING DATE:** 6. a) **Next Meeting Date**

**IN-CAMERA:** 7. a) **In Camera**

**ADJOURNMENT:** 8. a) **Adjournment**

**MOTION 12-12-830**

**MOVED** by Councillor Braun

That the Special Council meeting be adjourned at 4:09 p.m.

**CARRIED**

These minutes will be presented to Council for approval on January 15, 2013.

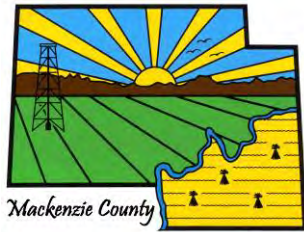
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Bill Neufeld  
Reeve

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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>January 15, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the December 11, 2012 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the December 11, 2012 Regular Council meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

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

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, December 11, 2012  
10:00 a.m.**

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

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

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

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

Minutes of the Regular Council meeting for Mackenzie County held on December 11, 2012 in the Fort Vermilion Council Chambers.

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

Reeve Neufeld called the meeting to order at 10:08 a.m.

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

**MOTION 12-12-831** **MOVED** by Councillor Derksen

That the agenda be approved as amended:  
Move item 10. c) to the in-camera session  
12. b) 2013 Operating & Capital Budget  
14. a) Inter-municipal Relations – Town of Rainbow  
Lake and the Town of High Level

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the November 28, 2012 Regular  
Council Meeting**

**MOTION 12-12-832**

**MOVED** by Councillor Wardley

That the minutes of the November 28, 2012 Regular Council meeting be adopted as presented.

**CARRIED**

**3. b) Minutes of the November 30, 2012 Special  
Council (Budget) Meeting**

**MOTION 12-12-833**

**MOVED** by Deputy Reeve Sarapuk

That the minutes of the November 30, 2012 Special Council budget meeting be adopted as presented.

**CARRIED**

**DELEGATIONS:**

**4. a) None**

**GENERAL REPORTS:**

**5. a) CAO Report**

**MOTION 12-12-834**

**MOVED** by Councillor Braun

That the CAO report for December 2012 be received for information.

**CARRIED**

**5. b) Municipal Planning Commission Meeting Minutes  
– November 1 and 22, 2012**

**MOTION 12-12-835**

**MOVED** by Deputy Reeve Sarapuk

That the Municipal Planning Commission meeting minutes of November 1 and November 22, 2012 be received for

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

information.

**CARRIED**

**TENDERS:** 6. a) None

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

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

**ENVIRONMENTAL SERVICES:** 9. a) None

**OPERATIONS:** 10. a) Policy PW004 Winter Road Maintenance/Snow Plow Flag Policy

**MOTION 12-12-836** **MOVED** by Councillor Wardley

That Policy PW004 Winter Road Maintenance/Snow Plow Flag Policy be approved as amended.

**CARRIED**

10. b) Surplus ASB Operating Funds

**MOTION 12-12-837** **MOVED** by Councillor Wardley  
Requires 2/3

That all unused 2012 ASB Structural Repair & Maintenance funds be transferred to the Municipal Drainage Reserve in December 2012.

**CARRIED**

Reeve Neufeld recessed the meeting at 10:59 a.m. and reconvened the meeting at 11:12 a.m.

**PLANNING & DEVELOPMENT:** 11. a) Bylaw 879-12 Land Use Bylaw Amendment Application to Rezone Plan 092 0458, Block 6, Lot 1 (9006-91<sup>st</sup> Street) from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P) (Hamlet of La Crete)

**MOTION 12-12-838** **MOVED** by Councillor Derksen

That first reading be given to Bylaw 879-12, being a Land Use

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

Bylaw amendment to rezone Plan 092 0458; Block 6; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P), subject to public hearing input.

**CARRIED**

**11. b) Bylaw 882-12 Land Use Bylaw Amendment Application to Rezone Part of NW 2-106-15-W5M from Urban Fringe (UF) to Public/Institutional (P) (Hamlet of La Crete)**

**MOTION 12-12-839**

**MOVED** by Councillor Braun

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

**CARRIED**

**11. c) Area Structure Plans Award Proposal**

**MOTION 12-12-840**

**MOVED** by Councillor Wardley

That the Area Structure Plan contract be awarded to Scheffer Andrew Ltd.

**CARRIED**

**11. d) Infrastructure Master Plans: Award Proposal**

**MOTION 12-12-841**

**MOVED** by Councillor Braun

That the Infrastructure Master Plan contract be awarded to the lowest qualifying bidder.

**CARRIED**

**11. e) MMSA Land Use Framework Position Paper**

**MOTION 12-12-842**

**MOVED** by Councillor Wardley

That the MMSA Land Use Framework position paper representing the municipalities' of the Lower Peace region be TABLED to the January 15, 2013 Council meeting.

**CARRIED**

**MOTION 12-12-843**

**MOVED** by Councillor Bateman

That Council move in-camera at 11:28 a.m. to discuss seniors housing.

**CARRIED**

**MOTION 12-12-844**

**MOVED** by Councillor D. Driedger

That Council move out of camera at 11:58 a.m.

**CARRIED**

Reeve Neufeld recessed the meeting at 11:58 a.m. and reconvened the meeting at 1:11 p.m.

**ADMINISTRATION/  
CORPORATE  
SERVICES:**

**12. a) Policy PW039 Rural Road, Access and Drainage**

**MOTION 12-12-845**

**MOVED** by Councillor Wardley

That Policy PW039 Rural Road, Access Construction and Surface Water Management be approved as amended and that the following policies be rescinded:

- ASB015 – Water Management Projects Construction Eligibility and Prioritization
- PW007 – Water Management/Road Allowances
- PW019 – Road Construction Eligibility and Road Allowance Use
- PW034 – Nonconforming Roads in Road Allowances
- PW037 – Access Construction

**CARRIED**

**12. b) 2013 Operating and Capital Budget**

**MOTION 12-12-846**

Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That the 2013 operating and capital budget be approved as presented.

**CARRIED**

Reeve Neufeld recessed the meeting at 1:58 p.m. and reconvened the meeting at 2:11 p.m.

## 12. c) Council Meeting Dates

### MOTION 12-12-847

**MOVED** by Councillor Bateman

That the following council meeting dates be cancelled or changed as follows:

- January 30, 2013 meeting be cancelled.
- July 9, 2013 meeting be changed to July 16, 2013.
- July 24, 2013 meeting be cancelled.
- August 13, 2013 meeting be changed to August 12, 2013.
- August 28, 2013 meeting be changed to August 26, 2013.

**CARRIED**

### MOTION 12-12-848

**MOVED** by Councillor Bateman

That the August 12, 2013 council meeting be cancelled.

### MOTION 12-12-849

**MOVED** by Councillor Jorgensen

That consideration of Motion 12-12-848 be TABLED.

**DEFEATED**

### MOTION 12-12-848

**MOVED** by Councillor Bateman

That the August 12, 2013 council meeting be cancelled.

**DEFEATED**

### MOTION 12-12-850

**MOVED** by Councillor D. Driedger

That open houses be held on April 5, 2013 in La Crete and April 6, 2013 in Rocky Lane for the introduction of the new processes and concepts of Policy PW039 Rural Road, Access Construction and Surface Water Management.

**CARRIED**

## 12. d) 2013 Mackenzie Charity Golf Tournament

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



**MOTION 12-12-851**

**MOVED** by Councillor Wardley

That the 2013 Mackenzie Charity Golf Tournament be held on June 13, 2013 at the Fox Haven Golf and Country Club.

**CARRIED**

**12. e) Growing the North Conference 2013**

**MOTION 12-12-852**

**MOVED** by Councillor Braun

That all Councillors be authorized to attend the 2013 Growing the North Conference in Grande Prairie, AB on February 19 – 21, 2013 OR the Farm Tech Conference in Edmonton on January 29 – 31, 2013.

**CARRIED**

**MOTION 12-12-853**

**MOVED** by Councillor Braun

That Mackenzie County sponsor the 2013 Growing the North Conference as a Bronze Sponsor.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE**

**13. a) Information/Correspondence**

**MOTION 12-12-854**

**MOVED** by Deputy Reeve Sarapuk

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

**CARRIED**

**IN CAMERA SESSION:**

**MOTION 12-12-855**

**MOVED** by Councillor Jorgensen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:44 p.m.

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

**CARRIED**

**MOTION 12-12-856**

**MOVED** by Deputy Reeve Sarapuk

That Council move out of camera at 4:53 p.m.

**CARRIED**

**10. c) Future Aggregate Resources**

**MOTION 12-12-857**

**MOVED** by Councillor Braun

That administration be authorized to proceed with negotiations to secure aggregate resources as recommended.

**CARRIED**

**14. a) Legal – Mackenzie Regional Waste Management Commission**

**MOTION 12-12-858**

**MOVED** by Councillor J. Driedger

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

**CARRIED**

**14. a) Legal – Inter-municipal Relations – Town of Rainbow Lake**

**MOTION 12-12-859**

**MOVED** by Councillor Jorgensen

That the meeting update regarding the ongoing discussions with the Town of Rainbow Lake be accepted for information.

**CARRIED**

**14. a) Legal – Inter-municipal Relations – Town of High Level**

**MOTION 12-12-860**

**MOVED** by Councillor D. Driedger

That administration seek legal advice regarding unpaid seniors' requisitions by the Towns of High Level and Rainbow Lake to the Mackenzie Housing Management Board, including an assessment of impact on Mackenzie County ratepayers if

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

these requisitions become written-off by the Board.

**CARRIED**

**MOTION 12-12-861**

**MOVED** by Deputy Reeve Sarapuk

That Mackenzie County engages Brownlee LLP in review of the Regional Services Sharing Agreement with the Town of High Level as per Article 11 of the Agreement (five year review).

**CARRIED**

**14. a) Legal – Seniors Housing**

**MOTION 12-12-862**

**MOVED** by Councillor Wardley

That a letter be sent to the Town of High Level that the County's final position on the amalgamation of the housing boards remains as follows which is in accord with the Town of Rainbow Lake, Mackenzie Housing Management Board, and the La Crete Municipal Nursing Association:

- Four (4) members appointed by Mackenzie County
- Two (2) members appointed by the Town of High Level
- Two (2) members appointed by the Town of Rainbow Lake
- One (1) member appointed by the La Crete Municipal Nursing Association
- One (1) member appointed by First Nations

**CARRIED**

**14. b) Labour**

**14. c) Land**

**NEXT MEETING  
DATE:**

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

**ADJOURNMENT:**

**16. a) Adjournment**

**MOTION 12-12-863**

**MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 4:55 p.m.

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\_\_\_\_\_

**CARRIED**

These minutes will be presented to Council for approval on January 15, 2013.

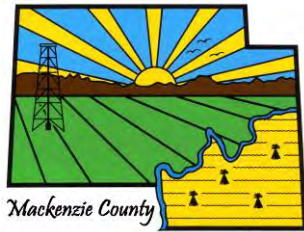
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Bill Neufeld  
Reeve

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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>January 15, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the December 18, 2012 Special Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the December 18, 2012 Special Council meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

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

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



**MACKENZIE COUNTY  
SPECIAL COUNCIL MEETING**

**December 18, 2012  
4:00 p.m.**

**Fort Vermilion Council Chambers  
Fort Vermilion, AB**

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Joulia Whittleton	Chief Administrative Officer
John Klassen	Director of Environmental Services & Operations
Byron Peters	Director of Planning & Development
Carol Gabriel	Manager of Legislative & Support Services

**ALSO PRESENT:** None

Minutes of the Special Council meeting for Mackenzie County held on December 18, 2012 in the Council Chambers at the Fort Vermilion County Office.

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

Reeve Neufeld called the meeting to order at 4:09 p.m.

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

**MOTION 12-12-864** **MOVED** by Deputy Reeve Sarapuk

That the agenda be adopted as presented.

**CARRIED**

**BUSINESS:** 3. a) **MMSA Land use Framework Draft Position Paper**

**MOTION 12-12-865** **MOVED** by Councillor Wardley

That the joint letter from Mackenzie County, Town of High Level and the Town of Rainbow Lake be sent to neighbouring municipalities regarding the Municipal Perspectives on the Land-Use Framework: A Position Paper for the Lower Peace Region prepared by the Mackenzie Municipal Services Agency as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS:**

**3. b) CAO Evaluation**

**MOTION 12-12-866**

**MOVED** by Councillor Bateman

That Council move in-camera at 4:24 p.m.

**CARRIED**

**MOTION 12-12-867**

**MOVED** by Councillor Derksen

That Council move out of camera at 4:25 p.m.

**CARRIED**

**MOTION 12-12-868**

**MOVED** by Councillor Bateman

That the Chief Administrative Officer receive the same cost of living adjustment as negotiated for unionized personnel retroactive to January 1, 2012 and a movement on the pay grid subject to a successful annual performance evaluation.

**CARRIED**

**ADJOURNMENT:**

**4. a) Adjournment**

**MOTION 12-12-869**

**MOVED** by Councillor Flett

That the Special Council meeting be adjourned at 4:25 p.m.

**CARRIED**

These minutes will be presented to Council for approval on January 15, 2013.

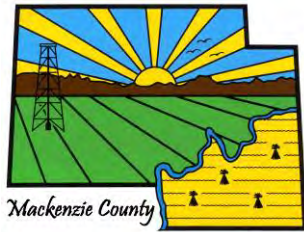
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Bill Neufeld  
Reeve

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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>January 15, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

### **BACKGROUND / PROPOSAL:**

CAO and Director reports are attached for information.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

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

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



## MONTHLY REPORT TO THE CAO

For the month of January 2013

From: Alison Kilpatrick  
Director of Corporate Services

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2013 Operating and Capital Budgets	April 24, 2013	Council approved the 2013 operating and capital budgets in its Dec. 11, 2012 meeting. Updates for final assessment figures anticipated in February/March.
2012 Year End Audit	April 24, 2013	Corporate Services held a planning meeting on Jan. 3, 2013, to review work assignments for preparation of the year end audit package. Auditors have scheduled their year end field visit for the week of March 4, 2013.
Invoicing procedures for new waste collection service provided in La Crete	i. Dec. 31, 2012  ii. Jan. 31, 2013	i. Under the guidance of the Finance Controller, and with assistance from the Information Services Technologist, the Accounts Receivable Clerk updated the receivables invoicing system to reflect new one-time and recurring charges.  ii. Development of procedures for purchase of second refuse container.
Operating and Capital grant letters to not-for-profit service providers re: approved 2013 budgets	Jan. 6, 2013	Complete.
Internal Controls	Ongoing	Assessment and improvement will be an ongoing project. Have selected cash handling as first area for review. Reviewed procedures in Jan. 3, 2013 department meeting; follow up in next staff meeting (March).

## Capital Projects

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

### Personnel Update:

Vacancy filled re: Administrative Assistant (.25 FTE to Corporate Services), under the management of the Director of Planning & Development.

### Other Comments:

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

## MONTHLY REPORT TO THE CAO

For the month of January 2013

Name: John Klassen  
Director of Environmental Services & Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Operating Budget	November 2012	Complete
Road Maintenance	Fall 2012	Ice blading, snow removal and sanding is ongoing.
Ice Bridge	Winter 2012/13	AT provided approval to post at 63,500 KG's (see attached)

### Capital Projects

Projects	Timeline	Comments
Capital Budget	Nov 2012	Currently approved and will be reviewed in April.
Rural Water Line	September 2012	In operation
Rural Water Line Phase II	Oct, 2012	Is operational with La Crete sawmills and Philip Wiebe connected.
88 Connector	October 2012	Currently shut down for winter and we are pursuing funding for Phase II
La Crete Lagoon Upgrade	2012/2013	The contractor has requested a completion extension for the Clearing & Grubbing to the end of February.
Capital Bridge Repairs	2012	BF-80938 & 80939 (88 connector) The bridge repair is now complete and ready for the next stage of road construction.

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**Personnel Update:**

-Abe Wiebe has been hired as the grader operator for the beat North of La Crete.  
- Sylvia Wheeler has accepted the position of Public Works Admin Officer  
-All equipment operator positions have been filled with the exception of Dave Siemens position who is on sick leave.

**Other Comments:**

I attended a Alberta Transportation meeting in Peace River on January 7<sup>th</sup> with the Reeve and Bill K to discuss the Ice Bridge, Hwy 58 & 697 drainage, Resource Road grants and the ferry upgrade.

15 November, 2012

Mackenzie County  
Box 640, 4511 - 46 Ave  
Fort Vermillion, AB  
T0H 1N0

Attention: John Klassen, Director of Environmental Services and Operations

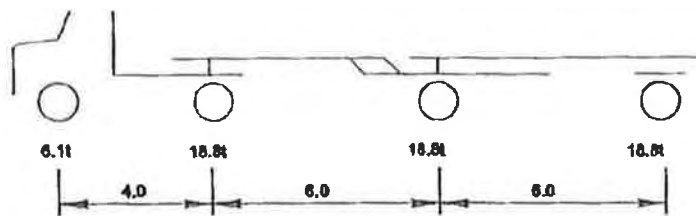
**RE: Ice Bridge Load Rating Recommendations for Mackenzie County**

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Mackenzie County requires that ice bridges operated in the County be capable of carrying legal loads, which is 1 ton heavier than the load limit provided by *Best Practice for Building and Working Safely on Ice Covers in Alberta*. GENIVAR was retained to determine an appropriate thickness of ice required for passage of legal loads. In preparing this report, GENIVAR reviewed the manuals regarding ice bridge construction in different Provinces and Territories in Canada.

**1. Overview**

In 2009, the Government of Alberta published a new version of *Practice for Building and Working Safely on Ice Covers in Alberta*. In this manual, the maximum allowable load on ice bridges is 62500 kg when the risk level factor, **A**, is 4. According to the manual, advice from a Professional Engineer must be sought to allow loads over this value to be carried. Mackenzie County requires that ice bridges in the County be capable of carrying Alberta Transportation legal loads. The current maximum legal load is 63500 kg, which is determined using the following Rating Truck Model:

**CS3 Rating Truck Model - Truck-Trailers****2. Investigation**

GENIVAR has reviewed the following manuals in the preparation of this report:

- .1 *Best Practice for Building and Working Safely on Ice Covers in Alberta* (BPBWSICA), Government of Alberta, 2009.
- .2 *Ice Testing Information* (ICI), Manitoba Transportation and Government Services.
- .3 *A Field Guide to Ice Construction Safety* (FGICS), Northwest Territories Transportation, 2007.

GENIVAR conducted a study to determine the capacity of ice bridges. Two factors were found to control the capacity: the safety factor risk parameter, **A**, and the effective thickness of ice, **H**. Canada uses Gold's Formula, which is given below.

$P = A \times H^2$ , where

**P** is the allowable load in kilograms,

**A** is a parameter that depends on the strength of the ice, and

**H** is the effective thickness of good quality ice in centimetres.

Mackenzie County has indicated through correspondence that the value of **A** be defined as 4. This value of **A** allows for a tolerable level of risk and is sufficiently conservative.

Good quality ice is defined as well-bonded natural ice. In determining the effective thickness of good quality ice, the thicknesses of blue ice and white ice are factored in as follows:

$H = H_b + 0.5 H_w$ , where

**H<sub>b</sub>** is the thickness of blue ice, and

**H<sub>w</sub>** is the thickness of white ice.

Below are definitions for different types of ice cover:

**Blue ice** is ice that forms below a surface ice layer under calm conditions. It forms vertical columnar crystals containing few air bubbles and appears blue because it is transparent. Blue ice has the **full (100%)** carrying capacity of good quality ice.

**White ice** is ice that forms on top of surface ice through natural or man-made flooding of snow. It appears white due to the significant number of air bubbles trapped within. White ice has **half (50%)** of the carrying capacity of good quality ice.

**Grey ice** is ice that forms through thawing and is indicative of running water through the ice. It includes frazil (slush) ice and jam ice. Grey ice is **not** considered good quality ice.

Using Gold's Formula according to the manuals of Alberta and the Northwest Territories, the recommended thickness of good quality ice needed to support a load of 63500 kg is **126 cm**.



3. Conclusion

An effective thickness (H) of 126 cm of good quality ice cover should be used in construction of ice bridges to allow passage of Alberta Transportation legal loads. The effective thickness of good quality ice is the sum of the blue ice thickness ( $H_b$ ) and half the white ice thickness ( $0.5H_w$ ).

Please contact me at (403) 342-7650 if you have any questions.

Sincerely,



Ming Jiao, M. Eng., P. Eng.  
Senior Bridge Engineer

cc: Samuel Teklé, GENIVAR - Sherwood Park  
Mark Onaba, GENIVAR - La Crete

December 28, 2012

Our File: 1445-TOMP-ICE  
2140-MACK  
CON0010648

Mr. John Klassen  
Director of Environmental Services and Operations  
Mackenzie County  
Box 640  
Fort Vermillion, Alberta  
T0H 1N0

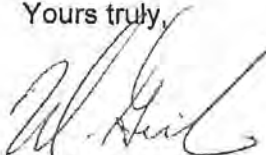
Dear Mr. Klassen:

Re: **CONTRACT CON0010648**  
**TOMPKINS ICE BRIDGE LOAD RATING RECOMMENDATIONS**

Alberta Transportation has reviewed Genivar's load recommendations, dated November 15, 2012, to allow legal winter loads across the ice bridge. The department accepts this report as the advice of a professional engineer and will allow a maximum posted load of 63,500kg provided all recommendations in the report are followed, including a minimum ice thickness of 126cm (considering the thickness of both white and blue ice).

Thank you for working with the department to make the ice bridge a success.

Yours truly,



Bill Gish, P.Eng.  
Operations Manager

cc: Mae Stewart, Operations Engineer, Peace Region

MDS/

WHEREAS, by Clause (g) of Subsection (1) of Section 108 of Part 5 of the Traffic Safety Act, being Chapter T-6 of the Revised Statutes of Alberta, 2000, it is provided:

- 108 (1) In accordance with the following, a road authority may prescribe speed limits that are different from the speed limits established under section 106 or 107:**
- (g) in the case of a highway that**
    - (i) is under construction or repair, or**
    - (ii) is in a state of disrepair,**  
a maximum speed limit may, with respect to that portion of the highway that is under construction or repair or in disrepair, be prescribed by
    - (iii) an engineer under the administration of or providing services on behalf of the Minister if**
      - (A) the highway is one in respect of which the Minister may set speed limits, or**
      - (B) the highway is being constructed or repaired by or on behalf of the Government,**  
or
    - (iv) a person authorized by a road authority if, subject to subclause (iii)(B), the highway is one in respect of which the road authority may prescribe speed limits, by erecting signs along the highway setting out the maximum speed limit;**

NOW THEREFORE, it is ordered that there be prescribed, pursuant to Clause (g) of Subsection (1) of Section 108 of Part 5 of the Traffic Safety Act, the following maximum speed limits applicable to all vehicles (or applicable to the following class or classes of vehicles):

While travelling over (highway no. & control section) Highway 697:02 – Tompkins Landing Ice Bridge  
Location between Highway 697:02 km 17.636  
And Highway 697:02 km 18.277

10 km/hr where signs are erected and displayed indicating such speed  
20 km/hr where signs are erected and displayed indicating such speed  
30 km/hr where signs are erected and displayed indicating such speed  
40 km/hr where signs are erected and displayed indicating such speed  
50 km/hr where signs are erected and displayed indicating such speed  
60 km/hr where signs are erected and displayed indicating such speed  
70 km/hr where signs are erected and displayed indicating such speed  
80 km/hr where signs are erected and displayed indicating such speed  
100 km/hr where signs are erected and displayed indicating such speed


This order hereby designates the aforementioned highway as a highway under construction and repair and the aforementioned maximum speed limits are hereby prescribed pursuant to Clause (g) of Subsection (1) of Section 108 of Part 5 of the Traffic Safety Act.


DATED at Peace River In the Province of Alberta this 18 Day of Dec. A.D., 20 12

Issued by:

William Gish, P. Eng.  
Name/Title

Alberta Transportation  
Company

  
Signature

Reviewed by Alberta Transportation:
Name/Title: <u>William Gish, P. Eng.</u>
<u></u> Signature

## MONTHLY REPORT TO THE CAO

For the month of January 2013

From: Byron Peters  
Director of Planning & Development

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Leap frog development & business incentives	Spring 2013	Have compiled info on these topics, need to be further evaluated and bring forward a recommendation to incorporate the changes into policies/bylaws
Business Licensing	February 12 <sup>th</sup>	Have compiled lots of info re. business licensing, now need to evaluate pros & cons and bring a recommendation forward
Development Agreements	Spring 2013	Samuel made draft revisions to our Development Agreements, need to review, revise and implement.
Land Use Bylaw review/update	Fall 2013	Currently updating rezoning and text amendments. Will need to thoroughly review and amend after the ASP's are approved

### Capital Projects

Projects	Timeline	Comments
Area Structure Plans	Summer 2013	Contract awarded to Scheffer Andrew, work has begun
Community Infrastructure Master Plans	Winter 2013	Contract will be awarded by January 11 <sup>th</sup> .
Rural Addressing	2013	In progress. Jeff & Julius working on this project.
Airport Vicinity Protection Area	January/February	Need to complete final review and take to Council for approval

### Personnel Update:

The Planning & Development Department is now fully staffed. Have budget for an EDO, need to confirm which department this position will fall under.

**Other Comments:**

The Land Use Framework will continue to be a priority project until it is completed, hoping for completion by April/May.

## Monthly Report to CAO

For the month of January 2013

From: William (Bill) Kostiw  
Director of Infrastructure Development and Government Relations / Acting  
Director of Community Services & Operations

The holiday season is almost over, and operations are getting back to normal. We have been busy reviewing budgets, construction contracts, and meeting with consultants/engineers to get our affairs in order.

The major construction projects – Highway 88 connector (Phase I), Zama City access (Phase II), High Level East and the completion of Highway 88 are in order to complete in the summer of 2013. The resource road grants have been submitted for the 2013 new projects and we understand Alberta Transportation is reviewing them. Reeve Bill Neufeld, John Klassen and I met with the Alberta Transportation Regional Director on January 7<sup>th</sup> to review projects: Tompkins Ice Bridge & Ferry, AJA Friesen culvert, High Level east culvert, and a general project update.

Roads and water management to the new lands will be on the agenda for Councils' perusal.

The major project for my department, and probably the whole County, is to facilitate & push the startup of the Footner OSB Mill. To this end, we are meeting with Ainsworth Executives to determine their wish list, and to see what we can recommend to Council for assistance, ie. water, labour, freight, and ESRD.

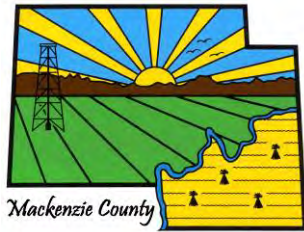
The Mustus Energy project seems to also be progressing well, and will complement the Ainsworth startup. These two projects could really help change our economic situation. We also see a lot of action starting in the oil fields of Rainbow Lake, Zama, Steen, and Caribou Mountains, as well as the south east.

The future projects like Tompkins bridge, Highway 58 West, MARA, and Land Use Framework are all under study or in progress.

We had several meetings with ESRD, and Parks to review our campsites and leases. We hope to get these in order by the end of April.

To summarize: The economic future of Mackenzie County is looking brighter. Oil production is up, forestry is smoking, and farming seems to be showing profit.

Thank you, and I look forward to questions, or to provide more specific information.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>William (Bill ) Kostiw, Director of Infrastructure Development &amp; Government Relations</b>
<b>Title:</b>	<b>Mackenzie Region Hazardous Materials Agreement</b>

**BACKGROUND / PROPOSAL:**

In 2006 the Municipalities of Mackenzie Region, Towns of Rainbow Lake and High Level, signed a Mackenzie Region Hazardous Materials agreement – expired December 31, 2012.

**OPTIONS & BENEFITS:**

Please see the draft agreement, some supporting information regarding options for replacement of the existing hazmat unit, and Town of Rainbow Lake response.

The equipment in review today is the Hazmat Unit which is a 1991 Ford with a 21 Rescue Body.

The draft agreement is for capital cost sharing and for the operating costs sharing. With respect to the capital cost, there are the following options:

1. Not replace the unit at this time;
2. Replace the Cab & Chassis at an estimated cost of \$325,000;
3. Purchase a complete new unit in 2014 at an estimated cost of \$700,000.

Administrative opinion is such that there are benefits of replacing the unit (option 3) for better response capacity in light of increased oil, gas and forestry activities in the Region.

It is proposed that the capital costs be shared as follows:

- |                      |     |
|----------------------|-----|
| Mackenzie County –   | 40% |
| Town of High Level – | 40% |

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

Town of Rainbow Lake – 20%

It is proposed that any proceeds from disposal of the old hazmat unit be shared as follows (this is in light to other capital contributions shared 50/50 between High Level and Mackenzie County):

Mackenzie County –	43%
Town of High Level –	43%
Town of Rainbow Lake –	13%

It is proposed that the operating costs contributions be as follows:

Mackenzie County -	\$5,000 annually (was \$3,000 under the previous agreement)
Town of Rainbow Lake -	\$2,500 annually (was \$1,500 under the previous agreement)

**COSTS & SOURCE OF FUNDING:**

2014 Capital Budget (Hazmat Unit replacement) and Annual Operating Budgets (annual operating costs)

2013 Operating budget includes \$24,000 towards 2013 mutual aid charges (based on an estimated emergency response). Administration recommends adding an additional \$5,000 to the 2013 operating budget during the April 2013 budget review.

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

That administration be authorized to enter into a Mackenzie Region Hazardous Materials agreement as presented and that a recommendation be made to the Towns to purchase a new unit in 2014.

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



## Mackenzie Region Hazardous Materials Agreement

BETWEEN:

The Town of High Level  
A Municipal Corporation in the Province of Alberta  
("High Level")

and

Mackenzie County  
A Municipal Corporation in the Province of Alberta

(the "County")

and

The Town of Rainbow Lake  
A Municipal Corporation in the Province of Alberta

("Rainbow Lake")

WHEREAS:

The Parties have signed the Mackenzie Region Mutual Aid Agreement dated November 17<sup>th</sup>, 2011 to assist each other in emergencies when requested.

The Parties have jointly funded a Hazmat response unit with obligations for support outlined in the expired mutual aid agreement dated April 3, 2006.

The Parties extended the Hazmat portions of the expired mutual aid agreement with other conditions to December 31, 2012 to allow the service to continue and provide time to review and determine operations and costs of the Hazmat service.

The Parties wish to cooperatively continue to provide regional Hazmat response.

Pursuant to section 54 of the Municipal Government Act, a municipality may provide any services that it provides within its community in another municipality with the agreement of the other municipality.

THEREFORE, the above named municipalities agree as follows:

### Definitions

1. In this Agreement, the following definitions apply:
  - a) "Aid" means assistance or support by a Responding Municipality to a Calling Municipality under this Agreement;

December 17, 2012

- b) "Calling Municipality" means the municipality calling for Aid for a Hazardous Materials incident;
- c) "Fire Officer in Charge" means the Calling Municipality's Fire Chief or his designate;
- d) "Hazardous Materials Incident" means an emergency incident that involves substances whether it be solid, liquid or gaseous, that may endanger the public or the environment and requires specialized equipment and training to mitigate.
- e) "Party" means a party to this Agreement;
- f) "Regional Hazardous Materials Unit" means the vehicle purchased by the Parties that is currently based in the Town of High Level designated for regional response to Hazardous Materials Incidents
- g) "Responding Municipality" means the municipality which receives a call for Aid, whether it provides assistance or not.

### **Equipment Purchasing and Vehicle Replacement**

2. The Regional Hazardous Materials Unit purchased in January of 2004 and stationed in High Level, will continue to be funded regionally. The Town of High Level will be responsible for all ongoing maintenance of the vehicle.
3. Replacement of the Regional Hazardous Materials Unit will be planned for the year 2014 with the Parties jointly. The funding will be proportionally split by the following percentages:
  - (a) Town of High Level: 40%
  - (b) Town of Rainbow Lake: 20%
  - (c) Mackenzie County: 40%
4. The proceeds from the disposition of the Regional Hazardous Material Unit being replaced will be divided amongst the contributing Parties based upon the percentage of original contribution to the vehicle Which was:
  - (a) Town of High Level: 43%
  - (b) Town of Rainbow Lake: 13%
  - (c) Mackenzie County: 43%
5. In order to ensure that adequate funding is in place for the ongoing operation of the Regional Hazardous Materials Unit, Rainbow Lake and the County agree to provide the Town of High Level with annual funding commencing January 1<sup>st</sup>, 2013 as listed below:
  - Mackenzie County - \$5,000
  - Town of Rainbow Lake - \$2,500
6. The municipalities agree that each municipality will contribute up to \$5,000 per year

for specialized equipment purchases as mutually agreed upon. The Parties agree to mutually apply for grants for specialized equipment if available.

### **Training**

7. That the use of the Regional Hazardous Materials Unit for training purposes be coordinated by the Parties' Fire Chiefs. Each Party shall repair or replace any equipment damaged or lost during their training exercise and replace any consumables used including fuel.

### **Incident Management and Aid Requests**

8. When in need of help to deal with a Hazardous Materials Incident, any one of the Parties to the Agreement may request Aid from one or more of the other Parties, subject to the following conditions:
  - a) On receipt of a call for Aid, the Responding Municipality shall determine the extent of assistance to be given, having regard to its own local situation at the time of receipt of the call.
  - b) The Calling Municipality shall assume direction and control over fire department personnel, vehicles and equipment contributed by any Responding Municipalities.
  - c) The Fire Officer in Charge of the incident from the Calling Municipality shall make calls for Aid. In the event of a major disaster or incapacitation of the Calling Municipality's fire officers, the Calling Municipality's Director of Emergency Management or Chief Administrative Officer may call for Aid.
  - d) The Fire Officer in Charge from the Responding Municipality shall report to the Fire Officer in Charge from the Calling Municipality and be under his direct supervision and control.
  - e) The Calling Municipality shall make calls for Aid to the Fire Department of the Responding Municipality in accordance with Appendix "A".
  - f) The Calling Municipality agrees to pay the Responding Municipality for Aid in accordance with the terms outlined in Appendix "B".
  - g) The Parties to this Agreement agree to cooperate in the provision of materials, equipment and manpower as specified in Appendix "C".

### **Term**

9. The term of this Agreement is from January 1st, 2013 to December 31, 2017.
10. The Parties may extend this Agreement beyond the dates set out in Article 9 by agreement in writing.

## **Termination**

11. Any of Parties may withdraw from this Agreement by giving 180 days' notice to the other Parties. During the 180 days' notice period, the Agreement continues to bind all Parties to this Agreement.
12. After the 180 days' notice has expired, this Agreement remains in force between the remaining Parties.
13. Notwithstanding the Regional Service Sharing Agreement between the County and High Level signed on October 30<sup>th</sup>, 2009, if this agreement is terminated by any Party prior to December 31, 2017 the remaining parties shall assume all capital equipment and the Regional Hazardous Materials Unit in order to continue operating. The terminating Party shall have no claim on reimbursements or equipment.

## **Area**

14. The Parties agree that the Area covered by this Agreement is the area within the corporate boundaries of each Party.

## **Indemnification, Insurance and Limitation of Liability**

15. The Responding Municipality shall not be liable for any penalty, damages or losses whatsoever for delay or failure to respond to any call for Aid or for any breach of this Agreement committed by the Responding Municipality.
16. The Calling Municipality shall indemnify and save harmless the Responding Municipality from and against:
  - a) all losses, costs, damages, injury or expense to person or property of every nature or kind whatsoever arising out of, or in any way attributable to the provision of Aid, except where the same are due to the negligence of any employee of the Responding Municipality; and
  - b) for damage or loss of any apparatus or equipment which results due to the Responding Municipality providing Aid.
17. Each Party shall maintain insurance, workers' compensation coverage and any other required coverage for its personnel, vehicles and equipment whether its personnel, vehicles and equipment are providing Aid inside or outside of its municipal boundaries.
18. Each Party shall each, at its respective cost and expense, obtain and maintain in full force and effect General Liability insurance in an amount equal to or greater than five million dollars per any one occurrence for personal injury and or property damage and any other insurance that is mutually agreed to by the Parties and reasonably obtainable by them.

## **General**

19. No Party may assign this Agreement.

- 20. Appendices A, B and C form part of this Agreement.
- 21. Words in the singular include the plural and words in the plural include the singular, unless the context requires otherwise.
- 22. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.
- 23. Nothing in this Agreement, nor in any acts of any Party pursuant to this Agreement, shall be construed, implied or deemed to create an agency, partnership, joint venture or employer and employee relationship between the Parties, and no Party has the authority to bind the others to any obligation of any kind.
- 24. In this Agreement, the word "may" shall be construed as permissive and empowering. The words "must" and "shall" are to be construed as imperative.

Executed on behalf of the participating Parties, by their authorized signing officers:

Town of High Level

Per: \_\_\_\_\_

Date: \_\_\_\_\_

Per: \_\_\_\_\_

Mackenzie County

Per: \_\_\_\_\_

Date: \_\_\_\_\_

Per: \_\_\_\_\_

Town of Rainbow Lake

Per: \_\_\_\_\_

Date: \_\_\_\_\_

Per: \_\_\_\_\_

**Mackenzie Region Hazardous Materials Agreement**  
**APPENDIX "A"**  
**OPERATING PROCEDURES**

A municipality or fire department will generally use its own resources for responding to a hazmat incident which may or may not include the Regional Hazardous Materials Unit. This does not negate the ability of the calling municipality from requesting for help from another participant giving consideration to the circumstances such as lack of manpower, expertise or equipment from their own sources.

Contact Information

- |    |                      |   |
|----|----------------------|---|
| 1. | Town of High Level   | 10511 – 103 Street<br>High Level, AB TOH 1ZO  |
|    |                      | General Office Phone: (780) 926-2201<br>General Office Fax: (780) 926-2889<br>Fire Chief Phone: (780) 821-4016<br>Fire Hall Fax: (780) 926-2058 |
| 2. | Town of Rainbow Lake | Box 149<br>Rainbow Lake, AB TOH 2YO   |
|    |                      | General Office Phone: (780) 956-3934<br>General Office Fax: (780) 956-3570<br>Rainbow Lake Fire Hall: (780) 956-3354                            |
| 3. | Mackenzie County     | Box 640<br>Fort Vermilion, AB TOH 2HO   |
|    |                      | General Office Phone: (780) 927-3718<br>General Office Fax: (780) 927-4266<br>Emergency Services Admin: (780) 928-4993                          |

\*\*General Note:

All services can be contacted through the Aeromedical Regional Dispatch  
Dispatch Phone number: 780-926-3890

\*\*or\*\*

Grande Prairie Regional Fire Dispatch: 780-538-0390

**Mackenzie Region Hazardous Materials Agreement**  
**APPENDIX "B"**  
**REMUNERATION**

**1. GENERAL**

It is the intent of the Parties to this Agreement that the Hazardous Materials Agreement will only be fair if there is a level of compensation established to cover a municipality's realistic costs. It is the intent of the Parties that contribution to operating by the County, High Level and Rainbow Lake will cover costs of response to their own municipality and that billing in relation to the Regional Hazardous Materials Unit would not occur direct to the parties in this agreement.

**2. BILLING THIRD PARTIES**

It is the intent of the Parties to this Agreement that billing for the response of the Regional Hazardous Unit as well as additional equipment, personnel and consumables will be done in order to recover costs. Billing whenever possible will be done by the responding party to:

- (a) to the Person who caused the Incident; or
- (b) to the Owner of the Dangerous Goods; or
- (c) to the Owner or the Person in possession of the land where the Dangerous Goods Incident occurred; or
- (d) when the inability to invoice the above, the municipality in which the incident occurred be invoiced for all additional equipment, manpower and consumables.

Each municipality shall be responsible for determining its own rates of compensation to their own firefighting personnel.

**3. ADDITIONAL EQUIPMENT AND PERSONNEL**

The Calling Municipality shall pay each Responding Municipality for each piece of additional firefighting equipment provided by a Responding Municipality. The rates for additional equipment, personnel and consumables will be determined by the fee schedule set by each responding Municipality.

**MACKENZIE REGION  
MUTUAL AID AGREEMENT  
APPENDIX "C"**

**TRAINING**

Due to safety and liability concerns, it is important that Fire Department personnel receive adequate training.

Due to the possibility of injury or endangerment to themselves or others and the subsequent liability to the municipality, any firefighters responding to a Mutual Aid call shall be trained and competent. Staff minimum requirements for personnel responding to an emergency Hazardous Materials Incident will be NFPA 472 Awareness Level.

It is the responsibility of each Municipality to ensure responding personnel are adequately trained and competent for required job tasks.

**COMMUNICATIONS AND EQUIPMENT**

At an incident, it is imperative that all responding departments are able to effectively communicate with each other.

A mutual aid frequency has been identified at 156.855 and all departments must have the capability to use it.

Each department will be responsible for providing its own communication equipment.

**INCIDENT COMMAND**

A Unified Command structure is imperative when responding to any emergency incident involving multiple agencies. A unified command system will be used on all Hazardous Materials Incidents.





10511-103<sup>rd</sup> Street  
High Level, Alberta  
T0H 1Z0  
Tel: (780) 821-4016  
Fax: (780) 926-2058  
Email: rschmidt@highlevel.ca

## Protective Services

# Memorandum

**To: Rosemary Offery, CAO Town of Rainbow Lake  
Julia Whittleton, CAO Mackenzie County  
Dean Krause, CAO Town of High Level**

**Date: December 18, 2012**

### **RE: Hazardous Materials Unit Agreement – Vehicle Replacement Information**

As requested by the Town of Rainbow Lake, please accept the following report in regards to the Hazardous Materials Unit Replacement. The report is designed to provide some historical information on the unit as well as provide information on the capabilities of the unit. The report will also discuss the proposed replacement plan of the unit in 2014.

#### **Vehicle History**

The vehicle was purchased jointly in 2003 by the three municipalities as part of regional project. The majority of the funding came from a joint submission to the Municipal Sponsorship Program. A total of \$143,000.00 was provided by the grant. The total cost of the vehicle was approximately \$163,000.00 with the additional \$20,000.00 coming from the Town of High Level and the County at the time. The vehicle bought was a used unit and is a 1991 Ford Chassis with a 21 foot rescue body.

Since that time, the Town has made several upgrades to the vehicle. This includes the following:

- LED Lighting upgrade – Approximately \$6000.00
- Generator refit due to a failure - \$10,000.00
- Vehicle Rescue equipment upgrade with primary Rescue Vehicle upgrade in 2011.
- Gas detection and radiological detection - \$10,000.00
- Breathing Apparatus upgrade \$18,000.00 (50% County funded)

The truck is now 21 years old and we have received the 10 years of estimated life on the unit.

#### **Vehicle Use**

The vehicle is designed primarily as a hazardous materials response vehicle and most of the equipment on it is directed towards that use. There are many other uses the vehicle can be tasked to however. In the planning stages it was decided at the time that the vehicle would be most effective to the communities if it had a multi role capability. The vehicle was designed with that purpose and it has responded to emergencies in various roles across the region. Some of the roles the unit can fulfill are as follows:

- HazMat Unit – Primary role – Spill equipment, Chemical suits, detection and mitigation equipment
- Back up – Vehicle Rescue – Has a set of vehicle rescue tools and equipment to effect a vehicle rescue if required.
- Rehab vehicle – used at large fire scenes as a firefighter rehab station – has a cascade system for air refills at scenes as well as a light tower and warm up area in the rear.
- Mobile Command post – Used at large scenes for incident command duties – has also been used by the RCMP ERT as well as in a disaster services role. Has cell phone, radio and fax capability.
- Technical Rescue/Rope Rescue/Confined Space Rescue- Has high angle rope gear as well as confined space gear on board. Also has air shores for stabilization of trenches and buildings.

The vehicle is available to the region and has been deployed to many areas for these roles throughout its service time. The current hazmat call volume averages approximately 15 per year to various areas of the region. This has included the La Crete/Fort Vermilion area, as far north as the NWT border and into the Rainbow Lake region.

### **Vehicle Replacement Plans**

The vehicle is due for replacement in 2014 as outlined in the proposed agreement. The Town of High Level has looked at many options to replace the vehicle. One option is to buy new but the cost is very high – Approximately \$700,000.00. The other option is to purchase another vehicle that is used at a similar age. At the time for replacement, that will be looked at as a possibility but it is really dependant on what is available at the time.

The preferred option that the Town of High Level is exploring is a remount of the vehicle. This would involve the removal of the existing box from the chassis and mounting it on a new chassis. It is the intention that it would be mounted on a custom chassis to allow for a crew of up to six people to ride in the apparatus which would increase efficiency for response. Currently the vehicle is only capable of transporting 2 people and has to be accompanied by a chase vehicle which increases response costs. Mounting it on a custom chassis would provide seating for 6 as well as increase safety for the crew. This would reduce the need for a second vehicle to carry personnel. The remount would also involve repair and overhaul of the box itself, fixing interior cabinets, repairing the rear door and repairing exterior cabinetry. We are currently experiencing issues with the interior cabinets and they are unable to properly hold equipment properly. Other refit plans is to replace the generator with a PTO mount unit to free up cabinet space from the current hydraulic unit and repaint and repair the body. Some rewiring would be involved as well as an overhaul of the light tower that has had issues over the last year.

During the refit a lease unit would be required to cover during the refit and that would be included in the cost.

It is anticipated that the refit cost would be approximately \$325,000.00. This is currently less than half the cost of a new unit. The department estimates that this would give a minimum 15 year life span on the vehicle.

The option of purchasing another used unit is estimated to be around the same cost to refit the current one. The issue may reside in finding an appropriate unit at the right age. Used rescue vehicles of that type are in short supply and it may prove difficult to find one that fits the needs.

At this time, no replacement plans have been formally discussed with the High Level Council. Replacement in 2014 would be subject to approval by each municipality's Council.

The following are some pictures of the current unit:







If there are any questions regarding the unit please do not hesitate to contact me.

Respectfully submitted,

Rodney Schmidt  
Director of Protective Services  
Town of High Level



Box 149  
65 Imperial Drive  
Rainbow Lake, AB  
T0H 2Y0  
Ph: 780-956-3934  
Fx: 780-956-3570

December 21, 2012

Mr. Rodney Schmidt, Fire Chief  
Town of High Level  
10511 – 103 Street  
High Level, AB  
T0H 1Z0

Dear Rodney,

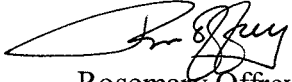
**Re: Mackenzie Region Hazardous Materials Agreement**

As you were aware, the Rainbow Lake Council discussed this agreement at the regular council meeting held on December 19, 2012. Based on the Council's directions please note the following:

- Council agrees that there is a need to replace the Hazardous Materials Unit.
- Council has directed Administration to increase the Fire Department's 2013 and 2014 budgets to reflect a capital reserve of \$16,000 each year to assist with the cost of the retrofit of the hazmat unit.
- Council requests that the regions' administrations seek grant funding to help with the cost involved to retrofit the unit.
- Council is prepared to contribute up to 10% of the non-grant cost to retrofit the unit as per your information package.
- Council would appreciate further discussion before agreeing to the final funding formula. As we are all aware, in a period of ten years, this unit responded to one call in Town. Most of the calls thus far and most of the potential calls for the unit will occur in the surrounding area.
- Council requests that the region make a decision regarding this unit prior to the 2014 budget deliberations.

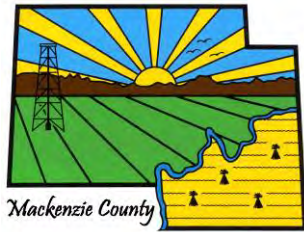
Council looks forward to finalizing the Hazardous Materials Agreement as soon as there is a consensus regarding the funding formula.

Best regards,



Rosemary Offrey,  
Chief Administrative Officer

C: Reeve Neufeld, Mackenzie County  
Mayor Ernst, Town of High Level  
Joulia Whittleton, CAO Mackenzie County  
Dean Krause, CAO High Level  
Bob Bueckert, Fire Chief Rainbow Lake



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>La Crete Hamlet Residential Waste Collection</b>

### **BACKGROUND / PROPOSAL:**

Further to the implementation of the La Crete residential waste collection program, the Public Works Committee recommended at their December 21<sup>st</sup> meeting that Council consider providing a second bin upon request of the resident as per the following committee motion.

*That administration presents the Fee Schedule Bylaw to Council with a recommendation permitting the pick-up fee be doubled if resident has two bins, and that the second bin be provided upon request only, at cost.*

Since the Public works committee meeting we received a quote from our waste collector that the fee for emptying additional waste receptacles is \$4.00 per month.

The current residential waste by-law states refuse receptacles shall be acquired from the Municipality. There is public concern that refuse receptacles should be supplied by private industry.

### **OPTIONS & BENEFITS:**

Some residents will benefit by having more than one refuse bin to handle their household waste demand.

**Author:** B. Kostiw/R. Pelensky **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_ **YW** \_\_\_\_\_

It is recommended that Council discusses the following points:

**1. Register for use of additional bins**

County allow residents to purchase additional refuse bins (county approved style) at the county's cost and register for additional use of these bins with a charge of \$5.95 per bin per month (Committee's recommendation). The added bins could have a tag on them so the contractor knows they are approved and they are getting compensated for them (this is to ease administrative procedures).

**2. Use of a Tag system for additional refuse bins (alternative to point 1)**

County allow residents to purchase one time use refuse bin tags at a cost of \$2.00 per tag and purchase additional bins at county's cost. These tags would be attached to the extra bins (county approved style bins) and collected by waste collector for additional billing to the County.

**3. Supply of Refuse receptacles**

Due to concern of the county supplying refuse receptacles vs private sector council should debate our position. If council agrees refuse receptacles should be supplied by private industry, section 7.1 of By-law 866-12, Hamlet Residential Waste Collection, will need to be amended (this section stated that the County will provide bins).

The County will have to pay the contractor the additional pick up cost.

The Fee Schedule Bylaw is included in the agenda for final approval of the fees.

**COSTS & SOURCE OF FUNDING:**

The additional costs would be passed onto the residents. The unknown is the County's cost of future bins.

**RECOMMENDED ACTION:**

**MOTION 1**

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

*Note: Fee schedule bylaw will have to be amended before this takes effect.*

Author: B. Kostiw/R. Pelensky Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



**MOTION 2**

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

*Note: Hamlet Residential Waste Collection bylaw will have to be amended before this takes effect.*

**Author:** B. Kostiw/R. Pelensky **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

## LA CRETE RESIDENTIAL GARBAGE BIN SUMMARY

<b>Bins ordered 900</b>
<b>Bins distributed 886</b>
<b>Bins picked up by county staff 40</b>
<b>Bins returned to residents 20</b>
<b>Bins remaining in stock 14</b>
<b>Note:</b> The bins that were picked up will be returned if requested by the resident



# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>Intersection Lighting</b>

### **BACKGROUND / PROPOSAL:**

At the December 21, 2012 Public Works Committee meeting several motions for recommendation to Council were made concerning the subject of intersection lighting as follows:

Motion 1:

*That a recommendation be taken to Council requesting Alberta Transportation install lights at the following intersections: 1) La Crete North Access and Hwy 697; 2) La Crete South Access and Hwy 697; 3) La Crete 94<sup>th</sup> Avenue and Hwy 697.*

Motion 2:

*That a recommendation be taken to Council requesting Alberta Transportation install lights at Hwy 58 and Hwy 88 junction.*

Motion 3:

*That a recommendation be taken to Council whereby Council considers installing lights at La Crete 99<sup>th</sup> Street and La Crete North Access intersection.*

### **OPTIONS & BENEFITS:**

An option for the Public Works Committee Motions 1 & 2 is that Mackenzie County lobby Alberta Transportation for the installation of intersection lights that fall within the Hwy 697 and Hwy 58/88 corridors.

The benefit of lighting these intersections is that it will provide a substantial safety factor for all motorists traveling these Provincial Highways.

**Author:** John Klassen      **Review Date:** \_\_\_\_\_      **CAO** YW

An option for the Public Works Committee Motion 3 would be that administration request a quote from ATCO Electric for the installation of intersection lights at La Crete North Access & 99 Street and submit to Council for consideration during budget ratification in April 2013.

Again this would provide a safety factor for that intersection as well as fall within our development guidelines where we require developers to install lighting at major intersections.

**COSTS & SOURCE OF FUNDING:**

Costs and funding are undetermined at this time.

**RECOMMENDED ACTION:**

**Motion 1**

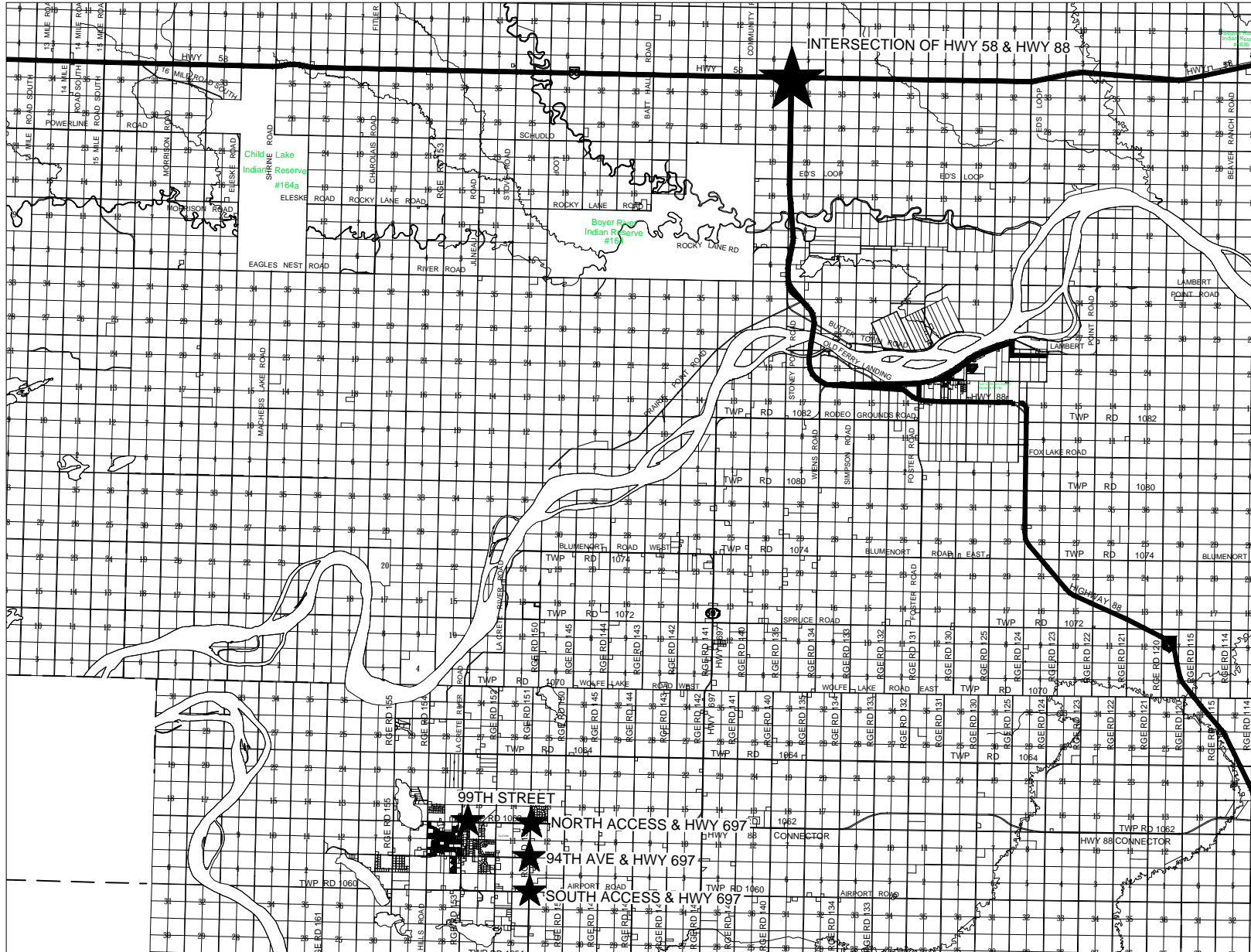
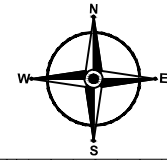
That Mackenzie County submit a formal request to Alberta Transportation for the installation of intersection lighting at the following locations:

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

**Motion 2**

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

# Street Lamp Locations

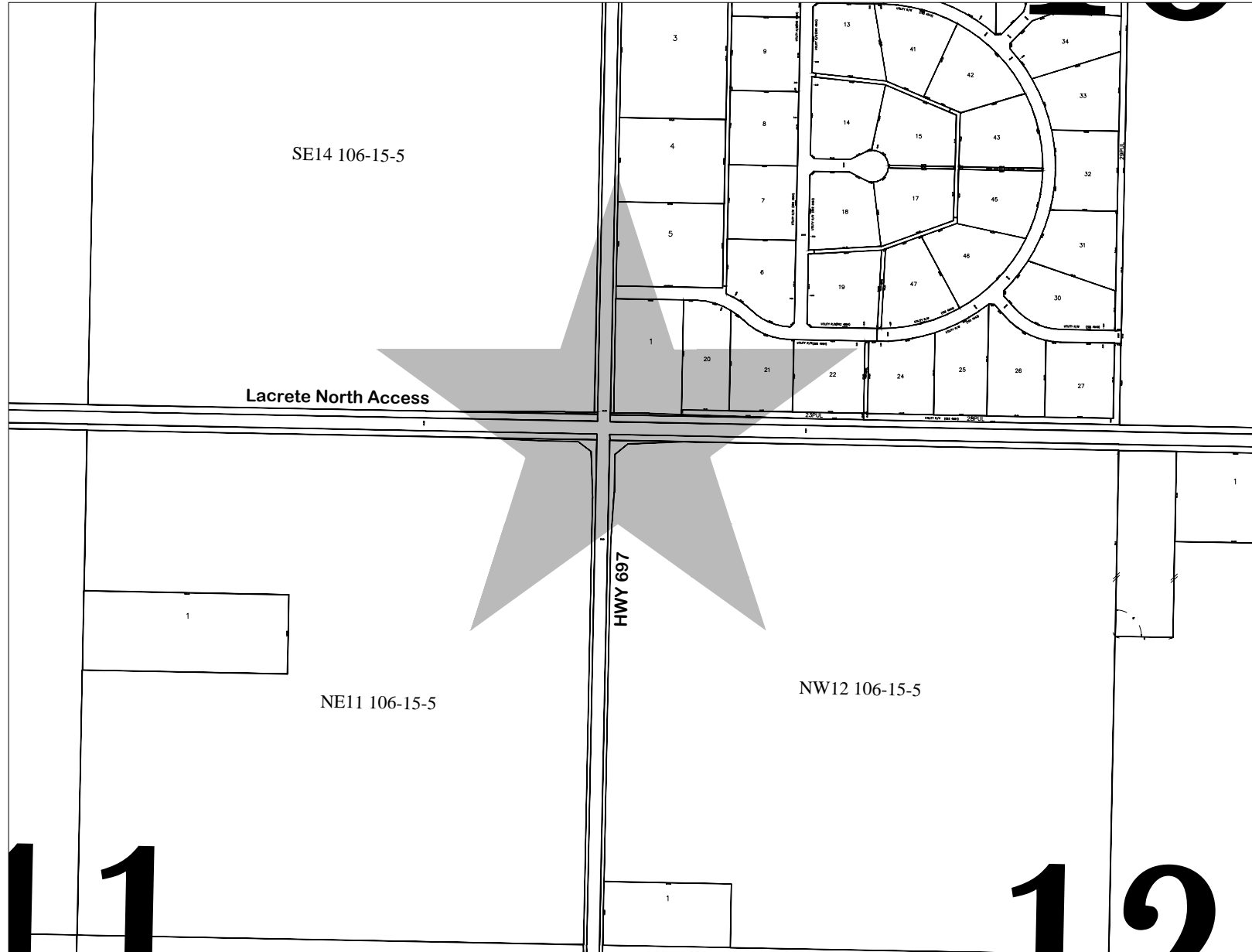
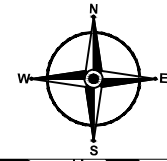


★ Street Lamp Locations



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# Street Lamp Locations

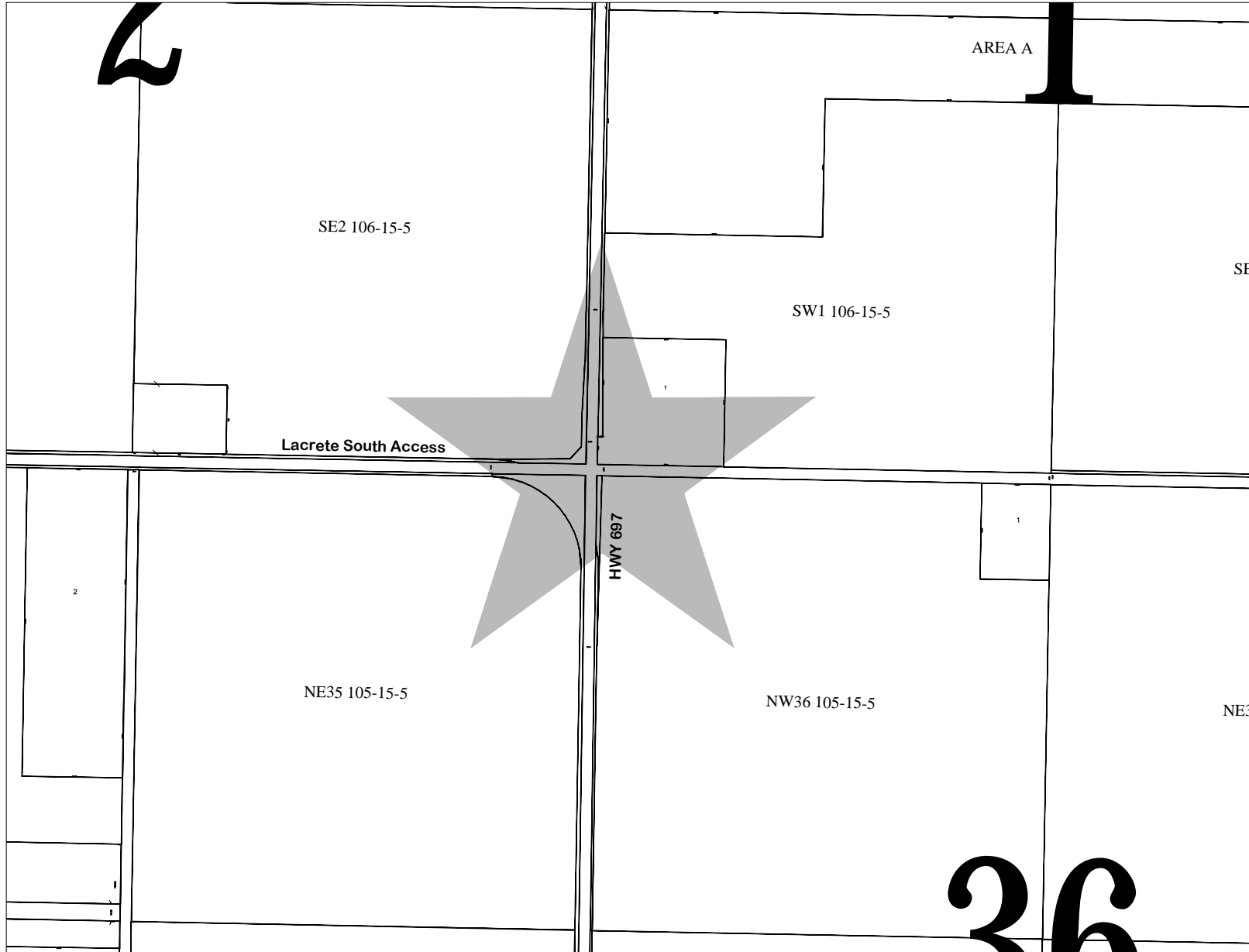
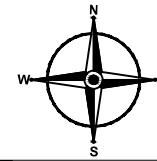


★ Street Lamp Locations



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# Street Lamp Locations

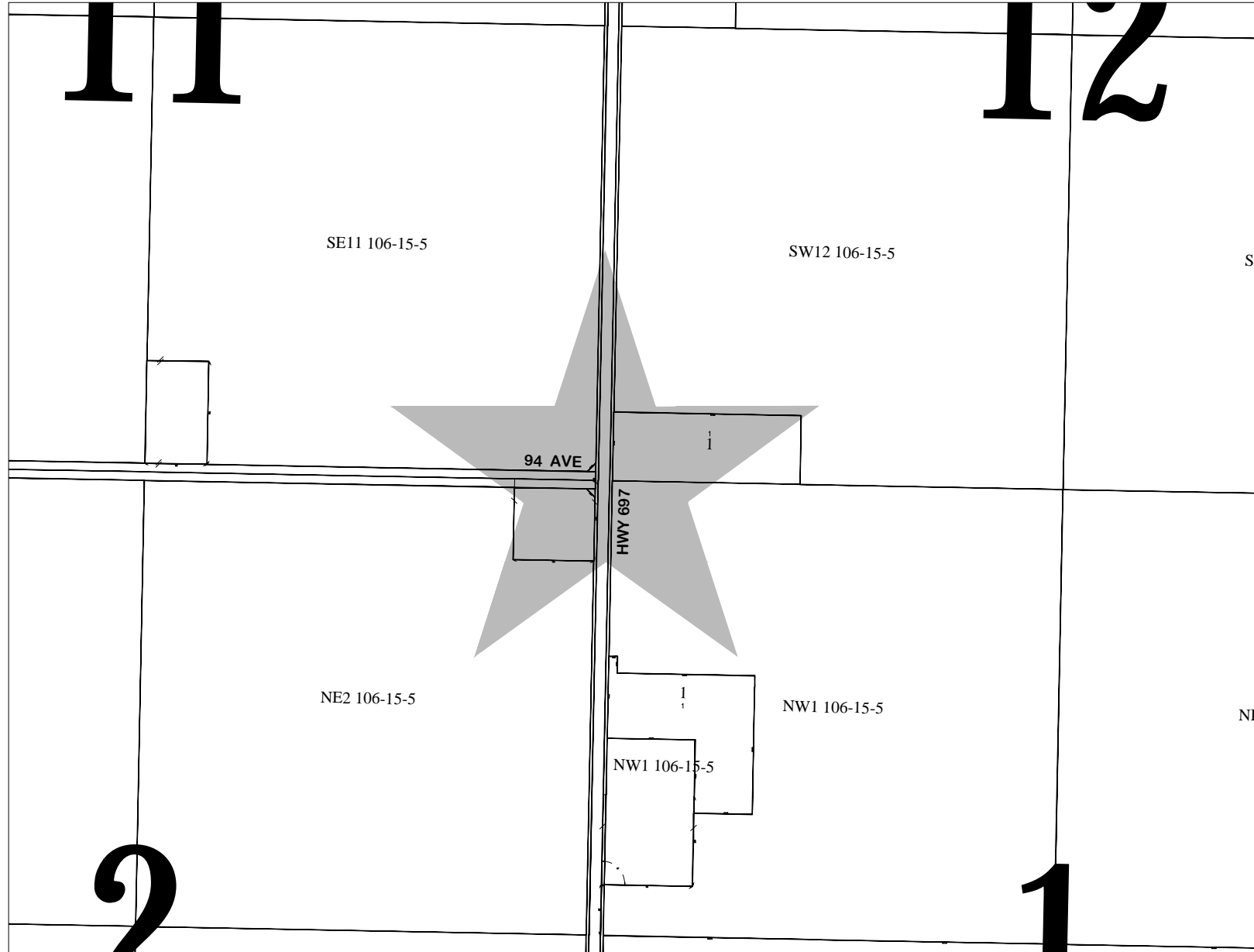
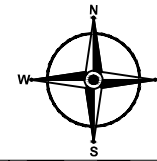


★ Street Lamp Locations



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# Street Lamp Locations



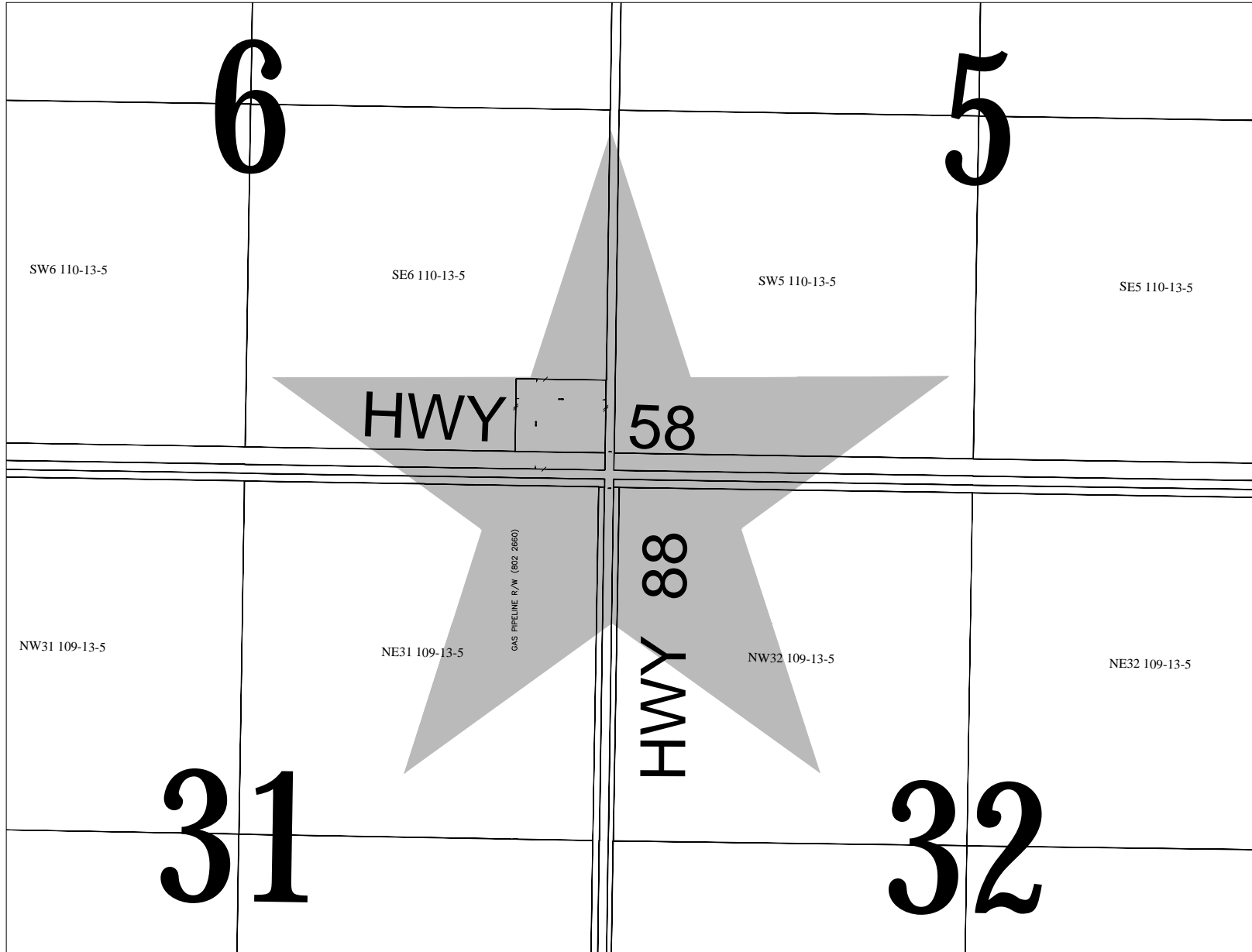
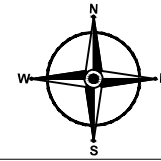
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★ Street Lamp Locations





# Street Lamp Locations

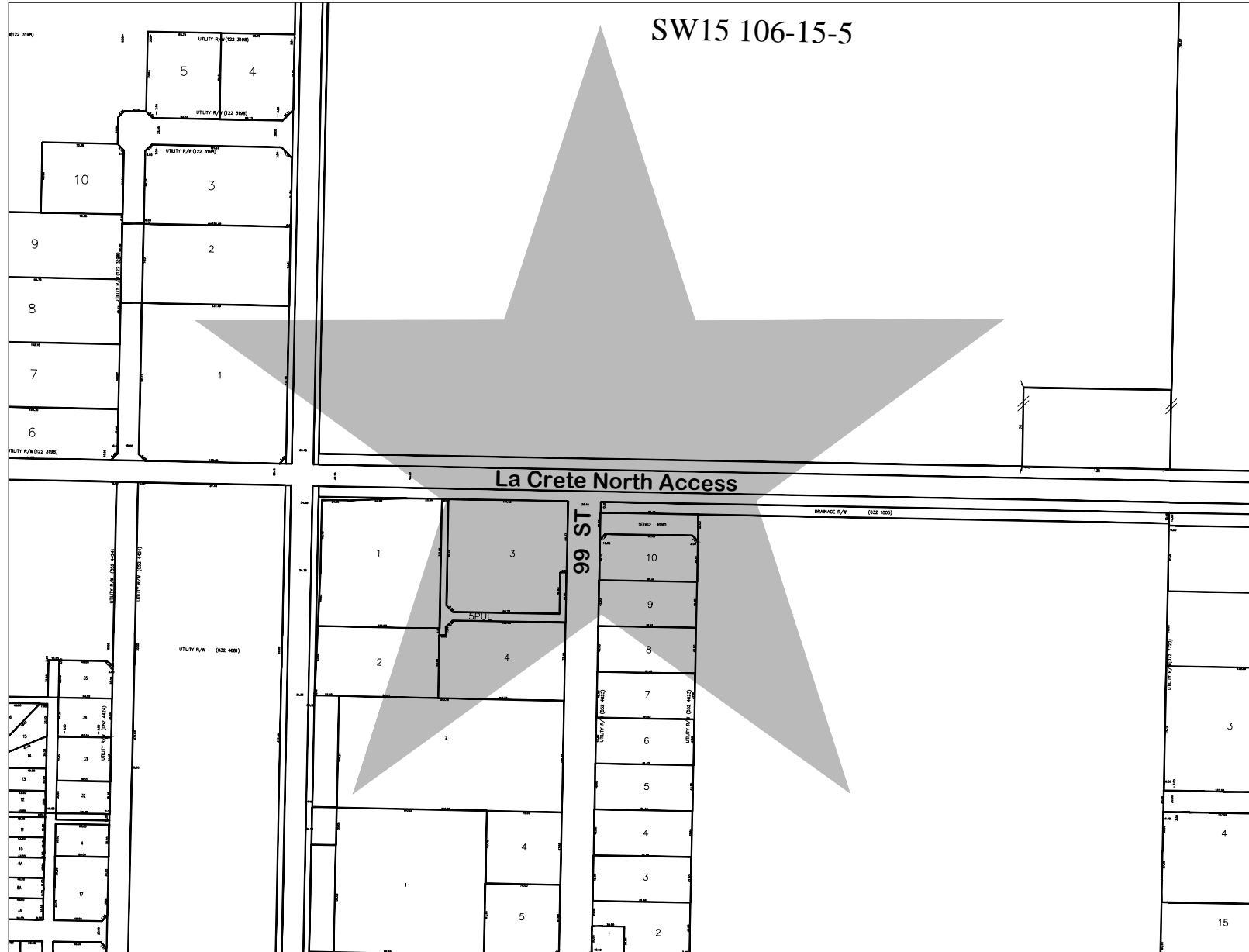
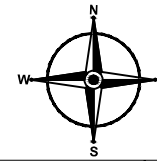


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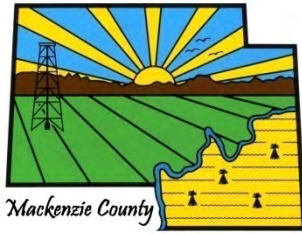
# Street Lamp Locations



★ Street Lamp Locations



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# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Grant Smith, Agriculture Fieldman</b>
<b>Title:</b>	<b>Master Drainage Plan Project Funding</b>

**BACKGROUND / PROPOSAL:**

With the agricultural land base expansion in 2011/2012 and with future sales pending, the ASB is being overwhelmed with drainage requests to service these new lands.

**OPTIONS & BENEFITS:**

The ASB feels a need to contract an Engineering Firm to conduct a study on the County's water/drainage issues and to identify drainage basins within the County.

A Terms of Reference has been established as a combined effort between the County and Provincial Government.

Upon advertising, the ASB will review RFP's from interested Engineering Firms.

As per Motion 12-068 of the December 14, 2012 ASB meeting:

*That the ASB recommend to council to re-direct funds to Master Drainage Plan and draft a terms of reference for next ASB meeting.*

**COSTS & SOURCE OF FUNDING:**

Estimated cost is \$175,000 which includes the final report, advertising, contingency, etc.

2013 operating budget for Structural Repair & Maintenance includes \$175,000 towards various small drainage requests. Council has an option to redirect this funding towards

**Author:** Grant Smith      **Review By:** \_\_\_\_\_ **CAO** YW

Master Drainage Plan or amend 2013 budget by allocating \$175,000 from Drainage Reserve.

December 31 2013 estimated Drainage Reserve balance is \$1,187,288.

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

That the 2013 budget be amended by including a non-TCA, Master Drainage Plan Project with funding coming from the Drainage Reserve, at a total estimated cost of \$175,000.

Author: \_\_\_\_\_ Review Date: \_\_\_\_\_ CAO \_\_\_\_\_



## MACKENZIE COUNTY

### REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services &amp; Operations</b>
<b>Title:</b>	<b>Ice Bridge - Ground Penetrating Radar (GPR) / Operating Agreement</b>

**BACKGROUND / PROPOSAL:**

At the January 7, 2013 meeting with Alberta Transportation which was held in the Peace River office a discussion was had pertaining to the use of GPR for ice profiling/measuring as opposed to physical drilling, AT informed the County that they are in favor of using the GPR method but will not fund the unit up front. What AT has agreed to is an amendment to the current operating agreement, which would affect the per occurrence payment by adjusting the dollar value or the number of occurrences, which in turn will provide a cost recovery of the GPR unit over a period of time. The current contract is estimated at 20 occurrences per season after reaching the maximum weight limit and \$1,000 per occurrence.

The other item pertaining to the contract is that it expires on April 30, 2013; therefore AT also proposes to provide a 3 year extension amendment to the contract and forward it to the County for review.

**OPTIONS & BENEFITS:**

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

Option 2: That Mackenzie County does not purchase a GPR unit and continues to measure ice via the physical drilling method.

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

**Author:** John Klassen      **Review Date:** \_\_\_\_\_      **CAO**      YW

**COSTS & SOURCE OF FUNDING:**

The cost of a good quality GPR unit can run up to \$25,000.

The funding for this unit has not been included in the 2013 budget and therefore would require a budget amendment.

**RECOMMENDED ACTION:**

**Motion 1**

That administration be authorized to negotiate a three year contract extension with Alberta Transportation for the operation and maintenance of the Tompkins Landing Ice Crossing.

**Motion 2 (requires 2/3)**

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

Author: John Klassen Review Date: \_\_\_\_\_ CAO \_\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>William (Bill) Kostiw &amp; Grant Smith</b>
<b>Title:</b>	<b>Mackenzie Field Day and Agriculture Fair</b>

### **BACKGROUND / PROPOSAL:**

Both the County and the Agriculture Service Board have been contemplating a large event for the Annual Field Day and Tradeshow. On January 9, 2013 the ASB passed the following Motion 13-006:

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

### **OPTIONS & BENEFITS:**

Many options were discussed but to be politically and socially correct the proposed format was adopted by the ASB - **Mackenzie Field Day and Agricultural Fair.**

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

The estimated upfront cost for the event is \$27,500.

- Speakers - \$7,000
- Tents and Rentals - \$5,000
- Equipment Rental - \$5,000
- Food - \$8,000
- Contingency - \$2,500

**\*NOTE\*** Some funds will be recovered by registration and other fees.

**Author:** William (Bill) Kostiw      **Review Date:** \_\_\_\_\_      **CAO** Joulia Whittleton

The funds could come from either reallocating funds from the existing 2013 ASB Operating Budget (code 259), or from a reserve (General Operating or Drainage Reserve).

**RECOMMENDED ACTION:**

**Motion 1**

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

**Motion 2 (requires 2/3)**

That the 2013 budget be amended to include \$27,500 for the Mackenzie Field Day and Agricultural Fair with funds coming from either the existing 2013 ASB Operating Budget (code 259), or from a reserve (General Operating or Drainage Reserve).

**Author:** William (Bill) Kostiw      **Review Date:** \_\_\_\_\_      **CAO** Joulia Whittleton





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Development Permit 278-DP-12 for a Manufacturing Firm on Plan 062 1497; Block 01; Lot 02 in "DC"</b>

### **BACKGROUND / PROPOSAL:**

The Planning and Development Department has received a development permit application for an existing manufacturing firm on Plan 062 1497; Block 01; Lot 02.

On September 24, 2012 Council approved a Land Use Bylaw amendment application to rezone Part of Plan 062 1497; Block 01; Lot 02 from Urban Fringe "UF" to Direct Control District "DC" to accommodate a manufacturing firm for a temporary period of time.

At the time of the re-zoning application, the applicant had not submitted a Development Permit application.

### **COSTS/SOURCE OF FUNDING:**

All costs will be borne by the applicant.

### **RECOMMENDED ACTION:**

That Development Permit 278-DP-12 on Plan 062 1497, Block 01, Lot 02 in the name of the Henry Giesbrecht be approved with the following conditions:

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

**Author:** Liane Lambert,  
Development Officer

**Reviewed by:** \_\_\_\_\_

**CAO** \_\_\_\_\_

1. This Approval is for a temporary one-year permit issued for a Manufacturing Firm Operation. Should the development require longer than one year, the applicant shall request a Time Extension prior to the Expiry date, **January 15, 2014**.
2. **Minimum building setbacks:**
  - a. **41 meters (135 feet) front yard;**
  - b. **15.2 meters (50 feet) rear yard;**
  - c. **15.2 meters (50 feet) side yard, from the property lines.**
3. The architecture, construction materials and appearance of the Manufacturing firm shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
4. The Manufacturing Firm shall meet all applicable Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
5. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 30 square meters of building area, 1 space per each full time employee and 1 space for every 2 part time employees
6. Sufficient lighting to light up the parking area and building entrance
7. **The property must at all times be kept in a neat and orderly fashion. The Development Authority may, at its discretion, require privacy fencing or other suitable means of screening.**
8. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-927-3718. Access to be constructed at the developers' expense.
9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

Author: Liane Lambert Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



# DEVELOPMENT PERMIT APPLICATION

<b>Admin Use Only</b>	
Development Permit #	278-DP-12
Date Received	Dec 18, 2012
Date Accepted	Dec 18, 2012

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 <i>Henry Giesbrecht</i>		Registered Landowner Name (If different than Applicant)	
Address <i>Box 723</i>		Address	
<i>La Crete, AB T6H2H0</i>			
E-mail		E-mail	
Telephone (Res)	Work or Cell	Telephone (Res)	Work or Cell
<i>780-928-2360</i>	<i>780-821-3334</i>		

LAND INFORMATION										
<b>Legal description of proposed development site</b>										
Registered Plan #	Block	Lot	Stall	OR	QTR/L.S	SEC	TWP.	RG	M	
<i>0621497</i>	<i>1</i>	<i>2</i>			Ward	MLL/MS/TFA	Acres/Ha			
Civic Address							Quarter Section    Acreage			
Hamlet							<input type="checkbox"/> <input type="checkbox"/>			
Description of existing use of land: <i>Manufacturing firm and residence</i>										

DEVELOPMENT INFORMATION				
Describe proposed development: <i>Manufacturing firm</i>				
<input type="checkbox"/> Dwelling (Inc home additions)	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Secondary residence	<input type="checkbox"/> Garage, shop, shed (circle one)	<input type="checkbox"/> Commercial /Industrial Building		
<input type="checkbox"/> Modular/Manufactured Home	<input type="checkbox"/> Moved in Building	<input type="checkbox"/> Public Use Building		
<b>Building Size</b>				
Length <i>48</i>	Width <i>60</i>	Height (Grade to peak) <i>16'</i>	Sq' <i>89880</i>	Other
The land is adjacent to: <input type="checkbox"/> Primary Highway <input type="checkbox"/> Secondary Highway <input type="checkbox"/> Local Road <input type="checkbox"/> Hamlet Road				



Estimate project time and cost: existing

A. Start Date	B. End Date	C. Completed Project Cost \$
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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 <input type="checkbox"/> No <input type="checkbox"/> <i>A County Approved Access is required before a Development Permit can be issued (except for site development)</i>	Does the site location require an access or road to be built to the proposed site? Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

**DECLARATION**

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

Applicant Name (Print) <u>Henry Giesbrecht</u>		Registered Land Owner Name (Print)	
Applicant Name (Signature) 	Date	Registered Land Owner (Signature)	Date

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

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

**FOR ADMINISTRATIVE USE ONLY**

Complies With:

MDP Yes <input type="checkbox"/> No <input type="checkbox"/>	ASP Yes <input type="checkbox"/> No <input type="checkbox"/>	AVPA Yes <input type="checkbox"/> No <input type="checkbox"/>
---	---	--

Offsite Levy (If Required):  
Connection Fee \$ \_\_\_\_\_  
Receipt Number \_\_\_\_\_

Land Use Classification: Direct Control Tax Roll No: 082383

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

Proposed Use: Manufacturing Firm

Development Application Fee Enclosed:  Yes  No Amount \$ 100.00 Receipt No: 154472



Plan 062 1497, Block 1, Lot 2



Subject Property

062 1497

SW9 106-15-5

98th Avenue

98th Avenue

042 2979

052 3802

092 2495

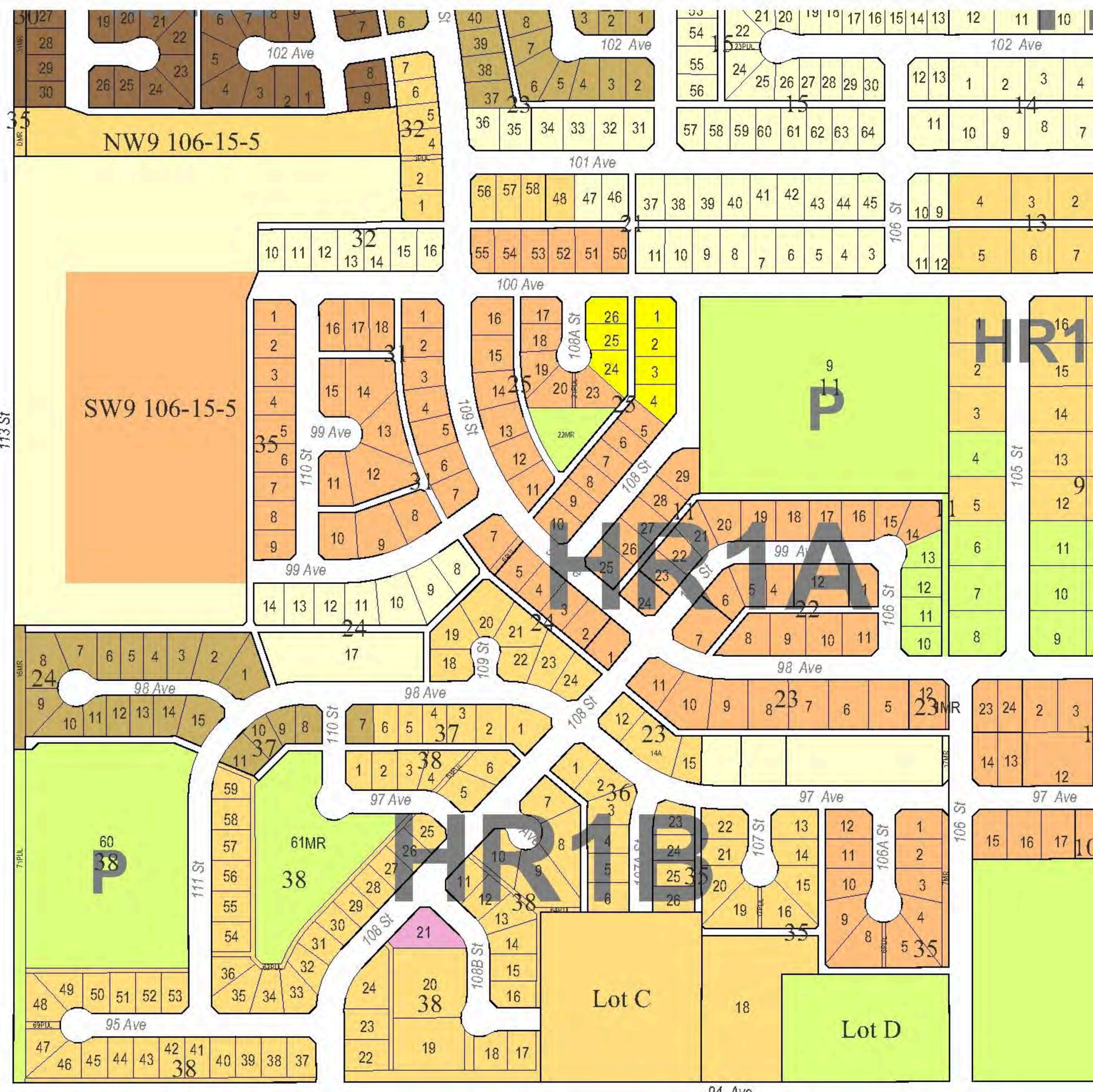
WATER LINE R/W

81 (052 3278)





UP



SE8 106-15-5

1  
1

3  
1

2  
1

3

**Subject Property**

MR

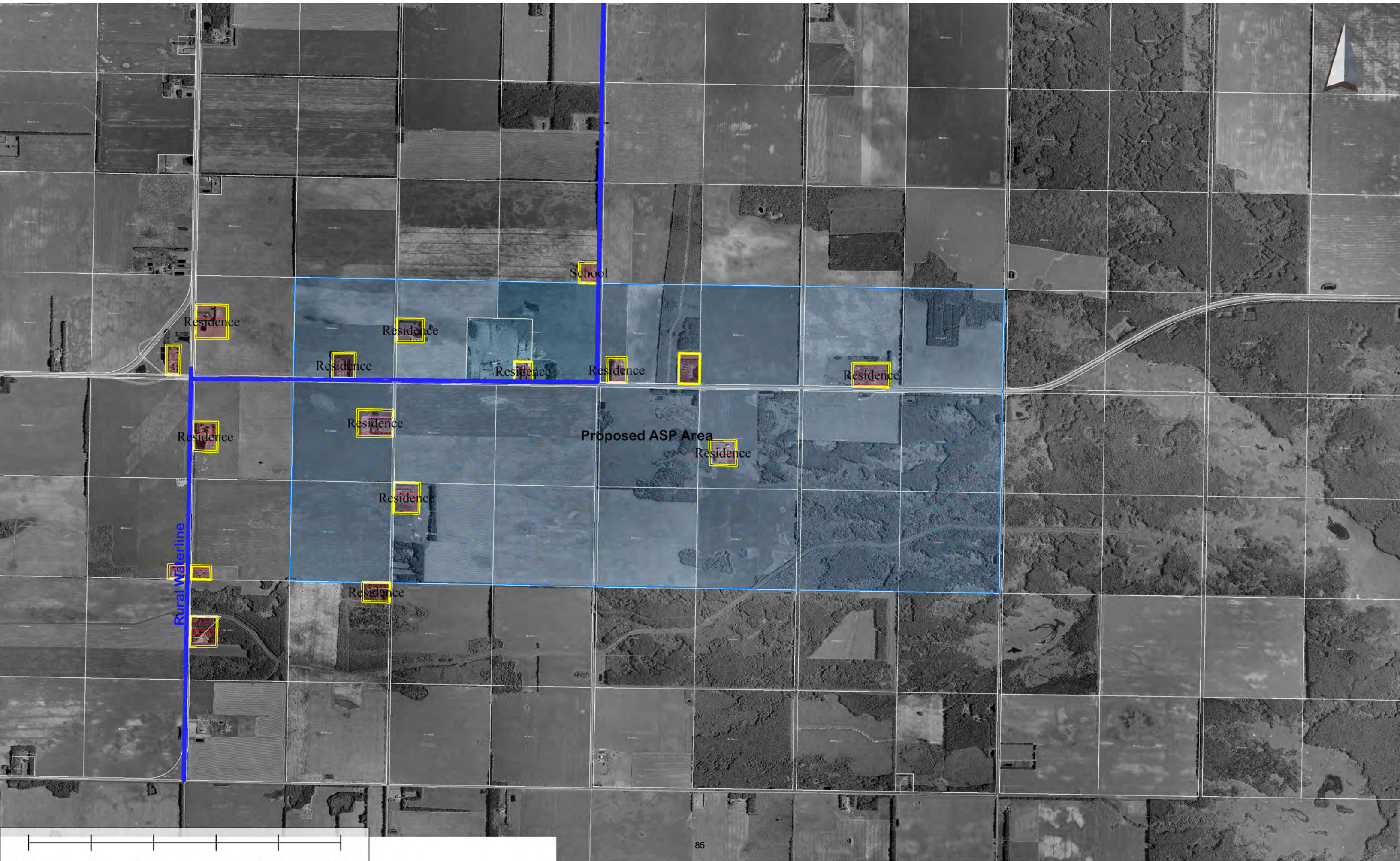
6-15-5



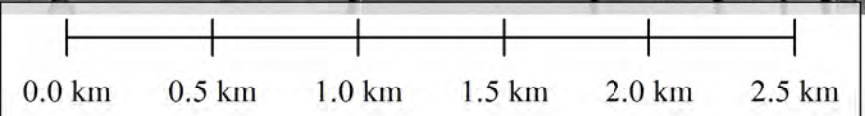
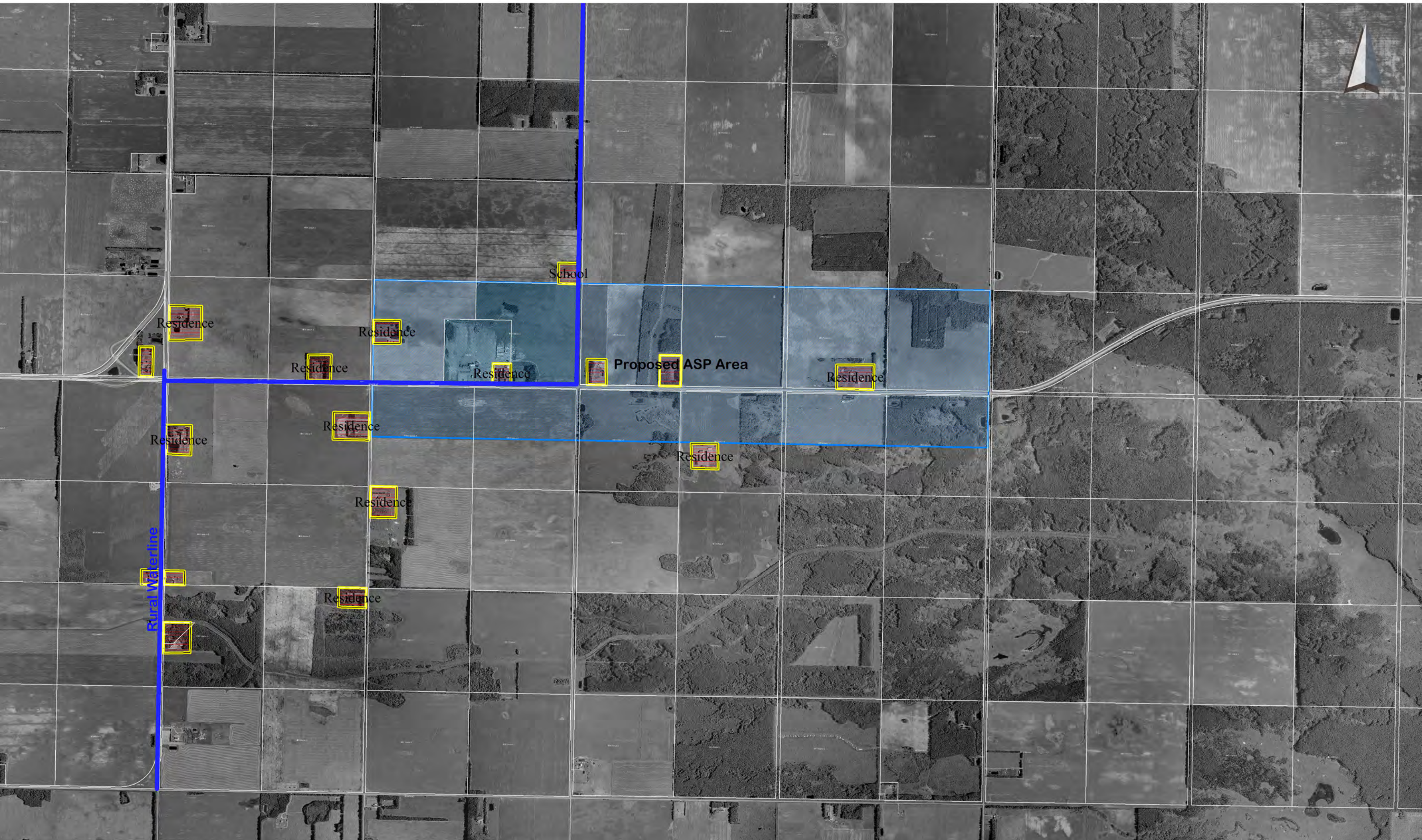




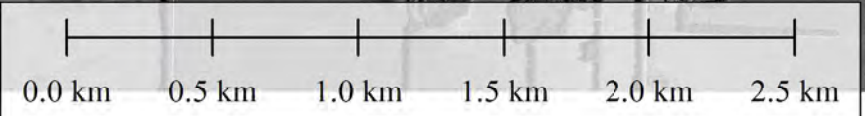
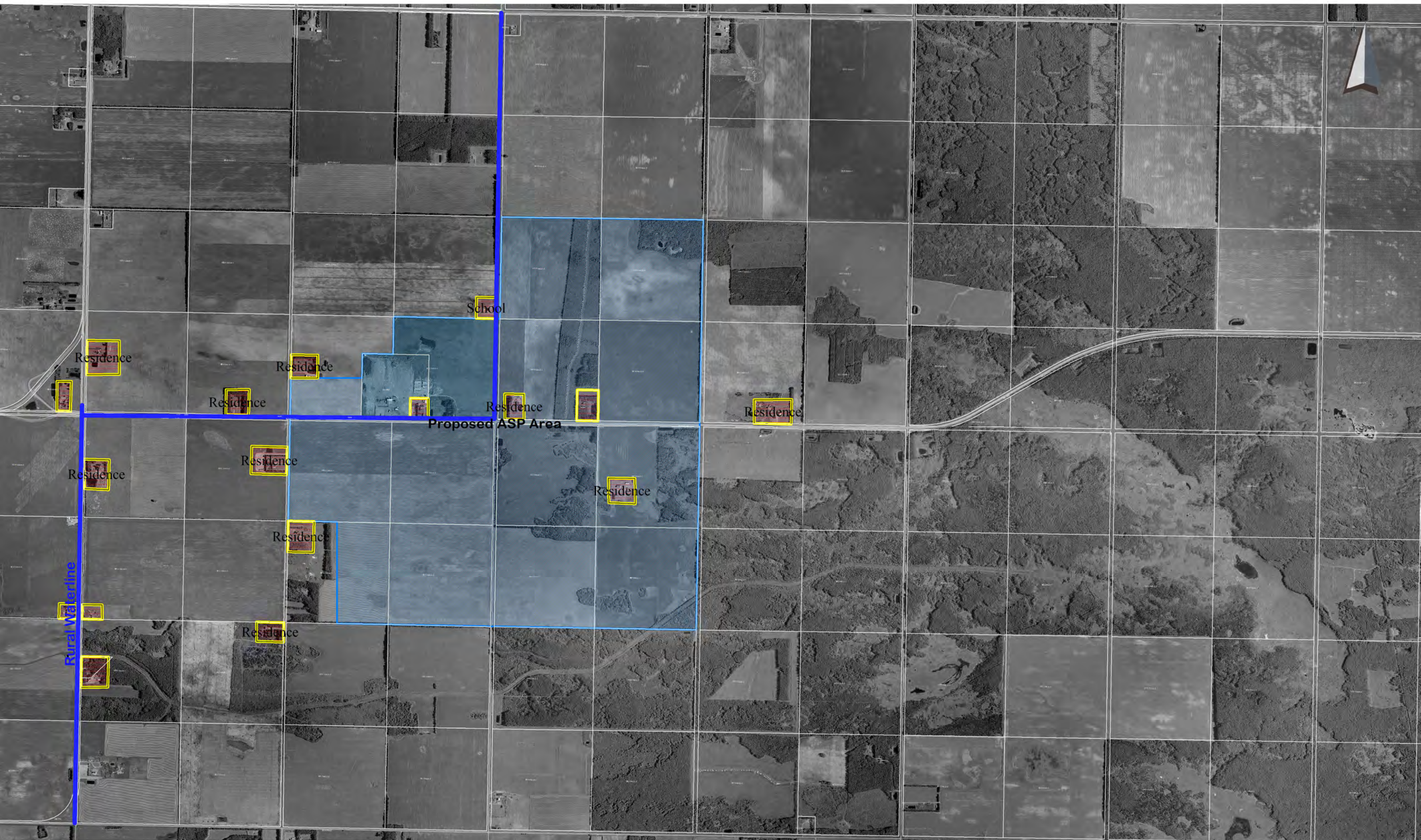




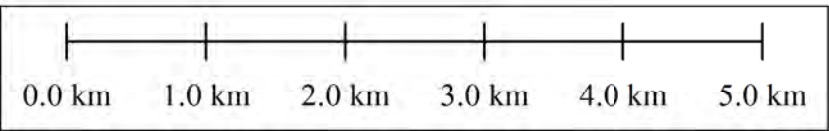
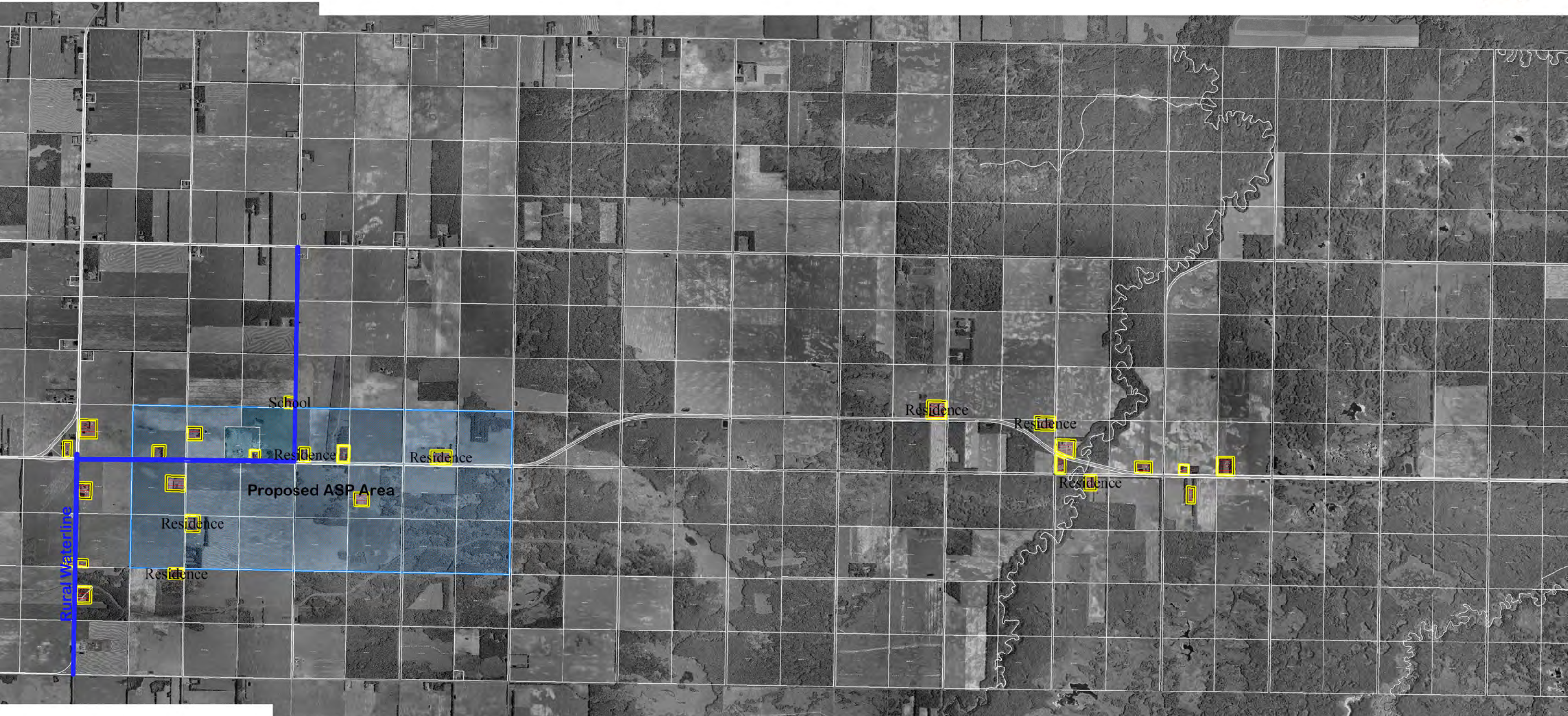




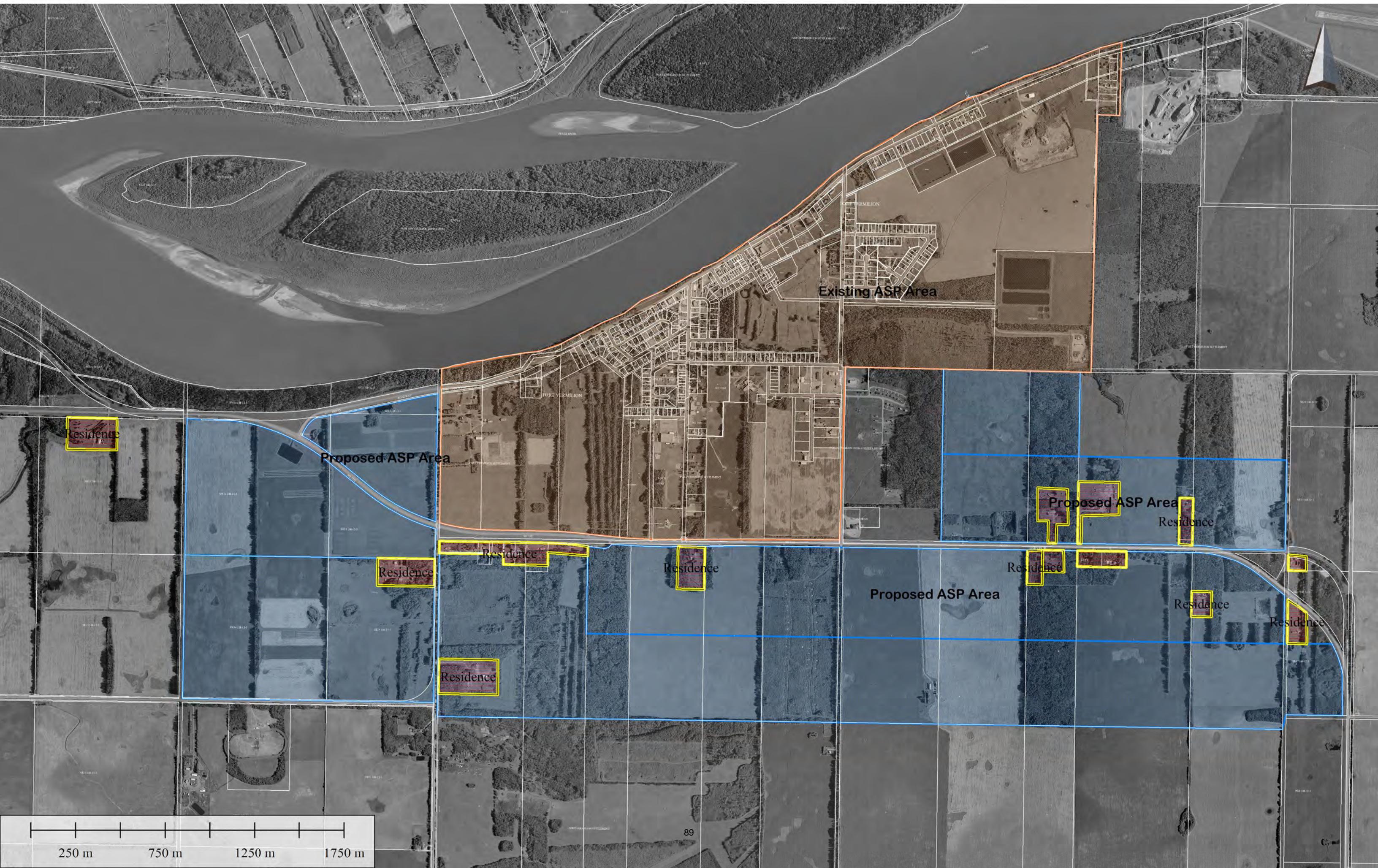












Residence

Proposed ASP Area

Existing ASP Area

Proposed ASP Area

Residence

Residence

Residence

Residence

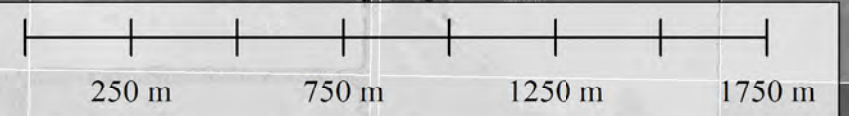
Proposed ASP Area

Residence

Residence

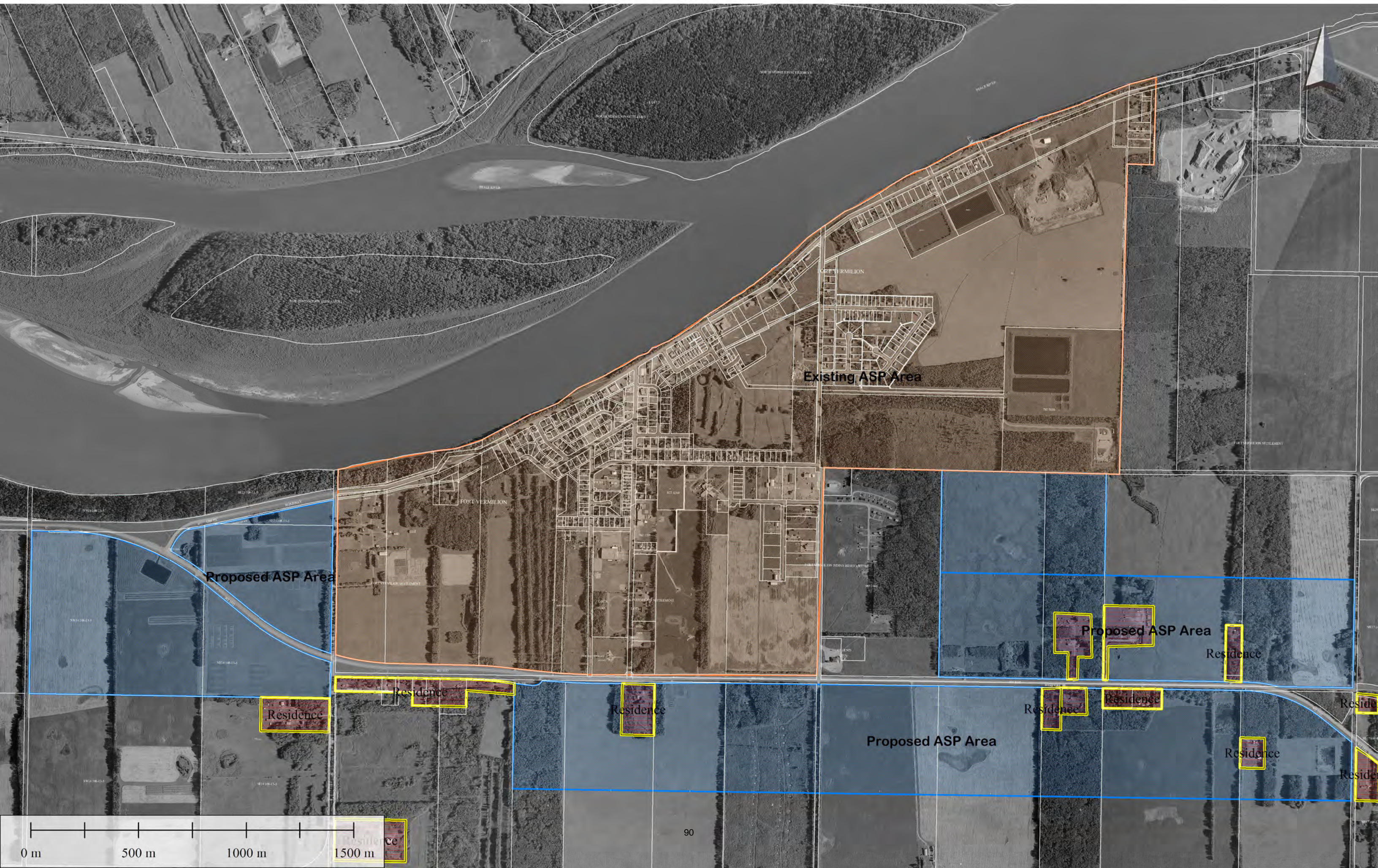
Residence

Residence





ASP Option 2







Proposed ASP Area

Proposed ASP Area

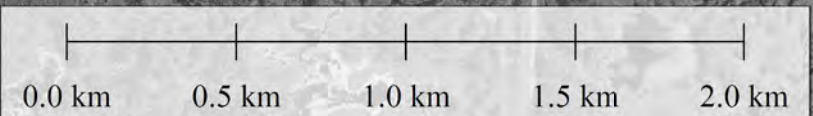
Proposed ASP Area

Residence

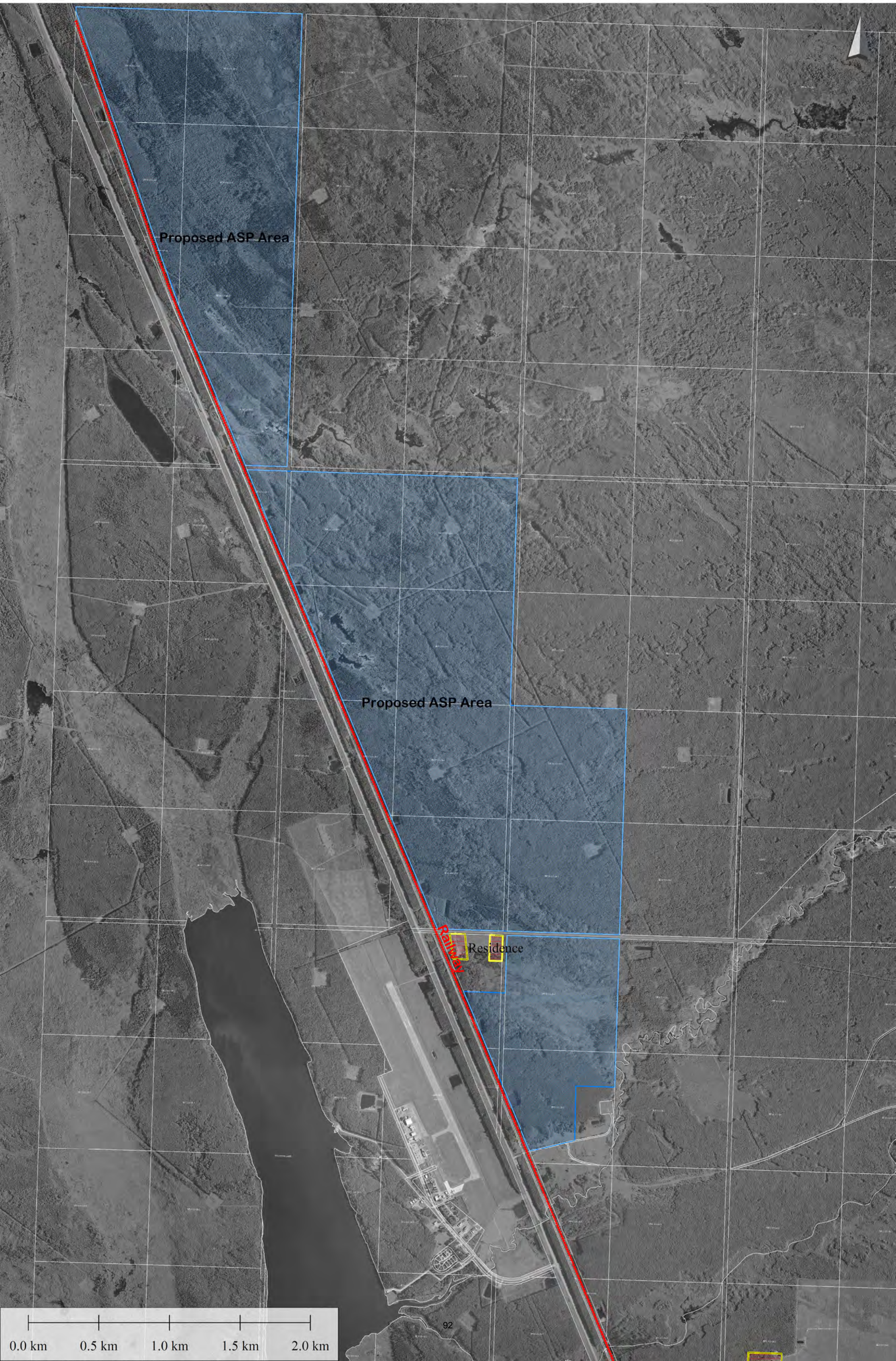
Residence Residence

Residence

Residence



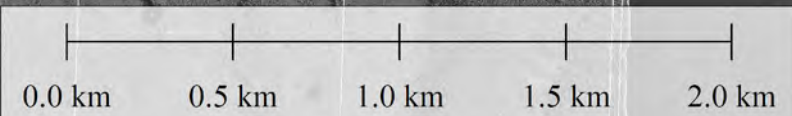




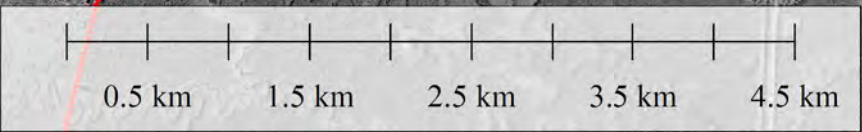
Proposed ASP Area

Proposed ASP Area

Railway  
Residence











Proposed ASP Area

Proposed ASP Area

Residence

Residence

Residence

Residence

Residence

0.5 km 1.5 km 2.5 km 3.5 km 4.5 km

94





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Rezoning - Area Structure Plan Areas to Direct Control "DC"</b>

### **BACKGROUND / PROPOSAL:**

Council directed administration to start the proceedings to rezone areas along some of the major highways and connector roads within Mackenzie County to Direct Control Districts "DC". As noted in the previous RFD "Rural Commercial/Industrial areas - Area Structure Plans" these areas need to be identified in order for administration to proceed with this request.

### **OPTIONS & BENEFITS:**

Rezoning the identified areas to Direct Control will allow Council to make all decisions on any development permits and subdivision requests ensuring that it will fit the desired future use and the new Area Structure Plans.

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

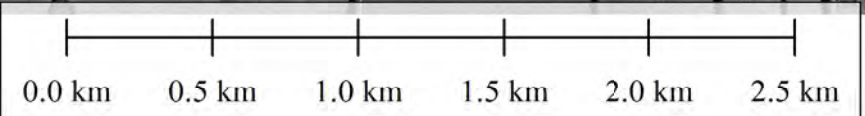
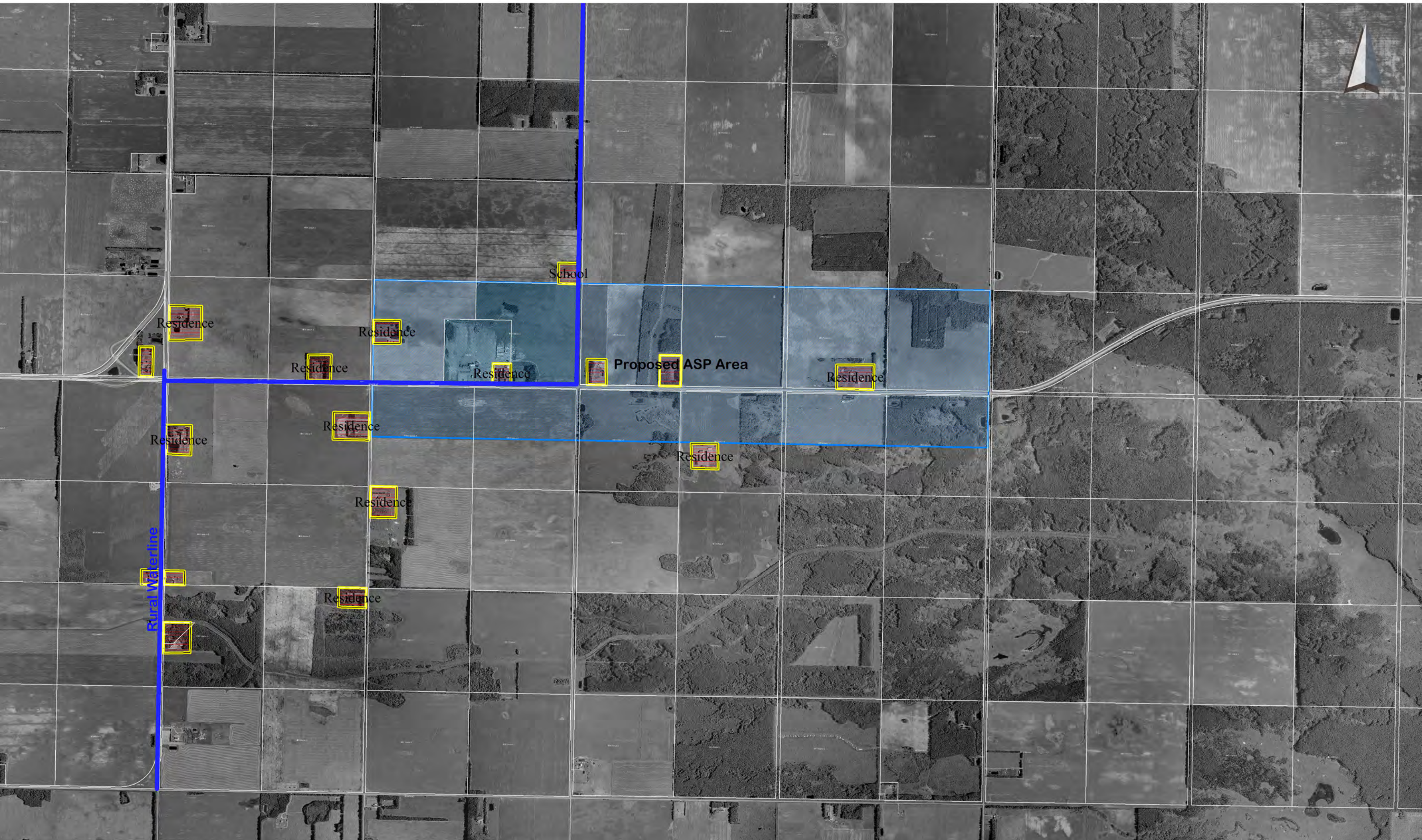
Costs will primarily be staff time as well as some advertising in the local papers for the Public Hearings.

### **RECOMMENDED ACTION:**

That administration proceed with the process to rezone the areas identified along Highway 88 Connector, along Highway 88 and along Highway 35 to Direct Control District "DC", as indicated on the attached maps.

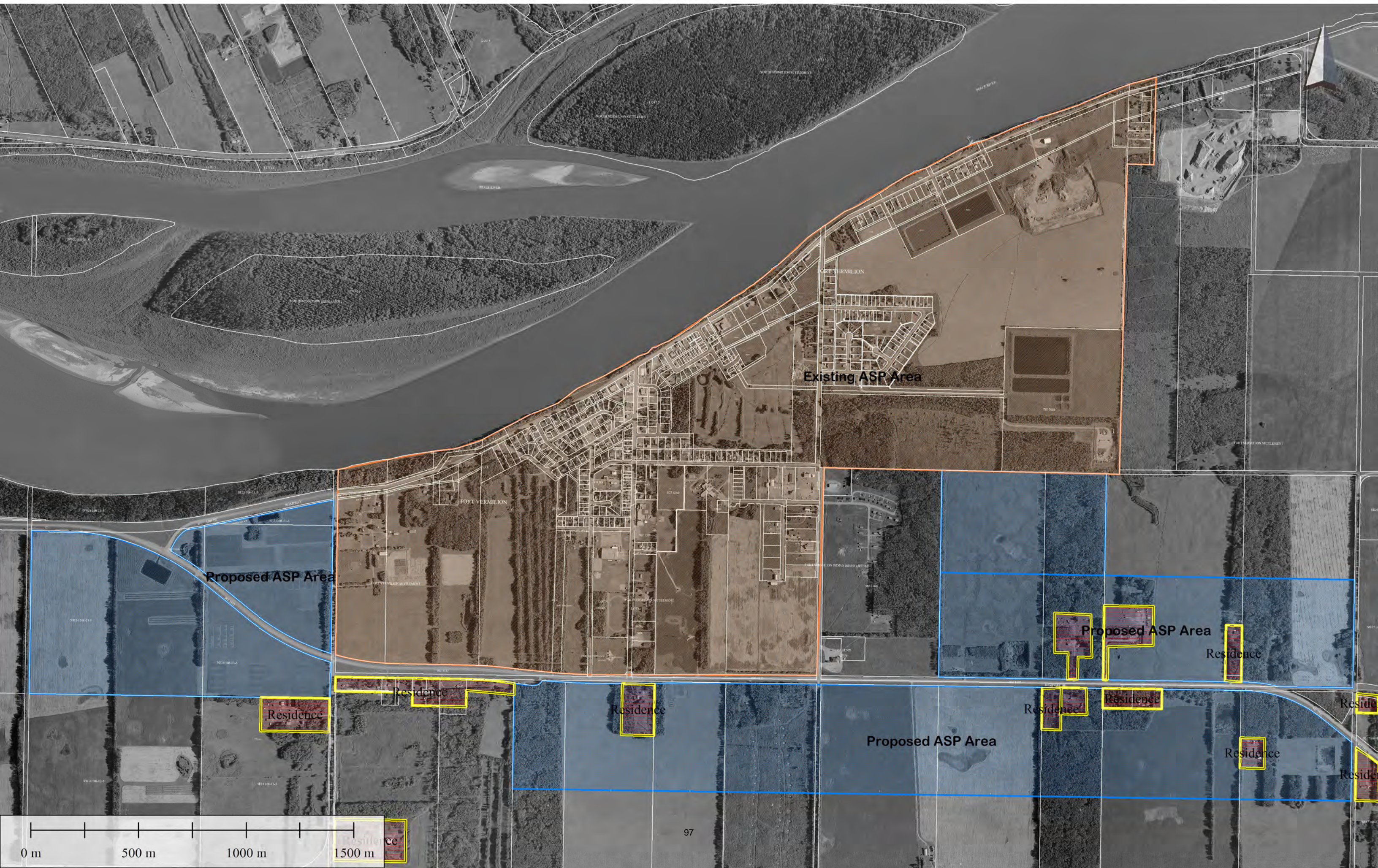
**Author:** Liane Lambert, Development Officer      **Review by:** \_\_\_\_\_      **CAO** \_\_\_\_\_







ASP Option 2



Existing ASP Area

Proposed ASP Area

Proposed ASP Area

Residence

Residence

Residence

Residence

Proposed ASP Area

Residence

Residence

Residence

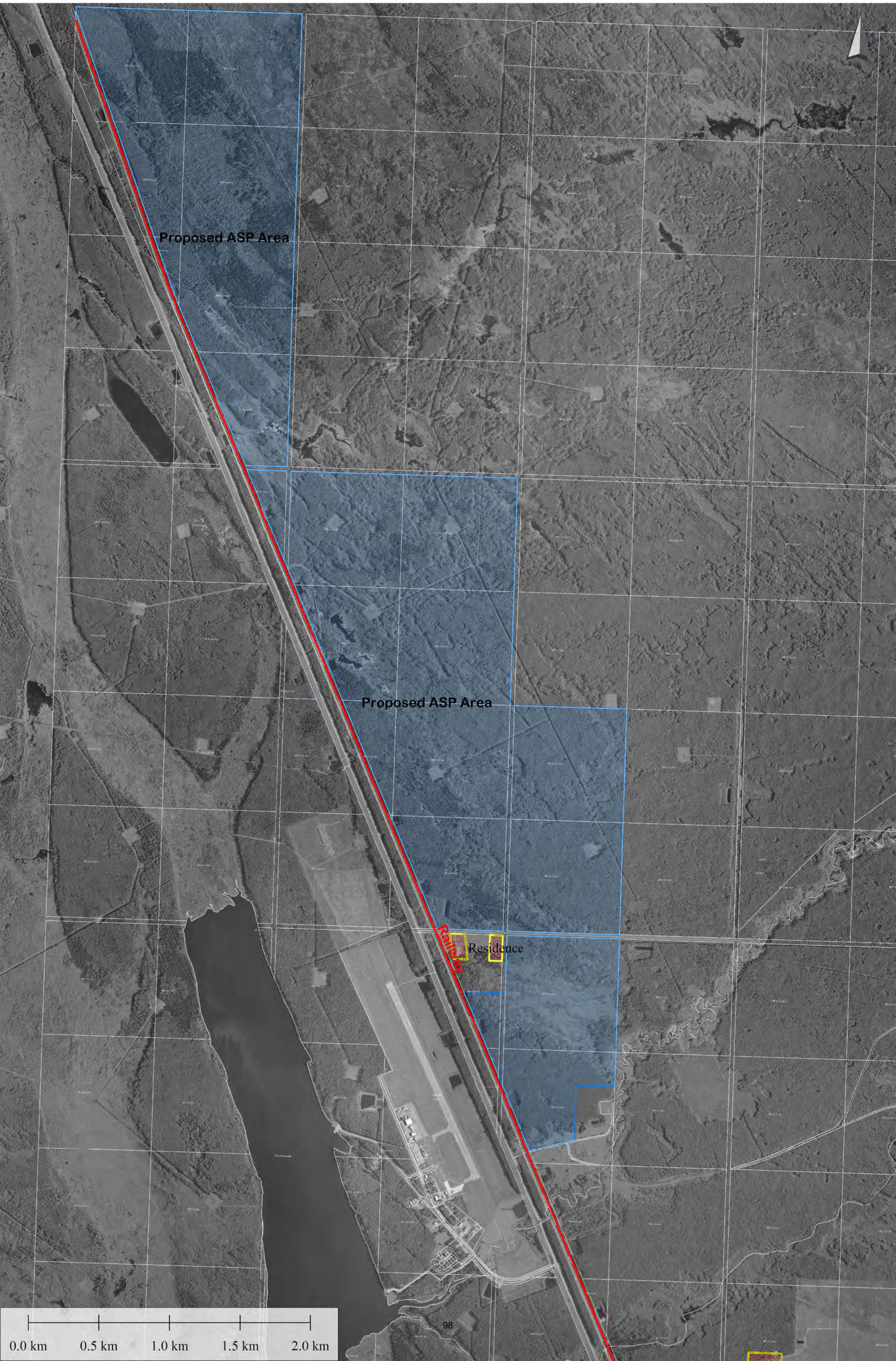
Residence

Residence

0 m 500 m 1000 m 1500 m

97

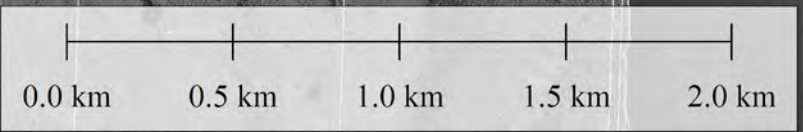




Proposed ASP Area

Proposed ASP Area

Railway  
Residence







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Community Investment Readiness</b>

### **BACKGROUND / PROPOSAL:**

Council made the following motion at the February 29, 2012 Council meeting:

*That Mackenzie County engage in the Northern Alberta Community Investment Readiness Pilot Project initiative for the period March 2012 to December 2013.*

Initially Roy Brideau was the County's representative for this initiative, but with the changes that have occurred in the past year it has become my responsibility to continue the work on this project.

Over the last few months, and after reviewing our scorecard, administration has decided on the following goals:

- Develop a business investment information and marketing package with available land and community business resources by Q2, 2013.
- Build an inventory database of existing businesses and process to connect with businesses in 2013 (business licensing).

See the attached sheet for further detail regarding our goals.

This initiative is one of several projects that administration is involved in as part of our Economic Development Strategy. Administration has not formalized all aspects of the strategy at this point, but many steps are being taken by administration, and a formalized strategy will be developed soon and presented to Council.

The Northern Alberta CIR Pilot Project initiative is still ongoing and administration would like to continue participating in this project for as long as it continues, or until we feel that it is no longer beneficial for us to participate.

**Author:** Byron Peters      **Review by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**OPTIONS & BENEFITS:**

Our options are to continue on with the Northern Alberta CIR Pilot Project, and to use the information gained through this project to improve the County's investment readiness. Our other option would be to quit the initiative.

I don't see any benefits in quitting the project, and many benefits for continuing to attend the seminars and sessions and to develop projects and work plans for the County so that we are more prepared for business and investors.

**COSTS & SOURCE OF FUNDING:**

The primary cost will be staff time, as well as some travel expenses.

**RECOMMENDED ACTION:**

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

Author: B. Peters Review by: CAO



## MACKENZIE COUNTY CIR OVERVIEW

The action plan is based on the County's needs and will give a brief sense to what the County is looking to improve on in the near future. The County's weakest score on the report card was in relation to Basic Land Inventory, Real Estate and Infrastructure, and we feel that this is also the easiest area in which to show quick improvements.

### **GOAL No. 1:**

To develop a business investment information and marketing package with available land and community business resources, by Q2, 2013.

### **OUTCOMES:**

- Increase business investment opportunity
- Provide a basis of information sharing through networking and sharing resources with regional partners (chamber, developers, realtors, REDI)

### **GOAL No. 2**

Build an inventory database of existing business and process to connect with businesses in 2013.

### **TACTICS:**

- Build a database that provides us a way to group or organize our business
- Review and implement a business license process
- Develop a communication plan on the benefits of the business license (eg. Online Business to Business directory, ...)

### **OUTCOME:**

- The ability to analyze business needs and support them with programs, resources and connections
- Provides a statistical tracking method of training needs of local business

### 1). Subject:

#### **Basic Land Inventory, Real Estate and Infrastructure**

- a. Assign someone to keep an inventory of available property and update our community (online) profile.

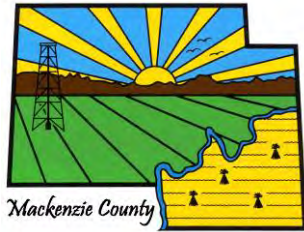
- b. Provide semi-detailed inventory of serviced land and unserved land, updated every 6 months.
- c. Determine and publish average residential, commercial and retail/office rental rates for each of the communities.
- d. Try to determine how many vacant properties that are move-in ready in each community, for both residential and retail/office.
- e. Provide information regarding utility servicing, transportation to and within the communities
- f. Engage the local Chamber of Commerce and REDI (Regional Economic Development Initiative) in order to share information and ensure we are not duplicating efforts.

### 3) and 4)

- 1- Gather up and determine what information we have
- 2- Contact both the Chamber and REDI to see what their roles may be, and to gather any applicable data they may already have.
- 3- Compile and analyze all data
- 4- Prepare user friendly graphs, charts, etc. and present data when completed
- 5- Add data to website
- 6- Add all data to the community profile and brochures

### 5).

- Project will include admin staff, Director of Planning and Development, and GIS specialist
- Primary resource is time and commitment from management to ensure this project is completed accurately and on schedule
- We will be closely working with the chamber, REDI, realtors and developer's as required
- find and track data, then compile by county



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Development Statistics Report Year End Comparison (2012)</b>

**BACKGROUND / PROPOSAL:**

The following are the year-end statistical comparisons from 2010-2012 (January to December).

**All Development Permit applications**

- 2010 Development Permits    300 permits (construction value \$28,808,808.10)
- 2011 Development Permits    278 permits (construction value \$76,903,808.10\*)
- 2012 Development Permits    278 permits (construction value \$29,632,596.00)

*(\*2011 High construction value is due to a new compressor station in Ward 10)*

**Residential Building Activity Report**

- 2010 Building Activity            175 permits (Value \$14,612,427.00)
- 2011 Building Activity            178 permits (Value \$15,668,450.00)
- 2012 Building Activity            211 permits (Value \$23,816,096.00)

**Subdivision Application Report**

- 2010 Subdivisions                    22 applications
- 2011 Subdivisions                    32 applications
- 2012 Subdivisions                    54 applications

See attached breakdowns.

**Author:**    Liane Lambert  
                  Development Officer

**Reviewed By:** \_\_\_\_\_

**CAO** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

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

**Author:** Liane Lambert  
Development Officer

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**Reviewed By:**

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**CAO**

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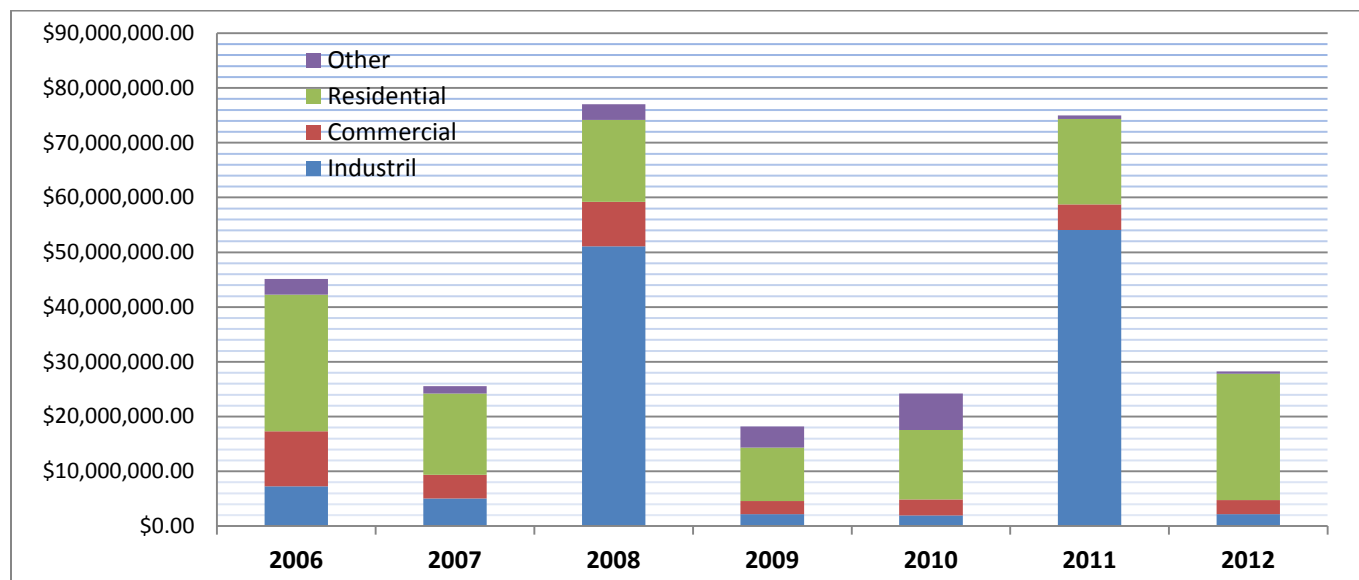
## DEVELOPMENT STATISTICS

### Development applications by construction value

	2006	2007	2008*	2009	2010	2011*	2012
Industrial	11,430,000.	8,008,300	52,687,000	2,265,000	3,319,000	54,777,000	3,003,000
Commercial	10,752,900	4,760,500	8,515,000	2,571,200	4,022,000	5,592,550	2,402,500
Residential	20,074,436	16,954,863	15,233,063	10,169,616	14,803,816	16,231,775	23,816,096
Other*	3,330,100	1,294,660	3,028,000	3,879,046	6,663,992	301,800	411,000
<b>Total</b>	<b>45,587,436</b>	<b>31,018,323</b>	<b>79,463,063</b>	<b>18,884,862</b>	<b>28,808,808</b>	<b>76,903,125</b>	<b>29,632,596</b>

### Development applications by number of permits (56 Discretionary use Permits, 222 Permitted Use Permits)

	2006	2007	2008	2009	2010	2011	2012
Industrial	35	27	19	19	26	21	28
Commercial	56	40	51	55	58	45	29
Residential	221	211	180	172	192	203	211
Other*	20	26	21	19	24	9	10
<b>Total</b>	<b>332</b>	<b>304</b>	<b>272</b>	<b>265</b>	<b>300</b>	<b>278</b>	<b>278</b>

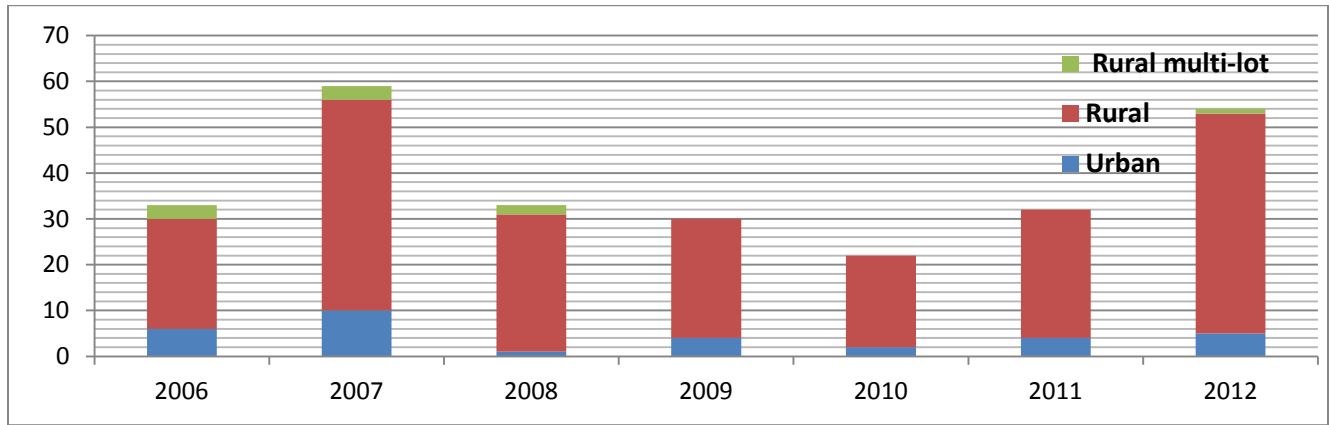


### Residential Development by number of permits

	2006	2007	2008	2009	2010	2011	2012
Multi-Family Dwellings	4	2	1	1	2	4	3
Single Family Dwellings	73	79	71	40	52	47	78
Mobile Homes	78	63	49	41	43	53	52
Ancillary(Garages, Additions)				49	56	62	33
Others (Fences, Decks, Reno's)				41	22	12	33
<b>Total</b>	<b>155</b>	<b>144</b>	<b>121</b>	<b>172</b>	<b>175</b>	<b>178</b>	<b>211</b>

**Subdivisions by number of applications**

	2006	2007	2008	2009	2010	2011	2012
Urban	6	10	1	4	2	4	5
Rural	24	46	30	26	20	28	48
Rural Multi-lot	3	3	2	0	0	0	1
<b>Total</b>	<b>33</b>	<b>57</b>	<b>33</b>	<b>30</b>	<b>22</b>	<b>32</b>	<b>54</b>



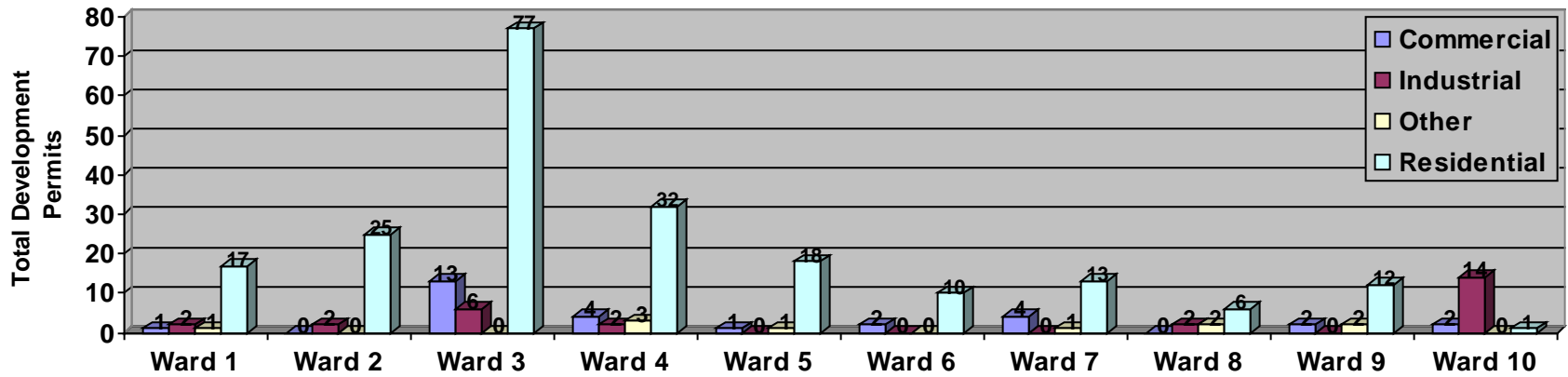
**Subdivisions by lots or acres (rural)**

	2006	2007	2008	2009	2010	2011	2012
Number of Lots	99	82	59	89	22	32	84
Rural in acres	211	644	317	353	206	311	549.66
Multi-rural in acres	122	9	113	0	0	0	8.7
Urban in acres	59	260	8	4	27	46	32.74
<b>Total Acres</b>	<b>491</b>	<b>995</b>	<b>497</b>	<b>357</b>	<b>233</b>	<b>357</b>	<b>591.1</b>

\*Other – public use facilities and home based businesses

\*2008 Industrial spike is due to the Mustus Lake Co-Gen plant

\*2011 Industrial spike is due to a New Compressor Station in Ward 10



Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Commercial	1	0	13	4	1	2	4	0	2	2	29
Industrial	2	2	6	2	0	0	0	2	0	14	28
Other	1	0	0	3	1	0	1	2	2	0	10
Residential	17	25	77	32	18	10	13	6	12	1	211
<b>Total</b>	<b>21</b>	<b>27</b>	<b>96</b>	<b>41</b>	<b>20</b>	<b>12</b>	<b>18</b>	<b>10</b>	<b>16</b>	<b>17</b>	<b>278</b>

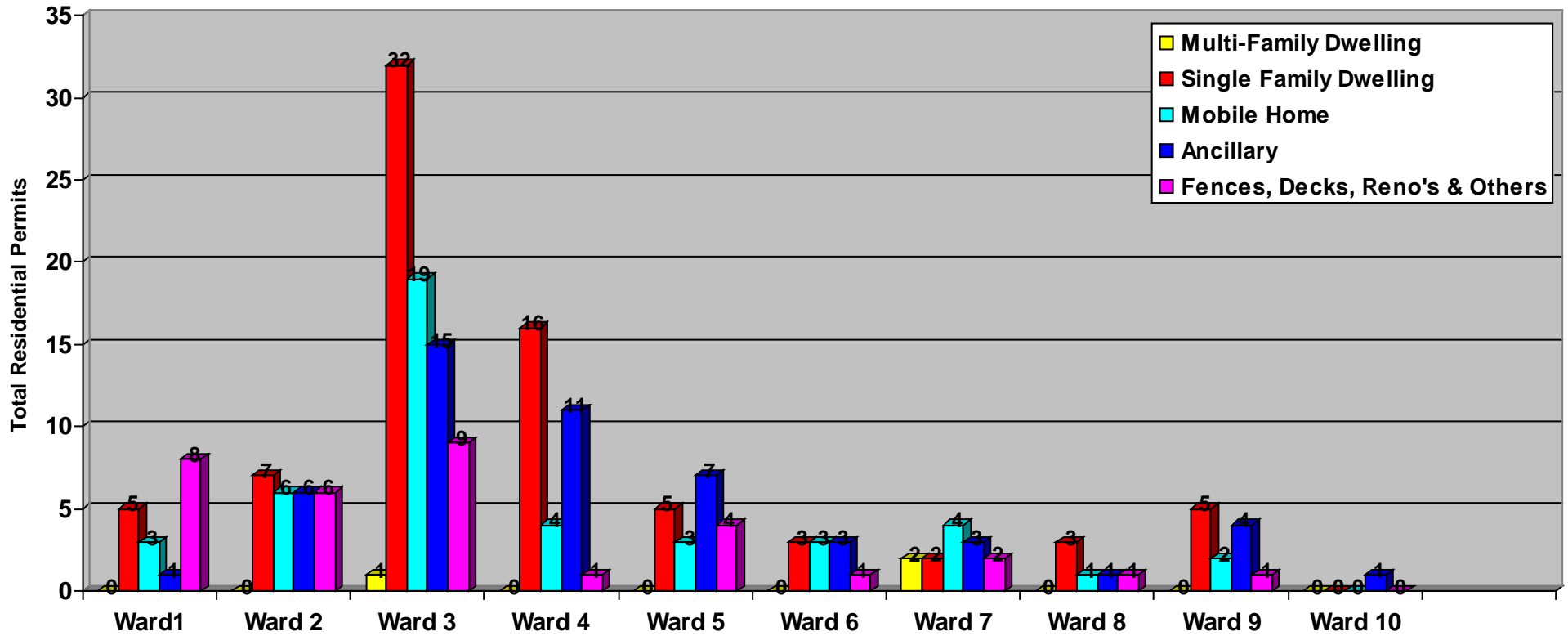
Development	Permits	Construction Cost
Commercial	29	\$2,402,500.00
Industrial	28	\$3,003,000.00
Other	11	\$411,000.00
Residential	211	\$23,816,096.00
<b>TOTALS</b>	<b>279</b>	<b>\$29,632,596.00</b>

**Mackenzie County  
Development Summary  
January 1, 2012 to December 31, 2012**

Wards	Construction Cost
Ward 1	\$2,180,400.00
Ward 2	\$2,306,800.00
Ward 3	\$10,477,046.00
Ward 4	\$5,070,600.00
Ward 5	\$1,588,000.00
Ward 6	\$1,365,500.00
Ward 7	\$1,410,200.00
Ward 8	\$382,000.00
Ward 9	\$2,799,050.00
Ward 10	\$2,053,000.00
<b>TOTAL</b>	<b>\$29,632,596.00</b>

Total Discretionary Permits – 56  
Total Permitted Permits - 222

**Mackenzie County  
Residential Development Permit Application  
January – December, 2012**



Residential Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Multi-Family Dwelling	0	0	1	0	0	0	2	0	0	0	3
Single Family Dwelling	5	7	32	16	5	3	2	3	5	0	78
Mobile Homes	3	6	19	4	3	3	4	1	2	0	45
Ancillary (Additional, Garages)	1	6	15	11	7	3	3	1	4	1	52
Fences, Decks, Reno's & Others	8	6	9	1	4	1	2	1	1	0	33
<b>Total</b>	<b>17</b>	<b>25</b>	<b>76</b>	<b>32</b>	<b>19</b>	<b>10</b>	<b>13</b>	<b>6</b>	<b>12</b>	<b>1</b>	<b>211</b>



Wards	Permits	2012 Multi-Family Dwelling Construction Cost
Ward 1		
Ward 2		
Ward 3	1	\$720,000.00
Ward 4		
Ward 5		
Ward 6		
Ward 7	2	\$517,700.00
Ward 8		
Ward 9		
Ward 10		
<b>TOTAL</b>	<b>3</b>	<b>\$1,237,700.00</b>

Wards	Permits	2012 Single Family Dwelling Construction Cost
Ward 1	5	\$1,000,000.00
Ward 2	7	\$1,090,000.00
Ward 3	32	\$6,797,500.00
Ward 4	16	\$3,556,000.00
Ward 5	4	\$810,000.00
Ward 6	3	\$945,000.00
Ward 7	2	\$260,000.00
Ward 8	3	\$340,000.00
Ward 9	5	\$1,839,700.00
Ward 10	0	\$0.00
<b>TOTAL</b>	<b>47</b>	<b>\$16,638,200.00</b>

Wards	Permits	2012 Mobile Home Construction Cost
Ward 1	3	\$45,000.00
Ward 2	6	\$384,500.00
Ward 3	19	\$681,500.00
Ward 4	4	\$470,000.00
Ward 5	3	\$360,000.00
Ward 6	3	\$120,000.00
Ward 7	4	\$407,000.00
Ward 8	1	\$0.00
Ward 9	2	\$105,000.00
Ward 10	0	\$0.00
<b>TOTAL</b>	<b>45</b>	<b>\$2,573,000.00</b>

Wards	Permits	2012 Ancillary Building (Additions, Garages Detached & Attached)
Ward 1	1	\$72,000.00
Ward 2	6	\$404,000.00
Ward 3	15	\$519,946.00
Ward 4	11	\$524,600.00
Ward 5	7	\$354,000.00
Ward 6	3	\$190,000.00
Ward 7	3	\$22,500.00
Ward 8	1	\$33,000.00
Ward 9	4	\$783,850.00
Ward 10	1	\$10,000.00
<b>TOTAL</b>	<b>62</b>	<b>\$2,913,896.00</b>

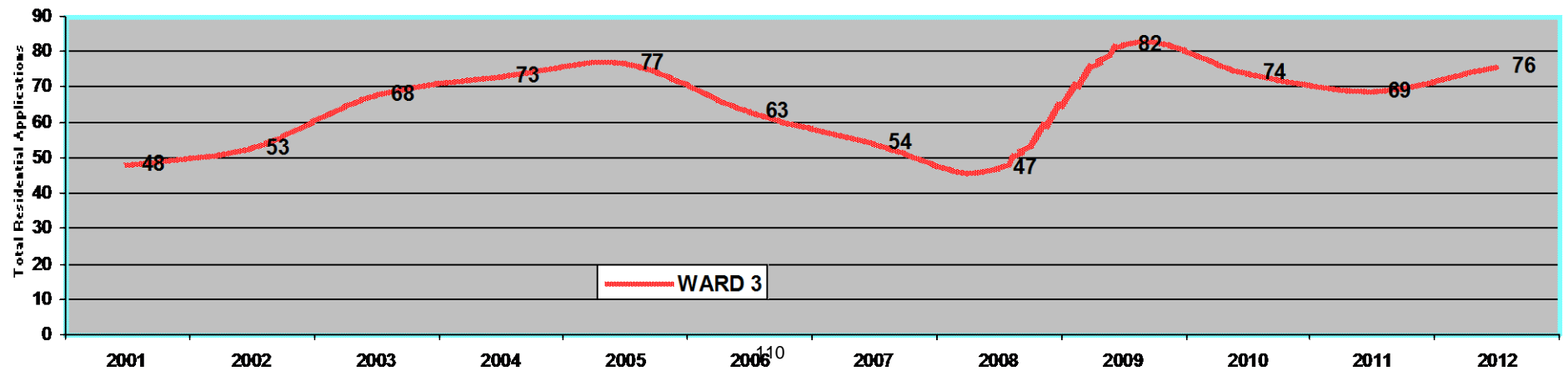
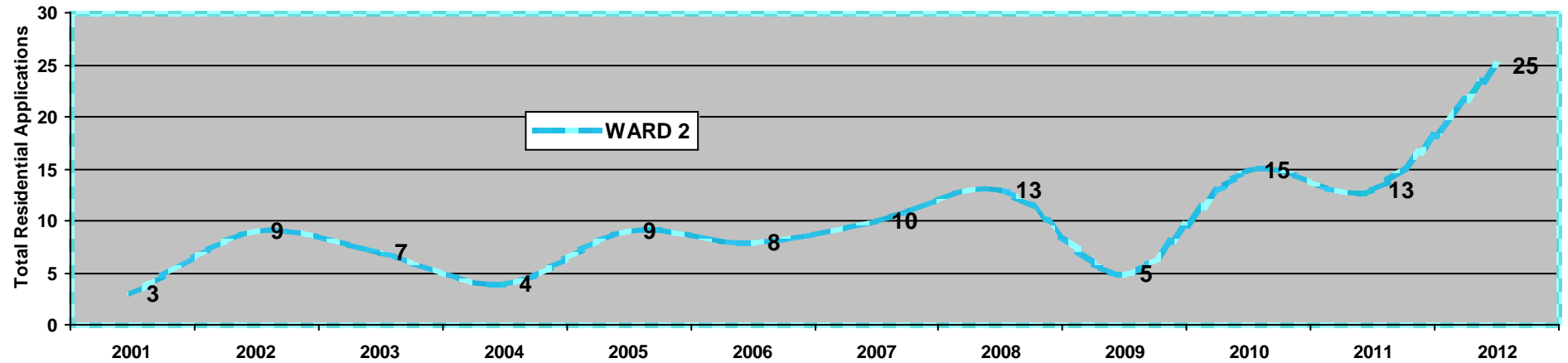
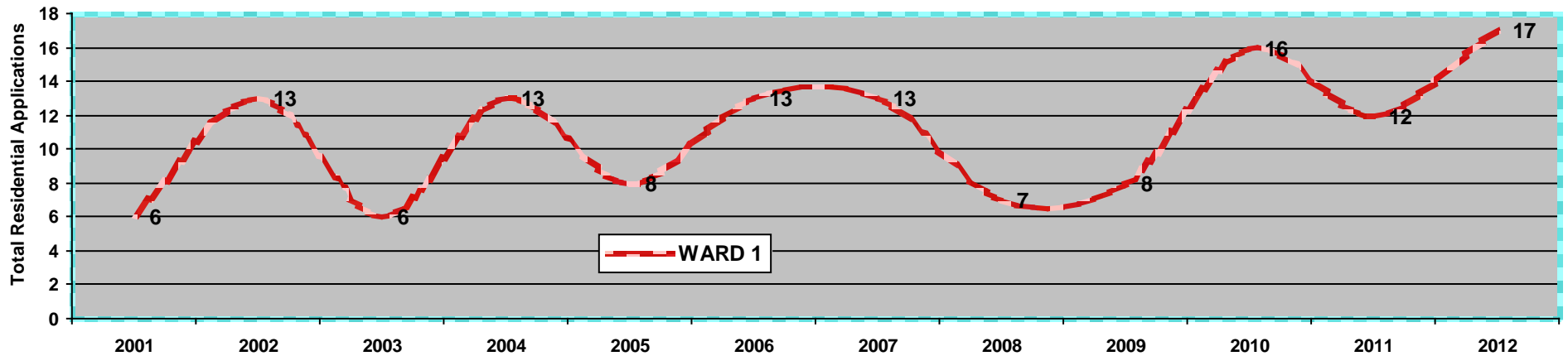
Wards	Permits	2012 Fences, Decks, Reno's & Others
Ward 1	8	\$243,400.00
Ward 2	6	\$28,300.00
Ward 3	9	\$108,100.00
Ward 4	1	\$0.00
Ward 5	4	\$14,000.00
Ward 6	1	\$50,000.00
Ward 7	2	\$5,000.00
Ward 8	1	\$4,000.00
Ward 9	0	\$500.00
Ward 10	0	\$0.00
<b>TOTAL</b>	<b>32</b>	<b>\$453,300.00</b>

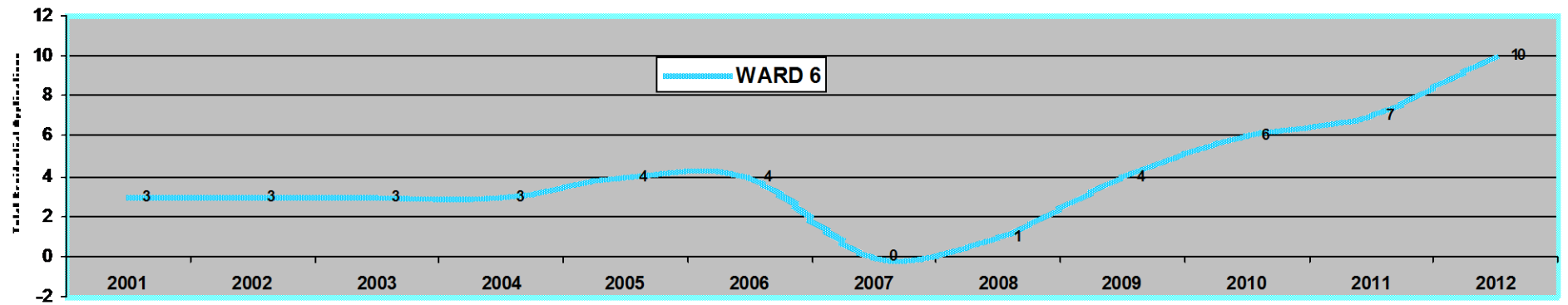
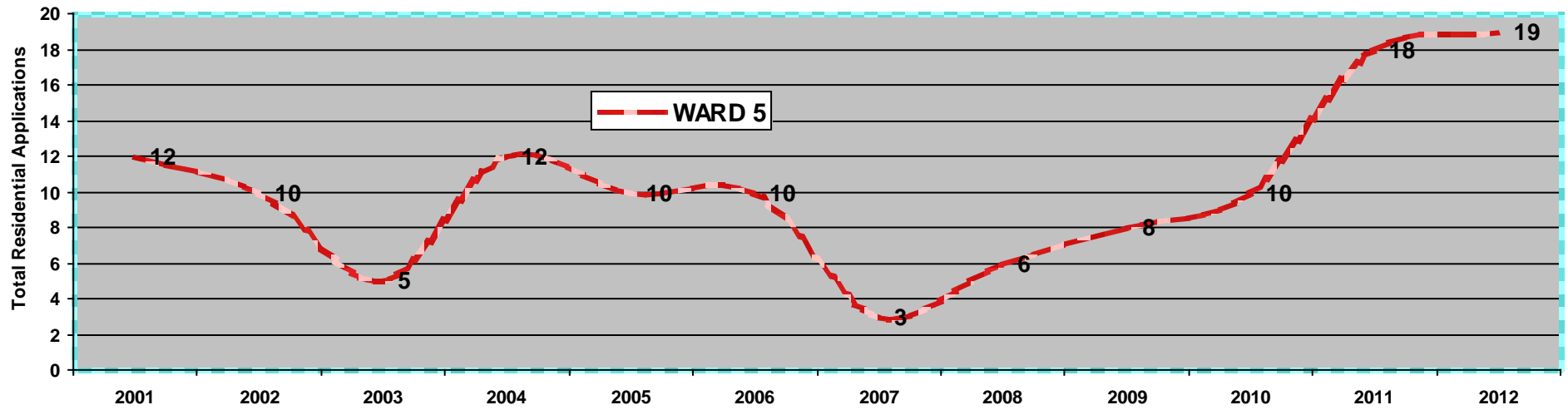
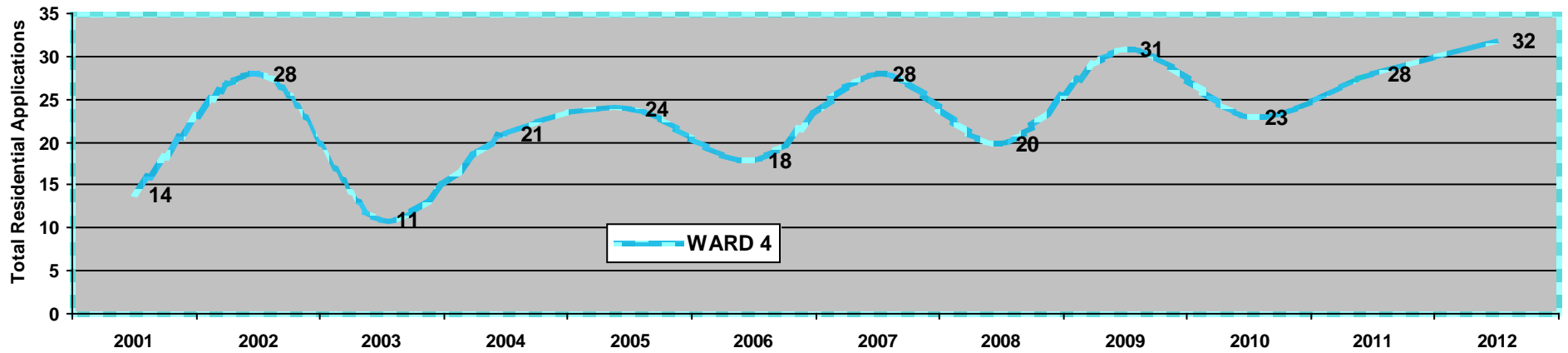
Wards	Permits	2012 TOTAL Residential Building Activity
Ward 1	17	\$1,360,400.00
Ward 2	25	\$1,906,800.00
Ward 3	77	\$8,827,046.00
Ward 4	32	\$4,550,600.00
Ward 5	18	\$1,538,000.00
Ward 6	10	\$1,305,000.00
Ward 7	13	\$1,212,200.00
Ward 8	6	\$377,000.00
Ward 9	12	\$2,729,050.00
Ward 10	1	\$10,000.00
<b>TOTAL</b>	<b>178</b>	<b>\$23,816,096.00</b>

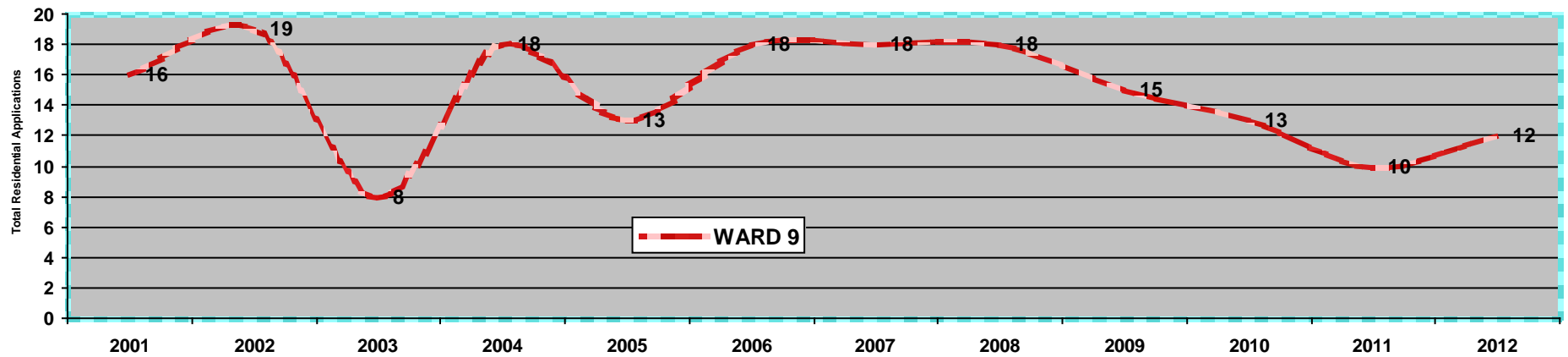
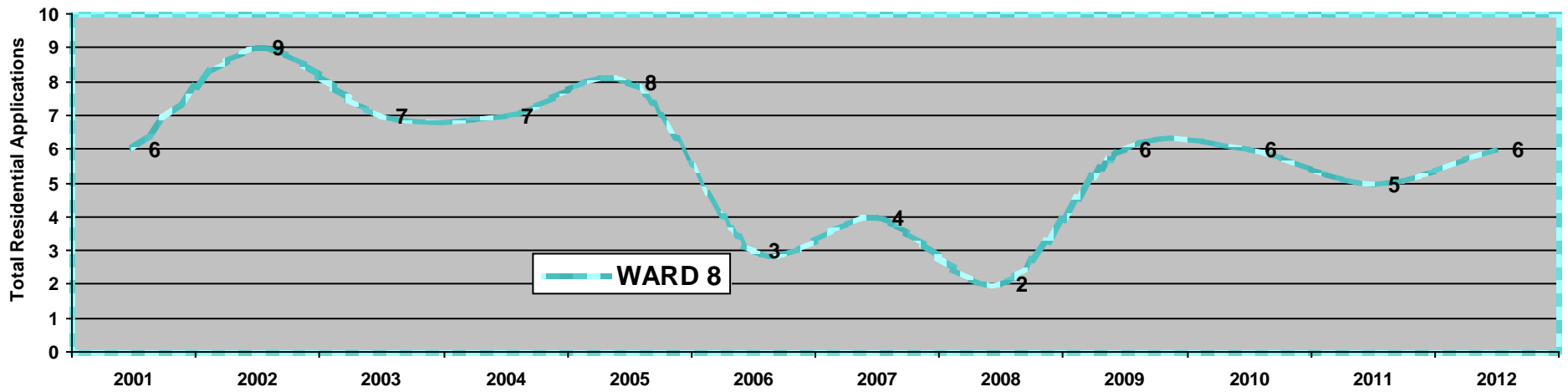
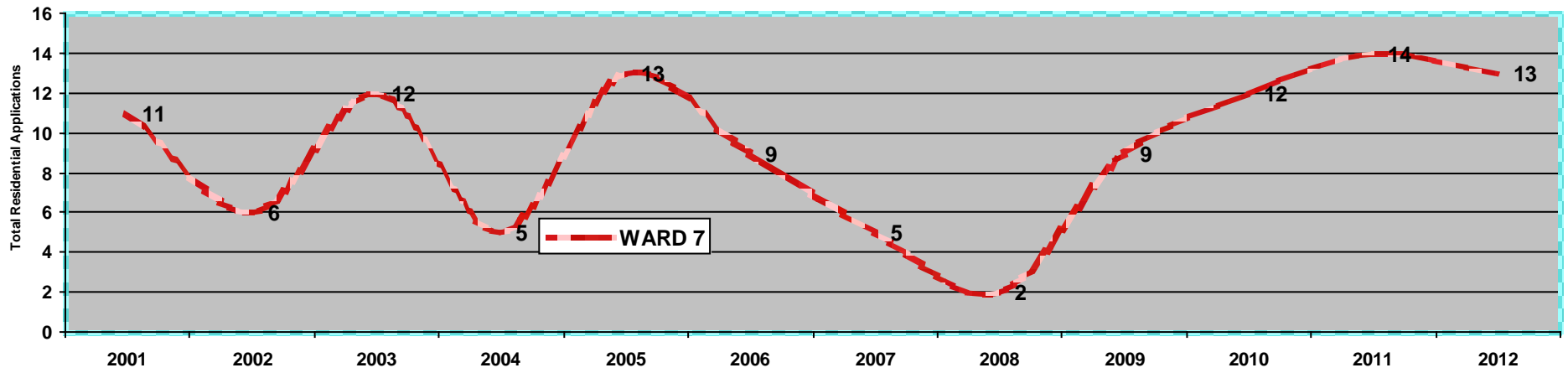
# Mackenzie

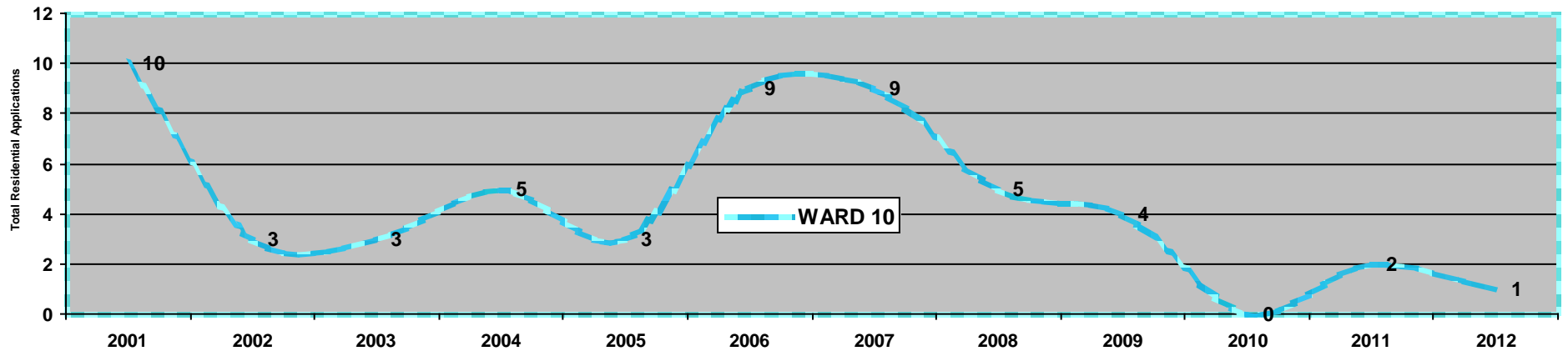
## Residential Development Permit Application Report by Wards

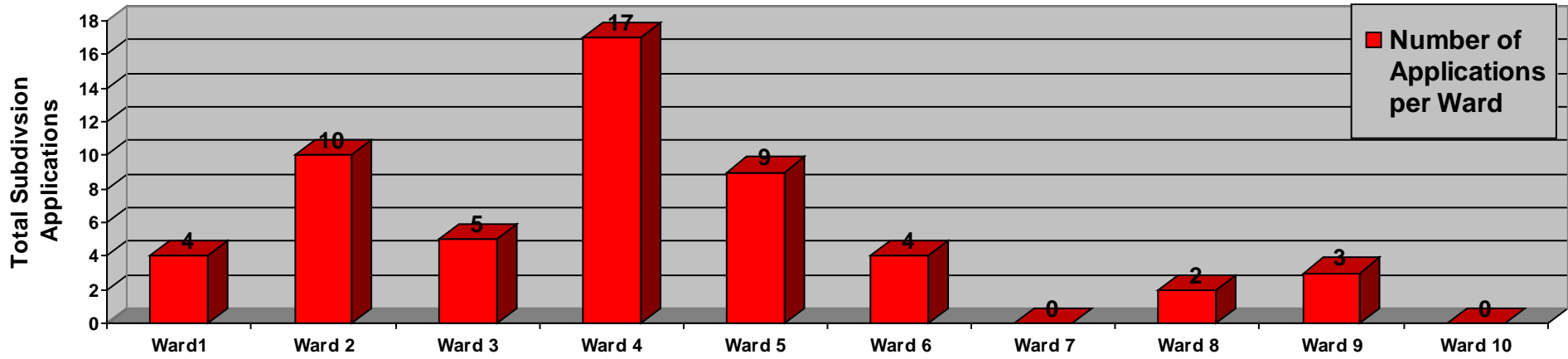
### January – December, 2001 – 2012











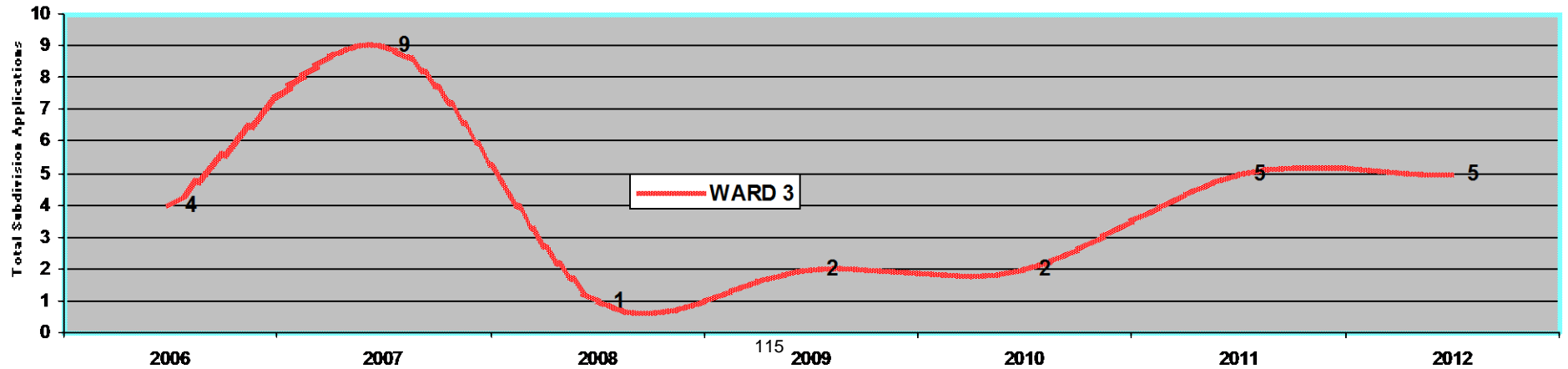
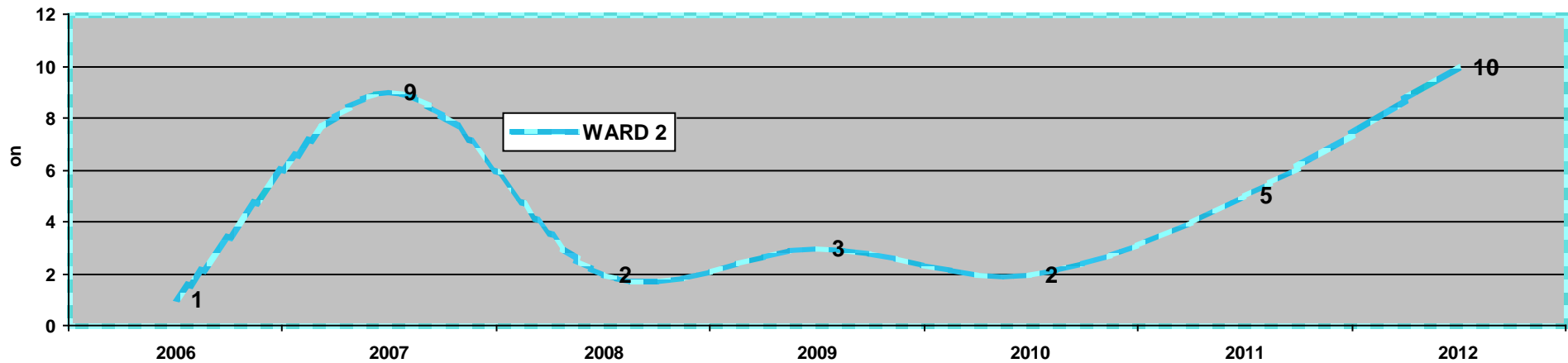
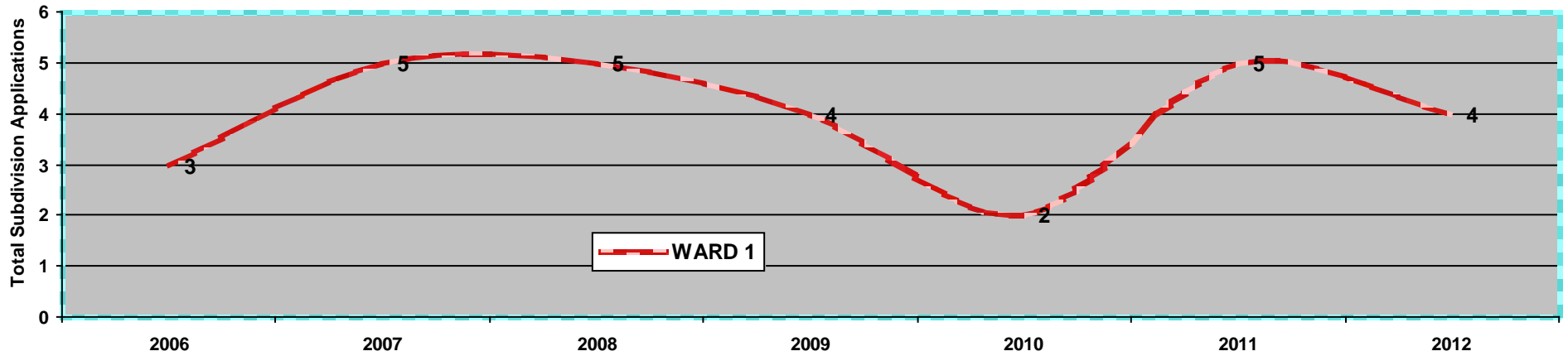
Approved Subdivision Applications	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	5	0	0	0	0	0	0	0	5
Rural	4	10	0	16	9	4	0	2	3	0	48
Rural Multi Lot	0	0	0	1	0	0	0	0	0	0	1
<b>Total</b>	<b>4</b>	<b>10</b>	<b>5</b>	<b>17</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>54</b>

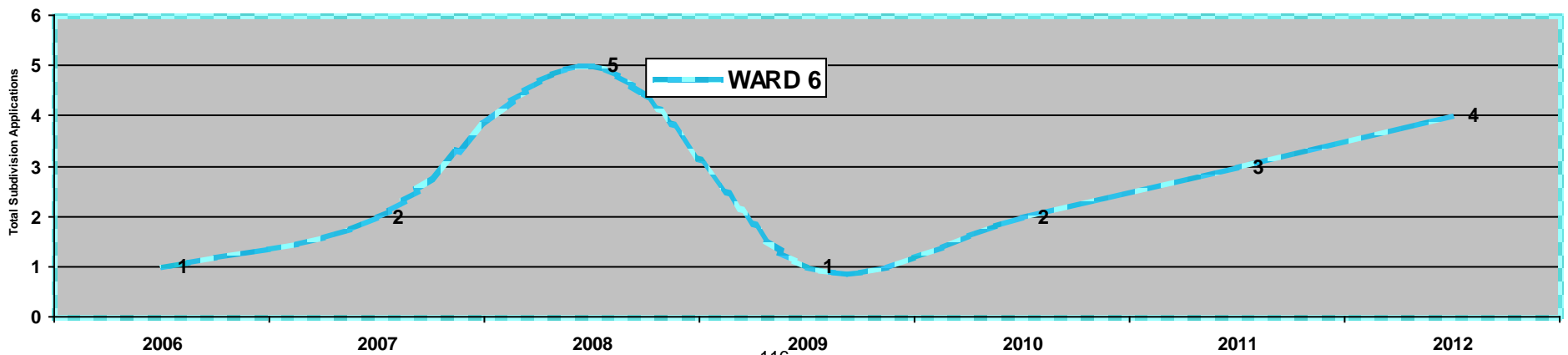
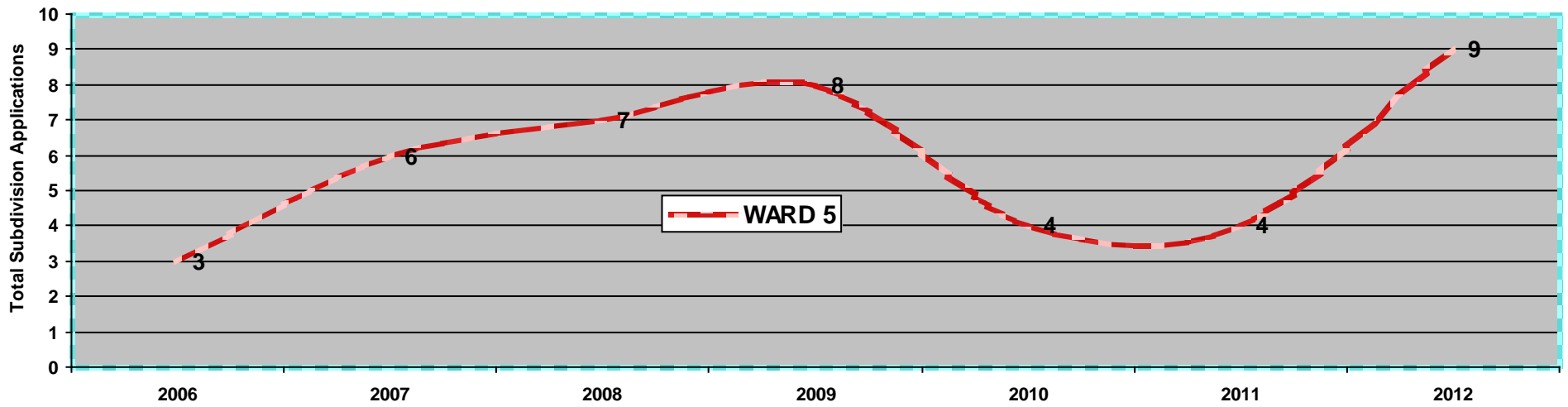
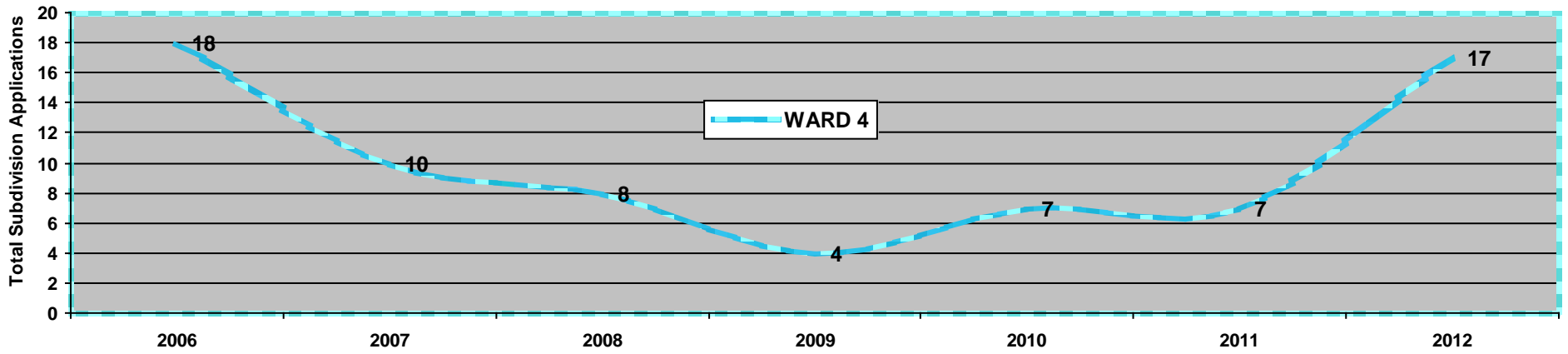
Wards	Number of lots	Rural in Acres	Multi Rural in Acres	Urban in Acres	Boundary Adjustments in Acres
Ward 1	4	37.12	0	0	0.42
Ward 2	11	94.09	0	0	2.63
Ward 3	31	0	0	32.74	0
Ward 4	19	194.58	8.7	0	4.18
Ward 5	9	100.1	0	0	0
Ward 6	5	53.3	0	0	0
Ward 7	0	0	0	0	0
Ward 8	2	20	0	0	0
Ward 9	3	45.47	0	0	0
Ward 10	0	0	0	0	0
<b>TOTAL</b>	<b>84</b>	<b>549.66</b>	<b>8.7</b>	<b>32.74</b>	<b>7.23</b>

**Mackenzie County  
Approved Subdivision  
Application Summary  
January 1 to December 31,  
2012**

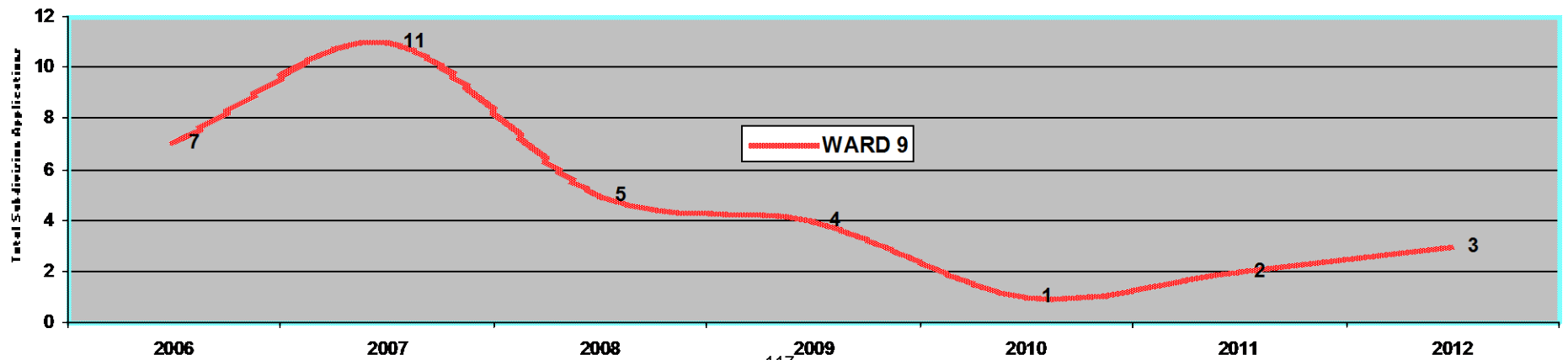
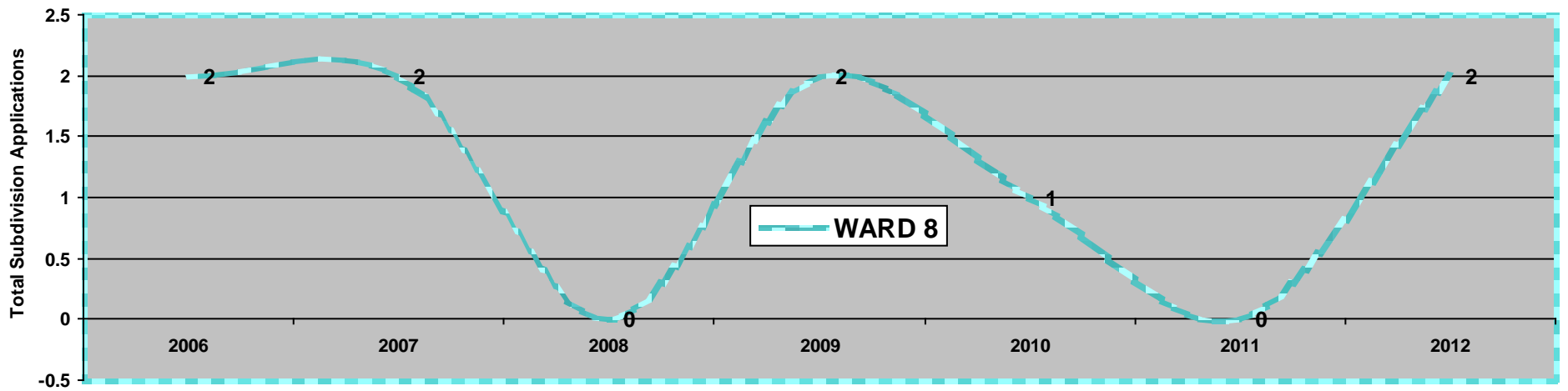
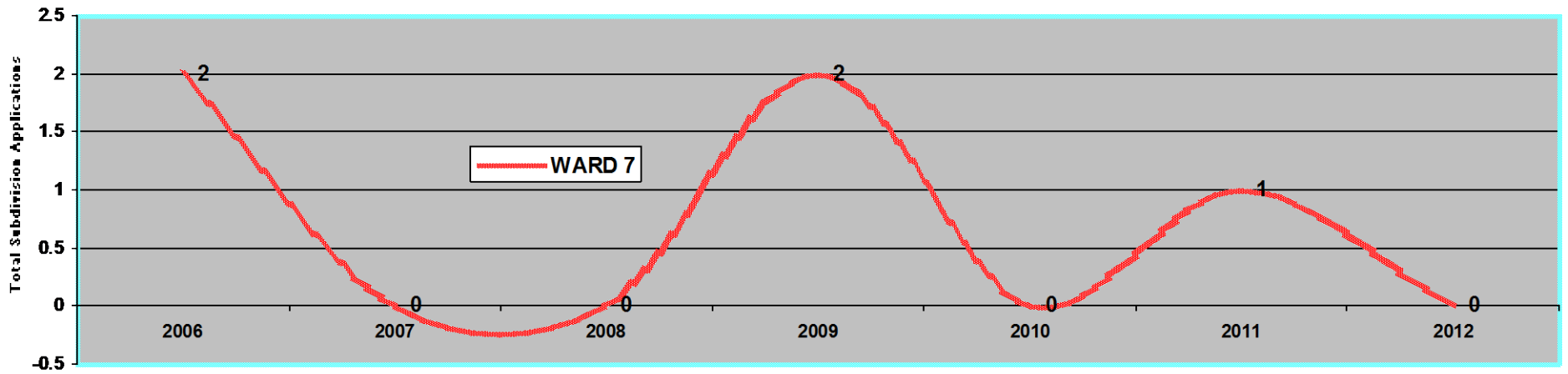
**Total amount of area subdivided from January till December 2012- 598.42 acres**

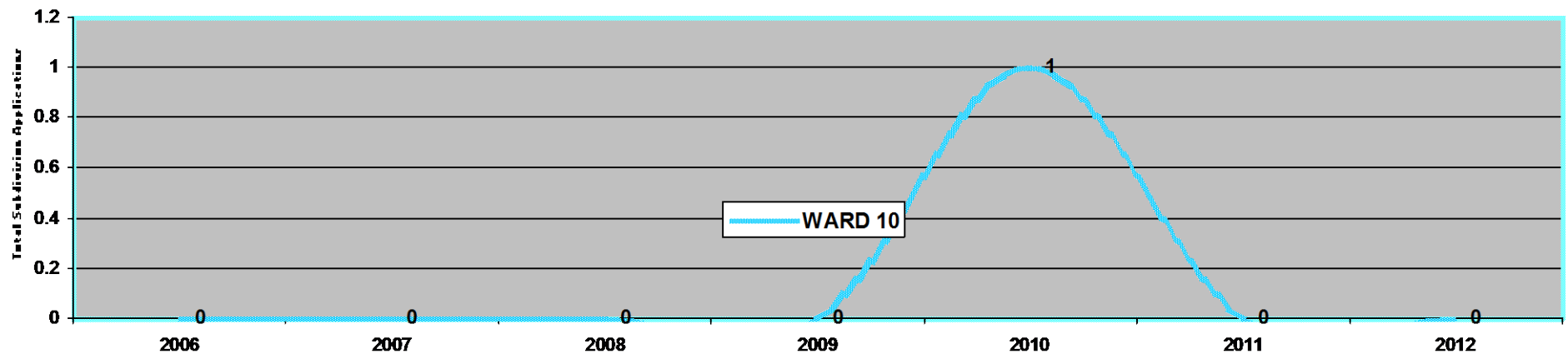
# Mackenzie County Subdivision Application Report by Wards January – December, 2006 – 2012













## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Bylaw 883-13 Fee Schedule Bylaw</b>

### **BACKGROUND / PROPOSAL:**

Council establishes various fees for services in the County's Fee Schedule Bylaw.

### **OPTIONS & BENEFITS:**

Bylaw 883-13 is presented to Council for the following revisions:

#### **1. Dust control fees**

Council motion #12-12-827 directed administration to bring forward the fee schedule to reflect the following amendments to dust control fees:

- General Public – reduce from \$750 to \$500
- Senior Citizens – reduce from \$250 to No Cost

#### **2. Refuse collection**

In its December 21, 2012 meeting, the Public Works Committee recommended that administration present the Fee Schedule Bylaw to Council, with a recommendation permitting the pick-up fee to be doubled if a resident has two bins; also, that the second bin be provided upon request only, and at cost.

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

Annual Operating Budget

**Author:** A. Kilpatrick, DCS      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_

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

**MOTION 1:**

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

**MOTION 2:**

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

**MOTION 3:** (requires unanimous)

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

**MOTION 4:**

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

Author: A. Kilpatrick, DCS Review Date: \_\_\_\_\_ CAO \_\_\_\_\_

**BYLAW NO.883-13**

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

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

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

**1. SHORT TITLE**

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

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

**ADMINISTRATION**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
Photocopying	\$0.25/sheet	Applicable
Laminating (up to 11 x 17")	\$10.00 per page	Applicable
Tax Certificates	\$25.00	N/A
Email, fax or written confirmation of assessment by legal description (legal description to be provided by a requestor in writing)	\$25.00/per request	Applicable
Compliance Certificates	\$50.00	N/A
Land Titles	As per Alberta Government rates in force at the time of the request plus 25% for administration	Applicable
County Ownership Maps	\$25.00	Applicable
County Ownership Map Booklet –Laminated Individual Pages - Laminated	\$50.00 \$10.00	Applicable
Hamlet Maps	\$10.00	Applicable

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

**DEVELOPMENT**

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

Development Permit - Other than Commercial or Industrial – Discretionary Use with Variance	\$75.00	N/A
Development Permit – Commercial and Industrial – Permitted Use	\$100.00	N/A
Development Permit – Commercial and Industrial – Permitted Use with Variance	\$125.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use	\$125.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use with Variance	\$125.00	N/A
Development Permit after Legal Counsel Intervention	Permit Cost Plus Legal Fee Cost	NA
Development Permit Time Extension	\$50.00	N/A
Development Prior to Development Permit Issuance	\$250.00 Fine	N/A
Subdivision and Development Appeal (refundable if appeal is successful)	\$250.00	N/A
Subdivision Time Extension (Single Lot)	\$250.00	N/A
Subdivision Time Extension (Multi-Lot)	\$500.00	N/A
Subdivision or Boundary Adjustment Application (all or a portion of the subdivision application may be refundable at the discretion of the MPC)	\$700 + \$200/lot created	N/A

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



**SAFETY CODES FEES**

**BUILDING PERMIT FEES**

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

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

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

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

**SAFETY CODES FEES (CONT)**

**INDUSTRIAL CAMP FEES**

<b>BUILDING</b>	<b>FEE</b>
1 to 50 person capacity	\$500.00
51 to 100 person capacity	\$750.00
101 to 200 person capacity	\$1,250.00
201 to 250 person capacity	\$2,000.00
251 to 300 person capacity	\$3,000.00

<b>PLUMBING</b>	<b>FEE</b>
1 to 50 person capacity	\$150.00
51 to 100 person capacity	\$200.00
101 to 200 person capacity	\$300.00
201 to 250 person capacity	\$450.00
251 to 300 person capacity	\$650.00

<b>ELECTRICAL</b>	<b>FEE</b>
1 to 50 person capacity	\$250.00
51 to 100 person capacity	\$300.00
101 to 200 person capacity	\$400.00
201 to 250 person capacity	\$550.00
251 to 300 person capacity	\$750.00

<b>GAS</b>	<b>FEE</b>
1 to 50 person capacity	\$250.00
51 to 100 person capacity	\$300.00
101 to 200 person capacity	\$400.00
201 to 250 person capacity	\$550.00
251 to 300 person capacity	\$750.00

<b>PRIVATE SEWAGE</b>	<b>FEE</b>
1 to 50 person capacity	\$250.00
51 to 100 person capacity	\$300.00
101 to 200 person capacity	\$400.00
201 to 250 person capacity	\$550.00
251 to 300 person capacity	\$750.00

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

**SAFETY CODES FEES (CONT)**

**ELECTRICAL PERMIT FEES**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Square footage of area to be wired</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Up to 1200	\$190.00	\$160.00
1201 to 1500	\$250.00	\$190.00
1501 to 2000	\$285.00	\$240.00
2001 to 2500	\$315.00	\$260.00
2501 to 3000	\$340.00	\$280.00
3001 to 3500	\$365.00	\$300.00
3501 to 4000	\$380.00	\$320.00
4001 to 5000	\$400.00	\$350.00

<b>DESCRIPTION</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Mobile/Modular Home Connection only	\$100.00	\$75.00
Temporary and Underground Services (125 amps or less)	Contractor Required	\$75.00

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

<b>OTHER THAN NEW RESIDENTIAL</b>		
<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$0 – 300	\$85.00	\$75.00
\$301 – 500	\$95.00	\$85.00
\$501 – 1,000	\$105.00	\$95.00
\$1,001 – 1500	\$115.00	\$105.00
\$1,501 – 2,000	\$125.00	\$115.00
\$2,001 – 2,500	\$135.00	\$120.00
\$2,501 – 3,000	\$140.00	\$125.00
\$3,001 – 3,500	\$147.00	\$130.00

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$3,501 – 4,000	\$156.00	\$135.00
\$4,001 – 4,500	\$173.00	\$144.00
\$4,501 – 5,000	\$177.00	\$148.00
\$5,001 – 5,500	\$191.00	\$159.00
\$5,501 – 6,000	\$200.00	\$167.00
\$6,001 – 6,500	\$207.00	\$173.00
\$6,501 – 7,000	\$216.00	\$180.00
\$7,001 – 7,500	\$225.00	\$188.00
\$7,501 – 8,000	\$234.00	\$195.00
\$8,001 – 8,500	\$242.00	\$202.00
\$8,501 – 9,000	\$251.00	\$209.00
\$9,001 – 9,500	\$260.00	\$217.00
\$9,501 – 10,000	\$269.00	\$224.00
\$10,001 – 11,000	\$276.00	\$230.00
\$11,001 – 12,000	\$285.00	\$238.00
\$12,001 – 13,000	\$294.00	\$245.00
\$13,001 – 14,000	\$303.00	\$253.00
\$14,001 – 15,000	\$311.00	\$259.00
\$15,001 – 16,000	\$329.00	\$265.00
\$16,001 – 17,000	\$338.00	\$274.00
\$17,001 – 18,000	\$345.00	\$282.00
\$18,001 – 19,000	\$354.00	\$288.00
\$19,001 – 20,000	\$365.00	\$295.00
\$20,001 – 21,000	Contractor required	\$303.00
\$21,001 – 22,000	Contractor required	\$305.00
\$22,001 – 23,000	Contractor required	\$313.00
\$23,001 – 24,000	Contractor required	\$320.00
\$24,001 – 25,000	Contractor required	\$328.00
\$25,001 – 26,000	Contractor required	\$334.00

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$26,001 – 27,000	Contractor required	\$342.00
\$27,001 – 28,000	Contractor required	\$349.00
\$28,001 – 29,000	Contractor required	\$357.00
\$29,001 – 30,000	Contractor required	\$363.00
\$30,001 – 31,000	Contractor required	\$369.00
\$31,001 – 32,000	Contractor required	\$374.00
\$32,001 – 33,000	Contractor required	\$380.00
\$33,001 – 34,000	Contractor required	\$387.00
\$34,001 – 35,000	Contractor required	\$392.00
\$35,001 – 36,000	Contractor required	\$398.00
\$36,001 – 37,000	Contractor required	\$403.00
\$37,001 – 38,000	Contractor required	\$409.00
\$38,001 – 39,000	Contractor required	\$415.00
\$39,001 – 40,000	Contractor required	\$420.00
\$40,001 – 41,000	Contractor required	\$427.00
\$41,001 – 42,000	Contractor required	\$432.00
\$42,001 – 43,000	Contractor required	\$438.00
\$43,001 – 44,000	Contractor required	\$444.00
\$44,001 – 45,000	Contractor required	\$449.00
\$45,001 – 46,000	Contractor required	\$455.00
\$46,001 – 47,000	Contractor required	\$460.00
\$47,001 – 48,000	Contractor required	\$467.00
\$48,001 – 49,000	Contractor required	\$473.00
\$49,001 – 50,000	Contractor required	\$478.00
\$50,001 – 60,000	Contractor required	\$529.00
\$61,001 – 70,000	Contractor required	\$587.00
\$70,001 – 80,000	Contractor required	\$644.00
\$80,001 – 90,000	Contractor required	\$702.00
\$90,001 – 100,000	Contractor required	\$759.00

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$100,001 – 110,000	Contractor required	\$788.00
\$110,001 – 120,000	Contractor required	\$830.00
\$120,001 – 130,000	Contractor required	\$874.00
\$130,001 – 140,000	Contractor required	\$917.00
\$140,001 – 150,000	Contractor required	\$960.00
\$150,001 – 160,000	Contractor required	\$1,003.00
\$160,001 – 170,000	Contractor required	\$1,047.00
\$170,001 – 180,000	Contractor required	\$1,089.00
\$180,001 – 190,000	Contractor required	\$1,133.00
\$190,001 – 200,000	Contractor required	\$1,175.00
\$200,001 – 210,000	Contractor required	\$1,205.00
\$210,001 – 220,000	Contractor required	\$1,262.00
\$220,001 – 230,000	Contractor required	\$1,305.00
\$230,001 – 240,000	Contractor required	\$1,348.00
\$240,001 – 250,000	Contractor required	\$1,392.00
\$250,001 – 300,000	Contractor required	\$1,520.00
\$300,001 – 350,000	Contractor required	\$1,664.00
\$350,001 – 400,000	Contractor required	\$1,808.00
\$400,001 – 450,000	Contractor required	\$1,952.00
\$450,001 – 500,000	Contractor required	\$2,095.00
\$500,001 – 550,000	Contractor required	\$2,239.00
\$550,001 – 600,000	Contractor required	\$2,383.00
\$600,001 – 650,000	Contractor required	\$2,527.00
\$650,001 – 700,000	Contractor required	\$2,670.00
\$700,001 – 750,000	Contractor required	\$2,814.00
\$750,001 – 800,000	Contractor required	\$2,958.00
\$800,001 – 850,000	Contractor required	\$3,102.00
\$850,001 – 900,000	Contractor required	\$3,245.00
\$900,001 – 950,000	Contractor required	\$3,389.00

**SAFETY CODES FEES (CONT)**

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$950,001 – 1,000,000	Contractor required	\$3,533.00

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

**ANNUAL ELECTRICAL PERMIT PROCESS**

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

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

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

<b>ANNUAL ELECTRICAL PERMIT FEES</b>	
<b>Rating of Establishment (KVA)</b>	<b>Fee</b>
100 or less	\$300.00
101 to 2,500	\$300.00 plus \$15.00 per 100 KVA over 100 KVA
2,501 to 5,000	\$660.00 plus \$12.00 per 100 KVA over 2,500 KVA
5,001 to 10,000	\$960.00 plus \$9.00 per 100 KVA over 5,000 KVA
10,001 to 20,000	\$1,410.00 plus \$6.00 per 100 KVA over 10,000 KVA
Over 20,000	\$2,010.00 plus 3.00 per 100 KVA over 20,000 KVA

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

**SAFETY CODES FEES (CONT)**

**GAS PERMIT FEES**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Number of Outlets</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
1	\$85.00	\$75.00
2	\$105.00	\$85.00
3	\$125.00	\$105.00
4	\$156.00	\$130.00
5	\$195.00	\$163.00
6	\$215.00	\$179.00
7	\$234.00	\$195.00
8	\$252.00	\$210.00
9	\$273.00	\$228.00
10	\$293.00	\$244.00
11	\$305.00	\$254.00
12	\$318.00	\$265.00
13	\$330.00	\$275.00
14	\$344.00	\$287.00
15	\$356.00	\$297.00
16	\$371.00	\$309.00
17	\$383.00	\$319.00
18	\$396.00	\$330.00
19	\$408.00	\$340.00
20	\$422.00	\$352.00
<b>Add \$15.00 per outlet over 20</b>		

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



**SAFETY CODES FEES (CONT)**

<b>GAS PERMIT FEES</b>
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RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	\$90.00	\$75.00
Additional Propane Tanks	\$15.00/tank	\$15.00/per tank
Temporary Heat	\$100.00	\$75.00

Grain Dryer	Contractor Required	\$250.00
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NON- RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	Contractor Required	\$75.00
Additional Propane Tanks	Contractor Required	\$15.00/per tank
Gas/Propane Cylinder Refill Center	Contractor Required	\$150.00

REPLACEMENT OF NON-RESIDENTIAL APPLIANCES	FEE
First Appliance Add \$15.00 for each additional appliance	\$70.00

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

**SAFETY CODES FEES (CONT)**

<b>GAS PERMIT FEES</b>		
<b>NON-RESIDENTIAL INSTALLATIONS</b>		
<b>BTU Input</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
0-100,000	Contractor Required	\$75.00
100,001-110,000	Contractor Required	\$85.00
110,001-120,000	Contractor Required	\$95.00
120,001-130,000	Contractor Required	\$125.00
130,001-140,000	Contractor Required	\$135.00
140,001-150,000	Contractor Required	\$145.00
150,001-170,000	Contractor Required	\$150.00
170,001-190,000	Contractor Required	\$155.00
190,001-210,000	Contractor Required	\$160.00
210,001-230,000	Contractor Required	\$165.00
230,001-250,000	Contractor Required	\$170.00
250,001-300,000	Contractor Required	\$175.00
300,001-350,000	Contractor Required	\$180.00
350,001-400,000	Contractor Required	\$190.00
400,001-450,000	Contractor Required	\$195.00
450,001-500,000	Contractor Required	\$200.00
500,001-550,000	Contractor Required	\$205.00
550,001-600,000	Contractor Required	\$210.00
600,001-650,000	Contractor Required	\$220.00
650,001-700,000	Contractor Required	\$230.00
700,001-750,000	Contractor Required	\$240.00
750,001-800,000	Contractor Required	\$250.00
800,001-850,000	Contractor Required	\$260.00
850,001-900,000	Contractor Required	\$270.00
900,001-950,000	Contractor Required	\$280.00
950,001-1,000,000	Contractor Required	\$290.00
<b>Add \$8.00 for each 100,000 BTU (or portion thereof) over 1,000,000 BTU</b>		

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

**SAFETY CODES FEES (CONT)**

**GAS PERMIT FEES**

<b>NON-RESIDENTIAL INSTALLATIONS</b>		
<b>TEMPORARY HEAT</b>		
<b>BTU Input</b>	<b>OWNER</b>	<b>CONTRACTOR</b>
0 to 250,000	Contractor Required	\$75.00
250,001 to 500,000	Contractor Required	\$125.00
Over 500,000	Contractor Required	\$125.00 plus \$10.00 per 100,000 BTU (or portion thereof) over 500,000 BTU

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

<b>REPLACEMENT GAS APPLIANCES</b>		
<b>BTU Input</b>	<b>OWNER</b>	<b>CONTRACTOR</b>
0 to 400,000	Contractor Required	\$80.00
400,001 to 1,000,000	Contractor Required	\$150.00
Over 1,000,000	Contractor Required	\$150.00 plus \$5.00 per 100,000 BTU (or portion thereof) over 1,000,000 BTU

**SAFETY CODES FEES (CONT)**

**PLUMBING PERMIT FEES**

<b>RESIDENTIAL INSTALLATIONS</b>		
<b>Number of Fixtures</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
1	\$85.00	See contractor fees
2	\$95.00	See contractor fees
3	\$105.00	See contractor fees
4	\$115.00	See contractor fees
5	\$125.00	See contractor fees
6	\$135.00	See contractor fees
7	\$140.00	See contractor fees
8	\$149.00	See contractor fees
9	\$164.00	See contractor fees
10	\$176.00	See contractor fees
11	\$186.00	See contractor fees
12	\$195.00	See contractor fees
13	\$204.00	See contractor fees
14	\$215.00	See contractor fees
15	\$224.00	See contractor fees
16	\$234.00	See contractor fees
17	\$245.00	See contractor fees
18	\$252.00	See contractor fees
19	\$263.00	See contractor fees
20	\$273.00	See contractor fees
<b>Add \$8.00 for each fixture over 20</b>		

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

**SAFETY CODES FEES (CONT)**

**PLUMBING PERMIT FEES**

Number of Fixtures	CONTRACTOR
1	\$75.00
2	\$85.00
3	\$90.00
4	\$95.00
5	\$105.00
6	\$110.00
7	\$115.00
8	\$124.00
9	\$137.00
10	\$147.00
11	\$155.00
12	\$163.00
13	\$170.00
14	\$179.00
15	\$187.00
16	\$195.00
17	\$204.00
18	\$210.00
19	\$219.00
20	\$228.00
21	\$234.00
22	\$242.00
23	\$248.00
24	\$254.00
25	\$262.00

Number of Fixtures	CONTRACTOR
26	\$268.00
27	\$274.00
28	\$282.00
29	\$288.00
30	\$294.00
31	\$302.00
32	\$309.00
33	\$314.00
34	\$322.00
35	\$329.00
36	\$335.00
37	\$342.00
38	\$349.00
39	\$357.00
40	\$362.00
41	\$369.00
42	\$377.00
43	\$382.00
44	\$389.00
45	\$397.00
46	\$402.00
47	\$409.00
48	\$417.00
49	\$422.00
50	\$429.00

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

**SAFETY CODES FEES (CONT)**

**PLUMBING PERMIT FEES**

Number of Fixtures	CONTRACTOR
51	\$435.00
52	\$440.00
53	\$445.00
54	\$450.00
55	\$457.00
56	\$463.00
57	\$467.00
58	\$473.00
59	\$478.00
60	\$484.00
61	\$488.00
62	\$494.00
63	\$500.00
64	\$505.00
65	\$510.00
66	\$515.00
67	\$522.00
68	\$527.00
69	\$532.00
70	\$537.00
71	\$543.00
72	\$549.00
73	\$553.00
74	\$559.00
75	\$564.00

Number of Fixtures	CONTRACTOR
76	\$570.00
77	\$574.00
78	\$580.00
79	\$587.00
80	\$592.00
81	\$594.00
82	\$597.00
83	\$599.00
84	\$602.00
85	\$604.00
86	\$608.00
87	\$610.00
88	\$613.00
89	\$617.00
90	\$618.00
91	\$620.00
92	\$623.00
93	\$627.00
94	\$629.00
95	\$632.00
96	\$635.00
97	\$638.00
98	\$639.00
99	\$642.00
100	\$645.00

**Add \$1.00 for each fixture over 100**

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

**SAFETY CODES FEES (CONT)**

**PRIVATE SEWAGE TREATMENT SYSTEMS**

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

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

**OTHER CHARGES AND PAYMENTS**

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

Charges for additional services are as follows:

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

**Additional Inspection Services**

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

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

**SAFETY CODES FEES (CONT)**

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

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

<b>MISCELLANEOUS</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
Permit Cancellation – before plan review complete	Complete refund minus \$50
Permit Cancellation – after plan review complete	65% of permit fee
Amendments to Permit Application	Any additional fees shall be payable and any decrease in permit fees over \$20 shall be refunded
Additional Inspection (within 100 km radius)	\$75.00
Additional Inspection (over 100 km radius)	\$125.00
Permit Extension Requests	Shall be provided in writing and must contain reason for request and additional time requested. Permit extensions, where granted, shall be provided in writing.



**PUBLIC WORKS**

Item	Amount	GST
Winter Maintenance Flags	\$20.00/up to 1/4 mile	Applicable
Senior/Handicapped Snowplow Flags (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	No Charge	N/A
Dust Control Calcium Chloride	<del>\$750</del> \$500/200 linear meters per application	Applicable
Dust Control for Seniors	No Cost. <del>\$250</del> \$200 linear meters per application	

**EQUIPMENT AND LABOUR**

Item	Amount	GST
Sewer Auger	\$20.00 per hour \$100.00 per 24 hours	Applicable
Water Line Thawing Unit	\$20.00 per hour \$100.00 per 24 hours	Applicable
Sanding Unit & Tandem Truck	\$110.00/hour (minimum charge 1 hr)	Applicable
Alberta Agriculture's Irrigation Pump/Pipe	\$300.00/48 hours \$100.00/each additional 24 hours	Applicable
Labour	\$25.00 per hour (minimum charge 1 hr.)	Applicable
Weed Eater	\$30.00 per hour (minimum charge 1 hr.)	Applicable
35 HP Tractor Mower 6'	\$50.00 per hour (minimum charge 1 hr.)	Applicable
75 HP Tractor Mower 15'	\$75.00 per hour (minimum charge 1 hr.)	Applicable

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

**AIRPORTS**

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

**SOLID WASTE**

**Section 1: General Solid Waste Fees**

<b>At Regional Landfill</b>	
Current rate as set by the Mackenzie Regional Landfill Authority	
<b>At Transfer Station</b>	
½ ton pickup truck	\$10.00
¾ ton pickup truck	\$15.00
1 ton truck	\$25.00
2 ton truck	\$30.00
3 ton truck	\$35.00
5 ton truck	\$100.00
Trailers shorter than 8'	\$10.00
Trailers 8' - 20'	\$30.00
Trailers over 20'	\$50.00
Untarped loads of commercial, construction, industrial and/or institutional material	\$50.00
Trucks larger than 5 ton are to be directed to the regional landfill.	

Definitions:

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

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

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



Section 2: Residential Waste Collection – Hamlet of La Crete

Residential Waste	Fees
Monthly Collection Waste	\$5.95 per month per receptacle per residence
Refuse Receptacle (including GST)	\$58.59 per residence
Second Refuse Receptacle (optional) (including GST)	At cost
Replacement of Waste Receptacle	At cost

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

**PARKS**

**Section 1: General Park Fees**

Day Use	Overnight	Weekly	Group Camping	Seasonal or Monthly Camping Stalls	Marina Dock Rental
<b>Wadlin Lake</b>					
No Charge	\$20	\$120	\$50 basic fee plus \$16/unit/day  plus \$250 damage deposit	<u>Seasonal:</u>  May 1-Sept.30: \$1,500 plus \$250 damage deposit	\$28/day with camping stall;  \$10/day without camping stall
<b>Machesis Lake</b>					
No Charge	\$20	\$120	N/A	N/A	N/A
<b>Hutch Lake</b>					
No Charge	\$20	\$120	N/A	N/A	N/A
<b>Zama Community Park</b>					
No Charge	Non-Serviced: \$10  Partially Serviced: \$15  Fully Serviced: \$20	Non-Serviced: \$60  Partially Serviced: \$90  Fully Serviced: \$100	N/A	<u>Monthly:</u>  Non-Serviced: \$200  Partially Serviced: \$275  Fully Serviced: \$400	N/A
<b>Tourangeau Lake</b>					
No Charge	N/A	N/A	N/A	N/A	N/A
<b>Fort Vermilion Bridge Campsite</b>					
No Charge	N/A	N/A	N/A	N/A	N/A

Note: Where available, the Group Camping Fee allows for reservation of shelter for renter's use only. Basic fee is applicable for shelter only (no R.V.s).

**Section 2: Penalties**

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

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



Section 2: Penalties Cont'd

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

**Note:**

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

**TRAFFIC REGULATIONS**

Traffic Regulation Bylaw Part 2: Parking

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

Traffic Regulation Bylaw Part 3: Rules for Operation of Vehicles

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

Traffic Regulation Bylaw Part 4: Controlled and Restricted Highways

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

Traffic Regulation Bylaw Part 5: Miscellaneous

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

Note:

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

**FIRE SERVICES FEES**

Provincial Roadways Incidents

Item	Amount
<b><u>Response fees including man power:</u></b>	
Pumper Unit	\$400.00 per hour
Ladder Unit (Aerial)	\$400.00 per hour
Tanker Unit	\$400.00 per hour
Rescue Unit	\$400.00 per hour
Contracted Services (i.e water haulers, equipment, labour, etc.)	Cost plus 15%
<b><u>Manpower Fee:</u></b> (if only manpower is requested/needed)	
Officers	\$50.00 per man hour
Firefighter	\$40.00 per man hour

Other Incidents:

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



Note:

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

False Alarms

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

Other Fees

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

	day plus expenses
Occupant Load Determination (no charge to non-profit groups)	\$100.00 per certificate

\*As specified in Fire Services Bylaw

Note:

- a) Every person who violates a provision of Fire Services Bylaw is guilty of an offense and is punishable upon summary conviction, to a fine not exceeding two thousand dollars (\$2,000.00) or to a term of imprisonment not exceeding one (1) year or to both.
- b) Nothing shall prevent a Peace Officer from:
  - (i) immediately issuing a Violation Ticket for the mandatory Court appearance to any person who contravenes any provision of the Mackenzie County Fire Services Bylaw, or
  - (ii) issuing a Voluntary Payment ticket in lieu of a mandatory Court appearance for \$100.00.

**DOG CONTROL FEES**

<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
Failure to obtain a valid license penalty		\$35.00	\$50.00
Failure to wear a dog tag penalty	\$35.00		
<b>Annual Fees</b>			
– neutered male or spayed female		\$10.00	\$50.00
– unneutered male or unspayed female		\$25.00	\$100.00
<b>Lifetime Fee</b>			
– neutered male or spayed female		\$50.00	\$50.00
– unneutered male or unspayed female		\$200.00	\$200.0
Replacement for misplaced, lost, or stolen dog tag	\$5.00		
Failure to obtain a kennel license penalty	\$50.00		
<b>Dog running at large – Handling fee</b>			
1 <sup>st</sup> offence		\$50.00	\$500.00
2 <sup>nd</sup> offence		\$100.00	\$1,000.00

<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
3 <sup>rd</sup> offence and subsequent		\$200.00	\$1,500.00
Bite a person penalty		\$250.00	\$1,000.00
Injure a person penalty		\$250.00	\$1,000.00
Chase or threaten a person penalty		\$150.00	\$1,000.00
Bite, bark at, chase stock, bicycles, wheelchairs, or other vehicles penalty		\$250.00	\$1,000.00
Bark, howl or disturb any person penalty			\$50.00
Worry or annoy any other animal penalty	\$50.00		
Damage to public or private property penalty		\$50.00	\$250.00
Upset waste receptacles or scatter contents thereof (Section 1. (b) or Dog Control Bylaw)	\$100.00		
Leave dog unattended in motor vehicle penalty		\$50.00	\$250.00
Fail to provide water, food, shelter or proper care penalty	\$100.00		
Abuse or abandonment of dog penalty	\$250.00		
Dog in prohibited areas as set by Council penalty	\$100.00		
Failure to report dog with a communicable disease penalty	\$100.00		
Failure to confine a dog with a communicable disease penalty	\$100.00		
Failure to keep dog confined for not less than ten (10) days penalty	\$50.00		
Interfere or threaten an Animal Control Officer penalty	\$250.00		
Induce a dog or assist a dog to escape capture penalty	\$250.00		
Falsely represent him/herself as being in charge of a dog penalty	\$100.00		
Allow, or attempt to allow, a dog(s) to escape from a vehicle, cage, or live trap penalty	\$100.00		
Remove or attempt to remove a dog from an Animal Control Officer penalty	\$250.00		
Unconfined female dog in heat penalty	\$50.00		
Failure to remove defecation	\$50.00		
<b>Impoundment fees</b> (to be verified with the veterinarian)		Amount expended	Amount expended



<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
Veterinary fees (to be verified with the veterinarian)		Amount expended	Amount expended
Destruction of dog fees (to be verified with the veterinarian)		Amount expended	Amount expended
Failure to keep a dangerous dog(s) confined penalty			\$500.00
Improper pen or other structure penalty			\$200.00
Give false information when applying for dangerous dog license penalty			\$500.00
Failure to keep dangerous dog muzzled penalty			\$500.00
Failure to harness of leash a dangerous dog properly penalty			\$500.00
Failure to keep a dangerous dog under the control of an adult person penalty			\$500.00

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

Note:

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

**WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS**

**Water/Sewer Rates**

<b>Rate Description</b>	<b>Fixed Fee</b>	<b>Consumption Fee</b>
Water Rates for Metered Users	Up to February 29, 2012 - \$30.67/month	Up to February 29, 2012 - \$2.43/m <sup>3</sup>
	March 1, 2012 - \$28.76/month	March 1, 2012 - \$3.20/m <sup>3</sup>
Water Rates for Cardlock Users (treated water)	NA	February 1, 2012 - \$3.20/m <sup>3</sup>
Water Rates for Cardlock Users (untreated water)	NA	February 1, 2012 - \$2.38/m <sup>3</sup>
Sewer Rate for Metered users		Up to February 29, 2012 – 33.5%
		March 1, 2012 - 26% of the total water charge amount

**Penalties**

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

**Fees and Deposits**

Description	Fee Amount
Application fee for new account move in	\$20.00
Transfer from one account to another	\$20.00
Reconnection of account due to non-payment of account	\$50.00
Fee for services required upon the request of the customer <u>within</u> the one (1) working day requirement	\$50.00
Fee for hamlet water and/or sewer service tie-in	\$100.00
Fee for hamlet water and/or sewer main tie-in	\$500.00 plus cost of installation
Fee for rural water tie-in	Summer \$8,000.00 Winter (Nov 1-May 1) \$9,000.00
Fee for rural water multi-lot subdivision	\$2,800.00/lot
Fee for water meter testing. Refundable if variance of meter reading is greater than 3%.	\$100.00
Fee for county employee services, including regular working hours and overtime hours, required to construct, repair, inspect, or service where the responsibility for work was borne by the developer, consumer or corporation	\$50.00/hr.
Fee for after hour emergency call out of County employee for services born by the consumer	\$75.00
Deposit for cardlock	\$100.00 for residential \$500.00 for commercial

- (i) Deposits may be transferable from one service to another by the same consumer.
- (ii) The fee shall be retained by Mackenzie County and applied against any outstanding balance upon disconnection of the service. In the event there is no outstanding balance or service charges remaining on the account upon disconnection of the service, Mackenzie County shall refund money to the customer within forty (40) days.

- (iii) In any case money deposited with Mackenzie County as a guarantee deposit remains unclaimed for a period of five years after the account of the consumer so depositing has been discontinued, the amount of the deposit shall be transferred to the general revenue account of Mackenzie County.
- (iv) Mackenzie County remains liable to repay the amount of the deposit to the person lawfully entitled thereto for a period of ten years next following the discontinuance of the account but after the ten year period the deposit becomes the absolute property of Mackenzie County free from any claim in respect thereof.

**Meter Fees**

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

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

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

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

**Fines for Water/Sewer**

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

DESCRIPTION	PENALTY
Failing to connect to Municipal Utility	\$2,500.00
Failing to provide grease, oil & sand traps & maintain catch basins	\$1,000.00
Interfering/Tampering with Municipal Utility	\$2,500.00
Operation or use of Municipal Utility without authorization	\$250.00
Failing to allow County staff or agent to enter premises	\$250.00



Failing to maintain water or sewer system	\$100.00
Failure to use proper material	\$250.00
Failure to install sewer backflow preventer	\$150.00
Failure to install cross connection control device	\$500.00
Failure to execute proper tapping or backfilling	\$250.00
Covering a water or sewer system prior to inspection	\$250.00
Failure to uncover a water or sewer system at the request of an authorized employee after it has been covered	\$500.00
Failure to report broken seal to County	\$50.00
Obstruction of Fire Hydrants/Valves	\$100.00
Illegal disposal of water	\$1,500.00
Well or other source of water supply	\$250.00
Illegal disposal in sewer or storm drainage system	\$2,500.00

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

3. This Bylaw shall come into force and effect upon receiving third reading and shall repeal and replace Bylaw 875-12.

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

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

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

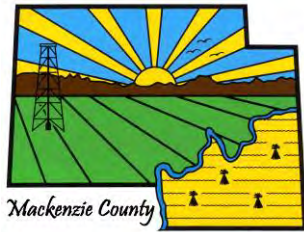
READ a third time and finally passed this \_\_\_\_\_ day of January, 2013.

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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>January 15, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Policy ADM042 General Safety Policy</b>

### **BACKGROUND / PROPOSAL:**

Council approved Policy ADM042 General Safety Policy on July 25, 2003. It is Council's responsibility to:

- Approve policy
- Provide direction and support
- Set a positive example
- Communicate the importance of health and safety
- Demonstrate commitment

A written health and safety policy is an important part of managing health and safety in the workplace and an important step in demonstrating management commitment. A health and safety policy states:

- The employer's commitment to health and safety,
- The goals and objectives for health and safety, and
- The responsibilities of management, workers, visitors and contractors.

The process as identified in the *Partnerships in Injury Reduction – Building an Effective Health and Safety Management System* is to:

- Draft a company health and safety policy and have it signed by the owner or CEO of the company.
- Communicate the policy in prominent places at the work site such as health and safety meetings and also post it for reference (ie. bulletin boards, lunch rooms).
- Include the health and safety policy as part of new worker orientation.
- Include the health and safety policy in the health and safety manual.
- Ensure everyone commits to health and safety. Build it into performance reviews at all levels.

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

- Senior management should tour the work site at least annually to communicate and reinforce health and safety practices and behaviors.
- Develop a process for addressing health and safety for contractors and visitors at your site.

As the policy has not been reviewed since its inception, administration is bringing the policy back to council for review.

Also, as identified in the draft 2013 Strategic Priorities, the OH&S Safety Manual is scheduled for review.

**OPTIONS & BENEFITS:**

To reinforce our commitment of health and safety in the workplace.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

That Policy ADM042 General Safety Policy be amended as presented.

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

## ~~Municipal District of Mackenzie No. 23~~ Mackenzie County

Title	GENERAL SAFETY POLICY	Policy No:	ADM042
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### **Purpose**

~~The Municipal District of Mackenzie No. 23~~ **Mackenzie County** believes in providing a safe work place for its employees by incorporating and enforcing safe working conditions and practices.

Health and Safety will be given primary importance in planning and operating municipal activities in order to protect employees against hardship and suffering caused by work related injuries, and to protect the municipality against unnecessary financial burden, liability and reduced efficiency.

### **Policy Statement**

1. Every employee is entitled to work under the safest possible conditions, and every reasonable effort shall be made to provide for the safe and healthy working conditions and to eliminate hazards that can cause injury to workers or damage to property or equipment.
2. Management is responsible for the promotion of safety and the education of all employees.
3. Each individual employee is responsible for the success of the health and safety program and will cooperate with supervisors to this end.

### **Procedure:**

A safe and healthy work environment is a goal everyone shares. For that reason the Occupational Health and Safety Act is an important piece of legislation which was passed to protect employer, management and workers. The Act provides minimum standards within which the ~~Municipal District~~ **County**, Management, Supervisors and Employees must work together to keep the work site safe and free from health hazards.

All employees shall adhere to the guidelines defined in the Safety Procedural Manual. If a contradiction between policy and procedures arises, the ~~Municipal District~~ **County** Manager shall resolve the issue and recommend changes to procedure or policy.



## **ROLES OF COUNCIL, MANAGEMENT, DEPARTMENT HEADS, EMPLOYEES & THE JOINT WORK SITE COMMITTEE**

### **Council:**

To encourage a healthy and safe work place by:

- a) providing the necessary funding for safety related programs, equipment and clothing;
- b) approving the appropriate policies.

### **Management:**

- To provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all employees.
- To provide all supervisory staff with an understanding of the accident prevention program as well as relevant occupational health and safety legislation.
- To ensure staff has proper, well-maintained tools and equipment, plus any other special personal protective devices that may be required.
- To approve ongoing safety education programs and first aid courses.
- To monitor departments and projects and hold them accountable for their individual safety performance.
- To act as a liaison between employees, supervisors, the joint work site committee and the M.D. **County** Council.

### **Department Heads/Supervisors:**

- To understand and enforce the accident prevention policy as well as Occupational Health and Safety legislation.
- To ensure all workers have the skill and training necessary to safely do their work.
- To ensure all employees are trained to work in a safe manner and use all protective devices and procedures required by the municipality and by legislation to protect their health and safety.
- To advise employees of any potential dangers and how to isolate, prevent and remove them.
- To ensure all workers are aware of their safety obligations.
- To report all accidents immediately, to investigate all accidents fully, and to advise management on how to prevent similar accidents in the future.

- To carry out regular inspections of the work place to ensure a safe and healthy environment.
- Co-operate with OH&S and provide any information requested during an investigation.

**Employee:**

- To read, understand and comply with the safety policy, safe work practices, and Occupational Health and Safety procedures and rules.
- To use the safety equipment and personal protective devices and clothing required by regulations and the ~~Municipal District~~ **County**.
- To notify their supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves.
- To notify Management if a hazard is not rectified.
- To report all accidents and injuries in writing to their supervisor as soon as possible.
- To take precautions to protect the safety of other workers and themselves.
- If asked to do work that he believes poses imminent danger to himself or others, refuse to do it and
  - 1) immediately notify Supervisor
  - 2) explain reason
  - 3) if Supervisor does not agree, contact Management.
- Co-operate with OH&S and provide any information requested during an investigation.

**Safety Committee**

The Committee shall be comprised of three members from Management and three employee representatives appointed by the Union (Article 28.01).

The objectives of this Committee are to:

- a) encourage the ~~Municipal District~~ **County** and all its employees to work together in the identification and evaluation of health and safety concerns.
- b) recommend solutions to unsafe procedures and health threats.
- c) provide a recommended General Safety Policy.
- d) provide a two member subcommittee to investigate all accidents.

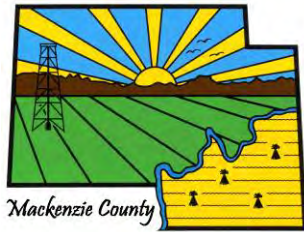
Near miss incidents shall be investigated when requested by a Committee member.

This Committee will meet at least ten (10) times a year. All meetings are open to all employees and minutes will be prominently posted and filed as required by legislation. This Committee will report to the Chief Administrative Officer.

**Hazard Assessment:**

The Safety Officer will do a hazard assessment of all the areas within the municipality twice a year to assess potential hazards and make recommendations for corrections.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	25-Jul-03	03-403
<b>Amended</b>	15-Jan-13	
<b>Amended</b>		



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Policy ADM048 Handi-Van Use</b>

### **BACKGROUND / PROPOSAL:**

- Policy ADM048 governs the delivery of Handi-Van transportation services to persons with mobility impairments and/or senior citizens within Mackenzie County.
- This policy outlines the responsibilities of the County, the Group operating the handi-van transportation service, and the handi-van user (driver).
- The County owns the Handi-Van vehicles.
- The County's responsibilities for oversight includes the provision of adequate insurance coverage.
- The current policy does not require either the Handi-Van Group or the Handi-Van User to report incidents/near misses to the County.

### **OPTIONS & BENEFITS:**

- The timely receipt of reports of incidents/near misses from a Handi-Van Group/User would permit the County to:
  - investigate such incidents, as appropriate, in a timely manner;
  - discharge its obligations with respect to insurance reporting requirements; and,
  - submit claims to the insurance carrier, in a timely manner.
- Inclusion in the policy of reporting requirements would be consistent with the County's General Safety policy for employees (ADM042).

**Author:** A. Kilpatrick, DCS      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_



**COSTS & SOURCE OF FUNDING:**

Annual Operating Budget

**RECOMMENDED ACTION:**

That Policy ADM048 Handi-Van Use be amended to include provisions for reporting of incidents/ near misses by Handi-Van Groups/Users to the Chief Administrative Officer or Designate.

**Author:** A. Kilpatrick, DCS      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_

## Mackenzie County

<b>Title</b>	<b>Handi-Van Use</b>	<b>Policy No:</b>	<b>ADM048</b>
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<b>Legislation Reference</b>	<b>MGA, Section 1 b)</b>
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### **Purpose**

To provide standard policy regarding the delivery of the Handi-Van transportation services to the persons with mobility impairments and/or senior citizens within the Mackenzie County.

### **Policy Statement and Guidelines**

#### **Statement:**

Mackenzie Council recognizes that the handi-van services are an important resource for the persons with mobility impairments and/or senior citizens and is an effective travel option that connects the users to the medical needs as well as to the life enhancing activities that may otherwise be neglected.

The handi-van system consists of the two handi-vans equipped with wheel-chair lifts.

The handi-van services shall be provided to the County residents exclusively with the priority given to persons with mobility impairments. The handi-van transportation services shall be limited to within the Mackenzie Region.

#### **Guidelines:**

1. The handi-van transportation services shall be delivered through partnership with the local non-profit organizations (further referred to as “the Group”) operating within the County.
2. The County shall enter into formal agreements with the Groups using the following guideline:
  - 2.1. Responsibilities of the County:
    - a. The County shall own the handi-vans.
    - b. The County shall be responsible for adequate insurance coverage, the costs of annual inspections, and repairs and maintenance of the handi-vans.
    - c. The County shall be responsible for reviewing the annual handi-van usage and costs reports, monitoring quality of the service provision, assessing the needs and implementing appropriate changes regarding the handi-van system as required.

2.2. Responsibilities of the Group operating the handi-van transportation service:

- a. The Group shall not permit an operator to drive a handi-van without receiving proper authorization from the County. Approval of operators shall be done in the following manner:
  - Upon a request to permit, the Group shall direct an applicant to the Mackenzie County, advising the applicant to provide a copy of his/hers drivers license, his/hers current driver's abstract and his/hers claims experience letter from their personal insurer to the County;
  - The County shall complete the review of the submitted documents and release a letter to the Group authorizing a new operator within five working days of the request;
  - An operator shall be required to obtain vehicle safety training through the County prior to their first trip; the operator will be granted a certificate through the Department of Community and Protective Services;
  - An operator that has been inactive (did not operate a handi-van for over 365 days) will be required to reapply.
  - All operators must provide their driver's abstract to the County on annual basis. Failure to provide the driver's abstract shall disqualify a previously approved operator.
- b. The Group shall be responsible for all scheduling within the County while giving the priority to persons with mobility impairments. A booking shall be requested at least three days in advance of a trip. The trips scheduled with less than three day notice may be accommodated subject to availability of a handi-van.
- c. The Group shall be responsible to undertake a handi-van visual inspection after each trip and undertake routine maintenance of the handi-van at every 5,000 kilometers interval. The Group must utilize the County's vehicle repair services at the County's shops. The Group may use a qualified repair shop in emergency situations and/or with prior approval by the County Chief Administrative Officer and/or Designate.
- d. The Group shall be responsible for providing a monthly report to the County's Administration by 20<sup>th</sup> of every month using the forms provided by the County.
- e. The Group shall be responsible for providing an annual report for each calendar year to Council by March 31 of a subsequent year containing the following:
  - Vehicle mileage on January 1 and December 31 (mileage per trip must be reconciled to the overall vehicle mileage from January 1 to December 31)

- Purpose of the trips and destinations
- Number and nature of requests that the Group was not able to accommodate
- Total costs incurred during a year for the handi-van service operations including the Group's employees' hours.

f. The Group shall be responsible for reporting any incidents and/or near misses to the Chief Administrative Officer or Designate of Mackenzie County, in the form and manner prescribed by the County.

2.3. Responsibilities of the handi-van user:

- a. Provide a request for a handi-van use as per this policy and be prepared to be flexible when scheduling a non-medical trip, recognizing the priority will be given to the persons with mobility impairments and recognizing that conflicting schedules may exist.
- b. The handi-van user shall be responsible for all fuel costs associated with his/her trip.
- c. The handi-van user shall be responsible for cleaning the van before returning it to the Group.
- d. The handi-van user shall be responsible for reporting any mechanical problems to the Group upon returning the handi-van.
- e. The handi-van user shall be responsible for reporting any incidents and/or near misses to his or her supervisor in the Handi-Van Group, and to the Chief Administrative Officer of Mackenzie County, or Designate, in the form and manner prescribed by the County.

3. Administrative responsibilities:

3.1 Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy and for provision of the annual report to Mackenzie County Council.

	Date	Resolution Number
Approved	10-Aug-10	10-08-654
Amended	23-Feb-11	11-02-174
Amended	15-Mar-12	12-03-189
Amended	15-Jan-13	







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Policy FIN011 Utility Collection</b>

### **BACKGROUND / PROPOSAL:**

Bylaw 866-12, Hamlet Residential Waste Collection, passed by Council in July 2012, governs the handling and disposal of ashes, garbage, refuse, and other waste.

Utility Collection Policy FIN011 (i.e., accounts receivable and payments by ratepayers) needs to be updated to include refuse collection services.

### **OPTIONS & BENEFITS:**

An updated financial policy would identify waste collection as one of the utility services provided by Mackenzie County for financial collection purposes.

The recommended update also includes a provision that, in the event of failure to pay for any one utility service, all utilities may be disconnected or discontinued.

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

N/A

### **RECOMMENDED ACTION**

That Policy FIN011 Utility Collection be approved as presented.

**Author:** A. Kilpatrick, DCS      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_



# Mackenzie County

<b>Title</b>	<b>UTILITY COLLECTION</b>	<b>Policy No.</b>	<b>FIN011</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Division 3</b>
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<b>Purpose</b> To ensure that all collections are dealt with in a systematic manner.
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## **POLICY STATEMENT AND GUIDELINES**

### **OBJECTIVES**

To provide policy guidance for the collection of payments for utility accounts including water, sewer, and waste collection services, where provided.

To impose a consistent and effective method of collection action for ratepayers who fail to pay their utility accounts.

### **PROCEDURE**

On a monthly basis, utility invoices shall be generated. The Utilities Clerk shall take every step to ensure that these billings are accurate.

All connection and disconnection notices, as provided by the field staff and/or requests from the customers, shall be reflected in the billings. Upon receipt of a disconnection notice and/or a new connection from a customer, the Utilities Clerk shall make adjustments to reflect the change in status, then prepare a statement of account for the user advising of the account balance and requesting a payment in conjunction with the monthly billing.

At the close of each month and with the reconciliation of the utility subledger, as directed by the Director of Corporate Services (DCS), the Utilities Clerk shall review the aged analysis report and identify those accounts that are in arrears from the statement date of the invoice and proceed as follows:



**Metered Users**

Arrears period	Action
Over 30 days in arrears	Send a past due first notice ( <u>Schedule A</u> ) advising customer of his/hers arrears.
Over 60 days in arrears	Send a past due second notice ( <u>Schedule A</u> ) within the first week of a month advising that if the account is not paid in full by the last date of the month (by 90 <sup>th</sup> day of arrears), <b>all utilities</b> the utility may be disconnected <b>or discontinued</b> .
Over 90 days in arrears	<p>Advise DCS of the outstanding arrears of over 90 days. Prepare and send a registered past due final notice (<u>Schedule B</u>) within the first week of a month signed by DCS allowing 14 calendar days to pay.</p> <p>Send a Door Tag request (<u>Schedule C</u>) to the applicable Water Treatment Plant to the attention of the Utilities Officers for distribution to the affected properties.</p>
Over 104 days in arrears	<p>A list outlining all arrears over 104 days shall, along with completed Disconnection Authorization Forms (<u>Schedule D</u>) for each account, be submitted to Chief Administrative Officer (CAO) and/or Designated Officer within fourth week of a month for approval to disconnect.</p> <p>Utilities Clerk shall submit the Disconnection Authorization Forms signed by CAO and/or Designated Officer to the Utilities Officer.</p> <p>Utilities Officer must disconnect the utility within 24 hours of receiving the Disconnection Authorization.*</p>

\*Disconnections during winter – if Utilities Officer has reasons to believe that the disconnection may create technical difficulties, the Utilities Officer shall notify CAO and/or Designated Officer in writing within 24 hours of receiving the Disconnection Authorization.

### **Cardlock Users**

All water cards with the accounts in arrears past 30 (thirty) days shall be deactivated. No card shall be reconnected until a payment is received for the outstanding amount in full.

### **Reconnections**

No reconnection **or resumption of service** shall be made until a payment for the full outstanding amount is made plus the applicable reconnection fee as established by the County's Water & Sewer Services Bylaw and/or Fee Schedule Bylaw.

Utilities Clerk shall complete and submit a Reconnect Authorization (Schedule E) to the applicable Water Treatment Plant to the attention of a Utilities Officer.

### **Administrative Responsibilities**

Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	14-Oct-98	98-312
<b>Amended</b>	08-Nov-11	11-11-908
<b>Amended</b>	<b>15-Jan-13</b>	
<b>Amended</b>		

**Schedule A  
Past Due Notice**



**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

Date

**Past Due Notice**

Name  
Address

Dear <Name>,

**Re: <Utility Account>**  
**Service Address: <Street Name/Number>**  
**Outstanding Amount:<\$\$\$>**

This letter is to advise that your utilities account has been in arrears for more than XX days.

If your account balance of \$\_\_\_\_\_ is not paid in full by 4:30 p.m. by the last working day of this month, your utilities services may be disconnected. Once disconnected, the services will not be reconnected until the full amount outstanding plus all applicable reconnection fees on your account are paid.

We appreciate receiving your payment to avoid further action and/or collection proceedings. If you have paid the outstanding balance, please disregard this letter.

If you have questions, please contact \_\_\_\_\_, Utilities Clerk at (780) 927-3718 at the County's Fort Vermilion Office.

Regards,

\_\_\_\_\_  
Utilities Clerk

Cc: \_\_\_\_\_, Director of Corporate Services  
\_\_\_\_\_, Finance Controller

**Schedule B  
Past Due Final Notice**



**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

Date

Name  
Address

**Past Due Final Notice**

Dear <Name>,

**Re: <Utility Account>**  
**Service Address: <Street Name/Number>**  
**Outstanding Amount:<\$\$\$>**

This letter is to advise that your utilities account has been in arrears for more than **90** days.

You have been put on notice that if your account balance of \$\_\_\_\_\_ is not paid in full by 4:30 p.m. by the 14<sup>th</sup> of this month, your utilities services will be disconnected without further notice and the total amount outstanding may be transferred to your taxes. Once disconnected, the services will not be reconnected until the full amount outstanding plus all applicable reconnection fees on your account are paid.

If you have paid the outstanding balance, please notify the undersigned immediately upon receiving this notice.

If you have questions, please contact \_\_\_\_\_, Utilities Clerk at (780) 927-3718 at the County's Fort Vermilion Office.

Regards,

\_\_\_\_\_  
Utilities Clerk

Cc: \_\_\_\_\_, Director of Corporate Services  
\_\_\_\_\_, Finance Controller



Schedule C

# Door Tag Request

Date\_\_\_\_\_

Utility Account#\_\_\_\_\_

Name\_\_\_\_\_

Street Address\_\_\_\_\_

Stall/Unit\_\_\_\_\_ Lot\_\_\_\_\_ Block\_\_\_\_\_ Plan\_\_\_\_\_

**For Utilities Clerk Use Only**

Date of Payment Made in Full\_\_\_\_\_

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**For Utilities Officer Use Only**

Meter Identification #\_\_\_\_\_ IMT\_\_\_\_\_

Date Door Tag Hung\_\_\_\_\_

Comments/Concerns\_\_\_\_\_

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Utilities Officer's Signature\_\_\_\_\_

Date Faxed/Sent to Utilities Clerk\_\_\_\_\_

**Schedule D**

# Disconnect Authorization

Date \_\_\_\_\_ Utility Account# \_\_\_\_\_

Customer ID \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

Stall/Unit \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

**CAO Signature** \_\_\_\_\_

(by signing, CAO authorizes a Utilities Officer to disconnect the utility services to the above mentioned account)

**For Utilities Clerk Use Only**

Date of Payment Made in Full \_\_\_\_\_

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**For Utilities Officer Use Only**

Meter Identification # \_\_\_\_\_ IMT \_\_\_\_\_

Meter Reading \_\_\_\_\_ Date Disconnect \_\_\_\_\_

Comments/Concerns \_\_\_\_\_

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Utilities Officer's Signature \_\_\_\_\_

Date Faxed/Sent to Utilities Clerk \_\_\_\_\_

Schedule E

# Reconnect Authorization

Date \_\_\_\_\_ Utility Account# \_\_\_\_\_

Customer ID \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

Stall/Unit \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

**For Utilities Clerk Use Only**

By signing, I verify that the payment on the above account was made in full plus all applicable reconnection fees.

Date of Payment \_\_\_\_\_ Signature \_\_\_\_\_

---

**For Utilities Officer Use Only**

Meter Identification # \_\_\_\_\_ IMT \_\_\_\_\_

Meter Reading \_\_\_\_\_ Date Reconnect \_\_\_\_\_

Comments/Concerns \_\_\_\_\_

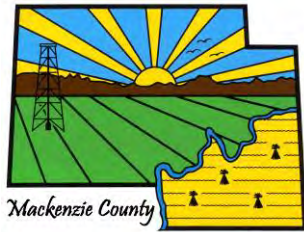
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Utilities Officer's Signature \_\_\_\_\_

Date Faxed/Sent to Utilities Clerk \_\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>2013 Strategic Priorities</b>

### **BACKGROUND / PROPOSAL:**

Council and the Management Team held a strategic priorities workshop on December 17-19, 2012 facilitated by Gordon McIntosh from the Local Government Leadership Institute.

Attached is a draft copy of the 2013 strategic priorities report as a result of the workshop.

A follow-up workshop is being scheduled for the week of May 21, 2013.

### **OPTIONS & BENEFITS:**

Please refer to page 10 of the report which contains recommendations for Council. By approving the report by motion, as recommended below, Council will commit to the process as outlined in the report.

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

N/A

### **RECOMMENDED ACTION:**

#### **Motion 1**

That the Mackenzie County Strategic Priorities Report be approved as presented/amended.

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



**Motion 2**

That a follow-up strategic priorities workshop be held on May 21, 2013.

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

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# Mackenzie County Strategic Priorities Report

December, 2012

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LGL Institute

## Introduction

**Strategic Planning** is an essential practice that assists local governments in defining expectations for the future, guides in decision-making and, charts a course for dealing with changing conditions and community needs.

It is premised on the understanding that Council (and the organization) cannot control change but rather, they can merely attempt to respond to it by:

- Identifying Change – scanning the environment to determine key influences
- Understanding Change – determining significant matters to be addressed
- Dealing with Change – developing strategies that achieve desired results

**Strategic Priority Setting** is all about determining *which strategic topics* will be acted upon within limited capacity. The process focuses on the 'NOW' strategic priorities. It also identifies those that will be acted upon 'NEXT' and 'LATER' as longer term strategic directions.

To assist Council in this process, Mackenzie County enlisted the services of Dr. Gordon McIntosh of the Local Government Leadership Institute, to facilitate its priority setting session. This report summarizes the December 2012 workshop outcomes and Council priorities.



## Setting Priorities

In many strategic plans there are often gaps between expectations and reality. **Strategic Priority Setting** is about managing this gap. December 17-19, 2012 Council and senior staff met in a workshop setting to set short-term (or NOW) strategic priorities and longer-term (NEXT) strategic directions.

Participants discussed what success would look like for the County in five areas of a sustainable community – Economy, Environment, Social, Infrastructure and Governance. These expectations led to a discussion of what is currently working well and areas that need attention in relation to the County's vision and goals contained in the contained in the *Mackenzie County Business Plan 2010 - 2014*.

The next step was to identify and rank issues and opportunities impacting the region and the organization. Council reviewed the short-list of items to determine **Strategic Topics** that warranted investigation during the workshop.

The *Strategic Topics* were discussed and 'unpacked' by clarifying the focus of each, identifying desired outcomes, exploring options and developing potential actions for each topic. Reality, urgency and responsibility criteria were applied to each of these **strategic possibilities** to define which should be considered as priorities.

After thorough review, Council determined its **strategic priorities** that could be acted upon NOW over the next 12 months, those that would be tackled NEXT/LATER as longer term strategic directions, as well as actions primarily for the attention of staff. These *Council Priorities* and *Operational Strategies* are contained in a one page **Strategic Priorities Chart** (Appendix 1) for regular review and updating.

## Vision Check-up

Defining success is an important step in assessing present conditions and guiding future directions. A **'Vision Checklist'** can be used to conduct a Vision Check-up. It articulates Council's expectations in terms of:

- Measurable outcomes that can be assessed in quantifiable terms such as amounts or percentages
- Observable benefits that can be seen or perceived such as feelings and experiences
- Tangible outputs that are produced such as services and programs delivered to the community.

The **Vision Checklist** was used to see 'what is working well' (factors that ought to be strengthened) and 'areas for attention' (factors that should be addressed). It provides a broad frame of reference relating to the County's vision for the future to conduct periodic Vision Check-ups. A Vision Check-up can involve:

- Internal perceptions from the County's elected officials and staff
- Views from stakeholders such as suppliers, partners and other levels of government
- Community perspectives from residents and businesses.

A Vision Check-up should be performed regularly as a method of monitoring and evaluating the progress of the County's strategic priorities and future directions. It causes Council and the organization to:

- Think about the big picture, not just recent issues
- Consider external, not just internal, interests
- Define success indicators for future analysis of strategic directions and priorities.

## Mackenzie County

### Vision

Working towards: an enhanced quality of life, choices in community opportunity and healthy economic climate.

### Mission

Through the effective use of resources, provide a reasonable and equitable level of service and endeavor to create a sustainable economic climate.

### Organizational Values

Efficient, fiscally responsible organization that is sincere and approachable, treats people with respect and maintains a high degree of integrity.

### Core Activities

#### **Governance and Leadership**

- Oversight
- Fiscal Management
- Relationships and Communication

#### **Infrastructure & Municipal Services**

- Recreation and Parks
- Utility Services
- Risk Management

#### **Social & Cultural Vibrancy**

- A Sense of Place
- Cultural Vibrancy and Relationships
- County - First Nations Relations
- Growing Communities

#### **Environmental Stewardship**

- Natural Environment
- Built Environment

#### **Economic Development**

- Transportation
- Business and Industry
- Advocacy for Public Services
- Business Climate
- Growth Management

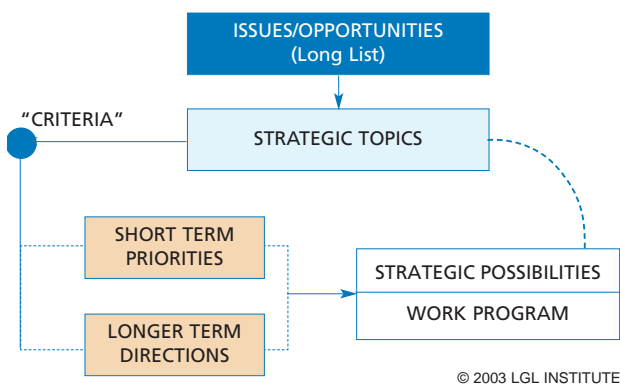
Source: *Mackenzie County Business Plan*



## Priority Setting Process

The priority setting process involves the following steps and products:

- **Identify Strategic Topics** – identifying current and emerging challenges to the County and the organization for workshop discussion (Appendix 3 & 4)
- **Explore Strategic Topics** – developing each item as a potential priority (strategic possibilities)
- **Determine Strategic Priorities** – applying reality, urgency and responsibility criteria to determine which strategic possibilities should be pursued over the next 12 months
- **Confirm Strategic Work Program** – understanding outcomes, options and requirements to implement the action plan to address each strategic priority (NOW) and longer term direction (NEXT/LATER) (Appendix 5)
- **Establish Strategic Priorities Chart** – assigning responsibility for all priorities and strategies with target dates for regular monitoring and updating (Appendix 1)



## Strategic Topics

Once the Vision Check-up was completed, Council and staff were asked to identify issues and opportunities facing the County. This long list of items (Appendix 3) was scored with both Council and staff choosing their 'top ten' from the list. The facilitator extracted the overall top ranked items forming a short-list of issues and opportunities (Appendix 4). Some items were ranked higher by Council or staff and some were common to both. It is not uncommon for staff items to be different than Council items.

From a review of all these items, Council developed a list of **Strategic Topics** which became the focus of the priority setting process.

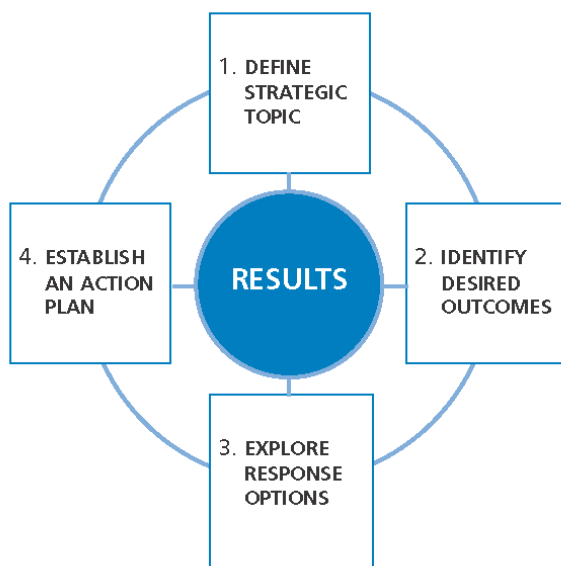
The Strategic Topic list is not the same as the issue short-list. There may be items on the short-list which are not 'strategic' in nature or several may fall into a broader strategic category.

- ### STRATEGIC TOPICS
1. Roads and Drainage
  2. Highway 88 Completion
  3. Regional Collaboration
  4. Canada Post Service
  5. Business Attraction
  6. Connector Roads
  7. Land use Framework
  8. Senior Housing
  9. Provincial Regard
  10. Hamlet Road Paving
  11. Community Engagement
  12. Transportation Corridor
  13. Zama & Fox Lake Roads
  14. Resource Inventory

## Solution Seeking Model

There is usually more than one way to capitalize on an issue and turn it into a positive outcome which will address the regions needs.

To move from Strategic Topics to priorities, a four-step process, the **Solution Seeking Model**, was utilized. Participants began by clarifying the strategic topic, then identifying desired outcomes if the topic was successfully addressed. Next, options or ways to achieve the desired outcome were explored and a 'preferred strategy' was selected. Finally an action plan was developed that identified resources and responsibilities to implement the preferred strategy.



## Strategic Capacity

The solution seeking discussion generated enough information to consider the strategic topics as *strategic possibilities*. This does not make them priorities – yet. There are too many of them given the organization’s limited capacity. An organization’s capacity box is not readily visible but does have limitations or boundaries. It is useful to look at organizational capacity as a box of balls. If the box is full then Council must be realistic about putting more initiatives inside. Some of the limitations to consider in assessing capacity include:

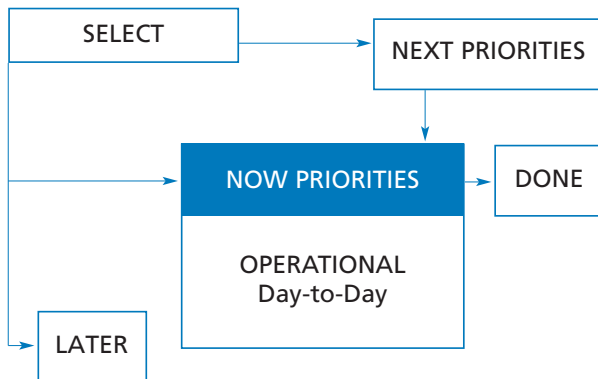
- Policy – procedures that define mandate and roles
- Finances – available net resources
- Culture – norms delineating acceptable behaviours
- Risk – tolerance for organization and legal exposure
- Human resources – available staff and competency levels

These capacity box elements are impacted by dynamic internal and external factors:

- Funding – available funding beyond day-to-day operations
- Scrutiny – level of visibility for organizational actions
- Demands – diverse requests from clients and the public
- Environment – conditions impacting the organization
- Support – legitimacy and trust among stakeholders



## Discussion of Strategic Topics



The County's priority setting process identified numerous strategic possibilities. Each was considered strategically important but some require more urgent attention than other choices given limited organizational capacity.

To focus on doable strategic possibilities, participants applied **Reality Check** criteria - How achievable is this strategic possibility? What resources are required to make this candidate feasible and successful? Is it even a possibility for short-term attention given the organization's day-to-day operations?

Next participants applied **Urgency** criteria – What makes this strategic possibility require more immediate attention than others in the short-term?

Finally, **Responsibility** criteria allowed participants to determine if the strategic possibility would require political direction as a Council priority or, does it simply need Council oversight as an operational strategy of staff?

This process allowed Council to determine priorities that should be addressed 'NOW', those that should come 'NEXT' when 'NOW' items are completed or resources become available, and those that were a 'LATER' – not at this time, given available resources.

Managing priorities is an ongoing process as new strategic topics emerge. The key to effectively managing priorities is to recognize that priorities *do change*:

- Emerging strategic possibilities, because of changing external and internal influences, must be evaluated against existing priorities on a regular basis.
- Completed 'NOW' items are 'DONE' or incorporated into day-to-day operations making way for 'NEXT' items.
- New information about an existing priority may make it less urgent or irrelevant demoting its status to 'NEXT' or 'LATER'.

Sometimes Council priorities no longer require Council attention, merely oversight. They then become Operational Strategies. The reverse can also happen if an Operational Strategy warrants Council attention.

The **chart** on the next page shows the discussion of each **strategic possibility** as it was 'unpacked' and investigated during the priority setting process. Based on the number of topics, organizational capacity and the application of the reality, urgency and responsibility criteria, the strategic topics were translated into five **strategic priorities** to be addressed NOW (see Strategic Priorities Chart, Appendix 1).

<b>STRATEGIC POSSIBILITIES</b>	
<b>STRATEGIC TOPIC DISPOSITION</b>	<b>ACTION</b>
ROADS (Council <i>ADVOCACY</i> Item) <i>Road Construction Funding Request</i> DRAINAGE (Council <i>NEXT</i> Item) <i>Surface Water Management Plan</i>	Develop funding request for road construction on new developable lands.  Develop a comprehensive strategy for handling drainage and surface water.
HIGHWAY 88 COMPLETION	In progress.
HIGHWAY 88 EXPANSION CONNECTOR (Council <i>NOW</i> Priority) <i>Development Control Zone</i> (Council <i>NEXT</i> Item) <i>Area Structure Plan</i>	Establish Direct Control Area to control any near term development.  Develop terms of reference for Areas Structure Plan process.
REGIONAL COLLABORATION (Council <i>NOW</i> Priority) <i>Regional Collaboration Protocol</i> <i>High Level Service Agreement</i> <i>Rainbow Lake Airport Agreement</i>  First Nations (Council <i>NET</i> Item) <i>Post - Election Consultation</i>	Negotiate the conditions of the shared service agreement with High Level Work with High level and Rainbow Lake to develop a protocol to encourage regional collaboration Determine a cost sharing arrangement re: the Rainbow Lake Airport.  Host meeting with First Nation representatives following the election to identify areas of common interest.
CANADA POST SERVICE (Council <i>ADVOCACY</i> Item) <i>Location Proposal</i>	Develop location proposal and long term lease agreement to present to Canada Post representative with a copy to the member of Parliament and Chamber.
BUSINESS ATTRACTION & RESOURCE INVENTORY (Council <i>NEXT</i> Item) <i>Economic Development Strategy</i> <i>OSB Water Supply</i> <i>Oil &amp; Gas Strategy</i> <i>Tourism Strategy</i> <i>Branding Strategy</i>	Determine strategy to provide water to the OSB plant. Work with partners to develop a Tourism Strategy. Conduct an Oil & Gas Stakeholder forum as the foundation for developing a targeted strategy.  Develop Terms of Reference for the development an Economic Development Strategy.  Develop Terms of Reference for the development a Branding Strategy.
ZAMA & FOX LAKE ROADS (Council <i>NEXT</i> Item) ZAMA ROAD- <i>Business Case</i> FOX LAKE ROAD - <i>Private Road Transfer Policy</i>	Prepare business case for Provincial funding to advance the paving program.  Determine policy regarding the County assuming ownership of private roads.
LAND USE FRAMEWORK (Council <i>NOW</i> Priority) <i>Position Paper</i>	Work with MMSA to draft position paper for presentation to Mackenzie Tri-Council Committee to gain certainty regarding the process steps.



<b>STRATEGIC POSSIBILITIES</b>	
<b>STRATEGIC TOPIC DISPOSITION</b>	<b>ACTION</b>
SENIOR HOUSING (Council NOW Priority) <i>Housing Authority Governance</i>	Negotiate a revised governance structure that best reflects the interests of the County and seniors.
PROVINCIAL REGARD (Representation) (Council <i>ADVOCACY</i> Item) <i>Provincial Advocacy Priorities</i>	Determine advocacy priorities.  Develop awareness package including regional profile to be distributed to provincial MLA's.
HAMLET ROAD PAVING (Council NEXT Item) <i>Paving Program Plan</i>	Determine priority areas within a longer term plan
COMMUNITY ENGAGEMENT	CAO to adjust the Request for Decision to always refer to suggested ways to communicate with the public on each Council decision.
TRANSPORTATION CORRIDOR (Council NEXT Item) <i>Corridor Plan</i>	<i>Rail</i> - meet with CN representative to discuss synergies and economic development opportunities.  <i>Roads</i> - REview report and garner partner support of the advocacy efforts of priority areas for road development.  <i>Air</i> - Meet with Edmonton Airport Authority.

Column 1 - ( ) indicates the Strategic Topic

*Italics* indicates the resulting disposition of the item

Column 2 - indicates the Action identified through Council discussion

## Strategic Priorities Chart

The Strategic Priorities Chart (Appendix 1) captures Council's priorities and operational strategies at the time of the December workshop. Items listed in **BOLD CAPITALS** indicate priorities Council wishes to address NOW. These items automatically enter the appropriate operational unit at the bottom of the chart. This shows the alignment of staff work with Council direction. Items listed in CAPITALS indicate priorities that will be address NEXT or when a NOW item is completed. **Bold** items indicate Organizational Improvements to maximize Council and staff capacity as well as excellence in governance.

In addition to Council priorities, there are other strategic matters receiving the attention of administration. These Operational Strategies are noted in regular font on the Strategic Priorities Chart. The chart should be reviewed regularly as a reminder of the organization's capacity to make adjustments, change priorities and celebrate achievements. It should be included in every Council meeting agenda as a constant reference, updated monthly by the CAO (Chief Administrative Officer) with Council and reviewed quarterly by the CAO with Council and with staff. Regular updating of the chart ensures that everyone is '**on the same page**'. Roles are clear, the focus is defined and progress is monitored and celebrated. Extracted from the report, the Strategic Priorities Chart and Work Program are intended to be working documents, updated regularly.



## Strategic Priorities Work Program

Specific actions to implement Council's priorities are contained in the Strategic Priorities Work Program (see Appendix 5). The Work Program is used to determine the activities and resources required to implement strategic priorities. It is necessary for:

- **Budgeting** – the true acid test for a strategic priority is whether it gets funds within the annual budget process. If not it should move to NEXT status.
- **Work Planning** – the CAO will be better equipped to assign work knowing the time and effort required of staff to implement Council priorities.
- **Performance Monitoring** – Council will be able to perform its oversight role better if there are timeframes to monitor progress and results.

The Work Program lays out what is necessary from staff and / or partners to implement a strategic priority. The Work Program clearly itemizes Council expectations in terms of:

- **Who** – responsibility for implementation and decisions
- **Why** – success indicators to monitor progress and results
- **What** – specific task and activities that need to be done
- **When** – sequencing of activities with target dates
- **How** – human, material and fiscal resources required

The Strategic Priorities Work Program defines the desired outcomes for each priority (column 1), options for achieving the priority (column 2) and actions, responsibility and timelines (column 3).

## Recommendations

- That the ***Strategic Priorities Chart & Work Program*** be adopted by the Mackenzie County Council for continuous use at each Council meeting, quarterly review and annual updating. *These documents should be extracted from this report for ongoing updating.*
- That Council requests the CAO to schedule an annual **Priority Setting Update session**. *The annual budget should reflect Council's priorities.*
- That Council adopts the **Roles & Responsibility Guidelines**. *Role clarity provides certainty as to how Council and staff should interact.*
- That Council adopts the **Decision Making Guidelines**. *The Request for Decision and Council Direction Request help to ensure Council's expectations are clear.*
- That Council adopts the **Organizational Success Guidelines**. *Regular check-ins by Council and the CAO help to maximize administrative and governance effectiveness.*

## Appendices

1. STRATEGIC PRIORITIES CHART
2. VISION CHECK-UP
3. ISSUES / OPPORTUNITIES LONG LIST
4. ISSUES / OPPORTUNITIES SHORT LIST
5. STRATEGIC WORK PROGRAM

*\* Guidelines (noted above) provided as separate attachments*

Dr. Gordon A. McIntosh, CGLM

Local Government Leadership Institute

# Mackenzie County STRATEGIC PRIORITIES CHART

December 14, 2012

<b>COUNCIL PRIORITIES</b>		
<p><b><u>NOW</u></b></p> <ol style="list-style-type: none"> <li>1. <b>HOUSING ENTITY: Governance Structure</b></li> <li>2. <b>HWY 88 CONNECTOR: Dev. Control Zone</b></li> <li>3. <b>CANADA POSTAL SERVICE: Location</b></li> <li>4. <b>LAND USE FRAMEWORK: Process Certainty</b></li> <li>5. <b>REGIONAL COLLABORATION: Protocol</b></li> <li>6. <b>HIGH LEVEL: Shared Services Agreement</b></li> <li>7. <b>RAINBOW LAKE: Airport Agreement</b></li> </ol>	<p>Mar. Feb. Apr. April Mar. June June</p>	<p><b><u>NEXT</u></b></p> <ul style="list-style-type: none"> <li>• OIL &amp; GAS STRATEGY</li> <li>• FIRST NATION RELATIONS: Orientation</li> <li>• ZAMA ROAD: Business Case</li> <li>• HAMLET ROAD PRIORITIES PROGRAM</li> <li>• SURFACE WATER MANAGEMENT PLAN</li> <li>• OSB PLANT: Water Supply</li> <li>• PRIVATE ROAD TRANSFER POLICY</li> <li>• ECONOMIC DEVELOPMENT: Strategy</li> <li>• TOURISM: Strategy</li> <li>• BRANDING STRATEGY (2014)</li> <li>• NEW ROAD CONSTRUCTION FUNDING</li> <li>• TRANSPORTATION CORRIDOR PLAN</li> </ul>
<ul style="list-style-type: none"> <li>• Zama Road Paving Funds</li> <li>• New Road Construction Funding Request</li> <li>• Canada Postal Service –La Crete</li> <li>• Land Use Framework Input</li> </ul>		
<b>OPERATIONAL STRATEGIES (CAO/Staff)</b>		
<p><b><u>CHIEF ADMINISTRATIVE OFFICER</u></b> (Joulia)</p> <ol style="list-style-type: none"> <li>1. <b>HOUSING ENTITY: Gov. Structure</b> (Jan.)</li> <li>2. <b>CAN. POSTAL SERVICE: Location</b> (Feb.)</li> <li>3. <b>REG. COLLABORATION: Protocol</b> (March) <ul style="list-style-type: none"> <li>• <b>HIGH LEVEL: Shared Services Agreement</b></li> <li>• <b>RAINBOW LAKE: Airport Agreement</b></li> </ul> </li> </ol>		<p><b><u>ECONOMIC DEVELOPMENT</u></b> (Bill)</p> <ol style="list-style-type: none"> <li>1. <b>OIL &amp; GAS: Strategy</b> (June)</li> <li>2. <b>ROAD CONSTRUCTION FUNDS: Request</b> (Sept.)</li> <li>3. <b>OSB PLANT: Water Supply</b> (June) <ul style="list-style-type: none"> <li>• ZAMA ROAD: Business Case</li> <li>• TOURISM: Strategy</li> </ul> </li> </ol>
<p><b><u>COMMUNITY SERVICES</u></b> (Ron)</p> <ol style="list-style-type: none"> <li>1. Radio Communication System (Jan)</li> <li>2. COR Program Certification (Jan)</li> <li>3. <b>Municipal QMP audit by the Safety Code Council – fire discipline</b> (March) <ul style="list-style-type: none"> <li>• Emergency Response Plan: Review (June)</li> <li>• Safety Manual Review</li> </ul> </li> </ol>		<p><b><u>AGRICULTURAL SERVICES</u></b> (Grant)</p> <ol style="list-style-type: none"> <li>1. SURFACE WATER MAN. PLAN TOR (Jan.)</li> <li>2. Agriculture Trade Fair (July)</li> <li>3. New Infrastructure Open House (Apr.) <ul style="list-style-type: none"> <li>• Agricultural Research Centre Lease</li> </ul> </li> </ol>
<p><b><u>PLANNING &amp; DEVELOPMENT</u></b> (Byron)</p> <ol style="list-style-type: none"> <li>1. <b>HWY. 88 CONNECTOR: Dev. Zone</b> (Sept.)</li> <li>2. <b>LAND USE FRAMEWORK: Process (Oct.)</b></li> <li>3. Area Structure Plans (July) <ul style="list-style-type: none"> <li>• Revise Development Agreement</li> <li>• Airport Vicinity Protection area</li> </ul> </li> </ol>		<p><b><u>LEGISLATIVE SERVICES</u></b> (Carol)</p> <ol style="list-style-type: none"> <li>1. <b>Municipal Elections</b> (October)</li> <li>2. <b>DocuShare Implementation</b> (Mar.)</li> <li>3. La Crete <b>Swimming Pool</b> Plebiscite: Research (Jan.) <ul style="list-style-type: none"> <li>• <b>Human Resource Policy Review</b></li> <li>• Virtual City Hall: Implementation</li> </ul> </li> </ol>
<p><b><u>FINANCE</u></b> (Allison)</p> <ol style="list-style-type: none"> <li>1. Long-term Capital Plan (Mar.)</li> <li>2. _____</li> <li>3. _____ <ul style="list-style-type: none"> <li>• Master Card Policy</li> <li>• Internal Controls Procedure Review</li> </ul> </li> </ol>		<p><b><u>PUBLIC WORKS</u></b> (John and Ron)</p> <ol style="list-style-type: none"> <li>1. HAMLET ROADS PROGRAM (Feb.)</li> <li>2. Rural Road Classification System – (March)</li> <li>3. Rural Waterline: ToR (May) <ul style="list-style-type: none"> <li>• Rural Road Plan</li> <li>• Water Source Plan</li> </ul> </li> </ol>

Codes: **BOLD CAPITALS**=Council 'NOW' Priorities; **CAPTITALS**= Council 'NEXT' Items, **Bold** = **Organizational Excellence**



<p><b>DEFINITION OF SUCCESS</b> Expectations</p>	<p><b>WHAT WORKS WELL</b> AREAS FOR ATTENTION</p>
<p><b>ECONOMY</b></p> <p><b>JOB CREATION</b> <b>BUSINESS RETENTION</b> <b>BUSINESS GROWTH</b> <b>BUSINESS ATTRACTION</b> <b>LOCAL INVESTMENT ATTRACTION</b></p> <p>Increased tax base Population growth Increased disposable income Low unemployment Increase in local services / industry Value added businesses Increased farm land base / livestock Expedient transportation to markets Utility corridor / pipe &amp; power Increased use of primary resources Agricultural safety nets Branding /awareness /promotion</p>	<p><b>What Works Well</b></p> <ul style="list-style-type: none"> <li>• Farmland expansion</li> <li>• Grain &amp; cattle prices</li> <li>• Local employment - job creation</li> <li>• Quality of life</li> <li>• Community Futures</li> <li>• Green hectares</li> <li>• Local Chambers of Commerce</li> <li>• Reasonable tax rate</li> <li>• Huge resource base</li> </ul> <p><b>Areas for Attention</b></p> <ul style="list-style-type: none"> <li>• Roads and drainage</li> <li>• Recreation facilities / library</li> <li>• Professional service jobs</li> <li>• Transportation routes</li> <li>• Market access</li> </ul>
<p><b>ENVIRONMENT</b></p> <p><b>HUMAN ENVIRONMENT</b> <b>COMMUNITY AESTHETICS</b> <b>PARKS &amp; OPEN SPACE</b> <b>NATURAL AREA PROTECTION</b> <b>ENVIRONMENTAL QUALITY</b> <b>LAND USE</b></p> <p>Balanced growth / development Waste minimization Maximize utility of resources Maintain wildlife populations Soil conservation Climate change sensitivity Water management Water quality Air quality</p>	<p><b>What Works Well</b></p> <ul style="list-style-type: none"> <li>• Water plan quality and conservation</li> <li>• Processing sawmill waste</li> <li>• Parks</li> <li>• Water quality &amp; conservation</li> <li>• Expert engagement</li> <li>• Paving roads</li> <li>• Fuel reduction</li> </ul> <p><b>Areas for Attention</b></p> <ul style="list-style-type: none"> <li>• Waste handling costs</li> <li>• Soil science program</li> <li>• Hunting and trapping regulations</li> <li>• Climate change analysis</li> <li>• Surface water management</li> <li>• Government regulations &amp; investment</li> <li>• Dust control</li> </ul>

<b>DEFINITION OF SUCCESS</b> Expectations	<b>WHAT WORKS WELL</b> <b>AREAS FOR ATTENTION</b>
<p><b>INFRASTRUCTURE</b></p> <p>UTILITIES            FACILITIES            ROADS            ENERGY SUFFICIENCY            WAY FINDING SIGNAGE            TRANSPORTATION</p> <p><b>Infrastructure Maintenance Plan</b>  <b>Infrastructure capacity for growth</b>  <b>Long term capital plan</b>  <b>Services meet community needs</b></p>	<p><b>What Works Well</b></p> <ul style="list-style-type: none"> <li>• Parks and recreation</li> <li>• Road Maintenance</li> <li>• Budgeting</li> <li>• Utility cross training</li> </ul> <p><b>Areas for Attention</b></p> <ul style="list-style-type: none"> <li>• Utilities</li> <li>• Staffing</li> <li>• Capital project priorities</li> <li>• Elected Official training</li> <li>• Future recreation opportunities</li> <li>• Tourism infrastructure</li> <li>• Regional water system</li> </ul>
<p><b>SOCIAL</b></p> <p>ARTS &amp; CULTURE            CARING COMMUNITY            COMMUNITY SAFETY            ACTIVE &amp; HEALTHY LIFESTYLES            SENSE OF HERITAGE</p> <p><b>Seniors Housing</b>  <b>First Nation Relations</b>  <b>Canada Post Service</b>  <b>Library Services</b>  <b>Spray Parks (for FV &amp; LC)</b>  <b>Planning documents (MDP, ASP's, LUB)</b>  <b>Recreation opportunities</b>  <b>Tourism / visitor attraction</b>  <b>Social networks</b></p>	<p><b>What Works Well</b></p> <ul style="list-style-type: none"> <li>• Existing MHMB</li> <li>• Seniors lodge operations</li> <li>• Mail delivery</li> <li>• Regional library</li> </ul> <p><b>Areas for Attention</b></p> <ul style="list-style-type: none"> <li>• Seniors lodge expansion</li> <li>• Senior services assessment</li> <li>• Fair compensation for postal contractors</li> <li>• Use of technology in community promotion</li> <li>• Heritage preservation</li> <li>• Tourism promotion</li> </ul>

# Issues / Opportunities Long List

December 2012

ISSUE	Council	Staff	Total
Roads and Drainage / Agriculture Lands	56	29	85
Rural Water Distribution	13	1	14
Improve Provincial / Federal Representation	9	22	31
Investor Promotions	15	8	23
Healthy Forest Industry	8	7	15
Land Use Framework	24	12	36
Capitalize on Local People	6	5	11
Non Profit Groups	13	1	14
Provincial Acknowledgement of Region	22	8	30
Grow Assessment Base	40	20	61
Park, Library Improvements	4	10	14
Agricultural Research	15	10	25
Air and Rail Access	11	12	23
Transportation Corridors	7	17	24
Industry Attraction	39	0	39
Highway expansion - north, south and east	20	3	33
First Nations Relationships	9	4	13
Promote Agriculture	17	0	17
Highway 88 Completion	13	8	21
Develop Peace River Potential	0	0	0
Co2/EOR	18	13	31
Heritage Preservation	1	6	7
OSB Industry Strategy	15	7	22
County / Staff Relationships	14	20	24
Wood Buffalo Disease	2	4	6
Youth	4	0	4
Canada Postal Service	28	12	40
East Peace Resources Road	13	0	13
Fox Lake Oil Patch Road	0	2	2
Tourism	13	1	14
Diamond Mining	0	0	0
Regional Cooperation	25	12	37

# Issues / Opportunities Long List

December 2012

<b>ISSUE</b>	<b>Council</b>	<b>Staff</b>	<b>Total</b>
Tompkins Crossing Improvements	9	1	10
Hamlet Street upgrading	18	12	30
Senior Housing	26	0	26
Resource inventory	8	10	18
Citizen Engagement	1	2	3
Inter-municipal relationships	0	13	13
County Business Plan	5	14	19
Zama Road	15	5	20
Highway 88 Connector	13	23	36



# Issues / Opportunities Short List

December 2012

ISSUE	COUNCIL	STAFF	TOTAL
<b><u>ROADS AND DRAINAGE - AGRICULTURE LANDS</u></b>	<b>56 (#1)</b>	<b>29 (#1)</b>	<b>85</b>
<b><u>GROW ASSESSMENT BASE</u></b>	40 (#2)	21 (#4)	61
<b><u>CANADA POST SERVICE</u></b>	28 (#4)	12 (#9)	40
<b><u>INDUSTRY ATTRACTION</u></b>	39 (#3)	0 (#1)	39
<b><u>REGIONAL COLLABORATION</u></b>	25 (#6)	12 (#10)	37
Highway Connector	13	23 (#2)	36
<b><u>LAND USE FRAMEWORK</u></b>	24 (#7)	12 (#9)	36
<b><u>Co2/EOR</u></b>	18 (#10)	13 (#8)	31
Provincial / Federal Representation	9	22 (#3)	31
PROVINCIAL ACKNOWLEDGEMENT OF REGION	22 (#8)	12	30
HAMLET ROAD UPGRADING	18 (#10)	12	30
SENIOR HOUSING	26 (#5)	0	26
Transportation Corridor	7	17 (#6)	24
Council / Staff Relationships	4	20 (#5)	24
HIGHWAY EXPANSION	20 (#9)	3	23
County Business Plan	5	14 (#7)	19

CODE:

**BOLD UNDERLINED CAPITALS** = Top 10 item for both Council & staff

CAPITALS = Top 10 item for Council only

Lower Case = Top 10 item for Staff only

## Strategic Priority Work Program

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
<b>NOW</b>		
<p><b>1. SENIORS HOUSING ENTITY</b> (Joulia) <i>How do we ensure the governance structure suits Mackenzie County?</i></p> <p>* <b>Governance Structure</b></p> <ul style="list-style-type: none"> <li>• Equitable funding formula</li> <li>• Clear decision making process</li> </ul> <p>* <b>Seniors Housing</b></p> <ul style="list-style-type: none"> <li>• Cost shared facilities</li> <li>• Centrally located</li> <li>• Sufficient space</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Collaborative</b></li> <li>• Create own entity</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Request position from Town of High Level - Dec / 12</b></li> <li>• Host public meeting to gather / assess need - Feb. /13</li> <li>• Determine governance structure and strategy - March</li> <li>• identify suitable facility location and funding options</li> </ul>
<p><b>2. HIGHWAY 88 CONNECTOR</b> (Byron) <i>How can the County control development of the area?</i></p> <p>* <b>Development Control District</b></p> <ul style="list-style-type: none"> <li>• Direct Control District</li> <li>• Ensure good development</li> <li>• Encourage economic development</li> <li>• Public engaged in process</li> </ul>	<ul style="list-style-type: none"> <li>• <b>In house</b></li> <li>• Consultant</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Designate Direct Control District - Feb.</b></li> <li>• Complete connector road project - Aug.</li> <li>• Develop Area Structure Plan - Sept.</li> </ul>
<p><b>3. CANADA POST SERVICE</b> (Joulia) <i>What preparations can the County make to increase the level of postal service for residents?</i></p> <p>* <b>Location</b></p> <ul style="list-style-type: none"> <li>• La Crete expansion</li> <li>• Traffic issues resolved</li> <li>• Post box waiting list times reduced</li> <li>• Service in Blue Hills and Zama</li> <li>• Long term leases</li> </ul>	<ul style="list-style-type: none"> <li>• <b>In house</b></li> <li>• Consultant</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare proposal covering traffic and location - March</li> <li>• Host meeting with Canada Post, Chamber, MP - April</li> <li>• <i>Include discussion on contracted service compensation</i></li> </ul>

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
<p><b>4. LAND USE FRAMEWORK</b> (Byron)  <i>How can the County influence the process?</i>  <b>* Process Commitment</b></p> <ul style="list-style-type: none"> <li>• Position paper reflective of County needs</li> <li>• Agreement of Tri-Council partners</li> <li>• Regional plan input</li> <li>• Multi-jurisdictional cooperation</li> </ul>	<ul style="list-style-type: none"> <li>• In house</li> <li>• Council committee</li> <li>• <b>Combination</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Draft</b></li> </ul>
<p><b>5. REGIONAL COLLABORATION</b> (Joulia)  <i>How can we collaborate with regional partners for mutual benefit?</i>  <b>* Protocol</b></p> <ul style="list-style-type: none"> <li>• Increase in public services</li> <li>• Cost share agreements</li> <li>• Win-win relationship</li> <li>• Smooth negotiations</li> <li>• Mutual respect and trust</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Tri - Council</b></li> <li>• Council</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Host Tri-Council meeting - Jan.</b></li> <li>• Generate list of sharing topics - Jan.</li> <li>• Hold negotiation check-in session - Mar.</li> <li>• Present protocol for agreement - June</li> </ul>
<p><b>6. HIGH LEVEL SHARED SERVICES</b> (Joulia)  <i>What is our aim for the agreement review ?</i>  <b>* Agreement</b></p> <ul style="list-style-type: none"> <li>• Equitable cost sharing</li> <li>• Shared service aims</li> </ul>	<ul style="list-style-type: none"> <li>• <b>In house</b></li> <li>• Consultant</li> <li>• Combination</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Draft agreement - June</b></li> </ul>
<p><b>7. RAINBOW LAKE AIRPORT</b> (Byron)  <i>What role does the County have to support the Airport?</i>  <b>* Agreement</b></p> <ul style="list-style-type: none"> <li>• Shared responsibility</li> <li>• Transportation Corridor component</li> <li>• Medical emergency service</li> <li>• Economic development asset</li> </ul>	<ul style="list-style-type: none"> <li>• <b>In house</b></li> <li>• Consultant</li> <li>• Combination</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Draft agreement - June</b></li> </ul>

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
<b>NEXT</b>		
<p>OIL &amp; GAS (Bill) <i>What is our role to support the oil &amp; gas industry</i></p> <p><b>* Strategy</b></p> <ul style="list-style-type: none"> <li>• Diversity in support services</li> <li>• Define County role</li> <li>• Anticipate future trends</li> </ul>	<ul style="list-style-type: none"> <li>• <b>County with industry</b></li> <li>• County</li> <li>• Industry</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Draft Terms of Reference - Feb.</b></li> <li>• Host stakeholder focus group sessions - Summer</li> <li>• Draft strategy for Council approval - Sept.</li> </ul>
<p>FIRST NATION RELATIONSHIP (Joulia) <i>How can we enhance FN relationships?</i></p> <p><b>* Orientation</b></p> <p><b>* Little Red First Nation</b></p> <ul style="list-style-type: none"> <li>• Shared services</li> <li>• Mutually beneficial strategies</li> <li>• Clearly defined principles of engagement</li> <li>• Good communication</li> <li>• Trust and respect</li> </ul>	<ul style="list-style-type: none"> <li>• Whole group</li> <li>• <b>Targeted Nations</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Host meeting following 2013 election</b></li> <li>• Hold orientation session for Little Red and Tall Cree</li> <li>• Explore areas of common interest</li> <li>• Develop principles of engagement</li> </ul>
<p>ZAMA ROAD (Bill) <i>How can we advance the paving of the road?</i></p> <p><b>* Business Case</b></p> <ul style="list-style-type: none"> <li>• Oil and gas access</li> <li>• Economic development opportunity</li> <li>• Local business spinoff benefits</li> <li>• Paved road / part of County roadway plan</li> <li>• Advance Provincial project funding</li> <li>• Possible P-3 partnership</li> <li>• Clear funding formula</li> </ul>	<ul style="list-style-type: none"> <li>• In house</li> <li>• <b>Consultant</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Prepare budget request - Jan.</b></li> <li>• Prepare business case</li> <li>•</li> </ul>
<p>HAMLET ROAD PROGRAM (John) <i>What is our plan for upgrading hamlet roads?</i></p> <p><b>* Priorities</b></p> <ul style="list-style-type: none"> <li>• Good criteria</li> <li>• Realistic public expectations</li> <li>• Community buy-in</li> </ul>	<ul style="list-style-type: none"> <li>• In house</li> <li>• <b>Consultant</b></li> </ul>	<p><i>Not determined</i></p>

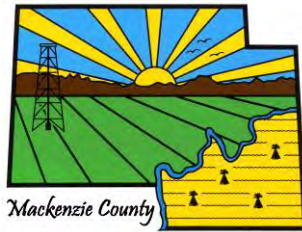


PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
<p>SURFACE WATER MANAGEMENT (Grant)  <i>How can the County manage surface water in agricultural areas?</i>  <b>* Water Management Plan</b></p> <ul style="list-style-type: none"> <li>• Property protection</li> <li>• Human safety</li> </ul>	<ul style="list-style-type: none"> <li>• <b>In house</b></li> <li>• Consultant</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Develop terms of reference - Jan.</b></li> <li>• Seek budget approval - March</li> </ul>
<p>OSB PLANT (Bill)  <i>how can the County support plant development?</i>  <b>* Waterline Agreement</b></p> <ul style="list-style-type: none"> <li>• Ensure site readiness</li> <li>• Job creation</li> <li>• Assessment base increase</li> </ul>	<ul style="list-style-type: none"> <li>• In house</li> <li>• <b>Consultant</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Draft terms of reference and identify budget - Feb.</b></li> <li>• Identify waterlines options - June                             <ul style="list-style-type: none"> <li>• County source / High Level source</li> <li>• Capital / operating costs</li> <li>• Implications</li> <li>• OSB plant needs</li> </ul> </li> </ul>
<p>PRIVATE ROADS (Fox Lake) (____)  <i>What is the County's responsibility for private roads</i>  <b>* Private Road Transfer Policy</b></p> <ul style="list-style-type: none"> <li>• Letter of Consent Holder defined</li> <li>• Fair and equitable treatment</li> <li>• Operations and maintenance standards defined</li> <li>• Liabilities and risks identified</li> <li>• Business friendly perception</li> </ul>	<ul style="list-style-type: none"> <li>• In house</li> <li>• <b>Consultant</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Determine ownership and necessary permissions</b></li> <li>• Draft policy for Council consideration - Sept.</li> <li>• Identify operations and maintenance implications</li> </ul>
<p>ECONOMIC DEVELOPMENT (Bill)  <i>How can we encourage growth in the County?</i>  <b>* Strategy</b></p> <ul style="list-style-type: none"> <li>• Industry attraction</li> <li>• Targeted strategies</li> <li>• Local employment opportunities</li> <li>• Increased tax base</li> <li>• Clean industry</li> </ul>	<ul style="list-style-type: none"> <li>• In house</li> <li>• <b>Consultant</b></li> <li>• <b>Comprehensive plan</b></li> <li>• Targeted strategies (see OSB, Tourism and Oil and Gas)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Draft terms of reference - Sept.</b></li> <li>• Budget for 2014 - Oct.</li> </ul>

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
<p>TOURISM (Bill)  <i>How can we promote tourism and what is the County's role in visitor attraction?</i></p> <p><b>* Strategy</b></p> <ul style="list-style-type: none"> <li>• Common vision</li> <li>• Reasons for people to visit</li> <li>• Support to local economy</li> <li>• Job opportunities for locals</li> <li>• Targeted promotional campaign</li> <li>• Raised profile</li> </ul>	<ul style="list-style-type: none"> <li>• In house</li> <li>• <b>Consultant</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Determine DMO / REDI inventory - Jan.</b></li> <li>• Draft process -</li> <li>• Strategy - Sept.</li> </ul>
<p>BRANDING (Joulia)  <i>How can we raise the profile of the County?</i></p> <p><b>* Strategy</b></p> <ul style="list-style-type: none"> <li>• Provincial awareness and regard</li> <li>• Advocacy program</li> <li>• Regional profile</li> <li>• Citizen engagement / support</li> <li>• Media awareness</li> </ul> <p><b>* Provincial Regard</b></p> <ul style="list-style-type: none"> <li>• Prepare County profile</li> <li>• Focus requests to specific ministries</li> <li>• Organize lobby campaign</li> </ul>	<ul style="list-style-type: none"> <li>• In house</li> <li>• <b>Consultant</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Draft Expression of Interest - Sept.</b></li> <li>• Prepare budget proposal - Oct.</li> </ul> <p><u>Provincial Focus</u></p> <ul style="list-style-type: none"> <li>• Prepare County profile - May</li> <li>• Focus requests to specific ministries - AAMDC - June</li> </ul>
<p>NEW ROAD CONSTRUCTION (Bill)  <i>How can we determine priorities and future needs?</i></p> <p><b>* Sustainable Funding</b></p> <ul style="list-style-type: none"> <li>• Protection of agriculture lands</li> <li>• Road network plan</li> <li>• New road construction / drainage policy</li> <li>• Clear priorities with funding sources</li> </ul>	<ul style="list-style-type: none"> <li>• In house</li> <li>• <b>Consultant</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Review / refresh request - April</b></li> <li>• Prioritize work - May</li> <li>• Meet with federal and provincial funding departments - June</li> <li>• Seek public feedback and support - July/Aug.</li> <li>• Advocate for special legislation - Sept/Oct.</li> </ul>

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, Who, When
<p>TRANSPORTATION CORRIDOR (____)</p> <p><i>How can the County encourage and influence economic growth?</i></p> <p>* <b>Strategy</b></p> <ul style="list-style-type: none"> <li>• Promote regional growth</li> <li>• Access new markets</li> <li>• Provide access to resources</li> <li>• Engage partners</li> </ul>	<ul style="list-style-type: none"> <li>• NAE</li> <li>• REDI</li> <li>• AAMDC</li> <li>• Combination</li> </ul>	<p><u>ROADS</u></p> <ul style="list-style-type: none"> <li>• <b>Inventory current roads and network systems</b></li> <li>• Identify gaps and opportunities</li> <li>• Prioritize based on need and funding - March</li> <li>• Develop strategy - June</li> <li>• Seek partner support</li> </ul> <p><u>RAIL</u></p> <ul style="list-style-type: none"> <li>• REDI request to meet with CN</li> </ul> <p><u>AIR</u></p> <ul style="list-style-type: none"> <li>• Meet with Edmonton Airport Authority and airlines</li> </ul>
<b>ADVOCACY</b>		
<p><b>PROVINCIAL ADVOCACY</b></p> <p>* <i>New Road paving Funds</i></p>	<ul style="list-style-type: none"> <li>• <i>Funding for road access to new lands</i></li> </ul>	
<p><b>ZAMA ROAD PAVING</b></p> <p>*</p>	<ul style="list-style-type: none"> <li>• <i>Advance progress to speed up completion</i></li> </ul>	
<p><b>CANADA POST</b></p> <p>*</p>	<ul style="list-style-type: none"> <li>• <i>Secure location and continued Canada Post Service in La Crete</i></li> </ul>	
<p><b>LAND USE FRAMEWORK</b></p>	<ul style="list-style-type: none"> <li>• <i>Certainty for the process steps and the County voice</i></li> </ul>	

**Bolded** items indicate the Council **priority**, the preferred **option** to achieve the outcome and the primary **action** necessary to address the priority. The question used by the Council to focus their priority setting discussion is *italicized*.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>La Crete Swimming Pool Plebiscite</b>

### **BACKGROUND / PROPOSAL:**

At their December 10, 2012 special council budget meeting, Council made the following motion:

*That administration bring back information regarding holding a plebiscite for an outdoor swimming pool, with splashpark features, to be constructed in the Hamlet of La Crete.*

A plebiscite otherwise known as a Vote on a Question is permitted under the Municipal Government Act (MGA) which states that:

*236 (1) A council may provide for the submission of a question to be voted on by the electors on any matter over which the municipality has jurisdiction.*

**(2) A vote of the electors under subsection (1) does not bind council.**

Further Section 237 of the MGA states that:

*237 A vote of the electors under this Part must be conducted in accordance with the Local Authorities Election Act.*

The Local Authorities Election Act (LAEL) sets out the notice requirements as follows:

*35 (2) If an election is required, the returning officer shall give notice of it in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before election day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day.*

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



**(3) The notice of a vote on a bylaw or question shall set out the text or a reasonably complete summary of the bylaw or question.**

*(4) On complying with subsection (2), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.*

Please note that as a result of recent changes to the LAEL voter identification would be required.

The La Crete swimming Pool Committee has conducted several surveys as follows:

- In February 2008 through the Big Deal Bulletin 77% of the 578 responses were in support of an indoor pool.
- In April 2008 at the Truckers & Loggers hockey tournament a survey was conducted about where the proceeds of the tournament should go and 72% were in favor of the pool and 28% of the Heimstead Lodge. 341 adults participated in the survey.
- In October 2008 RC Strategies did a Household Survey mailed to all residents from Blue Hills to Fort Vermilion and 57% indicated support for an indoor facility of the 582 responses received. This survey was quite lengthy and did not ask the questions as clearly but it is all summarized in the Feasibility Study.
- In April 2008 at a Trade Show in La Crete 614 signatures were collected in support of a swimming pool (386 adult and 228 youth).
- Later in 2009 or 2010 at Get to Know you Night in La Crete and Fort Vermilion we assisted people in sending a letter to their councillor in support of a swimming pool and these letters were forwarded to councillor and copies were not kept.

As required under the LAEL Section 35 (3) Council must set out the text of the question to be presented before the ratepayers. A draft copy is attached.

### **OPTIONS & BENEFITS:**

Conducting a municipal wide vote on the swimming pool question may give Council a better picture of the overall community support. However, voter turnout has historically been low.

As the construction of the swimming pool financially impacts the region as a whole, administration recommends polling the entire municipality.

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

Should Council decide to proceed with the vote, administration recommends that polling stations be setup at municipal offices as follows:

- La Crete (Wards 1 – 5)
- Fort Vermilion (Wards 6 – 9)
- Zama (Ward 10)

Timeline:

- February 12, 2013 – Council to approve final wording of Question and background information.
- Advertise Question during week of February 17<sup>th</sup> and 24<sup>th</sup>.
- Voting Day – Monday, March 11, 2013

Alternatively, Council could delay the vote on the question until the next general election to be held on October 21, 2013 which could result in a higher voter turnout.

**COSTS & SOURCE OF FUNDING:**

Advertising Costs - \$600.00  
Polling Station Costs – staffing, supplies

**RECOMMENDED ACTION:**

For discussion.

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

## Vote on a question

### Background

La Crete Swimming Pool committee has approached Mackenzie County Council seeking support and funding to construct a new outdoor swimming pool in the Hamlet of La Crete.

The Committee's estimated cost for a basic pool is \$797,000, with an additional \$250,000 for options such as a slide and hot tubs. The water surface area is estimated at 3,335 sq. feet.

The Committee has estimated annual operating revenues and expenses at \$66,200 and \$117,400 respectively, thus projecting an annual deficit of \$51,200. This cost does not include the costs of water/sewer and insurance (estimated at \$8,000/year).

The Pool is proposed to be located next to the Arena in the Hamlet of La Crete.

The committee has been fundraising and is planning to submit an application for provincial grant funding:

Fundraising (to-date)    \$156,240

Community Facility Enhancement Program (Alberta Lottery Fund)    \$125,000 to \$175,000

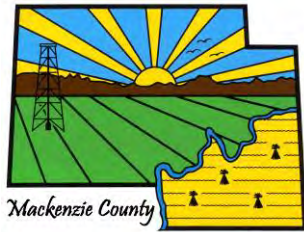
The Committee is requesting that Mackenzie County funds the remaining capital costs and the annual deficits thereafter. It is expected that the County will pay water/sewer and insurance costs. It is proposed that La Crete Recreation Board will operate the Pool.

### Question

Are you in support of a new outdoor swimming pool to be constructed in the Hamlet of La Crete with a portion of capital costs and the future annual operating deficits to be funded from the general municipal tax?

Basic Pool      Yes      No

Basic Pool with Slide & Hot Tub      Yes      No



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Support for Widening of Highway 688 &amp; 986</b>

### **BACKGROUND / PROPOSAL:**

See attached correspondence from Northern Sunrise County requesting our support for the widening of Highway 688 & 986 to the Shell Peace River Complex Road by sending a letter to the Transportation Minister.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

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

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





# NORTHERN SUNRISE COUNTY

www.northernsunrise.net

Bag 1300  
Peace River, AB T8S 1Y9  
Office: 780-624-0013  
Fax: 780-624-0023

December 6, 2012

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

Reeve Neufeld, 

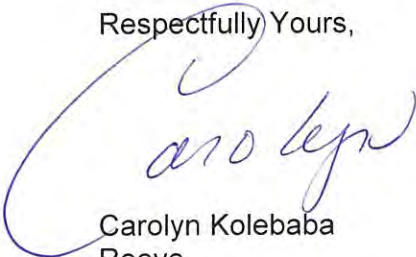
## RE: SUPPORT FOR WIDENING OF HIGHWAY 688 & 986

Our Council met recently with Transportation Minister Ric McIver regarding the widening of Highways 688 and 986. The Minister recognizes the stress on highways in oil sands areas, but stated that upgrades to these highways are not included in Alberta Transportation's three-year plan. Accidents have and will continue to occur until these roads are widened.

The successful completion of paving Highway 88 through regional lobbying initiatives demonstrates the strength of the region as one voice. Reflecting on the success of the Highway 88 project, I would respectfully ask for your support in lobbying for the widening of Highways 986 and 688 to the Shell Peace River Complex Road by sending a letter to Transportation Minister Ric McIver.

Thank you for your consideration of this request.

Respectfully Yours,

  
Carolyn Kolebaba  
Reeve



cc: The Honourable Frank Oberle, MLA for Peace River  
Pearl Calahasen, MLA for Lesser Slave Lake

J:\2012 DATA\CORRESPONDENCE 2012\12 - December\Mackenzie County re Widening of Hwys 688 & 986.docx



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 15, 2013</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

### **BACKGROUND / PROPOSAL:**

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

- Action List
- Municipal Affairs – Information Bulletin December 2012
- AAMDC – Proposed Changes to the Local Bridge Program
- Municipal Affairs – Municipal Internship Program
- Green Hectares
- Alberta Fire Chiefs Association
- Fort Vermilion Recreation Board Meeting Minutes
- Metis Nation of Alberta
- Save our Medevac Service
- Mighty Peace Watershed Alliance Newsletter – December 2012
- Mackenzie Regional Waste Management Commission
- Alberta Sport, Recreation Parks & Wildlife Foundation
- Fort Vermilion Research Station
- PC Alberta Leaders Dinner 2013
- Municipal Climate Change Action Centre – TAME Outdoor Lights Initiative
- Alberta Transportation – Zama City Signage
- Minister of Transport – Building Canada Plan
- Municipal Affairs – MSI Capital Funding

### **RECOMMENDED ACTION:**

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

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



## Mackenzie County Action List as of December 17, 2012

### *Council Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>August 11, 2009 Council Meeting</b>			
09-08-643	That administration pursue the federal government in order to acquire a portion of the land for the third phase of the Fort Vermilion Walking Trail project as discussed.	Joulia Bill	In progress
<b>February 13, 2012 Regular Council Meeting</b>			
12-02-103	That Policy RESV018 Water Reserve Fund be TABLED to the next meeting.	John Alison	10-Dec-12
<b>February 29, 2012 Regular Council Meeting</b>			
12-02-144	That administration and the Municipal Planning Commission obtains public input to permit a minimum lot size of 55' X 100' for single family residential lots and a minimum lot size 60' X 100' for multiple family lots as well as altering the side yard setbacks to maximize useable yard area in conjunction with the Area Structure Plan reviews.	Byron	To be completed during review of ASP's
<b>May 23, 2012 Council Meeting</b>			
12-05-347	That administration be authorized to proceed with the negotiations for the purchase of Section 27-106-13-5 as authorized in Council Motion 12-03-177. (landfill site) (N ½ 27 and S ½ 34)	Bill	Application has been submitted
<b>June 12, 2012 Council Meeting</b>			
12-06-398	That administration be authorized to proceed with a request to Alberta Transportation to provide funding and install the culverts at the intersection of AJA Road and Highway 697 along the Seven Mile Road on Highway 58.	Bill John Grant	Location for culvert was determined with AT (8 mile road)  Met with AT on January 7, 2013
<b>July 9, 2012 Council Meeting</b>			
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	Bill John Byron	Road closure request sent to the Minister for approval
<b>August 22, 2012 Council Meeting</b>			
12-08-550	That administration continue to work with Alberta Transportation to secure a long term lease in the Meander area. (gravel)	Bill Ron P. Mark	Under review
<b>September 11, 2012 Council Meeting</b>			
12-09-582	That Mackenzie County allows implementation of volunteer User Steering Committees with a minimum of 5 members in lieu of Co-op's and that	John Bill Joulia	January 2013



<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	administration draft a Terms of Reference for approval by Council.		
12-09-585	That the County continue lobbying for provincial funding for roads and drainage to new lands.	Joulia	In progress
12-09-588	That Council approves administration negotiating a short term lease of the Fort Vermilion Research Station and present it to Council for approval.	Bill Grant	In progress Meeting has been requested with the federal/provincial Ministers.
<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
<b>November 28, 2012 Council Meeting</b>			
12-11-808	That administration communicates the current internet services coverage in Mackenzie County to Services Alberta and Agriculture and Rural Development as identified on the map.	Joulia	
12-11-811	That administration contact neighboring municipalities to solicit interest in sitting on the County's Subdivision & Development Appeal Board.	Carol	
12-11-812	That a letter be sent to AAMDC in support of the proposed First Nation consultation process.	Joulia	
12-11-818	That administration be authorized to proceed with the appraisal of lands located at SW 7-109-19-W5M, NW 6-109-19-W5M and SW 6-109-19-W5M near the Town of High Level.	Bill	Appraisal completed. RFD to be presented 15-Jan-13
<b>December 10, 2012 Special Council Meeting</b>			
12-12-827	That administration bring forward the fee schedule bylaw to reflect the following amendments to dust control fees: General Public – reduce from \$750 to \$500 Senior Citizens – reduce from \$250 to No Cost	Joulia	15-Jan-13
12-12-828	That administration bring back information regarding holding a plebiscite for an outdoor swimming pool, with splashpark features, to be constructed in the Hamlet of La Crete.	Joulia Carol	15-Jan-13
12-12-829	That a letter of support be provided to the High Level Golf & Country Club for their campsite expansion project.	Joulia	In progress
<b>December 11, 2012 Council Meeting</b>			
12-12-837	That all unused 2012 ASB Structural Repair & Maintenance funds be transferred to the Municipal Drainage Reserve in December 2012.	Alison	In progress

Motion	Action Required	Action By	Status
12-12-841	That the Infrastructure Master Plan contract be awarded to the lowest qualifying bidder.	Byron	In progress
12-12-850	That open houses be held on April 5, 2013 in La Crete and April 6, 2013 in Rocky Lane for the introduction of the new processes and concepts of Policy PW039 Rural Road, Access Construction and Surface Water Management.	Joulia Bill John	Venues booked. Develop presentation method.
12-12-857	That administration be authorized to proceed with negotiations to secure aggregate resources as recommended.	Joulia Bill Ron P.	In progress
12-12-860	That administration seek legal advice regarding unpaid seniors' requisitions by the Towns of High Level and Rainbow Lake to the Mackenzie Housing Management Board, including an assessment of impact on Mackenzie County ratepayers if these requisitions become written-off by the Board.	Joulia	In progress
12-12-861	That Mackenzie County engages Brownlee LLP in review of the Regional Services Sharing Agreement with the Town of High Level as per Article 11 of the Agreement (five year review).	Joulia	In progress
<b>December 18, 2012 Special Council Meeting</b>			
12-12-865	That the joint letter from Mackenzie County, Town of High Level and the Town of Rainbow Lake be sent to neighbouring municipalities regarding the Municipal Perspectives on the Land-Use Framework: A Position Paper for the Lower Peace Region prepared by the Mackenzie Municipal Services Agency as presented.	Joulia	Letter sent 20-Dec-12

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	

### **Amendments to the *Local Authorities Election Act***

As you know, over the past year, Municipal Affairs led a review of the *Local Authorities Election Act (LAEA)*, which included a consultation in the summer of 2012. This review resulted in a number of amendments to the *LAEA* that were included in Bill 7 - the *Election Accountability Amendment Act*. Bill 7 is a combination of amendments to both the *Election Act* (provincial) and the *Local Authorities Election Act* (municipal). This Bill was proclaimed on December 10, 2012. The most significant amendments to the *LAEA* include:

#### **Section 10(1) – General Term of Office**

**The term of office for local authorities (municipal councillors and school board trustees) will change to four years.** This change will come into effect for elections following the October 2013 general election. Candidates running in the October 2013 election are running for a four year term.

#### **Section 22(1.2) - Ineligibility**

**Municipal candidates will not be eligible for nomination if they have not met the campaign reporting requirements from a previous election campaign.** This change will apply to all campaign periods beginning on or after January 1, 2014. The change will not apply to campaign reporting for by elections in 2013 or for the 2013 general election.

#### **Section 28(3.01) – Nominations**

**Returning officers will be required to refuse a candidate's nomination form if it has not been signed by the required number of eligible electors.** This change came into force on December 10, 2012.

#### **Section 53 – Proof of Elector Eligibility**

**Voter identification will be required for local authority elections where a list of electors is not prepared.** The identification requirement sets a uniform standard of one piece of picture identification or one piece of identification authorized by the Chief Electoral Officer under the *Election Act* as indicated for the purposes of section 95(1)(a)(ii) of that Act that establishes the elector's name and current address (copy attached). Local authorities may also pass a bylaw no later than six months prior to nomination day which provides the opportunity to supplement the number and types of identification required to allow a person to vote. This change came into force on December 10, 2012.

#### **Section 147.21(1) – Registration of Candidates**

**Potential municipal candidates will be required to register with the municipality before they accept any campaign contributions prior to nomination day.** Potential candidates will be able to register at any time, and the form of the registration process will be at the discretion of each local authority. This change will apply to campaign periods beginning on or after January 1, 2014. This change will not apply to campaigns for by-elections in 2013 or for the 2013 general election.

.../2

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small square symbol at the end.



## **Section 147.4(1.1) – Campaign Disclosure Statements**

**Municipal candidates will be required to donate all surplus municipal campaign funds, including amounts of \$500 or less, to a charity or the municipality if they do not run in the next general election.** This change came into force on December 10, 2012. Compliance with this requirement is due within 6 months after the date of the next general election.

## **Section 147.4(1.2) – Campaign Disclosure Statements**

**Municipal candidates will be required to clear campaign deficits if they are not running in the next general election.** This change came into force on December 10, 2012. Compliance with this requirement is due within 6 months after the date of the next general election.

Bill 7 also contains a number of technical amendments to the *LAEA* that clarify intent and ensure consistency with the *Election Act* and the *Election Finances and Contributions Disclosure Act*.

**Sections 2(4) and 3(4)** section 118 has been added to clarify that a bylaw made by an elected authority that is responsible for the conduct of an election under a joint election agreement with respect to allowable election expenses under section 118 does not apply to the other elected authority that has entered into the agreement.

**Section 16(1)** An official agent is no longer required to take an official oath.

**Section 22** A number of changes have been made to section 22 to clarify that a person who is an employee of a municipality, school district or division, charter school, or private school and who wishes to be nominated as a candidate for an election to be held for that respective municipality or school board is entitled to take a leave of absence without pay.

**Section 54(1.1)** has been added to clarify that an objection may only be made at the time the person makes the statement.

**Section 68.1(1)** clarified that the official agent information must be included on the nomination form and subsection (1.1) requires the candidate to notify the returning officer if a new official agent is appointed.

**Section 69(5)** has been clarified to ensure that the designated place or places at the voting station allow the candidate, official agent or scrutineer to observe a person making a statement.

**Section 77.1** now allows the resolution for special ballot to be passed at any time prior to nomination day and allows an elector to request a special ballot from the day after the resolution is passed. Notification to the Minister of the resolution must be made by nomination day.

**Section 77.2** has been updated to align the special ballot provisions with the changes to Section 53 – Proof of Elector Eligibility, and to make consistent reference to “elector” rather than “voter”.

**Section 98(1)** has been updated to clarify that a recount can be made for one or more voting stations.

**Section 147.3(1)** has been updated to allow a candidate to open a campaign account at a financial institution in their own name.

**Section 147.5(1) and 147.7(2)** will apply on or after December 1, 2015 to all surplus amounts, including amounts of \$500 or less.

**Section 147.5(4)** The meaning of a registered charity has been updated.

**Section 147.6** This transitional provision has been removed as it no longer applies.

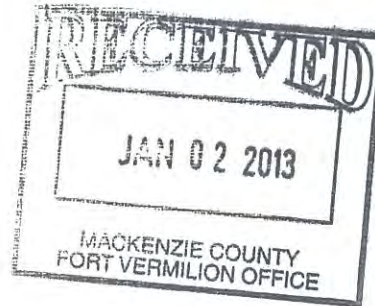
Sections 147.92(1), 147.5, 147.7(2) and (3), and 147.91(b) replace Ministerial Order L:200/11 which defers the application of these provisions to campaign funds on or after December 1, 2015.

**It is suggested that you acquire the new *Local Authorities Election Act* as soon as Queens Printer has it available to help with election planning and processes.**

**Returning Officer Workshops will be offered in the Spring.**

December 21, 2012

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



Dear Reeve Neufeld and Council:

**RE: Proposed Changes to the Local Road Bridge Program**

Over the years, AAMDC members have passed several resolutions related to the Local Road Bridge Program (LRBP). This program provides grant funding to assist municipalities with the maintenance and replacement of bridge structures on local roads. This past year, the AAMDC partnered with Alberta Transportation, the Alberta Rural Municipal Administrators' Association and the Alberta Municipal Supervisors' Association to review the LRBP.

The LRBP Review Committee studied all aspects of local bridge management including program delivery, roles and responsibilities, funding, process, engineering standards, structure options and system management. Through its review, the committee developed a series of recommendations that represent a significant change to how municipalities would manage and fund local bridge structures. The AAMDC Board is now seeking our member's input to determine if these recommendations can be supported by municipalities or if further work is required.

Attached to this letter you will find a briefing titled '*Proposed Changes to the Local Road Bridge Program*'. We are asking each of our members to review this briefing and respond to an online survey found at <https://www.surveymonkey.com/s/aamdc-localroadbridgeprogram>. The deadline for responses is **March 1, 2013**.

In order to respond to any member questions, the AAMDC is presently going through the process of asking for extra time on district agendas for early 2013. Members may also direct questions to Policy Analyst Darren Reedy at 780.955.4085 or at [darren.reedy@aamdc.com](mailto:darren.reedy@aamdc.com).

The AAMDC recognizes how important this issue is to our members and on behalf of the Board, I thank you for taking the time to provide us with this valuable feedback so that we can work to improve how local bridges are both funded and managed in our great province.

Sincerely,



Bob Barss  
President



## **Briefing to Members**

### **PROPOSED CHANGES TO THE LOCAL ROAD BRIDGE PROGRAM**

December 20, 2012

## INTRODUCTION

The AAMDC recently completed a joint report with Alberta Transportation that recommends major changes to how local bridge structures are both managed and funded. Due to the significant impact that these proposed changes represent, the AAMDC is seeking input to determine if the recommendations align with our members' needs.

**This briefing is intended to provide summary information to Councils and Administration about the changes that have been proposed. This will help each municipality determine its position prior to responding to the AAMDC survey.**

This briefing provides the following:

- Background of the issue
- Details of the Local Road Bridge Program
- Findings of the Review Committee
- Recommendations of the Review Committee including background

For questions, please contact AAMDC Policy Analyst, Darren Reedy, at 780.955.4085 or by email at [darren.reedy@aamdc.com](mailto:darren.reedy@aamdc.com).

## BACKGROUND

Over the past five years, AAMDC members have passed several resolutions on the issue of provincial funding for bridges. Most recently, resolution 3-11F, *Alternative Bridge Structures and Eligibility of Funding*, directed the AAMDC to study alternative ideas, methods and theories for the replacement of bridge structures and to urge the Government of Alberta to change their funding guidelines to include more affordable options for bridge replacement.

In spring 2012, the AAMDC engaged in discussions with the Ministry of Transportation (TRANS) and was subsequently invited to partner with the ministry to conduct a collaborative review of the Local Road Bridge Program (LRBP). The LRBP provides grant funding through TRANS to assist municipalities with the maintenance and replacement of bridge structures on local roads.

The collaborative review committee involved six TRANS staff which included representation from the Technical Standards Branch and Program Management Branch along with several TRANS regional bridge managers. The AAMDC was represented by two members of the Alberta Rural Municipal Administrators' Association (ARMAA), two members of the Alberta Municipal Supervisors Association (AMSA) and two representatives of the AAMDC.

Between June and September, the committee met four times and reviewed all aspects of the Local Road Bridge Program. The review included program delivery, roles and responsibilities, funding, process, engineering standards, structure options and system management. In finalizing its review, the committee developed a draft report of recommendations for how the management and funding of local bridges in Alberta can be improved.



## PROCESS FOR CHANGE

The draft report developed by the LRBP Review Committee will be reviewed by the Minister of Transportation. Due to the significant changes that have been proposed in the draft report, the AAMDC has chosen to survey our members to ensure there is general consensus to support the committee's recommendations. If so, the AAMDC will communicate this support to the Minister to encourage change.

If AAMDC members are not generally supportive of the recommendations, the AAMDC will request for the LRBP Review Committee to be reconvened to assess the feedback and develop alternative strategies to improve the current system.

## LOCAL ROAD BRIDGE PROGRAM: DETAILS & PROCESSES

The local road bridge system consists of over 8,600 bridge structures which includes major bridges, standard bridges and culverts (greater than 1.5m diameter). Rural municipalities are responsible for the vast majority of bridge structures within the system.

Over the past 10 years, LRBP funding has ranged between \$8-26 million per year. Based on the current condition of local bridge structures, it is estimated that the value of replacement need over the next 10 years is approximately \$70 million per year.

In the current system, there is a high level of shared responsibility regarding the management of local bridge structures. Municipalities that seek funding through the LRBP must develop priority lists for bridge improvements. TRANS is responsible for collecting these lists and determining priorities on a regional level based on available funding. The LRBP's GAP-01 Funding Guidelines for Municipal Bridge Structures (<http://www.transportation.alberta.ca/3693.htm>) specifies which party is responsible for each type of cost associated with a bridge improvement.

TRANS staff often provide support in reviewing a consultant's plans and providing input on a project for a municipality. TRANS manages the Bridge Inspection and Maintenance (BIM) system that tracks and collects all bridge related data. TRANS also sets the minimum engineering standards for bridge structures.

## FINDINGS OF THE COMMITTEE

Through the review, the committee explored three options for the management of bridges: full municipal control, full TRANS control, and shared control (current system). The committee identified various advantages and disadvantages of each option.

The committee held extensive conversations about the ability to reduce costs for low volume bridges by using alternative bridge standards. TRANS' current approach to bridge management is to design and build for a minimum 75 year life cycle. Municipalities have questioned if there is value in applying this same standard to low volume bridges and that alternative design standards may reduce costs while still meeting local needs. The committee discussed how alternative standards may be cheaper in the short term but could ultimately be costlier in the long run due to a shorter bridge life. In the end, the committee concluded that there was merit to exploring alternative engineering standards that catered to local low volume roads.

## Problems with the Current System

The LRBP Review Committee identified the following major issues with the current system:

- The roles of TRANS and municipalities in management of the Local Road Bridge Program is not clear
- The local prioritization of bridge projects often does not align with the priorities of TRANS
- The current funding rules can result in non-optimal project decisions due to rules around cost share and eligibility of items for funding
- Current funding rules restrict the ability of municipalities to consider other delivery methods such as in-house forces
- The engineering standards under the current process restricts some potentially cost-effective structure options for low volume road cases
- The current program requires TRANS to provide significant administrative resources
- The ability of TRANS to influence design and construction on projects is complicated as TRANS is not the 'client' on the contracts

## RECOMMENDATIONS OF THE COMMITTEE

The Draft Final Report of the Local Road Bridge Program Review Committee recommends the following changes to the program:

### ROLES AND RESPONSIBILITIES

#### **1 That municipalities take full control of all local bridges.**

Municipalities would manage inspections and deliver maintenance, rehabilitation, replacement and construction projects.

Municipalities would have the discretion to hire consultants, contractors or use own forces to conduct bridge work.

#### **2 That TRANS discontinue the practice of prioritizing funding, reviewing engineering designs and approving tender costs for local bridge projects. In turn, TRANS shall transform to a training and advisory support function for municipalities.**

TRANS would provide technical assistance on a request basis and provide training to municipal employees on common and complex bridge issues.

TRANS would undertake spot-check quality assurance reviews of design and construction activities. These reviews would measure quality, identify systemic issues, hold consultants accountable, and be useful in training municipalities.

#### **3 That TRANS should continue to manage Level 1 and Level 2 inspections for 'major bridges' on local roads.**

Due to the small number of 'major bridges' on the local road system, the committee estimates it would be more cost effective for TRANS to continue managing this service.

## SYSTEM MANAGEMENT

- 4 That municipalities continue to update inventory data and inspect local bridges using Alberta Transportation's Bridge Inspection and Maintenance (BIM) system.**

The committee considers the BIM system to be an effective tool for managing bridge data and ensuring inspections are completed on a timely and necessary basis.

The continued use of BIM allows Alberta Transportation to audit the safety of the bridge system and assess the cost-effectiveness of the funds that are granted to municipalities.

## STANDARDS

- 5 That municipalities be given the ability to develop alternative engineering standards for bridge structures on low volume roads.**

The committee recognized that alternative engineering standards may be more cost effective for low volume bridges; however, the committee also noted that it is important that all bridge size structures on the local road system be designed and built to a consistent standard. The AAMDC could be asked to facilitate the development of new engineering standards that could be applied to low volume road bridge structures.

TRANS would participate in an advisory capacity for engineering standards.

## FUNDING

- 6 That funding for the Local Road Bridge Program be transitioned from a project-based funding program to an annual formula-based allocation.**

With the committee's recommendation to provide municipalities with full control of local road bridge structures, the committee determined that the provincial funding program should also be modified to support greater municipal autonomy. Examples of other formula-based allocations from the province include the Rural Transportation Grants and the Municipal Sustainability Initiative.

The intent of the allocation-based funding program is to allow municipalities to manage bridge infrastructure in a manner that gives discretion to the municipality on whether funds are used immediately for maintenance and replacement projects or if they are saved in reserves for future scheduled projects.

Under an allocation-based funding formula, municipalities would have full discretion for how funds are used with the exception that funding must be reserved solely for bridge specific projects.

- 7 That the allocation-based funding formula be based upon the total replacement value of local bridge infrastructure managed by a municipality.**

The database of information provided by the BIM system allows TRANS to be able to evaluate the current and long term values needed to replace all local bridge infrastructures. The annual budget of the Local Road Bridge Program would be distributed based on each municipality's percentage ownership of the total replacement value.

**Example:** If the annual budget of the Local Road Bridge Program was \$50 million and Municipality A owns 2% of the replacement value of all local bridges in Alberta, then Municipality A would receive \$1 million in funding that year.

- 8 That the funds distributed through the annual allocation be reserved solely for bridge structure related projects.**
- 9 That the transition from the current project-based funding program to an allocation-based funding program be phased in over a 5 year period.**

The committee recognized that there are varying immediate needs across the province. By maintaining a portion of the Local Road Bridge Program funding on a project-based distribution for the first 5 years of implementation, then municipalities with emergent bridge needs can still be serviced under the current project-based program. During the same time, municipalities can begin to modify their capital budget planning to prepare for full implementation of the allocation-based funding program.

**Example:** Local Road Bridge Program – Transition of Funding Models

	Current Program Project-Based Funding	Proposed Program Allocation-Based Funding
Year 1	90%	10%
Year 2	70%	30%
Year 3	50%	50%
Year 4	30%	70%
Year 5	10%	90%
Year 6	-	100%

\*These figures are presented as a hypothetical example.

After the five year transition period is complete, each municipality would be responsible for managing the grant allocation it receives along with own source funds to determine the best approach to meeting its local bridge structure needs.

- 10 That municipalities have no restrictions on timelines for how long Local Road Bridge Program funds can be accumulated and held in reserves.**

The committee recognized that in order for a municipality to effectively manage its bridge infrastructure, it must have the ability to develop reserve funds for each of its bridge assets so that sufficient funds are available when it comes time for scheduled maintenance or replacement of bridge structures. Therefore, a municipality must have the ability to develop a reserve fund over the life of a bridge asset which can be up to 75 years or more.

**NOTE:** The level of annual funding provided to the Local Road Bridge Program would continue to be at the discretion of the Alberta Treasury Board. Municipalities would still be responsible for advocating a desired level of funding based on current municipal needs.

To obtain a full copy of the Review Committee’s Draft Final Report, please email [darren.reedy@aamdc.com](mailto:darren.reedy@aamdc.com).



AR65835

November 28, 2012

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

Dear Ms. Whittleton:

Thank you for your municipality's application for a grant under the Municipal Internship component of the Regional Collaboration Program. The process for selecting municipalities to host interns for the 2013 Municipal Internship Program is now complete.

Your application does not meet the eligibility requirements for the Land Use Planner stream of the program because at the time of your application, it is our understanding that the county did not have a senior planner. As outlined in the Program Guidelines, having a senior planner who can sign off the intern's APPI logbooks and supervise the intern is one of the eligibility criteria for this stream of the Internship Program.

If you have any questions or would like feedback on your application, please contact Ms. Wendy Peters, Manager, Internships, at Municipal Affairs, by dialing toll-free 310-0000, and then 780-427-2225.

Yours truly,



Gary Sandberg  
Executive Director  
Municipal Services Branch



**Greetings!**

**To the Mackenzie County & Area Community Members**

**Green Hectares** is an organization that has been working in your region to create opportunities for people to connect, collaborate and learn so they can be a thriving part and contributing force in their community. We are excited to introduce to you a new program that will continue this work that has been developed called **The Community Connector** – “*where people and opportunity meet*”.

**The Community Connector** will strive to work with the communities in partnership with the **Fort Vermillion School Division** to access the resources, information and tools needed to be successful in life and in business. This program will develop and tap into a network of educational programs, training and business resources as well as public spaces and experts currently available within the community. **By providing personalized support for entrepreneurs, small business owners, farmers and producers, organizations, young people and other rural community members, a ground up approach to community development will be taken.**

Through a **Community Facilitator**, hired within the county, this program will travel to people in rural communities, no matter how small, and directly connect them with the resources they need. In every community we serve, we will look at what the community has to offer and help to better utilize its existing meeting spaces and help to distribute its programs and resources. The Community Connector will be tailored made to the communities it serves as no two rural areas are alike. Taking in the economy, demographics and culture of the community we will customize the support we provide.

**Green Hectares** believes in working with communities, companies, governments and other groups that share our interest in building vibrant communities. We would also love to hear about your organization’s work within the community and how the Community Connector can support your activities. Please contact **Barb Adekat** at [barb@greenhetaresonline.com](mailto:barb@greenhetaresonline.com) or via phone at **(780)247-1860** to arrange a time that works for your organization.

We appreciate your interest and look forward to the discussion.

Sincerely,

**Lesley Pohl**  
Alberta Facilitator/Program Manager  
(780) 963-2287  
[lesley.pohl@greenhetaresonline.com](mailto:lesley.pohl@greenhetaresonline.com)



## **Alberta Fire Chiefs Association**

*Professionals serving Professionals*

January 4, 2012

To Minister Government of Alberta and Municipalities

The Alberta Fire Chiefs Association has changed the name of our magazine from “The Gazette” to “Alberta Fire Chiefs Responder”. “The Gazette” was first published in 2008 by Ontario-based Canadian Publishers Inc. In 2011 we changed our publishers to Rose Country Advertising in Edmonton.

It has recently come to our attention the existence of another magazine called “The Alberta Firefighter Safety Magazine” using the heading of “The Gazette Official Publication of the AFFSM”, being published out of Ontario. The Alberta Fire Chiefs Association is not affiliated in any way with this magazine. Our magazine name change is an effort to alleviate any confusion with our sponsors and affiliates.

If you have any questions or concerns, please contact me at [bpurdy@xplornet.com](mailto:bpurdy@xplornet.com).

Sincerely,

Bill Purdy  
Executive Director

Alberta Fire Chiefs Association  
Bill Purdy – Executive Director  
P.O. Box 38  
Wabamun, AB T0E 2K0  
Email: [bpurdy@xplornet.com](mailto:bpurdy@xplornet.com)  
Telephone: 780-719-7939  
Website: [www.afca.ab.ca](http://www.afca.ab.ca)

**Fort Vermilion Recreation Board**  
**November 19<sup>th</sup>, 2012**  
**Regular Meeting**  
**Minutes**

---

Present - Louise Smith, Cameron Cardinal, Alan Clark, Victor Tanis  
- Guest: Leah Lizotte - Odell Flett via Conference Call.

No Quorum.

Started at 7:35pm

**Discussions:**

**New Years Dance**

- Milton worried they might not be able to cover cost and is asking if the FVRB would be able to pay the balance they would owe to the fiddler.
- Make the tickets professional looking.

Look into buying a vending machine - cost around \$4000.

Having Yevonne McDougal come in 2 days per week to help Victor with the books.

**Minor Hockey/Pond Hockey**

- Leah stated they owe Alberta Hockey \$2900.
- They will be sending home another letter to try to promote interest.
- Will not partner with the FVRB for the family dance at the Legion on December 31<sup>st</sup>, 2012.
- Starting date to be December 4<sup>th</sup>, 2012 with ice times being Tuesday & Thursday from 5:30 - 6:30pm.
- Will go under the FVRB for fundraising.

Next meeting: Nov 23<sup>rd</sup>, 2012 at 7pm



**Fort Vermilion Recreation Board**  
**November 23<sup>rd</sup>, 2012**  
**Regular Meeting**  
**Minutes**

---

Present - Louise Smith, Cameron Cardinal, Peggy Shirt, Joyce Belcourt, Christina Meyn, Alan Clark, Victor Tanis - Eric Jorgansen. - Odell Flett via Conference Call.

Meeting called to order at 7:05pm

Christina moved acceptance of agenda with additions. Joyce seconded. Carried

Louise moved acceptance of October 23<sup>rd</sup>, 2012 minutes, seconded by Christina. Carried

Christina moved acceptance of November 1<sup>st</sup>, 2012 minutes, seconded by Joyce. Carried

Minor Hockey/Pond Hockey will hopefully start December 4<sup>th</sup> 2012. They will collect at the door for the next 3 league games in December 2012 for fund raising.

Managers' report:

- Ice plant is running good – CIMCO sent out a technician to repair both compressors one and two.
- Manager taking food safety course, try to see if other staff can attend.
- All staff and board should take online AGLC required course to be able to serve alcohol for our liquor licence.
- Bingo license initial application sent in.
- Liquor license is waiting on occupancy limits for the curling areas and the lobby.
- Yevonne is working with me to get the books in order and should be completed by January to start our books fresh in 2013.

Peggy moved and Christina seconded that Yevonne work two days a week to help Victor get the books in order. Carried

Handicap Parking - Staff have to start enforcing the rule that no one except authorized vehicles be able to park in this zone. Give a warning if not abided by call and have the vehicle towed away.

Odell - Teleconference:

- Balance \$60,000 that is left over from the ice-plant refurbishing to be put towards new grill in kitchen and toilets in the hall and lobby. We will need three quotes to upgrade the hall and lobby bathrooms.
- Odell had a discussion with Julia on these matters.
- Three year CIMCO ice plant contract signed through the county.

Discussion on interagency they meet the first Thursday of every month.

**Grande opening:**

- No response on contacting the NHL Old-timers or the Flying Fathers.
- It was agreed that the Grand Opening for the Fitness Centre and the Dressing Rooms be held on March 14<sup>th</sup> 2013.
- Suggestion for Grande opening event is hockey games between the Old Timers and the Fort Griffins.

Fundraising - email any suggestions to Cam.

**Fitness Centre:**

- Christina moved and Joyce seconded that the Fitness Centre be called the "Triple C Fitness Centre"
- Cameron will design 3 drafts of logos for the Fitness Centre and the Community Cultural Complex.

**Adopt a Family FVSS:**

- Louise moved and Christina seconded that the FVRB adopt a family. Carried
- If a family is available the hamper must be in before December 20<sup>th</sup>.

The FVRB will handle the bar and decorations and Tamerack will cover the meal and the door for the adult dance at the complex.

Peggy moved and Christina seconded that the FVRB donate \$500 to Lorelle Abbot to organize the teen dance at the Legion. Carried.

Alan moved and Christina seconded that the FVRB will cover the balance owed to the fiddler if in case they don't raise the funds at the door and with the supper to do so. Carried.

County budget meeting is to be held December 10<sup>th</sup>. Cameron and Victor are to attend. Christina will attend if Cameron cannot make it.

Discussed upgrade to dressing room 4, estimate of \$4000 to add change stalls to it.

Debit Machine - Tabled. - Victor will look into.

**Fitness Centre:**

- Peggy moved and Joyce seconded to amend the fitness centre rules.
- Christina moved and Peggy seconded that the FVRB send the fitness centre rules to prestige printing to have them put on a large sign. Carried.
- Peggy moved Alan seconded acceptance of the changes to the Policy and Procedures of the fitness centre. Carried.
- \$500 of supplements ordered from supplements Canada for initial stock of products for resale.
- Christina moved and Joyce seconded that the FVRB donate a six month individual, non-transferable membership to Midnight Madness. Carried

- Joyce moved Christina seconded that a 1 month free membership be raffled off to new people who like the FVRB Facebook page in the month of December. Carried
- Christina move and Peggy seconded that the FVRB buy a small shop vac for the fitness centre. Carried

Isaak entered at 9:40pm.

Damage deposits will only be returned after everything has been assessed for damages, all non FVRB property is removed and no FVRB property is missing.

Letter of resignation:

- Christina moved and Louise seconded that the FVRB accept Peggy Shirts resignation as vice chair with regrets. Carried
- Alan moved seconded by Louise that that Christina Meyn have signing authority on all FVRB accounts to replace Peggy Shirt. Carried

Alan moved and Louise seconded that the FVRB give a 50% discount to the FVSS for the senior supper on December 1<sup>st</sup> 2012. Carried

Christmas hours.

- December 24<sup>th</sup> - open until Noon
- December 25<sup>th</sup> - closed
- December 26<sup>th</sup> - closed
- December 31<sup>st</sup> - open until Noon
- January 1<sup>st</sup> - closed

Discussion for New Year's dance tabled.

Meeting adjourned at 10:30pm.

Next meeting: December 11<sup>th</sup> at 7:30pm



# METIS NATION OF ALBERTA

Region 6 Regional Council  
Phone: (780) 624-4219  
Fax: (780) 624-3477

9621-90 Avenue  
Peace River, AB T8S-1G8  
1-800-668-5319

“Putting Metis People First”

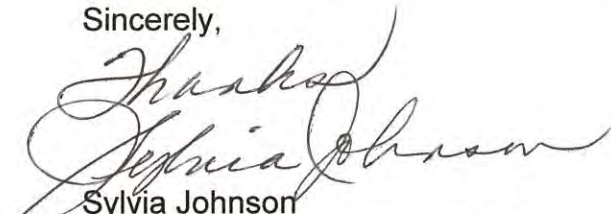
October 12, 2012

RE: THANK YOU VERY MUCH

Region VI Metis Nation wants to thank you for the support and friendship you have shown us by sponsoring our 25th Annual Anniversary AGM/Talent Show. Over 300 community members came out over the two days, a great time was had. Through our silent auction and prize money donations we collected, Region VI MNA was able to fund five thousand dollars in bursaries to first and second year post-secondary students. These students are from our Region and are attending Grande Prairie Regional College, Augustina College, University of Alberta and University of Calgary.

Thank you again for your support, Region VI Metis Nation appreciates it and will continue to give back by shopping locally and supporting your organization in return.

Sincerely,

  
Sylvia Johnson  
President Region VI Metis Nation





*Yr Country & paper*

# Thank You!

**REGION VI METIS NATION would like to thank the following sponsors for their generous sponsorship in making our AGM and Talent Show a resounding success.**

- Shell Canada
- Bargain Store
- Transcanada
- Home Hardware
- County Of Northern Lights
- Robert McIlroy
- Alliance Pipeline
- Triple K Oilfield Services
- Metis Urban Housing
- Ted Johnson
- Apeetogosan
- Caribou Cresting
- Town Of Peace River
- Hollyhocks & Honeysuckle
- Northern Sunrise County
- Kit Business
- Petluk Clarke, LLP
- Blue Bridge Restaurant
- MacKenzie County
- River City Cinema
- Bison Contracting
- Boston Pizza
- Clear Stream Energy Service
- Canadian Tire
- Acme Consulting
- Metis Urban Housing
- McDonald's Restaurant
- Sears
- Royal Bank
- Michelle McCullough
- Aspen Grove Massage
- Pinnacle
- CKYL
- Tracey Laboucan
- Gentlemen's Creative Choice
- Marge Mueller
- Fitness On The Go
- Lyta Pool Agencies Ltd
- Baytex
- Tim Horton's
- Peace River Ford
- Value Drug Mart
- Foto Source
- Stantec
- Walmart
- A & W
- Peavy Mart
- Main Street Men's Wear
- Valley Printers
- Peace River Co-Op
- Bumper To Bumper
- Great Canadian Dollar
- Al Boomer Adair Rec Center
- J Quarterly Trucking Ltd
- Sagitawa Friendship Center
- Peace Valley Inns
- Sawridge Conference Centre
- Peace Regional Pool
- Scotia Bank
- John Bassnett
- Laura McLaughlin
- Pat & Judy Brothers
- Shelly Shannon,  
Record Gazette
- Metis Nation Of Alberta
- Freson's IGA
- Louise Stranaghan
- Clearstream Energy Services
- Metis Local #78 Peace River
- Metis Local #207 Fairview
- Metis Local #1990 Grande Prairie
- Metis Local #1929 Valleyview
- Metis Local #1994 Cadotte Lake





Edmonton • Alberta

Phone • 780.651.7303

Website: [www.SaveOurMedevac.ca](http://www.SaveOurMedevac.ca)

Email • [Dr.Pawluski@SaveOurMedevac.ca](mailto:Dr.Pawluski@SaveOurMedevac.ca)

January 8, 2013

**Via Email**

Alberta's Rural Municipalities & Counties, Cities and Towns

## **RE: Important Update re Medevac Services to Your Community**

---

Since writing to you in early November 2012 there have been a number of important developments.

- (1) **Relocation Delayed until February 2013** – In late November the Alberta Government announced it was delaying the relocation of the medevac base at the City Centre Airport from December 2012 to mid February 2013.
- (2) **Alberta Government Driving the Timing of Relocation, not the City** -- The City of Edmonton's November quarterly report confirmed that the timing of the relocation is being driven by the Alberta Government, not the City. The City confirmed it would give the Alberta Government a minimum of one-year's notice before closing the runway to medevac flights. The City also confirmed that it has not even given that notice to the government yet. So, the decision to relocate medevac away from the downtown hospitals in February 2013 had been made by the Alberta Government and is not being dictated by the City.
- (3) **Health Minister Announces New Triage Holding Unit at Edmonton International Airport to "Resolve" the Relocation's Delays in Patient Delivery** – Health Minister Horne has attempted to reassure rural municipalities by publicly stating that "a triage unit would be added to the Edmonton International Airport (EIA) to help aid in the response time, allowing some patients to be immediately treated at the airport..."

However, a "triage unit" at the EIA hanger will serve no medically beneficial function to critical or time-sensitive patients arriving on medevac flights. The reason anyone finds themselves on a Code Red or Code Yellow medevac flight is because that patient has already been triaged by two or more medical doctors who have determined that the patient needs immediate care in one of Edmonton's downtown tertiary care hospitals for specialized services not available in Northern Alberta. Here are some examples:

1. If you are having a heart attack and the drugs administered by your local northern hospital aren't working, then the doctor wants you to be delivered to the Cardiac Catheterization Lab at the Royal Alexandra Hospital (RAH) immediately. Holding you in the EIA hanger's triage unit will only reduce your chance of survival or increase serious heart damage. The proposed triage unit will not be able to help. Same applies if you having a stroke.
2. If you having pre-mature high-risk labour, being taken off of the medevac plane and being put into the holding triage unit at the EIA hanger will not help you or your baby.
3. If you have been medevaced because you were injured in a vehicle collision, an industrial or farm accident—moderate to severe closed head injuries, trauma involving the brain or spinal cord, intra-

cranial hemorrhages—you will require critical care not available at either rural hospitals or the new triage holding unit. You will need interventional radiologists, trauma surgeons, and intensive care only available at the RAH and University of Alberta Hospital. Laying in the new triage unit at EIA hanger won't help you. It will make things worse.

The Alberta Government's suggested triage unit at the hanger implies that patients will be receiving essential emergency care when in fact the triage unit will further delay patients needing critical medical services getting to one of Edmonton's specialized hospitals. This creates a life or death problem. It does not solve it.

**(4) The Edmonton Regional Airports Authority Announced Villeneuve as Bad Weather Alternative Landing** -- With Villeneuve airport being announced as an alternate landing site for medevac flights, Minister Doug Horner publicly stated, "the Sturgeon Community Hospital in St. Albert recently upgraded its emergency room and can handle any medevac patients at Villeneuve that need immediate help."

Unfortunately with the relocation of the medevac air ambulances, the Alberta Government is failing to understand that emergency patients have already been triaged by sending physicians located in rural Alberta. Both the sending physicians and receiving physicians have already determined which specialty hospital the patient needs to be rushed to – primarily Royal Alexandra Hospital and University of Alberta Hospital and to a smaller extent, the Misericordia and Grey Nun's Hospital.

Although the Sturgeon Hospital is in close proximity to Villeneuve Airport—as is the Leduc Hospital to the Edmonton International Airport—these non-tertiary hospitals do not have the services and specialists that critical patients need. If the hospitals did, facilities like the Queen Elizabeth II hospital in Grand Prairie or the Northern Lights Regional Health Centre in Fort McMurray would not need to send patients on medevac air ambulances in the first place because everyone could be treated in their local communities.

Critical and complicated medical cases are brought to Edmonton because of the specialty health care services, facilities and staff available. Examples of specialized services include; Cardiac Catheterization Labs for heart attack patients; CT Scans, clot busting drugs and/or neurosurgeons for stroke victims; burn units for burn victims; neonatal ICU, pediatricians and obstetricians for premature labour and premature births; and critical care not available at rural hospitals for major trauma victims such as interventional radiologists, trauma surgeons, and specialized intensive care.

Therefore, although Sturgeon Hospital and Leduc Hospital are in close proximity to the two landing strips potentially available to medevac flights once the Alberta Government forces the medevac planes to relocate in Feb 2013, medevac services will still go from the best in Canada to the worst due to delays in ground transportation to the receiving tertiary care hospitals in downtown Edmonton.

The Alberta Government needs to immediately announce that the medevac planes will continue to land at the City Centre and then go to work on long-term solutions that do not involve rural Albertans experiencing avoidable deaths, increased suffering, and reduced health outcomes.

Sincerely,

**Save Our medevac Services Society**



Kerry Pawluski, M.D.  
President

# Important Public Information Meetings

## Save Our Medevac Service

Attend one of the free information meetings about the loss of timely medevac air ambulance services for your community and *what we can do about it*

Thursday January 10, 2013  
Bold Centre, Devon room  
8702-91 Ave  
Lac La Biche

Tuesday January 15, 2013  
Belle Petroleum Centre  
9403-94 Street (River Road)  
Peace River

Wednesday January 16, 2013  
McDonald Island Park  
Athabasca room  
1 C.A. Knight Way  
Fort McMurray

Thursday January 17, 2013  
Quality Hotel and Conference Centre  
Richmond Ballroom  
11201 100 Avenue  
Grande Prairie

Thursday January 24, 2013  
Town of High Level Office  
10511 103 Street  
High Level

Meetings start at 7:30pm except Lac La Biche starts at 7:00pm. You will hear directly from medical doctors about what this will mean to our families' and community's access to emergency health care

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

Meeting sponsored by the Save Our medevac Services Society







December 2012

Diverse, Responsible & Connected

Issue #4

*Flow of the Peace  
"Current Eddies"*

**UPSTREAM**

**Open Houses**  
**Jan. 08/13: 4-8 pm**  
 Wabasca/Desmarais  
 Community Hall  
**Jan. 15/13: 11 am—3 pm**  
 Fort Chipewyan  
 Mamawi Community Hall  
 \*\*\*\*\*

**Land Stewardship Center presents: Stewards in Motion** – Connecting with Municipalities to advance Grass Roots Change. Speaker Guy Greenway, Miistakis Institute who will be speaking on the intersection between municipalities and stewardship. Registrations at [www.landstewardship.org/stewards-motion/](http://www.landstewardship.org/stewards-motion/)

**January 31 /13: 9am- 3 pm**  
 TEC Center, Evergreen Park , GP  
 \*\*\*\*\*

**CWRA & AB WPAC Conference—March 12-14 in Red Deer.** Water and the Environment: Watershed Planning and Management in Alberta, which reflects Alberta's growing emphasis on the integrated planning and management of land and water resources. For further info - <http://cwra-ab-events.org/conf.html>  
 \*\*\*\*\*

**Annual General Meeting  
 March 22/2013**  
 Sawridge Inn & Conference  
 Centre, Peace River, AB  
 9:00 am - 4:00 pm

**Look at us Flow...**

The MPWA has had a busy fall as we (board of director members and staff) have moved around the watershed hosting open houses, attending various council meetings, and traveling in and around the area talking with residents and stakeholders. We have been working towards finding out what the local residents know about the water and the watershed.

One of the questions we have had from people is: What can/will the MPWA do for me? Interesting question. The current tasks of the MPWA is to gather information to develop a State of the Watershed Report – this assessment will let us know what the current state of the watershed is (land and water). It will also set the foundation for moving towards an Integrated Watershed Management Plan. This Plan will address the ways that we may move forward to deal with the current and future needs of water in the Peace Watershed. Your thoughts, opinions, concerns and questions are critical to us so that we may gain a better understanding of this vast watershed. While there are similar issues in many areas of the Watershed, there are some very distinct issues and concerns in others. South to Grand Cache , North to Wood Buffalo National Park, West o the BC border, East to Wabasca/Desmarais—loosely describes this watershed. Our work will lead to a plan that will be submitted to the GOA to be used in making future decisions with regards to development, allocations, Best Management Practises, etc. This is why your input is critical in our work and how our work will impact you.

Feel free to connect with us at the office or through the website to find out what is happening with the MPWA and your watershed.

**"TIS THE SEASON TO SHAKE  
 HANDS, SING SONGS, & SHARE  
 STORIES" --  
 MERRY CHRISTMAS &  
 HAPPY NEW YEAR 2013  
 FROM MPWA BOARD OF  
 DIRECTORS AND STAFF.**

Newsletter produced with  
 support from ESRD

**What Flows**

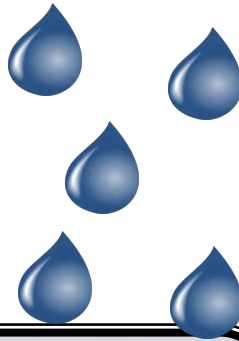
Meet New Additions	Pg 2
Watershed Planning	Pg 2
Board Members	Pg 2
Project Updates	Pg 3
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Wapiti Corridor Planning Society	Pg 3
Chairman Report	Pg 4
Executive Director's Desk	Pg 4

**New Addition**

**Staff**

**“Paula Griffin”**

Paula is from Grande Prairie & she is very excited to be working for MPWA as our new Executive Assistant/Admin Support . Paula says “that the past few days has opened the door towards a new learning curve in my life. My previous career experience in administration, accounting, and marketing provides me with a good base to successfully move forward into the world of Watershed management. I look forward to meet all of you board members, friends, staff of MPW”. Besides work, Paula has (2) daughters to keep her busy ...Kaity & Maddie aged 14 yrs and 4 yrs old.

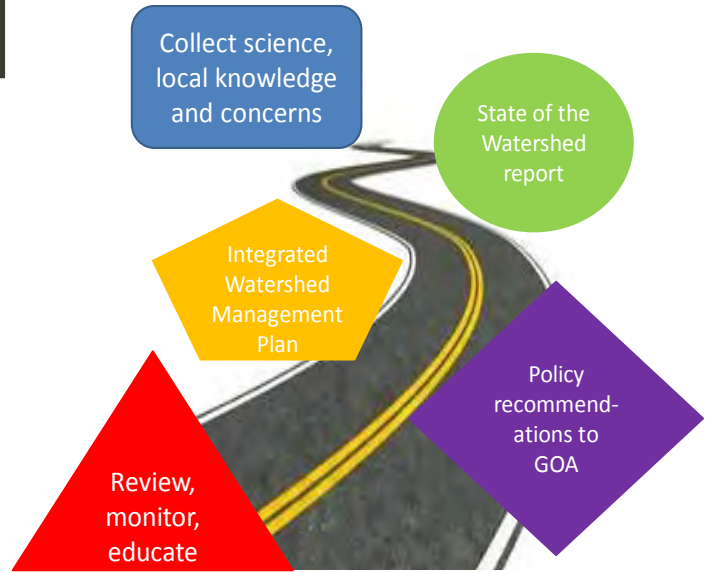


**Membership with the MPWA is free!**

Consider being a member to receive updates and newsletters. Forms are available on website or through office.



**Watershed Planning**



We are presently gathering information about our watershed as well as the concerns of residents to provide direction for our organization. Next we will do a State of the Watershed Report – a snapshot of the condition that the watershed is currently in. Then we will work towards an Integrated Watershed Management Plan. This plan will not only consider what we know about our watershed and the concerns people have, but also the interests of all those who use water. It’s a framework for watershed management in the Peace region. This plan will be submitted to the Government of Alberta for approval and to be considered by the government when dealing with watershed management issues in the area. After this we will focus more on monitoring and education.

**Adam Norris,**  
**Watershed Coordinator**



**Board Members**

Government	Industry	Non-Governmental Organizations	Aboriginal Communities
Federal-Transboundary Relations * -Abdi Siad-Omar	Agriculture -Shelleen Gerbig	Conservation/Environment -Bob Cameron	Métis Nation of Alberta -Willard Roe
Provincial -John Zylstra	Forestry * -Brian Gilliland	Watershed Stewardship * -Don Thomas	Métis Settlement General Council * -Alden Armstrong
Large Urban * -Dan Wong	Oil & Gas -Kimberley Watson	Research/Education -Jean-Marie Sobze	Upper Watershed First Nation * -Curtis Mitchell
Small Urban -Geoff Milligan	Utilities -Ashley Parker	Member-at- Large * -Vacant	Middle Watershed First Nation * -Vacant
Rural Municipality -Richard Keillor	Mining * -Vacant	Tourism/Fisheries/Recreation * -Kevin McNeil	Lower Watershed First Nation -Harvey Sewepagaham

**Elections:** *There are several board seats that will be up for election at the March 22, 2013 AGM. The positions are for a 2 year term. Those up for election are denoted above with an \**



## *Updates of Current MPWA Projects*

The most prominent project that we are currently doing is the **Public Engagement Forums**. This project aims to gather local knowledge about the watershed as well as to provide us with a sense of the concerns out there regarding the watershed and potential solutions. A further component of this project is increasing the profile of the MPWA. An extensive advertising campaign has accompanied these open houses so that I rarely talk to someone without them mentioning that they heard us on the radio. The events have had an attendance ranging from no one to almost 50 people. Through the process we have developed relationships with a range of people across the region.

So far the main concerns are safe, secure drinking water (a goal of the *Water for Life* strategy), appropriate moisture for agriculture, agricultural runoff, industrial use of water (fracking is a big concern) and changing hydrological regimes (such as changes in precipitation, stream flows and lake levels). This provides us guidance for moving forward, choosing new projects, research and continued public engagement.

Our Issues Scoping and Project Synthesis report is moving along quite well and the online survey is a good tie in to the Public Engagement Forums. We encourage all and sundry to do the online survey at our website [www.mightypeacewatershedalliance.org](http://www.mightypeacewatershedalliance.org) and help us to better understand our watershed and the issues we need to act on. The final report for this project will be done in February and will also help us understand the gaps in our knowledge.

A third project that we are involved with is the Wapiti River Management Plan. This process is being led by Alberta Environment and Sustainable Resource Development and involves the major users of the lower Wapiti River. This project is starting to move ahead and the MPWA will be involved with developing the Terms of Reference.

### **Mighty Peace Watershed Alliance**

P.O. Box 217, McLennan, Alberta T0H 2L0

Phone: 780-324-3355

Fax: 780-324-3377

E-mail: [info@mightypeacewatershedalliance.org](mailto:info@mightypeacewatershedalliance.org)

[www.mightypeacewatershedalliance.org](http://www.mightypeacewatershedalliance.org)

Note: "like" us on [Facebook!](https://www.facebook.com/mightypeacewatershedalliance)

## *Wapiti Corridor Planning Society—Key Messages*

### **Guest Submission - Jim Hammond**

- The Wapiti Corridor Planning Society's goal is to create, through an open, transparent and inclusive process; a multi-use vision, plan, and recommendations for the Wapiti River Valley from Pipestone Creek to the Smoky River that accommodates, protects and balances both the current and future needs of the area and its people.
- The Wapiti Corridor Plan was developed by a large group of local residents who represented a good cross section of members of the local population who have interests in the Wapiti Corridor land base.
- The "Plan" had more involvement of the local population in its creation than any previously developed plan for the area.
- The Wapiti Corridor plan was developed recognizing the "demands" of the close urban center of Grande Prairie on the land base, and the impact of recreational equipment such as OHV's on others; it provides the opportunity to change land use practices to those that better meet the needs of the area.
- The acceptance and implementation of the Wapiti Corridor Plan will result in "less environmental damage" to the land base. It will also result in "less conflict" between various users of the Wapiti Corridor.
- If the recommendations of the Wapiti Corridor Plan are implemented, there will be more recreational opportunities developed in the Corridor.

*For more info email: [wcps@wapiticorridor.ca](mailto:wcps@wapiticorridor.ca)*

### ***Notice MPWA's new TAG LINE: Diverse, Responsible & Connected!***

**\*Diverse** group of people representing diverse interests. **\*Responsible** for bringing those interests together. **\*Connected** to all stakeholders across the watershed area.



***Chairman Report—The Adventures of the Watershed***

Since late August, members of the board of the MPWA have been accompanying our Watershed Coordinator, Adam Norris, at many of the scheduled open houses throughout our watershed. As chairman I've tried to attend as many as possible myself. I've attended the Grande Prairie, Peace River, Valleyview, Beaverlodge, Falher, Spirit River and Eureka River open houses. Adam and I also attended community events called "Get to know you nights" in High Level and La Crete in mid-September.

On Sept 13<sup>th</sup>, Board member Harvey Sewepagaham and Jean D'Or resident Lindee Dumas gave Adam and I a tour of Jean D'or Prairie, the Fox Lake ferry, Vermillion Chutes area, as well as the community of Garden River (just inside the west boundary of Wood Buffalo National Park). We learned of boil water advisories in Jean D'or Prairie, flood threats to the community from the creek that supplies their water, and got to see a traditional use area on the Peace River. Then we set out on the worst road to any community in Alberta -the road to Fox Lake. Fox Lake is a community of 2500 people on the south side of the Peace River. This Community can be reached by a two small ferries, one private and a new one owned by the band but the road from Jean D'or Prairie to the ferry is an adventure experience worthy of the 1950's. Thankfully the road was dry. We didn't cross on the ferry but did witness the large portable pump running to fill the community's reservoir with water from the Peace River. En route we drove up to within a mile of the Vermillion Chutes and saw the limestone outcrops below the chutes. It's late November as I write this but don't know whether vehicles can safely cross the Peace yet. As one can imagine there's a period in spring when people from Fox Lake can't cross the disintegrating ice or travel the winter road south of the river into the community from Ft. Vermillion.

Then it was on to Garden River, a community of around 500 inside Wood Buffalo National Park. The community is currently negotiating for reserve land to be set aside within the park. Band members have trapping and hunting rights within the park except for buffalo, which the

park was established to protect. Harvey's uncle was just embarking for a moose hunt on the river while his wife and grandsons watched. The river is wide there and full of constantly moving sandbars so the boat was slowly making its way into the deeper channel as we chatted with Harvey's family members. The youngest of the grandsons, just three, was quite sad about not getting to go along. His older brother, the ripe old age of five, said it was because he would scare the moose. When I asked the youngest if he could call a moose he gave just as good a call as I could.

I've told this story because the challenge we face is for the future - in the bright eyes of those two young boys. We're charged with bringing the diverse human experience of the water in our watershed, as recorded in the memories of basin residents, and science together in words on paper. We do this so that we can confidently say we've done our level best at determining the state of the water and watershed for 30% of Alberta's landscape. Early in the new year, we'll have words on paper from what people shared through our on-line survey and at our open houses.

On another note, virtually every conversation I've had in my community really gets rolling when I ask, "How deep is your well?". Debolt is an area of deeper wells ranging from 300 ft (close to Crooked Creek) to 500 ft (close to me) and getting to 800 ft (close to the Smoky River). Many rural families can share stories about lovely white clothing stained or greyed by high iron content in their water supplies. Also, there are ongoing trials of well failure in the depth of winter. Many still truck water in their own vehicles from the rural water points at Crooked Creek, Goodwin and Puskwaskau.

The stories of this watershed are varied and we look forward to hearing many more.

**Bob Cameron,  
MPWA Chairman**



***Notes from the Executive Director's Desk!***

There have been a number of items on my mind since our last newsletter—funding opportunities, finding the right staff compliment, current and possible upcoming projects, resident and stakeholder thoughts and concerns about water and the watershed, education opportunities...and the list continues. There are many discussions to be had and information to gather.

I would like to thank the board for their participation in the open houses and all of the people who came to share information with us. If you missed us, or have other information or ideas to share, please connect with us through mail, phone or email. I think it is safe to say that Adam has seen many unique areas in the last 2 months.

As for staff, I am pleased to welcome Paula, admin support, to the MPWA.

**Rhonda Clarke-Gauthier**



**VISION**

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

**MISSION**

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

# Mackenzie Regional Waste Management Commission

Box 235, High Level, Alberta, T0H 1Z0  
Phone No. (780) 926-2958 Fax No. (780) 841-0152



December 5, 2012

Mackenzie County  
Box 640  
Ft. Vermilion, AB  
T0H 1N0



Town of High Level  
10511-103 Street  
High Level, AB  
T0H 1Z0

Town of Rainbow Lake  
Box 149  
Rainbow Lake, AB  
T0H 2Y0



TOWN OF HIGH LEVEL  
Gateway to the South

To Whom It May Concern:

The Mackenzie Regional Waste Management Commission, at their last meeting, had requested that a copy of the Business Plan and the 2013 Approved Budget be sent to each member municipality for their records.

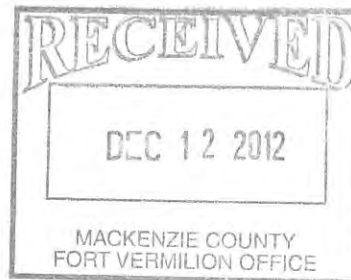
For further information please call the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "Pat Sliworsky".

Pat Sliworsky  
Manager

Attachment





Mackenzie Regional Waste Management Commission  
 2013 Approved Budget  
 Jan 01, 2012 to September 30, 2012  
**REVENUE**

Page 1

	2011	2012 YTD	2012	2013
<b>Tipping Fees</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
1 County Transfer Stations	124,361.19	90,314.58	126,783.45	120,419.44
2 County Commercial/Industrial	159,790.15	131,045.02	164,859.49	174,726.69
3 County Construction/Demolition	5,436.27	3,389.42	7,215.52	4,519.23
4 County Farm Residential	15,747.30	27,149.58	15,917.84	36,199.44
5 Total County Revenue	305,334.91	251,898.60	314,776.30	335,864.80
6 High Level Residential	66,414.83	53,447.86	70,006.55	71,263.81
7 High Level Commercial/Industrial	137,090.00	96,581.09	139,560.80	128,774.79
8 High Level Construction/Demolition	27,680.05	36,592.60	30,850.59	31,000.00
9 Total High Level Revenue	231,184.88	186,621.55	240,417.94	231,038.60
10 Rainbow Lake Residential	17,952.27	12,296.95	19,619.20	16,395.93
11 Rainbow Lake Commercial/Industrial	43,893.29	27,372.73	48,667.91	36,496.97
12 Total Rainbow Lake Revenue	61,845.56	39,669.68	68,287.11	52,892.90
13 Dene Tha Residential	27,765.65	16,466.75	29,346.00	21,955.67
14 Dene Tha Construction/Demolition	42,513.80	10,183.59	50,021.07	13,578.12
15 Dene Tha Transfer Station	69,446.58	48,117.16	70,613.20	64,156.21
16 Total Dene Tha Revenue	139,726.03	74,767.50	149,980.27	99,690.00
17 Paddle Prairie Transfer Station	47,992.42	38,076.78	48,749.68	50,769.04
18 Non Members	26,159.75	17,278.80	17,500.00	23,038.40
19 Contaminated Soil	23,390.39	3,582.90	4,000.00	4,777.20
20 <b>Total Tipping Fees</b>	<b>835,633.94</b>	<b>611,895.81</b>	<b>843,711.30</b>	<b>798,070.94</b>
21				
22 <b>Other Revenue</b>				
23 Return on Investments	3,345.30	0.00	0.00	0.00
24 Interest Earned	2,842.56	1,592.39	2,000.00	2,123.19
25 Extra Work Charges	6,077.52	4,636.18	6,500.00	6,200.00
26 Batteries	3,936.00	1,248.00	4,000.00	1,665.00
27 Expense Reimbursements	6,496.61	5,609.51	6,000.00	7,480.00
28 STEP Program/Canada Summer Jobs	2,882.00	0.00	2,800.00	3,000.00
29 WCB Dividends	1,416.44	0.00	1,400.00	0.00
30 WCB Refund	386.68	1,538.24	375.00	1,500.00
31 AAMDC Dividends	318.50	72.93	280.00	73.00
32 Composter Sales	146.78	0.00	0.00	0.00
33 E-Waste	2,770.25	3,939.55	4,500.00	5,252.73
34 Paint/HH Waste	1,228.45	1,709.45	900.00	2,279.26
35 Surplus Transfer	44,575.44	0.00	0.00	12,796.54
36 Write-offs Recovered	26.10	0.00	0.00	0.00
37 <b>Total Other Revenue</b>	<b>76,448.63</b>	<b>20,346.25</b>	<b>28,755.00</b>	<b>42,369.72</b>
38				
39 <b>TOTAL REVENUE</b>	<b>912,082.57</b>	<b>632,242.06</b>	<b>872,466.30</b>	<b>840,440.66</b>
40				
41 <b>EXPENSE</b>				
42				
43 <b>Operating Expenses</b>				
44 Accounting Fees	0.00	1,155.00	0.00	0.00
45 Advertising	640.72	1,831.54	1,000.00	2,000.00
46 Administration & Service Fees	121.44	151.47	110.00	125.00

47	Page 2	2011	2012 YTD	2012	2013
48		ACTUAL	ACTUAL	BUDGET	BUDGET
49	Auditing Fees	14,500.00	0.00	14,500.00	15,000.00
50	Finning Maintenance/Labour	2,638.00	4,000.00	4,500.00	5,400.00
51	Flat Repairs	455.96	662.23	500.00	900.00
52	Oil Sampling	0.00	0.00	25.00	25.00
53	Steam Cleaning /Vehicle Wash	1,012.09	1,181.00	1,180.00	1,575.00
54	Vehicle Oil Changes	244.35	134.98	275.00	200.00
55	Welding Maintenance	1,765.76	1,140.30	8,000.00	8,000.00
56	Parts and Materials	10,399.82	4,807.59	11,600.00	6,410.00
57	Other Labour	2,572.67	983.30	2,300.00	1,315.00
58	Total Equip/Vehicle Maint & Repair	19,088.65	12,909.40	28,380.00	23,825.00
59	Diesel (Dyed)	39,689.51	31,185.85	40,000.00	41,600.00
60	Gas	2,829.62	2,095.37	2,700.00	2,800.00
61	Oil, Grease & Anti-freeze	4,259.37	3,845.90	3,800.00	5,130.00
62	Total Fuel/Gas & Oil	46,778.50	37,127.12	46,500.00	49,530.00
63	Building & Content Insurance	1,198.98	868.41	1,228.25	1,157.00
64	Equipment Insurance	819.96	594.00	839.93	731.00
65	Vehicle Insurance	198.00	148.50	200.00	204.00
66	General Liability Insurance	518.00	388.49	518.02	518.00
67	Total Insurance	2,734.94	1,999.40	2,786.20	2,610.00
68	Dry Cleaning	55.00	25.00	200.00	100.00
69	Land Lease Agreement	698.48	523.89	698.52	698.52
70	Legal Fees	101.68	2,313.85	105.00	105.00
71	Membership / Conf. Fees	1,371.72	458.12	1,800.00	1,800.00
72	Postage & Freight	1,275.80	849.93	1,500.00	1,140.00
73	Rental Fees	430.91	1,695.02	406.00	406.00
74	Survey for Annual Report	4,874.26	4,827.81	6,000.00	4,850.00
75	Coffee/Drinking Water Supplies	966.72	463.13	1,000.00	617.51
76	Janitorial Supplies	602.75	262.98	750.00	350.60
77	Office Supplies	3,237.62	2,431.39	3,500.00	3,241.87
78	Shop Supplies	1,337.60	124.75	1,500.00	166.70
79	Safety Supplies & PPE	0.00	567.49	0.00	760.00
80	Total Supplies	6,144.69	3,849.74	6,750.00	5,136.68
81	Telephone & Communications	5,077.94	4,737.67	5,000.00	5,763.60
82	Tools Expense	179.84	45.56	400.00	200.00
83	Training and Education	975.00	195.00	1,000.00	1,200.00
84	Travel & Subsistance	5,559.80	4,812.02	8,100.00	7,600.00
85	Electrical	3,539.77	2,514.26	3,500.00	3,400.00
86	Heat	7,666.85	4,676.42	7,000.00	6,500.00
87	Water Tank Fills	2,186.40	1,611.50	2,300.00	2,300.00
88	Total Utilities	13,393.02	8,802.18	12,800.00	12,200.00
89	Vehicle Lease	7,707.48	5,138.32	7,707.48	0.00
90	Total Operating Expenses	131,709.87	93,448.04	145,743.20	134,289.80
91					
92	<b>Payroll Expenses</b>				
93	Wages and Salaries	281,412.14	211,177.79	289,774.25	292,503.29
94	Commission Members Per Diem	6,425.00	7,575.00	11,100.00	11,100.00
95	EI Expense	4,651.29	4,453.43	5,600.00	6,024.43
96	CPP Expense	9,516.33	8,277.70	10,750.00	11,000.00

97	Page 3	2011	2012 YTD	2012	2013
98		ACTUAL	ACTUAL	BUDGET	BUDGET
99	WCB Expense	8,270.13	6,500.50	8,300.00	8,574.75
100	Employee Benefits	17,081.76	13,506.76	17,100.00	18,392.16
101	Pension Expense	26,733.53	21,011.62	27,500.00	27,500.00
102	Vacation Pay Expense	354.98	712.08	460.80	1,140.80
103	Total Employer Contributions	66,608.02	54,462.09	69,710.80	72,632.14
104	<b>Total Payroll Expenses</b>	<b>354,445.16</b>	<b>273,214.88</b>	<b>370,585.05</b>	<b>376,235.43</b>
105					
106	<b>Site Maintenance and Repair</b>				
107	Building Repair				
108	Ground Water	2,679.59	1,931.22	3,000.00	2,575.00
109	Leachate	7,040.16	3,133.97	7,300.00	6,500.00
110	Bin Rental	9,751.60	10,621.33	9,250.00	10,625.00
111	Recycling Expenses	2,595.00	30.00	2,400.00	0.00
112	Roads	11,955.10	9,881.40	15,000.00	13,175.20
113	Surface Water	4,365.80	3,386.80	5,000.00	4,500.00
114	Site Clean up	192.56	205.64	230.00	210.00
115	New Signs at the Landfill	2,050.00	0.00	2,050.00	2,050.00
116	<b>Total Site Maintenance and Repair</b>	<b>40,629.81</b>	<b>29,190.36</b>	<b>44,530.00</b>	<b>39,735.20</b>
117					
118	<b>Other Expenses</b>				
119					
120	Bank & Collection Charges				
121	Interest Expense	132.58	113.77	80.00	175.00
122	Uncollectible Accounts	12,393.47	5,597.34	10,783.09	19,220.94
123	Composter Purchases	78.46	0.00	100.00	100.00
124	Promotion	120.00	0.00	0.00	0.00
125	Safety Awards	252.50	2,224.92	3,000.00	3,000.00
126	Long Term Service Awards	272.50	768.40	600.00	1,000.00
127	Soil Testing (Hydrocarbons)	100.00	0.00	0.00	0.00
128	<b>Total Other Expenses</b>	<b>15,260.10</b>	<b>9,057.10</b>	<b>15,063.09</b>	<b>23,850.94</b>
129					
130	<b>Current Capital Expenditures</b>				
131	816-F2 Compactor (over 10 years)	35,447.93	18,323.36	37,058.31	38,741.85
132	963D Track Loader (over 15 years)	0.00	0.00	0.00	22,873.20
133	Cover on Cell 4	0.00	5,597.34	0.00	0.00
134	Defibrillator	0.00	1,849.99	0.00	0.00
135	Final Drive Repairs on Loader	475.09	0.00	0.00	0.00
136	Track frame repair for Loader	9,485.43	0.00	0.00	0.00
137	Rt. Final Drive Repairs on Loader	0.00	5,858.16	0.00	0.00
138	Lt. Final Drive Repairs on Loader	0.00	4,966.71	0.00	0.00
139	Lt. Front Idler for Loader	1,572.07	7,358.59	0.00	0.00

140	Page 4	2011	2012 YTD	2012	2013
141		ACTUAL	ACTUAL	BUDGET	BUDGET
142	Brake repair for Backhoe	9,688.16	0.00	0.00	0.00
143	Computer & Printer	1,229.97	0.00	0.00	0.00
144	Generator	800.00	0.00	0.00	0.00
145	<b>Total Current Capital Expenditures</b>	<b>58,698.65</b>	<b>43,954.15</b>	<b>37,058.31</b>	<b>61,615.05</b>
146					
147	<b>TOTAL EXPENSE</b>	<b>600,743.59</b>	<b>448,864.53</b>	<b>612,979.65</b>	<b>635,726.42</b>
148					
149	<b>CASH INCOME</b>	<b>311,338.98</b>	<b>183,377.53</b>	<b>259,486.65</b>	<b>204,714.24</b>
150					
151	<b>Accrued Expense</b>				
152	Contributed to Landfill Closure	55,811.28	44,128.44	58,837.92	58,838.00
153	Amortization/Depreciation	144,958.57	108,812.86	144,644.15	145,083.81
154	<b>Total Accrued Expense</b>	<b>200,769.85</b>	<b>152,941.30</b>	<b>203,482.07</b>	<b>203,921.81</b>
155					
156	<b>INCOME BEFORE ACCRUAL</b>	<b>110,569.13</b>	<b>30,436.23</b>	<b>56,004.58</b>	<b>792.43</b>
157	<b>ADJUSTMENTS</b>				
158					
159	<b>Accrued Revenue</b>				
160	Funds from Reserve Account	0.00	55,000.00	55,000.00	6,000.00
161	Defered Capital Contributions	7,450.31	5,587.72	7,450.29	7,450.29
162	Surplus Transfer	0.00	0.00	0.00	0.00
163	<b>Total Accrued Revenue</b>	<b>7,450.31</b>	<b>60,587.72</b>	<b>62,450.29</b>	<b>13,450.29</b>
164					
165	<b>Future Capital Expenditures</b>				
166	Future Excavation of Cell 5	0.00	0.00	25,000.00	0.00
167	Building Reserve	0.00	0.00	8,648.33	0.00
168	Equipment Reserve	0.00	0.00	14,010.00	0.00
169	Electric Perimeter Fence	0.00	0.00	0.00	0.00
170	Renew Landfill Approval (due 2014)	0.00	0.00	0.00	5,000.00
171	Cover on Cell 4	0.00	0.00	55,000.00	0.00
172	Landfill Audit (due in 2013)	0.00	0.00	3,000.00	9,000.00
173	<b>Total Future Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>105,658.33</b>	<b>14,000.00</b>
174					
175	<b>Accrual Adjustments</b>	<b>7,450.31</b>	<b>60,587.72</b>	<b>(43,208.04)</b>	<b>(549.71)</b>
176					
177	<b>Surplus/(deficit)</b>	<b>118,019.44</b>	<b>91,023.95</b>	<b>12,796.54</b>	<b>242.72</b>

Note: Includes a zero increase in waste fees.  
\$49.25/tonne - member  
\$140.00/tonne - non-member  
\$9.00/tonne - contaminated soil  
\$35.00/tonne - liquid sump waste

# Mackenzie Regional Waste Management Commission

## Business Plan 2012– 2015





# Table of Contents

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Message from the Board.....	4
Vision, Mission, Organizational Values.....	5
Our Core Activities.....	6

# Introduction

The Commission is composed of elected or appointed officials from the Town of High Level, Mackenzie County, and the Town of Rainbow Lake.

Our Commission area is the largest in the Province, covering an area of 80,485 sq. kms, or approximately 12% of Alberta's total landmass.

The Landfill serves the municipalities, communities and businesses of:

The Town of High Level	Hamlet of Zama
Mackenzie County #23	Hamlet of LaCrete
The Town of Rainbow Lake	Paddle Prairie Métis Settlement
Hamlet of Fort Vermilion	Dene Tha First Nations

Within these municipalities, reserves and settlements there are a number of unincorporated communities, various industries, hundreds of businesses and residents. Their waste is collected by various means, both directly and via transfer stations.

The following categories of waste have clearly designated areas within the landfill:

- Municipal solid waste. This is buried in the main pit.
- Compost – placed in a separate pile until it is turned to black dirt and then added to the existing top-soil stockpile.
- Clean Wood – placed in separate pile, and then burnt.
- Clean Top-soil – placed on existing stockpile.
- Clean Sub-soil – placed on existing stockpile.
- Tires – stockpiled and recycled.
- Scrap Metal – placed in separate pile and recycled.
- Pesticide Containers – placed under covered area and recycled.
- White Metals with freon – placed in separate area, freon is recovered, and then placed in metal pile and recycled.
- White Metals without freon – placed in metal pile and recycled.
- Batteries – stored as per policy and recycled.
- Oil and Oil Products – collected in oil recycling building and recycled.
- Liquid Sump – placed in separate pit within landfill site.
- E-Waste – stored in an enclosed c-can and recycled.
- Paint & Solvent Storage – stored in bins under covered area and recycled.
- Anti-freeze – stored in drums under covered area and recycled.
- Household Hazardous Waste – stored in bins under covered area and recycled.
- Asbestos – buried on site as per the “Guidelines For The Disposal Of Asbestos Waste”
- Hydrocarbon Contaminated Soil – once accepted as per our Operations Plan, it is stockpiled and used for daily and intermediate cover.

# Message from the Commission Board

*To Our Users of Today and Tomorrow:*

The Mackenzie Regional Waste Management Commission operates without any non-compliance issues and with due diligence, all while providing an excellent waste disposal service to the northwestern area of the province. While our recycling maybe limited, due to our location, the Commission is always looking into new ideas and means to recycle more products in order to reduce waste needing to be landfilled.

# Vision, Mission, Organizational Values

## ***Our Vision is...***

To strive for the best environmental practices, to limit impacts on the land, air and water within the region.

## ***Our Mission is...***

We will strive to improve our member communities by taking care of waste in an environmentally safe way.

## ***Our Organizational Values are...***

1. Good fiscal planning and responsibility
2. Concern for the environment
3. Openness in the Board
4. Information to the public and other stakeholders
5. Developing and maintaining trust with our stakeholders and the public.

# Our Core Activities

ITEM	LEAD	HOW OFTEN
Manager Hiring	Board	As necessary
Manager's Evaluation – before municipal election, if possible	Board	Yearly
Employee Hiring – including orientation and training	Manager	As necessary
Employee Evaluation – after probation and each year at hiring anniversary date	Manager	Yearly
Waste Placement – continue as per Master Plan	Manager	Review each month
Review Operations Plan and update as necessary	Manager	Yearly
Site Survey – to determine airspace	Surveyor	At the end of each calendar year
Apply daily, intermediate, and final cover	Manager	As per operations plan
Landfill Lease – continue to pursue extension	Manager	Until achieved
Electric Perimeter Fence – continue to find contractor	Manager	Review every 6 months
Landfill Approval – existing one expires January 1/14	Manager	Project for 2013
Landfill Site Audit – to be done in 2013	Manager	Every 3 years
Financial Audit – follow this up with selected auditor	Manager	At the end of each calendar year
Financial Auditor – currently expires after 2013	Manager	Project for 2014
LAPP Audit – to be done at the same time as the financial audit	Manager	At the end of each calendar year
LAPP Auditor – currently expires after 2013	Manager	Project for 2014
Safety Audit – SECOR	Certified Staff	Once a year in the fall
Safety Audit – SECOR Certification – currently expires March 2014	Manager	Plan for 2013
Safety Meeting, review any near miss or accident reports – documented	Manager	Monthly
Work Site Hazard Assessment - documented	Manager	Daily
Work Place Inspection – documented	Manager	Twice per year
Random Waste Screenings – at the scale and at the workplace, documented and add to monthly report to ESRD	Staff	2/week



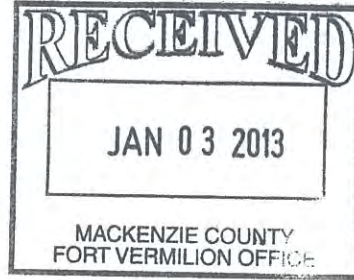
<b>ITEM</b>	<b>LEAD</b>	<b>HOW OFTEN</b>
Safety Drill – documented	Manager	Twice per year
Top up 1 <sup>st</sup> Aid Kits	Manager	As necessary
Test and refill fire extinguishers	Manager	Yearly
Replace eye wash liquid – expiry dates on bottles	Manager	As necessary
Ensure employees' 1 <sup>st</sup> Aid Certification is up to date – expires March and April 2014	Manager	Plan for 2014
Site Operation Inspection – document and add to monthly report to ESRD	Manager	Monthly
Inventory – include all items purchased	Manager	Yearly
ESRD Operations Reports	Manager	Monthly and Year-end
ESRD Groundwater Report	Manager	Yearly
Groundwater Monitoring – purge wells and collect samples for testing	Manager	Twice per year
Surface Water Pond – collect samples for testing, if ok, pump out pond into local waterways	Manager	Yearly
Leachate Pond – collect samples for testing, check for Town approval and arrange for hauling of leachate to Town Lagoon	Manager	Yearly
Hydrocarbon Contaminated Soil – review each generator for acceptance and collect samples for testing every 350 tonne/generator	Manager	As necessary
Send out RFPs for the testing of parameters for the Groundwater, Hydrocarbon Contaminated Soil, Surface Water and Leachate – order sample containers from selected Lab	Manager	Yearly
Send out RFPs for hauling of leachate pond and potable water	Manager	Yearly
Tour the Transfer Stations and Landfill to check on amount of recycling items and arrange for pick-up by processors	Manager	Three times per year
Attend Trade Shows in High Level & La Crete as well as the Get to Know You Night in Rainbow Lake to promote the Commission	Manager	Yearly
Do site tours of Landfill site & do presentations for Schools	Manager	As requested
Continue to work with Alberta Recycling & ESRD to keep up on new developments	Manager	Continually
Compost – rotate piles	Landfill Operator	Four times per year

ITEM	LEAD	HOW OFTEN
Burnable Wood – light before and after permit season once contacts have been called to inform them of the lighting	Manager	Twice per year
Conserve top soil and sub-soil in separate piles for final cover	Manager	Continually
Sump Waste – review testing of parameters for acceptance and add the generator to list	Manager	As requested
Freon Removal – collect freon with proper equipment for proper recycling	Manager	As necessary
Asbestos – ensure site access and clay are accessible for disposal, bury this waste as per the “Guidelines For The Disposal Of Asbestos Waste”	Manager	As requested by generator
Landfill Equipment – grease and blow out radiator and air filters, replace filters when necessary	Landfill and Equipment Operator	Weekly
Landfill Equipment – service every 500 hours	Manager/Finning	As necessary
416C Backhoe – replace in 2017 with tender process	Manager	Project for 2017
963C Track Loader – on order, should be on site January 2013	Manager	This will need to be replace again in 10 years
816F Landfill Compactor – replace in 2018 with tender process	Manager	Project for 2018
Company Truck – replace with tender process, lease expires September 2012	Manager	Every three years
Shop, Scale House, Office, and Scale – replace with tender process	Manager	As necessary
Payroll – process time sheets and absence sheets	Manager and/or Financial Aid	Every two weeks
Pay bills – process incoming invoices for payment	Manager and/or Financial Aid	Every two weeks
Invoice waste generators after month end	Scale Operator and Financial Aid	Monthly
Metal Recycling – send out RFPs to take care of incoming metal, existing contract expires October 2013	Manager	Project for 2013
4-H Recycling Agreement for collection of batteries and e-waste, existing contract expires September 2013	Manager	Yearly
Apply for STEP and Canada Jobs Grant	Manager	Yearly, February
Advertise for Summer Student Position	Manager	Yearly, April
Web Site – keep web site updated	Manager	Monthly

<b>ITEM</b>	<b>LEAD</b>	<b>HOW OFTEN</b>
Manager's Computer Files – back up files onto a memory stick every meeting and give a copy to the Chairman	Manager	As necessary
Scale Computer Files – back up onto a memory stick	Manager and/or Scale Operator	Daily
Manager and Financial Aid Computer Files – back up onto a memory stick	Manager and/or Financial Aid	Monthly
Paper files – store until 25 years after ESRD has approved closure of the Landfill	Manager and/or Financial Aid	Continually
Policies and Directives – review and recommend changes to the Board	Manager	As necessary
Budget – provide a DRAFT Budget to the Board for approval	Manager	Yearly, Fall meeting
Reserves – continue to contribute when able to, with approval of the Board	Manager	Yearly
Board Meetings – set up meeting room and send out notification	Manager	Just after the last held meeting
Agenda for Meetings – set up an agenda and have the Chairman approve it before binding and sending out copies to the Board Members at least 3 working days before each meeting	Manager	As necessary
Board Members Per Diem and Expense Forms – ensure that they are ready for the Member's signature	Manager	At each meeting
Minutes at Board Meetings – ensure minutes are taken at all meetings and that a draft of the minutes from the last meeting are in the agenda for approval	Manager	At each meeting
Task List – to be made up after each meeting and sent out to the Board Members	Manager	After each meeting
Grants – continue to search for grants and apply to each that are applicable	Manager	Continually

December 21, 2012

Mr. Bill Neufeld  
Reeve of Mackenzie County  
PO Box 640  
Fort Vermilion, AB T0H 1N0



Dear <sup>Bill</sup> Reeve Neufeld:

I am pleased to announce support to the Wadlin Lake Campground in the amount of \$8,000 as awarded by the Alberta Sport, Recreation, Parks, and Wildlife Foundation for the 2012 Municipal Recreation/Tourism Areas annual operating grant. This funding will be forwarded to you shortly. The Alberta Sport, Recreation, Parks and Wildlife Foundation receives an annual allocation from the Alberta Lottery Fund, as well as support from the private and corporate sectors. As General Manager responsible for the Foundation, I am pleased that we can assist you in providing sport and recreation opportunities in Alberta.

You are required to account for this funding in your audited financial statement, which you are to provide within the next 12 months. As well, we ask that you acknowledge the Government of Alberta and the Alberta Sport, Recreation, Parks and Wildlife Foundation in any promotion associated with your projects.

Please feel free to contact Fred Wilton should you have any questions with respect to this funding. Mr. Wilton can be reached at Alberta Tourism, Parks and Recreation, Recreation and Sport Development Division, 903 Standard Life Centre, 10405 Jasper Avenue, Edmonton, Alberta T5J 4R7, or by phone at (780) 415-0267. A toll-free connection is available through the Service Alberta Operator by first dialing 310-0000.

I am pleased to know that a portion of our lottery dollars is being put to such valuable use through organizations such as yours. Please accept my best wishes for your continued success.

Sincerely,



Lloyd Bentz  
General Manager

supported by



## Colleen Nate

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**From:** Stewart, Jeff (Lethbridge) [Jeff.Stewart@AGR.GC.CA]  
**Sent:** Monday, January 07, 2013 2:45 PM  
**To:** Colleen Nate  
**Cc:** "Girard, Danielle"@invalid.domain; Clement, Lise; Lethbridge  
**Subject:** RE: Happy New Year

Hello Colleen:

I asked Danielle Girard, our Integrated Services Manager at Lacombe to follow up. We are still waiting for an assessment from Public Works Government Services Canada (PWGSC). Lise Clement from our Corporate office in Ottawa has indicated that she is expecting the information from PWGSC by the end of this week.

I am happy you a call on Monday, January 14<sup>th</sup> to advise you on the status of the agreement.

Best wishes to you for a happy 2013.

Jeff

Jeff Stewart, Ph.D.

Director of Research and Development | Directeur de la recherche et développement  
Prairie and Boreal Plain Ecozone | Écozone des prairies et de la plaine boréale  
Science and Technology Branch | Direction générale des sciences et de la technologie  
Agriculture and Agri-Food Canada | Agriculture et Agroalimentaire Canada  
5403 - 1 Ave. S., Lethbridge, AB., T1J 4B1  
[jeff.stewart@agr.gc.ca](mailto:jeff.stewart@agr.gc.ca)  
Telephone | Téléphone 403-317-2208  
Facsimile | Télécopieur 403-382-3156  
Teletypewriter | Téléimprimeur 613-773-2600  
Government of Canada | Gouvernement du Canada

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**From:** Colleen Nate [<mailto:cnate@mackenziecounty.com>]  
**Sent:** January-02-13 9:26 AM  
**To:** Stewart, Jeff (Lethbridge)  
**Subject:** Happy New Year

Good Morning Jeff,

Merry Christmas and a Happy New year! Today is my first day back in the office from a wonderful Christmas holiday, so I'm a bit out of the loop with what progress has been made (if any) with the lease agreement for the Fort Vermilion Research Station. Could you please give me an update?

Thanks, and best wishes in the new year.



*You're invited* to PC Alberta's  
2013 Edmonton Leader's Dinner



PC Alberta is proud to announce that the 2013 Edmonton Leader's Dinner will be held Thursday May 2, 2013 at the Shaw Conference Centre in Edmonton.

**As an early reminder we encourage you to mark this date in your calendar.**

For event details please visit: [www.pcalberta.org](http://www.pcalberta.org).

Or contact PC Alberta at 1.800.263.3408.

We look forward to seeing you there!

- PC Alberta



Bill Kostiw  
PO BOX 1015  
FORT VERMILION AB T0H 1N0

PC Alberta Edmonton Office | 9823 103 Street NW, Edmonton, AB T5K 0X9  
phone 1.800.263.3408 | email [info@pcalberta.org](mailto:info@pcalberta.org) | [www.pcalberta.org](http://www.pcalberta.org)

*You're invited* to PC Alberta's  
2013 Edmonton Leader's Dinner

*Throughout the past months our Party and our elected members have been involved in conversations with Albertans. Through these discussions we have been able to renew our Party through a full review of our Constitution and further discuss our direction and Alberta's future. Our Party remains focused on listening to our members and to all Albertans about what matters most to them.*

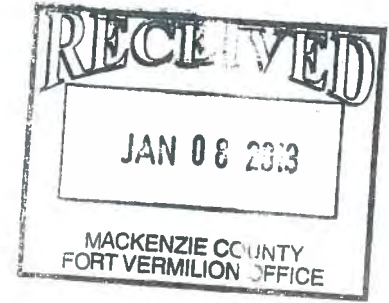
*The Edmonton Leader's Dinner has always been an important opportunity for our Party to engage with Albertans and discuss the issues facing our many communities. I hope you will be able to join us and continue the conversation.*

*Thank you for your continued support of PC Alberta.*

Alison Redford, Leader



PC Alberta Edmonton Office | 9823 103 Street NW, Edmonton, AB T5K 0X9  
phone 1.800.263.3408 | email [info@pcalberta.org](mailto:info@pcalberta.org) | [www.pcalberta.org](http://www.pcalberta.org)



December 21, 2012

Dear CAO:

We are happy to announce another unique opportunity from the Municipal Climate Change Action Centre (MCCAC).

The **Taking Action Manage Energy (TAME) Outdoor Lights Initiative** now offers rebates of up to \$5000 to upgrade the efficiency of your outdoor lights. It builds on the continuing success of the **TAME Buildings Initiative** – a program that has successfully linked energy efficiency retrofits in municipal buildings with direct cost savings in Alberta communities.

As you know, outdoor lights represent a significant portion of your municipal costs. That means they have the potential for considerable energy savings and Greenhouse Gas (GHG) emission reductions. If you change to more energy efficient outdoor lighting technology, you can get a rebate of 20% of your costs to a maximum of \$5000.

Eligible outdoor lighting areas include: parking lot lights, pathway lights, outdoor recreation lights, and security lights. Funding is available for a wide range of retrofit measures including: bulb replacement, lighting fixture replacement, outdoor light level sensors, dimmers, and motion sensors.

**See the attached brochure for details.**

There are two important points to consider:

- The TAME Outdoor Lights Initiative is scheduled to end once the budget is fully subscribed. Funding is limited and available only on a first-come first-served basis. It is important to act soon to avoid disappointment.
- You'll get help! MCCAC staff is available to assist you every step of the way.

We hope you will take advantage of this win/win opportunity.

To get started, email: [contact@mccac.ca](mailto:contact@mccac.ca)

Yours truly,

Gerald Rhodes, Executive Director  
AAMDC

John McGowan, CEO  
AUMA

## About the Municipal Climate Change Action Centre

The Municipal Climate Change Action Centre (MCCAC) is a one stop shop for Alberta municipalities looking to take action on climate change.

MCCAC is helping Alberta municipalities better manage their corporate energy use, experience ongoing cost savings, reduce their environmental footprint, and invest in sustainable community infrastructure for Albertans.

We provide information and support on a breadth of topics that will help move your community toward greater sustainability.

<sup>25</sup>The MCCAC is a strong partnership between the Alberta Urban Municipalities Association, the Alberta Association of Municipal Districts and Counties, and the Government of Alberta through Alberta Environment and Alberta Municipal Affairs.

*We're here to help your municipality every step of the way, from start to finish.*

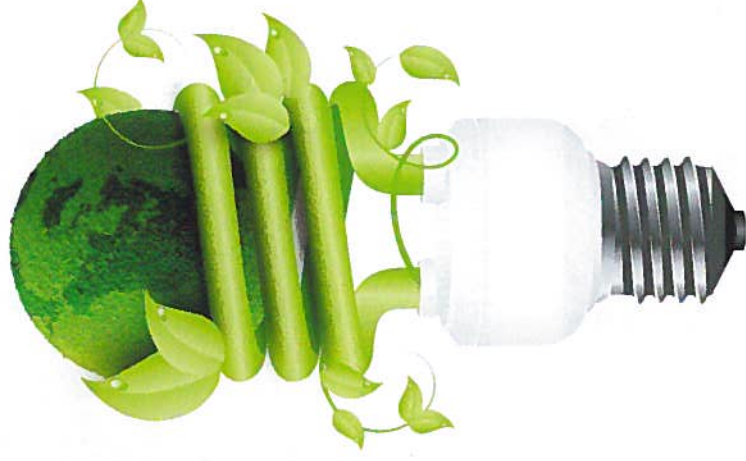


Alberta Municipal Place  
300-8616 51 Ave  
Edmonton, AB T6E 6E6

[www.mccac.ca](http://www.mccac.ca)  
[contact@mccac.ca](mailto:contact@mccac.ca)



# Save now, Save later.



## TAME Outdoor Lights Initiative

**MCCAC**  
MUNICIPAL CLIMATE CHANGE ACTION CENTRE



## Get efficient outdoor lights with help from a new MCCAC funding initiative.

Building on the continuing success of the Take Action to Manage Energy (TAME)

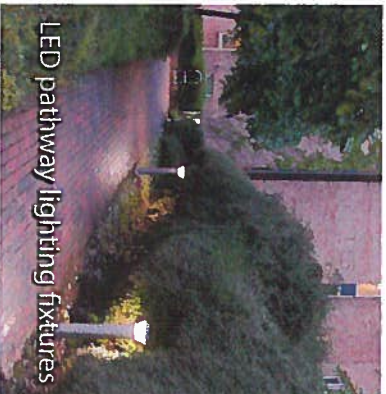
Building Initiative,

the TAME

Outdoor

Lights

Initiative now offers funding for upgrading the efficiency of your outdoor lights.



Outdoor lights represent a significant portion of your municipal costs. That means they have the potential for considerable energy savings and greenhouse gas (GHG) emission reductions.



Eligible outdoor lighting areas include:

parking lot lights, pathway lights, outdoor recreation lights, and security lights. Funding is available for a wide range of retrofit measures including: bulb replacement, lighting fixture replacement, outdoor light level sensors, dimmers, and motion sensors.

## How TAME works:

1. We assess your specific lighting needs
2. We recommend retrofit options for maximum efficiency and performance
3. We create a custom business case so you understand the key financials
4. We estimate your greenhouse gas savings *and*
5. We will cover 20% of eligible retrofit costs, up to \$5,000!

The TAME Outdoor Lights Initiative is scheduled to end once the budget is fully subscribed. Funding is limited and available only on a *first-come first-served* basis. It is important to act soon to avoid disappointment.

**You'll get help!** MCCAC staff is available to assist you every step of the way.

***Limited funding is available!***



## Frequently Asked Questions

**Q - What is the application process for the TAME Outdoor Lights Initiative?**

A - We know you are busy and the days are short, so we have deliberately made applying to the program as easy as possible. Simply, download the Expression of Interest (EOI) form from [www.mccac.ca](http://www.mccac.ca), complete the Lighting Inventory tab, and email the spreadsheet to MCCAC. After receiving your EOI, you will be sent a preliminary assessment outlining the potential savings associated with your retrofit options.

**Q - Are municipalities required to submit a Detailed Energy Assessment (DEA)?**

A - A DEA is not required. However, if you have already completed a DEA that includes your outdoor lighting areas, we encourage you to submit this information with your application.

**Q - Is the TAME Outdoor Lights Initiative a matching grant program?**

A - No, this is a reimbursement rebate program. Upon completing a retrofit project, municipalities will be reimbursed 20% of the total retrofit cost— up to a maximum of \$5,000.

**Q - When is the funding available?**

A - Funding is available now! Municipalities will have access to refunds once the retrofit project is complete.

**Q - When can we apply for this initiative?**

A - Interested municipalities are encouraged to apply as soon as possible. Funding is limited and available on a first come, first served basis.

**Q - I have read all of the FAQs but I still have questions, what now?**

A - Not to worry, we are here to help! First visit [www.mccac.ca](http://www.mccac.ca) to access complete details on the TAME Outdoor Lights Initiative.

December 7, 2012



Our File(s): 2140-MACK

Joulia Whittleton, CAO  
Mackenzie County  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Dear Ms. Whittleton:

Re: Zama City Signage

At your meeting with Alberta Transportation staff at the AAMD&C fall meeting, the County had requested signage on Highway 35 for Zama City.

There are a number of small communities throughout Alberta like Zama City that would like to have additional signage along provincial highways. If additional signing is provided to Zama City it would be overwhelming to also provide other small communities with the same signing which would cause considerable confusion.

For small communities adjacent to provincial highways, Alberta Transportation does provide directional signs on the highway at the main access to the community. Presently Zama City does have this signing on Highway 35 along with the distance to Zama City from the highway.

If you have further questions regarding this matter, please call Bill Gish at 780-624-6280.

Yours truly,

Bill Gish  
Operations Manager

BG/ml

cc: Trent McLaughlin, Regional Director, Peace Region

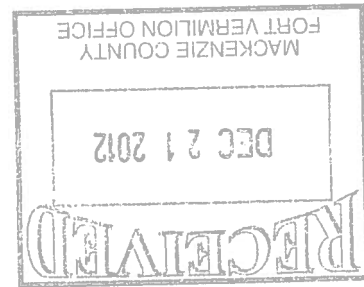




Ottawa, Canada K1A 0N5

DEC 12 2012

Bill Neufeld  
Reeve  
Mackenzie County  
P.O. Box 640  
Fort Vermilion, Alberta T0H 1N0



Dear Reeve Neufeld:

Thank you for your correspondence of August 10, 2012, expressing your interest in the development of the next long-term plan for public infrastructure. As you know, in Budget 2011, and reconfirmed in Budget 2012, the Government of Canada committed to work with provinces, territories and stakeholders to develop a long-term plan for public infrastructure that extends beyond the expiry of the Building Canada plan in 2014.

To meet this commitment, I have engaged provinces, territories, municipalities and stakeholders to shape the development of a new long-term infrastructure plan. This involves taking stock of our achievements, identifying priorities for the future, and building the knowledge needed to address Canada's future infrastructure needs. As identified in Economic Action Plan 2012, this new plan will also encourage greater private-sector involvement and public-private partnerships to generate better value for taxpayers, and ensure affordability and sustainability over the long term.

On June 1, 2012, I announced the start of roundtables with provincial, territorial and municipal partners and key stakeholders to guide the development of a new long-term plan for public infrastructure.

Minister of State Fletcher and I have engaged partners and stakeholders through roundtable discussions. Each of these discussions has involved the municipal sector, including members of the Federation of Canadian Municipalities. This has afforded us the opportunity to engage with and hear the perspectives of municipalities on the broad principles for a new long-term infrastructure plan.

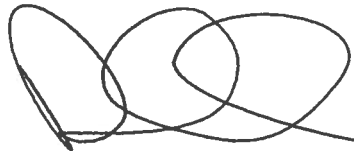
For more information on the engagement process, please visit Infrastructure Canada's long-term plan website at <http://www.infrastructure.gc.ca/plan/plan-eng.html>. Our site is updated regularly and includes information on some of the work that has been accomplished as part of the engagement process.

...2

If you would like to submit your views on the development of the long-term plan, you may do so at [plan@infc.gc.ca](mailto:plan@infc.gc.ca).

By working together, we will ensure that Canada has the strong public infrastructure foundation it needs to grow and prosper for years to come.

Yours sincerely,

A handwritten signature in black ink, consisting of several overlapping loops and a horizontal line at the bottom.

Denis Lebel, P.C., M.P.



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister



AR65728

December 5, 2012

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

Dear Reeve Neufeld: *Bill*

Thank you for your project applications under the capital funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that the following projects have been accepted as qualifying projects under the capital funding guidelines. Your municipality may apply the following amounts of your MSI capital funding allocation to the qualifying costs of these projects:

CAP-4586	New Fire Tanker Purchase	\$316,347
CAP-4587	Rehabilitation of Ice Plant at the Hamlet of Fort Vermilion Arena	\$173,100
CAP-4589	Grader Replacement Program	\$460,961

Please ensure that your local MLAs are contacted prior to any announcement or milestone you are planning for these projects. I would like to recognize the Honourable Frank Oberle, MLA, Peace River and Ms. Pearl Calahasen, MLA, Lesser Slave Lake, for their continued support for this program.

In order to recognize your success through these projects, and to recognize the contribution that the MSI has made in achieving this success, please include them in a published list of MSI-funded projects that is available to the public.

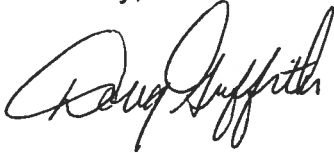
As per the MSI capital guidelines, I may select specific projects that merit enhanced public recognition. If one or more of the above projects are selected, my ministry will contact you to develop a joint communication plan.

.../2

Reeve Bill Neufeld  
Page 2

I wish you, your council, and the municipality's staff continued success with these projects.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Griffiths". The signature is written in a cursive, flowing style.

Doug Griffiths  
Minister

copy: Honourable Frank Oberle  
MLA, Peace River

Pearl Calahasen  
MLA, Lesser Slave Lake

Joulia Whittleton  
Chief Administrative Officer, Mackenzie County