

1.) Absent - Stuart + Walter 7. 10. d) 697 Drainage Study
Bill Neufeld 12. e) Land Use Enforcement
Adoption of Agenda with additions of the ↑ items.
14. 6) Jan 23/08 RCM Zoning
CARRIED

2. Lisa Wardley
Minutes of the Nov 28/07 RCM
CARRIED

3. John W. Friedger
mtrmb minutes Sept 26/07
CARRIED

4. Ed Fraese
mtrc minutes Nov /07
CARRIED

5. Dicky Friedger
Moved Council Com. Reports
CARRIED

6. Bill Neufeld
CAO + Director reports
CARRIED

7. Peter Braun
Made a motion to add the following items
to the agenda:

- 10. e) U 102 (CAMREF project)
 - 11. g) FU Rec Board
 - 11. h) Municipal - Aboriginal Relations
 - 12. d) Stanton Lake Estates
 - 12. e) Fee Schedule Bylaw - amend.
- FF CARRIED

8. The Reeve called for recess 11:17 - 11:27

9. Ray Toews
move to camera @ 11:27 am

10. Ray Toews
made a motion to move out of camera 12:13

11. Bill Neubelt
NWY 88 - start paving on the North End
continue lobbying

CARRIED
The Revue recessed for lunch @ 12:15 p.m.

The Revue resumed the meeting @ 1:00 p.m.
Walter Sarapak arrived; Bill Neubelt left.

12. Lisa Wardley
RA - road protection agreement
CARRIED

13. Peter Braun
PWO10 policy - RA
CARRIED

14. ~~Lisa~~ Ed Froese
RFP for metal recycling - RA
CARRIED

15. 697 ~~Drainage~~ Study / Storm Water
EXH prep a proposal \$70K to do a study
- 50/50 share costs with the County?

Peter Braun
That we request \$50,000 to under take
exh the project, in part and for ask
for study money estimated
"administration request construction
funding for 697lev storm water control and/or
funding for surveying @ estimated cost of
\$35,000 (County's share)"
CARRIED UNANIMOUSLY

16. DMF (delegation)

Al + Shelly - presented their GRP
Shelly?

"Mandated to get information to the public"

FMA is up for renewal in 2009 (end of 20 years);
the process of renewal is already going on now
for about 2 years + will continue until 2009

up to km 150, will finish up to 164 this
winter (Pikeridge) ~ 35 km left that is winter
road up to Blue Hills; ~ 4 years ago we
made an application RRP - 1.5M / 1.5M starting
from north end + going south; DMF would
match the funding if the County agrees to sub. away
(Chinchege road app. was submitted at same
time, unofficially they heard that was the
reason for not approving the application)

"Have firm commitment to match \$1.9M"
(he is under understanding that is the
available maximum)

RRP for this year is too late; understand that
- have to start somewhere; would have to address
funding required for bridges

"don't have to put a dime in it" (County)
15-10 km of public road that lie into
their loc could turn out to be a secondary
hwy; potential for oil exploration out there;
it is a radio-controlled road.

Lisa: partners in prevention program - what is this
about? Does amt ... 11.17

South gate - 54 hrs; can't gate public road; hunting
corridor - 520 monitored
gates to be closed & locked. - STD leaves in the DMF
hands to manage it (still can be guided by individuals)

Oil & gas picking up @ the south end of the road;
nothing is going on from the North end; no partnership
on the roads with the oil & gas companies at
this time; oil & gas - contributed \$\$ to
manage the road; no \$\$ for construction

~~Get~~ Peter Braun
To be received for information (DMF
presentations)
CALLED

17. RCMP - Lee Brackman
John W. Bridger
That State report be received for
information
CALLED

18 Tender Opening - Buffalo Road Waste
@ 2:40 3 tenders

1) Clearway	39,312	36 month
2) Charles Wicker	33,924	36 month
3) ^{Wayne} William Dyck	47,700	36 month

Lisa Wardle
That Buffalo Road Waste TS tenders
be opened
CALLED

Walter Sarapuk

That the lowest tender be awarded

19 LC 102nd (CAMSEF)

Peter Braun

That administration proceed with LC 102 Ave (CAMSEF) project

CARRIED UNANIMOUSLY

20 Lisa Wardley

Electronic Signature as amended

CARRIED ("two" signatures)

21 Ray Toews

Purchasing Policy FIN025 - approved

CARRIED

Lisa

Rescind FIN012 & ADM004 policies

CARRIED

22 Lisa

FANCOM - TOR as presented

CARRIED

23. Peter Braun

FEM - receive for information
CARRIED

24. Ray Toews
Disaster training - accept for information
DEFEATED

Peter Braun
Authorise all members that are willing to go.
CARRIED

25. Information items
Peter Braun
CARRIED

26. Municipal - Aboriginal Committee
Ed Treese

That participation on our member ^{regard}
at Council be approved (M.A. Com.) ^{concern}
(submit her name)

CARRIED

Walter Sawchuk

That Ray Toews be appointed
CARRIED

27. FV Rec Board → Ray Toews

That a letter be sent to FV Rec Board
to state we are in ^{support} favour of including
FN ^{members} on the board subject to signing
^{appropriate} an funding agreement. ~~it~~
CARRIED

7 | . Luce 3:25 p.m.

28. Information

?

29. Bylaw 657107 - First reading
CARRIED

30. Land request from Farm
John W. Driedger
Tabled to the next meeting (more info)
CARRIED

31. Land Use Enforcement
be referred to CAO
CARRIED

32. Stanton Estates

Dicky
That an offer be made to lease our
property for the purpose of house building

33. Peter - 1st ✓
Ed - 2nd ✓
Walter - 3rd consideration carried unanimously ✓
Peter - 3rd

Fee Schedule Bylaw

34. Jan 23 - Farm meeting
change to Jan 30 @ 2:00 pm in Farm
- advertize

35. Adjourn - John W. Driedger @ 4:22 pm

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, December 11, 2007
10:00 a.m.**

**Council Chambers
Fort Vermilion, Alberta**

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF THE PREVIOUS MINUTES:	3.	a) Minutes of the November 28, 2007 Regular Council Meeting	7
BUSINESS ARISING OUT OF THE MINUTES:	4.	a) b)	
DELEGATIONS:	5.	a) DMI (1:00 pm) b) RCMP Cst. Lee Brachmann	19
GENERAL REPORTS:	6.	a) Mackenzie Housing Management Board Meeting Minutes – September 26, 2007	23
		b) Municipal Planning Commission Meeting Minutes November 5, 2007	29
PUBLIC HEARINGS:	7.	a) None	
TENDERS:	8.	a) Buffalo Head Waste Transfer Station b)	
COUNCIL	9.	a) Council Committee Reports	

**COMMITTEE, CAO
AND DIRECTORS
REPORTS:**

b) CAO & Director Reports 43

**OPERATIONAL
SERVICES:**

10. a) Road Protection Agreement 75

b) Road Protection Policy PW010 85

c) Metal Recycling 91

d)

e)

**CORPORATE
SERVICES:**

11. a) Electronic Signatures Policy FIN024 93

b) Purchasing and Tendering Policy FIN025 99

c) Finance Committee Terms of Reference 119

d) FCM Annual Conference 123

e) Disaster Training for Municipal Elected Officials 129

f) Information/Correspondence Items 135

g)

h)

**PLANNING,
EMERGENCY, AND
ENFORCEMENT
SERVICES:**

12. a) Bylaw 652/07 Land Use Bylaw Amendment to Rezone Part of NW 19-109-19-W5M from Agricultural District 1 (A1) to Rural Industrial District 1 (RI1) (High Level Rural – Inter-municipal Development Plan Corridor) 171

b) Land Request in Zama 205

c)

d)

**IN CAMERA
SESSION:**

13. a) Personnel

b) Special Projects

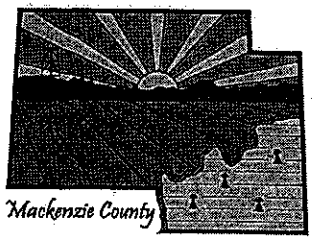
- c) Inter-municipal Negotiations
- d) Forestry
- e)
- f)

**NEXT MEETING
DATE:**

- 14. a) Regular Council Meeting
Tuesday, January 8, 2008
10:00 a.m.
Council Chambers, Fort Vermilion, AB

ADJOURNMENT:

- 15. a) Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Minutes of the November 28, 2007 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 28, 2007 Regular Council meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That the minutes of the November 28, 2007 Regular Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO 

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

Wednesday, November 28, 2007

4:00 pm

**Council Chambers
Fort Vermilion, AB**

PRESENT:

Greg Newman	Reeve
Walter Sarapuk	Deputy Reeve
Peter Braun	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Ed Froese	Councillor
Bill Neufeld	Councillor
Raymond Toews	Councillor
Stuart Watson	Councillor
Lisa Wardley	Councillor

ABSENT:

ADMINISTRATION:

William (Bill) Kostiw	Chief Administrative Officer
Carol Gabriel	Executive Assistant
Joulia Whittleton	Director of Corporate Services
John Klassen	Director of Environmental Services
Eva Schmidt	Planning Supervisor

ALSO PRESENT: Susan McNeil, The Echo
Members of the public

Minutes of the Regular Council meeting for Mackenzie County held on November 28, 2007 at the Council Chambers in Fort Vermilion, Alberta.

CALL TO ORDER: 1. a) Call to Order

Reeve Newman called the meeting to order at 4:05 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 07-11-1064 MOVED by Councillor Wardley

That the agenda be adopted as amended with the addition of:

- 5. d) ISL Engineering
- 5. e) Java Investments
- 12. b) VSI Funding
- 13. c) High Level Negotiations

- 13. d) Mackenzie Housing
- 13. e) Footner Forest Products

CARRIED

**ADOPTION OF THE
PREVIOUS MINUTES:**

- 3. a) **Minutes of the November 13, 2007 Regular Council Meeting**

MOTION 07-11-1065

MOVED by Councillor Toews

That the minutes of the November 13, 2007 Regular Council meeting be adopted as presented.

CARRIED

Councillor Froese arrived at 4:15 p.m.

**BUSINESS ARISING
OUT OF THE MINUTES:**

- 4. a) **None**

DELEGATIONS:

- 5. a) **Urban Systems**

Presentation by Kristie Peter, Planning Consultant, and Dave Johnson, Senior Planner, with Urban Systems regarding the Municipal Development Plan.

- 5. b) **RAP Presentation**

Presentation by Sharon McLean, Vice-Principal and Karen Smith, Counselor, from Fort Vermilion Public School regarding the Registered Apprenticeship Program.

MOTION 07-11-1066

MOVED by Councillor Wardley

That administration investigate the opportunities of the Registered Apprenticeship Program.

CARRIED

TENDERS:

- 8. a) **Mackenzie Housing Subdivision and 45th Street Reconstruction Project**

MOTION 07-11-1067

Requires 2/3

MOVED by Councillor Toews

That the tender be awarded to the lowest tender and that the 2007 Capital Budget be amended to include the additional \$1,255,000 with \$143,369 coming from the AMIP grant and

\$1,111,631 from the Roads Reserve for completion of the Mackenzie Housing Subdivision and 45th Street Reconstruction project.

CARRIED

8. b) Transfer Station Waste Hauling Contract (5:00 pm)

MOTION 07-11-1068

MOVED by Councillor Neufeld

That the Transfer Station Waste Hauling Contract tenders be opened.

CARRIED

Reeve Newman recessed the meeting at 5:15 p.m. and reconvened the meeting at 5:24 p.m.

5. c) Mustus Energy Ltd. (In-Camera)

MOTION 07-11-1069

MOVED by Councillor J. Driedger

That Council move in camera at 5:24 p.m.

CARRIED

MOTION 07-11-1070

MOVED by Councillor Toews

That Council move out of camera at 6:04 p.m.

CARRIED

Councillor Watson left the meeting at 6:04 p.m.

PUBLIC HEARING:

7. a) Bylaw 654/07 Municipal Reserve Closure Part of Plan 052 0560, Block 5, Lot 10MR and Plan 052 0560, Block 5, Lot 11MR (NE 3-106-15-W5M) (La Crete)

Reeve Newman called the public hearing for Bylaw 654/07 to order at 6:05 p.m.

Reeve Newman asked if the public hearing for proposed Bylaw 654/07 was properly advertised. Eva Schmidt, Planning Supervisor, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Newman asked the Development Authority to outline the

proposed Land Use Bylaw Amendment. Eva Schmidt, Planning Supervisor presented the Development Authority's submission and indicated that first reading was given on October 25, 2007.

Reeve Newman asked if Council has any questions of the proposed Land Use Bylaw Amendment. There were no questions.

Reeve Newman asked if any submissions were received in regards to proposed Bylaw 654/07. No submissions were received.

Reeve Newman asked if there was anyone present who would like to speak in regards to the proposed Bylaw 654/07. There was no indication that anyone present wished to speak to the bylaw.

Reeve Newman closed the public hearing for Bylaw 654/07 at 6:08 p.m.

MOTION 07-11-1071

MOVED by Councillor Braun

That second reading be given to Bylaw 654/07 being a Land Use Bylaw amendment to close part of Plan 052 0560, Block 5, Lot 10MR and Plan 052 0560, Block 5, Lot 11MR.

CARRIED

MOTION 07-11-1072

MOVED by Councillor J. Driedger

That third reading be given to Bylaw 654/07 being a Land Use Bylaw amendment to close part of Plan 052 0560, Block 5, Lot 10MR and Plan 052 0560, Block 5, Lot 11MR.

CARRIED

Reeve Newman recessed the meeting at 6:08 p.m. and reconvened the meeting at 6:38 p.m.

5. d) ISL Engineering

5. e) Java Investments

MOTION 07-11-1073

MOVED by Councillor Toews

That Council move in-camera at 6:39 p.m.

MOTION 07-11-1074

CARRIED

MOVED by Councillor Wardley

That Council move out of camera at 7:36 p.m.

CARRIED

Reeve Newman recessed the meeting at 7:37 p.m. and reconvened the meeting at 7:45 p.m.

MOTION 07-11-1075

Requires Unanimous

MOVED by Councillor Toews

That the capital budget be amended by \$250,000.00 to come from the General Capital Reserve for the purchase of three quarters of property (470 acres) located at SW 7-109-19-W5M, NW 6-109-19-W5M and SW 6-109-19-W5M plus legal survey documents from Java Investments and Jake & Eva Elias.

CARRIED UNANIMOUSLY

MOTION 07-11-1076

MOVED by Councillor Neufeld

That the Transfer Station Waste Hauling Contract tender be awarded to the lowest qualifying tender, L & P Disposal.

CARRIED

MOTION 07-11-1077

MOVED by Councillor Braun

That administration send a letter of support for Precision Lumber and Ridgeview Mills for their Aspen quota in F1.

CARRIED

GENERAL REPORTS:

6. a) None

**COUNCIL COMMITTEE,
CAO AND DIRECTORS
REPORTS:**

9. a) None

**CORPORATE
SERVICES:**

10. a) Policy FIN023 Local Improvement Charge Cancellation Policy

MOTION 07-11-1078

MOVED by Councillor Neufeld

That FIN023 Local Improvement Charge Cancellation Policy be

tabled for further information.

CARRIED

10. b) Mackenzie Housing Subdivision Local Improvement

MOTION 07-11-1079

Requires 2/3

MOVED by Councillor Wardley

That first reading be given to Bylaw 658/07 being a bylaw to approval a local improvement charge for curb, gutter, and sidewalk within the Mackenzie Housing Subdivision (52nd and 50th Avenue from 45th to 43rd Street, 43rd Street from 52nd to 50th Avenue, 44th Street north of 50th Avenue and 51st Avenue northwest of 43rd Street) in the Hamlet of Fort Vermilion.

CARRIED

10. c) Financial Update per October 31, 2007

MOTION 07-11-1080

MOVED by Councillor J. Driedger

That the operating revenues and expenditures, term deposits and capital projects progress report for the period January 1, 2007 to October 31, 2007 and the variance list be received for information.

CARRIED

10. d) Action Plan

MOTION 07-11-1081

MOVED by Councillor Braun

That the action plan prepared by Activation Analysis be tabled to the planning session.

CARRIED

10. e) Council Planning Session

MOTION 07-11-1082

MOVED by Councillor Braun

That a Council planning session be held on July 3 & 4, 2008 in Edmonton.

CARRIED

10. f) Public Land Auction

MOTION 07-11-1083

MOVED by Councillor Neufeld

That Mackenzie County leave the property located at Plan 902 2917, Block 2A, Lot 24 (Meander River) in the current owners name and continue to attempt to sell the property.

CARRIED

10 g) Information/Correspondence

MOTION 07-11-1084

MOVED by Councillor Wardley

That the County sponsor the Small Business of the Year Award for the High Level Chamber of Commerce.

MOTION 07-11-1085

MOVED by Councillor Neufeld

That an amendment be made to motion 07-11-1084 as follows:

That the County sponsor the Small Business of the Year Award for all Chambers of Commerce within the County.

CARRIED

MOTION 07-11-1084

That the County sponsor the Small Business of the Year Award for all Chambers of Commerce within the County as amended by motion 07-11-1085.

CARRIED

MOTION 07-11-1086

MOVED by Councillor Braun

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

CARRIED

**PLANNING,
EMERGENCY, AND
ENFORCEMENT
SERVICES:**

11. a) Bylaw 657/07 Fee Schedule

MOTION 07-11-1087

MOVED by Councillor Froese

That third reading be given to Bylaw 657/07 being a fee schedule

bylaw to amend development permit application fees for application made after construction has commenced to one percent of construction value.

CARRIED

11. b) Bylaw 394/03 West La Crete Closed Road

Councillor Neufeld declared himself in conflict of interest and left the meeting.

MOTION 07-11-1088

MOVED by Councillor Braun

That administration continues with the consolidation process, according to Road Closure Bylaw 394/03, through an alternative surveyor, and that the County pay the consolidation fees.

CARRIED

Councillor Neufeld rejoined the meeting.

11. c) Development Statistics Report January to September Comparison (2004-07)

MOTION 07-11-1089

MOVED by Deputy Reeve Sarapuk

That the development statistics report for January to September for the years 2004-2007 be received for information.

CARRIED

11. d) MRES Office Lease Agreement Renewal

MOTION 07-11-1090

MOVED by Councillor Braun

That administration be authorized to renew the lease agreement for the Mackenzie Regional Emergency Services office building until December 31, 2008.

CARRIED

11. e) Fire Smart Community Grant - Zama

MOTION 07-11-1091

Requires 2/3

MOVED by Councillor Neufeld

That the capital budget be amended to include an additional amount of \$65,000.00 with \$15,000.00 from the general operating

reserve and \$50,000.00 from the Provincial grant for the completion of the Zama Fuel Break project.

CARRIED

MOTION 07-11-1092

MOVED by Councillor Wardley

That administration investigate the Fire Smart Community Residents Grant funding available by Alberta Sustainable Resource Development.

CARRIED

OPERATIONAL SERVICES:

12. a) Mustus Lake Subdivision Watermain Oversizing Payment

MOTION 07-11-1093

Requires 2/3

MOVED by Councillor Froese

That authorization be given for payment of \$28,506.03 to Henry Fehr for watermain oversizing along 95th Street in NE 10-106-15-W5M in La Crete, to be funded from the General Operating Reserve.

CARRIED

12. b) VSI Funding

MOTION 07-11-1094

Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That the County's Veterinary Services Incorporated (VSI) funding remain at the 50% support level.

CARRIED UNANIMOUSLY

IN CAMERA SESSION:

MOTION 07-11-1095

MOVED by Councillor Braun

That consideration be given to move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 8:47 p.m.

- 13. a) Personnel
- 13. b) Special Projects
- 13. d) High Level Negotiations
- 13. e) Mackenzie Housing
- 13. f) Footner Forest Products

CARRIED

MOTION 07-11-1096

MOVED by Deputy Reeve Sarapuk

That Council move out of camera at 10:04 p.m.

CARRIED

13. f) Footner Forest Products

MOTION 07-11-1097

Requires Unanimous

MOVED by Councillor Neufeld

That the Reeve, Deputy Reeve, and the Chief Administrative Officer be authorized to meet with appropriate forestry companies and government officials.

CARRIED

MOTION 07-11-1098

Requires Unanimous

MOVED by Councillor Braun

That the Reeve, Deputy Reeve, Councillor Neufeld and the Chief Administrative Officer meet with government to secure the Footner mill.

CARRIED

NEXT MEETING DATE:

14. a) Regular Council Meeting

Regular Council Meeting
Tuesday, December 11, 2007
10:00 a.m.
Council Chambers, Fort Vermilion, AB

ADJOURNMENT:

15. a) Adjournment

MOTION 07-11-1099

MOVED by Councillor J. Driedger

That the Regular Council meeting be adjourned at 10:05 p.m.

CARRIED

These minutes will be presented to Council for approval on Tuesday, December 11, 2007.

Greg Newman, Reeve

Carol Gabriel, Executive Assistant



DAISHOWA-MARUBENI
INTERNATIONAL LTD.

Peace River Pulp Division

Simply the Best!

William Kostiw
Chief Administrative Officer
Mackenzie County
Box 640
45-11-46 Avenue
Fort Vermillion, AB T0H 1N0

Dear Mr. Kostiw:

As we discussed during our meeting on Oct. 22, DMI is interested in reviewing and renewing a proposal to share, with the county, and other parties, the capital cost of construction of the northern portion of our "East Haul Road" to tie into the county collector road known as the "Blue Hills Road".

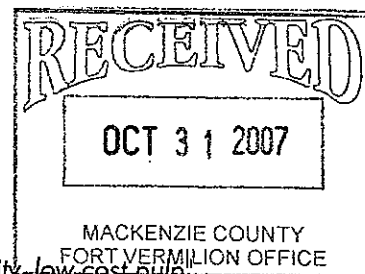
We, that is the Municipal District and DMI had, in 2003, applied for Road to Resources funding for this road, but were turned down at that time.

The existing road is built as an all weather road starting from Secondary Highway 986 in the south extending 150 kilometers north up to the NE 15-98-16-W5. Construction is contracted to Km. 164 in the NE 34-99-16-W5.

The road is built under government right-of-way to Km. 50 and under DMI license of occupation from there north.

All major crossings with the exception of one are built as one lane bridges. They have been designed and built to a 100 tonne capacity by certified engineers and contractors.

There are approximately 37 kms left to build to tie the two roads in. There are five major crossings left to build in that section. The maps I have show that Northern Sunrise county ends at the top of Township 96, indicating that your southern border is the bottom of Township 97. It would therefore appear that all of the remaining road is in Mackenzie County.



"Leaders in the safe production of premium quality, low cost pulp"

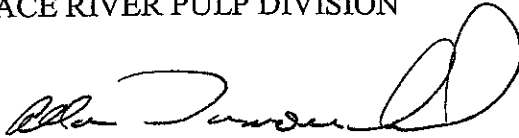


Completion of this road would provide all weather access from the settled areas of the county south into the active forestry and oil and gas areas as well as an alternative all weather access to Peace River and centers further south.

DMI will look forward to meeting with you and council to firm up plans to complete this road.

Sincerely,

DAISHOWA-MARUBENI INTERNATIONAL LTD.
PEACE RIVER PULP DIVISION

A handwritten signature in black ink, appearing to read "Al Dumouchel", with a large, stylized flourish at the end.

Al Dumouchel
Forest Resources Supervisor, Operations



**DAISHOWA-MARUBENI
INTERNATIONAL LTD.**

Peace River Pulp Division

Sherri Macaulay, R.P.F.

Forest Resources Supervisor

Land Use Coordinator

Tel: 780-624-7485

Fax: 780-624-7084

Cell: 780-618-5304

smacaulay@prpddmi.com

Postal Bag 6500, Pulp Mill Site

Peace River, Alberta

Canada T8S 1V5



**DAISHOWA-MARUBENI
INTERNATIONAL LTD.**



Peace River Pulp Division

Al Dumouchel

Forest Resources Supervisor

Tel: 780-624-7428

Fax: 780-624-7416

Cell: 780-618-9715

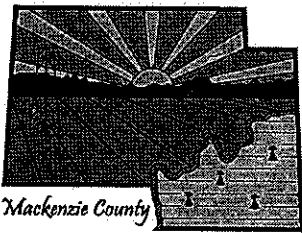
adumouchel@prpddmi.com

Simply the Best!

Postal Bag 6500, Pulp Mill Site

Peace River, Alberta

Canada T8S 1V5



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Mackenzie Housing Management Board Meeting Minutes September 26, 2007

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the September 26, 2007 meeting are attached.

OPTIONS & BENEFITS:

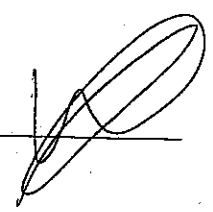
N/A

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That the Mackenzie Housing Management Board meeting minutes of September 26, 2007 be received for information.

Author: C. Gabriel Review By: _____ CAO 

Mackenzie Housing Management Board
Board Meeting Minutes
September 26, 2007
Heimstaed Lodge

Present: Wally Schroeder George Friesen Abe Peters
John W Driedger, Dave Neufeld

Regrets: Daryl Zielsdorf

Staff: Helen Braun

1. Called to order at 2:04pm

2. Agenda

Motion to adopt agenda with addition 6.8

Moved by John W. Driedger

Carried

Addition being Power within Conference & APHAA Conference

3. Minutes

3.1 Motion to approve the July 27, 2007 Board meeting minutes as presented

Moved by Dave Neufeld

Carried

3.2 Motion to approve the August 15, 2007 Special Board meeting minutes as presented

Moved by Abe Peters

Carried

3.3 Motion to approve September 05, 2007 Regular Board meeting minutes as presented

Moved by Goerge Friesen

Carried

3.4 Motion to approve the September 24, 2007 Special Board meeting minutes as presented

Moved by John W. Driedger

Carried

Motion to go in camera @ 2:17

Moved by George Friesen

Carried

Motion to come out of camera @ 2:42

Moved by John w. Driedger

Carried

Personnel position was discussed

4. CAO Report

Motion to approve the CAO Report as presented

Moved by Dave Neufeld

Carried

Board took a break @ 3:28, back to order @ 3:33pm

5. Financial Reports

5.1 **Motion to approve August 31, 2007 Housing Budget Report as presented**

Moved by Dave Neufeld Carried

5.2 **Motion to approve August 31, 2007 Lodge Budget Report as presented**

Moved by John W. Driedger Carried

6 New Business

6.1 Operational Policy review.

Motion to approve Operating Policies as presented

Moved by Abe Peters Carried

6.2 Health Contract update

Motion that addendum to contract be signed based on George Friesen's recommendation after speaking to Jeff Fitzler

Moved by Dave Neufeld Carried

6.3 Phase 3 opening

Grand opening date for Phase 3 still tentative for October 26, 2007

6.4 Wage Grid

Motion to approve Wage Grid

Moved by John W. Driedger Carried

6.5 Fort Vermilion Shop Construction

Motion to approve Fort Vermilion Shop Construction by the Fort Vermilion School Division

Moved by Abe Peters Carried

6.6 Maintenance Contracts

Tabled till next meeting

6.7 CAO evaluation

Wally updated Board Members as to process and timelines

6.8 Power Within and APHAA Conferences

Motion that Helen Braun and Corrine attend

Moved by Abe Peters Carried

7.1 Information Items

Bank rec. for August 31, 2007

Motion to adjourn at 4:30pm

Moved by John W. Driedger

Carried

Next meeting date set for October 30, 2007 @ 10:00am

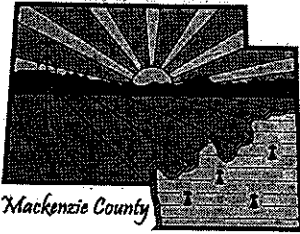
The September 26, 2007 Minutes were adopted this 31 day of October 2007.

Chairman of the board

Wally Schroeder

CAO

Helen Braun



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes November 5, 2007

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the November 5, 2007 meeting are attached.

OPTIONS & BENEFITS:

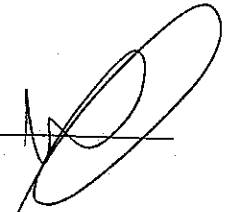
N/A

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of November 5, 2007 be received for information.

Author: C. Gabriel Review By: _____ CAO 

**Mackenzie County
Municipal Planning Commission Meeting**

**La Crete Heritage Center
La Crete, Alberta**

Monday, November 5, 2007 @ 10:00 a.m.

PRESENT

Peter Braun	Chair, Councillor
Jack Eccles	MPC Member
Manfred Gross	MPC Member
Beth Kappelar	MPC Member
Vicky Krahn	Planning Administrative Support
Eva Schmidt	Planning Supervisor

ABSENT

Ed Froese	Councillor
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1. CALL TO ORDER

Eva Schmidt called the meeting to order at 10:07 a.m.

2. ADOPTION OF AGENDA

MOTION 07-325 MOVED by Peter Braun

That the agenda be adopted with the following addition:

6f) Development Permit Application 164-DP-07
Norwood Transport
SE 20-105-15-W5M; La Crete Rural

CARRIED

3. ELECTIONS

a) Chair

Eva Schmidt called for nominations for the position of Chairperson.

Beth Kappelar nominated Peter Braun.
Peter Braun accepted.

Eva Schmidt called for nominations a second time.
No nominations received.

Eva Schmidt called for nominations a third time.
No nominations received.

Jack Eccles moved that nominations cease.

Eva Schmidt declared Peter Braun Chairperson by
acclamation.

b) Vice Chair

Eva Schmidt called for nominations for the position of Vice
Chairperson.

Peter Braun nominated Jack Eccles.
Jack Eccles accepted.

Eva Schmidt called for nominations a second time.
No nominations received.

Eva Schmidt called for nominations a third time.
No nominations received.

Beth Kappelar moved that nominations cease.

Eva Schmidt declared Jack Eccles Vice Chairperson by
acclamation.

4. OATH OF CONFIDENTIALITY

Oath of Confidentiality was completed by Beth Kappelar.
The remaining Municipal Planning Commission members
completed the Oath of Confidentiality in 2006.

Eva Schmidt turned the meeting over to the Chairperson
Peter Braun.

5. ADOPTION OF MINUTES

MOTION 07-326 **MOVED** by Beth Kappelar

That the minutes of the October 23, 2007 Municipal Planning Commission meeting be adopted as presented.

CARRIED

6. DEVELOPMENT PERMIT APPLICATIONS

Development Permit Applications 6a to 6d to be discussed later on in the meeting.

e) Development Proposal
Kristiana Driedger

Abe and Kristiana Driedger were present to discuss their development proposal with the Municipal Planning Commission.

The Driedgers currently own the Cutting Edge Beauty Salon which is being run out of a commercial building in the Hamlet of La Crete. Due to insufficient staff, running this business at this location is proving to be non-profitable so the developers desire is to operate the business out of a single family dwelling in a zone which will allow this type of use. The intention is to purchase or construct a home where the Salon would be a part of the house or garage. At this time the Driedgers have no particular property in mind. Furthermore, the business employs a couple of employees.

In accordance with the Mackenzie County Land Use Bylaw a Home Based Business allows for only one business associated visit per day and does not allow the employment of non-residential employees and clients.

The Municipal Planning Commission (MPC) needs to consider vehicular congestion, noise level and parking availability that would occur as a result of having numerous employees.

The development proposal is being presented to the Municipal Planning Commission to determine which location, if any, the MPC would allow a Home Based Business of this type.

Mr. Driedger stated that they would prefer a rural area to eliminate the vehicular congestion.

The MPC questioned how many customers Mrs. Driedger would have on an average day at the Salon. Mrs. Driedger stated she has two employees who would have an average of ten customers per day.

The MPC and developers discussed which locations could be appropriate for this type of business. The MPC expressed a dust concern that could possibly occur as a result of having numerous employees in an area such as River Drive Developments or Greenwood Acres. Zones such as these allow owner/operator businesses, but this use was created with the intention that there would only be one piece of equipment entering and exiting the property, thereby minimizing the noise and dust. A Salon with numerous clients per hour would create more dust and noise. Perhaps one of the vacant properties within the Isaac Dyck or Frank Goertzen subdivision which are right off the pavement would be something to consider. A lot such as this would mean that the dust would be kept to a minimum and due to larger lot sizes there would be more parking space on the property.

The Municipal Planning Commission suggested that the developers consider one of the lots suggested and then make an offer to purchase with a condition stating that the deal would be finalized upon approval of a development permit.

MOTION 07-327 MOVED by Manfred Gross

That Kristiana Driedger be allowed to proceed with a development permit application for a Home Based Business in a Hamlet Country Residential District 1 or 2 or a Rural Country Residential District 3 or 4 with the understanding that a decision cannot be made prior to the review of all pertinent information.

CARRIED

**a) Development Permit Application 285-DP-07
Lyle and Melody Blader; Mobile Home and Porch with
Variance
Plan 882 1687, Block 13, Lot 7; Zama**

MOTION 07-328 MOVED by Beth Kappelar

That Development Permit 285-DP-07 on Plan 882 1687, Block 13, Lot 4 in the name of Lyle and Melody Blader be approved with the following conditions:

1. A variance is hereby given to allow a Mobile Home within a Hamlet Residential District 2 "HR2" zone.
2. Minimum building setbacks: 25 feet (7.6 meters) front yard; 5 feet (2.2 meters) side and 8 feet (2.4 meters) rear yard from the property lines.
3. The existing residence may remain on the property but shall not be used as a residential dwelling. Prior to moving the existing mobile home to a different location on the property another development permit is required.
4. The architecture, construction materials and appearance of ancillary buildings and other structures shall compliment the natural features and character of the site to the satisfaction of the Development Officer.
5. The Mobile Home shall conform to the Alberta Building Code.
6. The Municipality has assigned the following address to the noted property 1001- Bearpaw Crescent. You are required to display the address (1001) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *"One parking space, including the driveway area, shall occupy 300 square feet."*
8. PRIOR to installation of a new access or changing location of existing access, complete a Request for

Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developers expense.

9. The total site area (lot) shall have a positive surface drainage without adversely affect the neighbouring properties.

CARRIED

**b) Development Permit Application 286-DP-07
Aeromedical Industrial Services; Sign
SE 6-117-4-W6M; Zama Sign Corner**

MOTION 07-329 MOVED by Jack Eccles

That Development Permit 286-DP-07 on SE 6-117-4-W6M in the name of Aeromedical Industrial Services (1043374 Alberta Ltd.) be approved with the following conditions:

1. No sign shall be located a minimum of
 - (a) 200 meters (656.16 feet) from regulatory signs.
 - (b) 3 meters (9 feet) from the shoulder of the road.
2. The sign shall be located a minimum of 1.5 meters (4.92 feet) to a maximum of 2.5 meters (8.20) in height above the shoulder of the road.
3. This sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.

CARRIED

- c) **Development Permit Application 288-DP-07
Willie Dyck; Ancillary Building – Shop with Variance
Plan 062 4963, Block 1, Lot 12; Greenwood Acres**

MOTION 07-330 **MOVED** by Beth Kappelar

That Development Permit 288-DP-07 on Plan 062 4963, Block 1, Lot 12 in the name of Willie Dyck, be tabled until the developer has provided a surveyed site plan and the developer be informed that all construction shall cease until a decision has been reached. Furthermore, the developer be informed that the Municipal Reserve to the north of this subject property must remain clear of all debris and clutter.

CARRIED

- d) **Development Permit Application 289-DP-07
Dale Krahn, Five (5) and six (6) foot fence with Variance
Plan 032 5174, Block 34, Lot 8; La Crete**

MOTION 07-331 **MOVED** by Manfred Gross

That Development Permit 289-DP-07 on Plan 032 5174, Block 34, Lot 8 in the name of Dale Krahn, be approved with the following conditions:

1. Approval of a fence with variance as noted in condition 2.
2. Maximum height of fence: Five (5) feet front yard (south), and six (6) feet side and rear yard.
3. The fence must not encroach onto adjacent properties.

CARRIED

- f) **Development Permit Application 164-DP-07
Norwood Transport; Excavation – Stripping Soil
SE 20-105-15-W5M; La Crete Rural**

A follow up of development permit 164-DP-07 in the name of Norwood Transport on SE 20-105-15-W5M revealed that the developer is in noncompliance of the permit conditions. Administration wrote a letter to the developer stating that there is a safety concern with the manner in which the soil is being excavated which is resulting in ninety degree banks.

Furthermore, the site does not meet the required set backs, the excavation is too close to the adjacent road. There is no proper fence around the open excavation nor are there any signs indicating the excavation. This is a safety concern for recreational vehicles. To date the developer has not addressed this safety concern.

Administration questioned the Municipal Planning Commission as to the direction that should be taken with this non-compliance. The safety issue on this site could pose a liability issue for the County.

The Municipal Planning Commission made the following suggestions:

- ❖ The developer be required to construct a proper, sturdy fence which would enclose the entire property.
- ❖ The developer be required to post signs clearly indicating the excavation.
- ❖ Send a letter to the developer and landowner stating that all conditions must be complied with or a Stop Order will be issued. The letter must state a deadline and should be sent registered mail.

MOTION 07-332 **MOVED** by Beth Kappelar

That a letter be sent to the developer and landowner stating that all safety measures must be taken which involves the construction of a sturdy fence and proper signage clearly indicating the excavation. Failure to comply will result in the issuance of a Stop Order.

CARRIED

7. SUBDIVISION APPLICATIONS

- a) Subdivision Application 43-SUB-07
NE 3-106-15-W5M (Plan 052 0560, Block 5, Lot 9);
La Crete
Isaac and Anne Dyck**

MOTION 07-333 MOVED by Manfred Gross

That subdivision application 43-SUB-07 in the name of Isaac and Anne Dyck on part of NE 3-106-15-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 1.84 hectares (4.54 acres) in size.
2. All outstanding taxes shall be paid in full prior to registration of title.
3. Applicant/developer shall enter into a Developer's Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a. Provision of access to the subdivision and the balance of the lands in accordance with and Mackenzie County standards and at the developer's expense.
 - b. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.
 - c. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - d. No development shall be allowed on the northerly and southerly lots created by this subdivision until such time as each lot is developed into hamlet country residential sized lots and the subdivision of the same is registered.
 - e. All offsite levies for the north and south lots created by this subdivision shall be included in

a future development agreement when these lots are subdivided into hamlet sized lots.

- f. In the absence of an agreement for the payment of an off-site levy, where an owner of land proposes to construct a development, the payment of such levy shall be made prior to the issuance of a development permit.
- g. Provision of a 6 meter public utility lane to the east of the west property line of the existing parcel being described as Plan 052 0560, Block 5, Lot 9.
- h. The Developers Agreement for this subdivision shall be registered as a caveat on the land title.
- i. Provision of utility right-of-way as required by Northern Lights Gas Co-op.
- j. Subdivision must meet ATCO Electric's conditions as follows:
 - I. Provision of utility right-of-way as required by ATCO Electric, extending to an alignment 7.5 meters on either side of the power line center line along the south and east boundary.
 - II. There must be 6.1 meters clearance from all buildings, trees, and materials to the power line. The existing and any future power line route will require maintenance of a cleared right-of-way to ground level and to a minimum width of 6.1 meters on either side of the line route. Therefore the owner should be made aware of the potential for brushing along the existing and possible future power line alignment.
 - III. The landowner/developer is cautioned not to plant trees which may

subsequently grow into the power line right-of-way.

- IV. Buildings or equipment should not be located within 5.0 meters of the power line.

CARRIED

8. MISCELLANEOUS ITEMS

a) Visions and Issues Paper

The Visions and Issues paper was received as information.

b) Land-use Framework Workbook Summary Report – Information

The Land-use Framework Workbook Summary Report was received as information.

c) Land-use Framework Workbook Survey Results – Information

The Land-use Framework Workbook Survey Results was received as information.

d) Alberta Sustainable Resource Development Letter – Information

The Alberta Sustainable Resource Development letter was received as information.

e) Action List

The Action List of October 23rd was reviewed by the Municipal Planning Commission.

9. IN CAMERA

There are no In Camera items to discuss.

10. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- Tuesday, November 27, 2007 at 10:00 a.m. in Fort Vermilion
- Monday, December 10, 2007 at 9:00 a.m. in La Crete

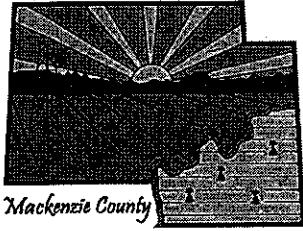
11. ADJOURNMENT

MOTION 07-334 **MOVED** by Jack Eccles

That the meeting be adjourned at 11:59 a.m.

CARRIED

These minutes were adopted this 27th day of November 2007.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	William Kostiw, Chief Administrative Officer
Title:	CAO & Director Reports

BACKGROUND / PROPOSAL:

See attached Director reports.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Director of Corporate Services, Director of Environmental Services, Director of Planning & Emergency Services, Planning Supervisor, and the Chief Administrative Officer reports be accepted for information.

Author: W. Kostiw

Reviewed By: _____

CAO

To: William (Bill) Kostiw, Chief Administrative Officer
From: Joulia Whittleton, Director of Corporate Services

Page 1

Attended the following meetings:

November 13 – Regular Council Meeting
November 14 – Council Budget Meeting
November 19-22 – AAMD&C conference
November 19 – meeting with the Zama Multi-Use Building architect
November 27 – TCA finance staff meeting
November 28 – Finance Committee meeting
November 28 – Regular Council meeting
November 29 – interviews for Public Works Administrative Officer – Fort Vermilion
November 30 – Fort Vermilion FCSS meeting with Carla Paul and Amber Smith
December 4 – Manager’s meeting
December 5 – AB Employment and Immigration
December 5 – met with the FV School representative with respect to the RAP application from last fall (was not completed by the County)
December 6 – Planning & Development – training session for the corporate services department employees

Personnel update:

No changes to report

Administration, projects and activities:

⇒ 2008 Operating and Capital Budgets

The department is working on preparing the December 17 and 18 budget package. We received some additional requests for capital and operating budget additions.

⇒ Hamlet boundaries

A request was sent to Municipal Affairs with respect to the affects of a hamlet boundary change on an electoral boundary and the process of registering the new boundary for the federal or municipal census purposes. I made a follow-up call on December 5, 2007 to Terry Brown (this contact name was given by the new Assistant Deputy Minister Michael J. Merritt). Terry and I went through the Orders in Council 757/94, 264/99 and 54/01. O.C. 54/2001 states that 2/3 vote is required for “changing the number of councilors, the boundaries of wards or the method of selecting any chief elected official subsequent to the first chief elected official”. The wards of the municipality described in Schedule 2 (O.C. 54/2001). Ward Three is described as “in Range 15, all those portions lying within the boundary of the Hamlet of La Crete”. As long as the County’s Council passed a bylaw that met the 2/3 voting requirement, the new Hamlet of La Crete

To: William (Bill) Kostiw, Chief Administrative Officer
From: Joulia Whittleton, Director of Corporate Services

Page 2

electoral boundary will be that established by the passed bylaw.

As for the federal census, the municipality could simply provide a map, showing correct boundaries, to Census Canada to make sure the population within the new boundary has been taken into consideration (before start of the census).

⇒ Registered Apprenticeship Program (RAP)

We will be sending a letter to the Fort Vermilion School Division Board of Trustees informing them of Council's decision to participate in the RAP program. We will be sending a poster to all local public schools inviting interested students to apply through their schools' respective Career Councilors for the upcoming spring semester. Two RAP positions will be offered: one at the Fort Vermilion shop and one at the La Crete shop. The County's Mechanics and the school's Career Councilors will be involved in the selection process if more than one student applies for each area.

⇒ Zama land acquisition

1. A letter will be sent by Friday, December 7, with respect to purchasing the lands as per the 1998 Priority Land Sale 970083 application. AB SRD, Land Division, is requesting that this letter must address the following:

- 1) reasons for continuing the application after 11 years of no activity;
- 2) review and state what the land is required for.

2. I have been discussing the additional land acquisition with Gail Tucker, SRD. I have a map showing the boundary of a consultive notation (CNT) put on the land by the provincial government as possible expansion for Zama. We are looking at acquiring over 12 quarters of land (if we use this map).

According to the application requirements, we must include the following:

- 1) an accurate plan or sketch showing location by quarter section; acreage and dimensions of applied area (should be no problem);
- 2) a detailed site layout of the proposed development (may be a little more challenging);
- 3) written description of the proposed development;
- 4) written consent(s) for the occupant(s) if the application conflicts with existing dispositions (could potentially be very time consuming and may include negotiations with First Nations).

I am trying to acquire the existing dispositions information (SRD may be able to provide this to us; if not, we would have to purchase this info through a business in Calgary). I also reviewed our 1998 file. It appears that the County had hired a land consultant back in 1998 to assist with the PLS 970083 (REMCO). It would be a huge task to obtain the

To: William (Bill) Kostiw, Chief Administrative Officer
From: Joulia Whittleton, Director of Corporate Services

Page 3

written consents, and at this time, I am not sure what time commitment would be required for this exercise. If the County chooses to involve outside assistance, we would have to go through a tendering process (potentially an expensive project). We should involve an engineering firm, or at least ask an engineering firm to look at the LiDar images (if the images go that far outside of the current Zama boundary) of these 12 or so quarters – there is a possibility that not all lands are suitable for urban development. This subject may deserve further discussion and direction by Council.

⇒ 2007 Audit Plan

The 2007 draft audit plan was distributed to, and reviewed by the Finance Committee members at their November 28 meeting. The final copy will be distributed to all Councilors at the December 11th meeting for information.

⇒ Assessment Audit

Ron Bennett of Municipal Affairs is currently performing an audit of our assessment. Randy Affolder and our employees are providing various information as requested. Ron will be in our area the week of December 17th to do some inspections. Ron may stop by to meet Councilors during our budget meetings.

⇒ Alberta Employment, Immigration and Industry

John, Carol and I met with four representatives. The closure of the Footner Forest Products and affects of it on the community was the main topic. We discussed having a session in La Crete involving the AB Employment work force adjustment team (possibly coordinated with Service Canada – employment insurance information). The County could co-facilitate the session. This session would provide information and resources with respect to stress management, looking at career options, credit council services, etc. We discussed having this session prior to Xmas. There is a similar session being organized by Footner Forest Products in High Level.

Another point of discussion was a possibility of engaging with AB Employment in a Labor Market Partnership program (concentrating on maximizing our local resources). Rita Caverhill, NW Region Assistant Area Manager, will be forwarding the program information to us for distribution to Council and is willing to attend the January 8 Council meeting to discuss this program.

Respectfully submitted,



Joulia Whittleton

Assessment Bulletin

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IB Bulletin No. 07-05
November 2007

2007 Alberta Assessment Quality Minister's Guidelines and the Recording and Reporting Information for the Assessment Audit and Equalized Assessment Manual

The Minister of Municipal Affairs and Housing has approved Ministerial Order (MO) No. L:248/07, dated November 7, 2007. This MO establishes the 2007 Alberta Assessment Quality Minister's Guidelines, and the Recording and Reporting Information for the Assessment Audit and Equalized Assessment Manual (attendant manual). This MO is effective for the 2008 and subsequent tax years.

The 2007 Alberta Assessment Quality Minister's Guidelines has been updated to reflect:

- Reporting assessment roll corrections or changes within a specified time period from the end of tax year the assessment roll is in effect, or from the final expiry date to appeal a decision, and
- Clarification of the information used to prepare equalized assessments.

The Recording and Reporting Information for the Assessment Audit and Equalized Assessment Manual includes updated auditing and equalization reporting requirements, as follows:

- A reporting standard for reporting sales
- A guideline for time adjustments in price for sales
- Information and examples for reporting assessment information in a community revitalization levy area, and
- A list of tax exemption codes relating to the City of Lloydminster.

The MO, the guidelines, and the manual are available on the Municipal Affairs and Housing website at http://www.municipalaffairs.gov.ab.ca/mc_property_assessment_and_taxation_legislation.cfm. A concordance table is also available on the website to assist in identifying the specific amendments.

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Alberta
Municipal Affairs
and Housing

2007 Minister's Guidelines for regulated property assessment Summary of assessment updates

The following changes are included in the 2007 Minister's Guidelines for the assessment of linear property, machinery and equipment, and railway property. These changes bring the updated assessment rates, models and depreciation factors for these properties into effect for the 2007 assessment year (i.e., the 2008 tax year).

These guidelines do not reflect cost changes from 2006 to 2007. Later this year, an amendment to these guidelines will provide the appropriate cost update factors and adjustments to the electric power generation depreciation tables.

⇒ UPDATES TO THE ASSESSMENT RATES

The new assessment rates in the 2007 Minister's Guidelines reflect changes that have occurred in construction technologies and standards since the last rate update of the 1990s.

The new rates are based on 2005 costs of construction. Property assessments will be adjusted to 2007 levels through the use of the 2007 assessment year modifiers that will be developed and implemented later this year through a Ministerial Order that amends the guidelines accordingly.

⇒ UPDATES TO THE ASSESSMENT MODELS AND DEPRECIATION FACTORS

The 2007 Minister's Guidelines include the following updates to the assessment models and depreciation factors for regulated industrial property. *The italics denote adjustments that have been made in the assessment updates in response to feedback provided in the summer of 2006 by companies and municipalities.*

For pipeline property, the updated assessment model:

- uses the actual outside diameter of the pipe in calculating a pipeline's assessment, and increases the number of pressure ranges that are set out for the assessment of steel pipe from two to five
- increases the allowance for fixed-and-immediate depreciation from 25 to 33 percent.

For well property, the updated assessment model:

- uses "shoe set depth" (the total length of the well's pipe) as the measure of a well's depth for assessment purposes, with the following exceptions:
 - A well that is *permanently* plugged during well-drilling activity, and not in use below the plug, will be measured only to the depth of the plug.

- *A well that contains a non-permanent plug (a bridge plug) will be measured and assessed at full rates to the depth of the plug, and the length of pipe between the plug and shoe set depth will be assessed at 10 percent.*
- *A well will be measured to the full depth of the well hole if there is no information on its shoe set depth or plug-back depth in the records of the Alberta Energy and Utilities Board.*
- *increases the net assessed value of land used for well sites from \$1,460 to \$5,000, with the exception of pad sites serving multiple wells (which will continue to be assessed at \$1,460 per well)*
- *increases the allowance for fixed-and-immediate depreciation from 25 to 33 percent.*

For electric power systems, the updated assessment model:

- *uses different assessment rates for underground and overhead power lines, and uses different assessment rates for urban and rural power distribution systems*
- *assesses street lighting systems through the use of two rates (one for poles and one for lights), rather than a single rate (for poles)*
- *assesses power distribution services to oil and gas field facilities on the basis of the cost of the equipment required to provide power to the facility (rather than by using the same rate in all instances)*
- *allows depreciation rates to vary according to the age of each electric power system. The new company rates will be phased in over three years by:*
 - *increasing the fixed-and-immediate depreciation to the company rate in 2007 if the company rate is 40 percent or less, and increasing the depreciation to 40 percent in 2007 if the company rate is over 40 percent*
 - *increasing the fixed-and-immediate depreciation to the company rate in 2008 if the company rate is between 40 and 50 percent, and increasing the depreciation to 50 percent in 2008 if the company rate is over 50 percent, and*
 - *increasing the fixed-and-immediate depreciation to the company rate in 2009 if the company rate is over 50 percent.*
- *allows additional depreciation for 0-56 kVa (kilo Volt amperage) lines that provide service to residential and small commercial distribution systems in rural areas.*

For telecommunications systems, the updated assessment model:

- *uses regulated rates to assess most components of telecommunication carrier systems (telephone and related systems) — see the notes on the following page on the newly regulated components.*
- *uses regulated rates to assess more components of cable distribution systems (cable television and related systems) — see the notes on the following page on the newly regulated components.*
- *increases the allowance for fixed-and-immediate depreciation from 25 percent to 40 percent. This increase will be phased in over two years: to 35 percent in 2007 and to 40 percent in 2008.*

For light oilfield machinery and equipment, there are no changes to the assessment model except for the update of the base cost rates to reflect construction cost changes within the oilfield industry and for providing values for more machinery and equipment typically found in gas plants and on oil battery sites — see the notes below on the newly regulated components.

For railway property, the updated assessment model:

- increases the assessed value of railway land from \$416 to \$1,296 per acre
- excludes the costs of rural fencing from the assessment process, and updates the cost of urban fencing.

⇒ NOTES

Telecommunications systems

In previous years, regulated rates were used to assess only small portions of telecommunications networks — namely, some components of cable distribution systems, such as trunk lines, distribution lines and service drops. Other parts of cable systems, and all parts of carrier systems, were assessed on the basis of information that companies reported annually on their construction costs.

The 2007 Minister's Guidelines include regulated rates for several more components of telecommunications systems. These components include, for example, fibre optic cable and cable hookups (for cable systems) and telephone lines, poles, switching devices, and cell phone facilities on buildings and towers (for carrier systems).

Municipal and industry representatives expressed support for the expanded use of regulated rates during the industrial assessment rate review. The new rates and their related property components are set out in tables 3.01 (for cable distribution) and 3.04 (for carriers) in the linear property assessment guidelines.

It is not feasible to develop regulated rates for some parts of telecommunications networks, such as equipment that is specific or unique to individual companies. Those components that are not assessed through the use of regulated rates will continue to be assessed on the basis of cost data provided by companies.

Light oilfield machinery and equipment

In updating the regulated rates for the 2007 Minister's Guidelines, a number of new property classifications (and related rates) have been added for the various types of tanks, flare stacks and other equipment in gas plants and on oil battery sites. The previous guidelines included rates for only a few types of tanks and flare stacks.



Partners in Advocacy & Business

MEMBER BULLETIN

November 30, 2007

Committee Opportunity: Municipal-Aboriginal Relationships Action Forum

The AAMDC is seeking an elected official to participate as the member-at-large on the Municipal-Aboriginal Relationships Action Forum (MARAF). This working group resulted from the *AAMDC-AUMA Advisory Committee on Aboriginal Issues Final Report* and is focused on incorporating the report's recommendations into a meaningful go-forward initiative. To review the report click [here](#) or visit the AAMDC website at www.aamdc.com and go to Advocacy > Reports and click on Report Archive.

Aboriginal communities and municipal governments have different governance structures and styles. By building relationships, municipal governments and Aboriginal communities can learn about their respective governing authorities and governance practices. They can work together to identify and capitalize on economic opportunities, take advantage of a growing Aboriginal workforce, coordinate planning and service delivery, and improve programming for Aboriginal people living within municipalities.

If participation on this committee is of interest to you, please forward a brief email outlining your familiarity with the issues to Michelle Hay at michelle@aamdc.com. Please note that any per diems associated with participation in this task force will be borne by the respective municipalities. However, the AAMDC will cover expenses (i.e. travel, accommodations and food).

Enquiries may be directed to:

Michelle Hay, AAMDC
Advocacy and Resolutions Coordinator
(780) 955.4085

Dawn Bailey, AAMDC
Communications and Web Coordinator
(780) 955.4075

Committee Terms of Reference Attached

AAMDC-AUMA Aboriginal Relationships Working Group Terms of Reference

Mandate and Objectives

In cooperation with the Province of Alberta and representatives of Aboriginal communities, the working group will:

- Develop strategies and resource materials to help municipalities and Aboriginal communities develop more effective working relationships
- Determine how to foster closer partnerships in economic development and social policy
- Facilitate partnerships around mutual interest and mutual gain
- Facilitate a reciprocal understanding of Aboriginal peoples and municipalities
- Catalogue existing resources and develop new resources for engagement
- Outline social and cultural protocols for positive interactions

Reporting Structure

A) Updates, requests for decision and recommended actions from this working group will be routed to the AAMDC Board of Directors.

B) Updates, requests for decision and recommended actions from this working group will be routed to the AUMA Standing Committee on Municipal Governance and subsequently to the AUMA Board of Directors.

Representation:

The working group comprises the following:

- AUMA Board Member – Director Diane Colley-Urquhart or
- AUMA Board Member Len Bracko
- AUMA Member at Large – Mayor Glenn Taylor, Town of Hinton
- AAMDC Board Member – Vice President Carolyn Kolebaba
- AAMDC Member at Large – Councillor Shirley Reinhart, Wheatland County
- Métis Settlements of Alberta- Alden Armstrong
- Treaty Chiefs (TBD)
- Alberta Association of Friendship Centers (Invited)

Strategic Partners

- Alberta Aboriginal Affairs & Northern Development – John McDonough, Executive Director or designate
- Alberta Municipal Affairs- Ivan Moore, ADM (Public Safety Division)
- Alberta Municipal Affairs- Jeff Pearson, Coordinator of Strategic Issues
- Indian and Northern Affairs (TBD)

Other strategic partners, including representatives from Aboriginal communities and groups, will be engaged in the consultation process on an as-needed basis.

Chairperson

1 AUMA representative and 1 AAMDC Representative shall serve as co-chairs for the working group.

Co Chairs will be chosen by peer review at the 1st official meeting of the Working Group

Meeting Schedule

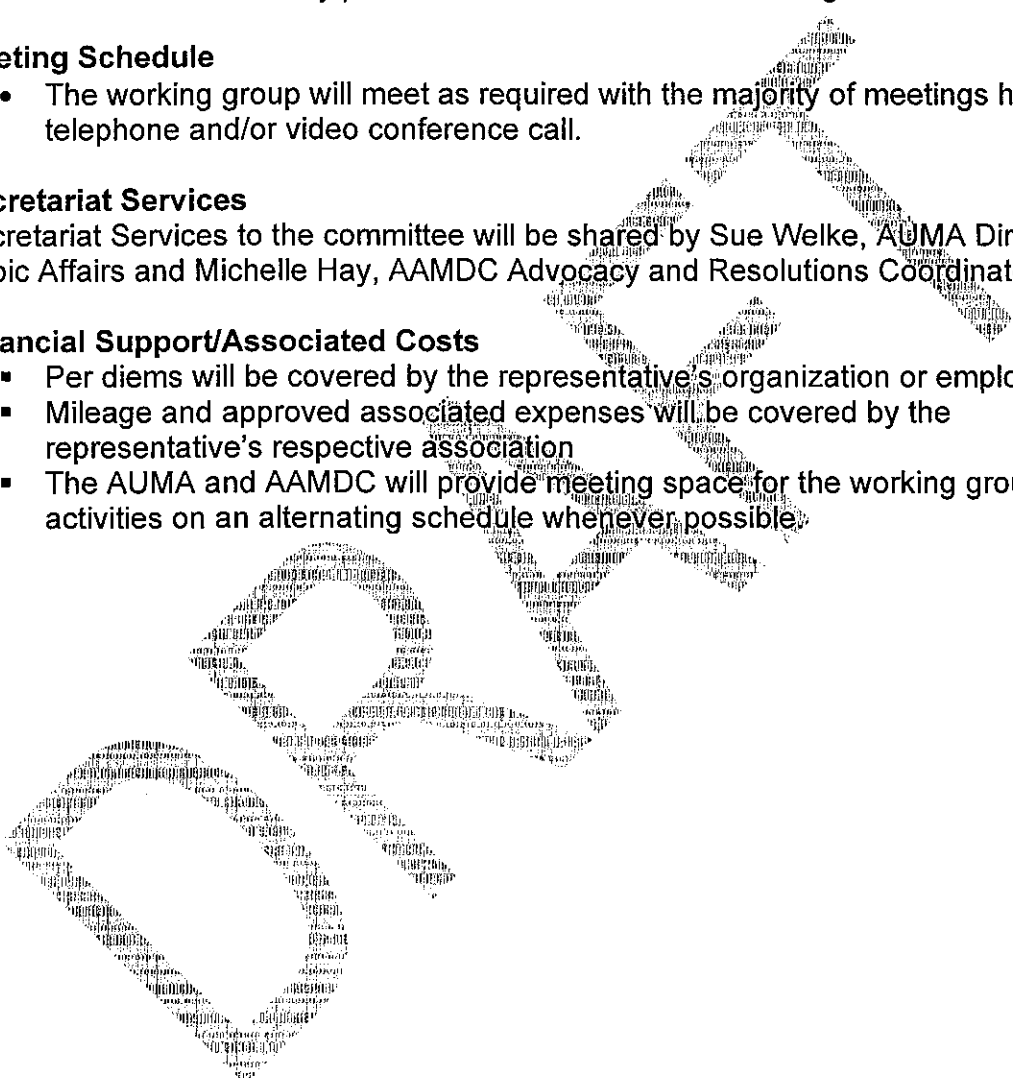
- The working group will meet as required with the majority of meetings held via telephone and/or video conference call.

Secretariat Services

Secretariat Services to the committee will be shared by Sue Welke, AUMA Director of Public Affairs and Michelle Hay, AAMDC Advocacy and Resolutions Coordinator.

Financial Support/Associated Costs

- Per diems will be covered by the representative's organization or employer
- Mileage and approved associated expenses will be covered by the representative's respective association
- The AUMA and AAMDC will provide meeting space for the working group's activities on an alternating schedule whenever possible.



Director of Environmental Services Report For December 11, 2007 Regular Council Meeting

Utilities

- Attended construction meetings for the upgrade projects in Zama which are currently under way.(minutes attached)
- The Zama raw water line should be complete by the middle of January with the exception of testing which will be done when the water plant and wells are tied in.
- Performed an evaluation for the Zama operator
- Attended the AAMD&C conference in Edmonton.
- Attended an emergency loggers meeting in the evening of Nov 27th.
- Scheduled a meeting for Wolf lake water point on Dec 10th
- Attended a meeting with Alberta Employment, Immigration and Industry on Dec 5th.

Parks/Playgrounds and Facilities:

- Pursuing the Hutch lake campground site.(see attachment)
- Performing continuous maintenance on County facilities.
- Scheduling a meeting for the Parks and Recreation Committee in Jan sometime.
- Currently working on options for the La Crete office building (meeting scheduled for Dec 20/07 1:00 pm La Crete)
- The La Crete golf course consortium approached the County with a proposition, according to the development agreement they need to supply permanent dust control from the north LC access to the golf course entrance, so the proposition is as such, If the County would contribute to the base prep of the road they are prepared to hot mix asphalt the road at their cost.(aerial attached)

Solid Waste:

- L&P Disposals was the successful low tender for the County's hauling of solid waste.
- Tenders will be opened at the December 11th meeting for Buffalo Head waste transfer station caretaking.

Attachments:

1. E-mail pertaining to Hutch Lake.
2. Minutes from Zama construction meetings.
3. Aerial for La Crete golf course proposal.

John Klassen
Manager of Utilities and Facilities
Mackenzie County



John Klassen

From: Ray Gibson [Ray.Gibson@gov.ab.ca]
Sent: Monday, December 03, 2007 9:15 AM
To: John Klassen
Cc: Wally Bailey; Gail Tucker; mjdriedger@meackenziecounty.com; Ken Zurfluh
Subject: RE: Hutch Lake Provincial Recreation Area
Follow Up Flag: Follow up
Flag Status: Red

Thanks you for your interest in Hutch Lake. As I likely mentioned we have deregulated the Hutch Lake Provincial Recreation Area. This likely means that the final agreement for the Hutch Lake Campground will be with Sustainable Resource Development. The day use area is presently under the control of Alberta Environment. My plan is to contact both departments to see what needs to be done to facilitate the transfer of the operation of Hutch Lake to McKenzie County and bring everyone together to meet with the county.

We are in the process of opening an office in High Level and will have a permanent Conservation Officer in High Level. While the process of opening this office has been slow I am optimistic that we will have someone in place by February, 2008. I would like to wait until February to work on the Machesis Lake Agreement.

Thanks again.

Ray Gibson
District Team Leader
Peace River District
Alberta Tourism, Parks, Recreation and Culture
Provincial Parks
Phone: 780/624-6486
Cell: 780/618-8864
Fax: 780/624-6455

From: John Klassen [mailto:jklassen@mackenziecounty.com]
Sent: Tuesday, November 27, 2007 11:14 AM
To: Ray Gibson
Cc: Mary Jane Driedger
Subject: RE: Hutch Lake Provincial Recreation Area

Ray, yes it went to Council and we will pursue the operation of Hutch Lake campground as well as the day use area, and yes we should meet sooner than later to discuss the County's options for both areas and to renew the Machesis Lake agreement.

If there is any information or direction for the Hutch Lake day use area that you could assist the County with it would be greatly appreciated.

Thanks.

John Klassen
Director of Environmental Services
Mackenzie County
P.H. (780) 928-3983
Cell (780) 841-1680
Fax (780) 928-3636

From: Ray Gibson [mailto:Ray.Gibson@gov.ab.ca]
Sent: Wednesday, October 31, 2007 2:58 PM
To: John Klassen
Subject: Hutch Lake Provincial Recreation Area

We spoke in late September regarding the possibility of Mackenzie County taking over the operation of the Hutch Lake Provincial Recreation Area. I believe that you were taking this matter to Council. I was wondering if Hutch Lake went to Council and if it did the results of any discussion.

As I discussed in our telephone call the agreement for the Machesis Lake Provincial Recreation Area is expiring on April 30, 2008. I suggest that we meet in February to establish a new agreement.

Thank you for your consideration of Hutch Lake and your involvement in Machesis.

Ray Gibson

District Team Leader

Peace River District

Alberta Tourism, Parks, Recreation and Culture

Provincial Parks

Phone: 780/624-6486

Cell: 780/618-8864

Fax: 780/624-6455

Project No: 12411 C01
 Meeting Date: November 29, 2007
 Meeting Time: 3:00 PM
 Meeting No: 02
 Written By: Deon H.J. Wilner

Project: Hamlet of Zama - Water Supply System Upgrading
Contract #1 - New Water Treatment Plant
Client: Mackenzie County
Location: ISL Field Office - Zama
Purpose: Project Progress Meeting 01
In Attendance: John Klassen - Mackenzie County
Lyman Zollinger - Nason
Bill Maggs - Nason
Distribution: All present

Taylor Green - Nason
 Dave Jenkins - Nason
 Mehrdad Panahi - ISL
 Deon Wilner - ISL
 Bill Kostiw - Mackenzie County
 Dave Crichton - Mackenzie County

The subjects discussed and decisions reached are summarized in the following record. Please notify the author of any errors or omissions. If no comments are received within 7 days this record is considered correct.

Item	Description	Action By
1.	<p><u>Safety</u></p> <p>[Nov 29] No incidents or accidents to report.</p> <p>[Nov 29] Nason has stated that they will conducting Toolbox Safety Talks weekly on a Wednesday at 10:15 AM, Mehrdad from ISL will attend these meetings. Safety Talks will also be held at any time that the type of work on site changes.</p>	
2.	<p><u>Progress Since Inception</u></p> <p>[Nov 29] The following work has been completed since work commenced on site:</p> <ul style="list-style-type: none"> ◇ Shop drawing process has commenced ◇ Radio path study completed by subcontractor, Nason is awaiting report ◇ Clearing and grubbing at the water treatment and well site ◇ Excavated for the water treatment plant ◇ Placed concrete for the mudslab in the bottom of the excavation ◇ Reinforcing for base slab is approximately 70% complete 	
3.	<p><u>Anticipated Progress for the Next Three Weeks</u></p> <p>[Nov 29] Nason expects the following progress in the next three weeks:</p> <ul style="list-style-type: none"> ◇ Complete base slab reinforcing by Saturday ◇ Weather permitting the first half of the base slab will be placed next Wednesday, December 5, 2007 ◇ The second half will be placed a week later, weather permitting 	

Project No: 12411 C01
Meeting Date: November 29, 2007
Meeting No: 02

◊ Work on the reservoir walls will commence in the new year.

4. Coordination

[Nov 29] Nason will start discussions and coordination with ATCO Electric for the new power supply to the site. Nason will only be able to carry this so far before the County will need to continue the coordination and agree to the contractual terms from ATCO.

Nason

[Nov 29] Nason will work with and coordinate with AGTL any works at the southwest corner of the water treatment plant site when AGTL is directional drilling.

Nason

[Nov 29] Nason will review the existing natural gas service to the water treatment plant site. If it is found that the present service is capable of serving both the existing facility and the new construction (construction space heaters, etc.), Nason will approach the County use this service. The County and ISL will establish what the traditional energy consumption is during the winter period, and Nason contracting will be charged for the amount of energy used above the established norm.

Nason

5. Quality Assurance/Materials Testing

[Nov 29] Nason has coordinated with J.R. Paine and Associates (Peace River) for concrete testing. Nason will coordinate and schedule the concrete testing and ISL will oversee and be invoiced by J.R. Paine for the testing.

ISL
Nason

6. Changes in the Work

[Nov 29] Nason has researched and are proposing to use AG-Tuff PVC Liner Panel as the inside cladding for the water treatment plant. This is in lieu of the gypsum board specified in the design. This material is felt to be more robust and resilient than what was specified Nason had on a previous occasion stated that this would be a no cost change. Nason is to confirm pricing. ISL and Mackenzie County has approved this change at the meeting, subject to a cost report.

Nason

[Nov 29] The area cleared at the water treatment plant site is larger than originally shown on the design. The decision to clear the larger area was agreed to by Mackenzie County in order to create a larger and more suitable area for Nason to work in. The original clearing limits would have significantly hampered construction. As less clearing was needed to be done (already done when the wells were drilled) at the well site and more at the water treatment plant site, the total cleared area for the two sites has increased from 3,000 m² to 3,750 m². This additional work will be paid for from contingency.

Nason
ISL

Project No: 12411 C01
Meeting Date: November 29, 2007
Meeting No: 02

7. Monthly Progress Draw

[Nov 29] The progress draw for November 2007 was discussed and agreed upon at the meeting. Nason will prepare the necessary documentation and forward to ISL for processing.

Nason
ISL

8. Request for Information

[Nov 29] No request was made.

9. Other Business

[Nov 29] No other business was discussed.

10. Next Meeting

[Nov 29] The next meeting is scheduled for Wednesday, December 19, 2007 at 3:00 PM at the ISL Field Office in Zama. Nason's staff are unable to attend and will be on conference call.

All

Project No: 12411 C02
 Meeting Date: November 29, 2007
 Meeting Time: 10:00 AM
 Meeting No: 04
 Written By: Deon Wilner

Project: Hamlet of Zama - Water Supply System Upgrading
 Contract #2 - Raw Water Supply Line
 Client: Mackenzie County
 Location: ISL Field Office - Zama
 Purpose: Project Progress Meeting 03
 In Attendance: John Klassen - Mackenzie County
 Mehrdad Panahi - ISL
 Distribution: All Present

Marc Gravel - AGTL
 Deon Wilner - ISL
 Bill Kostiw - Mackenzie County
 Dave Crichton - Mackenzie County

The subjects discussed and decisions reached are summarized in the following record. Please notify the author of any errors or omissions. If no comments are received within 7 days this record is considered correct.

Item	Description	Action By
1.	<p>Safety</p> <p>[Nov 29] AGTL has forwarded copies of the toolbox safety meetings of November 7, 14, and 28, attached. The November 7 meeting was attended by both Deon and Mehrdad. The other two meetings were attended by Mehrdad.</p> <p>[Nov 29] AGTL has expressed concern regarding some motorists not obeying the construction signs and speeding past the various jobsites. AGTL personnel when possible do signal motorists to slow down.</p> <p>[Nov 29] AGTL to forward the accident report to ISL. [REDACTED] AGTL has reported one accident. A person accidentally stabbed himself in the hand with a knife. AGTL has completed an accident report and will forward a copy of the report to ISL electronically (PDF).</p> <p>[Nov 29] AGTL to forward the accident report to ISL. [REDACTED] AGTL has reported one incident. Apache has destroyed a beaver dam to the west of Zama. Water from the beaver dam rushed down the roadway ditch and partially flooded AGTL's fusing operation. Equipment has been damaged and materials (pipe) moved during the flooding. AGTL has prepared an incident report and will forward a copy to ISL electronically (PDF).</p>	<p>AGTL</p> <p>AGTL</p>
2.	<p>Progress Since Last Meeting</p> <p>[Nov 29] AGTL has reported that the following work has been completed since work commenced:</p> <ul style="list-style-type: none"> Pipe installed (± 4,295 m) 	

Project No: 12411 C02
Meeting Date: November 29, 2007
Meeting No: 04

- o 0+385 to 4+710 (approx. 4,325 m)
 - Less a 30 m strip at 0+830 (crossing to be completed)
 - And a few tie-ins where sections of pipe need to be spliced
- Valves installed at 1+345, 2+197, and 3+615
- Blind flange installed at 0+385

[Nov 29] AGTL provided drill logs on November 28, 2007 (0+385 to 4+710). ISL has stated that work done and being claimed for on the next progress draw will not be paid for unless the drill logs have been received. [Nov 14] AGTL has not yet provided any drill logs to ISL. This is to be done as soon as possible. [Nov 9] AGTL is to convert (scan to PDF) all drill logs completed to date and e-mail to ISL, Deon and Mehrdad. Daily drill logs are to be forwarded to ISL weekly in PDF format.

AGTL

3. Anticipated Progress in the Next Two Weeks

[Nov 29] AGTL (if all goes well) expects to have all directional drilling done by December 5, 2007, the start of their next turn around. Realistically it may be December 14, 2007 before the directional drilling is done. All isolation valves are expected to be installed by mid-December.

[Nov 29] AGTL presently has two air release valves on site, and four more on order. Two air release valves will be installed by mid-December.

4. Coordination

[Nov 29] AGTL was intending to cross the TransCanada pipe tomorrow, but the crossing agreement was only received today and it will take time for TransCanada's field staff to come and confirm the location. AGTL will coordinate. [Nov 22] AGTL has indicated that they should be crossing the Trans Canada pipeline right-of-way on Wednesday, November 21, 2007. There is currently no crossing agreement in place. The prior consultant has made application for this agreement after it was discovered that it was not done during the design/tender stage. ISL has seen the agreement that was sent to Scott Lands (we believe the agent for Trans Canada) to be signed by Trans Canada. ISL has contacted Scott Lands on this matter through our contact on another project in which Scott Lands is a sub-consultant to ISL to help expedite the matter. ISL will keep following up on this matter.

AGTL

[Nov 29] ISL will have DCL Siemens start preparation of this crossing agreement. [Nov 14] A gas line has been staked out by Maltais Geomatics (representing Apache) immediately west of the existing water treatment plant site. This pipeline is directly above where the bends and tees are in the raw water piping, and there is no crossing agreement in place that we know of. The prior consultant has indicated that all drawings of the proposed pipeline alignment was sent to Apache for their review and at the time Apache did not indicate that there was a pipe in this location or that a

ISL

Project No: 12411 C02
Meeting Date: November 29, 2007
Meeting No: 04

crossing agreement was required. Subsequent to the meeting ISL has contacted Apache and met with them on site. Apache is aware of this line; it is abandoned, but must be treated as "hot". Wally Samson (780-683-8001) from Apache has on November 19, 2007 at 1:24 PM given a verbal go ahead to cross. ISL is to follow up with the necessary paperwork.

[Nov 29] AGTL will be working on the water treatment site shortly. All work on the site is to be coordinated with Chris Koloski (Mackenzie County WTP Operator) and Bill Maggs (Nason Contracting Site Superintendent).

AGTL

[Nov 29] AGTL and ISL had some further discussion on isolation valve and air release valve locations. AGTL has asked for some of the isolation valves to be moved somewhat to be in a more assessable area or in a clearing between the trees. AGTL has requested that ISL lay out the locations of the isolation valves and air release chambers.

5. Quality Assurance / Materials Testing

[Nov 29] ISL has asked that AGTL prepare a clear and concise record drawing set showing pipe location/depth and where it deviates from the original design, and isolation and air release valve locations. ISL will use this data along with a field survey to prepare the Record Drawings.

AGTL

[Nov 29] Pressure testing and confirmation of the pipe operation will be delayed until August/September 2008 until Nason Contracting has made the necessary tie-ins to the AGTL pipe and made the raw water pump station (at the wells) operational.

6. Changes in the Work

[Nov 29] Based on discussions between AGTL, Mackenzie County and ISL, air release valves will be located as follows to suit the local topography (see next paragraph).

- Approximately 1+325
- Approximately 1+675
- Approximately 2+210
- Approximately 3+700
- Approximately 6+650

AGTL is to field fit the air release valves in a location that is easy to locate and will not be easily damaged or hidden by weather (snow).

AGTL

[Nov 29] AGTL is to provide a price to provide a sturdy pressure treated wooden post and sign at each isolation and air release valve.

AGTL

[Nov 29] AGTL has very much followed the local topography throughout, keeping to a depth of between 3.5 and 3.7 m, and deeper in some locations. The air release valves

AGTL

Project No: 12411 C02
Meeting Date: November 29, 2007
Meeting No: 04

are being relocated to suit the local topography, and any additional valves will be installed by AGTL at no additional cost. ^[Nov 14] On Wednesday, November 7, 2007 Deon Wilner of ISL was reviewing the installation of the pipe at approximately Sta. 1+700. It was found that AGTL was maintaining a depth of cover equal to 3.5 and was installing the pipe with a constant slope as shown on the DCL Siemens drawings. As this area is relatively flat, except for the abrupt rise in topography at approximately Sta. 1+700, an additional air release valve will be required. The air release valve close by will be relocated and an additional air release installed east of this location, to be determined by ISL. AGTL is in agreement with this no cost change.

^[Nov 14] The gas line at the water treatment plant site was not known to AGTL. AGTL will need to locate (hydro vac) the line and may other unknown costs associated with this line. Any costs associated with a gas service is not part of this change. AGTL is to discuss any additional works with Mehrdad on site. AGTL is to keep accurate daily time and equipment logs for these works and have Mehrdad sign off on them daily.

AGTL

7. **Monthly Progress Draw**

^[Nov 29] AGTL with permission from Mackenzie County will be making its next progress draw based on work done until December 5, 2007. This coincides with their turn around.

8. **Request for Information**

^[Nov 29] No request made for clarification or information.

9. **Other Business**

^[Nov 29] AGTL plans to work to December 19, 2007 and travel back to Edmonton on December 20, 2007. ^[Nov 14] AGTL next turn around will be from Wednesday, December 5, 2007 and be back at work on Monday, December 10, 2007.

10. **Next Meeting**

^[Nov 29] The next meeting is scheduled for 1:00 PM on Wednesday, December 19, 2007 at the ISL Field Office in Zama.

All

Project No: 12411 C03
 Meeting Date: November 29, 2007
 Meeting Time: 1:00 PM
 Meeting No: 04
 Written By: Deon Wilner

Project: Hamlet of Zama - Wastewater Collection and Treatment System Upgrading
 Client: Mackenzie County
 Location: ISL Field Office - Zama
 Purpose: Project Progress Meeting 03
 In Attendance: John Klassen - Mackenzie County
 Mehrdad Panahi - ISL
 Distribution: All Present

Vill Driedger - Forest Trotter
 Deon Wilner - ISL

Bill Kostiw - Mackenzie County
 Dave Crichton - Mackenzie County

The subjects discussed and decisions reached are summarized in the following record. Please notify the author of any errors or omissions. If no comments are received within 7 days this record is considered correct.

Item	Description	Action By
1.	<p><u>Safety</u></p> <p>[Nov 29] Forest Trotter has reported another incident. This morning Vill Driedger lost control of his truck (partly due to intermittent mechanical problems) at the bottom of a hill just outside Zama and rolled the truck onto its side. Forest Trotter is to provide an incident report.</p> <p>[Nov 29] Toolbox safety meetings are being held each Tuesday at 7:00 AM. Mehrdad attended the meeting on November 27, 2007, minutes attached.</p> <p>[Nov 29] Forest Trotter provided the incident report, attached. Forest Trotter reported one incident, Vill Driedger had an eye related incident. Forest Trotter will provide a copy of the incident report to ISL.</p>	Forest T
2.	<p><u>Progress Since Last Meeting</u></p> <p>[Nov 29] Forest Trotter has stripped approximately 7,700 m³ of topsoil (peat) since the last meeting. ISL has not confirmed this value. They have also completed the drainage tie-in at the very east end of the job, i.e. the ditch is now draining towards the culvert at the road.</p>	
3.	<p><u>Anticipated Progress in the Next Two Weeks</u></p> <p>[Nov 29] Forest Trotter and ISL will try to ascertain the depth and variation of topsoil (peat) across the site by digging long slender strips perpendicular to the new berm locations and then place the peat back again to prevent the clay from freezing. Forest Trotter expects to start construction of the storage cell berm starting in the northwest</p>	Forest T

Project No: 12411 C03
Meeting Date: November 29, 2007
Meeting No: 04

corner and working eastward. They plan to only expose a small area at a time and work 24 hrs per day to keep the material from freezing. They expect to complete about 150 m of the berm in the next two weeks.

4. Coordination

[Nov 29] Nothing to report.

5. Quality Assurance / Materials Testing

[Nov 29] EXH will be doing the compaction testing. Material is to be placed in lifts no more than 200 mm (loose) and compacted. Testing frequency will be one (1) test per 1,500 m² per lift as recommended in the geotechnical report.

[Nov 29] ISL will be sending the samples to the EXH laboratory in Grande Prairie on Friday. [Nov 29] ISL has taken soil samples and will be forwarding these to the lab for analysis.

Forest T
ISL

ISL

6. Changes in the Work

[Nov 29] Nothing to report at this time.

7. Monthly Progress Draw

[Nov 29] Forest Trotter has stated that intend to only claim for the site clearing and grubbing and for five (5) hours of machine time for digging test pits in its November 2007 progress draw.

Forest T
ISL

8. Request for Information

[Nov 29] Forest Trotter has requested that ISL provide layout for the four inside corners of the borrow pit.

ISL

9. Other Business

[Nov 29] Nothing to report.

10. Next Meeting

[Nov 29] The next meeting is scheduled for 8:00 AM on Thursday, December 20, 2007 at the ISL Field Office in Zama.

All

GENERAL

GENERAL

10

10

Planning Supervisor's Report

December 11, 2007

Since my last report I have been busy with the following issues and/or events:

- November 1st - attended the Land Use Planning Technical Committee meeting. Using the maps provided by SRD that were presented to Council at the September 21st meeting and keeping Council's recommendations in mind, it was decided which quarter sections warranted a closer look. Once these areas were determined Sonya Raven, Public Lands, and David Moyles, Fish and Wildlife, reviewed each quarter section again to determine such issues as accessibility, water, slope, and wildlife issues.
- November 7th - attended the Land Use Planning Group meeting in High Level. Sonya Raven and David Moyles made a presentation at this meeting regarding their findings. The mills are concerned about possible loss of their annual allowable cut. SRD is now drafting a new map showing the quarter sections that are still being considered for agricultural purposes in the Blue Hills/Tompkins area.

The 1996 white/green zone exchange was discussed. SRD is adamant that there was no agreement to exchange land acre for acre and I mentioned that it would not be an "exchange" if the County didn't receive anything in exchange. SRD then thought there was a misunderstanding between them and the County and thought that determining the highest and best use for all the land within the County would resolve this issue.

- November 8th – attended the La Crete Building Task Force meeting where Robert Bennett made a presentation regarding construction of a new office building in La Crete. John Macload also attended the meeting to discuss the proposed building.
 - November 9th to 21st I was on vacation.
 - November 27th – attended the MPC meeting in Fort Vermilion. Subdivision and development
 - December 5th – attended the Integrated Land Use Planning Committee meeting in High Level.
 - December 6th – provided basic training in Planning and Development for the Finance department.
- **Development Activity**
 - Received 302 development permits to date, compared to 328 development permits this time last year.
 - **Subdivision Activity**
 - Received 58 subdivision applications to date.

- ***Subdivision and Development Appeals***

- Received three subdivision appeals to date; two were heard by the SDAB and one by the MGB.

Respectfully submitted,



Eva Schmidt



Mackenzie County

Office of Mackenzie Regional Emergency Services
Box 708, La Crete, Alberta, T0H 2H0
Tel.: (780) 928-4993 Fax: (780) 928-4199 Cell.: (780) 841-1823
E-mail: jgabriel@mackenziecounty.com

Emergency Services – Operations Report November 2007

Statistics:

Fire/EMS Station	EHS Unit #	Monthly EMS Calls	YTD EMS Calls	YTD Fire Calls
La Crete	1491 / 1420	14	234	27 / 6*
Fort Vermilion	1685	8	130	22
High Level	1686	16	149	2
Zama	1684	3	26	4
Total Calls		41	539	59

Statistics based on submitted PCR's, Dispatch Protocols, and Fire Reports.

*La Crete Station 2 (Tompkins/Bluehills)

Staffing:

Recruiting for District 2 is complete (High Level and Zama).

One staff member in District 2 is near completion of his final practicum; four more members are in their second and final year.

One current La Crete Fire member has completed the didactic portion of his EMT program and is now on practicum in Edmonton. One temporarily registered EMT is scheduled to write the provincial exam in February.

Ambulance Units:

Ambulance units 1684 and 1491 passed the Emergency Health Services bi-annual inspections.

Administration:

Annual review of the MRES Operation Guidelines were completed, revised copies have been printed and sent to all stations.

"Protecting People and Property within Mackenzie County"

Nearing completion of draft Fire-Rescue Operation Guidelines for all County fire services.

Updated EMS and Fire response maps have been sent to the County and contracted Fire service providers for review and additional input.

Administration has been involved with Northern Lights Health regarding new upcoming infection control guidelines.

The Alberta Ambulance Association annual meeting was attended in Red Deer, the main focus of the meeting was regarding infection control due to the issues at the Vegerville Hospital.

Dispatch & Communications:

Administration has been in regular contact with the Director of Aeromedical, together we have worked out many concerns in a positive atmosphere.

Communications report was received from Glentel regarding the proposal to proceed with a modern digital system for the County. Glentel is planning on proceeding on January 8, 2008 which is fully compatible with the future Provincial Emergency Responder Radio Network.

Capital Projects:

Generators have been purchased and delivered to their respective Districts.

Still awaiting receipt of the Fluid/Medication pump from Northern Lights Health Authority.

Training and Education:

The Pediatric Education for Prehospital Professionals (PEPP) was instructed by our Training Officer at the MRES training room. Personnel from both Districts were in attendance.

Regular weekly EMS training is available every Tuesday evening at the MRES training room.

The Emergency Medical Responder program through NAIT is scheduled to be instructed starting December 10, 2007 for members of the fire service.

Building Repairs and Maintenance:

All EMS pass code locks were recently re-coded for consistencies throughout the districts and to ensure added security.

Public Awareness:

MRES, La Crete Fire-Rescue and the RCMP were involved in a joint hockey game against the La Crete Shinny Hockey League.

Meetings regarding the Provincial Stroke Strategy have been regularly attended with the Northern Lights Health Authority.

Articles have been submitted to the County Image.

Inventory / Medications:

Medication and supplies continue to be well organized.

Year end inventory of EMS medication and supplies are underway.

Medical Direction:

Monthly meetings with Medical Director, Dr. F. Van Netten, medical operations are running efficiently.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	John Klassen, Director of Environmental Services
Title:	Road Protection Agreement

BACKGROUND / PROPOSAL:

At the September 26, 2007 Council meeting, Council made the following motion on the agreement that was revised by the County's lawyers:

Motion 07-09-848

"That Mackenzie County accepts and implements the Road Protection Agreement as presented."


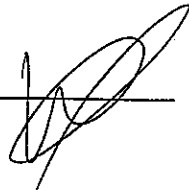
Administration has reviewed the agreement and made changes to reflect current Mackenzie County procedures.

OPTIONS & BENEFITS:

Changes are as follows:

- a. The second paragraph was shortened, as the information previously in place was added under section 1.
- b. Section 1 was changed to include the Road Protection Form.
- c. Section 4 - "per day" was removed to reflect an annual agreement.
- d. Section 18 - a security in the amount of \$5000.00 was inputted that can be waived by the County. This security would be used to cover any costs associated with repairs to roads that have deteriorated.
- e. Section 22 was changed to thirty (30) days.
- f. Section 24 - "page 1" was changed to "Road Protection Form".

Attached is the revised agreement and road protection form for review.

Author: Connie Friesen Review Date:  CAO 

75

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That Mackenzie County accepts the amended Road Protection Agreement as presented.

Author: Connie Friesen Review Date: _____ CAO _____

**Mackenzie County
ROAD PROTECTION AGREEMENT**

Agreement No. RPA-LC-07-00-____

This Agreement made this ____ day of _____ A.D. _____.

BETWEEN:

MACKENZIE COUNTY
(hereinafter referred to as "the County")

of the First Part

-and-

(hereinafter referred to as "the Company")

of the Second Part

WHEREAS the County has the direction, control and management of all roads within its municipality boundaries pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended and repealed and replaced from time to time;

AND WHEREAS the Company desires to transport _____ (description of the goods and materials) goods and materials "the Shipment" within the jurisdiction of the County.

From: _____
To: _____
Route: _____
_____ (hereinafter referred to as the "Route")

AND WHEREAS the County has agreed to such use on the terms and conditions as set out below;

NOW THEREFORE this Agreement witnesseth that in consideration of the terms and conditions hereinafter specified, the parties agree to as follows:

USE OF ROAD

1. Subject to the terms and conditions set out below, the Company may transport the Shipment as follows per day during the Term of the Agreement set out in the "Road Protection Form" during the term of the agreement. A road protection form must be completed and forwarded to the County office for approval under this agreement each time a new shipment and haul route is required.

Description: _____
Maximum Width per load: _____

Maximum Height per load: _____
 Maximum Weight per load: _____
 Maximum Weight per day: _____

TERM

2. The term of this Agreement shall commence on the ____ day of _____ A.D. 2007, and conclude on the ____ day of _____ A.D. 2007.

PRE AND POST HAUL INSPECTIONS

3. The County shall conduct a pre- and post-haul inspection of the Route to assess the condition of the Route and to determine the deterioration of the Route attributing to the Company. Both the pre- and post-haul inspections must be initiated by the Company. The County shall notify the Company of the date and time of the pre- and post-haul inspections and such inspections may be conducted in the presence of a representative of the Company upon the Company's request.

INCREASE IN ROAD USE

4. If the Company requires a temporary increase in the ~~per day~~ Shipment quantity or weight, as set out in Section 1, the Company shall make an application to the County forty-eight (48) hours in advance of the proposed increased haul. If the temporary exemption is granted, the County shall provide the commencement date and concluding date of the exemption in writing to the Company.
5. Prior to the commencement date of any exemption, the County may, at its sole discretion, undertake both pre- and post-haul inspections, with notice to the Company, and require the Company to conduct any remedial or preventative measures to the Route.

COVENANTS AND OBLIGATION OF THE COMPANY

6. In consideration of the permission hereby granted by the County, the Company covenants and agrees to the following:
- a. To pay for any and all damages which may result to roads, ditchways, culverts, bridges or other property on or adjacent to the Route, as determined by the County, acting reasonably;
 - b. To pay any and all expenses or out-of-pocket disbursements which may be incurred by the County in connection with the terms and conditions of this Agreement whether they be for inspection, escort, video taping, supervision, monitoring or whatsoever;
 - c. To provide dust control measures for a length of 200 meters on the Route where the Route passes in front of any residence. The dust control measures will be at the expense of the Company and will be performed up to the standards prescribed by the County;

- d. To provide daily clean-up of tracking material located on the Route;
- e. To confirm that no restrictions have been placed on the Route by the County prior to commencing any hauling for that day. If restrictions have been placed on any part of the Route, it is the responsibility of the Company to apply for an exemption of the restriction for a specified period of time. The County upon consideration of the application will confirm with the Company if they are exempted from the restrictions and the period for which the exemption will apply. This will include, but is not limited to, any axle loading restrictions or road bans that the County may, acting reasonably, place on the Route from time to time;
- f. To cease hauling operations if road damage is evident, during adverse weather conditions or at any time at the County's request, acting reasonably, and not to commence any further activities until the adverse weather conditions have passed or the Company has received notification from the County that they may recommence operations;
- g. To ensure that no tire chains are used on any of their equipment on paved or oiled roadways along the Route;
- h. To provide any special signing and traffic control persons as required by law to ensure the safety of others using the roads that comprise the Route; and
- i. To obtain and maintain all the necessary permits, licenses, approvals and authorizations and to comply with any restrictions or regulations as required by law, bylaw, regulation or policy.

INDEMNIFICATION BY THE COMPANY

- 7. The Company shall at all times and without limitation, indemnify and save harmless the County, its Councillors, directors, officers, employees, contractors, agents and representatives from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind which any of the County, its Councillors, directors, officers, employees, contractors, agents and representatives may sustain, pay or incur or which may be brought or made against all or any of them, whether or not incurred in connection with any action or other proceedings, claims or demands made by third parties, with respect to any occurrence, event, incident or matter cause by, and/or arising as a direct or indirect result of:
 - a. Any act or omission of the Company and/or any of those persons for whom the Company is responsible at law (including, without limitation, any of its employees or subcontractors), whether occasioned by negligence or otherwise;
 - b. The costs of repairs, clean-up or restoration paid by the County and any fines levied against the County or the Company; or

- c. Any breach, violation or non-performance of any representation, warranty, obligation, covenant, or condition in this Agreement set forth and contained on the part of the Company to be fulfilled, kept, observed or performed, as the case may be.

The provisions of this Section are in addition to and shall not prejudice any other rights of the County has at law or in equity. This Section shall survive the termination or expiry of this Agreement.

INSURANCE

8. Without in any way limiting the liability of the Company under this Agreement, the Company shall obtain and maintain in force during the Term of this Agreement the following insurance, all satisfactory to the County, acting reasonably;
 - a. standard automobile, bodily injury and property damage insurance providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS per occurrence, inclusive and in respect of any claim for the injury to or death of one of more persons or damage to or destruction of property;
 - b. a comprehensive general liability insurance policy providing coverage of at least FIVE MILLION (\$5,000,000.00) DOLLARS per occurrence, inclusive and in respect of any claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
 - i. non-owned automobiles;
 - ii. independent subcontractors;
 - iii. contractual liability including this Agreement;
 - iv. broad form property damage endorsement; and
 - v. environmental liability.
 - c. Workers' Compensation coverage for all employees, if any, engaged by the Company in accordance with the laws of the Province of Alberta;
 - d. employers' liability insurance respecting employees, if any, of the Company with limits of liability not less than TWO MILLION (\$2,000,000.00) DOLLARS per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Company; and
 - e. such other insurance as the County may from time to time reasonably require.
9. The Company shall ensure that all insurance coverage maintained by the Company in accordance with this Agreement shall name the County and any other party designated by the County as an additional named insured, contain a severability of interests or cross liability clause, and shall provide that no such insurance policy may be cancelled without the insurer providing no less than thirty (30) days' written notice of such cancellation to the County.
10. All liability insurance shall be maintained continuously until twelve (12) months after the conclusion date of this Agreement.
11. The Company shall, upon request of the County, furnish written documentation, satisfactory to the County, evidencing the required insurance coverage. The cost of all

the insurance required to be held by the Company as set forth herein shall be borne by the Company.

MAINTENANCE AND RESTORATION OF ROUTE

12. The Company accepts responsibility for all road damage caused as a result of its use. The Company further agrees to restore the roadways, road allowances, drainage ditches and bridges that comprise the Route to the condition they were in as of the commencement date of this Agreement.
13. As determined by any inspection of the Route contemplated pursuant to Section 3 above, the County, at its sole discretion and acting reasonably, shall determine what maintenance or restoration work, if any, is required of the Route to be completed by the Company, at the Company's sole expense. The restoration shall include maintenance of the road surface in a safe condition by adding surface material as well as restoration of the surface to an "as-found" condition prior to the expiry of this Agreement.
14. Such maintenance and restoration work to be undertaken at the Company's sole expense must be completed within thirty (30) days of the County providing notice of such repair and restoration and may be undertaken by the County at the Company's request or by a contractor, approved by the County, acting reasonably, hired by the Company.
15. If a grader and/or water truck, to be supplied at the expense of the Company, is required to maintain or restore the Route in good condition and provide dust control, any work performed by them must meet the standards so prescribed by the County.
16. The restoration as set out in Section 12 may include:
 - a. Surface and sub-base damage;
 - b. Road shoulder damage;
 - c. Road ditchway damage; and/or
 - d. Any other damage to infrastructure within the road right-of-way, including but not limited to signs, utility posts, drainage structures and any other property or infrastructure located along the Route.
17. The County may, but is not obligated to, perform any road maintenance and restoration it deems appropriate throughout the term of this Agreement to the Route based upon an inspection performed in accordance with Section 3 of this Agreement. The County may provide to the Company with an invoice and the Company agrees to pay within thirty (30) days of receipt any invoice for the work completed by the County that is attributable to the activities of the Company.

SECURITY

18. The Company will provide Security (bond, cheque, money order or irrevocable letter of credit) in the amount of FIVE THOUSAND (\$5000.00) DOLLARS, payable to the County on demand by the County, to exhibit commitment to the above set out conditions. The County may waive the requirement of Security prior to the commencement of the Agreement or at any time during the term of the Agreement. If Security is waived by the County, the Company agrees to provide Security at a later date upon written request by the County.

19. The County may invoke the provisions of Section 18 regarding Security, and cash or make demands as payee and beneficiary under the Security provided by the Company to the County pursuant to the requirements of this Agreement in the event that the County is of the opinion that:
- a. The Company by any act or omission is in default or breach of any term, condition or covenant of this Agreement;
 - b. The Company has been required to repair or restore any damage to the Route in accordance with the provisions of this Agreement and the Company has failed to undertake such repair or restoration or pay the costs and expenses of such repair and restoration within thirty (30) days after receipt from the County of an invoice; or
 - c. The Security to be provided by the Company to the County pursuant to this Agreement is due to expire within sixty (60) days and the Company has not deposited with the County a renewal or replacement of such Security in terms and form acceptable to the County.
20. In the event that the County has negotiated or called upon the Security to be deposited by the Company with the County, the County may, at its option and discretion, use any funds thereby obtained in any manner the County deems fits to discharge the obligations of the Company pursuant to this Agreement.

TERMINATION, DEFAULT AND SUSPENSION

21. The failure by the Company to abide by any of the terms described in this Agreement may result in the immediate suspension of the Agreement by the County, as determined by its sole discretion and acting reasonably.
22. This agreement may be terminated at any time by the County by giving ~~sixty (60)~~ thirty (30) days written notice to the Company.

GENERAL TERMS

23. The provisions of this Agreement shall survive the termination or expiration of this Agreement, as the context may require, and shall not be merged therein or herewith.
24. **The Company MUST have a copy of Page 4 Road Protection Form of this Agreement in the transporting vehicles. The Agreement may be requested by County Officials, Bylaw Officers, the Royal Canadian Mounted Police, or other duly authorized personnel. Failure to produce this Agreement upon request may result in a ticket being issued.**
25. Any notice, demand or other document required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party to whom it is addressed if writing and is faxed, mailed or delivered to the intended party at the address specified below for such recipient or, as to either party, at such other address as either party may furnish to the other from time to time. Except as otherwise provided in the Agreement, all communications shall be deemed to have been duly given when transmitted by facsimile or personally delivered or, in the case of registered mail, upon receipt, in each case given or addressed as aforesaid:

TO the County: MACKENZIE COUNTY
Box 1690
La Crete AB T0H 2H0
Phone: 928-3983
Fax: 928-3636
Attention: Connie Friesen

TO the Company: _____

Phone: _____
Fax: _____
Attention: _____

- 26. No waiver of any breach of any representation, warranty, obligation, covenant, or condition in this Agreement shall be effective or binding unless made in writing and signed by the party purporting to give the same and unless otherwise provided, shall be limited to the specific breach which is waived.
- 27. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.
- 28. The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.
- 29. All of the provisions of this Agreement will be treated as separate and distinct any if any provision hereof is declared invalid, the other provisions will nevertheless remain in full force and effect.
- 30. This Agreement is non-transferable but shall ensure to be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties have hereunder affixed their seals of their proper officers as of the day and year first above written.

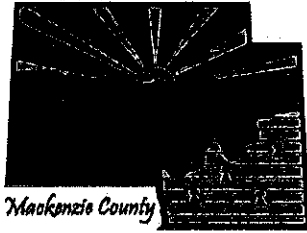
MACKENZIE COUNTY

Per: _____ c/s

Per: _____

Per: _____ c/s

Per: _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	John Klassen, Director of Environmental Services
Title:	Road Protection Policy PW010

BACKGROUND / PROPOSAL:

Administration revised the Road Protection Policy PW010 to include clause 23; which states that the Hauler must provide insurance as per Mackenzie County's procedures.

OPTIONS & BENEFITS:

Attached is the revised policy for review.

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That Mackenzie County adopt the Road Protection Policy PW010 as amended.

Author: Connie Friesen

Review Date: 

CAO 

Mackenzie County

Title	Road Protection Agreement Policy	Policy No:	PW 010
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Legislation Reference	Municipal Government Act Section 5
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Purpose

To establish a Policy where firms and vehicle owners who wish to use roads within Mackenzie County to haul overweight or over dimensional loads may do so with a minimum amount of regulation while ensuring that a minimum amount of damage is caused to County roads.

Policy Statement and Guidelines

Mackenzie County recognizes that from time to time, the use of the local road infrastructure may be outside what can be considered as normal wear and tear. As a result, and to enable the continued movement of products in and out of Mackenzie County, while maintaining the integrity of the infrastructure, Council has established Road Protection Agreements.

Definitions:

- a) Extensive Hauling means the movement of products or equipment over County Roads for extended periods of time.
- b) Intensive Hauling means the movement of products or equipment of a significant nature for a brief period of time, such as can be reasonably assumed to potentially cause excessive wear and tear on County roads.
- c) Market Roads are main connector gravel roads, as designated by Council, providing access to provincial highways or to communities from local roads.
- d) Local Roads are roads designed and constructed to a lower standard than Market Roads and are not designated or generally intended for use by heavy traffic and include farmland access roads.
- e) Hauler, for the purposes of this agreement, means the primary company for which the product or equipment is being moved and does not refer to sub-contractors or the trucking company unless they are the same as the primary company.

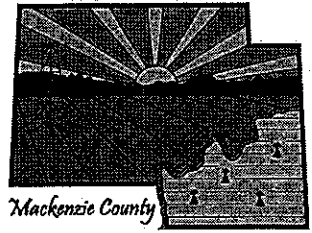
Policy

1. The requirement for Road Protection Agreements, including the terms and conditions contained therein shall be at the discretion of the Mackenzie County Council.
2. As a condition of a Road Protection Agreement, security in the form of an irrevocable letter of credit, a certified check, or cash, may be required. Normally the requirement for this security will be waived. Should the Hauler damage the road and not immediately arrange for and start repairs the Hauler may be required to provide a security deposit on future hauls. The need for a security deposit shall be at the discretion of the Director of Public Works and Agriculture.

3. The terms and conditions of the Road Protection Agreements shall take into consideration factors such as weather, road conditions, types or product, equipment being hauled, etc.
4. Road Protection Agreements may be required for both extensive and intensive uses.
5. All haul routes to be utilized must be approved by Mackenzie County prior to being used by industrial or commercial road users.
6. Road Protection Agreements, when required, must be with the primary company, not the trucking company if the trucking company is different from the primary company.
7. Staff from Mackenzie County will inspect the roads to ensure that road conditions continue at an acceptable standard.
8. Haulers should provide a minimum of 48 hours notice to Mackenzie County prior to starting a haul to enable County staff to inspect the proposed route. Should this notice not be provided the Hauler may be held responsible for the condition of the road during his haul.
9. Any Hauler in violation of the terms of the Road Protection Agreement may have their permission to utilize the road suspended until such time as they comply with the conditions of the Agreement to the satisfaction of Mackenzie County.
10. Haulers who may wish to move one, or two, loads may do so providing they have obtained verbal approval to do so from the Director of Public Works and Agriculture or his designate.
11. All haulers shall abide by the speed limits set out by the County when the approval to haul is issued or when conditions so dictate. Failure to abide by the lowered speed limits may result in suspension of the Road Protection Agreement until such time as the matter is resolved.
12. Mackenzie County will maintain a toll free number for users to check on general road conditions and specific restrictions on certain areas of the municipality.
13. Conditions of the haul may include, but are not limited to speed, time of haul, axle loading, suspension of haul when road damage is evident, provision of special signing, provision of traffic control persons and accommodation of other road users
14. The Hauler is responsible for obtaining any applicable permits or authorizations from Alberta Infrastructure.
15. The Hauler shall not use tire chains on any paved or oiled roadways at any time.
16. The Hauler shall not perform any work outside of normal hauling activities or while their units are on any road. As well they shall not park, or operate, any vehicles on public roadways such that they create an unsafe situation or cause a nuisance to other road users.
17. The Hauler may be held responsible for any additional maintenance and ice control on County roadways which may be required over and above that normally provided by the County.
18. The Hauler agrees to cease hauling during adverse weather conditions, including excessive rain, or at the request of Mackenzie County.
19. The Hauler agrees to notify Mackenzie County at 780-928-3983 immediately upon completion of the haul.
20. The Hauler shall, upon direction from Mackenzie County, provide dust control for a

- length of 200 metres at any residence along the designated haul route being used.
21. The Hauler shall clean all mud and/or debris tracked onto the road surface by blading, sweeping or washing of all paved and oil surfaced roads and grading of gravel surfaced roads immediately after the mud or debris is deposited on the road.
 22. The Hauler agrees to indemnify and save harmless Mackenzie County against any claims and/or proceedings from third parties as a result of approval being granted for the use of County roadways in Mackenzie County.
 23. The Hauler shall provide insurance as per Mackenzie County's procedures.

	Date	Resolution Number
Approved	March 6/01	01-137
Amended		
Amended		



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	John Klassen, Director of Environmental Services
Title:	Metal Recycling

BACKGROUND / PROPOSAL:

Mackenzie County accepts metals such as appliances, car bodies, culverts, and other scrap metal at all of their waste transfer stations, with the exception of the transfer station at Buffalo Head Prairie. In 2004, the disposal and recycling of this waste was tendered and Porta Crush was awarded the tender. In 2006, Porta Crush was contacted once again to dispose of and recycle the metal at the County's waste transfer stations. Currently, administration is looking at the possibility of hiring within the County for this work in January 2008.

OPTIONS & BENEFITS:

Interest has been expressed from two contractors within Mackenzie County to dispose of the white goods, culverts, scrap metal and auto bodies.

Option 1

Contract Porta Crush to do the crushing and disposing of all metals.

- 2004 Cost - \$14,694.14 (did not include white goods with Freon as Freon removal was not available)
- 2006 Cost - \$30,618.50 (included white goods with Freon from prior to the 2004 contract)
- 2008 Cost - \$35,000 (estimated cost based on 2006 actual cost)

Option 2

Hire within Mackenzie County (estimated costs based on white goods and autobody count from December 2006 to August 2007)

Author: M. Driedger Review Date: _____ CAO 

a.) FeDril Contracting

This option is a cost per item option where the contractor would do a pickup twice a year at each waste transfer station, with additional pickups for La Crete and Fort Vermilion waste transfer stations.

Autobodies	\$4000 @ \$50 / autobody
Scrap Metal and Culverts	\$0 – free removal
White Goods	\$14,540 @ \$15/item without Freon and \$30/item with Freon
TOTAL Estimated Cost	\$18,540

b.) L&P Disposals

This option is a cost per tonne option with travel costs that would include a pickup at each of the transfer stations once a year, with the Fort Vermilion and La Crete transfer stations receiving additional pickups. This option would require that the scrap metal and white goods were in bins to be picked up, which would be rented from L&P Disposals for two days at a time and placed in the transfer stations to be loaded by County staff. The rent for a 40 yard bins is \$10/day. Currently the 2008 budget includes the purchase of 2 – 40 yard bins for the Zama waste transfer station to contain white goods and scrap metal so there would be no bin rent for Zama.

Auto bodies	\$ unknown @ \$40/tonne but unsure of tonnes \$875 @ \$125/hour travel time
Scrap Metal and Culverts	\$ unknown @ \$40/tonne but unsure of tonnes \$3000 @ \$125/hour travel time \$160 @ \$10/day bin rent
White Goods	\$10,986 @ \$40/tonne
TOTAL Estimated Cost	\$15,021 minimum plus cost for the tonnage of scrap metal and autobodies

Option 3

Request an RFP (Request for Proposal) from each of these contractors, as well as two other contractors within the area that may also be interested, for the Metal Recycling Project.

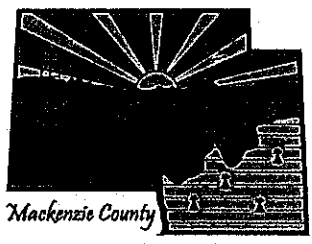
COSTS & SOURCE OF FUNDING:

<u>Option</u>	<u>Cost</u>
Option 1	\$35,000
Option 2.a)	\$18,540
Option 2. b)	\$15,021
Option 3	RFP (Request for Proposal)

RECOMMENDED ACTION:

Option 3
That Mackenzie County asks for Request for Proposals for the Metal Recycling project.

Author: M. Driedger Review Date: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Electronic Signatures FIN024 Policy

BACKGROUND / PROPOSAL:

Council has referred the revised Electronic Signatures FIN024 policy to Finance Committee (FINCOM) for further review at their November 13th meeting. Council had no problems with the suggested changes, but had the following questions:

1. Can electronic signatures be used when the signer does not himself/herself review the payment documents?
2. Should Finance ask for retroactive approval from the Reeve, for payments already made?

OPTIONS & BENEFITS:

The Finance Committee reviewed the current payment procedures and the use of electronic signature procedures at their November 28th, 2007 meeting (see flow charts attached for your information). The Reeve was present at the meeting and was involved in the discussions and the review process.

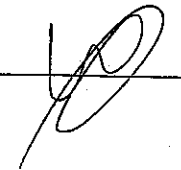
The Finance Committee passed the following motion:

MOTION 117/07 MOVED by Stuart Watson

That a recommendation be taken to Council to approve the FIN024 as amended.

CARRIED

The main change is that we will no longer ask for a retroactive approval. Instead, the payment list will be sent for information only to the Reeve, Deputy Reeve, and the FINCOM members.

Author: _____ Review Date: _____ CAO 

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTIONS:

That the Electronic Signatures FIN024 policy be amended as presented.

Author: _____ Review Date: _____ CAO _____

Mackenzie County

Title	Electronic signatures	Policy No:	FIN024
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Legislation Reference	Municipal Government Act, Part 6, Section 213
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Purpose

To provide a clear understanding regarding the usage of electronic signature signing software.

Policy Statement and Guidelines

Under section 213, cheques must be signed or authorized by the chief elected official and by a designated officer. A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

Guidelines/Procedures:

1. The following persons shall have signing authorities for the cheques:
 - o Reeve
 - o Deputy Reeve
 - o Chief Administrative Officer
 - o Director of Corporate Services
2. **For informational purposes, administration shall provide a list of cheque payments made to the Reeve, Deputy Reeve, and to the Finance Committee members.** The list shall be communicated by fax or through email.
3. The electronic signatures shall be stored on one USB device. The USB device shall be stored in a safe that is accessible only by CAO and Director of Corporate Services. Immediately following the cheque printing procedure, the USB key must be removed from a computer and locked in the safe.
4. Cheques shall be printed in the presence of one of the personnel authorized in 5 below. In the event that these individuals are not available, a designate will be appointed at that time by the CAO or Director of Corporate Services.
5. For additional security, the cheque signing software shall be unlocked by entering two passwords. Both the primary and secondary passwords are required to activate the cheque signing software.
The following persons shall be authorized to carry the primary cheque signing software passwords:
 - o ~~CAO~~
 - o Director of Corporate Services
 - o ~~Finance Officer~~ **Finance Controller**
6. The following persons shall be authorized to carry the secondary cheque signing software passwords:

- ~~Accounts Payable Clerk~~ **Finance Officer**
 - ~~Payroll Clerk~~ **Information Technologist** – as a back up
7. The cheque signing software to be installed on three workstations:
- Accounts Payable workstation
 - Finance Officer workstation – as a back up
 - ~~Payroll Clerk~~ **Information Technologist** – as a back up
8. All blank cheques must be stored in the central vault except during the cheque printing and signing process.
9. All void cheques shall be kept on file for form number control.
10. The primary and secondary passwords for the cheque signing software shall be changed should there be any change in personnel for the positions authorized to operate the cheque signing software.
- 11. A Cheque Run Control worksheet must be completed for each cheque run; the worksheet must be attached to the cheque copies register for that cheque run.**
12. All other general security settings within the accounting software and maintenance of such shall apply.

	Date	Resolution Number
Approved	August 31, 2005	05-425
Amended	December 10, 2005	05-709
Amended		

Cheque Run Control Sheet

Date of a cheque run: _____

Cheque number start: _____

Cheque number finish: _____

Supervised by:

First password entered by

Position: _____

Print name: _____

Sign: _____

Second password entered by

Position: _____

Print name: _____

Sign: _____

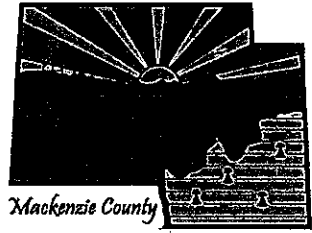
Recorded and printed by:

Position: _____

Print name: _____

Sign: _____

This sheet must be completed with each cheque run and must be filed with the cheque copies.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Purchasing and Tendering policy FIN025

BACKGROUND / PROPOSAL:

The municipality currently has FIN012 policy – Purchasing Authority Directive and ADM004 policy – Tendering and Contract award that were established in 1998 and amended numerous times through the years.

Administration reviewed both policies and proposes to combine the two policies into one with some changes and additions.

OPTIONS & BENEFITS:

The Finance Committee reviewed the draft policy at their February 14th, 2007 and November 28th meetings. The purpose of this exercise is to have a clear directive to all municipal staff about tendering and purchasing authority. In addition we would like this new policy to point out and reflect on some operational changes of the municipality.

The Finance Committee passed the following motion:


MOTION 116/07 MOVED by Peter Braun

That a recommendation be taken to Council to approve the Purchasing Policy as amended.

CARRIED

COSTS & SOURCE OF FUNDING:

n/a

Author: _____ Review Date: _____ CAO 

RECOMMENDED ACTION:

Motion 1:

That the Purchasing and Tendering Policy FIN025 be approved as presented.

Motion 2:

That the Purchasing Authority Directive FIN012 and the Tendering and Contract Awarding ADM004 policies be rescinded.

Author: _____ Review Date: _____ CAO _____

Mackenzie County

Title	Purchasing Authority Directive and Tendering Process	Policy No: DRAFT
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Legislation Reference	Municipal Government Act, Section 209 and 248 (1) and Part 5
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Purpose <ul style="list-style-type: none">• To provide municipal employees with a clear understanding of purchasing authority, what that purchasing authority is and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.• To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.
--

Policy statement, definitions and general guidelines

1. Policy statement

Policy will provide guideline for the purchasing of goods and services and on the tendering process.

2. Definitions

Recurring expenditure:

- For the purpose of this policy, "Recurring" expenditures shall include items such as utilities, telephone, lease payments, contract payments, payroll or items as identified by the Chief Administrative Officer (examples of non-recurring expenditure: traveling, training & education).

Tender:

- For the purpose of this policy, "tender" means an invitation to tender, bid, quotations and requests for proposals.

Bidder:

- For the purpose of this policy, "bidder" means a person, groups of persons, corporation or agency that submits a tender for the supply of goods and/or services to the municipality.

Local Supplier:

- For the purpose of this policy, "local supplier" means a business located within the Mackenzie Region; Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing, where permitted, from businesses of the region where costs and quality are competitive and comparable.

Council:

- For the purpose of this policy, "Council" means Council as whole.

Designated Officer:

- For the purpose of this policy, "Designated Officer" means an individual or individuals as described in MGA.

3. Responsibilities

Chief Administrative Officer (CAO) and/or designate officer will:

- α) Provide requisition forms (for field projects) and procedures to support the implementation of this policy.
- β) Reserve the right to remove or amend the purchasing authority for any position of the municipality.

Chief Administrative Officer (CAO) and/or designate officer and the Reeve will:

- χ) Be the signatories required on all contract and agreement documents for purchases approved by Council.

Director of Corporate Services will:

- δ) Provide procedures for the processing of invoices and statements.
- e) Provide procedures for the recording of purchases into inventory.
- f) Provide procedures for the recording of capital assets additions.
- g) Provide the capital budget projects codes annually and as required.
- h) Provide capital and operating income statements at no less than monthly frequency and anytime upon request to the department heads for their review to supplement spending monitoring.

C.A.O., Directors and Managers will:

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.
- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

Purchasing Authority

5. List of positions authorized to commit expenditures on behalf of the municipality with the maximum amounts those positions are authorized to commit:

Chief Administrative Officer and/or Designated Officer	As approved by budget
Director of Corporate Services	\$10,000
Director of Public Works & Agriculture	\$10,000
Director of Planning, Enforcement & Emergency Services	\$10,000
Director of Environmental Services	\$10,000

Delegated Expenditure Authority:

Other municipal employees may make purchases under a written authorization of their respective directors, providing these expenditures have been approved in the current budget and they are not exceeding the maximum allowable commitment amounts for the respective department head positions. All written authorizations are to be approved (prior) by the CAO or by the Designated Officer. The Finance Department will receive the original approved written authorizations, and will maintain an up to date list of delegated expenditure authorities.

6. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

- a) No expenditure or total of such expenditures shall exceed the approved budget amount of each general ledger code without prior authorization of the C.A.O. or designated officer.
- b) Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from the C.A.O. or designated officer prior to the commitment of the purchase. Approval is deemed to be given when the C.A.O or designated officer signs and dates the purchase order requiring approval.
- c) It shall be the responsibility of each individual preparing a purchase order to know the estimated amount and not to exceed his/her limit or budget; the individual requesting approval must identify available funds for the required expenditure.
- d) It shall be the responsibility of each department head to assure that an invoice is coded to the correct general ledger code. At no time an expenditure is to be coded to another department/function to which it does not belong.
- e) Where expenditures are recurring the C.A.O shall review and approve such expenditures for payment. Should a department head request that recurring expenditures are required and approved by him/her prior to payment, that department head shall advise the C.A.O in writing of such requests identifying what recurring expenditures he/she wishes to review.

Purchase orders and tendering process

7. Purchase Orders

- α) Purchase orders shall be issued for all purchases greater than \$1,000 per purchase, except where letters of agreement or contracts exists and if it a recurring expenditure. CAO or Director must forward purchase order and copies of tender documents and the successful bid to the Director of Corporate Services (proper use of a purchase order is described in **Schedule A – Purchase Orders**).

- β) Where a purchase consists of a periodic rental or lease, the purchase order/agreement shall be reviewed and initialled as required to authorize continuance of the rental or lease.
- χ) In a disaster situation, defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Disaster Services. During the disaster, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or the Director of Disaster Services without the need to tender.

8. Tendering process

- a) Tenders shall be requested from not less than the number of sources listed below, all tender documents to be retained for a period of not less than two years and copies to be submitted to the Finance Department:
 - i. Up to \$500/item no quotations are required.
 - ii. \$500 to \$5,000/item, three (3) quotations shall be obtained by phone or catalogue prices, and recorded on the form provided **Schedule B – Quotation Form**.
 - iii. \$5,001 to \$10,000/item, three (3) written quotations shall be obtained **Schedule C – Written Quotation Form**.
 - iv. \$10,001/item and up, three (3) quotations by **advertising** tender shall be obtained.
- b) Where tenders are received that do not comply with Section 8(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
 - v. Tenders have been requested from all local suppliers of the goods or services requested,
 - vi. Tenders received are believed to reflect a fair market price based on the conditions of the request for tenders, and
 - vii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender.
- c) Where the nature of the services required does not provide the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.
- d) No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases).
- e) Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

9. Request for Tender Process (excludes quotes)

- a) Sealed tenders shall be processed in the following manner:
 - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt.

- ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
 - iii. The tender opening shall be held at the Fort Vermilion Corporate office in a presence of C.A.O. or designated officer or Council and be recorded using **Schedule D – Tender Document Form.**
 - iv. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

10. Information to Bidder

- a) Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the municipality, and shall include a statement that the terms of this policy shall apply to each tender.
- b) If additional information is developed during the request for sealed or written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.
- c) Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.
- d) No information regarding tenders or bidders will be released until a tender has been closed. A summary of results of tenders will be public information. Details of a specific tender are not to be disclosed in accordance with the Freedom or Information and Protection of Privacy Act.

11. Security, Bonding and other requirements

- Prior to awarding of the contract, all security, insurance, and if required naming the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.
- A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender within 15 days after award of tender.
- If a Performance Bond is required the successful bidder shall submit it to the municipality following the award of tender, within the time specified, and the municipality shall retain the Performance Bond until the terms of the tender are complete. The Performance Bond will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the award.
- All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.

12. Analysis of Tenders

- a) The following factors, presented without any priority, shall be used to evaluate all bids received:

- i. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
 - ii. **Record** of a bidder's previous performance on quality, experience, service and delivery.
 - iii. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
 - iv. **Standardization** of goods to reduce inventory and future costs.
 - v. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.
 - vi. **Life Cycle Costs** of goods or services.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
 - c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.
- 13. Contingency Allowances**
- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council.
 - b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by C.A.O. or designated officer or Council.

	Date	Resolution Number
Approved		
Amended		
Amended		
Amended		

SCHEDULE "A"

PURCHASING ORDERS PROCEDURE

1. Finance Department shall issue a block of purchase orders (P.O.) for the following department heads and record the P.O. numbers as issued:
 - i) Chief Administrative Officer
 - ii) Director of Corporate Services
 - Administrative
 - Recreational, Library, Tourism
 - iii) Director of Planning, Development and Emergency Services
 - Fire
 - Ambulance
 - Enforcement
 - Planning & Development
 - iv) Director of Public Works and Agriculture
 - Roads
 - Agriculture
 - Airport
 - v) Director of Environmental Services
 - Water and sewer services
 - Solid waste services
 - Facilities
2. Finance department shall maintain a block of P.O.'s for the use of the Chief Administrative Officer and Director of Corporate Services
3. Each department head shall maintain a record of all P.O.'s to ensure each number is accounted for and to identify such commitment as invoiced.
4. All expenditures committed by P.O. shall be approved in accordance to the Purchasing Authority Directive and Tendering policy
5. Copies of all Purchase Orders shall be distributed as follows:
 - White Copy – to supplier, if not required by supplier, to remain in the P.O. book
 - Yellow Copy – to Finance Department – to be attached to the corresponding invoice
 - Pink Copy – to Finance Department – to be filed in numerical order by Finance Department
6. The Yellow copy of all P.O.'s (issued or void) must be forwarded to the Finance department **immediately** after being issued or voided. Once a P.O. book is filled return to Finance Department with P.O. listing.
7. The Finance Department shall match incoming invoices with the purchase order identified on such invoice and attach the P.O. yellow copy to the invoice.
8. The Finance Department shall identify and record all invoices that require but do not identify a P.O. number.
9. Finance Department shall forward copies of invoices not identifying a P.O. number to the C.A.O for further direction.

10. Finance Department shall check all invoices to ensure billed services and/or materials match purchase order.
11. Finance Department shall check all purchase orders to ensure authorization of such purchase is in accordance with the Purchasing Authority Directive.
12. Finance Department shall maintain a file for each department head which shall contain the following:
 - 1) Unsigned Invoices waiting for department head approval;
 - 2) Invoices with no corresponding PO numbers.

Note: Any invoice that does not match to a purchase order shall not be paid without prior approval of the C.A.O. or Designated Officer or Director of Corporate Services.

13. Finance department shall forward all invoices and matched P.O.'s to the C.A.O or Designated Officer or Director of Corporate Services when the aforementioned are not authorized as per the Purchasing Authority Directive and Tendering policy.
14. Each department head shall review all invoices received on a timely basis (preferably once per week), initial where indicated and forward to the Finance Department.
Note: It is the responsibility of the department heads to ensure proper coding of all PO's and verification that all invoices are properly coded. At no time shall original invoices be allowed to leave the Finance Department.
15. Where a department head is not prepared to approve an invoice, he/she shall return the unapproved invoice to the Finance Department with appropriate direction.
Note: At no time shall the Department Head retain the original invoice.
16. The Finance Department shall process all invoices within a 30-day period unless prior arrangements have been made with the Director of Corporate Services or designate for earlier payment.

Policy FIN025
Schedule "C"



Mackenzie County
P.O. Box 640
Fort Vermilion, AB T0H 1N0
Phone: 780.927.3718 Fax: 780.927.4266

Request for a Written Quotation
(Required for purchases \$5,001 to \$10,000)

Company name _____
Address _____
City _____
Prov, PC _____

Date: _____
RFQ No. _____

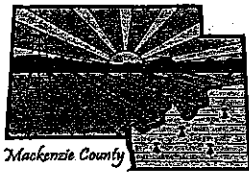
This is an inquiry, not an order. Please reply promptly.

Reply by: _____ Return this form to: _____
Fax: _____

Quantity	Description	Unit price	Amount

Signature & Title

This quote is valid for _____ days from the quote date.



TENDER OPENING DOCUMENT

Contract: _____

Bidder	Contact	Bid	Successful Bid

Successful bid went to _____

Closing date: _____

Opening date: _____

Opened by _____

Witness _____

Municipal District of Mackenzie No. 23

Title	Purchasing Authority Directive	Policy No:	FIN012
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Legislation Reference	Municipal Government Act, Section 209 and 248 (1)
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Purpose

To provide MD employees with a clear understanding of purchasing authority, what that purchasing authority is and the process in which the MD is committed to an expenditure, and approval for payment of such an expenditure.

Policy Statement and Guidelines

The following is a list of positions authorized to commit expenditures on behalf of the MD of Mackenzie with the maximum amounts those positions are authorized to commit.

Chief Administrative Officer	As approved by budget
Director of Corporate Services	\$10,000
Director of Operational Services	\$10,000
Director of Planning, Enforcement & Emergency Services	\$10,000
Supervisor of Roads	\$10,000
Supervisor of Utilities	\$10,000
Supervisor of Emergency Services	\$10,000
Supervisor of Planning & Development	\$10,000
Leadhand North/South	\$5,000
Supervisor – Zama	\$5,000
Agricultural Fieldman	\$10,000
Public Works Administrative Officer	\$5,000
Project Services Technologists	\$5,000
Executive Assistant	\$2,500
Chief Mechanic	\$2,500
Senior Utilities Officers	\$2,500
District Fire Chiefs	\$2,500

Where expenditures are “Non Controllable” the Director of Corporate Services shall review and approve such expenditures for payment. Should a department head request that “Non Controllable” expenditures are required and approved by him/her prior to payment, that department head shall advise the Director of Corporate Services in writing of such requests identifying what “Non Controllable” expenditures he/she wishes to review. The Director of Corporate Services shall not approve any “Non Controllable” expenditures forwarded by the department heads without the approval for payment by the respective department heads.

For the purpose of this directive, "Non Controllable" expenditures shall include items such as utilities, telephone, lease payments, contract payments, payroll, etc. or items as identified by the Chief Administrative Officer.

Notwithstanding the above authorizations, the following regulations shall apply:

1. No expenditure or total of such expenditures shall exceed the approved budget amount of each G/L code line without prior authorization of the Chief Administrative Officer or designate.
2. No purchase or commitment of expenditure on behalf of the MD No. 23 shall be made without issuing a purchase order *prior* to such commitment. Purchase orders shall be issued in accordance with the "**Purchasing Procedure**" attached as Schedule "A".
3. Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from the C.A.O. or designate prior to the commitment of the purchase. Approval is deemed to be given when the C.A.O. initials and dates the purchase order requiring approval.

NOTE: Approval by the CAO or designate must be obtained *prior* to issuing of P.O.

4. It shall be the responsibility of each individual issuing a purchase order to know the approximate amount (at least within 10%) and not to exceed his/her limit or budget.
5. Where a required expenditure exceeds the approved budget of a specific GL code the individual requesting approval must identify available funds for the required expenditure.

Note: At no time is an expenditure to be coded to another function to which it does not belong.

6. The CAO or designate reserves the right to remove or amend the purchasing authority for any position of the Municipal District of Mackenzie No. 23.

	Date	Resolution Number
Approved	Oct 14/98	98-312
Amended	Feb 20/01	01-099
Amended	October 13/04	04-737
Amended	October 26/05	05-589

SCHEDULE "A"

PURCHASING PROCEDURE

The following outlines the required procedure to commit the Municipal District of Mackenzie No. 23 to expenditures other than "Non Controllable" expenditures.

1. Finance Department shall issue a block of purchase orders to each of the following departments and record the purchase order numbers as issued:
 - i) Public Works (Roads) Department
 - ii) Development & Emergency Services Department
 - iii) Utilities Department
 - iv) Finance Department
2. Finance department shall maintain a block of purchase orders for the use of the Chief Administrative Officer and Director of Corporate Services
3. Each department noted in Item 1 above shall maintain a record of all P.O.'s to ensure each number is accounted for and to identify such commitment as invoiced.
4. All expenditures committed by purchase order shall be approved in accordance to the Purchasing Authority Directive-
5. Copies of all Purchase Orders shall be distributed as follows:
 - White Copy – to supplier, if not required by supplier, to garbage
 - Yellow Copy – to Finance Department
 - Pink Copy – to Finance Department
6. The Yellow copy of all Purchase Orders (issued or void) must be forwarded to the Finance department **immediately** after being issued or voided. Once a PO book is filled return to Finance Department with PO listing.
7. The Finance Department shall match incoming invoices with the purchase order identified on such invoice and attach the P.O. yellow copy to the invoice.
8. The Finance Department shall identify and record all invoices that requires but does not identify a P.O. number.
9. Finance Department shall forward copies of invoices not identifying a P.O. number to the Treasurer for further direction.
10. Finance Department shall check all invoices to ensure billed services and/or materials match purchase order.
11. Finance department shall check all purchase orders to ensure authorization of such purchase is in accordance with the Purchasing Authority Directive.

Schedule "A" cont'd

12. Finance Department shall maintain a file for each department head which shall contain the following:

- 1) Unsigned Invoices waiting for department head approval;
- 2) Invoices with no corresponding PO numbers.

No invoice that does not match to a purchase order shall be paid without prior approval of the Director of Corporate Services.

13. Finance department shall forward all invoices and matched PO's to the Director of Corporate Services when the aforementioned are not authorized as per the Purchasing Authority Directive.

14. All items mentioned in item 14 shall not be paid without the approval of the Director of Corporate Services.

15. Each department head shall review all invoices received on a timely basis (preferably once per week), initial where indicated and forward to the Finance Department.

Note: It is the responsibility of the department heads to ensure proper coding of all PO's and verification that all invoices are properly coded. At no time shall original invoices be allowed to leave the Finance Department.

16. Where a department head is not prepared to approve an invoice, he/she shall return the unapproved invoice to the Finance Department with appropriate direction.

Note: At no time shall the Department Head retain the original invoice.

17. The Finance Department shall process all invoices within a 30-day period unless prior arrangements have been made with the Director of Corporate Services for earlier payment.

Municipal District of Mackenzie No. 23

Title	TENDERING AND CONTRACT AWARD POLICY	Policy No.	ADM004
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Legislation Reference	Municipal Government Act, Section 5 (b)
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Purpose:

To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts. Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing, where permitted, from residents of the M.D. where costs and quality are competitive and comparable.

Policy Statement and Guidelines

The Municipal District of Mackenzie recognizes the need to provide a policy on the tendering of contracts, invitation to tender, quotations, and request for proposals (hereinafter collectively referred to as "Tenders" or "Tender").

Definitions:

For the purpose of this policy the following definition shall apply:

Resident shall mean anyone who owns and operates a business within the boundaries of the Municipal District of Mackenzie.

Heavy Equipment shall be equipment commonly found and referred to in the Alberta Roadbuilders Heavy Construction Association publication "Equipment Rental Rates Guide and Membership Roster".

Tendering of Contracts

1. Advertising of Tenders and Submission of Bids

- a) Tenders shall be advertised for a minimum period of two (2) weeks locally, and nationally, if required. If nation wide advertising is required, the MERX national electronic tendering system will be used. This service is available through the Alberta Association of Municipal Districts and Counties. Some exclusions apply, so Directors must refer to the agreement for further details.
- b) Bids shall be accompanied with the appropriate bid security, unless this requirement has been waived by the CAO prior to the advertising of the

Tender. Bids submitted in response to a Tender, must be submitted to the Chief Administrative Officer or designate.

- c) When a Tender is not advertised, the Tender shall be sent to a minimum of two companies to be selected and approved by Administration.

2. Opening of Bids

- a) Bids shall be opened in public by the Chief Administrative Officer or designate.
- b) Bids shall not be received past the Closing Time on the Tender Closing Date. Those received after the Closing Time shall be returned unopened accompanied with a letter stating the reason for return.

3. Awarding of Contracts

- a) Prior to awarding of the contract, all security, insurance and Worker Compensation Board requirements as required at the Closing Time of the Tender, shall be in place.
- b) Prior to the award of the contract, all unit prices shall be verified and the total dollar amount verified for correctness.
- f) Contracts shall be awarded by the Chief Administrative Officer or designate up to the budgeted amount.
- d) A summary of bids valued over \$250,000 will be brought to Council for information.
- e) The award of the contract shall be approved by Council in the following instances:
 - i. the total dollar value of the lowest compliant bid is in excess of the budgeted amount
 - ii. the total dollar value of the lowest compliant bid is over \$500,000.
- f) When purchasing Heavy Equipment or Vehicles, the contract may not necessarily be awarded to the lowest compliant bidder. In these instances, a matrix will be used to determine the best "option" for the Municipal District of Mackenzie. The matrix will include the following weight factors based on a scale of 100 points:

- Reliability 15
- Warranties 10

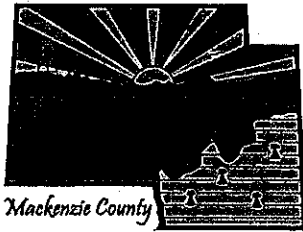
- Service 10
- Purchase price 25
- Standard options 10
- Trade-in values 10
- References 5
- Operator friendly 5
- Safety features 5
- Guaranteed buy-back values 5

Notice of the Decision Matrix and the Point System that the bids will be evaluated by will be set out in the Tender package prior to tendering for the purchase of Heavy Equipment or Vehicles. Council will be advised when a matrix is used to determine the successful bid.

Invitation to Tender, Quotations, and Request for Proposals

4. a) No information regarding bids or bidders will be released to the public until a tender has been closed. A summary of results of tenders, bids or proposals will be public information. Details of a specific tender, bid or proposal are not routinely disclosed in accordance with the Freedom of Information and Protection of Privacy Act.

	Date	Resolution Number
Approved	Nov 10/98	98-341
Amended	June 6/01	01-318
Amended	June 18/02	02-468
Amended	March 9/04	04-143
Amended	July 13/04	04-547



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Terms of Reference for the Finance Committee

BACKGROUND / PROPOSAL:

Currently the Finance Committee has terms of reference. The Terms of Reference (TOR):

- provide guidance for the work of the Finance Committee;
- provide clarity to the Council as to what it can expect from the Finance Committee.

OPTIONS & BENEFITS:

The Finance Committee reviewed the revised TOR and passed the following motion:

MOTION 115/07 MOVED by Stuart Watson

That a recommendation be taken to Council to approve the Finance Committee Terms of Reference as amended.

CARRIED

Attached is an updated version, now also including the review of communications from the auditor, and removing the inter-municipal negotiation responsibility.

COSTS & SOURCE OF FUNDING:

NA

RECOMMENDED ACTION:

That the Terms of Reference for the Finance Committee be approved as presented.

Author: _____ Review Date: _____ CAO _____

Mackenzie County Finance Committee

Terms of Reference

1. Committee Designation:

Mackenzie County Finance Committee ("FINCOM")

2. Finance Committee Members:

The M.D. of Mackenzie Finance Committee shall be comprised of:

- Four Councillors
- Chief Administrative Officer
- Director of Corporate Services

3. Committee Objective, Scope of Activities, and Duties

The Mackenzie County Finance Committee shall:

[A] Financial oversight duties:

1. Review financial reports as and if required.
2. Ensure that municipal investments are pursuant to Section 250 of the Municipal Government Act.
3. Initiate audits and bank proposals.
4. **Review auditor's management letters and other audit related communications.**

[B] Advisory duties, provide recommendations to Council:

5. Review financial policies, reserve policies, and the format of monthly reports (operating and capital), and make recommendations to Council.
6. Review fees and charges (including water, sewer, and garbage) payable by ratepayers under the various bylaws.
7. Review overdue accounts receivables and utilities lists and make a recommendation with respect to transfers to taxes and/or collections (may use a consultant as required).
8. Review external funding requests and make recommendations to Council.

9. In general - provide recommendations to Council regarding the financial affairs and the financial management of the County, or as requested or required.

[C] Delegated organizational duties:

10. Be responsible for Union negotiations.
11. Undertake performance reviews and contract renewal for out-of-scope employees.
12. Award and administer the Bursary Program.
13. Review and approve CAO's expense claims.
14. Review monthly MasterCard statements.

15. Review and preliminary negotiations of the following Agreements:

- a. **Economic Development Incentive Agreement – Town of High Level**
- b. **Cost Sharing Agreement – Town of High Level**
- c. **Revenue Sharing Agreement – Town of Rainbow Lake**
- d. **Airport Agreement**

4. Time Period Necessary for the Committee to Carry Out its Purpose:

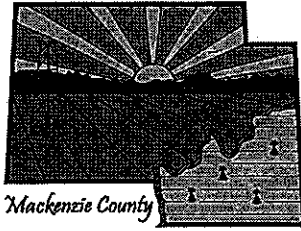
Ongoing. The Finance Committee will meet monthly and/or as required.

5. Reporting Structure:

The Finance Committee shall report directly to the County's Council.

6. Finance Committee Administrative and Financial Support:

- The Mackenzie County shall provide resource and financial support.
- The Mackenzie County office shall provide meeting space.
- Committee members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	William Kostiw, Chief Administrative Officer
Title:	FCM Annual Conference

BACKGROUND / PROPOSAL:

See attached conference brochure for the FCM's 71st Annual Conference and Municipal Expo being held in Quebec City from May 30 – June 2, 2008.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That _____ be authorized to attend the Federation of Canadian Municipalities Annual Conference from May 30 – June 2, 2008 in Quebec City.

Author: W. Kostiw Reviewed By: _____ CAO 

FCM's 71st Annual Conference and Municipal Expo™

FCM

Federation of Canadian Municipalities

Fédération canadienne des municipalités



**Celebrating our past,
shaping our future**

Québec City, Québec
May 30 – June 2, 2008

Learn how to build a prosperous and sustainable future for your community at FCM's 71st Annual Conference and Municipal Expo™, Québec City, Québec, May 30-June 2, 2008.

Each day brings new challenges to the leaders of Canada's municipal governments, who find themselves on the leading edge of change.

FCM's 71st Annual Conference and Municipal Expo™ will bring municipal decision-makers together with experts in a broad range of disciplines to share ideas and best practices about how to deliver a high quality of life to communities large and small. You'll learn how to tackle environmental, social and economic challenges in informative workshops and by networking with your peers from across the country.

You'll also hear from the leaders of the Government of Canada and federal parties in the House of Commons how they see the future of the federal-municipal relationship. Be there to let them know how important this relationship is to Canada's future.

Come to Québec City in Spring 2008 to learn, share insights and experiences and make your voice heard on Parliament Hill.

"This is the best way for local politicians to learn what their job is all about; it's also the best way to learn new things and best practices around many topics."

Councillor Craig Speirs,
Maple Ridge, B.C.

And don't forget the biggest municipal trade show in Canada!

Where else can you find information on energy-efficient municipal fleet vehicles, innovative wastewater collection systems, solutions for traffic and parking problems, and best practices on how to fight climate change—all under one roof?

FCM's 2007 Municipal Expo™ in Calgary drew a record 152 exhibitors. Delegates browsed among booths displaying a range of products and services geared to streamlining municipal operations, saving costs and enhancing service delivery.

Councillor Shelagh Montgomery of Yellowknife, N.W.T., said she found that one of the main advantages of attending FCM's annual conference is "finding out about new products and technologies available for communities." And Councillor Kim Richter of Langley, B.C., added that she enjoys the Municipal Expo™ because "I get great ideas there."

Join us in Québec City—it's sure to be bigger and better than ever.

Plan to Attend

FCM's annual conference and trade show help municipal leaders tap into a vital network of resources, policies and strategies. From informative seminars and workshops to thought-provoking plenary sessions, everyone with a stake in the municipal sector will benefit from attending Canada's largest municipal event.

Budget Now!

Be sure to include FCM's annual conference and trade show in your upcoming budget. The conference and trade show are designed to give political leaders and senior staff an opportunity to engage in professional development. Consider sending a team from your community to learn about and take home leading-edge innovations and solutions.



STEPHEN ALSFORD



Bienvenue à Québec

Québec City is the birthplace of French civilization in North America. It guards access to the entire region from its perch on the Cape Diamond promontory, high above the mighty St. Lawrence River.

Québec City is the only city in North America to have conserved its ancient stone fortifications. As the only walled city on the continent north of Mexico, it has a unique personality. UNESCO recognized this uniqueness by including Old Québec in the prestigious family of World Heritage monuments of exceptional universal value worthy of special protection.

There are many ways to discover Old Québec. A walk through the narrow streets is obviously among the most enjoyable. Contemplate the beauty of an ancient stone house while standing in the shade of a centuries-old tree. With every cobblestone street you take, the city's history and European flavor are very much in evidence.

In 2008, Québec City invites you to celebrate its 400th anniversary. From January to October, we will experience 10 months of unprecedented excitement. Throughout the year, many spectacular shows will be presented, several of Québec City's annual events and festivals will add a special touch to their programs and the main cultural institutions will present unique and original exhibits and concerts.

Join the celebrations!



YVES TESSIER, TESSIMA



STEPHEN ALSFORD

Registration opens

Thursday, May 29 at 1:00 p.m.

Opening Ceremonies

Friday morning, May 30

Municipal Expo™

Friday, May 30 and Saturday, May 31

Welcoming Reception

Friday evening, May 30

Resolutions Plenary

Saturday, May 31

Annual General Meeting

Sunday, June 1

Dinner and Dance

Sunday, June 1

Closing Delegates' Breakfast

Monday, June 2

NOTE: THIS IS **NOT** A CONFERENCE OR HOTEL REGISTRATION FORM

Please complete below to receive a preliminary conference program and registration package, or click this link preliminaryprogram@fcm.ca and visit our online registration.

Please send me information on a full registration package for May 30 – June 2, 2008

\$585 Member Delegate
(after March 31, 2008: \$700)

\$700 Non-member Delegate
(after March 31, 2008: \$840)

Fax to FCM at
(613) 244-1500
Mail to FCM to
24 Clarence Street
Ottawa, ON
K1N 5P3

For registration information call:

(613) 907-6322
or e-mail
conference@fcm.ca

For conference information call:

(613) 907-6349
or e-mail
events@fcm.ca

For Municipal Expo™ information call:

(613) 907-6273
or e-mail
tradeshow@fcm.ca

IMPORTANT: By completing the information below, you will receive your preliminary conference program (including registration information) for FCM's 71st Annual Conference and Municipal Expo™, to be mailed in January 2008.

Please fax to (613) 244-1500

Name _____

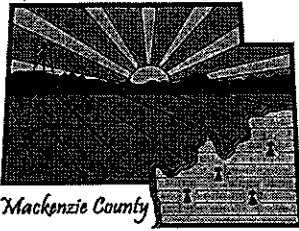
Title _____

Municipality/Organization _____

Address _____ Province/Territory _____

Postal Code _____ Phone _____ Fax _____

E-mail _____ Language of Preference: English French



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Disaster Training for Municipal Elected Officials

BACKGROUND / PROPOSAL:

See attached courses being offered by Emergency Management Agency in Grande Prairie on January 15, 2008.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

For discussion.

Author: W. Kostiw

Reviewed By: _____

CAO 

Carol Gabriel

From: Brice Daly [brice.daly@gov.ab.ca]
Sent: Thursday, November 22, 2007 5:22 PM
To: undisclosed-recipients
Subject: Disaster Training for Municipal Elected Officials
Attachments: Course Info Sheet - PDP.doc; Course Info Sheet - MEO 2007.doc

Please be advised that the following **(two)** courses are being offered in the **Grande Prairie** area on January 15, 2008:

- The 1/2-day PDP (*Personal Disaster Preparedness*) course in the morning of Wed, Jan 15/08
- The 1/2-day MEO (*Municipal Elected Officials*) course in the afternoon of Wed, Jan 15/08

More information will be sent out once the location is confirmed.

Brice Daly

District Officer - Northwestern Alberta

Alberta Emergency
Management Agency

3201, 10320-99 Street
Grande Prairie, AB. T8V 6J4

Office: (780) 538-5295 Long distance call, dial 310-0000, then office number

Cell: (780) 876-2930

Fax: (780) 833-4326

Email: brice.daly@gov.ab.ca

"Alberta - A Province Prepared"

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

*Carol
Ment agenda*

PERSONAL DISASTER PREPAREDNESS
The First 72 Hours

This 3 hour train-the-trainer workshop prepares municipal participants to conduct sessions on personal disaster preparedness in their municipality. At the end of the workshop, participants will have an understanding of:

- the importance of personal disaster preparedness
- motivational strategies to promote personal preparedness within their community
- items to include in a personal preparedness kit

At the end of the workshop, participants will be provided with a CD of the presentation, handouts and brochures.

The intent of this workshop is to prepare participants to conduct sessions on personal disaster preparedness in their community.

OBJECTIVE

The intent of this workshop is to prepare participants to conduct sessions on personal disaster preparedness in their community. Upon completion of the training, participants will be in a better position to provide information to the public on:

1. How to make a family emergency plan,
2. How to prepare the home for an emergency or disaster,
3. How to put together an emergency kit.

EVALUATION

There is no exam following this training, however; participants are encouraged to attend the Basic Emergency Management Course.

TRAINING METHOD

Instructional methods will include an oral presentation in combination with a video presentation, written handouts, and class discussions to achieve the desired learning outcomes.

TARGET AUDIENCE

- Municipal officials, Members of the Municipal Emergency Management Agency
- Municipal staff, Emergency services personnel
- Public & private educators, school & community representatives
- Non-government agencies (e.g. Canadian Red Cross Society, Salvation Army, St. John Ambulance, etc.)

COURSE PRE-REQUISITE

None.

COURSE LENGTH AND LOADING

A minimum of 2 hours is required to achieve the course objectives. A minimum of 20 participants is recommended.

MUNICIPAL ELECTED OFFICIALS COURSE INFORMATION SHEET

Managing response activities following a major emergency or disaster extends beyond the scope of routine emergency practices and procedures. The event may cause death, injury and widespread property damage. Citizens may be forced from their homes and family members separated. There is likely to be intense media interest, convergence of responders and volunteers (solicited and unsolicited) and an outpouring of offers of assistance from outside of the community. The municipality is faced with the daunting task of managing and co-ordinating response efforts and must have a plan in place to handle the increased volume, urgency, scope and intensity of activities during this time. Emergency management training courses provide essential information on Alberta's emergency management framework and legislation. Each course has been designed so that participants are given opportunities to practice theories and concepts through individual and group activities during the training session. The following information pertains to the Municipal Elected Officials Course.

The intent of this course is to prepare elected municipal officials to carry out their responsibilities in a major emergency or disaster.

COURSE OBJECTIVE

At the end of the course, participants will have an understanding of:

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

EVALUATION

Participants will have an opportunity to assess their success in light of the information presented to them, discussions, learning activities and the feedback they receive from the course trainer(s), Alberta Emergency Management Agency staff, and peers.

TRAINING METHOD

A variety of instructional methods will be incorporated (e.g. content presentations, class discussions) to achieve the desired learning outcomes. As well, at least one discussion exercise will be included to provide participants with an opportunity to practice and apply their knowledge and skills.

TARGET AUDIENCE

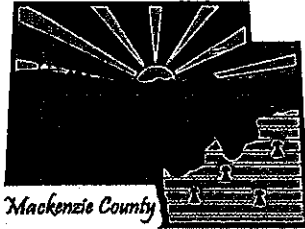
- Chief elected officials
- Councillors
- Chief administrative officers
- Municipal directors of emergency management

COURSE PRE-REQUISITE

None. However, it is recommended that participants review their Municipal Emergency Plan prior to the course.

COURSE LENGTH AND LOADING

A minimum of 3 1/2 hours is required to achieve the course objectives. A minimum of 20 participants is recommended.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

The information/correspondence items will be presented on the meeting day.

	Page
• Action List	137
• Letter from Minister of International, Intergovernmental and Aboriginal Relations	141
• Letter from Deputy Minister of Agriculture and Food	143
• Letter from the Town of High Level	145
• Letter from Deputy Minister of Health and Wellness	147
• Letter from Alberta Children's Services – The Art of Peace Challenge	149
• Letter from Minister of Employment, Immigration and Industry	151
• Letter from Minister of Alberta Children's Services and Alberta Education	153
• Message from City of Ottawa Councillor Clive Doucet	155
• Municipal Infrastructure Protection Conference	157
• Operation Clean Sweep	159
• The REDI Review	163
• Travel Alberta	167
• Concern Form	169

OPTIONS & BENEFITS:

Author: C. Gabriel Reviewed by: _____ CAO _____

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

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

Author: C. Gabriel Reviewed by: CAO

**Mackenzie County
Action List as of November 28, 2007**

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
October 10, 2006 Council Meeting			
06-714	That the Wolfe Lake Water Point be referred to the Operations Committee for review.	John, Bill K. Ed, John W. Bill N. Eva, Ryan	In progress
November 9, 2006 Council Meeting			
06-835	That administration prepare a draft subdivision design for lots along Tower Road in Zama and other appropriate areas in conjunction with the storm water master plan.	Eva John Joulia Lisa	In progress
July 10, 2007 Council Meeting			
07-07-673	That administration set up a meeting with the Town of Rainbow Lake regarding shared services.	Bill K. Greg N.	In progress
07-07-675	That the Reeve and Chief Administrative Officer be authorized to negotiate with Alberta Transportation for paving of Highway 88 as soon as possible.	Bill K. Bill N. Greg N. Walter S.	In progress
July 25, 2007 Council Meeting			
07-07-690	That the review of hamlet boundaries be tabled for further information.	Bill K., Mark Joulia, Eva	In progress
September 26, 2007 Council Meeting			
07-09-842	That administration investigate obtaining the lease of the Hutch Lake Campground and day use area as the Province is in the process of deregulating this park.	John Mark Eva	In progress
October 10, 2007 Council Meeting			
	Mackenzie County School Zone Review and Encroachments to be brought back at a later date.	Ron, Peter John, Eva	In progress (Jan. 8/08)

Motion	Action Required	Action By	Status
07-10-876	That administration work on the three and seven year infrastructure plans and consult with engineers as required.	Management Committee	In progress
October 24, 2007 Organizational Council Meeting			
07-10-909	That a Parks and Recreation Committee be established, including four members of Council, and that a Terms of Reference be developed.	Lisa W. Greg N. John K. Joulia Ryan	In progress
07-10-911	That a First Nations Consultation Committee be established, including four members of Council, and that a Terms of Reference be developed.	Bill K. Greg N.	In progress
October 25, 2007 Council Meeting			
07-10-958	That the Chief Administrative Officer follow up with the Emergency Services communications network.	Jason, Ron Ryan, Mark	In progress
07-10-984	That all County building inspections be completed before the end of the year.	Bill K. Greg N. Joulia, Mark, John	In progress
07-10-992	That administrative support be provided to Mustus Energy Ltd. to investigate funding sources from municipal, provincial, and federal entities and bring back options to Council.	Bill K.	In progress
November 13, 2007 Council Meeting			
07-11-1009	That the proposed golf course/condominium development on NE 15-109-19-W5M be received for information and that administration be instructed to prepare draft land use bylaw amendments.	Eva Ryan	In review
07-11-1021	That policy FIN024 Electronic Signatures be referred to the Finance Committee.	Joulia	Dec. 11/07
07-11-1025	That administration send a letter to Husky confirming previously committed funds for Husky Road to be available in 2008.	Bill K. Joulia Greg	In progress

Motion	Action Required	Action By	Status
07-11-1030	That administration look at options for the continuation of postal service in Zama.	Joulia	In progress
07-11-1039	That the draft inter-municipal Negotiating Committee Terms of Reference be referred to the Municipal Services Agreement Committee for ratification.	Bill K.	In progress
07-11-1043	That the organizational chart be tabled to January 2008.	Bill K.	Jan. 2008
07-11-1045	That Bylaw 652/07 being a Land Use Bylaw amendment to rezone Part of NW 19-109-19-W5M from Agricultural Industrial District 1 "A1" to Rural Industrial District 1 "RI1" be tabled for further information.	Eva Ryan	In progress
07-11-1050	That administration negotiate the purchase of Public Land with Alberta Sustainable Resource Development for the future urban expansion for the Hamlet of Zama.	Joulia	In progress
07-11-1052	That the Municipal Parks Bylaw be referred to the Parks & Recreation Committee.	John Joulia Ryan	In progress
07-11-1055	That Council approve the request from Beaver First Nation and their joint venture partners to install a four inch gas line on a County right-of-way at no cost to the County, subject to the signing of a development agreement with all parties.	Bill K. John Ryan	In review
07-11-1057	That a yield sign be placed at the Fort Vermilion Airport intersection and that engine brake signs be placed at the major entrances to Fort Vermilion.	Mark	In progress
07-11-1061	That administration advise Alberta Infrastructure and Transportation that Mackenzie County is not interested at this time in operating the Tompkins Ferry.	Bill K.	In progress

Motion	Action Required	Action By	Status
November 28, 2007 Council Meeting			
07-11-1066	That administration investigate the opportunities of the RAP program.	Joulia	In review
07-11-1077	That administration send a letter of support for Precision Lumber and Ridgeview Mills for their Aspen quota in F1.	Bill K. Carol	In progress
07-11-1081	That the action plan prepared by Activation Analysis be tabled to the planning session.	Bill K. Carol	In progress
07-11-1083	That Mackenzie County leave the property located at Plan 902 2917, Block 2A, Lot 24 (Meander River) in the current owners name and continue to attempt to sell the property.	Joulia	In progress
07-11-1088	That administration continues with the consolidation process, according to Road Closure Bylaw 394/03, through an alternative surveyor, and that the County pay the consolidation fees.	Eva	In progress
07-11-1092	That administration investigate the Fire Smart Community Residents Grant funding available by Alberta Sustainable Resource Development.	Jason Ryan	In progress



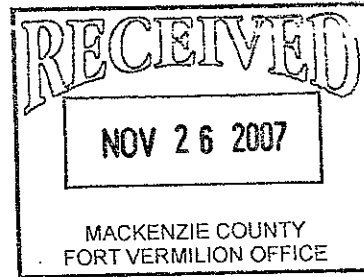
ALBERTA
INTERNATIONAL, INTERGOVERNMENTAL AND ABORIGINAL RELATIONS

Office of the Minister
MLA, Fort-McMurray - Wood Buffalo

AR32061

November 15, 2007

Mr. William Kostiw
Chief Administrative Officer
Mackenzie County
P.O. Box 640
Fort Vermilion, Alberta
T0H 1N0



Dear Mr. Kostiw:

Thank you for your letter of October 30, 2007, regarding the 2007 municipal election and the appointments of the Mackenzie County Reeve and Council.

I appreciated receiving the update and I have forwarded your letter to my colleague, the Honourable Ray Danyluk, Minister of Municipal Affairs and Housing, for his information.

Again, thank you for taking the time to write.

Best personal regards,


Guy Boutilier
Minister of International, Intergovernmental and Aboriginal Relations

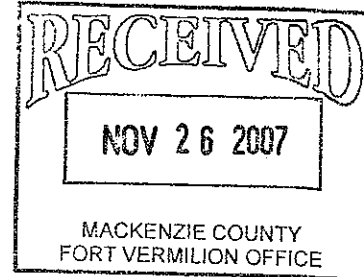
cc: Honourable Ray Danyluk
Minister of Municipal Affairs and Housing

Frank Oberle
MLA Peace River

300 J.G. O'Donoghue Building
7000 - 113 Street
Edmonton, Alberta, Canada T6H 5T6
Telephone (780) 427 2145 Fax (780) 415 6002
www.agric.gov.ab.ca/

November 21, 2007

Mr. William Kostiw
Chief Administrative Officer
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0



Dear Mr. Kostiw: *Hi Bill,*

Thank you for your October 30, 2007 letter advising me of your recent municipal elections and appointments. I would like to congratulate Mackenzie County Reeve Greg Newman, your councillors, and executives on a successful campaign. I commend you on the commitment and optimism you demonstrate in support of continued prosperity in rural Alberta.

Please provide me with a proposed agenda and list of topics that you would like to discuss. This would allow me to coordinate my schedule and assemble the appropriate staff at Alberta Agriculture and Food to address your inquiries.

I look forward to meeting with Mr. Newman and the Council of Mackenzie County.

Sincerely,

A handwritten signature in black ink, appearing to read "Rory Campbell".

Rory Campbell
Deputy Minister

cc: Frank Oberle, MLA, Peace River



TOWN OF
HIGH LEVEL

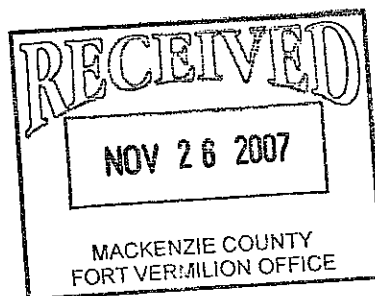
Town of High Level
10511 - 103rd Street
High Level, AB T0H 1Z0
Canada

Telephone: (780) 926-2201
Facsimile: (780) 926-2899
town@highlevel.ca
www.highlevel.ca

OFFICE OF THE MAYOR

Monday, November 19, 2007

Mr. Greg Newman, Reeve
Mackenzie County
Box 640
Ft. Vermilion, AB
T0H 1N0



Dear Reeve and Council,

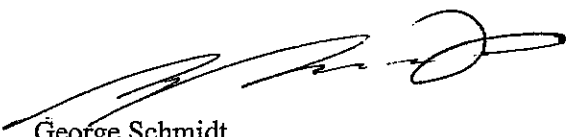
The Town of High Level is pleased to advise you that Councillor Jerry Chomiak has been appointed to the Inter-governmental Negotiations Committee with Councillor Ron Pelensky as an alternate.

Further, at the Regular meeting of Council held on November 13, 2007, the Town of High Level Council made the following resolution.

“THAT Council accepts the offer from Mackenzie County as per their letter of October 30, 2007 with the provision that Fire Services be provided at \$356.00 per day plus costs, starting November 1, 2007 until July 31, 2008”

We are pleased that we have come to a temporary agreement in this matter. We look forward to reaching a long term agreement with Mackenzie County by July 31, 2008.

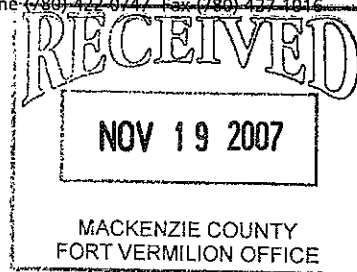
Yours truly,


George Schmidt
Mayor

cc Hon. Ray Danyluk, Minister of Municipal Housing and Housing
Frank Oberle MLA Peace Region

Gateway To The South

22nd floor, Telus Plaza, North Tower
10025 Jasper Avenue
Edmonton, Alberta, Canada T5J 1S6
Telephone (780) 427-6747 Fax (780) 427-1016



November 13, 2007

Reeve Gregory Alan Newman
Mackenzie County
PO Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Reeve Newman:

I am writing with regard to the status of ground ambulance services and in particular with respect to provincial funding for 2008/2009 fiscal year.

As you are aware, Alberta Health and Wellness provided \$55 million in grant funding to municipalities to help offset some of the costs municipalities incur to deliver ambulance services.

While the decision about the future of ambulance governance has not yet been made, I am pleased to advise that municipalities will receive the same funding allocation for ambulance services in 2008/2009 as they did in previous years. The Peace Country and Palliser health regions, where discovery projects are ongoing, will also receive the same funding that they did in the previous years.

My department will provide additional information regarding the conditional grant requirements and the transfer of funds, scheduled for April 1, 2008.

I appreciate the continued co-operation and patience you have extended during the process of information gathering and consideration of long-term ambulance governance and funding model alternatives.

Sincerely,

A handwritten signature in black ink, appearing to read "P Meade".

Paddy Meade
Deputy Minister

6th Floor, Sterling Place
9940 - 106 Street
Edmonton, Alberta, Canada T5K 2N2
Telephone 780/422-5916 Fax 780/427-2039
www.child.gov.ab.ca/

November 7, 2007

Dear Friend:

On November 5th, 2007 Alberta Children's Services launched *The Art of Peace Challenge* as part of this year's Family Violence Prevention Month campaign. A promotional poster is being provided and it would be appreciated if you would display it in a prominent location to inspire youth to get involved.

The Art of Peace is an exciting youth engagement initiative which invites youth, ages 14-20, to research and create artistic works that motivate Albertans to reach out and help those impacted by family violence or bullying. Also, one element of the creative process requires participants to interview someone working in the field of family violence or bullying in order to gain a deeper understanding of these complex social issues.

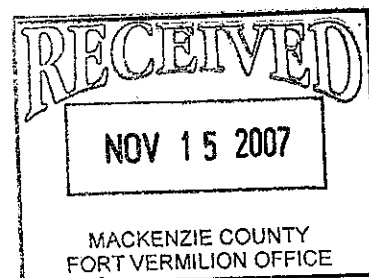
Submissions to *The Art of Peace Challenge* will be accepted between February 1st and 29th, 2008. Individuals and groups are encouraged to submit entries in the form of dance, film/video, literary/writing, music, theatre, visual or multidisciplinary art. Finalists could receive \$200 to \$1,000 in awards, with selected entries being showcased at a gala event in May 2008 where youth will be recognized by their advisors, sponsors, media, professional artists and government officials. In addition, selected artistic works will then be displayed in a variety of community settings throughout the year.

Additional details about *The Art of Peace Challenge* are available at familyviolence.gov.ab.ca. If you have questions, or would like additional information please call (780) 422-5916 or e-mail artofpeace@gov.ab.ca.

Thank you for your ongoing commitment to preventing family violence and bullying in Alberta. Together, we can create safe and secure communities and provide youth a leadership role in increasing community awareness and education about family violence and bullying through their artwork.

Sheryl Fricke

Sheryl Fricke
Executive Director





ALBERTA
EMPLOYMENT, IMMIGRATION AND INDUSTRY

*Office of the Minister
MLA, Sherwood Park*

November 21, 2007

Reeve Gregory Alan Newman
Mackenzie County
Box 640
Fort Vermilion, Alberta T0H 1N0

Dear Reeve Newman:

I am pleased to attach a copy of *Alberta's Rural Development Strategy: Report on Progress*.

The report reiterates the province's commitment to supporting rural development and rural communities. It showcases successes and highlights some of the Government of Alberta's contributions to achieving the outcomes outlined in *A Place to Grow*, Alberta's Rural Development Strategy, completed in February 2005.

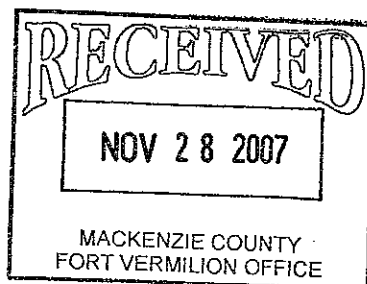
The Government of Alberta recognizes the importance of rural Alberta and its contributions to a vibrant and sustainable province. We will continue to work together with rural communities and rural Albertans to build a stronger province.

If you would like additional copies of the report, please contact the Rural Development Branch at (780) 427-2409, e-mail ellen.bartisch@gov.ab.ca, or visit www.employment.alberta.ca/rural to download a copy online.

Sincerely yours,

Iris Evans
Minister

Attachment





Dear Friends:

November 19, 2007

No one should ever have to experience humiliation or violence at the hands of another. Yet, for many children and youth, bullying is an everyday occurrence. Our children should not be afraid to go to school, hockey practice or chat online with their friends, nor should they suffer in silence.

The Government of Alberta is committed to working with families and communities to find a solution to this serious social problem. Alberta Children's Services and Alberta Education are working closely with a group of young people from across the province on a bullying prevention campaign.

On November 21st, during National Bullying Awareness Week (November 19-24), we will launch the third phase of this campaign, called, "**Reverse It. Be Better Than Bullying.**" The campaign encourages children and youth between seven and 13 years to change bullying behaviour within themselves. A corporate partnership with Cineplex Odeon will include targeted advertising in Alberta movie theatres.

Enclosed is a campaign poster, featuring our 24-hour provincial helpline and web address. Anyone in need of help can call 1-888-456-2323, toll-free in Alberta, for support and referral, or visit www.b-free.ca to find out more about bullying and how to stop it.

New scenarios have also been added to the S-Team Heroes game at www.teamheroes.ca. Children three to 11 years can learn how to handle bullying situations by playing the online game. Youth are encouraged to visit www.b-free.ca. This website, developed for youth, by youth provides information and advice about bullying and how to stop it.

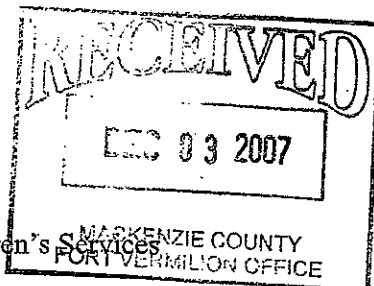
For parents, www.bullyfreealberta.ca includes information about handling bullying among children and youth. This site also offers parents and other adults free bullying prevention publications and resources, including new fact sheets on bullying prevention in sports and handling bullying behaviour with a child.

Research shows that approximately one in 10 children have bullied others and as many as 25 per cent of children in grades four to six have been bullied. As adults, we need to encourage the young people in our lives to "be better than bullying." Please help spread these important messages by hanging a bullying prevention poster in your office, or by passing it along to a partnering agency—and let youth know that these resources exist. If you would like to order additional posters, or other bullying publications, free-of-charge, visit www.bullyfreealberta.ca.

Together we can create brighter futures and safer communities for our children and youth.

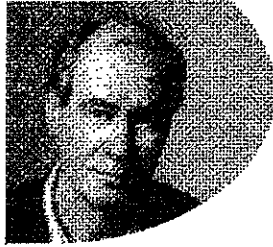
Sincerely,

Janis Tarchuk
Minister, Alberta Children's Services



Ron Liepert
Minister, Alberta Education

Enclosure



Please Distribute to all Members of Council

A Message from City of Ottawa Councillor Clive Doucet

Ottawa City council passed a motion on Wednesday November 28th to support the One Cent NOW! campaign by gathering on the steps of Parliament to express their support for transferring the equivalent of one cent of the GST to municipalities across the nation. One Cent will deliver about 5 billion dollars per year to municipalities from coast to coast to coast.

MP's Paul Dewar and Paul Zed will meet marchers, with more expected to join. The Canadian Labour Congress and the National Capital Heavy Construction Association support Ottawa's initiative, observing that this will keep Canadians working which is good for the Canadian economy.

The march will start at Ottawa City Hall at noon on Monday December 3rd., and will arrive at Parliament Hill at approximately 12:15 p.m. Everyone is encouraged to attend if they possibly can, or to send letters of support to Councillors Clive Doucet (Clive.Doucet@ottawa.ca or 613 580-2487) and Diane Deans (Diane.Deans@ottawa.ca or 613 580-2480) so they could be read into the records at the rally.

*Shaping our future together
Ensemble, formons notre avenir*

**Clive Doucet
Councillor, Capital Ward**

City of Ottawa
110 Laurier Avenue West,
Ottawa, ON K1P 1J1
tel.: (613) 580-2487
fax: (613) 580-2527
Clive.Doucet@ottawa.ca
www.clivedoucet.com

**Clive Doucet
Conseller, quartier Capitale**

Ville d'Ottawa
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Ottawa, ON K1P 1J1
tél.: (613) 580-2487
télééc.: (613) 580-2527
Clive.Doucet@ottawa.ca
www.clivedoucet.com

You are invited to join us:

**1st ANNUAL
MUNICIPAL INFRASTRUCTURE PROTECTION
CONFERENCE**

Friday January 18, 2008
(10:00 am - 3:00 pm)

Holiday Inn
(6500 - 67th Street)
Red Deer, AB

Special Guest for Lunch:

Hon. Luke Ouellette
Minister of Infrastructure and Transportation

We are pleased to offer a one day conference to highlight changes we have made at Roadata to provide municipalities and Industry with better service. It will also be an opportunity to discuss future development to design programs that maximize benefit to Municipalities.

It is a great opportunity to network with other municipalities that are utilizing services Roadata offers that may not be in place in your municipality. Find out how effective these programs have been, what is new and what features you may not even be aware of. It will also be an opportunity to review our new municipal "Service Plans" and the related costs that will be introduced in mid 2008.

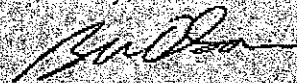
We are encouraging Executive Level staff, Public Works staff and Enforcement staff to attend.

If you are not a Roadata Partner Municipality this is a great opportunity to see what Roadata can offer. You can also have the chance to talk with others who have been involved with Roadata and ask them questions about how it is working for them.

If you have any questions please feel free to call us at 1-877-341-8866 to speak with Lisa Mayea or feel free to give me a call at any time (403) 314-9500.

Hope to see you on January 18th. We will be forwarding more details and an agenda in the near future.

Sincerely,

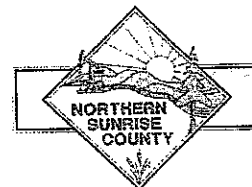
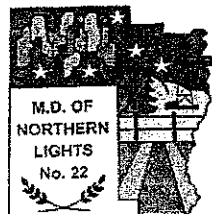
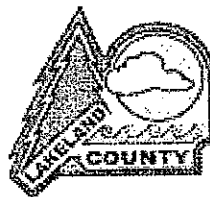
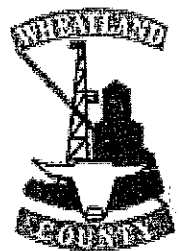
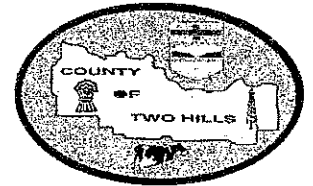
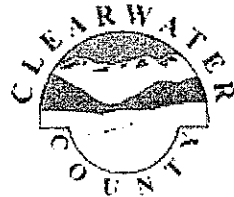
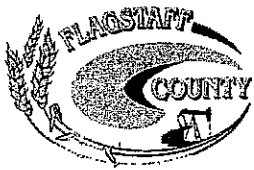


Bruce Olson
President, Roadata Services Ltd.



Please RSVP by January 9, 2008

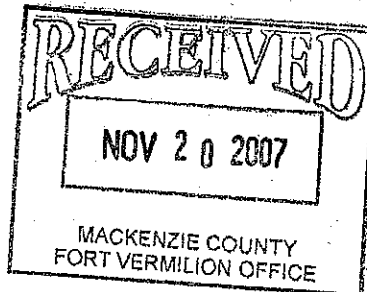
Open House at Roadata's New Office to follow (3 - 5 pm)





Volunteers *in Action!*

c/o National Office, PITCH-IN CANADA
Box 45011, Ocean Park P.O.
White Rock, B.C., V4A 9L1
www.pitch-in.ca



1-877-4-PITCH-IN
pitch-in@pitch-in.ca

Patron, PITCH-IN CANADA
The Governor General of Canada

Dear Members of Council

A HEADS-UP.....

PITCH-IN WEEK 2008 April 21 – 27, 2008



Look for further details in our mailout to you in January, 2008. Online Registration opens on January 15, 2008!

A reminder:

*participation in PITCH-IN WEEK is **always FREE**thanks to our **sponsors and supporters**, which include many Alberta municipalities who choose to become financial contributors as **Patrons or Supporters of PITCH-IN ALBERTA.***

Enclosed is our report for PITCH-IN WEEK 2007 in Alberta. Another very successful campaign – we hope your community was one of the 125 throughout Alberta that undertook local action projects to improve their community!

For more information on PITCH-IN CANADA and how your community can participate in any of our programs go to [www. Pitch-in.ca](http://www.Pitch-in.ca)

Sincerely


Valerie Thom
Executive Director



PLEASE TURN OVER....

**YOU CAN FIND THE FOLLOWING FREE MATERIALS AT
WWW.PITCH-IN.CA**

click on PROGRAMS for Local Governments

- **" Fastest Broom Contest** - to help kick-off your PITCH-IN WEEK: OPERATION CLEANSWEEP campaign
- **Adopt" Programs** - guidelines
- **How you can assist volunteers - in your Community**
- **Safety Tips** - for Conducting Clean-Up Campaigns
- **Action Projects for the Environment** - a multitude of activities
- **Tra\$h-aThons** - to help raise money while beautifying your community
- **Conducting a Media Campaign**
- **Re-Think** - 45 activities – educational unit K – 5
- **Colouring Books + Posters** - for schools and others
- **AND MORE...!**

ALSO

Did you know that PITCH-IN CANADA offers a year-round litter control program???

- Email pitch-in@pitch-in.ca for details on how to obtain and implement our

CIVIC PRIDE PROGRAM FOR COMMUNITIES.



2007 PITCH-IN CANADA Week in Alberta

Background

PITCH-IN CANADA Week is a partnership with local governments, sponsors and more than 150,388 volunteers throughout Alberta. The program was developed in Alberta in 1972 and it has become the largest volunteer environmental and beautification program in the province.

2007 sponsors of the campaign in Alberta were 8 (of 10) local Chapters of TD's Friends of the Environment Foundation, The Suncor Energy Foundation, El-En Packaging Co., FedEx, and numerous municipalities who are both members of PITCH-IN ALBERTA and/or contributed tens of thousands of dollars in support of local activities.

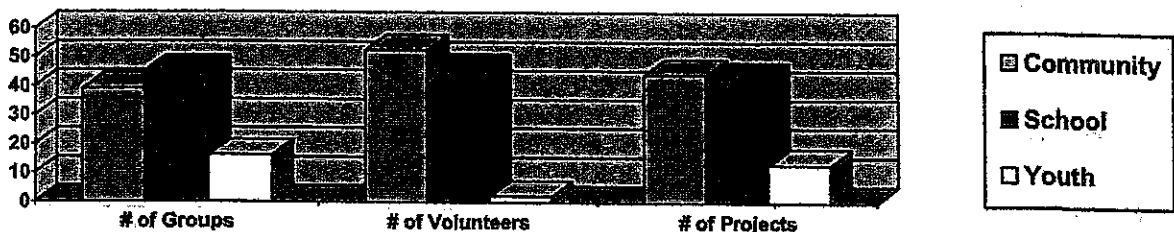
The Provincial Program

7,000 free EcoActionPaks were sent out in January, 2007, to every school in Alberta, local governments, and thousands of community-based organizations. Each kit contained background information, a Registration Form enabling participants to register and information about free materials. Many groups registered via the PITCH-IN website, a major source of information and resources for volunteers providing colouring books, posters, Activity Suggestions and much more!

.... and our PITCH-IN Volunteers Responded!!

150,388 (113,762) volunteers participated in 3,295 (2,288) projects in 125 communities with support of 309 (339) local PITCH-IN Eco-Team Coordinators. Most volunteers participated in multiple projects – and when this is considered 941,499 (451,829) volunteers participated in all projects combined.

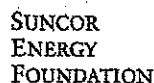
Participating groups are divided into three categories: school, youth and community-based. They include schools, colleges, scouts, girl guides, chambers of commerce, naturalists, hiking clubs, old age pensioners, ratepayers, environmental groups, service clubs, athletic organizations, local governments, and others.



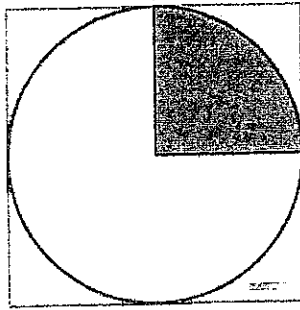
The above shows that: (= prior year)

- 263 (264) community based groups provided 78,931 or 52.4% of the volunteers and carried out 44% of all - projects.
- 298 (334) Schools provided 68,603 or 45.6% of the volunteers and carried out 43% of all projects.
- 107 (160) youth groups provided 2,854 or 2% of the volunteers and carried out 13% of all projects

Our Partners are hundreds of local governments and these participating sponsors



What did PITCH-IN Volunteers do?

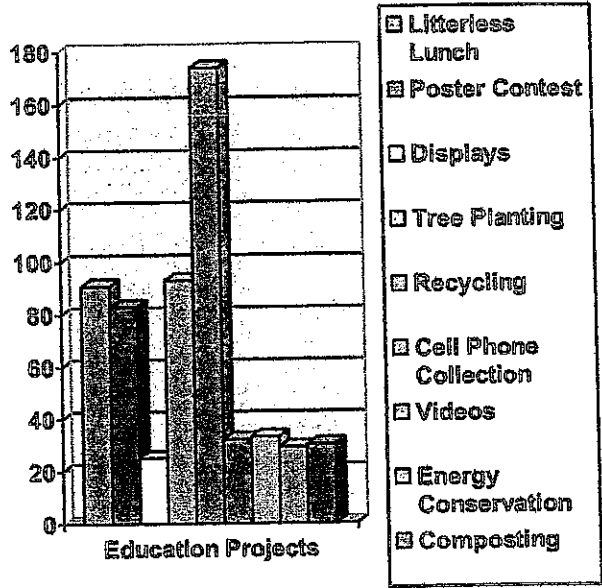


Education Projects (810)
 Action Projects (2485)

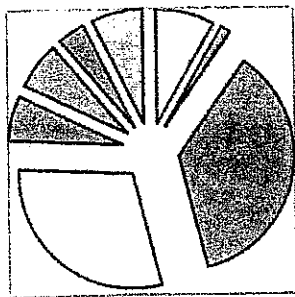
Projects were classified as Education (810) or Action Projects (2485).

A total of 3,295 projects took place, involving 668 groups who participated in multiple projects – many taking place on different days of PITCH-IN CANADA Week.

Environmental education projects included litterless lunch programs (91), poster contests (83), displays (25), tree planting (93), recycling projects (174), cell phone collection (32), video and speaker presentations (33), energy conservation (29), composting (30) and participating in PITCH-IN CANADA's Green Shopper Program, conducting Pollution Counts and many other activities.



- Business
- Wildlife Area
- Park + Ravine
- School/Neighbourhood
- Highway
- Sports Field
- Shoreline
- Trail



Action Projects included business + commercial areas (229), wildlife areas (39), park + ravines (1007), School and neighbourhood clean-ups (814), Highway / Roadside Clean-Ups (181), sports fields (181), shoreline and waterways (107) nature and recreational trails (199) and various other community improvement projects (96).

Unparalleled Growth in PITCH-IN Program Participation

In 2007 the PITCH-IN program continued to develop and promote new programs as well as experience unprecedented growth in all of its programs.



Fall 2007

Things Are Heating Up! Making Surplus Heat a Reality

Winter's icy grip may be lessened ever so slightly if REDI's Surplus Heat Opportunity Identification Committee has anything to say about it.

Jerry Chomiak, Surplus Heat committee member notes "surplus heat is being generated in large quantities in the Mackenzie region, with little or no utilization taking place." Chomiak sees tremendous opportunities as a result of utilizing surplus heat. "Our forestry and oil and gas sectors are generating a tremendous

Chomiak explains "we see a real value in developing this latent resource"

amount of surplus heat annually, mainly as a by product of their day-to-day operations, if we can determine an equitable and advantageous model for capturing, storing and distributing the heat, it will be to everyone's benefit." Chomiak reports, that the surplus heat project is officially underway and stresses that REDI looks forward to playing a key role in facilitating the project as it continues to gain momentum.

"Several years ago we identified surplus heat as being a unique regional resource, and during the past year have formed a sub-committee to review the resource's potential and determine a course of action for its devel-

opment."

To date the REDI surplus heat committee has undertaken a preliminary resource scan. "Though things look positive, everything is still preliminary," said Chomiak. "Although we knew surplus heat was being generated in our region, we decided that we needed to identify and catalogue companies that were generating excess heat; we felt that this information was essential in moving forwards."

Chomiak explains "we see a real value in developing this latent resource, however, it will require time and due diligence to ensure that the resource is plentiful and concentrated enough for commercial use, and economically viable." He says that a number of variables will require exploration as the project progresses. Before costs can be determined, a report detail-

"Our preliminary results look very promising, and it certainly looks like we will be able to make a case for further exploration of this resource"

ing a physical count of the region's surplus heat "wells" and their corresponding production totals will need to be developed.

"We have just begun the first leg of what will undeniably be a long process", says Chomiak.

"To date we have released a Request for Proposal (RFP) concerning the development of a Surplus Heat Opportunity Identification Study, and hired Serecon Management Consulting and Mallot Creek Strategies to undertake the desired research", he adds.

Recent meetings between REDI and the projects consultants have left the surplus heat committee cautiously optimistic. "Our preliminary results look very promising, and it certainly looks like we will be able to make a case for further exploration of this resource."



Municipal Elections

Where does the time go? As hard as it is to believe municipal elections have come and gone, and with them has come electoral change. REDI would like to extend salutations to all out going councilors and thank them for their years of service, and wish them every success in their future endeavors. REDI would also like to extend congratulations to all incom-

ing and remaining councilors.

"We look forward to working with the region's elected municipal representatives in identifying opportunities for economic development and regional promotion," notes REDI Secretary Treasurer Walter Sarapuk.

We are eagerly anticipating an influx of new ideas and enthusiasm, says Sarapuk, "the elections provide an opportunity for new persons to volunteer as municipal representatives on REDI's Board."



Our Mission

To promote, support and enhance economic growth and diversification in Northwest Alberta through regional cooperation and partnerships.

Our Members

Town of High Level, Town of Rainbow Lake, M.D. of Mackenzie, Paddle Prairie Metis Settlement, La Crete Chamber of Commerce, Rainbow Lake Chamber of Commerce, High Level Chamber of Commerce, Fort Vermilion Board of Trade and Industry, Community Futures Northwest Alberta, Northern Alberta Institute of Technology



incredible



Spirit of the North Trade Show

The 25th annual Spirit of the North trade show once again delighted old and young alike.

The show held during September 14-15, was a huge success, at-

tracting hundreds of persons.

Participants were treated to a smorgasbord of available goods and services, along with the traditional annual fireworks display.

The trade show attracted a broad spectrum of businesses ranging from all terrain vehi-

cles to hot tub retailers ensuring as always that the show contained something for everyone.

The High Level chamber of Commerce is a valuable member of REDI, and REDI was honored to support the event and donate booth Space to the High Level Toy Library.



visit www.rediregion.ca for more REDI related information



Opportunity Abounds

There will soon be a new name and a new face in the Mackenzie region, and REDI could not be happier. REDI is in the preliminary stages of identifying and hiring an Regional Economic Development Officer (REDO), to oversee the organization's operations.

Langford envisions the REDO as providing REDI and the region with a full time advocate.

"Implementing the REDO position will have a tremendous impact on REDI," notes REDI Recruitment Chair Boyd Langford. "Hiring a full time REDI employee will enable us to progressively increase REDI's profile."

The REDO will assist REDI in continuing to deliver exemplary projects support and administrative services.

The newly created position will be responsible for aiding REDI's Board and Management Committee in developing and implementing marketing and advocacy

"The position is expected to remove many of the barriers that our volunteer run organization currently encounters," says Langford. "A full time employee eliminates issues related to travel constraints, time availability, and volunteer burnout."

Langford envisions the

REDO as providing REDI and the region with a full time advocate. The REDO will be tasked with developing networks to move regional projects forward, offering a physical presence at all municipal and chamber of commerce meetings, and strengthening communication between REDI and its partners.



For more information on this employment opportunity visit www.rediregion.ca

Annual General Meeting

The Stardust Hotel recently played host to REDI's fourth annual general meeting (AGM). Members and invited guests were invited to celebrate the organizations past successes and treated to a power point presentation outlining REDI's future plans.

The AGM held July 13, 2007 continues to grow and develop, aptly reflecting REDI's own ongoing maturation.

The AGM provides us with the perfect opportunity to showcase REDI to our part-

ners, the general public, and prospective members, says REDI Chair Jerry Chomiak. "It raises our profile, promotes communication, and rewards volunteers for their ongoing and continued support."

"I am pleased with REDI's accomplishments over the past year. Our organization has undertaken a number of important projects and initiatives that have undeniably benefited the region," adds Chomiak.

Chomiak credits REDI's success to the drive and commitment of its membership. REDI is fortunate to have a strong and talented team of dedicated service

providers and partners.



Jerry Chomiak, REDI Chair



incredible!



Value Added Wood Update

The oft heard saying of "timber!" could be taking on an entirely new meaning in the Mackenzie region. REDI has identified value added wood as holding tremendous economic promise for Northwestern Alberta.

REDI value added wood committee member Peter Braun reports that the value added wood project is underway and gaining momentum.

"REDI intends to review and identify forestry opportunities available in the Mackenzie region. Identifying new opportunities will provide for greater forestry product value," he said.

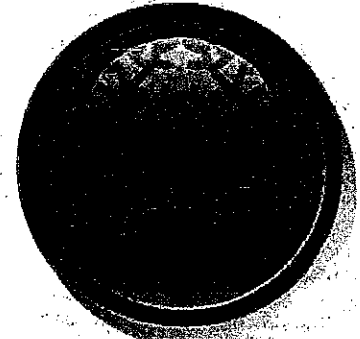
The Mackenzie region's forest resources are primarily extracted for and used by the region's prominent wood mill operations, REDI hopes investigating

value added wood opportunities will draw attention to the need to identify and incorporate additional resource utilization practices.

Braun said that a value added wood study is being considered. "We see a real value in researching opportunities that will help to diversify our forestry sector."

Braun adds that if the region can indeed capitalize upon new harvesting and refinement techniques,

significant benefits could be realized via increased job opportunities, busi-



ness operation savings and increased exports.

Regional Ski Facility



Ready, set, ski, that's the mantra these days amongst the members of REDI's Recreation Committee. Initial findings from REDI's preliminary recreation feasibility studies has convinced committee members that the REDI region is interested in and will actively support a regional ski facility.

Jerry Chomiak, REDI recreation chair says "Our region is not only interested in a ski hill facility, but highly suppor-

tive of making it a reality." Development of a ski facility will require concrete planning "we will need to look at potential grant availability and ascertain the extent of required municipal funding," said Chomiak.

The idea for developing a regional ski hill facility came as a result of a survey administered by Carl Leary Consulting Ltd in 2005, survey respondents overwhelmingly pinpointed skiing as an ideal recreational outlet.

Chomiak notes that con-

structing a ski hill provides more than just another tourism attraction, "a downhill ski facility will improve the quality of life for our residents, and provide a much needed recreational option."

"Though things look positive, everything is still preliminary," said Chomiak. "We are currently undertaking the second phase of planning; our committee has developed a request for proposal and is hopeful that contractors will reply in the short term".

Prospects North

Go North and Prospect, strategic partnerships that is!

Northern vistas, tremendous hospitality and strategic networking were the order of the day during REDI's recent participation in the tri-annual Prospects North trade show held September 21-23, 2007 in Yellowknife, Northwest Territories.



The trade show was very busy, and successful says Walter Sarapuk, REDI Secretary Treasurer. "Participating in this type of event helps REDI to achieve its goal of promoting Northwest Alberta, Prospects North enables us to reconnect with our existing partners and seek out new advantageous partnerships."

Economic Development in the Northwest Territories means Growth in Northwest Alberta; they will always be related," said Sarapuk.

Attending this event has helped to foster relations between N.W.T communities and companies and their Northwest Alberta counterparts, notes Sarapuk. He added "There is a tremendous potential that can be achieved, our two regions are and will continue to work collaboratively, and that means everyone benefits."





Planning for the Future: 2008-2011 Business Plan

2008-2011 is shaping up to be an exciting three years of growth and progress in North-western Alberta, and REDI intends to do its part in ensuring that growth and progress is achieved.

The REDI Board and Management Committee is currently reviewing the existing 2005-2008 business plan and working with the organization's membership to develop a new three year strategic operating plan. The new plan will identify regional opportunities and interests and provide a strategic course of action for their achievement.

The plan ensures that

"It provides us with a measuring stick for gauging the region's needs, our region has unique challenges and the plan ensures we address them strategically."

ensures we address them strategically."

It's important to get as much input as possible, adds REDI Secretary Treasurer Walter Sarapuk. "We rely upon our membership to provide guidance and priorities in the development of the three year business plan. The member municipalities, chambers of commerce, board of trade and industry partners are essential in identifying what REDI needs to tackle."

our regional economic development alliance is heading in the right direction, notes Jerry Chomiak, REDI Chair.

"It provides us with a measuring stick for gauging the region's needs, our region has unique challenges and the plan

Contact Us!

**Jerry Chomiak, REDI Chair
Boyd Langford, Vice Chair
Walter Sarapuk, Secretary
Treasurer**

**Phone: 780-926-7314
E-mail: info@rediregion.ca**

www.rediregion.ca

REDI....Set....GO!

"Jeff Savage: Town of Rainbow Lake, Trudy Lang: Town of High Level and Dicky Driedger: Mackenzie County, are motivated and enthusiastic volunteers and their participation in REDI will help us to promote the area as a region of choice for current and future generations."

Opportunities are abundant in Northwest Alberta, and none more so than in the Mackenzie region. "We have a tremendous spirit and conviction in our region that lends itself to volunteerism and regional enhancement, declares REDI Chair Jerry Chomiak."

REDI is entrusted to promote, support and enhance economic growth and diversification in Northwest Alberta through regional cooperation and partnerships, notes REDI Vice-Chair Boyd Langford. "None of that is possible without a strong group of volunteers who are committed to improving and championing their region."

"I am pleased to welcome our new Board members, all of which provide a welcome infusion of energy and can do spirit. I look forward to a succession of tremendous accomplishments," adds Jerry Chomiak. "Jeff Savage: Town of Rainbow Lake, Trudy Lang: Town of High Level and Dicky Driedger: Mackenzie County, are motivated and enthusiastic volunteers and their participation in REDI will help us to promote the area as a region of choice for current and future generations."

Both Chomiak and Langford agree that REDI's new and current members will help to build stronger relationships and stronger cooperative partnerships. "REDI's success is owed to the drive and commitment of its membership," notes Boyd Langford. "REDI is fortunate to have a strong and talented team of dedicated persons."

Langford adds, "Northwest Alberta has a vibrant economy, an abundance of natural resources, and an indefatigable spirit. Working together ensures the future prosperity of our region, and the health and well being of all citizens."



Incredible!

Page 4



**Jeff Savage
Town of Rainbow Lake**



**Trudy Lang
Town of High Level**



**Dicky Driedger
Mackenzie County**



Industry.TravelAlberta.com

best OF buzz

December 2007

Pre-Olympic strategy launched

Travel Alberta and six national winter sport organizations have signed a landmark marketing partnership designed to promote Alberta as a premier international winter sports destination. **Cindy Ady**, Associate Minister of Tourism Promotion, announced the \$450,000 agreement - the first of its size in the world. "Travel Alberta's partnership with the World Cup Roundtable will increase worldwide awareness of Alberta as a winter and sports tourism destination as the world begins to turn its attention to the Olympic Winter Games in 2010," said **Derek Coke-Kerr**, Managing Director of Travel Alberta.

Online Platinum and Gold

Travel Alberta was recognized with a platinum medal for best online tourism campaign in Canada at the E-tourism strategy conference in Vancouver, Nov. 9 for SkiCanadianRockies.com. The campaign also won a gold medal in the large public sector category of the national awards competition. For more information, please visit Industry.TravelAlberta.com

Summer Events Guide

Travel Alberta's summer events guide will include Alberta consumer events taking place from May 1 to October 31, 2008. Events listings are FREE! Events must be listed in the Tourism Information System

(TIS) by Jan. 25, 2008, in order to be considered for inclusion.

Tourism big business

Tourism is helping Alberta municipalities thrive, Derek Coke-Kerr, Managing Director of Travel Alberta told 1,200 delegates at the Alberta Urban Municipalities Association in Calgary, Nov. 29. Visit Industry.TravelAlberta.com to download the full text of Coke-Kerr's remarks.

2008 Regional Opportunities

The 2008 Travel Alberta Regional Industry Program Opportunities Guide is now available for download at Industry.TravelAlberta.com. For a copy by mail, please email: Christopher.Smith@TravelAlberta.com

Expand Your Experience

Presentations and photos from the 2007 Travel Alberta Industry Conference and the CanWest Alto Awards Gala are now available for download at Industry.TravelAlberta.com. The 2008 Conference will be held at the Fairmont Banff Springs, Oct. 26-28.

Canada's West 2008

Calgary will host the 2008 Canada's West Marketplace trade show in November. It is expected that between 400 - 500 Alberta and BC tourism suppliers will descend upon Calgary next year to meet with more than 150 international tour

operators and wholesalers from Europe, Asia/Pacific and the Americas.

New photos available

New photographs of the Goat Creek area in Kananaskis Country have been added to the Travel Alberta Photo and Video Library. To see the photos, visit TravelAlberta.com/photo. Once there, enter "0252D" in the Photo Search bar to find pictures of this beautiful area that has been showcased in the movie *The Assassination of Jesse James*.

New at Travel Alberta

Michelle Anhorn has joined Travel Alberta as International Marketing Co-ordinator. She will be assisting the International and Americas Portfolio Managers with strategic marketing planning, analysis and reporting. She can be reached by email at: Michelle.Anhorn@TravelAlberta.com or phone (403) 297-3252.

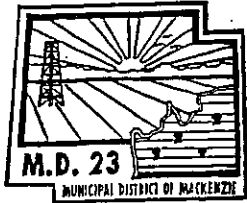
Travel Alberta In-Province has appointed **Nancy Smith** as Regional Marketing Consultant, Rockies. Contact Nancy at Nancy.Smith@TravelAlberta.com or 403-697-7722.

Lizzie Doyle has been appointed Public Relations and Media Specialist in Australia and New Zealand, beginning Jan 1.

Happy Holidays

Travel Alberta's offices will be closed for the holidays Dec. 24, 25, 26 and Jan. 1.

To be removed from this fax mailing list, please call 403.297.2700
To receive *Best of Buzz* via e-mail, contact; Info@TravelAlberta.com



Municipal District Of Mackenzie No. 23

Operational Services, P.O. Box 1690, La Crete, Alberta T0H 2H0
Telephone (780) 928-3983 Fax (780) 928-3636
Administration, P.O. Box 640, Fort Vermillion, Alberta T0H 1N0
Telephone (780) 927-3718 Fax (780) 927-4266

COPY

Concern

No. _____

Date Nov 28/07 Time: 3:40 pm. Ward: _____ Taken by: Lisa.

Name: Colleen Ferguson Telephone: 927-3391

Address: Box 913 FV

Location: ___ 1/4 Sec _____ Twp _____ Rge _____ W _____ M

Requested by: Ratepayer Councillor _____ Administration _____

Describe Concern:

Concerned about the policy regarding senior citizens which requires them to come personally with ID. Also, disagrees with policy that seniors are required to fill out snowplow forms each year since they remain seniors. Would like to see these policies amended.

Assigned to: John + Mark Copy to Department Head Bill.

For Office Use Only

Action Taken & Comments on Concern: _____

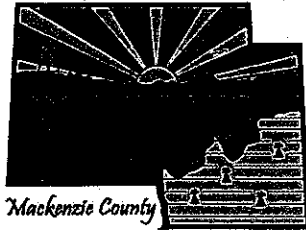
Date Concern Received by Field Person: _____

Notification of Action Taken Date: _____

Signature (Field Person(s)) _____

Cost of Resolving Concern:

Labour _____	Equipment _____	Materials _____
_____	_____	_____
_____	_____	_____
_____	_____	_____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	Ryan Becker, Director of Planning and Emergency Services
Title:	Bylaw 652/07- Land Use Bylaw Amendment to Rezone Part of NW 19-109-19-W5M from Agricultural District 1 (A1) to Rural Industrial District 1 (RI1) (High Level Rural) (Inter-municipal Development Plan Corridor)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of NW 19-109-19-W5M from Agricultural District 1 (A1) to Rural Industrial District 1 (RI1). The applicant requested the rezoning in order to accommodate an industrial building and uses. Bylaw 652/07 was tabled at the November 13, 2007 Council meeting as additional information on the history of the development was requested.

OPTIONS & BENEFITS:

The first development permit on record that was issued for Pt. of NW 19-109-19-W5M was on May 26, 1993 to Lee's Construction for a house (mobile home), private airstrip, and a Contractor's Business. The Contractor's Business was for heavy equipment construction involved in the storage of cats, scrapers, track hoes, skidders and other equipment on site. Later the mobile home was replaced with a modular home on a basement with a garage. The permit was issued on April 3, 1996.

No other development was recorded until April 3, 2001 when Bylaw 283/00 was passed rezoning Pt. of NW 19-109-19-W5M from Agricultural District 1 to Highway Development District to accommodate a proposed truck stop. The proposed truck stop was not pursued by the applicant due to unavailability of municipal services to the location.

Author: Eva Schmidt,
Planning Supervisor

Reviewed by: _____

CAO

A permit for a temporary 20 man camp was issued on January 9, 2002. The camp was later removed and is no longer on location.

In January 2004 a subdivision application was received to subdivide a 10 acre parcel containing the homestead from the quarter section. Because the land was zoned as Highway Development District the applicant had to change the zoning back to Agricultural District to comply with the Land Use Bylaw. April 2004, Bylaw 407/04 the property was rezoned back to Agricultural District. The subdivision was registered on February 14, 2005.

On October 18, 2006 an agricultural shop was approved on Part of NW 19-109-19-W5M. Now that the shop has reached completion, the applicant has decided to use the building for rental purposes to an oilfield servicing company. Under Agricultural District 1 (A1), industrial uses are not permitted however oil and gas servicing are permitted under Rural Industrial District 1 (RI1). The applicant has also expressed interest in subdividing the land into several smaller industrial lots in the future. To accommodate the impending use, the applicant has applied to rezone Part of NW 19-109-19-W5M from Agricultural District 1 (A1) to Rural Industrial District 1 (RI1) to accommodate industrial type uses.

NW 19-109-19-W5M is within the Inter-Municipal Development Plan Corridor and is therefore required to be referred to the Town of High Level for comments. Should Council pass first reading of Bylaw 652/07, the Bylaw will be sent to the Town of High Level for comments. This type of development falls within the policies outlined in the Inter-municipal Development Plan, being that all industrial development should generally be directed south of the Town boundary.

7.34 RURAL INDUSTRIAL DISTRICT 1 "RI1"

The general purpose of this district is to accommodate industrial buildings and uses which are deemed better suited to rural rather than urban areas.

A. PERMITTED USES

- (1) Extensive Agriculture and farm buildings.

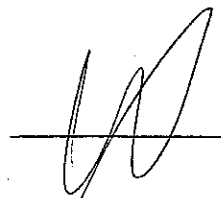
B. DISCRETIONARY USES

- (1) Agricultural supply depot.
- (2) Bulk fertilizer sales.
- (3) Bulk fuel storage.
- (4) Bulk propane sales.
- (5) Contractor's business.
- (6) Fertilizer sales.
- (7) Industrial Camps

Author: Eva Schmidt,
Planning Supervisor

Reviewed by: _____

CAO



- (8) Maintenance Yard.
- (9) Manufacturing firm.
- (10) Natural resource extraction industry.
- (11) Oil and gas servicing.
- (12) Public use.
- (13) Petroleum facility.
- (14) Salvage/storage yard.
- (15) Security suite.
- (16) Sewage lagoon, sewage treatment plant.
- (17) Mobile/Modular Home (Manufactured) Sales.

C. MINIMUM LOT SIZE

0.8 hectares (2 acres) unless otherwise required by the Development Officer.

D. MINIMUM TOTAL FLOOR AREA

92.9 square metres (1000 square feet) or as required by the Development Officer.

E. MINIMUM FRONT YARD SETBACK

As specified by the local road authority, but in no case less than 41.1 metres (135 feet) from the edge of the highway right of way.

F. MINIMUM DEPTH OF SIDE YARD

15.24 metres (50 feet)

G. MINIMUM REAR YARD SETBACK

7.6 metres (50 feet).

H. THE DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

Buildings may be of new construction or moved in. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Officer.

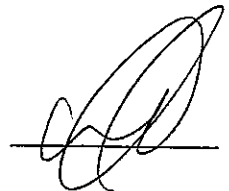
I. ON-SITE PARKING

In accordance to the provisions in Section 4.28 of this Bylaw.

Author: Eva Schmidt,
Planning Supervisor

Reviewed by: _____

CAO



J. LOCATION CRITERIA

Rural industrial development shall be located where possible along highway corridors or identified collector roads.

K. ON-SITE PARKING

In accordance to Section 4.28 of this Bylaw.

L. LANDSCAPING

In accordance to Section 4.23 of this Bylaw.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

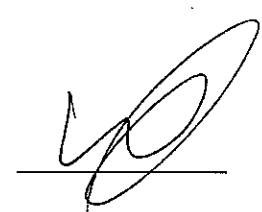
RECOMMENDED ACTION:

That first reading be given to Bylaw 652/07 being a Land Use Bylaw amendment to rezone Part of NW 19-109-19-W5M from Agricultural Industrial District 1 "A1" to Rural Industrial District 1 "RI1".

Author: Eva Schmidt,
Planning Supervisor

Reviewed by: _____

CAO



BYLAW NO. 652/07

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

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

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

WHEREAS, Mackenzie County has a General Municipal Plan adopted in 1995, and

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

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

1. That the land use designation of the subject parcel known as Part of NW 19-109-19-W5M be rezoned from Agricultural District 1 "A1" to Rural Industrial District 1 "RI1" as outlined in attached Schedule A.

First Reading given on the _____ day of _____, 2007.

Greg Newman, Reeve

Carol Gabriel, Executive Assistant

Second Reading given on the _____ day of _____, 2007.

Greg Newman, Reeve

Carol Gabriel, Executive Assistant

Third Reading and Assent given on the _____ day of _____, 2007.

Greg Newman, Reeve

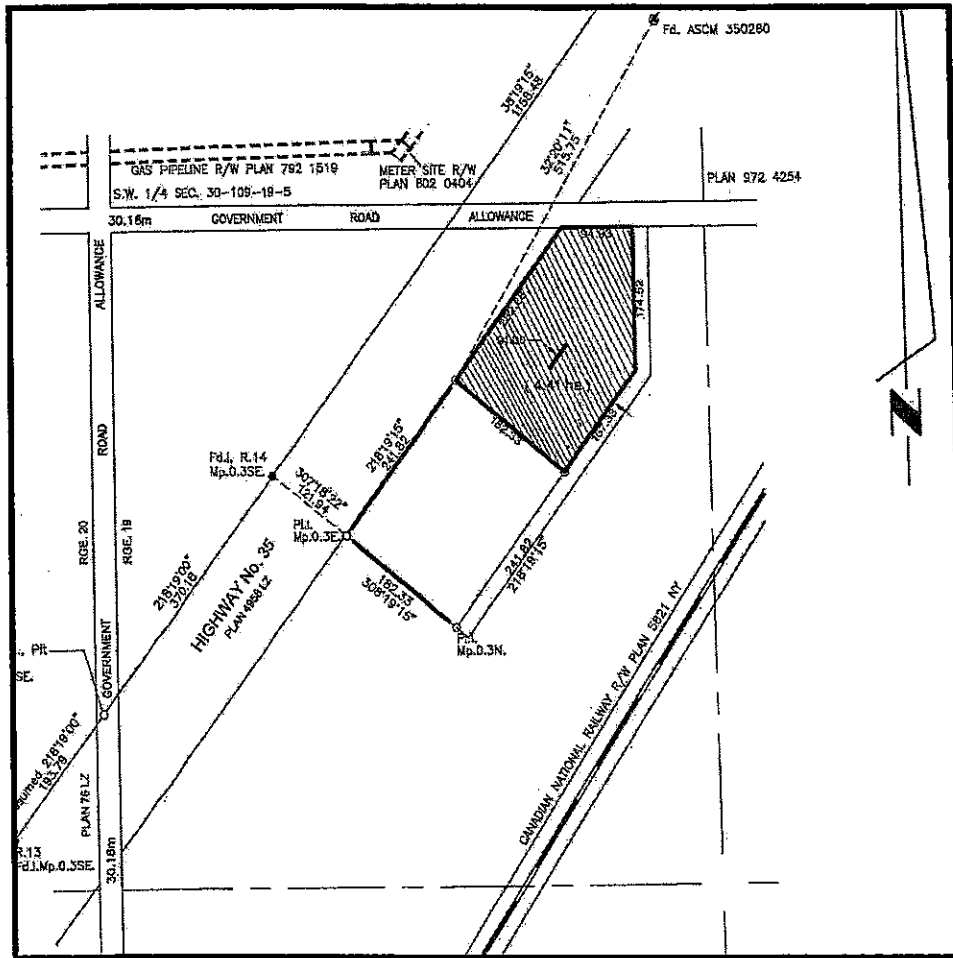
Carol Gabriel, Executive Assistant

BYLAW No. 652/07

SCHEDULE "A"

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

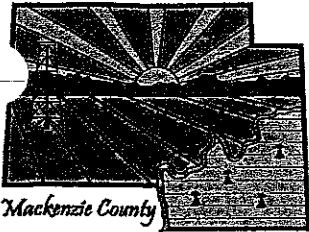
Part of NW 19-109-19-W5M) be rezoned from Agricultural District 1 "A1" to Rural Industrial District 1 "RI1" in Rural High Level.



Greg Newman, Reeve

Carol Gabriel, Executive Assistant

EFFECTIVE THIS _____ DAY OF _____, 2007.



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. 652/07

NAME OF APPLICANT <u>CLARENCE LEE</u>		
ADDRESS <u>Box 357</u>		
TOWN <u>HIGH LEVEL ALTA</u>		
POSTAL CODE <u>T0H-120</u>	PHONE (RES.) <u>780 926-3331</u>	BUS. <u>SAME</u>

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <u>N.W.</u>	SEC. <u>19</u>	TWP. <u>109</u>	RANGE <u>19</u>	M. <u>5</u>	OR	PLAN	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Agricultural District 1 TO: Rural Industrial District 2

REASONS SUPPORTING PROPOSED AMENDMENT:

The proposed land has a shop on it. The shop is to be rented out to an Oil Service Company.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$150.00 RECEIPT NO. _____

Clarence Lee
APPLICANT

Sep 20 107
DATE

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

Same
REGISTERED OWNER

DATE

MUNICIPAL AFFAIRS

IMPROVEMENT DISTRICT NO. 23

APPLICATION NO: 38-DP-93 (Copy Attached)

DEVELOPMENT: House/Private Airstrip/Contractor Business

LEGAL DESCRIPTION OF DEVELOPMENT SITE: NW 19-109-19-WSM

NAME AND ADDRESS OF APPLICANT: High Level Construction
Box 360
High Level AB T0H 1Z0

DECISION:

APPROVED APPROVED with the following conditions: REFUSED for the following reasons:

(SEE BELOW AND REVERSE SIDE FOR FURTHER CONDITIONS AND APPEAL PROCEDURE)

1. Minimum building setbacks: 150 feet front yard; 150 feet rear yard; 150 feet side yard, from the property lines.
2. Drive way access to be constructed to Alberta Transportation standards and at the developers expense.
3. Prior to construction or commencement of any development, electric, plumbing, and gas permits, if required, must be obtained from the appropriate agency, General Safety Services Division, Peace River.
4. The construction of the house and shop shall comply with the Uniform Building Standards Act and the Alberta Building Regulations. Prior to construction or commencement of any development, contact Steve McMinn, Building Inspector at 926-2201.
5. Provide adequate offstreet parking.
6. Obtain a Highway Development Permit from Alberta Transportation prior to any development on site.
7. Airstrip orientation to run parallel to train tracks.

May 26, 1993
DATE OF DECISION

May 26, 1993
DATE OF ISSUE OF NOTICE OF DECISION

Evelyn Resnik
SIGNATURE OF DEVELOPMENT OFFICER

DEVELOPMENT PERMIT

This permit is issued subject to the following conditions:

- (a) That the development or construction of the said land(s) will not begin until 14 days after the Date of Issue of Notice of Decision: June 9, 1993
- (b) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (c) That the development or construction will be carried out in accordance with the approved plans and application.
- (d) That this permit shall be invalid should an appeal be made against the decision. Should the Development Appeal Board approve the issue of this permit, this permit shall be valid from the date of decision and in accordance with the conditions of the Development Appeal Board.
- (e) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.

Dated this 26 day of May, 19 93

Evelyn Resnik
DEVELOPMENT OFFICER

Improvement District No. 23

Development/Building Permit Application

Development Application No. <u>38-DP-93</u>	Date Received <u>April 22/93</u>	Building Application No. <u>89-BP-93</u>	Date Received <u>Oct 19/93</u>
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I/we hereby make application under the provisions of the Land Use Order/Alberta Building Code for a Development/Building Permit in accordance with the plans and supporting information submitted which will form part of this application.

I/we understand that this application will not be accepted without the following: (a) application fee and (b) appropriate development/building plans.

Deric Lea
Mike Lea & Clarence Lee
Name of Applicant

Mailing Address Postal Code Phone Number

High Level Construction Box 360, High Level T8H 1Z0 926 2200

If above is different than owners, architect, Professional Engineer, other designers, or contractor, see attached page.

QTR./L.S.	SEC	TWP	RG	M	PLAN NO.	BLK.	LOT	Size of Parcel
<u>NW</u>	<u>19</u>	<u>189</u>	<u>19</u>	<u>5</u>				<u>100</u> ac. ha.

What is the property currently being used for: Agriculture Private Airstrip

What would you like to build or change on your property: Shop to accommodate Contractors Business, Residence

What is the square footage of your proposed development: 4000 sq. ft. (Construction)

Please indicate the distance between the proposed development and your property line in feet or metres from the: Heavy eg. Cats, scappers, Equipment Storage, tractors

Front Yard: _____; Rear Yard: _____; Side Yard: _____; Side Yard: _____

Please indicate if the property is adjacent to a: Primary Highway, Secondary Highway, District Road.

Please indicate/estimate the start and end date of the project: Start Date _____, End Date _____

Construction Value: (length _____ x width _____) x \$40, \$80, or \$120 com/inst. per sq. ft. = \$ _____

DECLARATION

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

April 22/93 [Signature] _____
Date Signature of Applicant Date Signature of Registered Land Owner

NOTE:

The signature of the Registered Land Owner is required if the applicant is not the registered land owner. The signing of this application, by the applicant and/or registered land owner, grants permission for necessary inspections to be conducted by authorized persons of Improvement District No. 23, upon the property.

For Administrative Use Only

Land Use Classification: AGRICULTURAL / DISTRICT

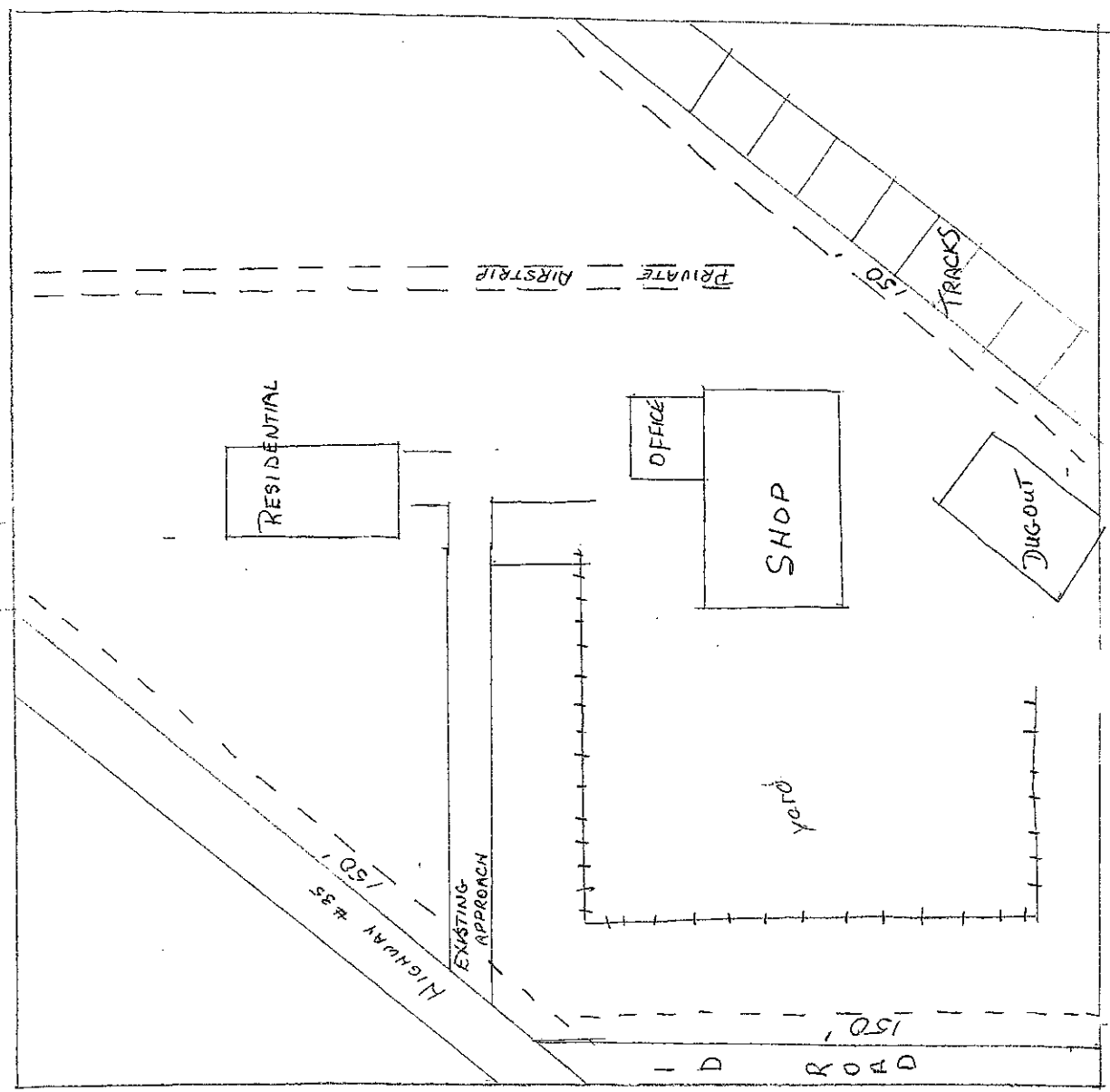
Proposed Use of Land or Building: Commercial Tax Roll No. _____

Application Fee Enclosed:

Development	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Amount \$ <u>25.00</u>	Receipt No. <u>607875</u>
Building	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount \$ <u>201.70</u>	Receipt No. <u>111297</u>
			Total \$ _____	

HIGH LEVEL CONSTRUCTION
NW 19 - 109 - 19 W5

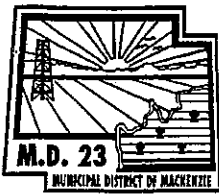
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E

S

W



Municipal District of Mackenzie No. 23

Development Approving Authority


Application No.: 30-DP-96
Legal Description: NW 19-109-19-W5M
Applicant: High Level Construction
Address: Box 360
HIGH LEVEL AB T0H 1Z0
Development: Modular Home, Basement, Garage

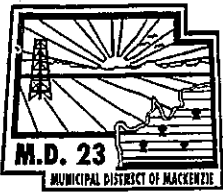
Development Permit

This permit is issued subject to the following conditions:

- (a) That the development or construction of the said land(s) will not begin until **April 17, 1996**.
- (b) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (c) That the development or construction or construction will be carried out in accordance with the approved plans and application.
- (d) That this permit shall be invalid should an appeal be made against the decision. Should the Development Appeal Board approve the issue of this permit, this permit shall be valid from the date of decision, and in accordance with the conditions, of the Development Appeal Board.
- (e) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.

Dated on April 03, 1996


Development Officer



Municipal District of Mackenzie No. 23

Development Approving Authority

Notice of Decision

Application No.: 30-DP-96
Legal Description: NW 19-109-19-W5M
Applicant: High Level Construction
Address: Box 360
HIGH LEVEL AB T0H 1Z0

Development: **Modular Home, Basement, Garage**

DECISION: **APPROVED**

APPROVED WITH THE FOLLOWING CONDITIONS

1. Minimum building setbacks: 134 feet front yard; 50 feet rear yard; 50 feet side yard, from the property lines.
2. The Developer must apply for a building Permit from those agencies authorized by Alberta Labour to issue Permits PRIOR to construction/renovation or commencement of any development. (List of authorized agencies attached)
3. The construction/placement of the Home/Basement and Garage shall comply the Alberta Building Code, Alberta Fire Code, and Alberta Safety Code. For information regarding the Alberta Building Code, Alberta Fire Code, and Alberta Safety Code, contact Alberta Labour, Safety Services in Peace River at 624-6163.
4. **PRIOR** to construction or commencement of any development, electric, plumbing, and gas permits, if required, must be obtained from those appropriate agencies authorized by Alberta Labour to issue permits (List of authorized agencies attached).
5. Obtain a Highway Development Permit from Alberta Transportation and Utilities prior to any development adjacent to a Primary Highway.
6. Existing residence shall be removed from the property within 60 days after occupancy of the new residence, or at the discretion of the Development Officer.
7. Call 'Alberta-1st-Call' before you dig.(1-800-242-3447)

April 01, 1996
Date of Decision

April 03, 1996
Date of Issue of Notice of Decision


Development Officer

Development Application No.

Date Received

Building Application No.

Date Received

30-DP-96

March 18/96

I/we hereby make application under the provisions of the Land Use Order/Alberta Building Code for a Development/Building Permit in accordance with the plans and supporting information submitted which will form part of this application.

I/we understand that this application will not be accepted without the following: (a) application fee and (b) appropriate development/building plans.

Name of Applicant

Mailing Address

Postal Code

Phone Number

High Level Construction
Michael Lee

Box 360 High Level, AB

T0H 1Z0

926-2200

If above is different than owners, architect, Professional Engineer, other designers, or contractor, see attached page.

QTR./L.S.

SEC

TWP

RG

M

PLAN NO.

BLK.

LOT

Size of Parcel

NO 19

109

19

W

5

or

and

ac. ha.

What is the property currently being used for: Residential, Agricultural

What would you like to build or change on your property: Modular Home Basement Garage.

What is the square footage of your proposed development: 1403 sq. ft.

Please indicate the distance between the proposed development and your property line in feet or metres from the:

Front Yard: 450; Rear Yard 600; Side Yard: 1320; Side Yard: 1320

Please indicate if the property is adjacent to a: Primary Highway, Secondary Highway, District Road.

Please indicate/estimate the start and end date of the project: Start Date MAY 15, End Date AUG 31

Construction Value: (length 52 x width 29) x \$40, \$80, or \$120 com/inst. per sq. ft. = \$ 120,000.00

DECLARATION

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

Mar 18/96 *[Signature]*
Date Signature of Applicant

Mar 18/96 *[Signature]*
Date Signature of Registered Land Owner
Per High Level Const.

NOTE:

The signature of the Registered Land Owner is required if the applicant is not the registered land owner. The signing of this application, by the applicant and/or registered land owner, grants permission for necessary inspections of the property to be conducted by authorized persons of the Municipal District of Mackenzie No. 23.

For Administrative Use Only

Land Use

Classification:

Proposed Use of Land or Building:

Tax Roll No.

Application Fee Enclosed:

Development Yes No Amount \$ 150.00

Receipt No. 11715

Building Yes No Amount \$ 183

Receipt No. _____

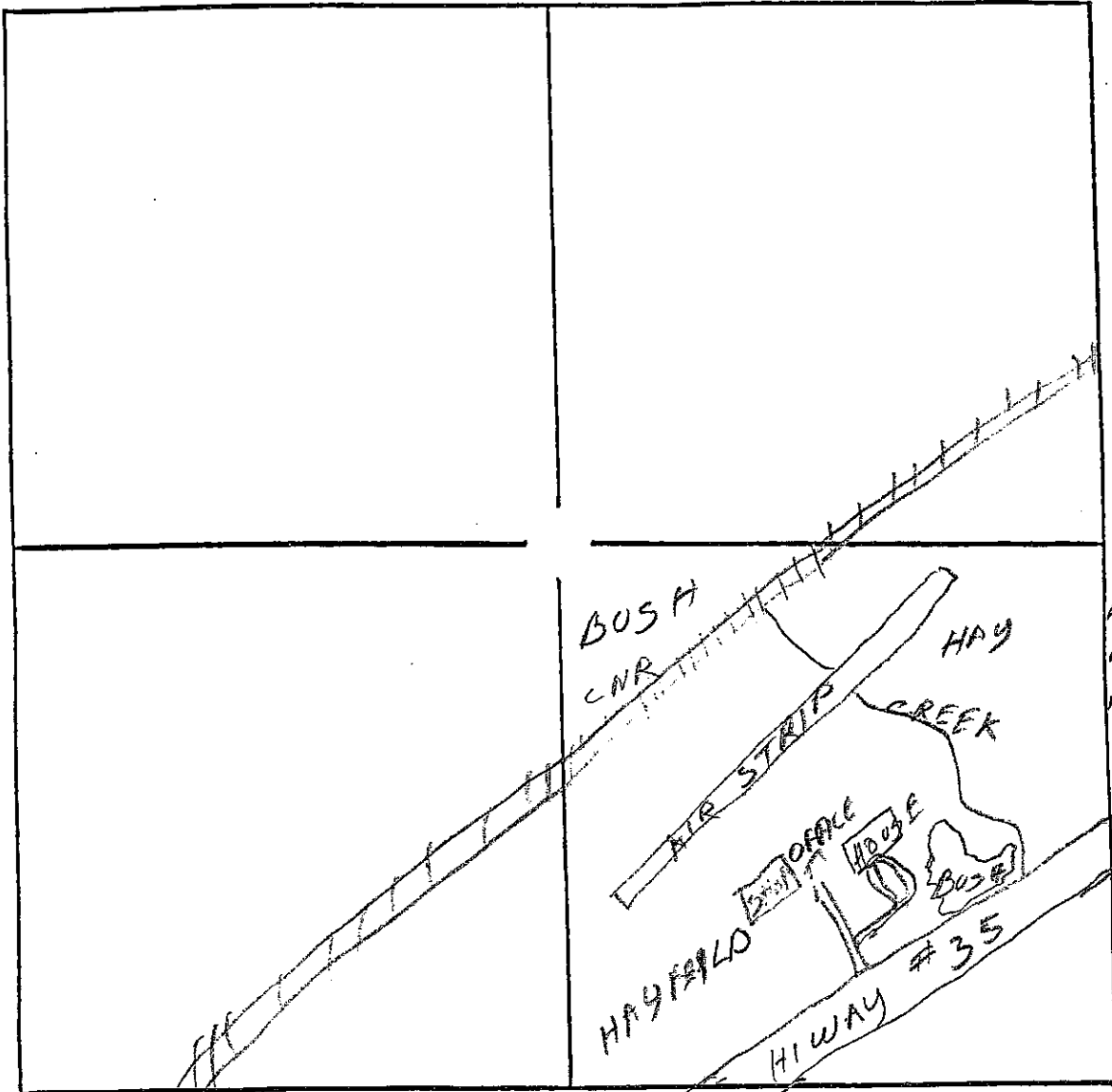
Total \$

Site Plan

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

Date: _____

Remarks: _____



BYLAW NO. 238/00

**BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LAND USE BYLAW**

WHEREAS, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie Land Use Bylaw, and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Land Use Bylaw to accommodate a highway commercial development on certain lands within the Municipal District of Mackenzie No. 23.

NOW THEREFORE, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following:

Pt.NW 19-109-19-W5M in the Municipal District of Mackenzie No. 23 be amended from Agricultural District 1 "A1" to Highway Development District "HD",

in accordance with attached Schedule "A".

2. The adoption of this bylaw is effective upon the date of the passing of the third and final reading of this resolution.

First Reading given on the _____ day of _____, 2000.

Bill Neufeld, Reeve

Eva Schmidt, Executive Assistant

Second Reading given on the _____ day of _____, 2000.

Bill Neufeld, Reeve

Eva Schmidt, Executive Assistant

Third Reading and Assent given on the _____ day of _____, 2000.

Bill Neufeld, Reeve

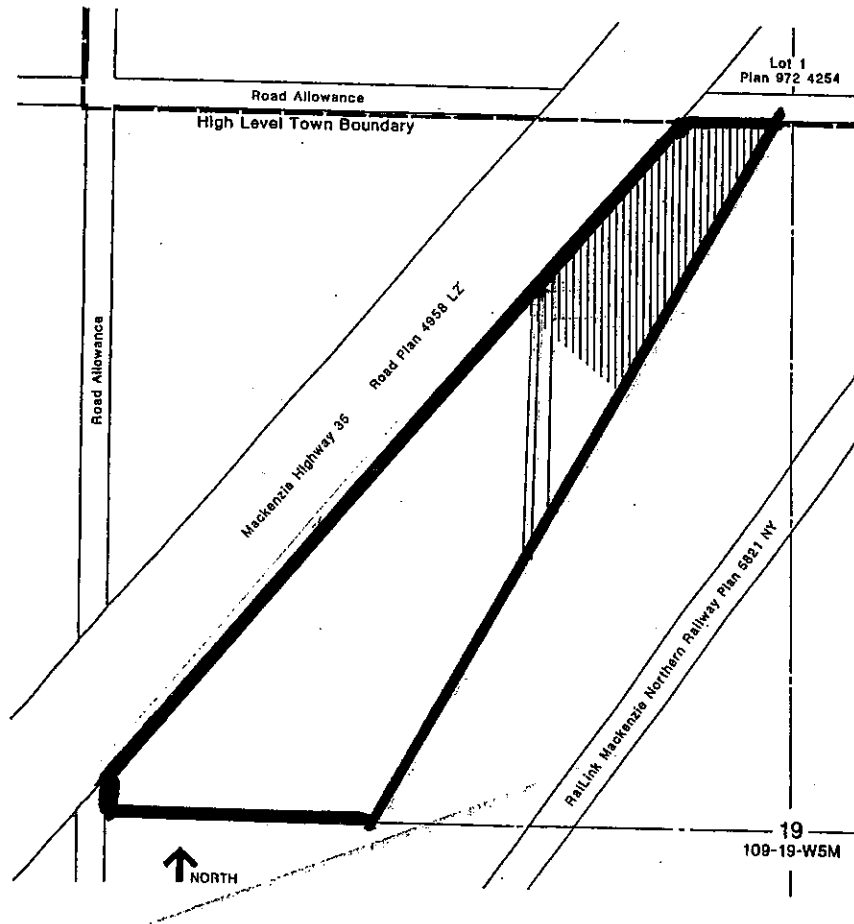
Eva Schmidt, Executive Assistant

SCHEDULE "A"

Bylaw No. 238/00

1. That the following property:

- (i) Pt. NW 19-109-19-W5M be amended from Agricultural District 1 "A 1 " to Highway Development District "HD", as described below:



FROM: Agricultural District 1 "A1"
TO: Highway Development District "HD"

Bill Neufeld, Reeve

Eva Schmidt, Executive Assistant

EFFECTIVE THIS _____ DAY OF _____, 2000.



Po Box 1690
LA CRETE, AB T0H 2H0

Att. Scott Skinner

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. Bylaw 238/00

NAME OF APPLICANT <u>HIGH LEVEL CONSTRUCTION INC</u>		
ADDRESS <u>Box 360</u>		
TOWN <u>HIGH LEVEL AB</u>		
POSTAL CODE <u>T0H 1Z0</u>	PHONE (RES.) <u>926-2200</u>	BUS. FAX <u>6-4267</u>

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <u>east of NW</u>	SEC. <u>79</u>	TWP. <u>109</u>	RANGE <u>79</u>	M. <u>5</u>	OR	PLAN	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Agriculture TO: Highway Commercial

REASONS SUPPORTING PROPOSED AMENDMENT:

To sub divide approximately 15 acres
and construct a truck stop.
see attached drawing.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 150.00 RECEIPT NO. _____

HIGH LEVEL CONSTRUCTION INC Oct 30/00
APPLICANT DATE

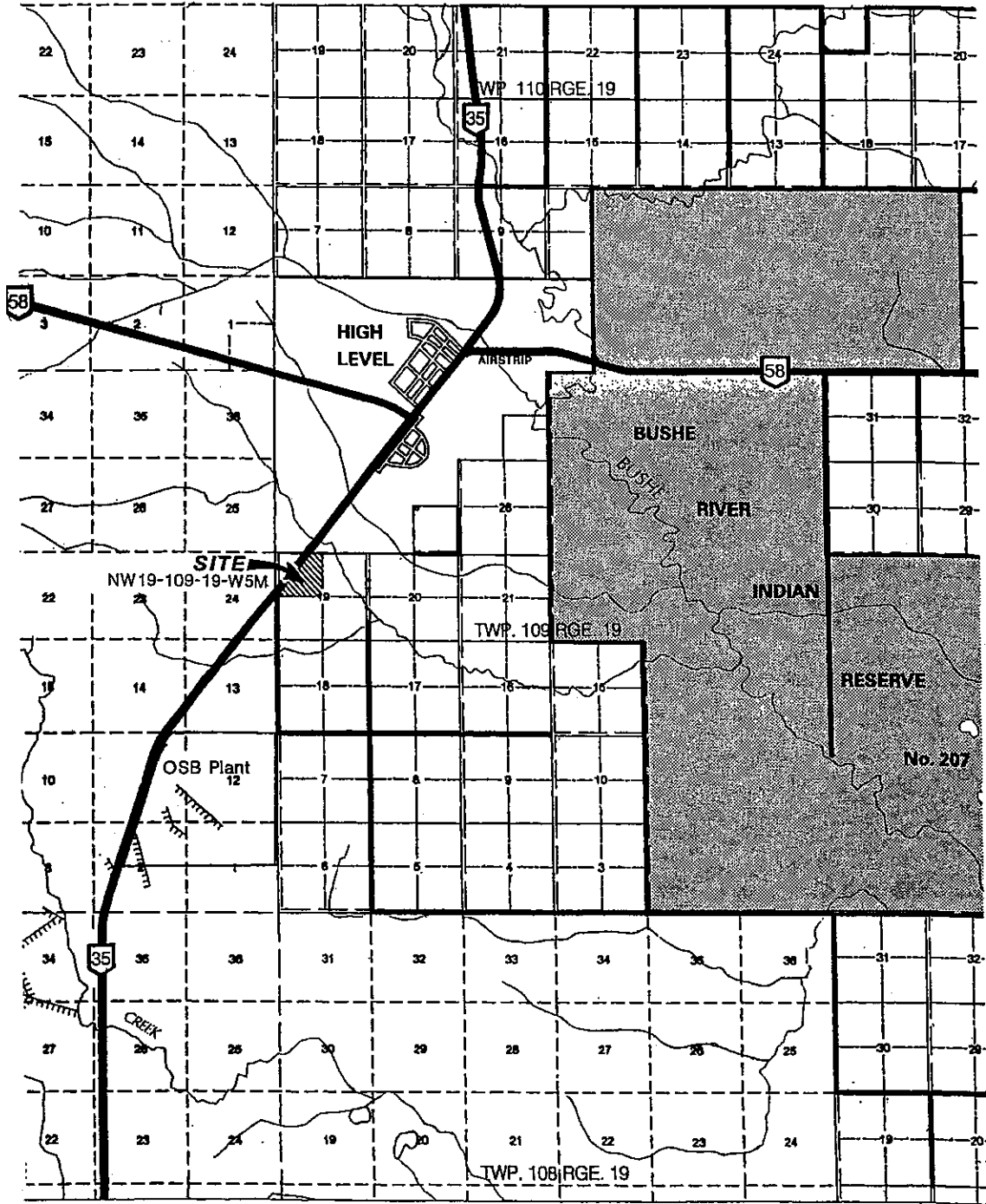
NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

HIGH LEVEL CONSTRUCTION INC Oct 30/00
REGISTERED OWNER DATE

Mike & Donna Lee

Bylaw 238/00

LOCATION MAP

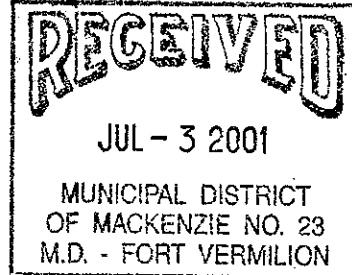




High Level Construction Inc.

Box 360, High Level, AB T0H 1Z0
High level (780) 926-2200

- Contracting
- Lease Preparation
- Pipelining



June 28, 2001

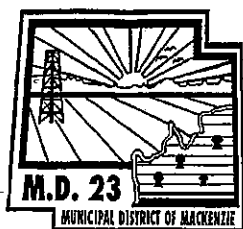
MD of Mackenzie 23
La Crete, AB

To Whom It May Concern:

At this time, High Level Construction does hereby relinquish all desire to pursue a development permit for the proposed truck stop on our property NW 109-19 109 W5 due to the inability of cooperation between town and the MD and the unavailability of water and sewer.

Sincerely,

Michael Lea
President



Development Permit Application

APPLICANT INFORMATION

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.

I/We understand that this application will not be accepted without the following: (a) appropriate development information (b) Application fee

Name of Applicant	Mailing Address	Postal Code	Phone Number
High Level Construction	Box 360 H.L.	T0H 1Z0	926-2200

Registered Landowner	Mailing Address	Postal Code	Phone Number
H.L. Construction			

QTR./L.S.	SEC	TWP	RG	M	PLAN NO.	BLK	LOT	Size of Parcel
NW	19	109	19	5				

What is the property currently being used for:

The Proposed development is for: Commercial Industrial Residential Farm Home Occupation Other

Description of proposed development:

The property is adjacent to a: Primary Highway Secondary Highway Local Road No Road

Proposed commencement and completion of development: Start Date: End Date:

Square footage of Development: Proposed building size: Width

Approximate construction value (if applicable): \$

DECLARATION

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

	<input type="text" value="June"/>	<input type="text"/>	<input type="text"/>
Signature of Applicant	Date	Signature of Land Owner	Date

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 land owner, grants permission for necessary inspections of the property to be conducted by authorized persons of the Municipal District of Mackenzie No 23.

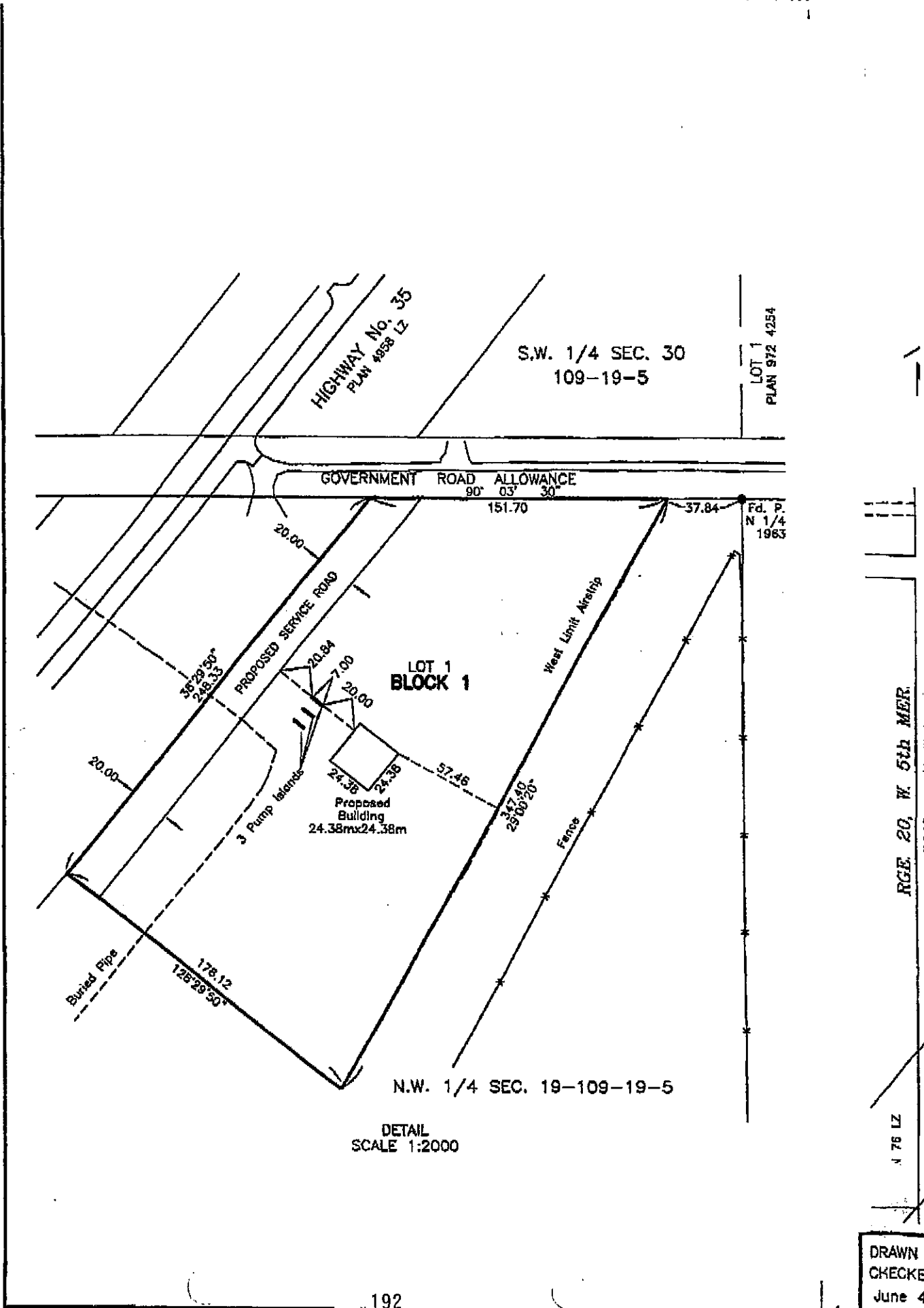
For Administrative Use Only

Development Permit Application No: Date Received

Land Use Classification: Tax Roll No: _____

Proposed Use of land or Building:

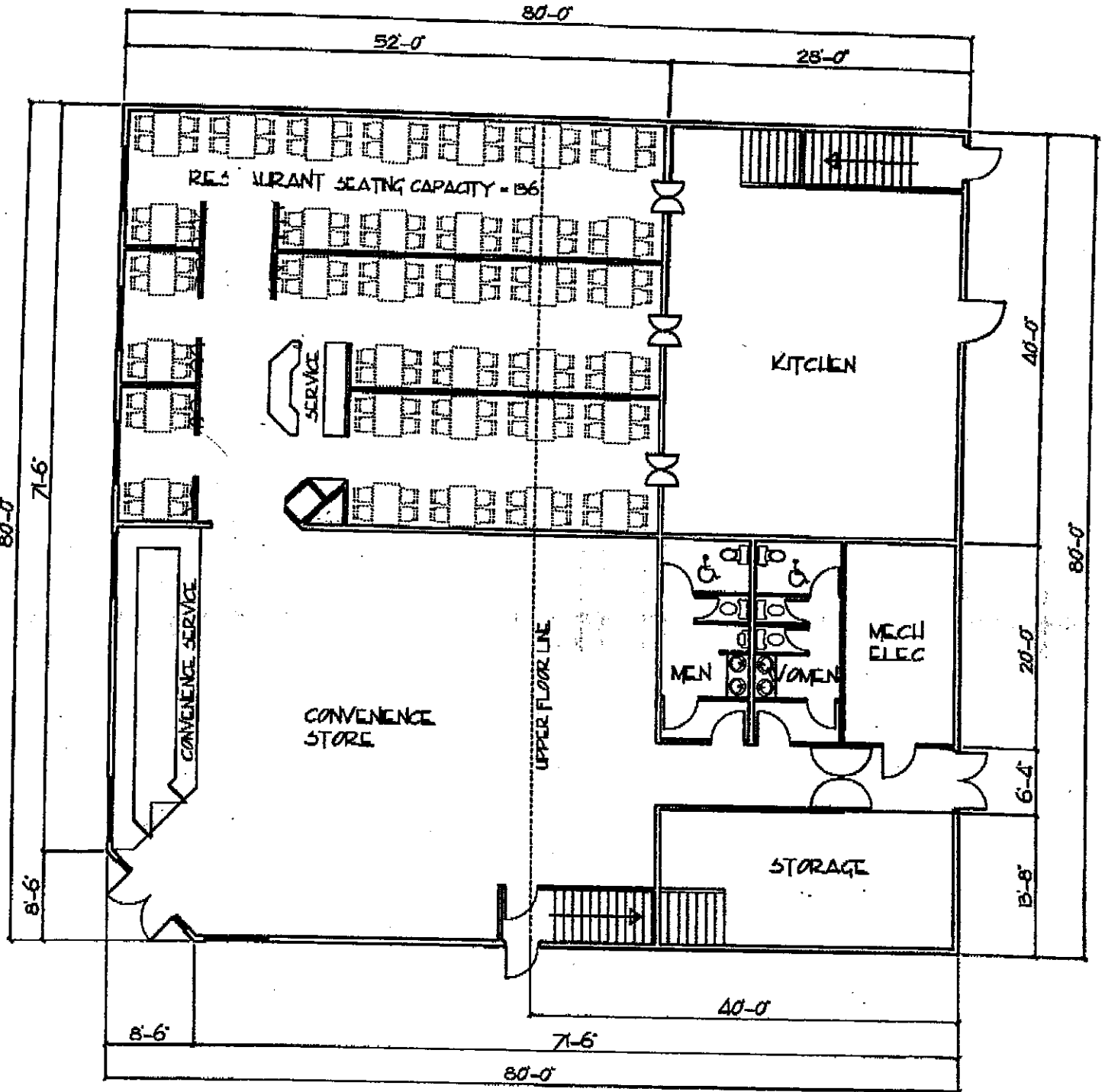
Development Application Fee Enclosed: Yes, No Amount \$ Receipt No:



RGE 20, W. 5th MER.

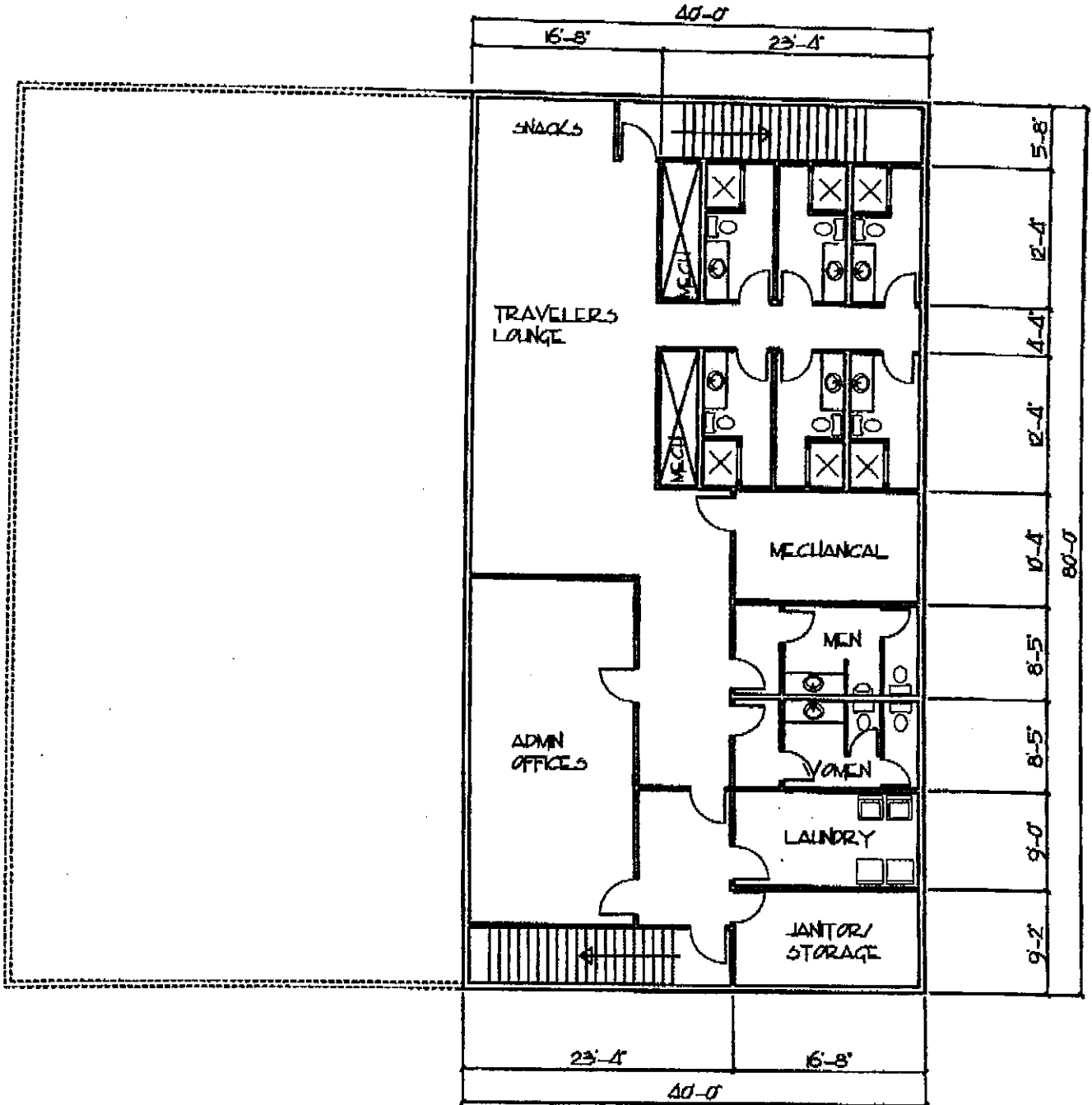
76 L2

DRAWN
CHECKE
June 4



MAIN FLOOR PLAN

6364 SQFT.



UPPER FLOOR PLAN

3200 SQFT.

SKETCH PLAN
 SHOWING PROPOSED SUBDIVISION OF
 N.W. 1/4 SEC. 19,
 TWP. 109, RGE. 19, W. 5th MER.
 M.D. OF MACKENZIE No. 23
 ALBERTA
 YEAR 2001



SCALE 1:5000

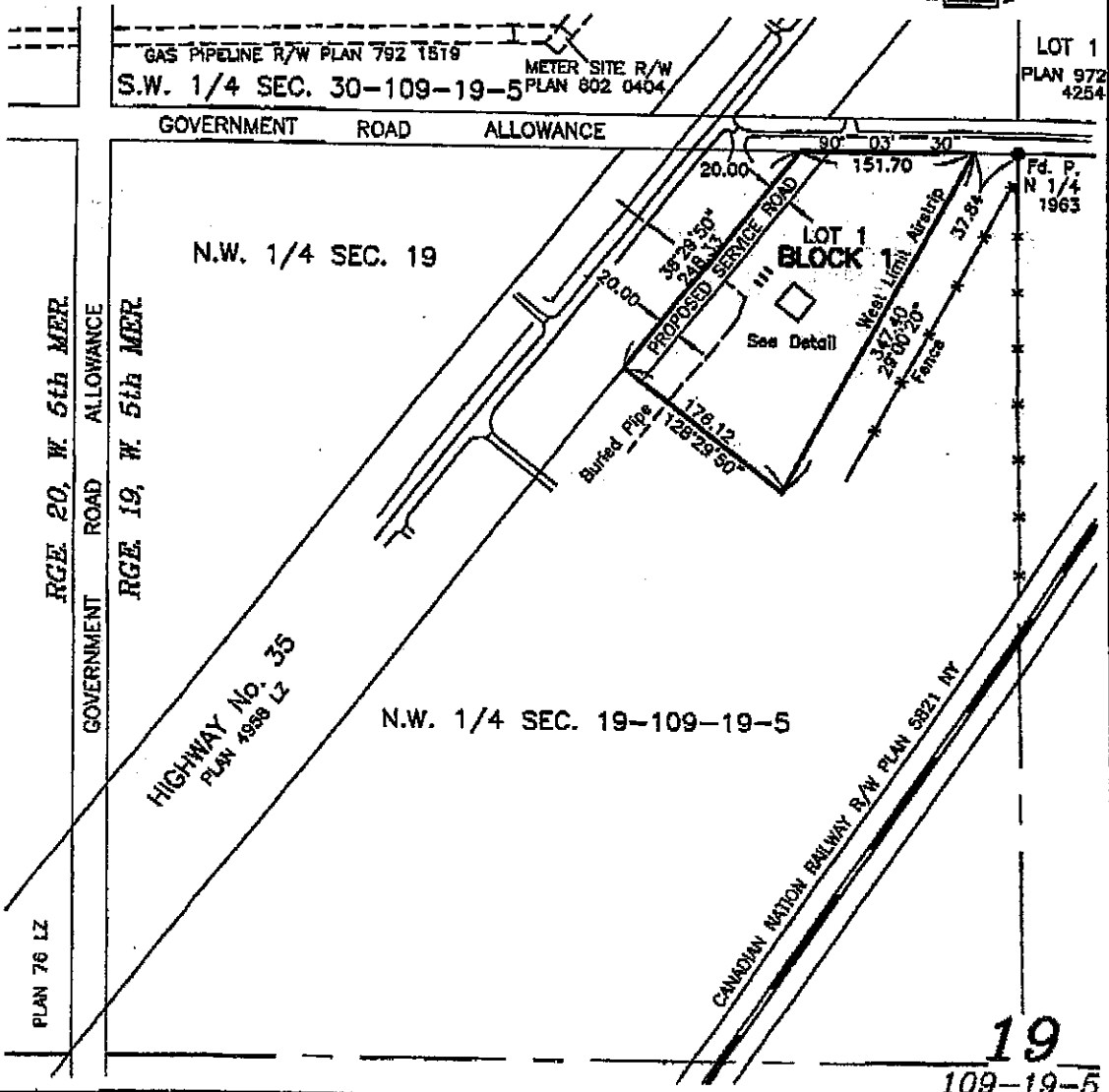
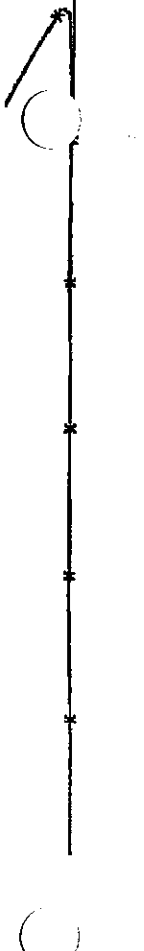
LEGEND :

- Distances are in metres and decimals thereof.
- Land to be subdivided is bounded thus
- Buried pipeline shown thus
- fence lines are shown thus



LOT 1
 PLAN 972 4254

Fd. P.
 N 1/4
 1963

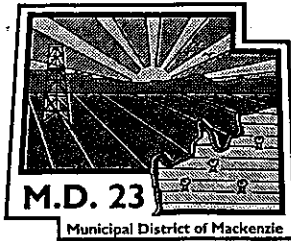


LOT 1
 PLAN 972
 4254

Fd. P.
 N 1/4
 1963

19
 109-19-5

DRAWN : GBH CHECKED : MKC June 4, 2001	MALTAIS ASSOCIATES SURVEYORS LTD. 8802 - 100 STREET, HIGH LEVEL, ALBERTA, T0M 1Z0 TELEPHONE (780) 926-4123	JOB No.H05501 DWG No.H05501SK
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Municipal District of Mackenzie No 23
P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266

Development Approving Authority

Application No.: 01-DP-02
Legal Description: NW 19-109-19-W5
Applicant: High Level Construction Inc.
Address: Box 360
High Level, AB T0H 1Z0
Development: 20 man Industrial Camp
DECISION: APPROVED (See Attached Conditions)

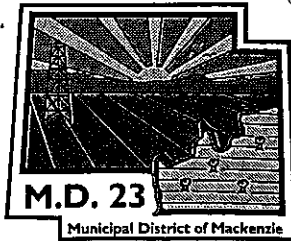
Development Permit

This permit is issued subject to the following conditions:

- (a) That the development or construction of the said land(s) will not begin until January 23, 2002
- (b) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (c) That the development or construction will be carried out in accordance with the approved plans and application.
- (d) That this permit shall be invalid should an appeal be made against the decision. Should the Development Appeal Board approve the issue of this permit, this permit shall be valid from the date of decision, and in accordance with the conditions, of the Development Appeal Board.
- (e) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.

Dated January 09, 2002


Development Officer



Municipal District of Mackenzie No 23
P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266

Development Approving Authority

01-DP-02

CONDITIONS OF APPROVAL

1. **Minimum building setbacks: 40.84 meters (134 feet) front yard; 15.34 meters (50 feet) rear yard; 15.24 meters (50 feet) side yard, from the property lines or tree line. 40.84 meters (134 feet) from any road allowances and 15.24 meters (50 feet) from any quarter line.**
2. Obtain all other approvals from other Government Agencies as required. (Agriculture, Environment, Housing, Health, and Consumer Affairs Division, etc.)
3. **Must meet all conditions set by Alberta Transportation**
4. The total site area (lot) should have a positive surface drainage.
5. The Municipal District of Mackenzie does not conduct independent environmental or land suitability checks. If the applicant is concerned about the suitability of the property for any purpose, the owner/applicant should conduct the proper tests. The Municipal District of Mackenzie, when issuing a development permit, makes no representation in regards to the suitability of the property for any purpose or as to the presence or absence of environmental contaminants of the property.
6. Obtain plumbing, electrical, gas, and building permits as required, at a M.D. #23 office.

It is the responsibility of the developer to ensure that the proposed development meets the requirements of the provincial Safety Codes Act. For more information on necessary permits, contact one of the M.D. of Mackenzie No. 23 offices at 928-3983 (La Crete), 926-5600 (High Level), or 927-3718 (Fort Vermilion). For the fire discipline, contact the Safety Codes Officer at 928-3983(M.D. of Mackenzie No. 23).

January 09, 2002
Date of Issue of Notice of Decision


Development Officer



MUNICIPAL DISTRICT OF MACKENZIE NO 23 Development Permit Application

APPLICANT INFORMATION

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.

I/We understand that this application will not be accepted without the following: (a) appropriate development information (b) Application fee

Name of Applicant	Mailing Address	Postal Code	Phone Number
HIGH LEVEL CONSTRUCTION	Box 360	70H1Z0	780 926-2800

Registered Landowner	Mailing Address	Postal Code	Phone Number
SAME			

QTR./L.S.	SEC	TWP	RG	M PLAN NO.	BLK	LOT	Size of Parcel
NW	19	109	19	5			

The Proposed development is for: Commercial Industrial Residential Farm Home Occupation Other
Temporary camp.

Description of proposed development

The property is adjacent to: Primary Highway Secondary Highway Local Road No Road

Proposed commencement and completion of development Start Date: Dec 17/01 End Date: ?

Square footage of Development: 3000 Proposed building size: Length 50 Width 60

Approximate construction value (if applicable) 100,000.00

DECLARATION

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

	<u>Dec 17/01</u>		<u>Dec 17/01</u>
Signature of Applicant	Date	Signature of Land Owner	Date

NOTE:

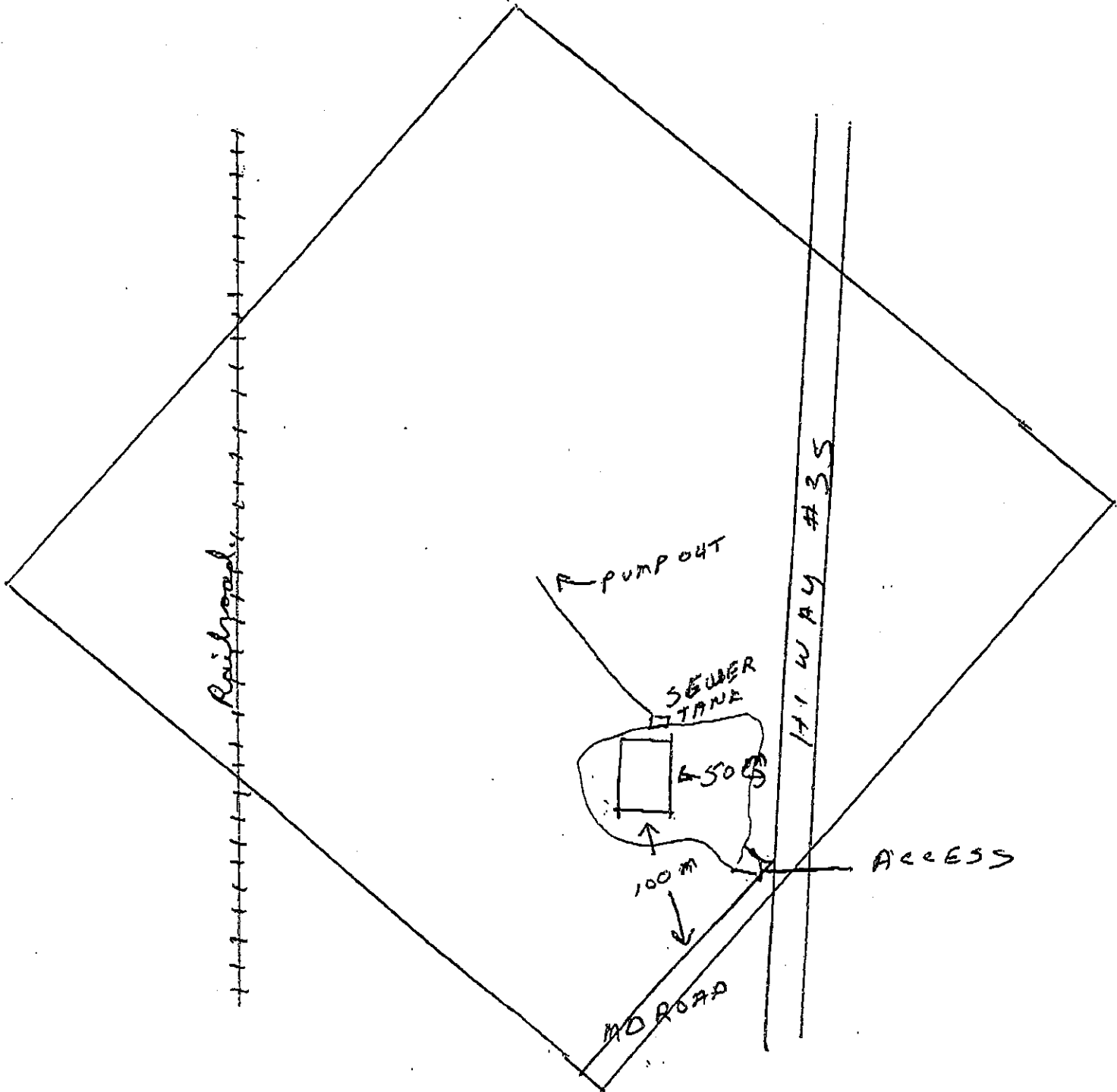
The signature of the Registered Land Owner is required if the applicant is not the registered landowner. The signing of this application, by the applicant and/or registered land owner, grants permission for necessary inspections of the property to be conducted by authorized persons of the Municipal District of Mackenzie No 23.

For Administrative Use Only

Development Permit Application No: Date Received:

Land Use Classification: Roll No:

Proposed Use of land or Buildings:



Important Notices

1. You may wish to appeal the decision of the Development Officer to the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either in person or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board at the Municipal District of Mackenzie No. 23 office **not later than fourteen (14) days after the date of Issue of Notice of Decision.**
2. The Land Use Order Bylaw #011/95 provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Secretary of the Subdivision and Development Appeal Board **within fourteen (14) days after the Notice of Decision is published in the local newspaper.**
3. A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons subject to an appeal upon a question of law or jurisdiction pursuant to section 688 of The Municipal Government Act. An application for leave to appeal to the Court of Appeal must be made:
 - (a) to judge of the Court of Appeal; and
 - (b) within thirty (30) days after the issue of the decision sought to be appealed.

Right of Appeal

Sections 683, 684, 685, and 686 of the Municipal Government Act, 1994, states:

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

BYLAW NO. 407/04

**BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
IN THE PROVINCE OF ALBERTA**

**TO AMEND THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LAND USE BYLAW**

WHEREAS, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie Land Use Bylaw, and


WHEREAS, the Municipal District of Mackenzie No. 23 has a Municipal Development Plan, and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Land Use Bylaw to accommodate an existing residential yardsite on the subject property within the Municipal District of Mackenzie No. 23.


NOW THEREFORE, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the land use designation of the subject parcel known as Part of the ~~NW 19-109-19-W5M~~ in the Municipal District of Mackenzie No. 23 be amended from Highway Development District "HD1" to Agricultural District 1 "A1", as shown in Schedule "A" hereto attached.

First Reading given on the 27th day of January 2004.

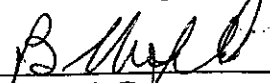


Bill Neufeld, Reeve

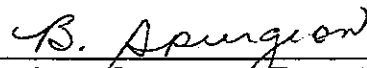


Barbara Spurgeon, Executive Assistant

Second Reading given on the 23rd day of March 2004.




Bill Neufeld, Reeve

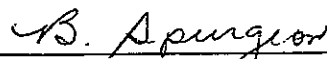


Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the 20th day of April 2004.



Bill Neufeld, Reeve



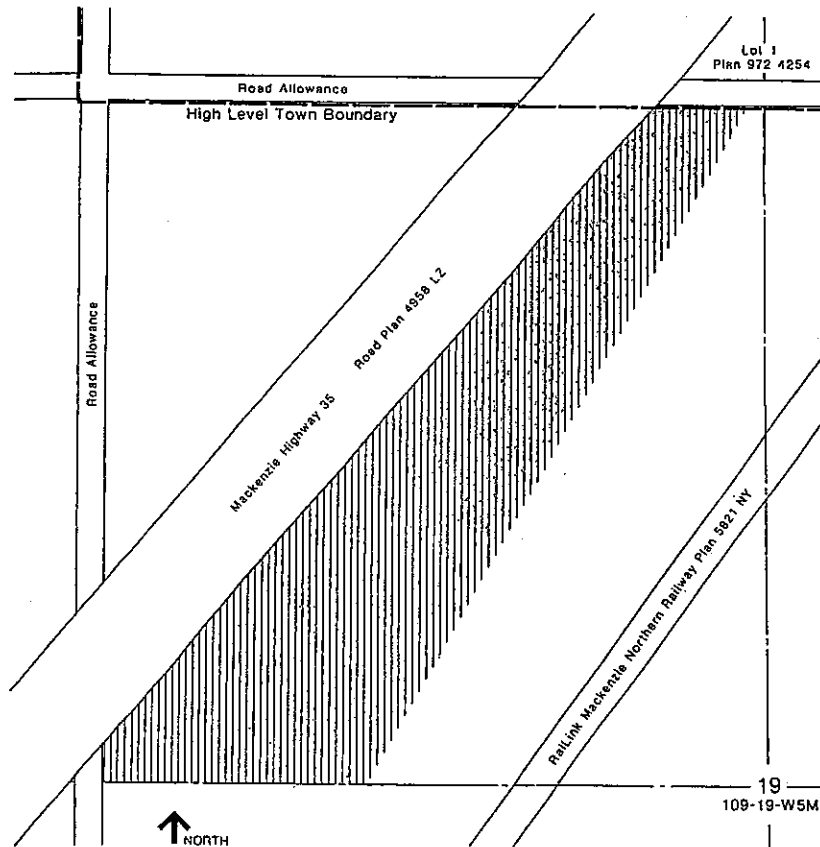
Barbara Spurgeon, Executive Assistant

SCHEDULE "A"

BYLAW No. 407/04

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

Part of NW 19-109-19-W5 within the Municipal District of Mackenzie to be amended from Highway Development District "HD" to Agricultural District 1 "A1".



From: Highway Development District "HD"

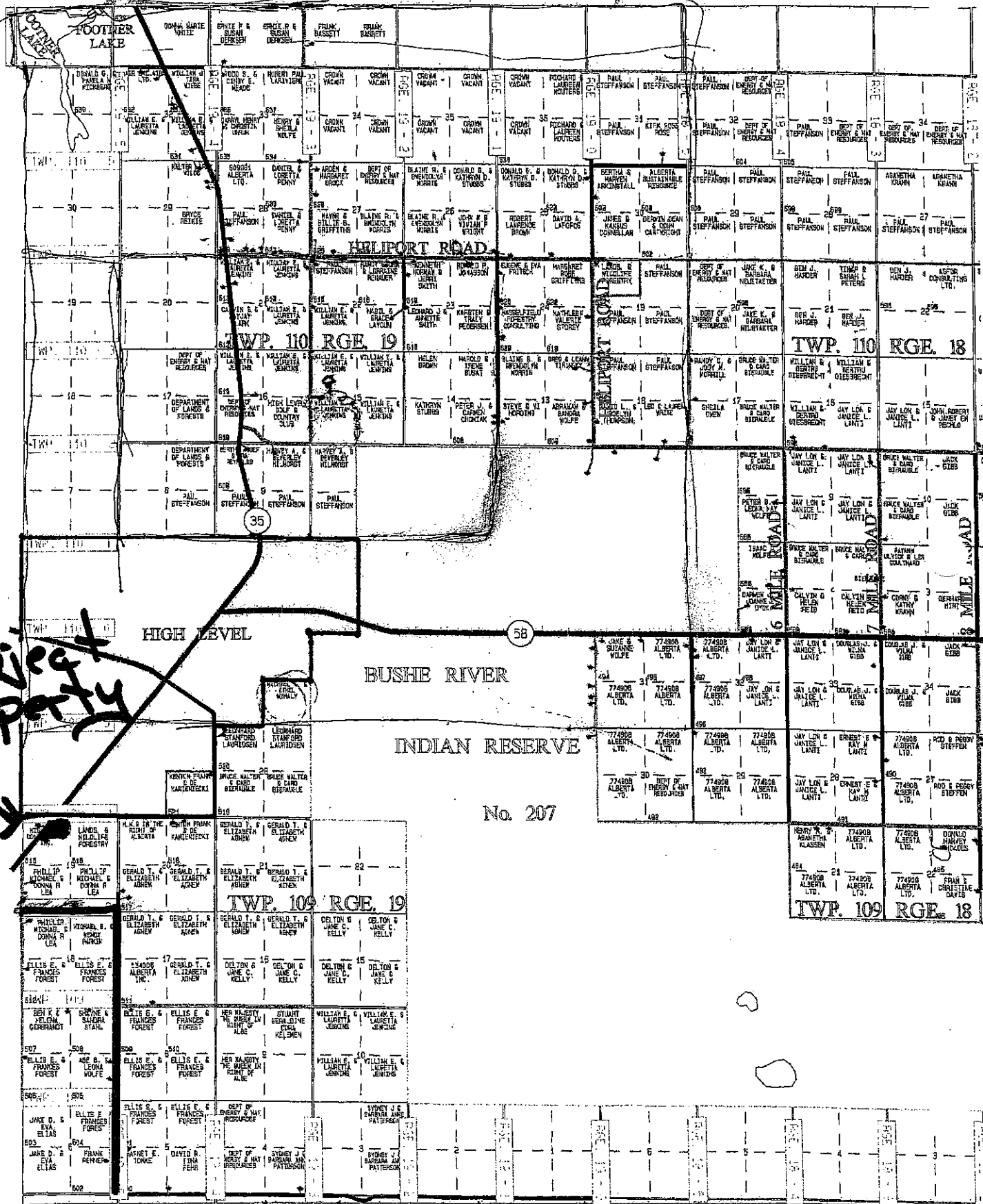
To: Agricultural District 1 "A1"

Bill Neufeld
Bill Neufeld, Reeve
Assistant

Barbara Spurgeon
Barbara Spurgeon, Executive

EFFECTIVE THIS DAY 20TH OF APRIL 2004.

HIGH LEVEL / BUSHE RIVER



Subject Property

FP P 1 mile Buffer

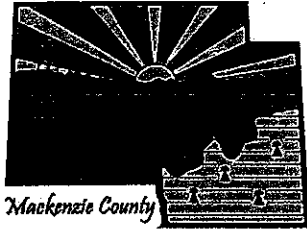
BUSHE RIVER

INDIAN RESERVE

No. 207

TWP. 109 RGE. 19

TWP. 109 RGE. 18



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2007
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Land Request in Zama

BACKGROUND / PROPOSAL:

Mackenzie County has received a request from a Zama resident to purchase additional land from the County to expand the size of a Hamlet General lot along Aspen Drive.

OPTIONS & BENEFITS:

September 2006 Mr. Froese purchased Plan 962 3203, Lot 3 in the Hamlet of Zama from Mackenzie County. This lot is the first in a row along Aspen Drive north of the County office. In between the County office and Mr. Froese's lot is an expanse of undeveloped land belonging to Mackenzie County. The property is within the Hamlet boundaries and is designated as Hamlet General District as outlined in the Zama Area Structure Plan. It is from this undeveloped land that Mr. Froese is requesting to purchase a 50 m by 100 m in size area for his personal use.

Mr. Froese's current lot is long and narrow which constricts the space he has to move his trucks around and still provide adequate living space. The additional land would allow Mr. Froese the space to turn his trucks for easier access as he could then make a loop around his residence.


Options

Option 1

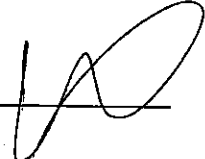
Accept as Information.

Author: Eva Schmidt,
Planning Supervisor

Reviewed by:



CAO



Option 2

Refuse the request for County land in the Hamlet of Zama.

Option 3

Enter into negotiations with John Froese for the sale of a 50 x 100m piece of land in the Hamlet of Zama adjacent to the south boundary of Plan 962 3203, Lot 3 with the condition that all surveying and subdivision costs are the responsibility of the developer.

COSTS & SOURCE OF FUNDING:

All costs are the responsibility of the Developer.

RECOMMENDED ACTION:

MOTION

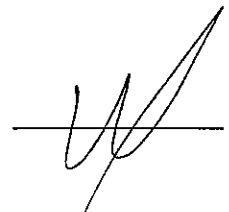
Option 3

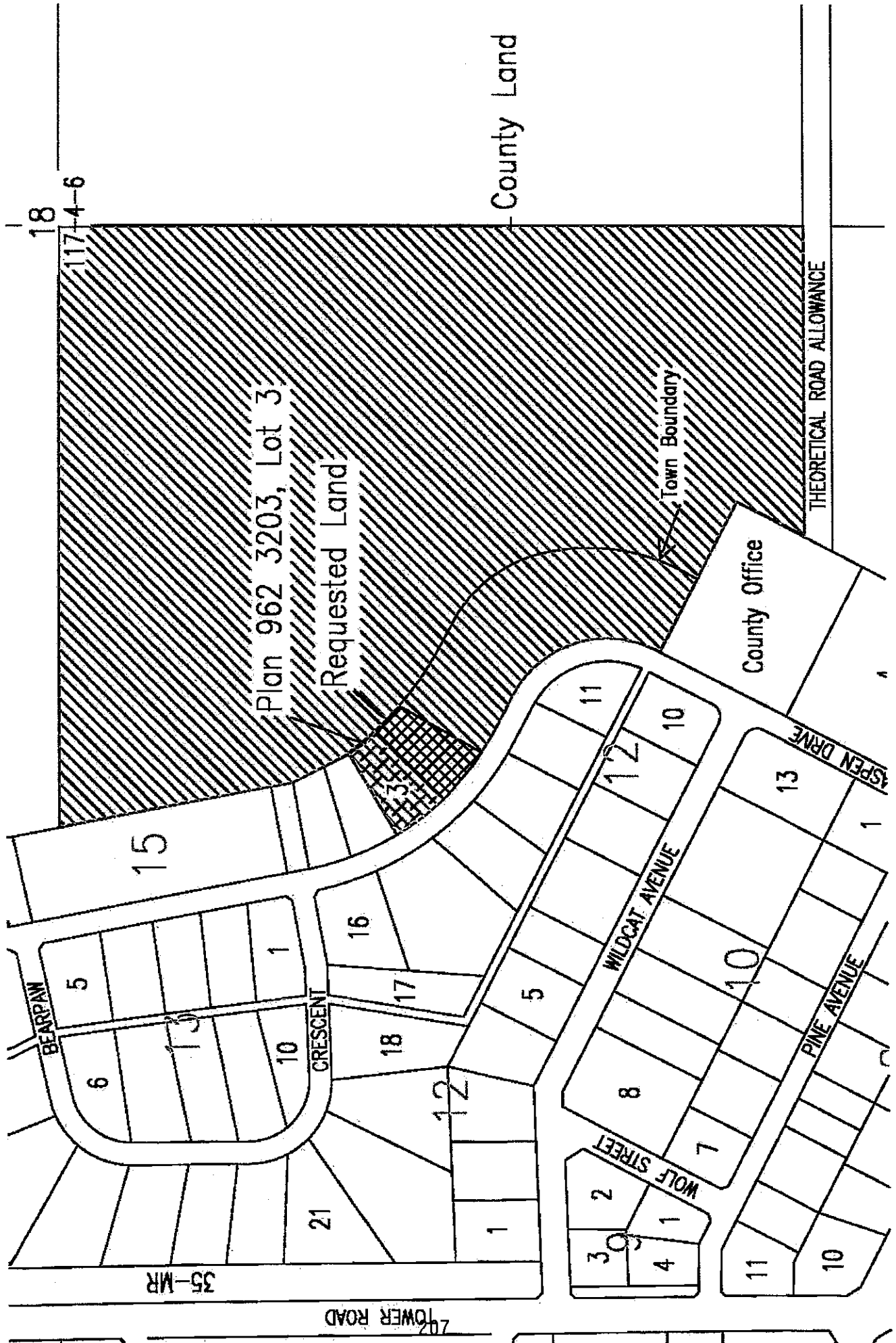
Enter into negotiations with John Froese for the sale of a 50 x 100m piece of land in the Hamlet of Zama adjacent to the south boundary of Plan 962 3203, Lot 3 with the condition that all surveying and subdivision costs are the responsibility of the developer.

Author: Eva Schmidt,
Planning Supervisor

Reviewed by: _____

CAO





18

117-4-6

County Land

Plan 962 3203, Lot 3

Requested Land

Town Boundary

THEORETICAL ROAD ALLOWANCE

County Office

BEARPAN

CRESCENT

WILDCAT AVENUE

WOLF STREET

ASPEN DRIVE

PINE AVENUE

35-MR

20 TOWER ROAD

15

5

6

1

10

16

17

18

12

5

11

12

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13

10

1

3

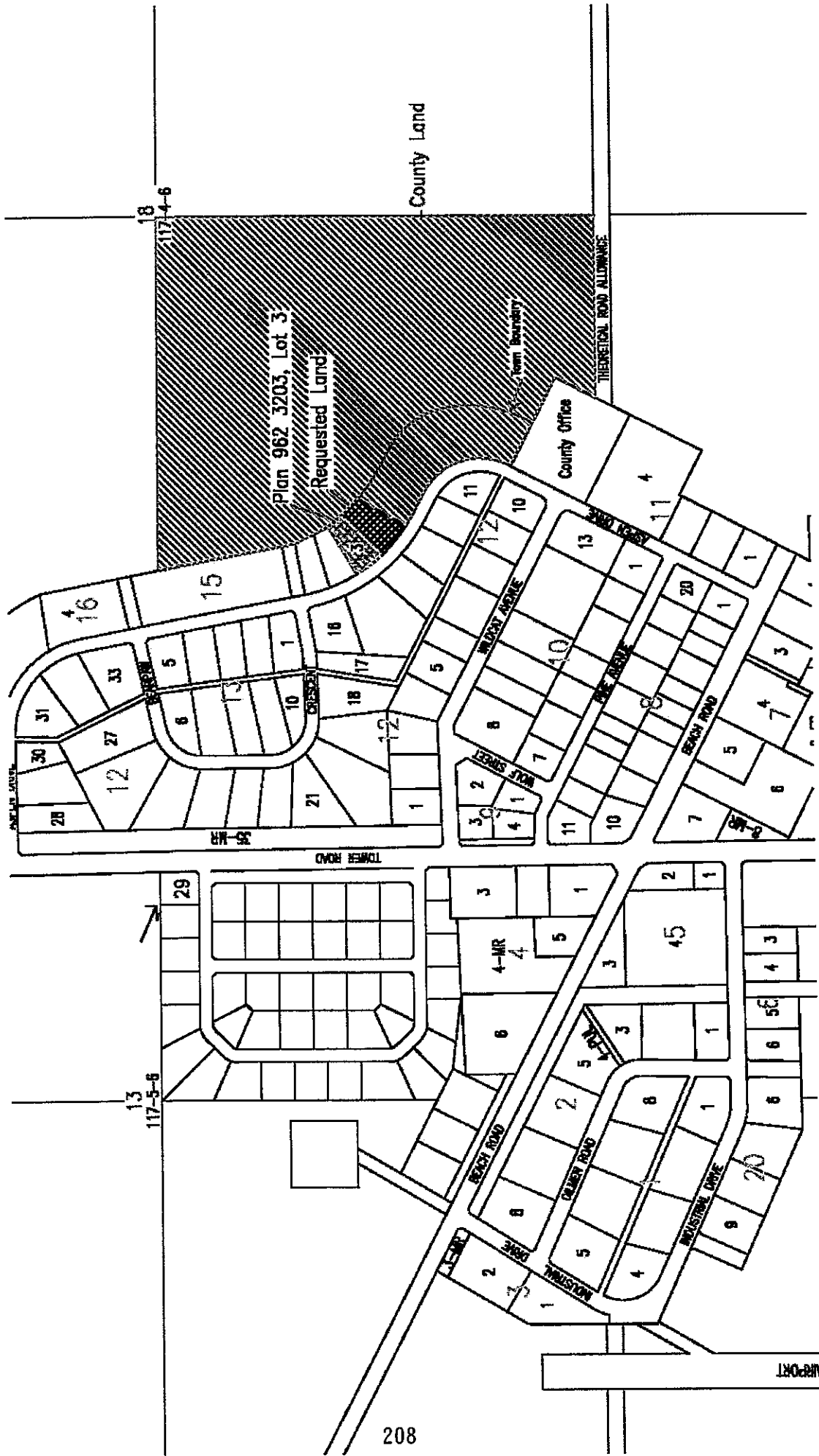
2

4

1

11

10



Oct 31/07 - 2:58pm called no answer
Nov -107 - 2:11pm no answer left message.

John Froese
926-0527
@527

would like to buy a
piece from the County.
SW18 117-4-6

M:9622201

another 50 meter southe.

