

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, November 13, 2007**

**10:00 a.m.**

**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
Mark Schonken	Director of Public Works & Agriculture
Jason Gabriel	Supervisor of Emergency Operations

**ALSO PRESENT:**

Minutes of the Regular Council meeting for Mackenzie County held on November 13, 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 10:02 a.m.

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

**MOTION 07-11-1004 MOVED** by Deputy Reeve Sarapuk

That the agenda be adopted as amended:

12. e) Signage Requests (addition)

5. c) Mustus Energy Ltd. (deletion)

**CARRIED**

**ADOPTION OF THE  
PREVIOUS MINUTES:**

**3. a) Minutes of the October 24, 2007 Organizational  
Council Meeting**

**MOTION 07-11-1005**

**MOVED** by Councillor Wardley

That the minutes of the October 24, 2007 Organizational Council meeting be adopted as presented.

**CARRIED**

**3. b) Minutes of the October 25, 2007 Regular Council  
Meeting**

**MOTION 07-11-1006**

**MOVED** by Councillor Braun

That the minutes of the October 25, 2007 Regular Council meeting be adopted as presented.

**CARRIED**

**3. c) Minutes of the October 30, 2007 Special Council  
Meeting**

**MOTION 07-11-1007**

**MOVED** by Councillor J. Driedger

That the minutes of the October 30, 2007 Special Council meeting be adopted as presented.

**CARRIED**

**BUSINESS ARISING  
OUT OF THE MINUTES:**

**4. a) 2007–08 Council Meeting Dates**

**MOTION 07-11-1008**

**MOVED** by Councillor Watson

That the Regular Council meetings for the period November 2007 to October 2008 be scheduled as follows.

Date	Location	Time
Tuesday, November 13, 2007	Fort Vermilion	10:00 a.m.
Wednesday, November 28, 2007	Fort Vermilion	4:00 p.m.
Tuesday, December 11, 2007	Fort Vermilion	10:00 a.m.

Tuesday, January 8, 2008	Fort Vermilion	10:00 a.m.
Wednesday, January 23, 2008	Zama	2:00 p.m.
Tuesday, February 12, 2008	Fort Vermilion	10:00 a.m.
Wednesday, February 27, 2008	High Level	4:00 p.m.
Tuesday, March 11, 2008	Fort Vermilion	10:00 a.m.
Wednesday, March 26, 2008	La Crete	4:00 p.m.
Tuesday, April 8, 2008	Fort Vermilion	10:00 a.m.
Wednesday, April 23, 2008	Fort Vermilion	4:00 p.m.
Tuesday, May 6, 2008	Fort Vermilion	10:00 a.m.
Wednesday, May 28, 2008	Zama	2:00 p.m.
Tuesday, June 10, 2008	Fort Vermilion	10:00 a.m.
Wednesday, June 25, 2008	High Level	4:00 p.m.
Tuesday, July 8, 2008	Fort Vermilion	10:00 a.m.
Wednesday, July 23, 2008	La Crete	4:00 p.m.
Tuesday, August 12, 2008	Fort Vermilion	10:00 a.m.
Wednesday, August 27, 2008	Fort Vermilion	4:00 p.m.
Tuesday, September 9, 2008	Fort Vermilion	10:00 a.m.
Wednesday, September 24, 2008	Fort Vermilion	4:00 p.m.
Tuesday, October 14, 2008	Fort Vermilion	10:00 a.m.
Wednesday, October 22, 2008	Fort Vermilion	4:00 p.m.

**CARRIED**

**DELEGATION:**

**5. b) Golf Course/Condominium Development NE 15-109-19-W5M**

Del and Jane Kelly, Firesky Golf Club & Estates, Dave Arsenault and Mike Thompson from Maltais Geomatics were in attendance to present the proposed development to Council.

**MOTION 07-11-1009**

**MOVED** by Councillor Watson

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.

**CARRIED**

**GENERAL REPORTS:**

**6. a) Municipal Planning Commission Meeting Minutes**

**MOTION 07-11-1010**

**MOVED** by Deputy Reeve Sarapuk

That the Municipal Planning Commission meeting minutes of October 12<sup>th</sup> and 23<sup>rd</sup>, 2007 be received for information.

**CARRIED**

**TENDERS:**

**8. a) None**

Reeve Newman recessed the meeting at 10:40 a.m. and reconvened the meeting at 10:48 a.m.

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

**9. a) Council Committee Reports**

Councillor Neufeld reported on the Mackenzie Regional Governance Forum, La Crete Building Committee meeting, Fort Vermilion south drainage open house, and the meeting with the Minister of Infrastructure and Transportation.

Councillor Braun reported on the orientation workshop, meeting with the Town of High Level, operating budget meeting, Mackenzie Regional Waste Management meeting, Municipal Planning Commission meeting, EXH project meeting, La Crete Building Committee meeting, Finance Committee meeting, and the Mackenzie Regional Governance Forum.

Councillor Froese reported on the meeting with the Town of High Level, and the orientation workshop.

Reeve Newman reported on the orientation workshop, meeting with the Town of High Level, Mackenzie Regional Governance Forum, La Crete Building Committee meeting and the Fort Vermilion south drainage open house.

Deputy Reeve Sarapuk reported on premiers dinner in Grande Prairie, REDI meeting – ethanol project, meeting with the Town of High Level, and the Mackenzie Regional Governance Forum.

Councillor J. Driedger reported on the orientation workshop,

meeting with the Town of High Level, operating budget meeting, Fort Vermilion south drainage open house, and the Mackenzie Library Board meeting.

Councillor Toews reported on the tour of Zama, and the Finance Committee meeting.

Councillor Wardley reported on the Zama Recreation Board.

Councillor Watson reported on the meeting with the Town of High Level, Mackenzie Regional Waste Management, Finance Committee meeting, and the Mackenzie Regional Governance Forum.

Councillor D. Driedger reported on the Agriculture Land Task Force meetings, and the Regional ASB conference.

**MOTION 07-10-1011**

**MOVED** by Councillor Watson

That Reeve Newman, Councillor Neufeld, and Councillor Watson be authorized to attend the meeting with the Minister of Tourism, Parks, Recreation and Culture on November 21, 2007.

**CARRIED**

**MOTION 07-11-1012**

**MOVED** by Councillor Neufeld

That the Council Committee verbal reports be accepted as information.

**CARRIED**

**DELEGATIONS:**

**5. a) Blue Hills Community School Grade 4/5 Class**

A presentation was made by the grade 4/5 class from Blue Hills Community School regarding their recycling project. The grade 6 class was also in attendance to observe the Council meeting and ask questions of Council as they are studying local government.

**CORPORATE  
SERVICES:**

**10. a) Policy FIN010 Financial Reports**

**MOTION 07-11-1013**

**MOVED** by Councillor Neufeld

That FIN010 Financial Reports policy be amended as presented.

**CARRIED**

**OPERATIONAL  
SERVICES:**

**12. a) Winter Maintenance Flags**

**MOTION 07-11-1014**

**MOVED** by Councillor Watson

That the \$9,200 over expenditure for the road maintenance flags be authorized with funding coming from the general operating reserve.

**CARRIED**

**PLANNING,  
EMERGENCY, AND  
ENFORCEMENT  
SERVICES**

**11. b) Bylaw 656/07 – Land Use Bylaw Amendment to Rezone a One Mile Radius Around Plan 0021068, Lots 2, 4 & 5 from Agricultural District 1 (A1) to Direct Control District 1 (DC1) (High Level Rural)**

**MOTION 07-11-1015**

**MOVED** by Deputy Reeve Sarapuk

That first reading be given to Bylaw 656/07 being a Land Use Bylaw amendment to rezone all subject parcels within a one mile proximity of Plan 0021068, Lot 2, Lot 4 and Lot 5 from Agricultural District 1 "A1" to Direct Control District 1 "DC1".

**CARRIED**

Reeve Newman recessed the meeting at 12:00 p.m. and reconvened the meeting at 12:49 p.m.

**PUBLIC HEARING:**

**7. a) Bylaw 653/07 Land Use Bylaw Amendment to Rezone Part of SW 18-116-05-W6M and SE 13-116-06-W6M from Forestry District 1 (F) to Direct Control District 3 (DC3) (Zama Rural)**

Reeve Newman called the public hearing for Bylaw 653/07 to order at 1:05 p.m.

Reeve Newman asked if the public hearing for proposed Bylaw 653/07 was properly advertised. William Kostiw, Chief Administrative Officer, 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. William Kostiw, Chief Administrative Officer, presented the Development Authority's submission and indicated that first reading was given on October

10, 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 653/07. No submissions were received.

Reeve Newman asked if there was anyone present who would like to speak in regards to the proposed Bylaw 653/07. Rhonda Rudnitski, Environment, Health and Safety Manager with Newalta commented on their proposed Land Use Bylaw Amendment.

Reeve Newman closed the public hearing for Bylaw 653/07 at 1:08 p.m.

**MOTION 07-11-1016**

**MOVED** by Councillor Braun

That second reading be given to Bylaw 653/07 being a Land Use Bylaw amendment to rezone Part of SW 18-116-05-W6M and Part of SE 13-116-06-W6M from Forestry District "F" to Direct Control District 3 "DC3".

**CARRIED**

**MOTION 07-11-1017**

**MOVED** by Councillor Wardley

That third reading be given to Bylaw 653/07 being a Land Use Bylaw amendment to rezone Part of SW 18-116-05-W6M and Part of SE 13-116-06-W6M from Forestry District "F" to Direct Control District 3 "DC3".

**CARRIED**

**MOTION 07-11-1018**

**MOVED** by Councillor Braun

That Development Permit 233-DP-07 in Zama be approved as presented.

**CARRIED**

**9. b) CAO & Director Reports**

**MOTION 07-11-1019**

**MOVED** by Councillor Neufeld

That the Tompkins ice bridge contractor be given a deadline of one week to qualify his tender at which time administration will be authorized to go to the next qualifying tender.

**CARRIED**

**MOTION 07-11-1020**

**MOVED** by Councillor Watson

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

**CARRIED**

**CORPORATE  
SERVICES:**

**10. b) Policy FIN024 Electronic Signatures**

**MOTION 07-11-1021**

**MOVED** by Councillor Wardley

That policy FIN024 Electronic Signatures be referred to the Finance Committee.

**CARRIED**

**10. c) Establishment of US Funds Bank Sub-Account**

**MOTION 07-11-1022**  
Requires 2/3

**MOVED** by Councillor Toews

That the Chief Administrative Officer be authorized to open a US funds sub-account under the existing County's bank account with the ATB Financial for the purpose of depositing the unused \$205,000 US draft including permission to term-deposit the funds as per the Municipal Government Act.

**CARRIED**

**10. d) Outstanding Rent for Plan 882-1687, Block 1, Lot 1  
(Zama)**

**MOTION 07-11-1023**

**MOVED** by Councillor Braun

That invoice 5702 be reduced by \$2,570 and that the sale of Plan 882-1687, Block 1, Lot 1 (Zama) be finalized subject to the retroactive lease payments of \$1,685/annum for this property from the 2003-2004 to 2006-2007 lease years.



**CARRIED**

**10. e) Grant Applications**

**MOTION 07-11-1024**

**MOVED** by Councillor Watson

That Mackenzie County only applies for resource road funding for municipal owned roads.

**CARRIED**

**MOTION 07-11-1025**

**MOVED** by Councillor Wardley

That administration send a letter to Husky confirming previously committed funds for Husky Road to be available in 2008.

**CARRIED**

**MOTION 07-11-1026**

**MOVED** by Councillor Toews

That the grant applications for 2007-08 be received for information.

**CARRIED**

Reeve Newman recessed the meeting at 2:11 p.m. and reconvened the meeting at 2:30 p.m.

**10. f) Mackenzie Housing Subdivision and 45<sup>th</sup> Street Reconstruction**

**MOTION 07-11-1027**

**MOVED** by Councillor Braun

That the capital budget amendment for the Mackenzie Housing subdivision and 45<sup>th</sup> street reconstruction project in Fort Vermillion be tabled to after the tender opening.

**CARRIED**

**10 g) Rural Matters Conference 2008**

**MOTION 07-11-1028**

**MOVED** by Councillor Braun

That Council be authorized to attend the Rural Matters conference in Edmonton on July 5 – 8, 2008.

**CARRIED**

**10. h) Zama Post Office**

**MOTION 07-11-1029**

**MOVED** by Councillor Wardley

That the County assist Canada Post in facilitating an open house in Zama in the new year.

**CARRIED**

**MOTION 07-11-1030**

**MOVED** by Councillor Wardley

That administration look at options for the continuation of postal service in Zama.

**CARRIED**

**10. i) Appointments of Members at Large to County Boards/Committee**

**MOTION 07-11-1031**

**MOVED** by Councillor Wardley

That the following members at large be appointed to the **Agriculture Service Board** for the period November 13, 2007 to October 2010.

Richard Marshall  
Joe Peters  
Eric Jorgensen

**CARRIED**

**MOTION 07-11-1032**

**MOVED** by Councillor Watson

That the following members at large be appointed to the **Assessment Review Board** for the period November 13, 2007 to October 2008.

Eric Jorgensen (alternate)

**CARRIED**

**MOTION 07-11-1033**

**MOVED** by Councillor Neufeld

That the following members at large be appointed to the **Subdivision and Development Appeal Board** for the period November 13, 2007 to October 2008 and alternating members according to appeal location.

Daryl Zielsdorf

Richard Marshall  
Wally Schroeder

**CARRIED**

**MOTION 07-11-1034**

**MOVED** by Councillor Toews

That the following members at large be appointed to the **Mackenzie Library Board** for the period November 13, 2007 to October 2010.

Lorraine Peters

**CARRIED**

**MOTION 07-11-1035**

**MOVED** by Councillor Neufeld

That the following members at large be appointed to the **Rural Water Services Board** for the period November 13, 2007 to October 2010.

Richard Marshall

**CARRIED**

**MOTION 07-11-1036**

**MOVED** by Councillor Toews

That the following members at large be appointed to the **Fort Vermilion FCSS Advisory Committee** for the period January 1, 2008 to December 31, 2008.

Donna Guitard  
Cheryl Lizotte  
Eric Jorgensen  
Anne Martens  
Hali Ward  
Cindy Crichton  
Corrine Card

**CARRIED**

**MOTION 07-11-1037**

**MOVED** by Councillor Froese

That all ballots be destroyed.

**CARRIED**

**10. j) Town of High Level Agreement**

**MOTION 07-11-1038**

**MOVED** by Councillor Braun

That the 2002–2007 agreements with the Town of High Level be accepted and that the fire agreement be split.

**CARRIED**

**MOTION 07-11-1039**

**MOVED** by Councillor Neufeld

That the draft inter-municipal Negotiating Committee Terms of Reference be referred to the Municipal Services Agreement Committee for ratification.

**CARRIED**

**MOTION 07-11-1040**

**MOVED** by Councillor Braun

That Councillor Watson, Councillor J. Driedger, and Reeve Newman be appointed to the Municipal Services Agreement Committee.

**CARRIED**

**10. k) Highway 88**

**MOTION 07-11-1041**

**MOVED** by Councillor D. Driedger

That the Highway 88 report be received for information.

**CARRIED**

**10. l) Business Plan**

**MOTION 07-11-1042**

**MOVED** by Councillor Wardley

That the 2008–2010 Business Plan for Mackenzie County be approved as amended and that the statistical information be updated as received.

**CARRIED**

**10. m) Organizational Chart**

**MOTION 07-11-1043**

**MOVED** by Councillor Froese

That the organizational chart be tabled to January 2008.

**CARRIED**

**10. n) Information/Correspondence**

**MOTION 07-11-1044**

**MOVED** by Councillor Braun

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

**CARRIED**

Reeve Newman recessed the meeting at 3:32 p.m. and reconvened the meeting at 3:43 p.m.

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

**11. 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)**

**MOTION 07-11-1045**

**MOVED** by Councillor Watson

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.

**CARRIED**

**11. c) Bylaw 657/07 Fee Schedule**

**MOTION 07-11-1046**

**MOVED** by Councillor Froese

That first 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 market value.

**CARRIED**

**MOTION 07-11-1047**

**MOVED** by Councillor Watson

That second 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 market value.

**CARRIED**

**MOTION 07-11-1048**

Requires unanimous

**MOVED** by Councillor Wardley

That consideration be given to go to third reading of 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 market value, at this meeting.

**DEFEATED**

**11. d) Waterfront Cottage Development**

Reeve Newman left the meeting at 4:15 p.m.

**MOTION 07-11-1049**

**MOVED** by Councillor Neufeld

That a letter be sent to Alberta Sustainable Resource Development requesting to enter into a lease agreement for waterfront cottage development at Wadlin Lake.

**CARRIED**

**11. e) Urban Expansion for the Hamlet of Zama**

**MOTION 07-11-1050**

**MOVED** by Councillor Braun

That administration negotiate the purchase of Public Land with Alberta Sustainable Resource Development for the future urban expansion for the Hamlet of Zama.

**CARRIED**

**11. f) MPC Member Honorarium for Meeting/Open House Attendance**

Reeve Newman rejoined the meeting at 4:29 p.m.

**MOTION 07-11-1051**

**MOVED** by Councillor Froese

That the Municipal Planning Commission member who attended both the MPC meeting and Open House on September 18, 2007 receive \$75.00 for his attendance at the Open House.

**CARRIED**

**11. g) Municipal Parks Bylaw 506/05**

**MOTION 07-11-1052**

**MOVED** by Councillor Wardley

That the Municipal Parks Bylaw be referred to the Parks & Recreation Committee.

**CARRIED**

**11. h) Fire Smart Community Grant – Zama**

**MOTION 07-11-1053**

**MOVED** by Councillor Wardley

That the Zama Fuel Break project be tabled to the next meeting for more information.

**CARRIED**

Reeve Newman recessed the meeting at 4:45 p.m. and reconvened the meeting at 4:51 p.m.

**OPERATIONAL  
SERVICES:**

**12. b) Signage – Peter Fehr’s Subdivision**

**MOTION 07-11-1054**

**MOVED** by Councillor Froese

That the sign package for Peter Fehr’s subdivision be accepted as presented.

**CARRIED**

**12. c) Boyer Gas Line Installation Request**

**MOTION 07-11-1055**

**MOVED** by Councillor Toews

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.

**CARRIED**

**12. d) County Gravel for Projects**

**MOTION 07-11-1056**

**MOVED** by Councillor J. Driedger

That future County projects be tendered with the option that the County may supply the gravel as part of the tender, which will be at the County’s discretion and price.

**CARRIED**

**12. e) Signage Requests**

**MOTION 07-11-1057**  
Requires Unanimous

**MOVED** by Councillor Toews

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.

**CARRIED UNANIMOUSLY**

**MOTION 07-11-1058**

**MOVED** by Councillor Wardley

That the Mackenzie Housing Subdivision and 45<sup>th</sup> Street Reconstruction project tender closing date be changed to November 28<sup>th</sup> at 1:00 p.m. at the Fort Vermilion office.

**CARRIED**

**IN CAMERA SESSION:**

**MOTION 07-11-1059**

**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 5:06 p.m.

- 13. a) Personnel
- 13. b) Special Projects
- 13. d) Tompkins Ferry
- 13. e) Legal Update

**CARRIED**

**MOTION 07-11-1060**

**MOVED** by Councillor Froese

That Council move out of camera at 6:00 p.m.

**CARRIED**

**13. d) Tompkins Ferry**

**MOTION 07-11-1061**

**MOVED** by Councillor Watson

That administration advise Alberta Infrastructure and Transportation that Mackenzie County is not interested at this



time in operating the Tompkins Ferry.

**CARRIED**

**13. e) Legal Update**

**MOTION 07-11-1062**

**MOVED** by Councillor Wardley

That the legal update be received for information.

**CARRIED**

**NEXT MEETING DATE:**

**14. a) Regular Council Meeting**

Regular Council Meeting  
Wednesday, November 28, 2007  
4:00 pm  
Council Chambers, Fort Vermilion, AB

**ADJOURNMENT:**

**15. a) Adjournment**

**MOTION 07-11-1063**

**MOVED** by Councillor D. Driedger

That the Regular Council meeting be adjourned at 6:05 p.m.

**CARRIED**

These minutes will be presented to Council for approval on Wednesday, November 28, 2007.

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Greg Newman, Reeve

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Carol Gabriel, Executive Assistant



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, November 13, 2007  
10:00 a.m.**

**Council Chambers  
Fort Vermillion, Alberta**

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a)	Call to Order	
<b>AGENDA:</b>	2.	a)	Adoption of Agenda	
<b>ADOPTION OF THE PREVIOUS MINUTES:</b>	3.	a)	Minutes of the October 24, 2007 Organizational Council Meeting	9
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<b>BUSINESS ARISING OUT OF THE MINUTES:</b>	4.	a)	2007-08 Council Meeting Dates	49
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<b>DELEGATIONS:</b>	5.	a)	Blue Hills Community School Grade 4/5 Class – 11:30 a.m.	
		b)	Golf Course/Condominium Development NE 15-109-19-W5M – 1:15 p.m.	53
		c)	Mustus Energy Ltd. (In-Camera) – 2:30 p.m. <i>postpone till next mtg.</i>	
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		b)		



<b>PUBLIC HEARINGS:</b>	7.	a)	Bylaw 653/07 Land Use Bylaw Amendment to Rezone Part of SW 18-116-05-W6M and SE 13-116-06-W6M from Forestry District 1 (F) to Direct Control District 3 (DC3) – Zama Rural	93
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**PLANNING,  
EMERGENCY, AND  
ENFORCEMENT  
SERVICES:**

p)

- |     |    |  |     |
|-----|----|--|-----|
| 11. | 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) | 203 |
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**OPERATIONAL  
SERVICES:**

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|     | e) | <i>Signage</i>                      |     |
|     | f) |                                     |     |





**IN CAMERA  
SESSION:**

- 13. a) Personnel
- b) Special Projects
- c) Tompkins Ferry
- d) Legal Update
- e)
- f)

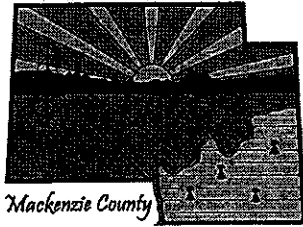
**NEXT MEETING  
DATE:**

- 14. a) Regular Council Meeting  
Wednesday, November 28, 2007  
4:00 p.m.  
Council Chambers, Fort Vermilion, AB

**ADJOURNMENT:**

- 15. a) Adjournment





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the October 24, 2007 Organizational Council Meeting</b>

### BACKGROUND / PROPOSAL:

Minutes of the October 24, 2007 Organizational Council meeting are attached.

### OPTIONS & BENEFITS:

N/A

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That the minutes of the October 24, 2007 Organizational Council meeting be adopted as presented.

Author: C. Gabriel

Review by: 

CAO



**MACKENZIE COUNTY  
ORGANIZATIONAL COUNCIL MEETING**

**Wednesday, October 24, 2007**

**10:00 a.m.**

**Council Chambers  
Fort Vermilion, AB**

**PRESENT:**

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

**ABSENT:**

**ADMINISTRATION:**

William (Bill) Kostiw	Chief Administrative Officer
Carol Gabriel	Executive Assistant
Joulia Whittleton	Director of Corporate Services
Mark Schonken	Director of Public Works

**ALSO PRESENT:**

- Sgt. Ryan Becker, Fort Vermilion RCMP
- Sgt. Shane Ramteemal, Assumption RCMP
- Barry Sjölie, Brownlee LLP
- Susan McNeil, The Echo

Minutes of the Organizational Council meeting for Mackenzie County held on October 24, 2007 at the Council Chambers in Fort Vermilion, Alberta.

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

William Kostiw called the meeting to order at 10:10 a.m.

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

**MOTION 07-10-883: MOVED** by Councillor Sarapuk

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

2. b) Voting Procedure

**CARRIED**

## 2. b) Voting Procedure

### MOTION 07-10-884

**MOVED** by Councillor Braun

That all elections during the organizational meeting be held by secret ballot.

**CARRIED**

## 1. b) Chief Administrative Officer Overview

Mr. Kostiw welcomed the new Council for the 2007–2010 term and provided a brief overview.

### ELECTION OF REEVE & DEPUTY REEVE:

## 4. a) Election of Reeve

Mr. Kostiw called for nominations for the position of Reeve for Mackenzie County for the period October 24, 2007 to October 2008.

First Call: Councillor Newman nominated by Councillor  
Watson  
Councillor Neufeld nominated by Councillor Braun

Second Call: None.

Third Call: None.

### MOTION 07-10-885

**MOVED** by Councillor Wardley

That nominations cease for the position of Reeve.

**CARRIED**

Councillor Newman was elected Reeve for Mackenzie County for the period October 24, 2007 to October 2008.

## 4. b) Election of Deputy Reeve

Mr. Kostiw called for nominations for the position of Deputy Reeve for Mackenzie County for the period October 24, 2007 to October 2008.

First Call: Councillor Neufeld nominated by Councillor Froese.  
Declined.  
Councillor Braun nominated by Councillor Toews.

Declined.  
Councillor Sarapuk nominated by Councillor  
Watson.

Second Call: Councillor J. Driedger nominated by Councillor  
Braun. Declined.

Third Call: None.

**MOTION 07-10-886**

**MOVED** by Councillor Watson

That nominations cease for the position of Deputy Reeve.

**CARRIED**

Councillor Sarapuk was acclaimed as Deputy Reeve for  
Mackenzie County for the period October 24, 2007 to October  
2008.

Mr. Kostiw recessed the meeting at 10:38 a.m. and reconvened  
the meeting at 11:08 a.m.

**4. c) Oath of Office**

The Oath of Office was administered to the Reeve, Deputy  
Reeve, and Councillors by Sgt. Ryan Becker, Fort Vermilion  
RCMP, and Sgt. Shane Ramteemal, Assumption RCMP.

**TURNOVER OF CHAIR:**

**5. a) Turnover of Chair to the Reeve**

Mr. Kostiw turned over the chair to newly elected Reeve  
Newman.

**COUNCIL COMMITTEES  
& TASK FORCES:**

**6. a) Appointment of Council Members to Council  
Committees, Boards and Task Forces**

**MOTION 07-10-887**

**MOVED** by Councillor Watson

That the following Councillors be appointed to the **Agricultural  
Land – Land Use Planning Committee** for the period October  
24, 2007 to October 2008:

Councillor D. Driedger  
Councillor Neufeld  
Deputy Reeve Sarapuk  
Councillor Froese (alternate)

**CARRIED**

**MOTION 07-10-888**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Agriculture Service Board** for the period October 24, 2007 to October 2008.

Councillor Neufeld  
Councillor D. Driedger

**CARRIED**

**MOTION 07-10-889**

**MOVED** by Councillor Watson

That the following Councillors be appointed to the **Assessment Review Board** for the period October 24, 2007 to October 2008.

Councillor Braun  
Councillor Wardley (alternate)

**CARRIED**

**MOTION 07-10-890**

**MOVED** by Councillor Wardley

That three County Building Task Forces be created for La Crete, Fort Vermilion, and High Level/Zama consisting of three Councillors and administration.

**CARRIED**

**MOTION 07-10-891**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **La Crete County Building Task Force** for the period October 24, 2007 to October 2008.

Councillor Braun  
Councillor Neufeld  
Councillor J. Driedger

**CARRIED**

**MOTION 07-10-892**

**MOVED** by Councillor J. Driedger

That the following Councillors be appointed to the **Fort Vermilion County Building Task Force** for the period October 24, 2007 to October 2008.

Councillor Toews  
Councillor Froese  
Deputy Reeve Sarapuk



**CARRIED**

**MOTION 07-10-893**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **High Level/Zama County Building Task Force** for the period October 24, 2007 to October 2008.

Councillor Wardley  
Councillor Watson  
Deputy Reeve Sarapak

**CARRIED**

**MOTION 07-10-894**

**MOVED** by Councillor Braun

That the following Councillors be appointed to the **Finance Committee** for the period October 24, 2007 to October 2008.

Councillor Braun  
Councillor Toews  
Councillor Neufeld  
Councillor Watson

**CARRIED**

**MOTION 07-10-895**

**MOVED** by Councillor Driedger

That the Reeve, Deputy Reeve, Councillor Neufeld, and the CAO be appointed to the **Highway 88 Task Force** for the period October 24, 2007 to October 2008.

**CARRIED**

**MOTION 07-10-896**

**MOVED** by Councillor Wardley

That the **Intermunicipal Development Plan Committee** be abolished.

**CARRIED**

Reeve Newman recessed the meeting at 11:55 p.m. and reconvened the meeting at 12:46 p.m.

**3. b) Delegation – RCMP Report**

Sgt. Ryan Becker, Fort Vermilion RCMP and Sgt. Shane Ramteemal, Assumption RCMP provided a report to Council regarding services provided throughout the County.

**MOTION 07-10-897**

**MOVED** by Councillor Wardley

That the following Councillor be appointed to the **Mackenzie Housing Management Board** for the period October 24, 2007 to October 2008.

Councillor Neufeld

**CARRIED**

**MOTION 07-10-898**

**MOVED** by Councillor Neufeld

That the following Councillors be appointed to the **Mackenzie Library Board** for the period October 24, 2007 to October 2008.

Councillor Wardley

Councillor J. Driedger

**CARRIED**

**MOTION 07-10-899**

**MOVED** by Councillor Wardley

That the **Medical Professional Task Force** be abolished.

**CARRIED**

The following Councillors were nominated for the Municipal Planning Commission and an election was held.

Councillor Froese

Councillor Braun

Councillor Toews

**MOTION 07-10-900**

**MOVED** by Councillor Watson

That the following Councillors be appointed to the **Municipal Planning Commission** for the period October 24, 2007 to October 2008.

Councillor Froese

Councillor Braun

**CARRIED**

**MOTION 07-10-901**

**MOVED** by Councillor Braun

That the **Operations Committee** be abolished.

**CARRIED**

**MOTION 07-10-902**

**MOVED** by Councillor J. Driedger

That the following Councillors be appointed to the **Regional Water Committee** for the period October 24, 2007 to October 2008.

Councillor Watson  
Councillor Neufeld

**CARRIED**

**MOTION 07-10-903**

**MOVED** by Councillor Neufeld

That the following Councillors be appointed to the **Rural Water Services Board** for the period October 24, 2007 to October 2008 and that the Terms of Reference be amended to change the number of councilors to three.

Councillor J. Driedger  
Deputy Reeve Sarapuk  
Councillor D. Driedger

**CARRIED**

**MOTION 07-10-904**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Subdivision & Development Appeal Board** for the period October 24, 2007 to October 2008.

Councillor Toews  
Deputy Reeve Sarapuk (alternate)

**CARRIED**

**MOTION 07-10-905**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillor be appointed to the **Upper Hay Recreational Hunting & Fishing Advisory Committee** for the period October 24, 2007 to October 2008.

Reeve Newman

**CARRIED**

**MOTION 07-10-906**

**MOVED** by Councillor Braun

That the following Councillors be appointed to the **Veterinary Advisory Committee** for the period October 24, 2007 to October 2008 and that the Terms of Reference be amended to change the number of Councillors to two.

Councillor J. Driedger  
Councillor D. Driedger

**CARRIED**

**MOTION 07-10-907**

**MOVED** by Councillor Braun

That the **Waterfront Development Task Force** be abolished.

**CARRIED**

**MOTION 07-10-908**

**MOVED** by Councillor J. Driedger

That all Council, with the exception of ASB members, and the Chief Administrative Officer be appointed to the **Weed Control Appeal Board** for the period October 24, 2007 to October 2008.

**CARRIED**

**MOTION 07-10-909**

**MOVED** by Councillor Wardley

That a Parks and Recreation Committee be established, including four members of Council, and that a Terms of Reference be developed.

**CARRIED**

**MOTION 07-10-910**

**MOVED** by Councillor Watson

That the following Councillors be appointed to the **Parks and Recreation Committee** for the period October 24, 2007 to October 2008.

Councillor Wardley  
Councillor Braun  
Councillor J. Driedger  
Councillor D. Driedger

**CARRIED**

**MOTION 07-10-911**

**MOVED** by Councillor Toews

That a First Nations Consultation Committee be established, including four members of Council, and that a Terms of Reference be developed.

**CARRIED**

**MOTION 07-10-912**

**MOVED** by Councillor Braun

That the following Councillors be appointed to the **First Nations Consultation Committee** for the period October 24, 2007 to October 2008.

Councillor Toews  
Councillor Watson  
Councillor Neufeld  
Councillor Wardley

**CARRIED**

**MOTION 07-10-913**

**MOVED** by Councillor Wardley

That a Mackenzie Pipeline Ad Hoc Committee be established.

**CARRIED**

**MOTION 07-10-914**

**MOVED** by Councillor Braun

That the following Councillors be appointed to the **Pipeline Ad Hoc Committee**.

Councillor Froese  
Councillor Watson (alternate)

**CARRIED**

Reeve Newman recessed the meeting at 1:54 p.m. and reconvened the meeting at 2:04 p.m.

**DELEGATION:**

**3. a) Barry Sjolie, Brownlee LLP**

Mr. Barry Sjolie of Brownlee LLP provided a presentation to Council on their roles and responsibilities.

Reeve Newman recessed the meeting at 3:45 p.m. and reconvened the meeting at 4:00 p.m.

**6. b) Appointment of Members at Large to County Boards/Committees**

**MOTION 07-10-915**

**MOVED** by Councillor Toews

That the following members at large be appointed to the **Municipal Planning Commission** for the period October 24, 2007 to October 2008:

Jack Eccles

Manfred Gross  
Beth Keppelar

**CARRIED**

**MOTION 07-10-916**

**MOVED** by Councillor Watson

That the following members at large be appointed to the **Mackenzie Housing Management Board** for the period October 24, 2007 to October 2008.

Dave Neufeld  
Wally Schroeder  
Jim Thompson  
Sharon McLean

**CARRIED**

**MOTION 07-10-917**

**MOVED** by Councillor Braun

That the following members at large be appointed to the **Assessment Review Board** for the period October 24, 2007 to October 2008.

Wally Schroeder  
Daryl Zielsdorf

**CARRIED**

**MOTION 07-10-918**

**MOVED** by Councillor Braun

That the members at large positions for the **Subdivision & Development Appeal Board** for the period October 24, 2007 to October 2008 be readvertised.

**CARRIED**

**MOTION 07-10-919**

**MOVED** by Councillor Neufeld

That the following members at large be appointed to the **Mackenzie Library Board** for the period October 24, 2007 to October 2010 and that the remaining position be readvertised.

Beth Kappelar  
Wally Schroeder  
Daryl Zielsdorf  
Jim Thompson

**CARRIED**

**MOTION 07-10-920**

**MOVED** by Councillor Wardley

That the following members at large be appointed to the **Rural Water Services Board** for the period October 24, 2007 to October 2010 and that the remaining positions be readvertised.

Beth Kappelar

Daryl Zielsdorf

**CARRIED**

**MOTION 07-10-921**

**MOVED** by Deputy Reeve Sarapuk

That the following members at large be appointed to the **Upper Hay Recreational Hunting & Fishing Advisory Committee** for the period October 24, 2007 to October 2010.

Mike Kowal

Jake J. Wolfe

**CARRIED**

**MOTION 07-10-922**

**MOVED** by Councillor Wardley

That the following members at large be appointed to the **Veterinary Advisory Committee** for the period October 24, 2007 to October 2010.

Maarten Braat

Henry G. Friesen

**CARRIED**

**APPOINT  
REPRESENTATIVES:**

**7. a) Appointment of Council Representatives to Other Committees**

**MOTION 07-10-923**

**MOVED** by Councillor Braun

That the following Councillors be appointed to the **Caribou Mountains Wildland Advisory Committee** for the period October 24, 2007 to October 2008.

Reeve Newman

Councillor Watson (alternate)

**CARRIED**

**MOTION 07-10-924**

**MOVED** by Councillor J. Driedger

That the following Councillors be appointed to the **Hay Zama Committee** for the period October 24, 2007 to October 2008.

Councillor Neufeld  
Councillor Watson  
Councillor Froese (alternate)

**CARRIED**

**MOTION 07-10-925**

**MOVED** by Councillor Braun

That the following Councillor be appointed to the **High Level Airport Committee** for the period October 24, 2007 to October 2008.

Councillor Toews

**CARRIED**

**MOTION 07-10-926**

**MOVED** by Councillor Watson

That the following Councillor be appointed to the **High Level Forests Public Advisory Committee** for the period October 24, 2007 to October 2008.

Deputy Reeve Sarapuk

**CARRIED**

**MOTION 07-10-927**

**MOVED** by Councillor Neufeld

That the following Councillors be appointed to the **High Level & District Recreational Advisory Committee** for the period October 24, 2007 to October 2008.

Councillor Watson

Deputy Reeve Sarapuk (alternate)

**CARRIED**

**MOTION 07-10-928**

**MOVED** by Councillor Braun

That the following Councillor be appointed to the **Mackenzie Economic Development Corporation** for the period October 24, 2007 to October 2008.

Councillor J. Driedger

**CARRIED**

**MOTION 07-10-929**

**MOVED** by Councillor Neufeld

That the following Councillors be appointed to the **Mackenzie Regional Waste Management** for the period October 24, 2007



to October 2008.  
Councillor Braun  
Councillor Watson

**CARRIED**

**MOTION 07-10-930**

**MOVED** by Councillor Toews

That the following Councillor be appointed to the **Mighty Peace Tourist Association** for the period October 24, 2007 to October 2008.

Councillor Braun

**CARRIED**

**MOTION 07-10-931**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Hay Zama Tourism Sub-Committee** for the period October 24, 2007 to October 2008.

Councillor Neufeld

Councillor Watson

Councillor Braun

**CARRIED**

**MOTION 07-10-932**

**MOVED** by Councillor Braun

That the following Councillor be appointed to the **Northern Lights Forest Education Society** for the period October 24, 2007 to October 2008:

Deputy Reeve Sarapuk

**CARRIED**

**MOTION 07-10-933**

**MOVED** by Councillor Froese

That the following Councillor be appointed to the **NAIT Industry Advisory Committee** for the period October 24, 2007 to October 2008.

Councillor J. Driedger

**CARRIED**

**MOTION 07-10-934**

**MOVED** by Councillor Watson

That the following Councillors be appointed to the **Northwest**

**Corridor Development Corporation** for the period October 24, 2007 to October 2008.

Councillor Froese  
Councillor Neufeld  
Councillor Wardley

**CARRIED**

**MOTION 07-10-935**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Recreation Boards** for the period October 24, 2007 to October 2008.

Fort Vermilion – Councillor Toews  
La Crete – Councillor Braun  
Zama City – Councillor Wardley

**CARRIED**

**MOTION 07-10-936**

**MOVED** by Councillor Braun

That the **Regional Airport Study** be abolished.

**CARRIED**

The following Councillors were nominated for the **Regional Economic Development Initiative** and an election was held.

Councillor D. Driedger  
Councillor Braun  
Deputy Reeve Sarapuk

**MOTION 07-10-937**

**MOVED** by Councillor Watson

That the following Councillors be appointed to the **Regional Economic Development Initiative** for the period October 24, 2007 to October 2008.

Councillor D. Driedger  
Deputy Reeve Sarapuk

**CARRIED**

**MOTION 07-10-938**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillor be appointed to the **REDI Recreational Study Sub-Committee** for the period October 24, 2007 to October 2008.

Councillor Braun

**CARRIED**

**MOTION 07-10-939**

**MOVED** by Councillor J. Driedger

That Mackenzie County continue to participate in the Regional Health Professional Retention Committee.

**CARRIED**

**MOTION 07-10-940**

**MOVED** by Councillor Neufeld

That the following Councillors be appointed to the **Regional Health Professional Retention Committee** for the period October 24, 2007 to October 2008.

Councillor J. Driedger

**CARRIED**

**MOTION 07-10-941**

**MOVED** by Councillor Watson

That the following Councillors be appointed to the **Veterinary Services Incorporated** for the period October 24, 2007 to October 2008.

Deputy Reeve Sarapuk

Councillor D. Driedger (alternate)

**CARRIED**

**MOTION 07-10-942**

**MOVED** by Councillor Toews

That the following Councillor be appointed as the County's spokesperson on the Partners in Prevention Committee.

Councillor Wardley

**CARRIED**

**MOTION 07-10-943**

**MOVED** by Councillor Neufeld

That all ballots be destroyed.

**CARRIED**

**6. c) FCSS (Structure)**

**MOTION 07-10-944**

**MOVED** by Councillor Neufeld

That the FCSS structure be postponed to the next regular

meeting.

**CARRIED**

**BYLAWS/POLICIES:**

**8. a) Bylaw 650/07 Honorariums & Expenses**

**MOTION 07-10-945**

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 650/07 being a bylaw to provide for honorariums and related expense reimbursement for councilors and approved committee members as amended.

**CARRIED**

**MOTION 07-10-946**

**MOVED** by Deputy Reeve Sarapuk

That second reading be given to Bylaw 650/07 being a bylaw to provide for honorariums and related expense reimbursement for councilors and approved committee members as amended.

**CARRIED**

**MOTION 07-10-947**

Requires Unanimous

**MOVED** by Councillor Watson

That consideration be given to go to third reading of Bylaw 650/07 being a bylaw to provide for honorariums and related expense reimbursement for councilors and approved committee members, at this time.

**CARRIED**

**MOTION 07-10-948**

**MOVED** by Councillor Wardley

That third reading be given to Bylaw 650/07 being a bylaw to provide for honorariums and related expense reimbursement for councilors and approved committee members as amended.

**CARRIED**

**8. b) Bylaw 529/05 Organizational and Procedural Matters  
for Council, Council Committee and Councilors**

**MOTION 07-10-949**

**MOVED** by Councillor Watson

That Bylaw 529/05 be received for information.

**CARRIED**

**OTHER BUSINESS: 9. a) Establish Council Meeting Dates**

**MOTION 07-10-950** **MOVED** by Deputy Reeve Sarapuk

That the Regular Council meetings for the period November 2007 to October 2008 be scheduled as follows.

- 2<sup>nd</sup> Tuesday of each month beginning at 10:00 a.m. in the Fort Vermilion Council Chambers
- 4<sup>th</sup> Wednesday of each month beginning at 4:00 p.m. to be held in a rotation between the communities with at least two meetings in Zama, High Level, and La Crete.

**CARRIED**

**ADJOURNMENT: 10. a) Adjournment**

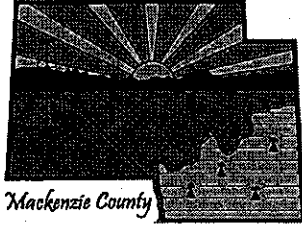
**MOTION 07-10-951** **MOVED** by Councillor Watson

That the Organizational Council meeting be adjourned at 5:30 p.m.

**CARRIED**

These minutes will be presented to Council for approval on Tuesday, November 13, 2007.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the October 25, 2007 Regular Council Meeting</b>

### BACKGROUND / PROPOSAL:

Minutes of the October 25, 2007 Regular Council meeting are attached.

### OPTIONS & BENEFITS:

N/A

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That the minutes of the October 25, 2007 Regular Council meeting be adopted as presented.

Author: C. Gabriel

Review by: \_\_\_\_\_

CAO 





**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Thursday, October 25, 2007**

**10:00 a.m.**

**Council Chambers  
Fort Vermilion, AB**

**PRESENT:** Greg Newman 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:** Walter Sarapuk Deputy Reeve

**ADMINISTRATION:** William (Bill) Kostiw Chief Administrative Officer  
Carol Gabriel Executive Assistant  
Joulia Whittleton Director of Corporate Services  
Mark Schonken Director of Public Works  
Jason Gabriel Supervisor of Emergency Operations  
Eva Schmitt Planning Supervisor  
Grant Smith Agricultural Fieldman

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

Minutes of the Regular Council meeting for Mackenzie County held on October 25, 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 10:07 a.m.

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

**MOTION 07-10-952 MOVED** by Councillor Wardley

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

- 4 a.) Fort Vermilion FCSS
- 10. h) La Crete Support Services
- 13. g) Redistricting Challenge

- 13. h) Mustus Energy Ltd. Funding Request
- 13. i) Emergency Response

**CARRIED**

**ADOPTION OF THE  
PREVIOUS MINUTES:**

- 3. a) **Minutes of the October 10, 2007 Regular Council Meeting**

**MOTION 07-10-953**

**MOVED** by Councillor Braun

That the minutes of the October 10, 2007 Regular Council meeting be adopted as presented.

**CARRIED**

**BUSINESS ARISING  
OUT OF THE MINUTES:**

- 4. a) **Fort Vermilion FCSS**

**MOTION 07-10-954**

**MOVED** by Councillor Toews

That a Fort Vermilion FCSS Steering Committee be appointed by Council for the 2008 operations.

**CARRIED**

**DELEGATIONS:**

- 5. a) **None**

**GENERAL REPORTS:**

- 6. a) **Municipal Planning Commission Meeting Minutes September 18, 2007**

**MOTION 07-10-955**

**MOVED** by Councillor Froese

That the Municipal Planning Commission meeting minutes of September 18, 2007 be received for information.

**CARRIED**

- 6. b) **Mackenzie Housing Management Board Minutes September 5 and 24, 2007**

**MOTION 07-10-956**

**MOVED** by Councillor Driedger

That the Mackenzie Housing Management Board meeting minutes of September 5<sup>th</sup> and 24<sup>th</sup>, 2007 be received for information.

**CARRIED**

**PUBLIC HEARING:**

7. a) None

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

9. a) **Council Committee Reports**

Councillor Neufeld reported on the meeting with EnCana representatives, and the Premier's Dinner.

Councillor Braun reported on the La Crete Recreation Board meeting, Municipal Planning Commission meetings, and the Loggers and Camps meeting regarding sewage and waste.

Councillor Froese reported on the Municipal Planning Commission meeting.

Reeve Newman reported on the Special Council meeting, and the meeting with EnCana representatives.

Councillor J. Driedger reported on the Special Council meeting, and the Loggers and Camps meeting regarding sewage and waste.

Councillor Watson reported on the Hay Zama Committee meeting, and the Premier's Dinner.

Councillor Wardley reported on the Partners in Prevention meeting, and the Zama Recreation Board budget meeting.

Councillor Toews reported on the drainage project, and the meeting with EnCana representatives.

Councillor D. Driedger had no items to report.

**MOTION 07-10-957**

**MOVED** by Councillor J. Driedger

That the Council Committee verbal reports be accepted as information.

**CARRIED**

9. b) **CAO & Director Reports**

**MOTION 07-10-958**

**MOVED** by Councillor Neufeld

That the Chief Administrative Officer follow up with the Emergency Services communications network.

**CARRIED**

Reeve Newman recessed the meeting at 11:20 a.m. and reconvened the meeting at 11:32 a.m.

**MOTION 07-10-959**

**MOVED** by Councillor Wardley

That Councillor Froese and the Chief Administrative Officer be authorized to attend the Northwest Corridor Development Corporation Annual General Meeting on November 15, 2007 in Edmonton.

**CARRIED**

**MOTION 07-10-960**

**MOVED** by Councillor Watson

That the Director of Corporate Services, Director of Public Works, Planning Supervisor, Supervisor of Emergency Operations, Agricultural Fieldman, and the Chief Administrative Officer reports be accepted for information.

**CARRIED**

**CORPORATE  
SERVICES:**

**10. a) Bylaw 655/07 Repeal Cold Mix Local Improvement  
Bylaws 556/06 and 565/06**

**MOTION 07-10-961**  
Requires 2/3

**MOVED** by Councillor Braun

That first reading be given to Bylaw 655/07 being a bylaw authorizing to repeal the local improvements Bylaws 556/06 and 565/06.

**CARRIED**

**MOTION 07-10-962**  
Requires 2/3

**MOVED** by Councillor Neufeld

That second reading be given to Bylaw 655/07 being a bylaw authorizing to repeal the local improvements Bylaws 556/06 and 565/06.

**CARRIED**

**MOTION 07-10-963**  
Requires unanimous

**MOVED** by Councillor Froese

That consideration be given to go to third reading and final reading of Bylaw 655/07 being a bylaw authorizing to repeal the

local improvement Bylaws 556/06 and 565/06.

**CARRIED UNANIMOUSLY**

**MOTION 07-10-964**  
Requires 2/3

**MOVED** by Councillor Braun

That third reading be given to Bylaw 655/07 being a bylaw authorizing to repeal the local improvements Bylaws 556/06 and 565/06.

**CARRIED**

**MOTION 07-10-965**

**8. c) Blumenort Intersection**

**MOVED** by Councillor Watson

That Council move in-camera at 11:58 a.m.

**CARRIED**

**MOTION 07-10-966**

**MOVED** by Councillor Wardley

That Council move out of camera at 12:06 p.m.

**CARRIED**

**MOTION 07-10-967**  
Requires 2/3

**MOVED** by Councillor Froese

That the 2007 Capital Budget be amended to include the additional \$297,010 for the Hill Crest School intersection improvement from Public Works Reserve.

**CARRIED UNANIMOUSLY**

**MOTION 07-10-968**

**MOVED** by Councillor Wardley

That the Hill Crest School Intersection improvement project be awarded to Knelsen Sand & Gravel at the amended price.

**CARRIED**

Reeve Newman recessed the meeting at 12:09 p.m. and reconvened the meeting at 1:04 p.m.

**MOTION 07-10-969**  
Requires unanimous

**MOVED** by Councillor J. Driedger

That the Fort Vermilion Recreation Board be added to the

agenda.

**CARRIED**

**TENDERS:**

**8. a) Tompkins Landing Ice-Bridge**

**MOTION 07-10-970**

**MOVED** by Councillor Wardley

That the Tompkins Landing Ice-Bridge Tenders be opened.

**CARRIED**

**10. b) La Crete Recreation Board – Request for Emergency Funding**

**MOTION 07-10-971**

Requires 2/3

**MOVED** by Councillor Froese

That \$36,271 capital funding be granted to the La Crete Recreation Board as per the 2007 budget.

**CARRIED**

**MOTION 07-10-972**

**MOVED** by Councillor Wardley

That the following be granted to the La Crete Recreation Board with funding coming from the General Operating Reserve:

- \$2,399 plus GST for supply and installation of the Ammonia Detection System and the two pressure release valves
- \$18,426 plus GST for rebuilding ice plant compressors

**CARRIED UNANIMOUSLY**

**10. c) Medtronic Invoice**

**MOTION 07-10-973**

Requires 2/3

**MOVED** by Councillor Braun

That \$23,342.27 be paid to Medtronic Canada with funding coming from Emergency Services Reserve.

**CARRIED**

**10. d) September 30, 2007 Income Statement and Term Deposits Report**

**MOTION 07-10-974**

**MOVED** by Councillor Toews

That operating revenues and expenditures, term deposits and capital projects progress report for the period ended September 30, 2007 be received for information.

**CARRIED**

**10. e) Mackenzie Regional Governance Forum**

**MOTION 07-10-975**

**MOVED** by Councillor Wardley

That all Council be authorized to attend the Mackenzie Regional Governance Forum on November 9, 2007 in High Level.

**CARRIED**

**10. f) Northern Alberta Job Find**

**MOTION 07-10-976**

**MOVED** by Councillor Braun

That the Northern Alberta Job Find be received for information.

**CARRIED**

**10 g) Information/Correspondence Items**

**MOTION 07-10-977**

**MOVED** by Councillor Neufeld

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

**CARRIED**

**10. h) La Crete Support Services**

**MOTION 07-10-978**

Requires unanimous

**MOVED** by Councillor Neufeld

That the area hamlet Councillor be appointed to their respective FCSS boards.

**CARRIED**

**Tompkins Landing Ice-Bridge**

**MOTION 07-10-979**

**MOVED** by Councillor Neufeld

That the Tompkins Landing Ice-Bridge tender be awarded to the lowest bidder.

**CARRIED**

**8. b) Zama Access Road and Bear Paw Crescent**

**MOTION 07-10-980**

**MOVED** by Councillor Wardley

That the Zama Access Road and Bear Paw Crescent tenders be opened.

**CARRIED**

Reeve Newman recessed the meeting at 2:09 p.m. and reconvened the meeting at 2:26 p.m.

**MOTION 07-10-981**

**MOVED** by Councillor Wardley

That the Zama Access Road and Bear Paw Crescent tender be awarded to the lowest bidder, Knelsen Sand & Gravel in the amount of \$3,298,450.00, plus engineering.

**CARRIED**

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

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

**MOTION 07-10-982**

**MOVED** by Councillor Braun

That first 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**

**OPERATIONAL  
SERVICES:**

**12. a) Road Projects**

**12. b) Utility Projects**

**MOTION 07-10-983**

**MOVED** by Councillor Wardley

That the road and utility projects be received for information.

**CARRIED**



**11. b) County Buildings**

**MOTION 07-10-984**

**MOVED** by Councillor Wardley

That all County building inspections be completed before the end of the year.

**CARRIED**

**IN CAMERA SESSION:**

**MOTION 07-10-985**

**MOVED** by Councillor Watson

That consideration be given to move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:53 p.m.

- 13. a) Inter-municipal Negotiations
- 13. b) Personnel
- 13. c) Organizational Chart
- 13. d) Special Projects
- 13. e) Regional Water (ISL)
- 13. f) Land Purchase
- 13. g) Redistricting Challenge
- 13. h) Muscus Energy Ltd. Funding Request
- 13. i) Emergency Response
- 13. j) Fort Vermilion Recreation Board

**CARRIED**

**MOTION 07-10-986**

**MOVED** by Councillor Watson

That Council move out of camera at 4:39 p.m.

**CARRIED**

**13. a) Inter-municipal Negotiations**

**MOTION 07-10-987**

**MOVED** by Councillor Braun

That the County proceed with inter-municipal negotiations as discussed.

**CARRIED**

**13. d) Regional Water (ISL)**

**MOTION 07-10-988**

**MOVED** by Councillor Neufeld

That regional water be received for information.

**CARRIED**

**13. e) Land Purchases**

**MOTION 07-10-989**

**MOVED** by Councillor Watson

That land purchases be received for information and wait for the completion of the heritage study.

**CARRIED**

**13. f) Highway 88**

**MOTION 07-10-990**

**MOVED** by Councillor Toews

That Highway 88 be received for information.

**CARRIED**

**13. g) Redistricting Challenge**

**MOTION 07-10-991**

**MOVED** by Councillor Watson

That administration instruct Brownlee LLP to respond as discussed in-camera.

**CARRIED**

**13. h) Mustus Energy Ltd. Funding Request**

**MOTION 07-10-992**

**MOVED** by Councillor J. Driedger

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.

**CARRIED**

**13. i) Emergency Response**

**MOTION 07-10-993**

**MOVED** by Councillor Froese

That a response be sent to the Zama letter received and other

action initiated as discussed in-camera.

**CARRIED**

**13. j) Fort Vermilion Recreation Board**

**MOTION 07-10-994**

**MOVED** by Councillor Braun

That the Fort Vermilion Recreation Board letter be received for information

**CARRIED**

**MOTION 07-10-995**

**MOVED** by Councillor Watson

That the budget meeting scheduled for November 13, 2007 be moved to November 14, 2007.

**CARRIED**

**NEXT MEETING DATE:**

**14. a) Regular Council Meeting**

Regular Council Meeting  
Tuesday, November 13, 2007  
10:00 a.m.  
Council Chambers, Fort Vermilion, AB

**ADJOURNMENT:**

**15. a) Adjournment**

**MOTION 07-10-996**

**MOVED** by Councillor Wardley

That the Regular Council meeting be adjourned at 4:49 p.m.

**CARRIED**

These minutes will be presented to Council for approval on Tuesday, November 13, 2007.

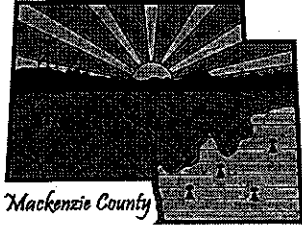
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Greg Newman, Reeve

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Carol Gabriel, Executive Assistant





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the October 30, 2007 Special Council Meeting</b>

### BACKGROUND / PROPOSAL:

Minutes of the October 30, 2007 Special Council meeting are attached.

### OPTIONS & BENEFITS:

N/A

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That the minutes of the October 30, 2007 Special Council meeting be adopted as presented.

Author: C. Gabriel

Review by: \_\_\_\_\_

CAO 



**MACKENZIE COUNTY  
SPECIAL COUNCIL MEETING**

**Tuesday, October 30, 2007**

**3:05 p.m.**

**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
Mark Schonken	Director of Public Works
John Klassen	Director of Environmental Services

**ALSO PRESENT:** John Szumlas, Activation Analysis

Minutes of the Special Council meeting for Mackenzie County held on October 30, 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 3:10 p.m.

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

**MOTION 07-10-997** **MOVED** by Councillor Braun

That the agenda be adopted as presented.

**CARRIED**

**BUSINESS:**

**3. a) Town of High Level Negotiations**

**MOTION 07-10-998**

**MOVED** by Councillor Neufeld

That the County agree to authorize the funding of the agreements with the Town of High Level until December 31, 2007.

**MOTION 07-10-999**

**MOVED** by Deputy Reeve Sarapuk

That an amendment be made to motion 07-10-998 as follows:

That the County agree to authorize the funding of the agreements with the Town of High Level until July 31, 2008.

Councillor Toews requested a recorded vote:

In favor:

Councillor D. Driedger  
Councillor Watson  
Councillor Wardley  
Councillor J. Driedger  
D. Reeve Sarapuk  
Reeve Newman  
Councillor Froese  
Councillor Braun  
Councillor Neufeld

Opposed:

Councillor Toews

**CARRIED**

**MOTION 07-10-998**

That the County agree to authorize the funding of the agreements with the Town of High Level until July 31, 2008 as amended by motion 07-10-999.

**CARRIED**

**MOTION 07-10-1000**

**MOVED** by Councillor Watson

That a letter be sent to the Town of High Level immediately indicating the County's position.

**CARRIED**

Reeve Newman recessed the meeting at 4:04 p.m. and reconvened the meeting at 4:20 p.m.



**MOTION 07-10-1001**

**MOVED** by Councillor Froese

That the letter to the Town of High Level be sent as presented.

**CARRIED**

**3. b) Council Orientation**

**MOTION 07-10-1002**

**MOVED** by Councillor Watson

That the Council orientation be accepted as presented.

**CARRIED**

**ADJOURNMENT:**

**4. a) Adjournment**

**MOTION 07-10-1003**

**MOVED** by Councillor Braun

That the Special Council meeting be adjourned at 5:02 p.m.

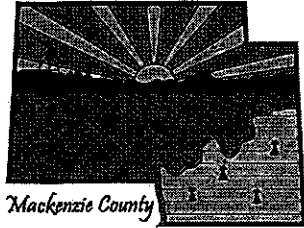
**CARRIED**

These minutes will be presented to Council for approval on Tuesday, November 13, 2007.

\_\_\_\_\_  
Greg Newman, Reeve

\_\_\_\_\_  
Carol Gabriel, Executive Assistant





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>2007-08 Council Meeting Dates</b>

**BACKGROUND / PROPOSAL:**

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:**

That the Regular Council meetings for the period November 2007 to October 2008 be scheduled as follows.

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



Date	Location	Time
Tuesday, November 13, 2007	Fort Vermilion	10:00 a.m.
Wednesday, November 28, 2007	Fort Vermilion	4:00 p.m.
Tuesday, December 11, 2007	Fort Vermilion	10:00 a.m.
Tuesday, January 8, 2008	Fort Vermilion	10:00 a.m.
Wednesday, January 23, 2008	Zama	<del>2</del> :00 p.m.
Tuesday, February 12, 2008	Fort Vermilion	10:00 a.m.
Wednesday, February 27, 2008	High Level	4:00 p.m.
Tuesday, March 11, 2008	Fort Vermilion	10:00 a.m.
Wednesday, March 26, 2008	La Crete	4:00 p.m.
Tuesday, April 8, 2008	Fort Vermilion	10:00 a.m.
Wednesday, April 23, 2008	Fort Vermilion	4:00 p.m.
Tuesday, May <del>10</del> , 2008	Fort Vermilion	10:00 a.m.
Wednesday, May 28, 2008	Zama	<del>4</del> :00 p.m.
Tuesday, June 10, 2008	Fort Vermilion	10:00 a.m.
Wednesday, June 25, 2008	High Level	4:00 p.m.
Tuesday, July 8, 2008	Fort Vermilion	10:00 a.m.
Wednesday, July 23, 2008	La Crete	4:00 p.m.
Tuesday, August 12, 2008	Fort Vermilion	10:00 a.m.
Wednesday, August 27, 2008	Fort Vermilion	4:00 p.m.
Tuesday, September 9, 2008	Fort Vermilion	10:00 a.m.
Wednesday, September 24, 2008	Fort Vermilion	4:00 p.m.
Tuesday, October 14, 2008	Fort Vermilion	10:00 a.m.
Wednesday, October 22, 2008	Fort Vermilion	4:00 p.m.

Author: C. Gabriel Reviewed By: CAO





**MACKENZIE COUNTY  
REQUEST FOR DECISION**

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, CAO</b>
<b>Title:</b>	<b>DELEGATION Golf Course/Condominium Development NE 15-109-19-W5M</b>

**BACKGROUND / PROPOSAL:**

Del and Jane Kelly will attend the Council meeting as a delegation to discuss their proposed development on NE 15-109-19-W5M, southeast of High Level.

**OPTIONS & BENEFITS:**

The Kelly's are proposing to construct a golf course/condominium development on NE 15-109-19-W5M. We have not received a tentative plan to date but they have submitted plans from similar development in other areas. The Kelly's are proposing to construct the access road to the proposed development off of the road allowance of Township Road 1094 onto private property.

The County Land Use Bylaw currently does not have a district that allows this type of development but if Council is in favour of the development the zoning could be addressed in the current Land Use Bylaw review. Although it can be argued that this is not Country Residential development it is still multi-family development and as such would probably be included in the current moratorium.

Although the proposed development is outside of the current IDP area, if Council is in favour of the proposed development we would contact the Town of High Level for comment.

**COSTS & SOURCE OF FUNDING:**

All costs would be borne by the developer

*May 11/08*

**RECOMMENDED ACTION:**

For discussion.

**Author:** Eva Schmidt,  
Planning Supervisor

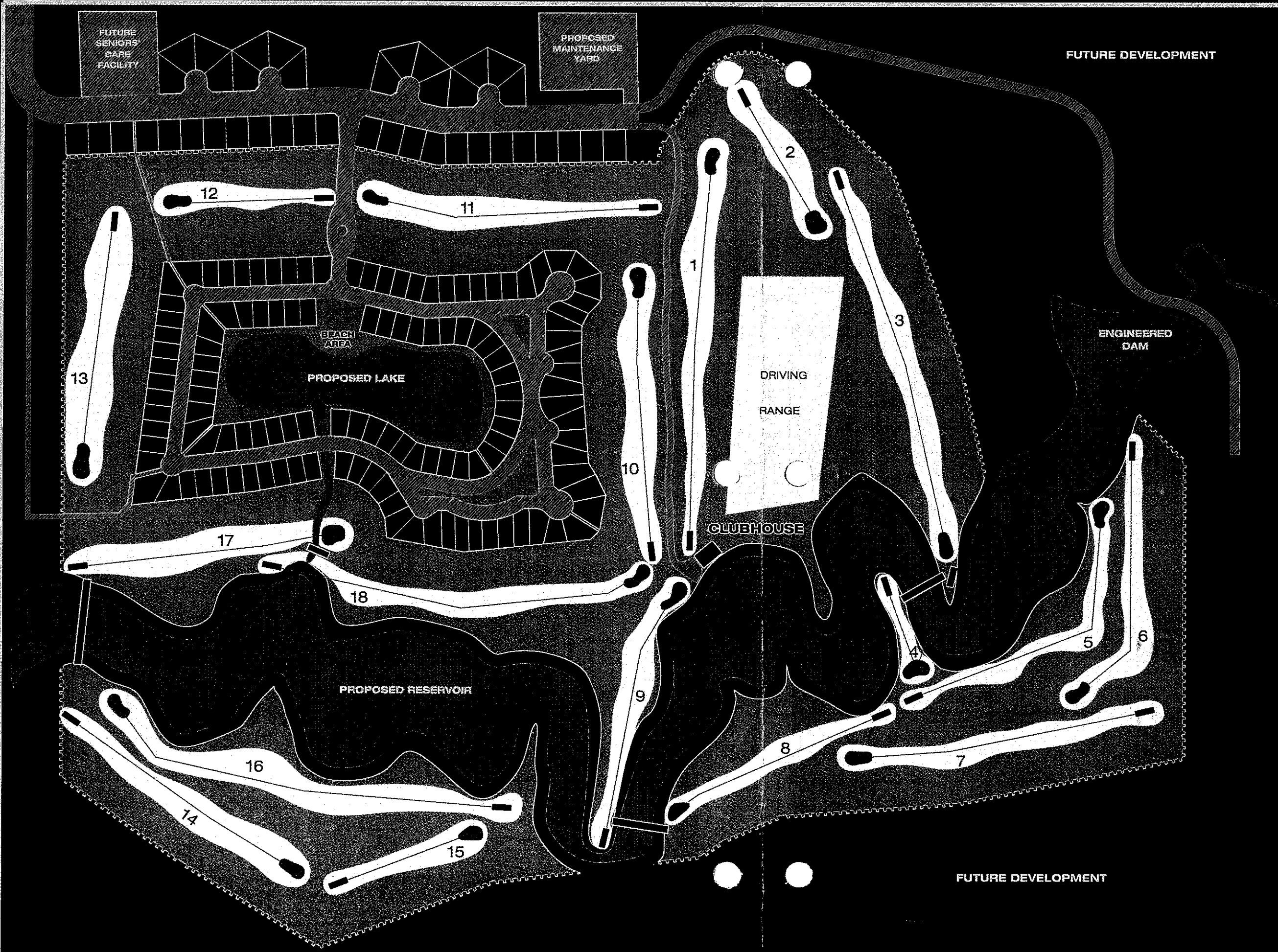
**Reviewed By:** *ES*

**CAO** *[Signature]*





**FIRESKY GOLF CLUB  
AND ESTATES**  
HIGH LEVEL, ALBERTA

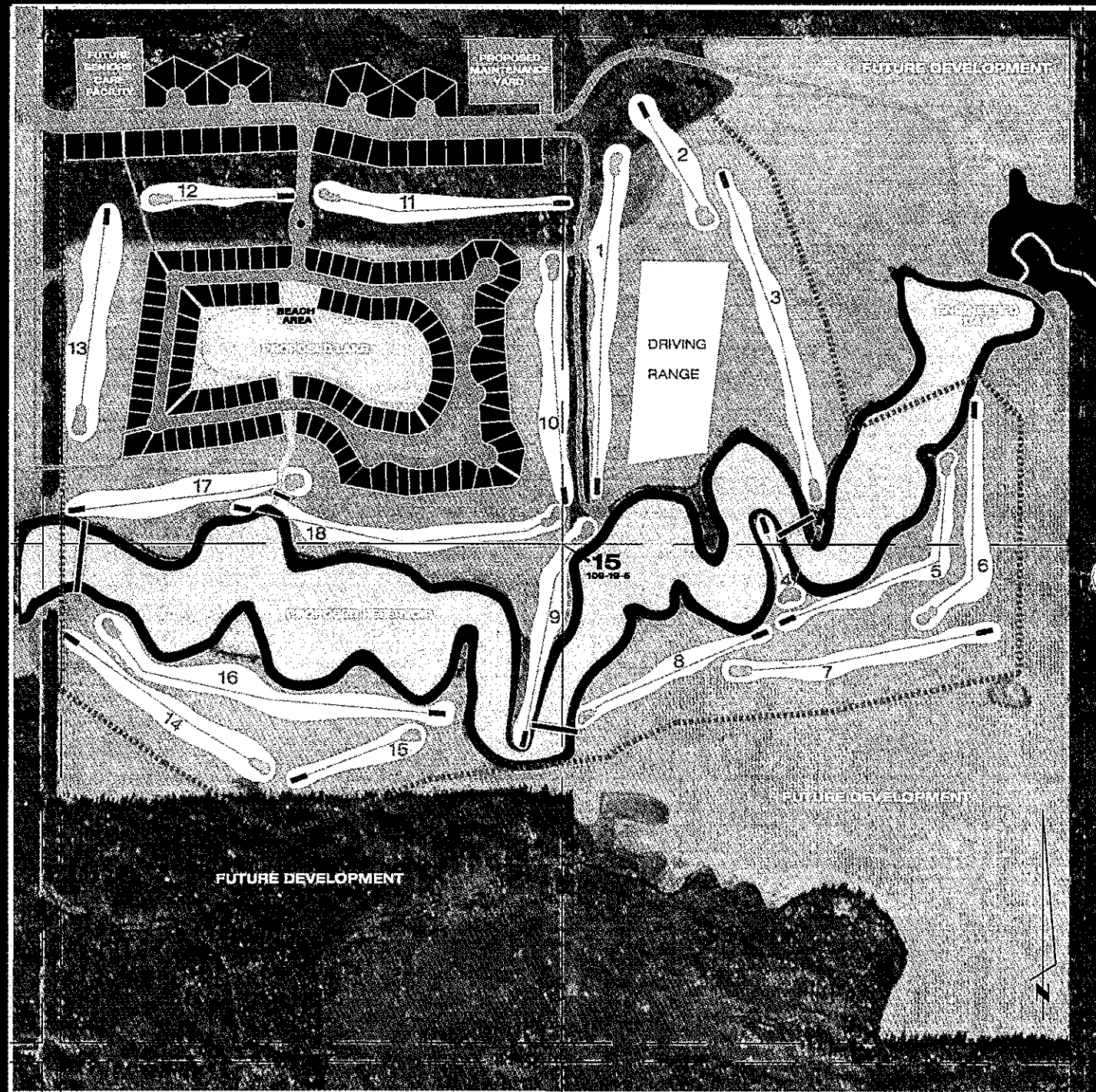


- LEGEND**
- GOLF COURSE BOUNDARY
  - ROADS
  - BRIDGES
  - BUILDING LOT
  - FUTURE DEVELOPMENT

FUTURE DEVELOPMENT

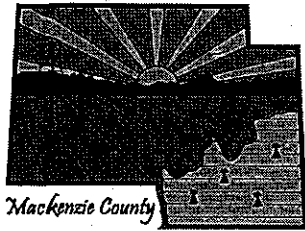
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**FIRESKY GOLF CLUB AND ESTATES**  
HIGH LEVEL, ALBERTA



# Firesky Golf Club And Estates

## High Level, Alberta



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes October 12 and 23, 2007</b>

**BACKGROUND / PROPOSAL:**

Information item. The adopted minutes of the October 12<sup>th</sup> and 23<sup>rd</sup>, 2007 meetings are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

That the Municipal Planning Commission meeting minutes of October 12<sup>th</sup> and 23<sup>rd</sup>, 2007 be received for information.

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



**Mackenzie County  
Municipal Planning Commission Meeting**

**Mustus Lake Center (County Office)  
La Crete, Alberta**

**Friday, October 12, 2007 @ 9:00 a.m.**

**PRESENT**

Peter Braun	Chair, Councillor
Daryl Zielsdorf	Vice-Chair, MPC Member
Jack Eccles	MPC Member
Vicky Krahn	Planning Administrative Support
Eva Schmidt	Planning Supervisor

**ABSENT**

Ed Froese	Councillor
Manfred Gross	MPC Member

**1. CALL TO ORDER**

Peter Braun called the meeting to order at 9:07 a.m.

**2. ADOPTION OF AGENDA**

**MOTION 07-287** **MOVED** by Daryl Zielsdorf

That the agenda be adopted with the following addition:

7. In Camera – Unauthorized Development

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOTION 07-288** **MOVED** by Jack Eccles

That the minutes of the September 18, 2007 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**4. DEVELOPMENT PERMIT APPLICATIONS**

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

**5. SUBDIVISION APPLICATIONS**

Subdivision Applications 5a to 5c and 5e to 5j to be discussed later on in the meeting.

**d) Subdivision Application 47-SUB-07  
SW 20-109-19-W5M; High Level Rural  
1021538 Alberta Ltd.**

Del Kelly was present to discuss the proposed subdivision with the Municipal Planning Commission.

The Municipal Planning Commission had requested that the proposed subdivision be moved to the north to be adjacent to the existing subdivision on this quarter.

Mr. Kelly stated that the reason for having the proposed subdivision in the southwest corner was so that the access on the north side could be used to access the remaining lands, which also provides access to quarter sections on the east side of the subject quarter section.

**MOTION 07-289      MOVED** by Daryl Zielsdorf

That subdivision application 47-SUB-07 in the name of 1021538 Alberta Ltd. on SW 20-109-19-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.
2. A maximum of three residential dwellings shall be allowed on the quarter section. Prior to a residence being allowed on the subdivision at least one of the two existing mobile homes must be removed from the remainder of the quarter section.

3. Applicant/developer shall enter into a Developer's Agreement with Mackenzie County which shall contain, but is not limited to:
  - a. Provision of access to the subdivision and to the balance of the quarter in accordance with 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. Provision of utilities right-of-way as required by Northern Lights Gas Co-op and ATCO Electric.
  - e. Subdivision must meet ATCO Electric's conditions as follows:
    - i. Any existing power line easements and/or utility right of way must remain in place.
    - ii. No driveways or approaches may be installed under the power line without first obtaining a Crossing Agreement from ATCO Electric.
    - iii. Costs associated with changes required to correct any line clearance problems as a result of the development shall be borne by the developer.
    - iv. Any costs incurred for the relocation or repair of the existing electrical facilities will be the responsibility of the developer.

- v. No work shall proceed under the power line without written permission from ATCO Electric.
- vi. There must be 9 meters clearance from all building, 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 7.0 meters on either side of the line route. The owner should be aware of the potential for brushing along the existing and possible future power line alignment.
- f. Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and based on the current assessed value. The current municipal assessed value for this property is \$293.61.17 per acre. Municipal reserve is charged at 10%, which is \$29.36 per subdivided acre. 10 acres times \$29.36 equals \$293.60.

**CARRIED**

**4. DEVELOPMENT PERMIT APPLICATIONS**

- a) **Development Permit Application 269-DP-07  
Frank Rosenberger; Replace Single Family Dwelling  
with Variance  
Plan 4662RS, Lot C; Fort Vermilion**

**MOTION 07-290      MOVED** by Jack Eccles

That Development Permit 269-DP-07 on Plan 4662RS, Lot C, in the name of Frank Rosenberger, be tabled until the property has been rezoned and subdivided.

**CARRIED**



**b) Development Permit Application 270-DP-07  
Chris Gosman; Mobile Home  
Plan 6018NY, Block 1, Lot 2, Stall 1; High Level Airport**

**MOTION 07-291**      **MOVED** by Daryl Zielsdorf

That Development Permit 270-DP-07 in the name of Chris Gosman on Plan 6018NY, Block 1, Lot 2, Stall 1, be approved with the following conditions:

1. The building shall be set back 3.7 meters (12 feet) from the front property line; minimum building setbacks for the side and rear yards 1.5 meters (5 feet), from the property lines.
2. The architecture, construction materials and appearance of the mobile home shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
3. The undercarriage of the mobile home shall be screened from view by skirting or such other means satisfactory to the Development Authority.
4. You are required to display the stall number (01) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
5. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner where applicable.
6. 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."*
7. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developer's expense.

8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.

**CARRIED**

**c) Development Permit Application 271-DP-07  
David Zacharias; Ancillary Building  
Plan 032 5931, Block 4, Lot 2; La Crete**

**MOTION 07-292      MOVED** by Daryl Zielsdorf

That Development Permit 271-DP-07 on Plan 032 5931, Block 4, Lot 2 in the name of David Zacharias, be approved with the following conditions:

1. The maximum area of the garage shall be 1064 square feet.
2. The highest point of the garage shall be no more than 15 feet in height.
3. This garage is for residential purposes only and no commercial activity is permitted in this building or district.
4. The building shall be constructed as a car garage and shall contain car garage doors. No commercial sized garage doors are permitted.
5. Minimum building setbacks: 30.48 meters (100 feet) front yard (from 95<sup>th</sup> Avenue) 7.6 meters (25 feet) rear yard; 4.6 meters (15 feet) side yard, from the property lines.
6. 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 and the aesthetics of the neighbouring houses to the satisfaction of the Development Authority.
7. A Single Family Dwelling shall be constructed within one year of the development permit being issued.
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 developer's expense.

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

**CARRIED**

- d) Development Permit Application 272-DP-07  
Dave Gerbrandt; Mobile Home, Addition and Deck  
NW 5-106-15-W5M (Plan 042 3012, Block 1, Lot 13);  
River Drive Developments – La Crete Rural**

**MOTION 07-293      MOVED** by Jack Eccles

That Development Permit 272-DP-07 on NW 5-106-15-W5M (Plan 042 3012, Block 1, Lot 13) in the name of Dave Gerbrandt, be approved with the following conditions:

1. Minimum building setbacks: 38.1 meters (125 feet) front yard; 7.6 meters (25 feet) rear yard; 7.6 meters (25 feet) side yard except in the case of a corner lot, where the exterior side yard setback shall be increased to 15.24 meters (50 feet), from the property lines.
2. The undercarriage of the mobile home and addition shall be screened from view by skirting or such other means satisfactory to the Development Authority.
3. 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 and the aesthetics of the neighbouring houses to the satisfaction of the Development Authority.
4. 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 a minimum of 300 square feet.”*

5. Building to be connected to the Municipal water and the cost of connection fee will be borne by the owner where applicable.
6. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
7. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developers expense.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

- e) **Development Permit Application 274-DP-07  
George Harms; Mobile Home and Deck  
NE 1-106-16-W5M (Plan 052 1380, Block 1, Lot 2);  
La Crete Rural**

**MOTION 07-294      MOVED** by Daryl Zielsdorf

That Development Permit 274-DP-07 on NE 1-106-16-W5M (Plan 052 1380, Block 1, Lot 2) in the name of George Harms, be approved with the following conditions:

1. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances, 7.6 meters (25 feet) side yard and 15.24 meters (50 feet) rear yard setback, from any other property lines.
2. The minimum building or structure setbacks from the upper bank of Linton Lake shall be 75 feet (22.8 meters) or setback requirements from Alberta Environmental Protection, whichever is greater.
3. Obtain written approval from Alberta Environmental Protection regarding setback requirements on the proximity of Linton Lake, prior to commencement of any development.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.

5. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
6. 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.
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

- f) **Development Permit Application 275-DP-07  
Lynette Cole; Home Based Business – Home and Gift  
Collection Co.  
Plan 022 6610, Block 25, Lot 20; La Crete**

**MOTION 07-295**      **MOVED** by Jack Eccles

That Development Permit 275-DP-07 on Plan 022 6610, Block 25, Lot 20 in the name of Lynette Cole, be approved with the following conditions:

1. This permit may be revoked at any time, if, in the opinion of the Development Authority, the home based business has become detrimental or otherwise incompatible with the amenities of the neighborhood.
2. The home based business shall not involve the storage of goods in the public view, a change in appearance of the residence or its accessory buildings.
3. Shall not employ any employees who do not reside on-site.
4. An unlighted sign to identify the home based business may be placed on the exterior of the house or garage and the sign shall not exceed 1.1 meters (12 square feet).
5. At all times, the privacy of the adjacent dwellings shall be preserved and the home based business shall not unduly offend the surrounding residents by way of

excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.

**CARRIED**

- g) **Development Permit Application 276-DP-07  
Knelsen Sand & Gravel; Natural Resources Extraction  
Industry  
SE 11-110-3-W6M; Rainbow Lake Area**

**MOTION 07-296**    **MOVED** by Jack Eccles

That Development Permit 276-DP-07 in the name of Knelsen Sand & Gravel on SE 11-110-3-W6M, be approved with the following conditions:

1. Minimum building setbacks: 41.14 meters (135 feet) from any road allowance; 15.24 meters (50 feet) rear yard; 15.24 meters (50 feet) side yard, from the property lines;
2. Subject to conditions of an approved MLL, MSL or TFA from Alberta Sustainable Resources Development.
3. The site, when depleted, must be reclaimed to Alberta Environmental Protection standards.
4. The total site area (lot) should have a positive surface drainage.

**CARRIED**

- h) **Unauthorized Development  
David and Edith Wall; Mobile Home  
NE 11-105-16-W5M (Plan 062 4401, Block 1, Lot 1);  
West La Crete**

**MOTION 07-297**    **MOVED** by Daryl Zielsdorf

That the unauthorized development in the name of David and Edith Wall on NE 11-105-16-W5M (Plan 062 4401, Block 1, Lot 1), be referred to legal counsel.

**CARRIED**

**5. SUBDIVISION APPLICATIONS**

**a) Subdivision Application 07-SUB-07  
NW 1-106-15-W5M; La Crete Rural  
Isaac F. Dyck**

**MOTION 07-298      MOVED** by Jack Eccles

That the amended Developers Agreement with amended plan for subdivision 7-SUB-07 in the name of Isaac F. Dyck on NW 1-106-15-W5M be accepted as presented.

**CARRIED**

**b) Subdivision Application 44-SUB-07  
SW 9-106-15-W5M; La Crete  
Peter Fehr**

**MOTION 07-299      MOVED** by Jack Eccles

That subdivision application 44-SUB-07 in the name of Peter Fehr on Part of SW 9-106-15-W5M be approved with the following conditions:

1. This approval is for a two lot subdivision, 0.93 hectares (2.3 acres) in size.
2. Any outstanding property taxes are to be paid on the land proposed to be subdivided.
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 off-site levies in the amount of \$1000.00/lot created.
  - b) Provision of Lift Station #5 levies in the amount of \$1,185.00/hectare (0.93 hectare X \$1,185.00 = \$1,102.05)
  - c) Temporary connection to municipal sewer provided that the temporary line is placed within the future road allowance of 110<sup>th</sup> and 108<sup>th</sup> Street to 98<sup>th</sup> Avenue.

- d) That the temporary sewer line be flushed and capped at both ends at the time of abandonment.
  - e) Temporary connection to municipal water servicing provided that the temporary line is connected to the water line on 94<sup>th</sup> Avenue.
  - f) That the developer provide the County with accurate drawings of the exact location of the temporary sewage line for the purpose of records as it ties into the County Sanitary Sewer Main.
  - g) That the developer provide the County with accurate drawings of the exact location of the temporary water line for the purpose of records as it ties into the County water line.
  - h) Provision of municipal servicing (water, sanitary and storm sewer) to each lot prior to the registration of the subdivision. The developer shall provide the County with water, sanitary and storm sewer servicing plans for review and approval prior to the registration of the subdivision.
  - i) Provision of a 20 meter road right-of-way adjacent to the east boundary of the proposed lots.
  - j) Construction of 109<sup>th</sup> Street from 94<sup>th</sup> Avenue to the north boundary of the proposed Lot 1 when future development in this area occurs.
  - k) Construction of sidewalks and other infrastructure as required by Mackenzie County when further development in this area occurs.
  - l) Provision of utilities such as power, gas, and street lighting, etc.
4. The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:
- a) Drainage of internal road system, at the time the road is developed
  - b) Erosion prevention systems, if required.
  - c) Direction of site drainage.
5. Provision of utility right-of-way as required by Northern Lights Gas Co-op. Any costs incurred for



line relocation or repair will be the responsibility of the developer.

6. Provision of municipal reserve in the form of land. Specific amount is based on 10% of the subject land.
7. Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 15% of infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure.
8. This Developers Agreement shall be registered as a caveat on the land title.
9. Subdivision must meet the ATCO Electric's conditions as follows:
  - a. 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.
  - b. 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.
  - c. The landowner/developer is cautioned not to plant trees which may subsequently grow into the power line right-of-way.
  - d. Buildings or equipment should not be located within 5.0 meters of the power line.

**CARRIED**

**c) Subdivision Application 46-SUB-07  
SE 18-110-15-W5M; High Level Rural  
Monika Glassford**

**MOTION 07-300**    **MOVED** by Daryl Zielsdorf

That subdivision application 46-SUB-07 in the name of Monica Glassford on SE 18-110-15-W5M be accepted with the revised descriptive plan.

**CARRIED**

**e) Subdivision Application 49-SUB-07  
Plan 982 1131, Area 5 and 6; High Level Airport  
Nor-Alta Aviation Inc.**

**MOTION 07-301**    **MOVED** by Daryl Zielsdorf

That subdivision application 49-SUB-07 in the name of Nor-Alta Aviation Inc. on Plan 982 1131, Area 5 and 6 be approved with the following conditions:

1. This approval is for a boundary adjustment of 6 meters to the north between Area 5 and 6.
2. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the municipality.
3. Applicant/developer shall enter into a Developer's Agreement with Mackenzie County which shall contain, but is not limited to:
  - a. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.
  - b. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - c. Provision of utility right-of-way as required by ATCO Electric and Northern Lights Gas Co-op. The cost of any relocation of any existing

pipelines and system required as a result of the development shall be bore by the developer.

- d. Subdivision must meet ATCO Electric's conditions as follows:
- I. Any existing power line easements and/or utility right of ways must remain in place.
  - II. No driveways or approaches may be installed under the power line without first obtaining a Crossing Agreement from ATCO Electric.
  - III. Costs associated with changes required to correct any line clearance problems as a result of the development shall be borne by the developer.
  - IV. Any costs incurred for the relocation or repair of the existing electrical facilities will be the responsibility of the developer.
  - V. No work shall proceed under the power line without written permission from ATCO Electric.
  - VI. There must be 9 meters clearance from all building, 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 7.0 meters on either side of the line route. The owner should be aware of the potential for brushing along the existing and possible future power line alignment.

**CARRIED**

**g) Subdivision Application 50-SUB-07  
NE 8-108-13-W5M; Fort Vermilion Rural  
Wilbert D. Boese**

**MOTION 07-302      MOVED** by Jack Eccles

That subdivision application 50-SUB-07 in the name of Wilbert David Boese on NE 8-108-13-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 14.60 acres (5.91 hectares) in size.
2. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the municipality.
3. Applicant/developer shall enter into a Developer's Agreement with Mackenzie County which shall contain, but is not limited to:
  - a. Provision of access to the subdivision and to the balance of the quarter in accordance with 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. Provision of utility right-of-way as required by Northern Lights Gas Co-op and ATCO Electric.
  - e. ATCO Electric requires that the owner is made aware of the potential for brushing along the existing and possible future power line alignment. Landowners should be cautioned not to plant trees which may subsequently grow into the power line right-of-way.

- f. Subdivision must meet Alberta Infrastructure and Transportation's requirements as follows:
  - a) Dedication of a 30 meter service road right-of-way across the highway frontage of the proposed parcel at no cost to the department. Alberta Infrastructure and Transportation is willing to accept the service road dedication by caveat.
  - b) The existing highway access to the proposed parcel may remain on a temporary basis to provide residential access to the proposed parcel only. No compensation shall be payable to the developer or his assigns or successors when the department removes or relocates the temporary access or if the highway access is removed and access provided via service road.
  - c) Access to the remnant land must be obtained from the local road system. Alberta Infrastructure and Transportation strongly recommends that such access not be to Township Road 1082 given the close proximity such an access would be to this road's intersection with range Road 134 or horizontal curve leading to the intersection at Highway 697. It would be safer for access to the remnant land to be obtained from Range Road 134 where it would not add to the driver workload of motorists in proximity of the busy highway intersection.
  - d) A roadside development permit must be obtained from Alberta Infrastructure and Transportation prior to construction of any access within an 800 meter radius

of the intersection of a local road and provincial highway.

**CARRIED**

**g) Subdivision Application 51-SUB-07  
SW 19-105-14-W5M; Wilson Prairie  
David D. and Agnes L. Neufeld**

**MOTION 07-303      MOVED** by Daryl Zielsdorf

That subdivision application 51-SUB-07 in the name of David D. and Agnes L. Neufeld on SW 19-105-14-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 4.08 hectares (10.08 acres) in size.
2. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the municipality.
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 quarter in accordance with 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. Provision of utility right-of-way as required by Northern Lights Gas Co-op.
  - e. 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**

**h) Subdivision Application 52-SUB-07  
SE 2-108-14-W5M; Fort Vermilion Rural  
Peter and Hilda Wieler**

**MOTION 07-304      MOVED** by Jack Eccles

That subdivision application 52-SUB-07 in the name of Peter and Hilda Wieler on SE 2-108-14-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.

2. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the municipality.
3. Applicant/developer shall enter into a Developer's Agreement with Mackenzie County which shall contain, but is not limited to:
  - a. Provision of access to the subdivision and to the balance of the quarter in accordance with 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. Provision of utility right-of-way as required by Northern Lights Gas Co-op and ATCO Electric.
  - e. Subdivision must meet ATCO Electric's conditions as follows:
    - I. Any existing power line easements and/or utility right of ways must remain in place.
    - II. No driveways or approaches may be installed under the power line without first obtaining a Crossing Agreement from ATCO Electric.
    - III. Costs associated with changes required to correct any line clearance problems as a result of the development shall be borne by the developer.
    - IV. Any costs incurred for the relocation or repair of the existing electrical facilities



will be the responsibility of the developer.

- V. No work shall proceed under the power line without written permission from ATCO Electric.
- VI. There must be 9 meters clearance from all building, 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 7.0 meters on either side of the line route. The owner should be aware of the potential for brushing along the existing and possible future power line alignment.

**CARRIED**

**i) Subdivision Application 55-SUB-07  
NW 33-105-14-W5M; Airport Road Area  
Jake D. and Helen Neufeld**

**MOTION 07-305      MOVED** by Jack Eccles

That subdivision application 55-SUB-07 in the name of Jake D. and Helen Neufeld on NW 33-105-14-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 2.02 hectares (5 acres) in size.
2. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the municipality.
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 quarter in accordance with

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. Provision of utility right-of-way as required by Northern Lights Gas Co-op.
- e. 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**

- j) Subdivision Boundary Adjustment Proposal  
NE 7-109-19-W5M (Plan 992 6294, Lot 1); High Level  
Rural  
Stephen Casault**

**MOTION 07-306      MOVED** by Jack Eccles

That the request for a boundary adjustment for Plan 992 6294, Lot 1 in the name of Optimal Enterprises Ltd. be received as information.

**CARRIED**

**6.      MISCELLANEOUS ITEMS**

**a) Action List**

Action List of September 18<sup>th</sup> was reviewed by the Municipal Planning Commission.

**7.      IN CAMERA**

**Unauthorized Development**

**MOTION 07-307      MOVED** by Jack Eccles

That the Municipal Planning Commission go in camera to discuss unauthorized development.

**CARRIED**

**MOTION 07-308      MOVED** by Daryl Zielsdorf

That the Municipal Planning Commission come out of camera.

**8. NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- Tuesday, October 23<sup>rd</sup> at 6:00 p.m. in Fort Vermilion
- Monday, November 5<sup>th</sup> at 10:00 a.m. in La Crete

**9. ADJOURNMENT**

**MOTION 07-309**    **MOVED** by Daryl Zielsdorf

That the meeting be adjourned at 11:07 a.m.

**CARRIED**

These minutes were adopted this 23<sup>rd</sup> day of October 2007.

**Mackenzie County  
Municipal Planning Commission Meeting**

**Council Chambers  
Fort Vermilion, Alberta**

**Tuesday, October 23, 2007 @ 6:00 p.m.**

**PRESENT**

Peter Braun	Chair, Councillor
Daryl Zielsdorf	Vice-Chair, MPC Member
Ed Froese	Councillor
Vicky Krahn	Planning Administrative Support
Eva Schmidt	Planning Supervisor

**ABSENT**

Jack Eccles	MPC Member
Manfred Gross	MPC Member

**1. CALL TO ORDER**

Peter Braun called the meeting to order at 6:07 p.m.

**2. ADOPTION OF AGENDA**

**MOTION 07-310** **MOVED** by Daryl Zielsdorf

That the agenda be adopted as presented.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOTION 07-311** **MOVED** by Councillor Froese

That the minutes of the October 12, 2007 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**4. DEVELOPMENT PERMIT APPLICATIONS**

- a) Development Permit Application 263-DP-05  
Brad and Kristina Unruh; Time Extension  
Plan 052 3706, Block 34, Lot 12; La Crete**

**MOTION 07-312      MOVED** by Daryl Zielsdorf

That the renovation deadline for Brad and Kristina Unruh; Development Permit 263-DP-05 on Plan 052 3706, Block 34, Lot 12, be extended to August 1, 2008 and that a letter be sent to the landowners/developers informing them that the matter of the house number is required to be addressed immediately.

**CARRIED**

- b) Development Permit Application 305-DP-05  
Andrew and George Zacharias; Time Extension  
Plan 052 3706, Block 30, Lot 14; La Crete**

**MOTION 07-313      MOVED** by Councillor Froese

That the renovation deadline for Andrew and George Zacharias; Development Permit 305-DP-05 on Plan 052 3706, Block 30, Lot 14, be extended to August 1, 2008 and that a letter be sent to the landowners/developers informing them that the matter of the house number is required to be addressed immediately.

**CARRIED**

**MOTION 07-314      MOVED** by Daryl Zielsdorf

That mobile homes requiring renovations to bring them into compliance with the Land Use Bylaw shall not be allowed to move into any Hamlets within the County until all required renovations have been completed.

**CARRIED**

c) **Development Permit Application 279-DP-07  
King Oilfield Rentals; Industrial Camp (20 man Camp)  
with Setback Variance  
Plan 882 1687, Block 9, Lot 3; Zama**

**MOTION 07-315**    **MOVED** by Councillor Froese

That Development Permit 279-DP-07 on Plan 882 1687, Block 9, Lot 3 in the name of King Oilfield Rentals, be approved with the following conditions:

1. A variance of 15 feet (4.5 meters) of the rear yard setback is hereby granted for the placement of the Industrial Camp.
2. Minimum building setbacks: 9.1 meters (30 feet) front yard; 4.5 meters (15 feet) rear yard; 3.0 meters (10 feet) side yard, from the property lines.
3. Provide adequate off street parking as follows: The minimum parking standards are one (1) stall per bed; one (1) stall per 45 square meters of building area used for kitchen and/or office space. **Therefore 22 stalls are required for this development.** *“One parking space, including the driveway area, shall occupy 91.4 meters (300 square feet).”*
4. Camp to be connected to the Municipal water and sewer system and the cost of connection fees will be born by the owner where applicable.
5. Back-flow prevention valves (stop valves) shall be installed by the developer at the developer's expense.
6. Prior to commencement of any construction, contact Dave Creighton, Regional Supervisor at 841-1683 to identify water line size for service and fire protection.
7. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to the Counties standards and at the developer's expense.
8. **Prior** to moving the Industrial Camp to the subject site, provide a notification of the relocation route to Mackenzie County. Contact the Operational Services

Department at (780) 928-3983 regarding proper times and procedures.

9. The total site area (lot) shall have a positive surface drainage that does not adversely affect the surrounding neighbors.

**CARRIED**

- d) **Development Permit Application 280-DP-07  
Suzanne Fehr; Home Based Business – Aerobics and Dance  
Plan 032 3177, Block 2, Lot 12; La Crete**

**MOTION 07-316      MOVED** by Daryl Zielsdorf

That Development Permit 280-DP-07 on Plan 032 3177, Block 2, Lot 12 in the name of Suzanne Fehr, be approved with the following conditions:

1. This permit may be revoked at any time, if, in the opinion of the Development Authority, the home based business has become detrimental or otherwise incompatible with the amenities of the neighborhood.
2. The home based business shall not involve the storage of goods in the public view, a change in appearance of the residence or its accessory buildings.
3. Shall not employ any employees who do not reside on-site.
4. An unlighted sign to identify the home based business may be placed on the exterior of the house or garage and the sign shall not exceed 1.1 meters (12 square feet).
5. At all times, the privacy of the adjacent dwellings shall be preserved and the home based business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.
6. All parking shall be off-street. No on-street parking shall be allowed for the home based business.

**CARRIED**



**e) Development Permit Application 281-DP-07  
Quality Motors; Automotive Sales and/or Service (Office)  
Plan 762 0383, Block 15, Lot 6; La Crete**

**MOTION 07-317**    **MOVED** by Councillor Froese

That Development Permit 281-DP-07 on Plan 762 0383, Block 15, Lot 6 in the name of Quality Motors, be approved with the following conditions:

1. Any exterior renovations/changes require that 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 Authority.
2. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45 square meters of office area, which in this case is 1 public parking stall, 1 space per each full time employee and 1 space for every 2 part time employees. *"One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."*

**CARRIED**

**f) Development Permit Application 282-DP-07  
Neufeld Petroleum; Five (5) foot fence with Variance  
Plan 052 4622, Block 23, Lot 4; La Crete**

**MOTION 07-318**    **MOVED** by Councillor Froese

That Development Permit 282-DP-07 on Plan 052 4622, Block 23, Lot 4 in the name of Neufeld Petroleum, 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 side yard and rear yard.
3. The fence shall not interfere with vehicular and/or pedestrian traffic in any way and shall not contain any privacy slats for the front yard and the first 25 feet of the side yards.

4. The fence must not encroach onto adjacent properties.

**CARRIED**

- g) **Development Permit Application 283-DP-07  
Neufeld Petroleum; Five (5) foot fence with Variance  
Plan 052 4622, Block 23, Lot 5; La Crete**

**MOTION 07-319      MOVED** by Daryl Zielsdorf

That Development Permit 283-DP-07 on Plan 052 4622, Block 23, Lot 5 in the name of Neufeld Petroleum, 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, north side yard and rear yard.
3. The fence shall not interfere with vehicular and/or pedestrian traffic in any way and shall not contain any privacy slates for the front yard and the first 25 feet of the side yards.
4. The fence must not encroach onto adjacent properties.

**CARRIED**

**5.      SUBDIVISION APPLICATIONS**

- a) **Subdivision Application 50-SUB-06  
NW 8-104-18-W5M; Blue Hills  
George Zacharias**

**MOTION 07-320      MOVED** by Councillor Froese

That a time extension be granted for 50-SUB-06 on NW 8-104-18-W5M in the name of George Zacharias to expire November 7, 2008.

**CARRIED**

**b) Subdivision Application 54-SUB-07  
NE 12-104-16-W5M; Tompkins  
Barlow Surveying (Danny and Tina Buller)**

**MOTION 07-321**     **MOVED** by Daryl Zielsdorf

That subdivision application 54-SUB-07 in the name of Danny and Tina Buller on NE 12-104-16-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 5.10 hectares (12.60 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 quarter in accordance with Alberta Infrastructure and Transportation 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. Provision of utility right-of-way as required by Northern Lights Gas Co-op.
  - e. 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.
- f. Subdivision must meet Alberta Infrastructure and Transportation's conditions as follows:
- I. Dedication of a 30 meter wide service road right-of-way dedication across the highway frontage of the proposed parcel at no cost to the department. Alberta Infrastructure will accept the service road dedication by caveat.
  - II. All physical access to the remnant lands must be obtained from the as yet un-built Range Road 16-0.
  - III. The existing direct highway access to the proposed parcel may remain on a temporary basis to provide residential access only to the proposed parcel.
  - IV. A roadside development permit shall be obtained for the construction of Range

Road 16-0 and an intersection onto Highway 697 at this location.

- V. The intersection onto Highway 697 from Range Road 16-0 must be constructed to the satisfaction of Alberta Infrastructure and Transportation and at no cost to this department.

**CARRIED**

- c) Subdivision Application 56-SUB-07  
NE 10-106-15-W5M; La Crete  
Barlow Surveying Inc. (Dan Derksen and Henry Fehr)**

**MOTION 07-322      MOVED** by Councillor Froese

That subdivision application 56-SUB-07 in the name of Barlow Surveying Inc. (Dan Derksen and Henry Fehr) on NE 10-106-15-W5M be approved with the following conditions:

1. This approval is for a 2 lot subdivision, 4.3 hectares (10.63 acres) in size.
2. Any outstanding property taxes shall be paid in full prior to registration of title.
3. Applicant/developer shall enter into a Developer's Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Provision of off-site levies in the amount of \$1000.00/lot created.
  - b) Provision of municipal servicing (water, sanitary and storm sewer) to each lot.
  - c) Provision of the internal roads, sidewalks and other infrastructure as required by the Mackenzie County.
  - d) Provision of utilities such as power, gas, and street lighting, etc.
  - e) Provision of a lift station.
  - f) Engineered sign package.
4. The developer shall provide the municipality with a site drainage and surface water management plan

that outlines the following:

1. Drainage of internal road system.
  2. Erosion prevention systems, if required.
  3. Direction of site drainage.
- 
5. Negotiations for easements as required by the utility companies. Any costs incurred for line relocation required as a result of the subdivision will be the responsibility of the developer.
  6. Provision of municipal reserve in the form of money in lieu. Specific amount to be based on 10% of the subject land at current market value. The current market value for this property is \$3,082.53 per acre. Municipal reserve is charged at 10%, which is \$308.25 per subdivided acre. 10.63 acres times \$308.25 equals \$3,276.70.
  7. Provision of an agreement with the adjacent landowners for utility lanes if required.
  8. Security in the form of a letter of credit in the amount of 15% of engineered construction costs.

**CARRIED**

**d) Subdivision Proposal  
SW 5-104-18-W5M; Blue Hills  
Simon and Anna Neudorf**

A subdivision proposal was received by the Planning Department to separate a farmstead out of a quarter section. The developers intend to create a 25.3 acre parcel which would accommodate all buildings and existing sewage pump out system. The farmstead is situated on a high spot, while the rest of the land is low with a number of wet places, making it unsuitable for farming.

The Municipal Planning Commission discussed the proposed subdivision size and the location of the existing sewage pump out and came to the conclusion that the subdivision size could not be minimized.

**MOTION 07-323    MOVED** by Councillor Froese

That Simon and Anna Neudorf on SW 5-104-18-W5M be allowed to proceed with a subdivision application with the understanding that a decision cannot be made prior to the review of all pertinent information.

**CARRIED**

**6.    MISCELLANEOUS ITEMS**

**a) Action List**

Action List of October 12<sup>th</sup> was reviewed by the Municipal Planning Commission.

**7.    IN CAMERA**

There are no In Camera items to discuss.

**8.    NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- Monday, November 5<sup>th</sup> at 10:00 a.m. in La Crete

**9.    ADJOURNMENT**

**MOTION 07-324    MOVED** by Daryl Zielsdorf

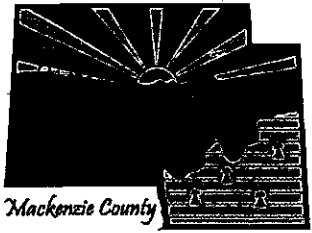
That the meeting be adjourned at 6:49 p.m.

**CARRIED**

These minutes were adopted this 5<sup>th</sup> day of November 2007.







# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	November 13, 2007
<b>Presented By:</b>	William Kostiw, Chief Administrative Officer
<b>Title:</b>	<b>PUBLIC HEARING</b> Bylaw 653/07- Land Use Bylaw Amendment to Rezone Part of SW 18-116-05-W6M and SE 13-116-06-W6M from Forestry District 1 (F) to Direct Control District 3 (DC3) (Zama Rural)

### BACKGROUND / PROPOSAL:

Bylaw 653/07, was given first reading at the October 10, 2007 Council meeting, being a Land Use Bylaw amendment to rezone Part of SW 18-116-05-W6M and Part of SE 13-116-06-W6M in the Zama Lake area from Forestry District "F" to Direct Control District 3 "DC3". The applicant requested the rezoning as required in Development Permit 233-DP-07, condition three, in order to accommodate an existing non-hazardous regional industrial landfill.

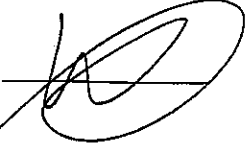
### OPTIONS & BENEFITS:

Newalta Corporation is a company that operates a Class II Industrial landfill and oilfield waste management plant. They have been in operation since 1998 when they purchased the facility from Northern Oil Separators who had been in operation since the mid 80's.

The Zama Waste Management Facility provides waste management services to the oil & gas industry in the surrounding area. A Class II Industrial Landfill is currently permitted to only accept residuals generated as a result of the facility's (waste treatment plant) processing. Newalta has recently applied to transfer their permit for the landfill portion from under Alberta Energy and Utilities Board (AEUB) to Alberta Environment's (AENV) jurisdiction to allow the operator to accept third-party generated waste for direct landfill disposal. The waste management facility will remain under AEUB's approval.

**Author:** Eva Schmidt,  
Planning Supervisor

**Reviewed by:** 

**CAO** 

The type of waste that will be accepted by third parties will include the following and does not expect to alter the type of waste accepted at the landfill in any way:

Sludge, tank and treater bottoms — from processing activities

Drilling sump material — drilling mud contaminated with hydrocarbons (both crude oil and refined from inverted drilling fluid) and produced water (salt);

Flare pit soil — soil contaminated with hydrocarbons, salts, and/or metals removed during reclamation activities; and

Solids contaminated with hydrocarbons and salts — resulting from spill clean-ups.

On August 29, 2007, Development Permit 233-DP-07 was approved by the Municipal Planning Commission on Part of SW 18-116-05-W6M and Part of SE 13-116-06-W6M for a Class 2 Industrial Landfill. As a condition of the permit, Newalta Corporation was required to rezone Part of SW 18-116-05-W6M and Part of SE 13-116-06-W6M from Forestry District "F" to Direct Control District 3 "DC3" as the use is in non-conformance with the Mackenzie County Land Use Bylaw.

## 7.6 DIRECT CONTROL DISTRICT 3 "DC3"

The general purpose of this district is to accommodate the development of forest-based industries and related land uses.

### A. PERMITTED USES

- (1) Forest-based industry

### B. DISCRETIONARY USES

- (1) Ancillary building or use.
- (1) Extensive agriculture
- (2) Farm buildings
- (4) Industrial plant
- (5) Natural resource extraction industry
- (6) Operations and facilities required to support the forest-based industrial operation
- (7) Petroleum facility
- (8) Regional landfill
- (9) Security suite

### C. DEVELOPMENT STANDARDS

Council, at their discretion, will determine development standards required for the development of the specific forest-based industry.

Author: Eva Schmidt,  
Planning Supervisor

Reviewed by:



CAO

**D. ADDITIONAL REQUIREMENTS**

- (1) The design, character and appearance of buildings shall be at the discretion of Council.
- (2) Council may require a buffer between the forest-based industry and surrounding properties.
- (3) Council may request additional information required to evaluate a forest-based industrial proposal.

**E. LANDSCAPING**

In accordance to Section 4.23 of this Bylaw.

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

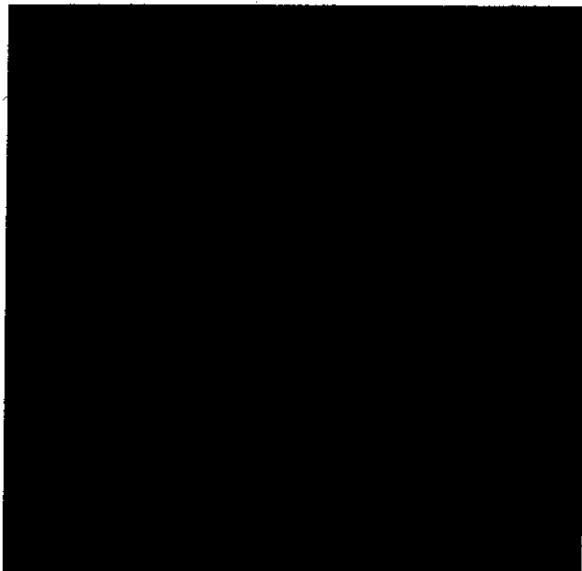
**RECOMMENDED ACTION:**

**Motion 1**

That second reading be given to Bylaw 653/07 being a Land Use Bylaw amendment to rezone Part of SW 18-116-05-W6M and Part of SE 13-116-06-W6M from Forestry District "F" to Direct Control District 3 "DC3".

**Motion 2**

That third reading be given to Bylaw 653/07 being a Land Use Bylaw amendment to rezone Part of SW 18-116-05-W6M and Part of SE 13-116-06-W6M from Forestry District "F" to Direct Control District 3 "DC3".



*who's liable?  
bond w/ ARB environment  
25 years*

**Author:** Eva Schmidt,  
Planning Supervisor

**Reviewed by:**

*ES*

**CAO**



**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

BYLAW \_\_\_\_\_

**Order of Presentation**

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

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

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

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

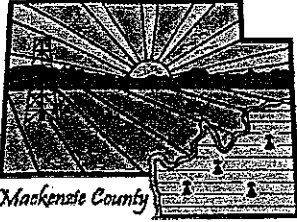
\_\_\_\_\_ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

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

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

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

**REMARKS/COMMENTS:**



# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. 653/07

NAME OF APPLICANT <u>Newalta Corporation</u>		
ADDRESS <u>#1200, 333-11<sup>th</sup> Ave SW</u>		
TOWN <u>Calgary, AB</u>		
POSTAL CODE <u>T2R 1L9</u>	PHONE (RES.)	BUS. <u>(403) 266-6556</u>

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER <u>Crown Land - application submitted</u>		
ADDRESS <u>to SRD for MLL (see Application No. 070024)</u>		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <u>Sw</u>	SEC. <u>18</u>	TWP. <u>116</u>	RANGE <u>05</u>	M. <u>6</u>	OR	PLAN	BLK	LOT
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SE 13 116 06 6  
LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Forestry TO: Direct Control District 3 (DC3)

REASONS SUPPORTING PROPOSED AMENDMENT:

Newalta recently received a development permit (Application No. 233-DP-07) to construct and operate a Class II non-hazardous industrial landfill in Zama, Alberta. One of the conditions of this approval is to re-zone the affected land to Direct Control District 3 (DC3).

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$150.00

U:mi Mar Isaac  
APPLICANT

RECEIPT NO. \_\_\_\_\_  
September 21, 2007  
DATE

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

REGISTERED OWNER \_\_\_\_\_ DATE \_\_\_\_\_

\*Newalta will forward copy of MLL for SRD upon receipt.



## Mackenzie County

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

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

### Development Approving Authority

Application No.:	233-DP-07
Legal Description:	SW 18-116-5-W6M
Applicant: Address:	Newalta Corporation 1200, 333-11th Ave SW Calgary AB T2R 1L9
Development:	Class II Industrial Landfill
DECISION:	<b>APPROVED (See Attached Conditions)</b>

### Development Permit

This permit is issued subject to the following conditions:

- (a) That the development or construction of the said land(s) will not begin until September 13, 2007.
- (b) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (c) That the development or construction will be carried out in accordance with the approved plans and application.
- (d) That this permit shall be invalid should an appeal be made against the decision. Should the Subdivision and Development Appeal Board approve the issue of this permit, this permit shall be valid from the date of decision, and in accordance with the conditions, of the Subdivision and Development Appeal Board.
- (e) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Subdivision and Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.

Date August 29, 2007

  
Municipal Planning Commission



## Mackenzie County

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

### Development Approving Authority

#### 233-DP-07

#### CONDITIONS OF APPROVAL

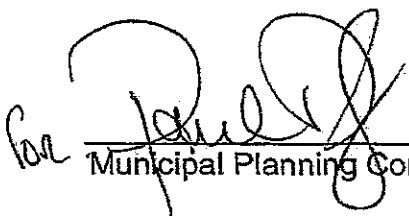
1. Minimum setbacks: 41.14 meters (135 feet) from road allowance; 15.34 meters (50 feet) from any other property lines.
2. Must obtain approval from all other governing bodies as required.
3. Part of SW 18-116-5-W5 and Part of SE 13-116-6-W6M containing the Class II Industrial Landfill sites shall be rezoned to Direct Control District 3 "DC3".
4. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.

#### Please note

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

It is the responsibility of the developer to ensure that the proposed development meets the requirements of the provincial Safety Codes Act. For more information on the necessary Safety Codes Permits, contact the Superior Safety Codes Office at 928-4772.

August 29, 2007  
Date of Issue of Notice of Decision

for   
Municipal Planning Commission





# 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  
\$25 (residential, farm, public institution)  
\$50 (commercial, industrial, home based business)

Name of Applicant	Mailing Address	Postal Code	Phone Number
Newalta Corporation	#1200, 333-11 <sup>th</sup> Ave SW, Calgary, AB	T2R 1L9	(403) 266-6556

Registered Landowner	Mailing Address	Postal Code	Phone Number
Crown land - application submitted to SRD for MLL (Application No. 070024)			

QTR./L.S.	SEC	TWP	RG	M	PLAN NO.	BLK	LOT	Civic Address
SW	18	116	05	6				

Quarter Section  Hamlet Lot  Acreage / Size: 21.56

What is the property currently being used for: undeveloped Crown land; current FMA holders required to withdraw land for MLL issue.

The proposed development is for:  Commercial  Industrial  Residential  Farm  Home Occupation  Other

Description of proposed development: Class II industrial landfill

The property is adjacent to a:  Street/Avenue  Provincial Highway  Local (MD) Road  No Road

Proposed commencement and completion of development: Start Date: Early 2008 End Date: Approx 25 years

Square footage of development: Length: Width: NOTE: landfill cells will be progressively developed within the acreage as required.

Approximate construction value (if applicable): \$ 1.5 to 2 million

### DECLARATION

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

Vicki MacIsaac	<i>Vicki MacIsaac</i>	August 14, 2007
Permit Applicant Name (Please print)	Permit Applicant Signature	Date

N/A - copy of MLL will be forwarded upon receipt		
Land Owner Name (Please print)	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 landowner, 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

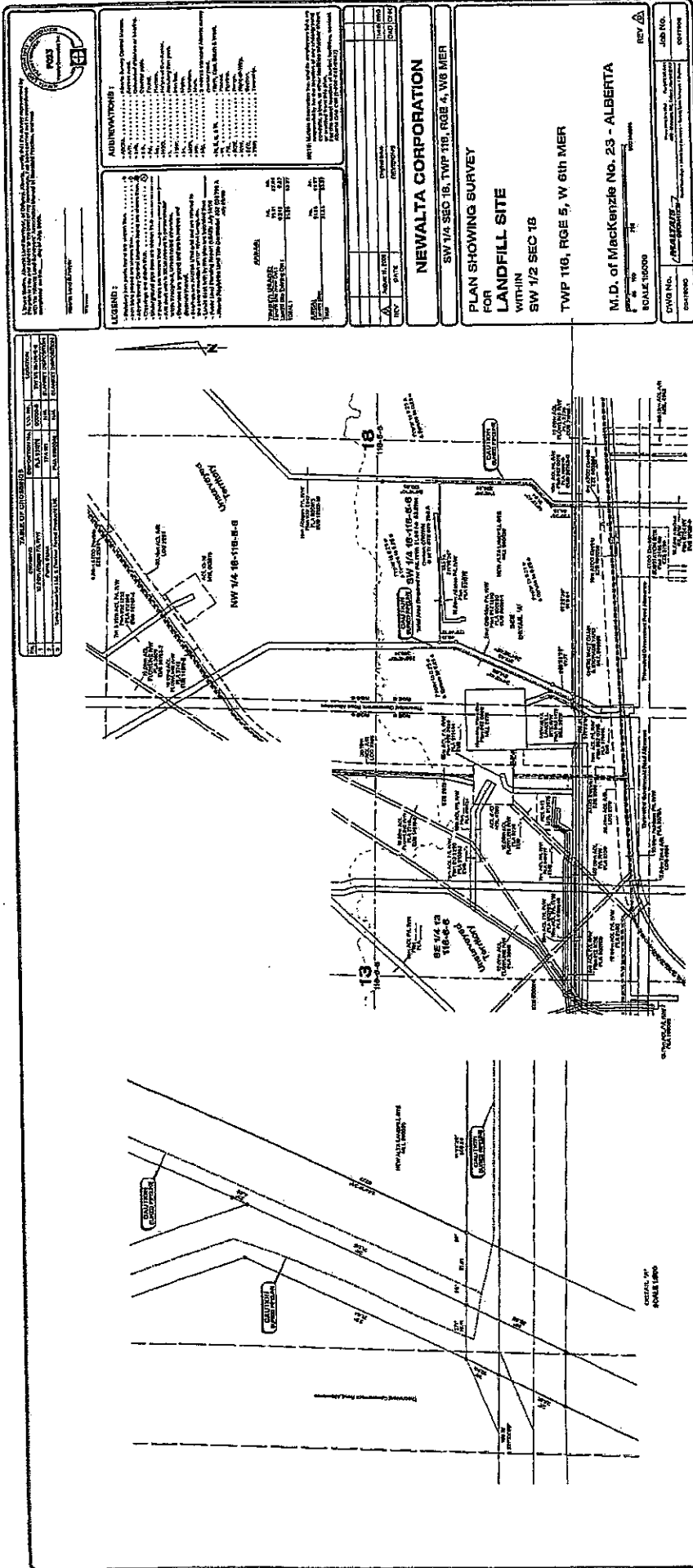
Development Permit Application No: 233-0207 Date Received: Aug 21/07 Date Accepted:

Land Use Classification: F Tax Roll No:

Proposed Use of land or Building: Industrial

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

La Crete Office: P.O. Box 1690 La Crete AB T0H 2H0 Phone: (780) 928-3983 Fax: (780) 928-3636  
Email: mikrahn@md23.ab.ca, eschmidt@md23.ab.ca  
Fort Vermilion Office: P.O. Box 640 Fort Vermilion AB T0H 1N0 Phone: (780) 927-3718 Fax: (780) 927-4266  
Email: llambert@md23.ab.ca

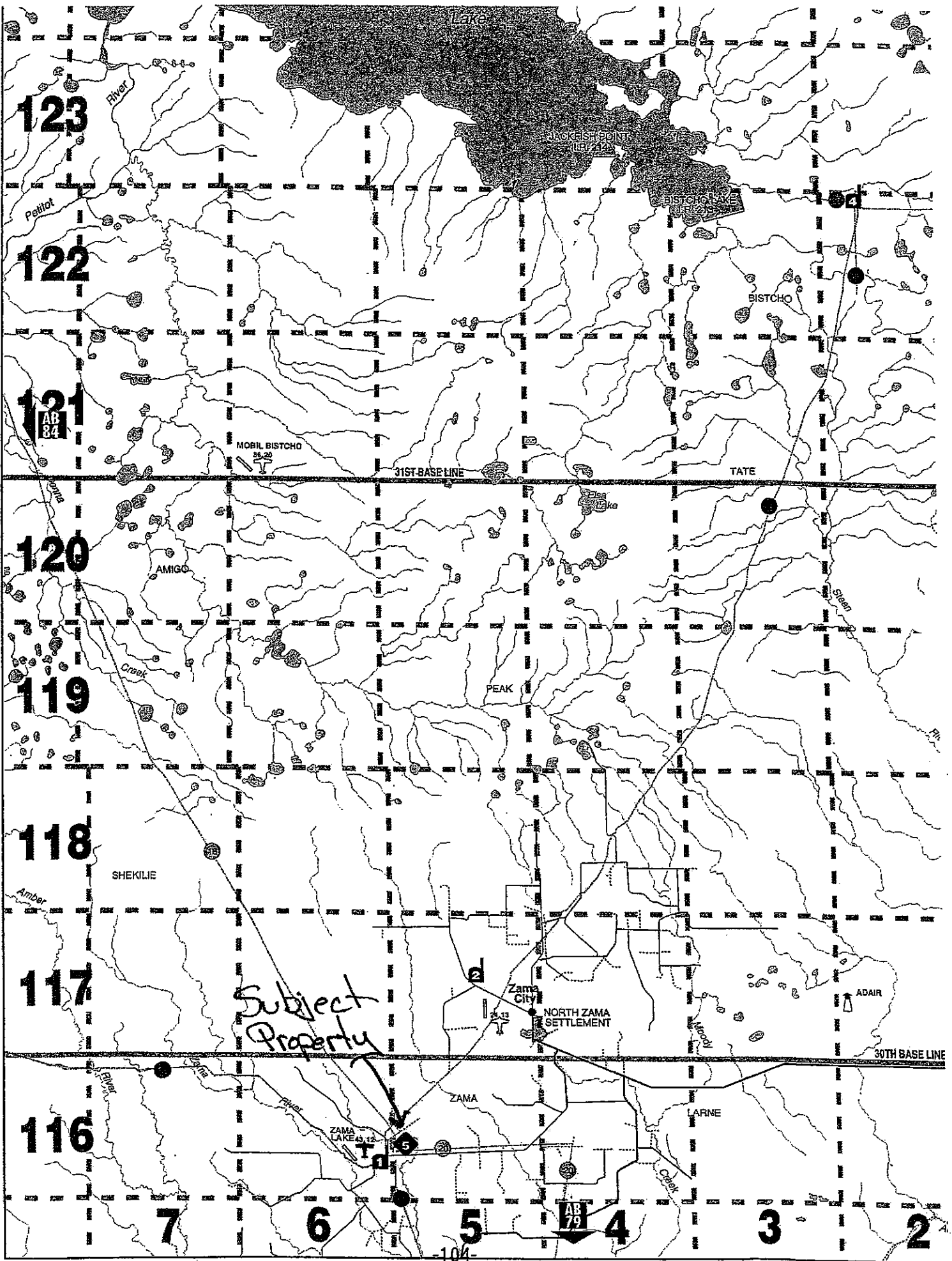


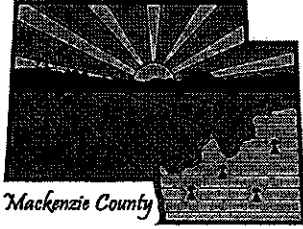
MACKENZIE COUNTY  
 EXAMINED  
 APPROVED WITH CONDITIONS  
 REFUSED

AUG 29 2007

DEVELOPMENT AUTHORITY







# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO and Director Reports</b>

**BACKGROUND / PROPOSAL:**

For information.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:**

That the Director of Corporate Services, Director of Public Works and Agriculture, Director of Environmental Services, and the Chief Administrative Officer reports be accepted as presented.

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



# **Director of Environmental Services Report For November 13, 2007 Regular Council Meeting**

## **Utilities**

- Attended preconstruction meetings for the upgrade projects in Zama which are currently under way.
- Hydrant flushing and repairs have ceased for the season.
- Attended the WCWWA annual conference and trade show in Edmonton from Oct 23<sup>rd</sup> to 26<sup>th</sup> 2007.
- Currently working on the operating and capital budgets.
- Attended the ice bridge contract review meeting.
- Reviewing and updating all County job descriptions.
- Attend EXH project update meeting.

## **Parks/Playgrounds and Facilities:**

- Working on budget and operating plans for the 2008 season.
- Currently conducting maintenance on various buildings throughout the County.
- Met with the Engineer to discuss the County facilities review.

## **Solid Waste:**

- We are currently reviewing the solid waste hauling contract and preparing to retender.

## **Attachments:**

1. Paint Stewardship Program
2. Waste and Recycling Brochure

**John Klassen  
Manager of Utilities and Facilities  
Mackenzie County**



AR 28639

September 26, 2007

Dear Stakeholder:

I am pleased to announce that Alberta continues to solidify its reputation as a leader in environmental management, with the creation of a paint recycling program for the province.

Beginning April 1, 2008, leftover paint and empty paint containers will be collected and recycled under a new provincial stewardship program. Further details are available on the attached Fact Sheet. Paint joins a growing list of materials that Albertans have a successful track record of recycling, including beverage containers, scrap tires, used oil materials, and waste electronics.

The Alberta Recycling Management Authority (Alberta Recycling) has been delegated to manage the program on behalf of Albertans. Alberta Recycling brings its years of experience, managing Alberta's scrap tires and electronics recycling programs and administering Alberta's voluntary Household Hazardous Waste Roundup program, to the new paint recycling program. In the upcoming months, Alberta Recycling will be arranging meetings with municipal representatives and other affected organizations, and providing stakeholders with further information about the program.

Thank you for your participation in the consultation Alberta Environment held on this program, and your ongoing commitment to achieving the best environmental outcomes for our province.

Sincerely,



Bev Yee  
Assistant Deputy Minister

Enclosure



## Fact Sheet: Paint Stewardship Program

### Why does Alberta need a paint stewardship program?

It is estimated that about 30 million litres of paint is sold in Alberta each year, and 5-10 percent of that ends up as leftover or waste paint, which can pose environmental and health risks if disposed of improperly. Leftover paints are liquid waste and are difficult for consumers to dispose of properly. Oil-based paints contain combustible materials and, in some cases, hazardous air pollutants. Older paint may contain lead, mercury, and other heavy metals. However, there are also opportunities associated with this paint. Leftover paint contains valuable resources, and there is great potential to reuse, recycle and recover more of this material, rather than disposing of it as a waste.

### Does this program require a government regulation?

Yes. Paint is now a "designated material" under Alberta's *Environmental Protection and Enhancement Act*, similar to beverage containers, used oil materials, scrap tires, and waste electronics. A copy of the regulation can be found at [www.qp.gov.ab.ca](http://www.qp.gov.ab.ca). Program management is delegated to the Alberta Recycling Management Authority (Alberta Recycling), which also manages Alberta's recycling programs for scrap tires and waste electronics. Further information on Alberta Recycling can be found at [www.albertarecycling.ca](http://www.albertarecycling.ca)

### How will the program be funded?

Paint "suppliers" (e.g., manufacturers, brand owners, retailers) will be required to pay environmental fees to the program based on their paint sales into Alberta. Suppliers are allowed, though not required, to pass the environmental fees on to their customers and may show the environmental fees separately on the retail receipt. The fee structure:

Container Size	Fee/Container
100 ml to 250 ml	0.10
251 ml to 1 litre	0.25
1.01 litres to 5 litres	0.50
5.01 litres to 23 litres	\$1.00
Aerosol paint containers (any size)	\$0.1

This is similar to the fee structure of the paint stewardship programs in BC and Saskatchewan. As program experience develops, fees may be adjusted to ensure they accurately reflect the costs of operating the Alberta program. No part of the environmental fee is remitted to government. The paint program will have its own fund, separate from the other Alberta Recycling programs.

### What types of paint materials will be included in the program?

- Latex architectural coatings
- Oil and solvent-based architectural coatings
- All aerosol paints
- Empty paint containers

The program is limited to paint sold in containers of 23 litres (five gallons) or less.

.../2

**What will be paid for under a paint stewardship program?**

Funds can only be used to manage the program, including:

- Management of leftover paint and empty containers (collection, processing)
- Education and awareness
- Research and market development
- Measurement and reporting on program results
- Program administration

**How will the leftover paint be collected?**

Many municipalities currently collect leftover paint from householders by use of permanent collection depots and eco-stations, or through roundup events, and this will continue under the paint stewardship program. Businesses with leftover paint may, in some cases, be able to drop it off at municipal collection sites. In other cases, depending on location and other factors, businesses may send their paint directly to paint processors for recycling or other management options.

**What will happen to the paint and empty containers after they are collected?**

The paint will be sorted and sent to processors for: recycling into new paint or use in other products, use in energy recovery, or as a last scenario, sent for proper disposal. Collection sites may also allow people to take away paint on an as-is, as-available basis for their own use. Empty plastic and metal paint containers will be recycled into new products or used for energy value.

**When will the program begin?**

The paint stewardship program will launch on April 1, 2008.

**Who do I contact for more information?**

Alberta Environment

Christine Della Costa

Tel: 780-427-8242

Toll Free: RITE 310-0000

E-mail: [christine.dellacosta@gov.ab.ca](mailto:christine.dellacosta@gov.ab.ca)

Alberta Recycling Management Authority

Betty Gray

Tel: 780-990-1111

Toll Free: 1-888-999-8762

E-mail: [bettygray@albertarecycling.ca](mailto:bettygray@albertarecycling.ca)

## **Mackenzie Regional Landfill**

The Regional Landfill is located 2 kilometers west of High Level on Highway 58.

Mondays, Tuesdays, Thursdays and Fridays  
8:00 a.m. to 5:00 p.m.  
Wednesdays and Sundays closed  
Saturdays 9:00 a.m. to 5:00 p.m.

**Loads MUST be covered.**

**When in doubt, contact Mackenzie  
Regional Waste Management  
Commission for assistance at  
926-2958.**

**Mackenzie Regional Waste Management  
Commission**  
Mackenzie Regional Landfill

Box 235  
High Level, AB T0H 1Z0  
Phone: (780) 926-2958  
Fax: (780) 841-0152

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

## **Transfer Station**

The Rainbow Lake Transfer Station is open from 7:30 to 4:30, Monday thru Saturday.  
Location: Home Road. Tel 956-3884 or 956-1702 to set up a time to get into the Transfer Station.

### **Bluenhills Waste Transfer Station**

Tel: (780) 927-3718  
Location Address: NW11-104-17-W5  
Open: Thursday 9:00am – 1:00pm  
Saturday 10:00am – 6:00pm

### **Blumenort Waste Transfer Station**

Tel: (780) 927-3718  
Location Address: NE35-107-14-W5  
Open: Tuesday 2:00pm – 8:00pm  
Saturday 12:00pm – 6:00pm

### **Buffalo Head Waste Transfer Station**

Tel: (780) 927-3718  
Location Address: NE23-104-15-W5  
Open: Tuesday 4:00pm – 8:00pm  
Thursday 4:00pm – 8:00pm  
Saturday 12:00pm – 6:00pm

### **Fort Vermilion Waste Transfer Station**

Tel: (780) 927-3718  
Location Address: Lot 1, Plan 792.0058  
Open: Monday 9:00am – 1:00pm  
Wednesday 4:00pm – 8:00pm  
Friday 9:00am – 1:00pm  
Saturday 1:00pm – 5:00pm

### **La Crete Waste Transfer Station**

Tel: (780) 927-3718  
Location Address: Lot 18, Plan 942.07  
Open: Tuesday 9:00am – 1:00pm  
Thursday 4:00pm – 8:00pm  
Saturday 8:00am – 6:00pm

### **Rocky lane Waste Transfer Station**

Tel: (780) 927-3718  
Location Address: SW12-117-22-W5  
Open: Wednesday 12:00pm – 6:00pm  
Saturday 12:00pm – 6:00pm

### **Zama Waste Transfer Station**

Tel: (780) 927-3718  
Location Address: LSD 12 & 11-12-117-5-W6  
Open:  
Tuesday 4:00pm – 8:00pm  
Thursday 4:00pm – 8:00pm  
Saturday 12:00pm – 8:00pm



**Mackenzie Regional Waste  
Management Commission**

# **Recycling & Waste Collection**



**Household Hazardous  
Waste, Antifreeze & Paint**

## Garbage Collection

Household waste is collected on a weekly basis in High Level. Garbage is picked up on Thursdays. On your designated garbage collection day, place your garbage outside by 7:00 a.m. Place your garbage in your back alley (if applicable) or on your front curb. If you are unsure as to where you should place your garbage, contact L&P Disposals at 926-2988. Each bag/can must weigh less than 27 kilograms (approximately 60 pounds).

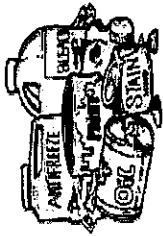
Don't forget, you can drop off excess household waste at the Mackenzie Regional Landfill during hours of operation.

## Recycling of Electronics at the Mackenzie Landfill or any Transfer Station

Each site accepts electronic material for recycling! The following electronic materials are accepted:

- televisions
- printers
- desktop computers
- cables
- laptops
- speakers
- keyboards

For more information on Electronic Recycling, visit:  
[www.albertarecycling.ca](http://www.albertarecycling.ca)



Help keep toxic materials out of the sewer systems and landfill pit by taking your household hazardous waste to the Landfill or any Transfer Station for disposal.

Examples of acceptable materials include:

- Aerosol paints/sprays
  - Acetone
  - Air fresheners (aerosol)
  - Ammonia
  - All-purpose cleaners
  - Antifreeze
  - Barbeque starters
  - Batteries
  - Brake fluid and lining
  - Butane refills
  - Car (lead-acid) batteries
  - Degreasers
  - Car waxes/polishes
  - Disinfectants
  - Furniture polish/wax
  - Gasoline
  - Drain cleaners
  - Insecticides
  - Kerosene
  - Lacquers
  - Nail polish and remover
  - Oil
  - Oven cleaners
  - Paint thinners
  - Photographic chemicals
  - Paint & Varnish
  - Rust remover
  - Turpentine
  - Smoke detectors
  - Spa and pool chemicals
  - Waxes
  - Wood preservatives/finish
- Commercial and industrial hazardous waste will not be accepted.

## Frequently Asked Questions

**What can I recycle and where do I go?**  
Recycling helps the environment and reduces the amount of garbage at our landfills. You can recycle electronic products, household hazardous wastes, use oil and filters, metal, car batteries, and tires at the Mackenzie Landfill or any Transfer Station.

**Where can I recycle beverage containers?**  
The High Level Bottle Depot, located at 9600-120 Avenue, accepts beverage containers for recycling. Contact the High Level Bottle Depot at 926-3093.



# Public Works Council Report

13 November 2007

## Activities

### *Budgets*

Administration's portion of the capital budgets has been completed.

### *Public Works Infrastructure Plan*

I'm in the process of compiling a public works infrastructure plan. The detail of the plan will be presented at a later time.

### *Airports*

I'm in the process of reviewing the future plans for the County airports in consultation with Council and some of the operators. Refer to the letter received from Nor-Alta. We are also in the process of establishing a GPS rating for the Fort Vermilion Airport at an approximate cost of \$22,000.

### *Survey Work*

ISL will be doing some survey measurements in Fort Vermilion during the next couple of months. They will utilize their survey equipment currently being used in Zama.

The availability of survey personnel was discussed with Mark Schwab from EXH. He has indicated that they will be addressing our concerns.

## Projects

### *Traffic Light in La Crete*

The traffic lights have been ordered and should be installed in approximately two weeks.

### *Zama Water Projects*

The outstanding crossing agreements are progressing and it is believed that it will not result in any delays in the project.

The **only concern** is the land has not yet been secured for the lagoon construction.

***Fort Vermilion 45th Street and Mackenzie Housing***

Tender addendum has been posted and will now close on the 16<sup>th</sup> of November.

***Ice Bridge***

We held the preconstruction meeting of the Ice Bridge, refer to the attachment.

Council  
MacKenzie County  
4511-46 Ave.  
Fort Vermilion, AB  
T0H 1N0

November 2, 2007

To Whom It May Concern,

With regards to future planning for air transportation in the County, Nor-Alta Aviation Leasing Inc. fully supports the idea and practice of creating a Global Positioning System (GPS) instrument approach at the Fort Vermilion airport as well as increasing the length of the current runway at the airport.

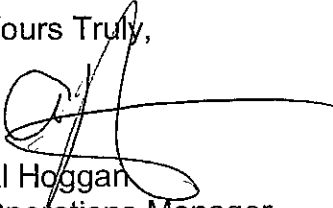
There are several companies in Canada that can start and complete the process of creating and implementing a GPS approach for our regional airport. The benefits to the County are many but primarily this would allow more air traffic into the Fort Vermilion airport as our current facility only allows for fair weather operations. The obvious positive impact would be immediately felt in the local Air Ambulance program.

Increasing the runway length also would have many benefits. An increase in the length would allow for larger aircraft to transit our facility and with the additional traffic an obvious increase in revenue and business to the local community. Currently many commercial air operators are restricted to operating only in and out of the High Level airport (in our county) due in part to the shorter length of our current runway.

As a side note, some improvements to the LaCrete airstrip would also have a positive impact.

Again we support fully any improvement to our regional airports and would be pleased to participate in any discussion of the same.

Yours Truly,

A handwritten signature in black ink, appearing to be 'Al Hoggan', written over a horizontal line. The signature is stylized with a large loop and a long horizontal stroke.

Al Hoggan  
Operations Manager  
Nor-Alta Aviation Leasing Inc.



Date: **November 6, 2007**

Project No: **12300**

No. of Pages (incl. cover): **2**

To: **All Bidders**  
Attention: **Estimator**  
Fax Number:  
Project: **Fort Vermillion Street Improvements (2007)**  
Reference: **Addendum No.1**  
From: **Robert Perrault, P.Eng.**

The contents of this fax are confidential and are intended for the addressee. If the reader is not the intended recipient or its agent, be advised that any distribution, copying or dissemination of the contents of this fax is strictly prohibited. If you have received this fax in error, please notify the sender immediately.

This is **Addendum No.1**, for the above noted project, dated **November 13, 2007**.

This addendum consists of **2** pages (including fax back page).

The Addendum items are listed on the following pages.

Please acknowledge receipt of this Addendum by re-transmitting, via fax, a signed copy of this cover sheet to the office of the Consultant at **(780) 438-3700, Attention Robert Perrault**.

Thank you.

Receipt of **Addendum No. 1** acknowledged by:

Contractor: \_\_\_\_\_  
(Clearly print full name of Contractor/Bidder)

Signature: \_\_\_\_\_

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

This is **Addendum No.1** for the **Fort Vermilion Street Improvements (2007)** project.

**1. Notice to Tenderers**

Revise paragraph 1-closing date and time

From "until 2:00 p.m. local time, Tuesday, November 13, 2007..."

To "until 9:00 a.m. local time, Friday, November 16, 2007..."

**2. Section 00100 Instruction to Tenderers**

Revise 1. General

Add section 1.1 Tender Closing

Offers signed under seal, executed, and dated will be received by the Owner at the Fort Vermilion office, 4511 – 46 Avenue before 9:00 a.m. on Friday November 16, 2007.

Offers will be opened publicly at 9:00 a.m. on Friday November 16, 2007.

**End of Addendum No.1**

**Mark Schonken**

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**From:** Deon Wilner [dwilner@islengineering.com]  
**Sent:** Friday, November 09, 2007 2:35 PM  
**To:** Marc Gravel  
**Cc:** Mehrdad Panahi; John Klassen; Mark Schonken  
**Subject:** Zama Raw Water - Nova Crossing

Marc,

Nova crossing agreement is coming along. Will keep you informed.

Regards,

**Deon H.J. Wilner, P.Eng., CCCA** | *Manager, Water and Wastewater Process*  
**ISL Engineering and Land Services Ltd.**

#100, 7909 – 51 Avenue NW

Edmonton, AB T6E 5L9

**T: 780.438.9000 F: 780.438.3700 C: 780.232.1234**

dwilner@islengineering.com www.islengineering.com

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**From:** Barb Tremblay [mailto:btremblay@scotland.ca]  
**Sent:** Friday, November 09, 2007 2:19 PM  
**To:** Gavin Cheng  
**Cc:** Terry Wark  
**Subject:** Nova Crossing - MD of Mackenzie

Good afternoon Gavin – As discussed in our meeting this morning, Deon requested we try to move along a request that was submitted for a Nova crossing in the Zama area (SL&L prepared the agreements on behalf of Nova). I contacted Echo McNeill in our Calgary office and she has prepared the agreement and it is being sent over to Nova for their execution. Note that Nova is closed on Monday so they will not receive it until Tuesday. Echo has marked it as a "Rush" and I can follow up with her again on Wednesday / Thursday to check if the executed agreement is back from Nova; it usually takes a couple of days to get the agreements back.

Hope this helps.

Thanks,  
Barb Tremblay  
Project Manager  
Scott Land & Lease Ltd.  
11634 – 142<sup>nd</sup> Street  
Edmonton, AB T5M 1V4  
Direct: (780) 702-5678  
Main: (780) 482-2212  
Fax: (780) 425-5263

11/13/2007

**Project: Tompkins Landing Ice Bridge**  
**Pre-construction Meeting**  
 Held at County Office in Fort Vermilion

**Roles and Responsibilities**

Description	County	Contractor
Permits	Submitted Copies to be supplied	Comply
DFO Document		Familiarize
Operating & Safety Plan		7 days prior to County
Construction	Inspect	Sole responsibility
Signage	Supply	Erect on and at the ice bridge
Sign changes	County only	
Testing	Daily	Twice Daily
Maintenance		Sole responsibility
Communication	With Public	With County

**Insurance**

- Contractor will be responsible for own small contractor insurance including personnel, equipment and other items used during the construction and maintenance of the Ice Bridge.
- Contractor will hold and maintain Worker's Compensation Insurance throughout the length of the Ice Bridge contract. Good standing with invoices.

**Construction**

- Description of how bridge will be constructed.
- Personnel that will be used in the construction and maintenance experience with Ice Bridge construction.
- Contractor to supply the County with a list of equipment that will be used during the construction and maintenance.

- Personnel will wear appropriate flotation suits during construction, which the County will supply.
- Barricades and signs during the construction will be maintained by the contractor.
- Markers with delineator reflectors and fluorescent orange flags every 30 meters.

### **Bridge capacity**

- Only the County has the authority to open the ice bridge.
- The County, based on ice results, will determine the bridge capacity and not the contractor.
- Contractor shall notify the County of any ice bearing capacities changes within two hours.
- The Contractor will immediately notify the County should he become aware of conditions that would require the ice bridge to be closed.
- Three approaches will be constructed on both sides to accommodate the height variances of the river.

### **Measurements**

- Measurements will be taken once daily or on request by the County twice a day when required. No measurements on Sundays.
- Record all measurements and supply the measurements to the County on a daily basis.

### **Maintenance**

- Contractor shall be responsible for the Ice Bridge maintenance including the approaches.
- Heavy equipment required to repair the Ice Bridge require prior approval from the County and will be paid based on Alberta Roadbuilders rates.

### **Safety Certificate of Recognition (COR)**

- The contractor does not have a valid Safety Certificate of Recognition from the Alberta Construction Safety Association, as a result, Section 33(b) will apply and will require prior approval from AIT.

### **Accident and incident reporting**

- The Contractor will immediately notify the County of any accidents which involve a fatality, serious personal injury or 3rd party damage of more than \$1,000.
- The Contractor will immediately notify the County of any incident regarding unsafe conditions or practice at or on the Ice Bridge.

## Schedule of work

- What schedule of work will be followed by the contractor?

## Contact Persons

- County will be Ron Dyck for daily communication and Bill Kostiw for notices and other communication required.
- Contractor will be John Neudorf (h) 928 2403 and a cell number will be supplied.

## Payments

- Payments will be made as stipulated in the tender agreement.

## Other Business

Salting not allowed beyond pavement to be discussed with AIT.  
Ditch on west side and gravel supply to be discussed with AIT.

## Persons present:

Name	Representing	Capacity
Bill Neufeld	County	Council
Peter Braun	County	Council
Dicky Driedger	County	Council
Walter Kraun	County	Staff
Ron Dyck	County	Staff
John Klassen	County	Staff
Mark Schonken	County	Staff
John Neudorf	Contractor	Owner



## 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 October/November 2007

### Statistics:

Fire/EMS Station	EHS Unit #	Bi-Monthly EMS Calls	YTD EMS Calls	YTD Fire Calls
La Crete	1491 / 1420	24	220	27 / 6*
Fort Vermilion	1685	14	122	22
High Level	1686	17	135	n/a
Zama	1684	4	23	4
<b>Total Calls</b>		<b>59</b>	<b>500</b>	<b>59</b>

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

\*La Crete Station 2 (Tompkins/Bluehills)

### Staffing:

Most of our recruiting for District 2 is complete (High Level and Zama). Advertisements on both provincial websites, Alberta College of Paramedics and the Alberta Ambulance Operators Association have worked well.

One of the temporarily registered EMT's in High Level received word that he successfully completed the Provincial EMT exam and is now fully certified.

One staff member is still completing 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, while another has successfully completed the provincial exams at the EMT level. One High Level EMR is also presently near the completion of the EMT program. Two Fort Vermilion Fire-Rescue members are anticipating taking EMT training in the New Year.

Additional First Responders / EMR's are showing continued initiative for ride-alongs.





### **Ambulance Units:**

All ambulance units are in good working order, maintenance costs on the older units are definitely increasing. Unit 1420 is scheduled for replacement in 2008.

### **Administration:**

Budgeting processes ongoing with capital and operating sheets submitted.

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

Currently reviewing and modifying outdated Fire-Rescue Operation Guidelines.

Currently working on mapping and dispatch guidelines based on the Telus E-911 system.

STARS grant was received for training of fire personnel to the EMT level.

### **Dispatch & Communications:**

Administration has taken preliminary steps to schedule a meeting with Aeromedical to discuss concerns and steps to alleviate future issues.

Discussions are ongoing regarding additional options.

Communications report should 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.

### **Capital Projects:**

Generators have been purchased for all EMS<sup>1</sup> stations; we are still waiting for covers before units are placed in service.

Transport Ventilator has been purchased and received and will be placed in use once an in-service can be completed with staff.

Fluid/Medication pump has been ordered through Northern Lights Health Authority, should be arriving soon.

Zama Fuel Break project meeting was attended regarding the next approach to the completion of the project.



### **Training and Education:**

CPR course for Fire and EMS has been recently instructed, more courses CPR to follow as per scheduling requirements.

Advanced EMS courses such as Pediatric Education for Prehospital Professionals (PEPP), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) are currently being scheduled for instruction in the next coming months by our Training Officer.

### **Building Repairs and Maintenance:**

Currently, we are reviewing the recommendations of John MacLeod Engineering, which inspected the EMS and Fire Stations.

### **Public Awareness:**

MRES and La Crete Fire-Rescue staff were active with La Crete area picking up and delivering Operation Christmas Child gift boxes, approximately 1500 were picked up from area Private and Public schools.

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

### **Inventory / Medications:**

Medication and supplies continue to be well organized.

### **Medical Direction:**

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



**Mackenzie County      By-weekly report**  
**11/13/2007**

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

Page 1

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**Attended the following meetings:**

October 30 – Activation Analysis – Council orientation and Business Plan review  
November 2 – Council budget meeting  
November 5 – Managers budget meeting  
November 6 – Managers meeting, preparing RFDs for November 13 Council meeting  
November 8 – Finance Committee meeting  
November 9 – Regional Governance Forum

**Personnel update:**

Interviews were conducted on October 19 and 23. Darlene McLean will start with the County in AR/Utilities Clerk position on November 13.

**Administration:**

⇒ 2008 Operating and Capital Budgets

Prepared Financial Management Plan draft; prepared November 2 Council budget material and package; capital budget package for November 14.

⇒ Hamlet boundaries

Still waiting for a response from Municipal Affairs.

⇒ Alberta Municipal Infrastructure Program

A supplementary application was submitted for the Mackenzie Housing Subdivision and 45<sup>th</sup> Street in Fort Vermilion reconstruction project.

⇒ Superior Propane – land sale in Zama

The files review was completed and RFD will be presented to Council on November 13.

⇒ Regional Governance Forum

A decision was made to write a letter to the Minister inquiring if responsibility of the ambulance services provision will be transferred to the Province, and if not, would the grant funding be increased. A draft letter will be presented for Council's review on November 13.

To: William (Bill) Kostiw

From: Joulia Whittleton, Director of Corporate Services

Page 2

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Respectfully submitted,



Joulia Whittleton

November 13, 2007

Honourable David Hancock, Minister of Health and Wellness  
Alberta Health and Wellness  
Legislature Office  
#224 Legislature Building  
10800 97 Ave  
Edmonton, AB  
T5K 2B6

Minister:  
Dear Mr. Hancock:

**Re: Ambulance services provision**

Firstly, we would like to express our support and appreciation in your and your department's work towards advancing the primary health care services in Alberta, as well as we appreciate your continuing support of the Northern Lights Health Region's initiative to improve the delivery of the health care services in the north-western part of the authority. As you are aware, the Region's sparse, wide spread over the large geographic area, population with a variety of cultural backgrounds has its own challenges and unique situations when it comes to accessing these essential services.

Another challenge the Mackenzie Region is facing, and this was evident by the discussions that took place at our Regional Governance Forum on November 9, 2007 in the Town of High Level: the provision of the ground ambulance services and costs associated with these services. Although the delivery model for these services varies across our Region from full-time municipal services within Mackenzie County, to volunteer services in the Town of Rainbow Lake, and to contracted services in the Town of High Level, we all have something in common: our struggle to fund these services and make these services affordable for the residents. We are also experiencing difficulties in finding qualified personnel (full-time and volunteers) to provide these services.

A few years ago, Alberta Health and Wellness was considering transferring the ambulance services to the local Regional Health Authorities. Some funding was provided to the municipalities for the past few years. In 2007, Alberta municipalities were required to provide the detailed reports (April, 2006 – March 2007 funding year), as a condition of funding, with respect to the operating and capital costs, and the level and nature of the ambulance responses and treatments performed by the local ambulance services. A similar report has been requested for the April, 2007 – March, 2008 funding year.

*funding formula*

The Alberta Health and Wellness website states:

*"Primary health care starts with a person's first contact with the health system. Usually, but not always, that is with a family physician."*

*"A regional health authority pays for ambulance services for emergency patients going to a higher level of care, and to transfer in-patients from one hospital to another within the same regional health authority."*

*"The patient must pay for pre-hospital ambulance service to a hospital from a home, an accident scene or a workplace" with some exceptions.*

At this time, we would like to inquire about the following:

- Does Alberta Health and Wellness consider ambulance services as part of the primary health care services and the health system?
- Is Alberta Health and Wellness still considering taking back the ambulance services provision and operating it as part of the Regional Health where it should be?
- What does Alberta Health and Wellness intend to do with the reports submitted by the municipalities? Should the municipalities expect some feedback with respect to these reports?
- Are there any changes being proposed with respect to the ambulance services provision in Alberta?
- Assuming there are no changes, will Alberta Health and Wellness continue funding the ground ambulance services provided by the municipalities?
- Will Alberta Health and Wellness consider increasing the level of funding?
- Will Alberta Health and Wellness consider reviewing the current funding formula?

In addition, we would like to invite you to our next Regional Governance Forum that will be taking place on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_

Yours truly,

Mackenzie County  
Town of High Level  
Town of Rainbow Lake  
(name all others that were present at the RGF table?)



CAO REPORT TO COUNCIL  
November 13, 2007

This report is a brief overview of projects, events, and people that Council may wish to review or place on an upcoming agenda. To date the year 2007 has gone reasonably well with some major projects being underway and no serious mishaps.

**1. Major Projects**

- Most of the major projects (ie. Highway 88, 58, High Level negotiations and resource roads) are on the agenda.
- I suggest an in-camera discussion on some special roads negotiations (ie. Husky, Apache, DMI, etc.)

**2. Personnel & Organization**

- This is partially addressed on page 185 of the agenda; however, again we need an in-camera discussion about personnel and operating structure.
- The current staffing levels vs. work loads and long term plans of Council need to balance.
- Perhaps Council members would consider writing down their priority projects for the next three years both locally and County wide.

**3. AAMD&C Convention**

- All Council and four staff are booked in for the convention from November 19 – 21, 2007.
- We have scheduled some meetings and are also requesting meetings with Hon. Dave Hancock and Hon. Hector Goudreau.
- A conference agenda will be available later this week with our proposed meetings.

**4. Ice-Bridge and Ferry**

- In-camera.

**5. Budgets & Economy**

- Administration has prepared the first drafts of the operating and capital budgets for Council's perusal (November 14, 2007).
- The first draft includes the entire wish list and the intent is to have Council give guidance and prioritize the projects.
- Staff will then prepare a second draft reflecting Council directives or policy.
- The current economy of the region, especially in forestry, looks very gloomy but "expert" predictions are for improvement in 2009 and beyond.
- What can the County do to help?

In summary, all is well and now that municipal elections are over we can start preparing for provincial and federal elections. At the County level everyone is scrambling to complete projects and clean up the mountains of paper before year end.

Thank you and I look forward to completing 2007 and to an exciting 2008.

William Kostiw  
CAO

Attachments:

	Page
a. Activation Analysis	3
b. AAMD&C Fall 2007 Convention Agenda	5
c. Highway 88	11
d. Mackenzie Regional Water	13



**From Desk of John Szumlas**

Suite 107, 4990 - 92 Ave, Edmonton, AB T6B 2V4

☎(780)415-5163

Email: john.szumlas@aagi.ca

**DATE:** Sunday November 4, 2007

**To:** William (Bill) Kostiw

**Subject:** Mackenzie County Project Update

As a follow-up to our session with Council on October 29 and 30, 2007, we would like to provide an update on the projects that we have completed and a critical path for the those projects that are at various stages of development.

***Projects that have been completed and reported:***

1. CAO Evaluation – the 2007 CAO evaluation has been completed and reported.
2. County Investment Policy – an updated Investment Policy has been completed and submitted to the CFO who will be presenting it to you and Council during the upcoming Budget deliberations.
3. Three Year Business Plan – based on the discussions with Council on October 30, 2007 a revised Business Plan has been submitted to your office on November 3, 2007. Following your review and comments it is likely ready for final submission to Council at their next regular meeting.
4. Council Orientation Session – this was completed on October 29 and 30, 2007 and based on the discussions, we believe that we have achieved the key outcomes.

***Projects that continue:***

1. Relationships with municipal neighbors – we are pleased that we have been able to provide some strategic advise and welcome the opportunity to assist you and Council in achieving success. Given our experience in successfully concluding intermunicipal agreements between rural and urban neighbors we would welcome an opportunity to assist in concluding this critical component.
2. Updated Council Procedure ByLaw – we have noted the comments from Council raised during our October 29 & 30, 2007 session and will be submitting a revised draft shortly.
3. Highway 88 Project – this is a critical ongoing project and we welcome the opportunity to review correspondence and provide strategic comments.
4. County Recreation Master Plan – we will be meeting with your officials to confirm the details of the next steps. We would recommend that consideration be given to tasking the oversight of this project to the Council Committee responsible for recreation. By directly involving a Council Committee as this project evolves, significant enhancements in project development are achieved.
5. Updated Communication Plan – once the Business Plan and 2008 Budgets are adopted we will submit an updated plan to ensure an efficient communication's program to apprise both internal and external stakeholders of the County's direction.

---

*Projects awaiting direction:*

1. Organizational Alignment – Staff Planning Session – we believe a directed session with Staff is critical as it is important to underscore that *“if everyone is in charge – nobody is in charge”*. This session is designed to focus the direction of staff to ensuring the Business Plan is implemented, on time and on budget. We recognize that Council is in the middle of budget deliberations, however this is a good thing as Council's direction is current and action plans to implement these directions are critical. (As aside, we sense a level of frustration on the part of Council who believe that they have issued direction to complete certain tasks, however they wonder why they are not being accomplished in a timely fashion. Understandably, a series of emergent issues like staff changes, Intermunicipal Agreements with High Level and Highway 88, have dominated the organization's attention. With the use of a structured Staff Planning Session these and other emergent issues can be incorporated into the staff work plan ensuring a clear understanding by staff of their roles and responsibilities. With clarity, the organization to stay focused on the tasks at hand, even if yourself and Council are called upon to address any new issues that may arise.)
2. First Nations Protocol – we would strongly encourage you to proceed with development of this protocol so that Council and the municipality has a confirmed policy that sets out the framework for relationships.
3. Updating Mackenzie County's Economic Strategy – the discussions as they relate to fire service around the Town of High Level revealed that vulnerability that the County faces with respect to major tax generators. An updating of your Economic Strategy will outline a program to ensure that risks are identified and mitigation measures put in place.
4. County Crime Prevention Program – with 45% of the County's population below the age of 20 coupled with a significant population of residents of First Nation members located within the County's boundaries, a structured Crime Prevention program is critical. We await direction from you as to the next steps on this project.
5. We would welcome an opportunity to share with you our thoughts with respect to realigning and renewing the mandate of a number of the Council Committees – (at this time we are not referencing committees to which Council is asked to make appointments). Our initial thoughts are that a Council of 10, governing a municipality that is larger then the size of Prince Edward Island, it is likely possible to take a look at the development of a series of Councillor Portfolios. This really is a matter that the Reeve will need to be comfortable with as a concept. However, if there is an interest we could outline a model that the Reeve and you could consider and if the two of you agree we would prepare a discussion paper for Council's consideration

In summary, we are most encouraged by the commitment that Council and the organization has with respect to moving forward. We are confident that the County is well on the way of ensuring a positive quality of life for its residents.

Again thank you for the opportunity to provide the County with our services.

*John Szumlas*



**aamdc**  
trade • jubilee

Partners in Advocacy & Business

## Fall 2007 Convention

Today's Leaders  
Tomorrow's Success

**Monday**

NOVEMBER 19, 2007

9:00am – 6:00pm	<b>AAMDC Registration/Information Desk</b> <i>Foyer to Grande Ballroom, Main Level, Delta</i>
8:00am – 12:30 pm	<b>Pre-Convention Workshop: Councillor Orientation and Refresher Session</b> <i>Grande Ballroom, Main Level, Delta</i> <ul style="list-style-type: none"><li>▪ Orientation to AAMDC<ul style="list-style-type: none"><li>➤ Policy and Communication</li><li>➤ Trade Division</li><li>➤ Insurance Services</li></ul></li><li>▪ Society of Local Government Managers</li><li>▪ Alberta Rural Municipal Administrators Association</li><li>▪ Municipal Legislation</li><li>▪ Municipal Governance Roles and Responsibilities</li></ul>
12:30 pm – 1:15pm	<b>Buffet Luncheon</b> <i>Jubilee Ballroom, Level P2, Coast</i> Courtesy of ATB Financial
1:00pm -2:30 pm	<b>Reeves/Mayors Meeting</b> <i>Imperial Ballroom, Level P1, Coast</i>
3:00pm	<b>Convention Opening</b> <i>Grande Ballroom, Main Level, Delta</i> <ul style="list-style-type: none"><li>▪ Procession</li><li>▪ O Canada by Paul Lorieau</li><li>▪ Invocation by Chaplain Kurt Schmidlin</li><li>▪ Greetings from the <b>Honourable Ray Danyluk</b>, Minister of Municipal Affairs and Housing</li><li>▪ Greetings from <b>Mayor Stephen Mandel</b>, City of Edmonton</li><li>▪ Introduction of Fraternal Delegates</li><li>▪ In Memoriam</li><li>▪ R. W. Hay Award</li><li>▪ President's Report</li><li>▪ Financial Statements</li><li>▪ Resolutions Committee</li><li>▪ Credentials Committee</li></ul> <p>Refreshments Courtesy of Hammer Equipment</p>
5:00pm – 6:30pm	<b>Municipal Affairs and Housing Open House</b> <i>Palm Room, Main Level, Coast</i>
6:00pm – 10:00pm	<b>Aon Welcoming Reception</b> <i>Imperial Ballroom, Level P1, Coast</i>

**Tuesday**

NOVEMBER 20, 2007

6:30am – 8:00am	<b>Breakfast sponsored in part by Fortis Alberta and Bell</b> <i>Atrium Café, Main Level, Coast</i>
7:00am – 5:00pm	<b>AAMDC Registration/Information Desk</b> <i>Foyer to Grande Ballroom, Main Level Delta</i>
8:00am	<b>The Honourable Ray Danyluk, Minister of Municipal Affairs and Housing</b> <i>Grande Ballroom, Main Level, Delta</i>
8:20am	<b>Introduction of 2007 Municipal Interns</b>
8:30am	<b>Draft AAMDC Strategic Plan Presentation</b>
8:50am	<b>Gordon Steeves, President FCM</b>
9:10am	<b>Tim Stone – An update from AAMDC FCM Representative</b>
9:20am	<b>Dr. Kevin Taft, Opposition Leader and MLA for Edmonton-Riverview</b>
9:40am	<b>Coffee Break</b> Courtesy of Alberta Electric System Operator
10:00am – Noon	<b>Breakout Sessions</b> <ul style="list-style-type: none"><li>▪ Dealing with the Media <i>Ballroom A, Level P2, Coast Terrace Inn</i></li><li>▪ Tangible Capital Assets <i>Ballroom B, Level P2, Coast Terrace Inn</i></li><li>▪ New Business Services and Trade Division <i>Ballroom C, Level P2, Coast Terrace Inn</i></li></ul> <b>Study Tour</b> <ul style="list-style-type: none"><li>▪ Tour of the Legislature Building <i>Buses depart from in front of the Delta</i></li></ul>
Noon	<b>Buffet Luncheon</b> <i>Jubilee Ballroom, Level P2, Coast</i>
1:00pm	<b>KEYNOTE SPEAKER – Dr. Brian Little</b> <b>Sponsored by ATCO Gas and Electric</b> <i>Grande Ballroom, Main Level, Delta</i>
2:30pm	<b>Coffee Break</b> Courtesy of Waterous Power Systems
2:45pm – 5:00pm	<b>Resolution Session</b>
7:30pm – 11:30pm	<b>Finning (Canada) Hospitality Evening</b> <i>Grande Ballroom, Main Level, Delta</i>

**Wednesday**

NOVEMBER 21, 2007

- 6:30am – 8:00am **Brownlee LLP Breakfast**  
*Atrium Café, Main Level, Coast*
  
- 7:30am – 5:00pm **AAMDC Registration/Information Desk**  
*Foyer to Grande Ballroom, Main Level, Delta*
  
- 8:00am **The Honourable Ted Morton**  
Minister of Sustainable Resource Development
  
- 8:30am **The Honourable Rob Renner**  
Minister of the Environment
  
- 9:00am **Nominations for President**
  
- 9:20am **The Honourable Luke Ouellette**  
Minister of Infrastructure and Transportation
  
- 9:40am **Rural Matters! National Symposium Update**
  
- 10:00 am **Citizen Engagement Toolkit**
  
- 10:15 am **Coffee Break**  
Courtesy of Canadian Association of Petroleum Producers
  
- 10:30am **Alberta First Responders Radio Communication System**  
Bill Meade, Solicitor General and Public Security  
Alan Melenka, Service Alberta
  
- 11:00am **Update from the Energy and Utilities Board**
  
- 11:30am **Election for President**
  
- Noon **Rural CEA's Luncheon**  
*Jubilee Ballroom, Level P2, Coast*  
Courtesy of:
  - AMEC Infrastructure Limited
  - EXH Engineering
  - Stewart, Weir & Co. Ltd.
  
- 1:00pm **Nominations for Vice President**  
*Grande Ballroom, Main Level, Delta*
  
- 1:15 pm **Coffee Break**  
Courtesy of Coneco
  
- 1:30pm -3:15pm **Breakout Sessions**
  - Dealing with the Media  
*Ballroom A, Level P2 , Coast Terrace Inn*
  - Tangible Capital Assets  
*Ballroom B, Level P2, Coast Terrace Inn*
  - New Business Services and Trade Division  
*Ballroom C, Level P2, Coast Terrace Inn*
  
- 3:30pm **Election for Vice President**  
*Grande Ballroom, Main Level, Delta*
  
- 4:00pm **Election for District Directors**

**Alberta Association of Municipal Districts & Counties**

2511 Sparrow Drive Nisku, AB T9E 9M5 Phone: (780) 955-3635 Fax: (780) 955-3615 Web: www.aamdc.com



- District 3: *Edmond's Room, Main Level, Coast*
- District 5: *Palm Room, Main Level, Coast*

6:00pm | **AAMDC and Brownlee LLP Association Banquet**  
*Jubilee Ballroom, Level P2, Coast*

**Thursday**

NOVEMBER 22, 2007

6:30am – 8:00am	<b>Breakfast sponsored in part by Brant Tractor</b> <i>Atrium Café, Main Level, Coast</i>
7:30am – 11:00am	<b>AAMDC Registration/Information Desk</b>
8:00am	<b>Elected Officials Education Program Launch</b>
8:30am	<b>The Honourable George Groeneveld</b> Minister of Agriculture and Food
8:45am	<b>Minister's Awards for Municipal Excellence Ceremony</b>
9:30am	<b>Coffee Break</b> Courtesy of Civic Solutions
9:45am – 11:30am	<b>Ministerial Forum</b>
11:30am	<b>The Honourable Ed Stelmach, Premier</b>
Noon	<b>Unfinished Business</b> <ul style="list-style-type: none"><li>▪ Door Prize Draws</li><li>▪ <i>God Save the Queen</i> by Derril Butler</li></ul>
12:15pm	<b>Municipal Affairs and Housing Luncheon</b> <i>Jubilee Ballroom, Level P2, Coast</i>



TOWN OF  
**HIGH LEVEL**

Town of High Level  
10511 - 103 Street  
High Level, Alberta T0H 1Z0  
Canada  
Tel (780) 926-2201  
Fax (780) 926-2899  
www.highlevel.ca

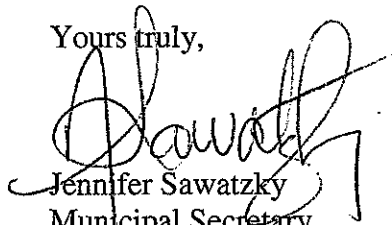
October 31, 2007

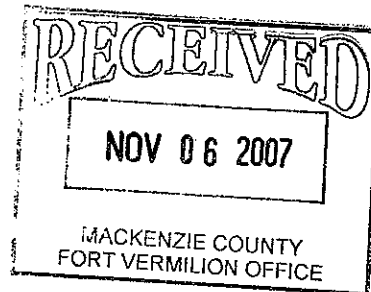
Highway 88 Committee  
Box 640  
Fort Vermillion, AB T0H 1N0

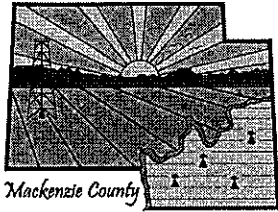
Dear Sirs,

Please be advised that Council has appointed Councillor Trudi Lang to the Highway 88 Committee.

Yours truly,

  
Jennifer Sawatzky  
Municipal Secretary





## Mackenzie County

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

November 9, 2007

The Honorable Luke Ouellette  
Minister of Infrastructure and Transportation  
320 Legislature Building  
10800-97 Avenue  
Edmonton, Alberta  
T5K 2B6

Dear Minister:

We thank you and your colleagues, Pearl Calahasen and Frank Oberle, for taking time to meet us on November 6, 2007 in regards to base and paving of Highway 88. This project is so very crucial to the economy and citizens of Alberta and our northern communities, therefore, we were delighted to hear you are advancing the project to Treasury for approval.

Mackenzie County, the region's First Nations, and the Towns of High Level and Rainbow Lake remain fully committed to the completion of base and paving of Highway 88 as it is vital to our health, our safety, our environment and all of Alberta's traveling public and industry. Therefore, Minister, we respectfully encourage you and pray that you will do everything in your power to have the project approved for construction to begin in 2008.

Thank you again and we look forward to working with you, the department and our First Nations and municipal neighbors to bring this project to fruition. Please contact myself or our Chief Administrative Officer if we can provide more information or assist in any way.

Yours sincerely,

Greg Newman  
Reeve  
Mackenzie County

pc: Frank Oberle, MLA – Peace Region  
Pearl Calahasen, MLA – Lesser Slave Lake  
Jay Ramotar, Deputy Minister, Infrastructure and Transportation  
Bernie Meneen, Chief – Tall Cree First Nation  
Henry Kidney, Chief – Beaver First Nation  
Gus Loonskin, Chief – Little Red River Cree Nation  
George Schmidt, Mayor – Town of High Level  
Council

## Carol Gabriel

---

**From:** Dean Krause [dkrause@highlevel.ca]  
**Sent:** Monday, November 05, 2007 11:15 AM  
**To:** Bill Kostiw; georges@qualitymotors.ca; Terry Broome; henry.francis@beaverfirstnation.ab.ca  
**Cc:** Deon Wilner  
**Subject:** RE: Mackenzie County Regional Water

**Categories:** 12366 Mackenzie Regional Water

Bill:

The Mayor, myself and most of Council will be at the AUMA Convention November 29<sup>th</sup> and will not be able to attend on the proposed date.

Dean

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**From:** Carol Gabriel [mailto:cgabriel@mackenziecounty.com] **On Behalf Of** Bill Kostiw  
**Sent:** November 5, 2007 11:06 AM  
**To:** Dean Krause; georges@qualitymotors.ca; Terry Broome; henry.francis@beaverfirstnation.ab.ca  
**Cc:** Deon Wilner  
**Subject:** FW: Mackenzie County Regional Water

Carol Gabriel  
Executive Assistant  
Mackenzie County  
(780) 927-3718

---

**From:** Deon Wilner [mailto:dwilner@islengineering.com]  
**Sent:** Sunday, October 28, 2007 11:57 AM  
**To:** Mike Yakemchuk; George Neurohr; Bill Kostiw; Mark Schonken; John Klassen; James Ahnassay (Dene); Candace\_Fraser@hc-sc.gc.ca; Karen Durnford McIntosh  
**Cc:** Robert Perrault  
**Subject:** Mackenzie County Regional Water

All,

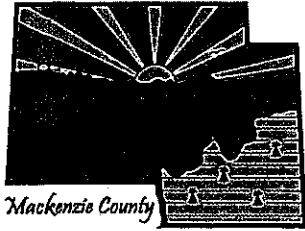
On behalf of Mackenzie County we would like to schedule a very important high level meeting with only key personnel and decision makers present: Chiefs, Mayors, Reeve, CAO's, Public Works Directors, and Funding and Regulatory Authorities. Please forward to anyone we have missed, with a copy to myself. (High Level Mayor and CAO; Rainbow Lake Mayor and CAO; Beaver First Nation, Tall Cree First Nation, Little Red River Cree Nation Chief and administrator)

This meeting will look into resurrecting a regional water study/assessment for those communities within and including Mackenzie County. This would include: Towns of High Level and Rainbow Lake; Hamlets of Fort Vermilion, La Crete, and Zama; the community at Rocky Lane; and the Dene Tha' (Chateh, Bushe River and Meander River), Beaver (Boyer and Child Lake), Little Red River Cree and Tall Cree First Nations.

Even though Mackenzie County spans a vast area, a regional system could include a few regional pipelines, but more importantly may include regional operations. Water quality in the area is generally poor (high levels of dissolved organic carbon, hardness, etc.) and the Peace River has water of reasonable quality and more than enough quantity we believe. A regional solution if implemented needs to be economically feasible and acceptable to most if not all parties, a study/assessment is the first step in this direction.

A meeting is proposed as follows, please use the appropriate voting buttons at the top of the e-mail to respond.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Policy FIN010 Financial Reports</b>

### BACKGROUND / PROPOSAL:

The County Council established FIN010 Financial Reports policy. Administration prepares and presents monthly reports to Council during the regular Council meetings.

### OPTIONS & BENEFITS:

A suggestion was made during the Business Planning session to have the financial reports presented on a quarterly basis instead of a monthly basis.

### COSTS & SOURCE OF FUNDING:

NA

### RECOMMENDED ACTION:

#### Motion 1:

That FIN010 Financial Reports policy be amended as presented.

Author: \_\_\_\_\_

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

for  
CAO





**Municipal District of Mackenzie No. 23 Mackenzie County**

Title	FINANCIAL REPORTS	Policy No:	FIN010
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Legislation Reference	Municipal Government Act, Part 8
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**Purpose**

To provide for communication of financial information to council, the administration and the general public.

**Policy Statement and Guidelines**

**Budget**  
When the budget is approved a summary copy shall be provided to each councilor. The Chief Administrative Officer and all staff members who require it in the execution of their duties will be provided with a complete copy of the budget. A summary copy of the budget will be made available to the general public.

**Monthly Quarterly Reports**  
Council shall receive a monthly *quarterly* statement comparing actual revenues and expenditures to budget for the month and year-to-date and a bank reconciliation including a *report* on funds invested in term deposits and other securities.

**Annual Audited Financial Statements**  
A copy of the annual audited financial statement shall be provided to each councilor and the Chief Administrative Officer. ~~and each staff member.~~ A copy will be provided to neighbouring municipalities and the Alberta Association of Municipal Districts and Counties. ~~One copy~~ **Copies** shall be made available at the reception desk for perusal by *the staff* and general public. **A copy shall be made available on the County's website.** ~~Members of the public may purchase a copy for the fee established by council under the Fees for Information Policy.~~

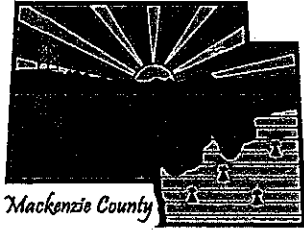
Availability of the annual audited financial statement shall be advertised to the general public in a newspaper having general circulation within the municipality, and/or by posting a notice in at least three (3) public locations throughout the municipality and at the municipal office.

	Date	Resolution Number
Approved	Dec 18/98	98-390
Amended		
Amended		

"J. Maine" (Signed) \_\_\_\_\_  
Chief Administrative Officer

"B. Bateman" (Signed) \_\_\_\_\_  
Chief Elected Official





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Policy FIN024 Electronic Signatures</b>

### BACKGROUND / PROPOSAL:

The County pays invoices using cheques, on which the signatures are electronically prepared (electronic signing). This payment process is described in policy FIN024 "Electronic Signatures" (copy attached).

### OPTIONS & BENEFITS:

The policy needs to be updated in two aspects:

- replace "Finance Officer" with "Financial Controller"
- replace "Payroll Clerk" with "Information Technologist"
- replace "Accounts Payable" with "Finance Officer"

The Financial Controller is a new position. The incumbent will take over this task from the Finance Officer. The Financial Controller will know the 1<sup>st</sup> password.

The Finance Officer will be the primary keeper of the 2<sup>nd</sup> password. The Information Technologist is a practical suitable backup for knowing the 2<sup>nd</sup> password (only as a backup).

The following is being added to the policy in order to further improve the security:

12. 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.

### COSTS & SOURCE OF FUNDING:

Not applicable.

Author: \_\_\_\_\_

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

For  
CAO

**RECOMMENDED ACTION:**

**Motion 1:**

That FIN024 Electronic Signatures be amended as presented.

Author: \_\_\_\_\_

*hw*

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

*for*  
CAO *fw*

## 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:
  - Reeve
  - Deputy Reeve
  - Chief Administrative Officer
  - Director of Corporate Services
2. Administration shall provide a list of cheques to be printed for review and approval to the Reeve, and in his absence to the Deputy Reeve. The list shall contain a vendor number, a vendor name, a payment amount, and a total dollar amount of the cheques to be printed. The list shall be communicated by fax or through email.
3. The Reeve, or in his absence the Deputy Reeve, shall review, sign and date every page of the cheque list received, and fax or email it back to administration. This process shall authorize administration to print electronic signatures on the reviewed and approved cheques.
4. 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.
5. Cheques shall be printed in the presence of one of the personnel authorized in 6 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.
6. 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:
  - CAO
  - Director of Corporate Services
  - ~~Finance Officer~~ **Finance Controller**
7. 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

8. The cheque signing software to be installed on three workstations:
  - o Accounts Payable workstation
  - o Finance Officer workstation – as a back up
  - o ~~Payroll Clerk~~ *Information Technologist* – as a back up
9. All blank cheques must be stored in the central vault except during the cheque printing and signing process.
10. All void cheques shall be kept on file for form number control.
11. 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.
12. *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.*
13. All other general security settings within the accounting software and maintenance of such shall apply.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	August 31, 2005	05-425
<b>Amended</b>	December 10, 2005	05-709
<b>Amended</b>		

# 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: \_\_\_\_\_

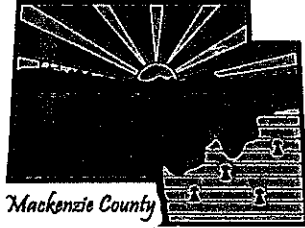
Print name: \_\_\_\_\_

Sign: \_\_\_\_\_

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







**MACKENZIE COUNTY  
REQUEST FOR DECISION**

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Establishment of US funds bank sub-account</b>

**BACKGROUND / PROPOSAL:**

The County was in the process of purchasing an aerial fire truck from a US establishment. A draft was prepared in the amount of \$205,000 US and the County's Administration was scheduling for the service and delivery of the truck. The cost of the draft was \$205,802 CND. The total project was approved by Council in the amount of \$250,000.

**OPTIONS & BENEFITS:**

Due to the changes in circumstances, the County reconsidered purchasing the truck. Administration was going to deposit the unused US draft into the County's bank account. Due to the exchange rate (CND\$ raise and US\$ fall), this transaction was going to cost a significant amount of funds (about 10% of the \$205,000 as of November 7, 2007).

After some internal discussions and consultations with our auditors and the Municipal Affairs financial advisors, Administration is proposing to open a sub-account (under the existing bank account) in US currency. The funds could remain in the account until the exchange rate changes in favor of the converting transaction.

If a US sub-account will be opened, there is also an option to investigate what kinds of goods, that are currently being used in the provision of municipal services, can be obtained from US at an equal or lesser price (including freight and applicable taxes) and use these US funds to pay for the goods.

Another option is to term deposit these funds in US currency within the MGA guideline. An interest rate on this type of investment would be as follows: locked in - 30 to 59 days @ 3.8%, 60 to 89 days @ 3.9%, 90 to 119 days @ 3.95%. If a deposit redeemed prior

Author:  Review Date: 1 CAO

to the end of its term, no interest will be paid. The term deposits would have to be split into the three term deposits because the branch only allows a deposit up to \$100,000 US per each. This would be a guaranteed ATB investment.

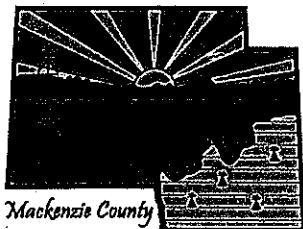
**COSTS & SOURCE OF FUNDING:**

The cost (or profit) would be based on the exchange rate when funds are converted back to the Canadian currency.

**RECOMMENDED ACTION:**

That the Chief Administrative Officer be authorized to open a US funds sub-account under the existing County's bank account with the ATB Financial for the purpose of depositing the unused \$205,000 US draft including a permission to term-deposit the funds as per MGA.

Author:  Review Date:  For CAO 



## MACKENZIE COUNTY

### REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Outstanding rent for Plan 882-1687, Block 1, Lot 1 (Zama)</b>

#### BACKGROUND / PROPOSAL:

The Planning and Development department presented two requests for decision (RFD) with respect to the Plan 882-1687, Block 1, Lot 1 property located in the Hamlet of Zama. One RFD (May 23, 2007) dealt with the offer to purchase received from Superior Propane and the other RFD (June 25, 2007) dealt with the outstanding rent for this property.

Council accepted the Superior's offer to purchase this property at the assessed value on a condition that all back rent be paid to 2001. Initially, Superior Propane was agreeing to pay the back rent, but not at the increased price. After some discussions with the Planning and Development department, Superior Propane was agreeing to back pay the increased rent amount, but for 2006-2007 lease year only. Since this was not in agreement with the Council's motion, the sale of this property was not finalized.

#### OPTIONS & BENEFITS:

Since this sale was not finalized prior to the departure of the Planning and Emergency Services Director, and there were issues with collecting the increased rent amount retroactively, the files were referred to the Corporate Services department.

We have been in contact with Superior Propane representatives during the month of October. Administration reviewed the files and summarized the events in the form of a letter addressed to Superior (attached). The letter was delivered to Superior via email.

Please note that the County's personnel had not notified Superior of the increased rent until March 2003, therefore it is unreasonable to expect Superior to pay the increased rent retroactive to 2001. It is not unreasonable to request the increased rent from the notification time (or starting from the 2003-2004 lease year).

We received a written confirmation that Superior will pay the increased rent amount retroactive to the 2003-2004 lease year (see letter attached).

Author:     *JL*    

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

CAO

**COSTS & SOURCE OF FUNDING:**

NA

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

That invoice 5702 be reduced by \$2,570 and that the sale of Plan 882-1687, Block 1, Lot 1 (Zama) be finalized subject to the retroactive lease payments of \$1,685/annum for this property from the 2003-2004 to 2006-2007 lease years.

Author: \_\_\_\_\_



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

  
CAO 



November 1, 2007

“WITHOUT PREJUDICE”

Mackenzie County  
PO Box 640  
Fort Vermillion AB T0H 1N0

Attention: Joulia Whittleton  
Via E-Mail: [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)

Dear Ms. Whittleton;

Re: Plan 882 1687, Block 01, Lot 1 – 1030 Industrial Drive, Zama City AB

---

Thank you for your e-mail of October 29, 2007.

Although we feel that Mackenzie County has dealt with this matter very inappropriately, we are once again prepared to make further concessions. If Council will authorize the sale of the property in question to Superior Propane for \$16,850.00, Superior Propane will pay an additional \$3,855.00 as calculated in your e-mail towards back rent.

When do you believe you may have an answer from Council to this offer?

Thank you for your cooperation.

Yours truly,

Duane Ellingson  
General Counsel

superiorpropane.com

1111-49<sup>th</sup> Avenue NE, Calgary, Alberta, Canada, T2E 8V2  
P: 403.730.5829 • F: 403.730.7523 • 1.877.341.7500 • [ellingsd@superiorpropane.com](mailto:ellingsd@superiorpropane.com)



## **Mackenzie County**

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

Phone: (780) 927-3718

Fax: (780) 927-4266

Toll Free: 1-877-927-0677

Email: fvo@mackenziecounty.com

October 25, 2007

Attention: Duane Ellingson, General Counsel  
Superior Propane  
1111-49<sup>th</sup> Avenue NE  
Calgary, Alberta  
T2E 8V2

Dear Mr. Ellingson:

Re: **Plan 882 1687, Block 01, Lot 1 – 1030 Industrial Drive, Zama City, AB**

Thank you for your October 4, 2007 letter. I appreciate your patience on this matter and apologize for the delays with respect to settling this matter.

I reviewed the County's files and summarized the facts below. Please review and confirm that the following is correct to the best of your knowledge:

### **July 29, 1993**

ICG Propane Inc. (currently known as Superior Propane Inc.) entered into a five year lease agreement with an option to purchase. The agreement expired on July 19, 1998. The purchase option was not exercised as stipulated in the agreement. No correspondence was received.

The Superior Propane continued paying \$400/year up to and including 2000-2001 lease year without a leasing agreement being in place.

### **March 18, 2003**

MD of Mackenzie sent a letter offering to sell the property at \$16,850 (assessed value) or lease the property at \$1,685 per year, plus pay an increased rent back to 2001.

***Please note this is the actual time Superior was notified of the increased rent and was given two options.***

The County tried reaching Superior by phone: message was left for Jordan, MM on October 20, 2003, documents were faxed on October 21, 2003, a follow up

call was made on November 21, 2003. A response was that "has not had time to look".

No response was received until one year later.

**April 20, 2004**

A response was received from Superior to the MD's March 18, 2003 letter stating:

"while we have not yet completed our review of the variables and the business plan for this location, we are enclosing a cheque in the amount of \$1,284 representing rent for the period of July 19, 2001 up to and including July 18, 2004, plus GST, as per the lease currently governing this property"

Signed by Marcie Yont, Properties Analyst

Please note that I could not find any evidence of a new lease or an extension of the expired lease in place. If you have a copy, I appreciate if you could fax it to me.

**January 12, 2007**

A letter sent by the County giving Superior propane one month to either purchase the land for the assessed value of \$16,850 or enter into a new lease agreement. If neither condition is acceptable, than Mackenzie County requests that Superior Propane remove themselves from the said property within 60 days of the date of this letter.

**February 2, 2007**

Superior Propane sent a response to the County stating their wish to "*continue to lease your space*" and asking to consider a 2 year term. A draft lease agreement was included with the letter (name correction is made to "Superior Propane, a division of Superior Plus LP).

Please note that the enclosed draft agreement was prepared by the County for execution in 2003.

The agreement was signed by Superior Propane. What happened?

**March 5, 2007**

A letter sent by Superior Propane to Liane Lambert, Development Officer for the County stating:

“please find attached a copy of a lease proposal as faxed to Paul Driedger, Director of Planning, on February 2, 2007. I have not yet received a response, however, perhaps he was not the right contact”.

**April 18, 2007**

A letter was sent to Superior stating the County is willing to enter into a two year lease agreement with Superior commencing May 1, 2007, providing the following conditions are met:

1. Condition 20, Landlord’s Right of First Refusal must remain in the lease agreement.
2. The outstanding rent for 2001 to 2006 must be paid prior to conjunction with signing the new lease agreement.

The letter stated that if we do not receive a response by May 18, 2007 we will consider you as not being in agreement with our lease conditions and will request the County Council for disposal of this property through public process.

**May 2, 2007**

A letter received from Superior stating:

“based on your letter, it makes sense for Superior Propane to purchase the leased property for the asking price of \$16,850. We will need to complete an environmental assessment of the property, which is mandatory due diligence for our organization. Subject to the environmental assessment, we are prepared to complete the purchase as soon as possible.”

**May 24, 2007**

A letter sent to Superior thanking for the offer to purchase and stating:

“Mackenzie County Council accepts the Offer to Purchase subject to payment of the outstanding rental arrears invoices.”

**May 31, 2007**

A letter received from Superior refusing to pay rent at the increased rate of \$1,685/year; and, stating that the property taxes were always paid in full.

“It does not seem reasonable to us that we would have to back pay an increased rent that was never agreed to be paid. If we had been properly invoiced, we would have paid on time”

**June 14, 2007** – a phone conversation with Paul Driedger (assumable about the rent payments)



June 15, 2007

A letter received from Superior offering to pay the full rent price, or \$1,685, for 2007 only.

"This offer and payment are conditional upon your acceptance and your agreement to sell the property in question to Superior Propane for \$16,850 forthwith. If you do not accept this offer, please return the enclosed cheque in the amount of \$1,632.10."

Rent terms*	Invoice 5702	County may consider **	Superior's position	Paid	Note
July 19 to July 18					
2001-2002	\$1,685	\$400	\$400		
2002-2003	\$1,685	\$400	\$400		
2003-2004	\$1,685	\$1,685	\$400		March, 2003 – Superior was notified about the increase in rent to \$1,685/year
2004-2005	\$1,685	\$1,685	\$400	\$1,200	Payment received in April, 2004
2005-2006	\$1,685	\$1,685	\$400		
2006-2007		\$1,685	\$1,685	\$2,485	Two cheques received on June 4 and June 19, 2007 have not been cashed yet
	<u>\$8,425</u>	<u>\$7,540</u>	<u>\$3,685</u>	<u>\$3,685</u>	

\*rent terms have been taken from the expired lease agreement (expired July 19, 1998)

\*\* Council will have to make this decision

*difference \$ 3,855*

The County cashed \$16,850 cheque sent by Superior. Please note that this was done in error, and the County will reimburse Superior if this deal will not have a successful outcome.

If you agree with the flow of events described above, please let me know and we should discuss the next steps together. I really would like to resolve this matter as soon as possible, however please be advised that I may require further discussion/direction and approval by the County's Council.

Sincerely,



Joulia Whittleton, Director of Corporate Services  
Mackenzie County

Cc: William (Bill) Kostiw, CAO  
Mackenzie County



October 4, 2007

“WITHOUT PREJUDICE”

Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Attention: Joulia Whittleton  
Sent Via E-Mail: [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)

Dear Ms. Whittleton;

Re: Lease Agreement – Plan 882 1687, Block 01, Lot 1

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As per our conversation on October 4, 2007, we understand that this matter is confusing, so we provide the following information to attempt to explain the status.

Superior Propane has leased the property in question since at least July 19, 1993. The lease expired on or about July 19, 1998. The lease continued. The MD of Mackenzie No. 23 continued to invoice Superior Propane for rent at \$402.30 per year through year 2000, and Superior Propane paid these invoices. For some reason the MD stopped invoicing Superior Propane in year 2001. Superior Propane continued to pay the taxes on the property but did not discover that no rent was being charged.

On March 18, 2003, the MD sent a letter to Superior Propane offering to sell the property at \$16,850.00 or lease the property at \$1,685.00 per year, plus pay an increased rent back to 2001 (see attached). As Superior Propane has repeatedly stated, there is no right to back-charge an increased rent. On April 20, 2004, Superior Propane paid the rent from July 19, 2001 through July 18, 2004 at \$400.00 per year plus GST.

On January 12, 2007, the MD sent a letter to Superior Propane, once again offering to sell the property for \$16,850.00 (see attached). Negotiations to lease the property with Paul Driedger fell through. Superior Propane was left with no alternative but to purchase the property. On May 2, 2007, Superior Propane wrote a letter to the MD requesting environmental information (see attached). Through conversations, Paul Driedger indicated there was no environmental information. On May 10, 2007, an Offer to Purchase was submitted (see attached). I personally spoke with Paul Driedger indicating that Superior Propane could not purchase the property without a clean environment report. I inquired whether the Offer to Purchase was accepted and whether Superior Propane could proceed with the environmental assessment. He responded yes to both. The environmental assessment cost nearly \$5,000.00.

.../2

superiorpropane.com

1111-49<sup>th</sup> Avenue NE, Calgary, Alberta, Canada, T2E 8V2  
P: 403.730.5829 • F: 403.730.7523 • 1.877.341.7500 • [ellingsd@superiorpropane.com](mailto:ellingsd@superiorpropane.com)

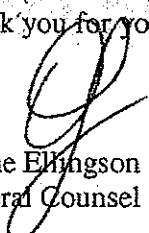
For some reason, the Offer to Purchase was lost and another version was sent to Liane Lambert of the MD on May 16, 2007 (see attached). On May 24, 2007, Paul Driedger sent a letter indicating that the MD would not sell the property unless the alleged outstanding rent was paid (see attached). On May 31, 2007, Superior Propane responded with a letter paying additional rent for July 19, 2004 to July 18, 2007 at \$400.00 per year plus GST, and paying \$16,850.00 for the purchase and sending executed Transfer documents (see attached).

In response to discussions with Paul Driedger, on June 15, 2007, Superior Propane sent another letter enclosing a further \$1,362.10 as a reasonable compromise, to move this matter forward (see attached).

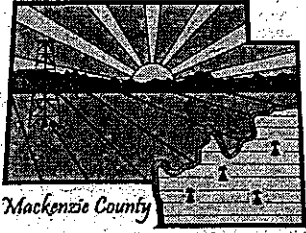
Superior Propane's position is clear: an offer to sell the property for \$16,850.00 to Superior Propane was made; this offer was accepted by Superior Propane; the \$16,850.00 has been paid; the land transfer documents were executed by Superior Propane; all lease payments have been made by Superior Propane (plus an extra \$1,362.10); and Superior Propane is entitled to transfer of the land, failing which we will have no alternative but to commence legal action to enforce the transfer of the land, or alternatively claiming environmental consulting fees.

Please respond on or before October 26, 2007.

Thank you for your cooperation

  
Duane Ellingson  
General Counsel

Enclosures



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	June 25, 2007
<b>Presented By:</b>	Paul Driedger, Director of Planning and Emergency Services
<b>Title:</b>	Outstanding Rent for Plan 882-1687, Block 1, Lot 1 (Zama)

### BACKGROUND / PROPOSAL:

Superior Propane made an offer to purchase for Plan 882-1687, Block 1, Lot 1 in the Hamlet of Zama which they have been leasing since 1993 from Mackenzie County which Council accepted May 23, 2007.

### OPTIONS & BENEFITS:

In discussion with Superior Propane they do not think the outstanding rent as invoiced (2001-2007 rent at \$1685 per year) is fair. It originally was \$402.30 and then the municipality had all our leased properties reassessed by REMCO consulting and the lease fees were brought to market value which was \$1685/year.

Superior Propane had already paid \$400 plus GST per year from 2001-2004. Since I contacted them in January to rectify this file they are willing to pay the \$1685 for 2007.

Superior Propane has offered \$2646.10 for outstanding rent (\$400 per year for 2005-2006) and \$1685 for 2007 plus GST).

Due to the poor communications between our municipality and Superior Propane and our lack of proper lease tracking I would recommend we accept the offer from Superior Propane and cancel the balance of Invoice #5702.

*[Large handwritten signature and scribbles]*

Author: Paul Driedger, Director      Reviewed By: CAO      161

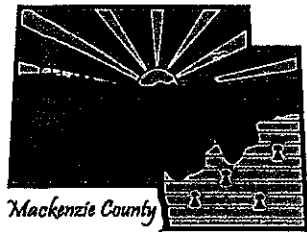
**COSTS & SOURCE OF FUNDING:**

n/a

**RECOMMENDED ACTION:**

That Mackenzie County accepts the offer from Superior Propane Inc. for the outstanding rent for Lot 1, Block 1, Plan 882-1687 in the Hamlet of Zama in the amount of \$2,646.10 and that the balance of Invoice #5702 be cancelled.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Grant Applications</b>

**BACKGROUND / PROPOSAL:**

County submits multiple grants applications under various programs.

**OPTIONS & BENEFITS:**

The following is the list of the outstanding grant applications:

Grant Program	Date of submission	Project	Total project cost
CAMRIF	May 31, 2007	Aspen Drive Improvement (Beach Road to Lane Block 12) in Zama	\$826,000
CAMRIF	May 31, 2007	Reconstruction of 53 <sup>rd</sup> Street (River Road to 48 <sup>th</sup> Ave) and 48 <sup>th</sup> Ave (52 <sup>nd</sup> Street to 54 <sup>th</sup> Ave) for curb, gutter, sidewalk and pavement in Fort Vermilion	\$689,000
CAMRIF	May 31, 2007	Reconstruction of 100 <sup>th</sup> Ave (104 <sup>th</sup> to East of 102 <sup>nd</sup> Street) and 102 <sup>nd</sup> Street (100 <sup>th</sup> to 101 <sup>st</sup> Ave) for storm sewer, curb, gutter, sidewalk, and pavement in La Crete	\$726,100

Municipal Sponsorship Program	September 28, 2007	Municipal Development Plan and Land Use Bylaw Review	\$52,900
Municipal Sponsorship Program	September 28, 2007	Internet Security Server	\$26,676
Municipal Sponsorship Program	September 28, 2007	Campground Equipment – washrooms, park benches and tables	\$13,702

**Author:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_ *for* CAO *Sh*

AMIP (suppl. application)	November 7, 2007	Mackenzie Housing - street re-construction – new curb, gutter, sidewalk, drainage and pavement, and 45 <sup>th</sup> Street reconstruction in Fort Vermilion	\$1,668,921
AMIP (suppl. application)	November 7, 2007	45 <sup>th</sup> Street reconstruction in Fort Vermilion	\$674,575

Resource Road	To be submitted by November 30, 2007	Zama Access – ISL Engineering	To be determined
Resource Road	To be submitted by November 30, 2007	Rocky Lane Road – EXH Enigneering	To be determined
Resource Road	To be submitted by November 30, 2007	Highway 88 Connector - EXH Enigneering	To be determined
Resource Road	To be submitted by November 30, 2007	Heliport Road - EXH Enigneering	To be determined

**COSTS & SOURCE OF FUNDING:**

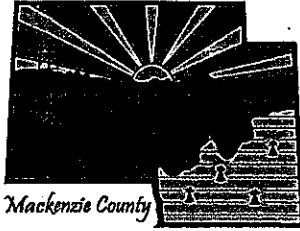
NA

**RECOMMENDED ACTION:**

For information

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





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Mackenzie Housing Subdivision and 45<sup>th</sup> Street Reconstruction</b>

**BACKGROUND / PROPOSAL:**

Council approved postponing the Fort Vermillion River Road from 50<sup>th</sup> Street to Catholic Church to 2008. The funds allotted to this project were transferred to the Mackenzie Housing Subdivision and 45<sup>th</sup> Street Reconstruction Project.

**OPTIONS & BENEFITS:**

Project	Grant	Municipal Portion	Total
<b><i>Original budgets</i></b>			
FV River Road from 50 <sup>th</sup> Street to Catholic Church	\$716,480	\$388,520	\$1,105,000
Mackenzie Housing Subdivision and 45 <sup>th</sup> Street Reconstruction	\$0	\$430,000	\$430,000
<b><i>Total</i></b>	<b><i>\$716,480</i></b>	<b><i>\$818,520</i></b>	<b><i>\$1,535,000</i></b>
<b><i>New estimates</i></b>			
Mackenzie Housing Subdivision	\$597,039	\$1,071,882	\$1,668,921
45 <sup>th</sup> Street Reconstruction	\$262,810	\$411,765	\$674,575
<b><i>Total</i></b>	<b><i>\$859,849</i></b>	<b><i>\$1,483,647</i></b>	<b><i>\$2,343,496</i></b>
<b><u>Additional municipal funding required</u></b>	<i>Additional grant to be covered from the remaining grant funds from incomplete or under budget projects (Bears paw)</i>	<b><u>(\$665,127)</u></b>	

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


A supplementary AMIP grant application was submitted on November 7, 2007.

**COSTS & SOURCE OF FUNDING:**

NA

**RECOMMENDED ACTION:**

That the 2007 Capital Budget be amended to include the additional \$665,127 from the Roads Reserve for completion of the Mackenzie Housing Subdivision and 45<sup>th</sup> Street Reconstruction project.

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

RESERVES

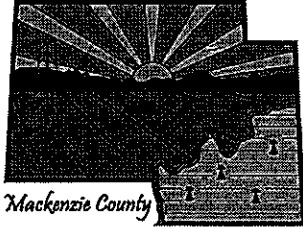
Estimated December 31, 2007 balances

Account Name	Beginning		ESTIMATED Transfers		Ending		Target Minimum (based on current policies)
	Balance	Projects	Contribution from/(to) Operating Fund	Contribution from/(to) Capital Fund	Interfund transfers	Balance	
<b>Operating Fund Reserve</b>							
04-711-12 Operating Fund Reserve	\$2,199,846	(\$1,260,155)	(\$14,300)			\$925,391	\$500,000
04-714-32 Gravel Reclamation Reserves	\$22,377					\$22,377	
04-720-32 Gravel Crushing Reserve	\$787,886		(\$787,886)			\$0	\$200,000
04-712-41 Reserve-Off Site Levy - Water	\$480,264					\$480,264	
04-712-51 Grants to Other Organizations Reserve	\$58,545					\$93,295	
04-714-72 Municipal Reserve	\$64,971		\$34,750			\$64,971	
04-712-62 Reserve-P.T.O.A.G.	\$0					\$0	\$50,000
04-712-72 Recreation-Parks Reserve	\$47,893	(\$84,602)	\$50,000		\$7,224	\$20,515	\$100,000
04-713-72 Subdivisions Reserve	\$134,018		\$3,600			\$137,618	
	\$3,795,800	(\$1,344,757)	(\$713,836)	\$0	\$7,224	\$1,744,431	\$850,000
<b>Capital Fund Reserve</b>							
04-712-23 Incomplete Capital - Fire Department	\$106,744	(\$91,807)				\$14,937	
04-712-25 Incomplete Capital - Ambulance	\$41,856	\$0				\$41,856	
04-712-24 Incomplete Capital - Enforcement	\$123					\$123	
04-712-43 Incomplete Capital - Sewer	\$146,803				(\$146,803)	(\$0)	
04-712-61 Incomplete Capital - Development	\$45,146	(\$46,946)				(\$1,800)	
04-712-33 Incomplete Capital - Airport	\$77,253	(\$10,000)				\$67,253	
04-712-63 Agriculture - Reserve	\$50,000					\$50,000	NPARA building
04-712-71 Recreation Reserve - Zama	\$6,757					\$6,757	
04-713-71 Recreation Reserve - Fort Vermillion	\$54,810					\$54,810	
04-712-72 Incomplete Capital - Recreation	\$7,224				(\$7,224)	(\$0)	
04-713-32 Reserve-Roads(General)	\$2,642,128	(\$5,661,220)		\$4,960,722		\$1,941,629	\$1,000,000
04-714-37 Drainage Reserve	\$301,471	(\$464,740)		\$250,000		\$86,731	\$500,000
04-715-32 Walking Trails - Fort Vermillion	\$8,961					\$8,961	
04-716-32 Walking Trails - LaCrete	\$20,000					\$0	
04-717-32 Walking Trails - Zama	\$49,502	(\$49,502)				\$0	
04-719-32 Public Works - Incomplete Capital	\$1,475,138	(\$1,484,940)				(\$9,802)	
04-761-31 Vehicle Replacement Reserve	\$140,221	(\$1,049,800)		\$963,000		\$53,421	\$500,000
04-760-41 Reserve - Water Upgrading(incomplete capita	\$46,410	(\$600,000)				\$46,410	
04-713-41 Water Treatment Plant Reserve	\$814,803	(\$200,852)			\$146,803	\$30,951	\$500,000
04-760-42 Reserve - Sewer Upgrading	\$85,000					\$29,173	
04-760-43 Reserve-Waste	\$29,173					\$29,173	
04-760-97 General Capital Reserve	\$1,445,943	(\$1,156,958)				\$288,985	\$500,000
04-761-43 Reserves - Garbage Projects(incomplete capit	\$8,500					\$8,500	
04-765-23 Emergency Services Reserves	\$238,628	(\$26,040)		\$275,000		\$487,588	\$300,000
	\$7,842,595	(\$10,842,805)	(\$20,000)	\$6,448,722	(\$7,224)	\$3,421,287	\$3,300,000
<b>TOTAL RESERVES</b>	<b>\$11,638,394</b>	<b>(\$12,187,562)</b>	<b>(\$733,836)</b>	<b>\$6,448,722</b>	<b>\$0</b>	<b>\$5,165,718</b>	<b>\$4,150,000</b>

20% of 2006 debt limit

Please note that due to the delays in some projects approximately \$2,987,000 of what is currently allotted to the projects to be funded from reserves will not be used by the end of the year. In addition, the 2007 year-end reserves balances will be affected by the 2007 operating activity.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Rural Matters Conference 2008</b>

### BACKGROUND / PROPOSAL:

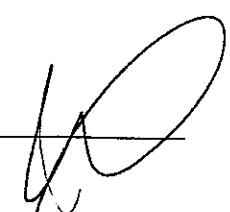
See attached conference information. Registration to this event will open in the fall of 2007.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

That \_\_\_\_\_ be authorized to attend the Rural Matters conference in Edmonton on July 5 – 8, 2008.

Author: \_\_\_\_\_ Review By: \_\_\_\_\_ CAO 



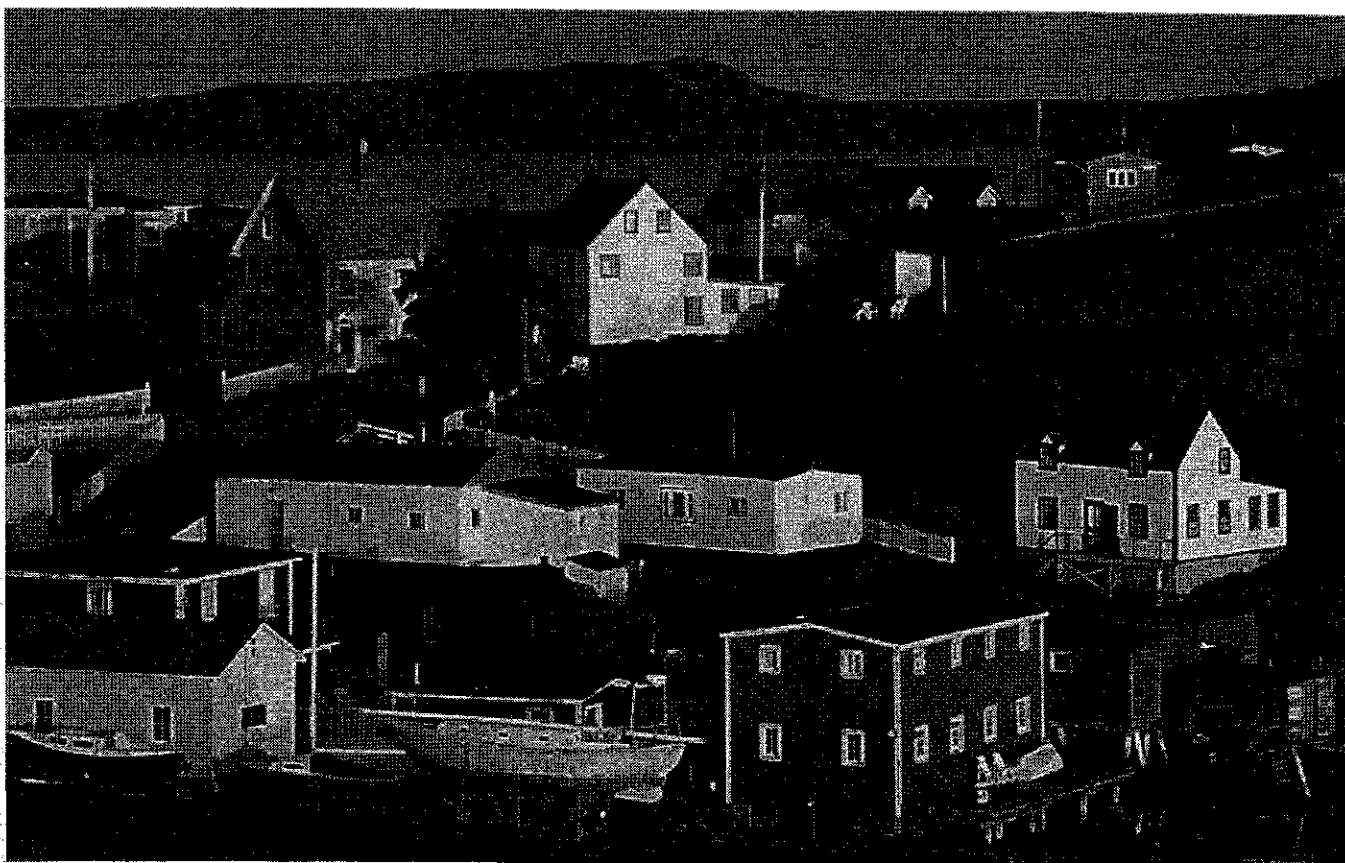


**FORGING HEALTHY CANADIAN COMMUNITIES**  
JULY 5 - 8, 2008 | SHAW CONFERENCE CENTRE | EDMONTON, ALBERTA

**POUR DE SAINES COLLECTIVITÉS RURALES**  
5 AU 8 JUILLET 2008 | SHAW CONFERENCE CENTRE | EDMONTON, ALBERTA



[WWW.RURALLMATTERS.CA](http://WWW.RURALLMATTERS.CA)



## RURAL MATTERS! WELCOME

We are just over a year away from hosting Rural Matters! Forging Healthy Canadian Communities, a national symposium, to be held in the summer of 2008 in Edmonton, Alberta.

Rural communities are at a critical juncture, where they need to stand alongside their urban counterparts and communicate their key issues and concerns with a united voice.

Rural Matters! will be a unique opportunity to:

- Network with rural peers from coast to coast
- Share and learn about critical rural issues
- Mobilize and endorse a united national rural policy declaration

We are proud and excited to be able to offer this opportunity to all citizens who are passionate about forging and sustaining a healthy rural Canada. This promises to be a celebration of rural Canada's diversity, vitality, and importance to all Canadians. Please join us in Edmonton in July, 2008.

Don W. Johnson  
President, AAMDC  
Chair, Rural Forum, FCM

## LE SYMPOSIUM L'AVENIR RURAL

Dans un peu plus d'un an, soit à l'été 2008, se tiendra le symposium L'avenir rural. Pour de saines collectivités rurales, à Edmonton (Alberta).

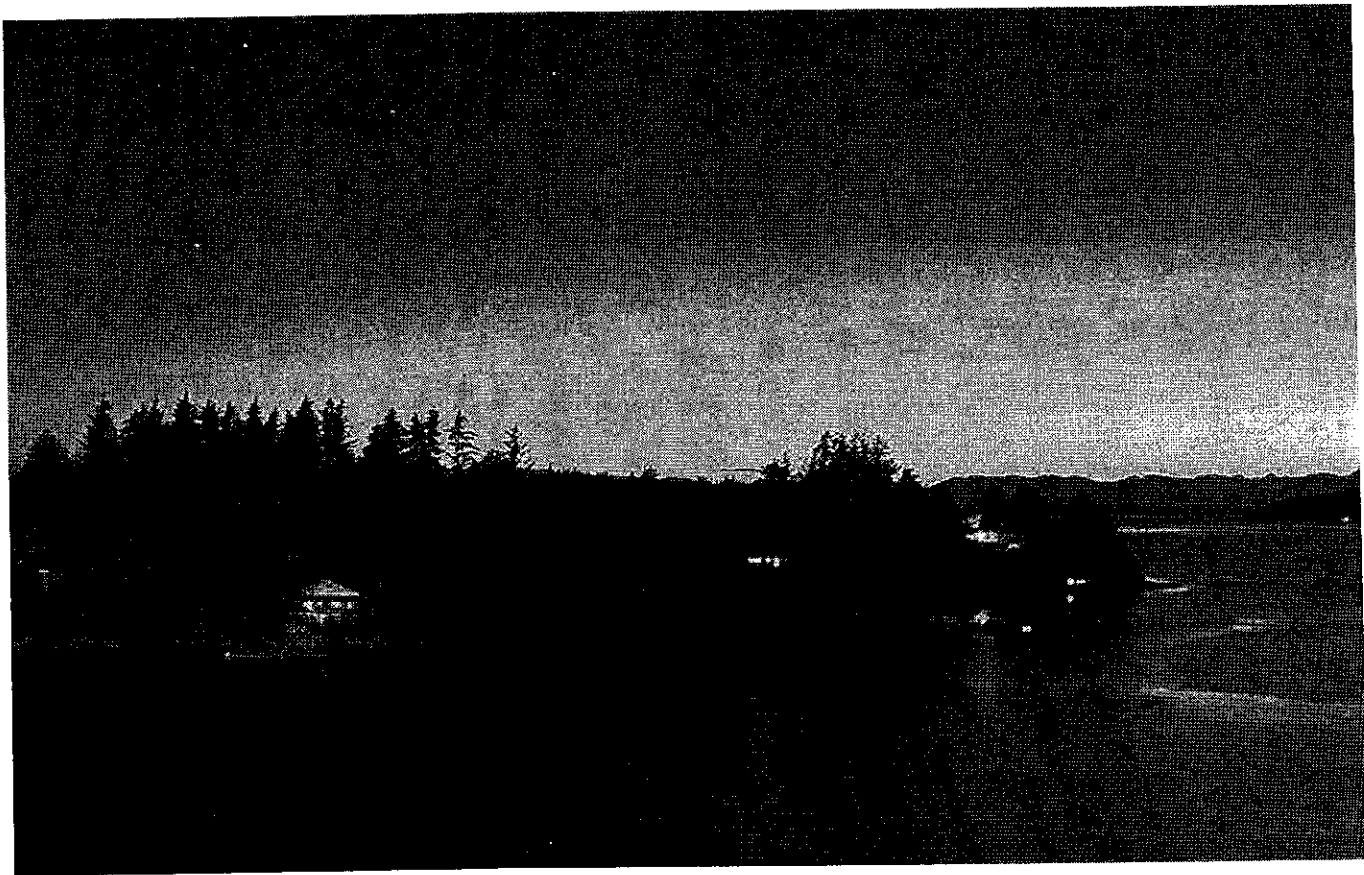
Les collectivités rurales sont à la croisée des chemins. Elles doivent faire front commun avec les collectivités urbaines et faire part d'une seule voix de leurs grands enjeux et préoccupations.

Le symposium L'avenir rural leur offre une occasion unique de:

- Nouer des liens avec des homologues ruraux de toutes les régions du pays.
- Expliquer leurs plus importants enjeux et prendre connaissance de ceux des autres.
- Se mobiliser et s'unir afin d'appuyer une déclaration en faveur d'une politique nationale rurale.

Nous sommes très fiers d'offrir ce forum à tous les citoyens qui ont à cœur de façonner et de soutenir un milieu rural en santé. Nous y célébrerons la diversité et la vitalité des collectivités rurales ainsi que leur importance pour tous les Canadiens. Soyez donc des nôtres en juillet 2008, à Edmonton!

Don W. Johnson  
Président, AAMDC  
Président, Forum rural de la FCM





## EVENT & PROGRAM HIGHLIGHTS

Rural Matters' delegates will have an opportunity to engage in educational workshops on July 6th and 7th and inter-active policy development sessions on July 7th and 8th. These workshops and sessions will fall within four thematic streams:

- Governance and Sustainability
- Environment
- Infrastructure
- Economics and Industry

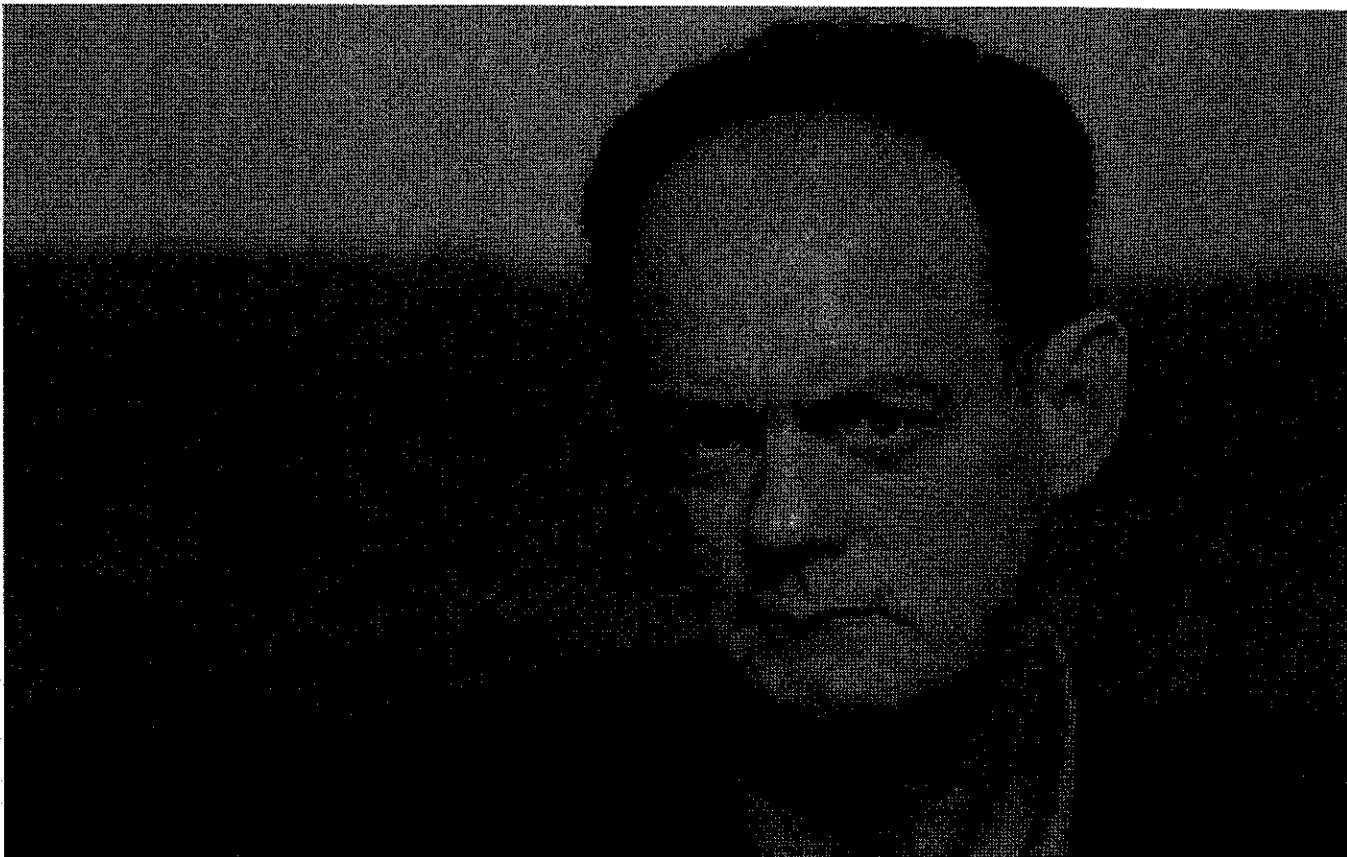
Specific workshops and sessions will also focus on youth and aboriginal issues within the rural context.

## FAITS SAILLANTS DU PROGRAMME

Les délégués du symposium L'avenir rural pourront participer à des ateliers éducatifs les 6 et 7 juillet et à des séances interactives d'élaboration de politique les 7 et 8 juillet. Ces ateliers et séances seront axés sur quatre thèmes principaux:

- la gouvernance et la durabilité
- l'environnement
- les infrastructures
- l'économie et l'industrie

Des ateliers traiteront des questions relatives aux jeunes et aux Autochtones dans le contexte rural.



## EVENT & PROGRAM HIGHLIGHTS

Rex Murphy will lead our final plenary session to develop a national rural policy declaration. Other highlights include:

### Pre-Symposium Study Tours (July 3 & 4)

These tours will include trips to the Alberta Oilsands, eco-environmental tours, coach tours to Jasper National Park and many other excursions.

### National Trade Show (July 5)

The National Trade Show will take place on the opening day of the Symposium and feature 120 exhibitors.

### Kick-Off Gala (July 5)

A kick-off Gala held at Edmonton Northlands will include entertainers, speakers and a fabulous meal featuring rural Canadian products.

### Keynote Speakers (July 6-8)

Rex Murphy (CBC) and other featured speakers will inspire and prepare delegates for the work to be accomplished at the Symposium.

### Partners Tours (July 5-8)

A series of tours and fun events have been planned for partners and families during the Symposium.

## FAITS SAILLANTS DU PROGRAMME

Le populaire analyste Rex Murphy animera la séance plénière finale consacrée à l'élaboration d'une déclaration en faveur d'une politique rurale nationale. Autres faits saillants:

### Visites d'étude précédant le symposium (3 et 4 juill.)

Visites de sables bitumineux de l'Alberta, visites écologiques, visites en autobus du parc national de Jasper et plusieurs autres excursions.

### Salon commercial national (5 juillet)

Le salon, réunissant 120 exposants, se déroulera durant la journée d'ouverture du symposium.

### Gala de lancement (5 juillet)

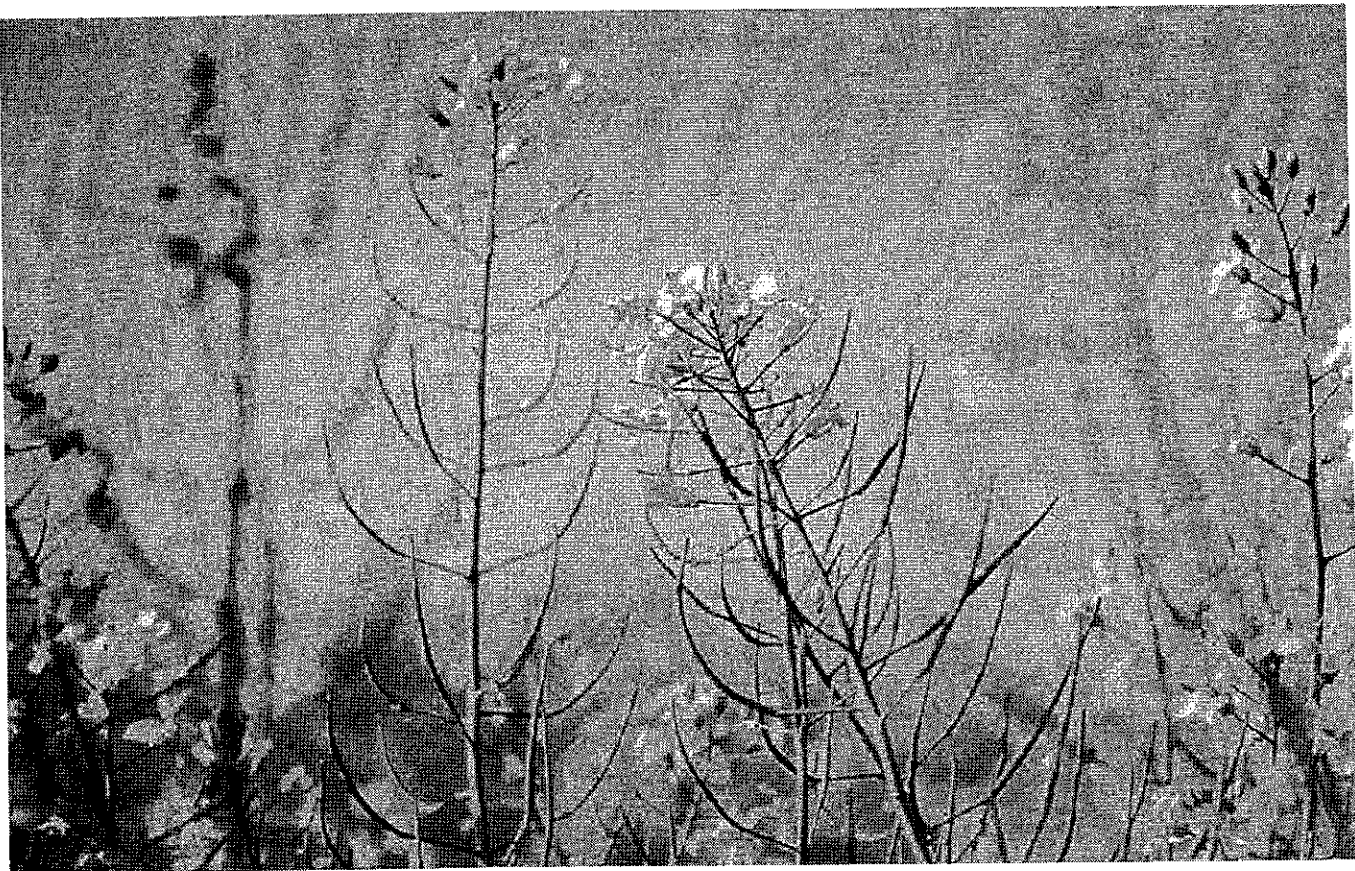
Superbe gala de lancement à Edmonton Northlands, avec artistes et conférenciers invités, ainsi qu'un plantureux repas mettant en relief de délicieux produits ruraux canadiens.

### Conférenciers invités (6 au 8 juillet)

Les exposés stimulants de Rex Murphy (analyste de CBC) et des autres conférenciers aideront les délégués à se préparer aux travaux du symposium.

### Visites des partenaires (5 au 8 juillet)

Des visites et activités amusantes ont été préparées à l'intention des partenaires et des familles au cours du symposium.



## HOW CAN YOU BE INVOLVED IN RURAL MATTERS?

Register as a delegate and attend the event

Exhibit at the national trade show

Participate in the pre-symposium study tours and tourist attractions

Sign up for post-symposium tour packages

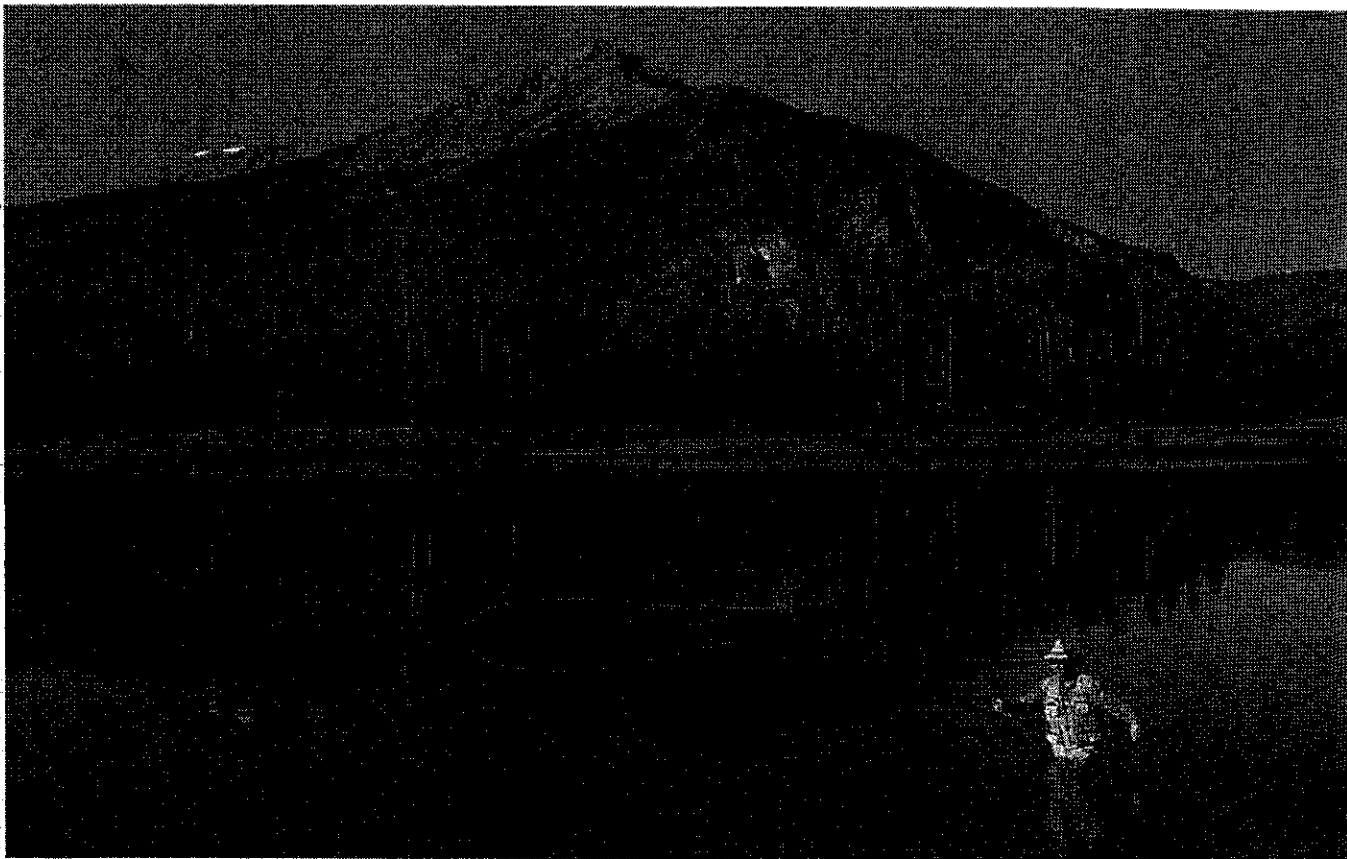
## IL EXISTE PLUSIEURS FAÇONS DE PARTICIPER AU SYMPOSIUM L'AVENIR RURAL

S'inscrire comme délégué au symposium

Exposer au salon commercial du symposium

Participer aux visites d'étude et aux activités touristiques préalables au symposium

S'inscrire aux forfaits de visites qui suivront le symposium



## HOW CAN YOU SUPPORT RURAL MATTERS?

Sponsor events, entertainers, speakers, meals and nutrition breaks, draw prizes and delegate gifts

Advertise on the Rural Matters' website or in the handbook

Contribute food and talent to the kick-off GALA

## IL EXISTE AUSSI PLUSIEURS FAÇONS D'APPUYER LE SYMPOSIUM

Commanditer des : activités, artistes, conférenciers, repas, pauses santé, tirages et souvenirs pour les délégués

Annoncer sur le site web de L'avenir rural ou dans le guide

Faire don d'aliments ou de ses talents au gala de lancement



## WHO SHOULD ATTEND RURAL MATTERS?

Plan to attend if you:

- Represent or are a resident of a rural municipality in Canada
- Represent or are a resident of an urban village or town with a population of 10,000 or less in Canada
- Represent an industry, service or commodity group that serves rural Canada
- Have an academic or policy interest in forging a healthy and sustainable rural Canada
- Represent a provincial or federal government
- Are a rural/small urban youth or member of a 4-H group or other rural youth network
- Represent or are a resident of an Aboriginal community in rural and remote Canada

## À QUI S'ADRESSE LE SYMPOSIUM?

Le symposium s'adresse à vous si:

- vous êtes un(e) représentant(e) ou un(e) résident(e) d'une municipalité rurale du Canada;
- vous êtes un(e) représentant(e) ou un(e) résident(e) d'un village ou d'une municipalité urbaine canadienne de 10 000 habitants ou moins;
- vous représentez un secteur, un service ou un groupe de produits de base desservant le milieu rural canadien;
- vous portez un intérêt universitaire ou de politique à l'épanouissement d'un milieu rural sain et durable au Canada;
- vous représentez le gouvernement fédéral ou un gouvernement provincial;
- vous êtes un(e) jeune d'une municipalité rurale ou d'une petite municipalité urbaine et êtes membre ou non d'un réseau de jeunes ruraux;
- vous êtes un(e) représentant(e) ou un(e) résident(e) d'une collectivité rurale ou éloignée des Premières Nations.



our face or send mail to

our face or send mail to

## SIGN UP FOR UPDATES

Join our surface or electronic mailing lists for ongoing updates on Rural Matters! and automatically receive a registration package. Registration for Rural Matters! will open in the Fall of 2007.

To join our mailing list, fill out the form below, cut it out and either mail it to the AAMDC (address on back), fax it to Rural Matters! at (780) 955.3615, or e-mail [info@ruralmatters.ca](mailto:info@ruralmatters.ca).

For more information, please visit our website at [www.ruralmatters.ca](http://www.ruralmatters.ca).

Organization/Organisation \_\_\_\_\_

Name/Nom \_\_\_\_\_

Address/Adresse \_\_\_\_\_

Phone/Téléphone \_\_\_\_\_

Fax/Télocopieur \_\_\_\_\_

E-mail/Courriel \_\_\_\_\_

## D'ICI AU SYMPOSIUM

Recevez des mises à jour sur les préparatifs du symposium en vous inscrivant à notre liste d'envoi postal ou électronique, ce qui vous permettra aussi de recevoir votre trousse d'inscription sans avoir à en faire la demande. On pourra s'inscrire au symposium dès l'automne de 2007.

Pour vous inscrire à la liste d'envoi, inscrivez vos coordonnées ci-dessous et envoyez-les par la poste à l'AAMDC (adresse au verso), par télécopie, au (780) 955.3615, ou par courriel, à [info@ruralmatters.ca](mailto:info@ruralmatters.ca).

Pour plus de détails, allez à notre site web: [www.ruralmatters.ca](http://www.ruralmatters.ca).



To honour our centennial as a rural municipal Association, the Alberta Association of Municipal Districts and Counties is hosting Rural Matters! Forging Healthy Canadian Communities, a national symposium from July 5 – 8, 2008 in Edmonton, Alberta.

For more information about the Association visit [www.aamdc.com](http://www.aamdc.com)

**ALBERTA ASSOCIATION OF MUNICIPAL DISTRICTS AND COUNTIES**  
2510 Sparrow Drive Nisku, Alberta T9E 8N5 | Phone: (780) 955.3639 | Fax: (780) 955.3615

Afin de célébrer dignement notre centenaire en tant qu'association de municipalités rurales, l'Alberta Association of Municipal Districts and Counties tiendra le symposium national L'avenir rural : Pour de saines collectivités rurales, du 5 au 8 juillet 2008 à Edmonton (Alberta).

Pour de plus amples renseignements sur notre association, allez à [www.aamdc.com](http://www.aamdc.com)

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2510 Sparrow Drive Nisku, Alberta T9E 8N5 | Téléphone : (780) 955.3639 | Télécopieur : (780) 955.3615



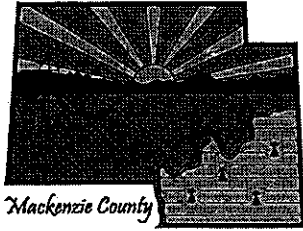
FORGING HEALTHY CANADIAN COMMUNITIES



Federation of Canadian Municipalities (FCM)  
24 Clarence Street Ottawa ON K1N 5P3 | tel. 613-241-5221 | [www.fcm.ca](http://www.fcm.ca)



Partners in Advocacy & Business



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	November 13, 2007
<b>Presented By:</b>	William Kostiw, Chief Administrative Officer
<b>Title:</b>	Zama Post Office

### BACKGROUND / PROPOSAL:

For discussion. See attached questionnaire that was sent to the Zama residents.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

For discussion.

Author: W. Kostiw

Review By: \_\_\_\_\_

CAO 





Attention anyone who receives their mail in the Zama Post Office

I have written to Canada Post requesting that the Post office no longer be located in the Zama Cardlock as of November 30, 2007. If you receive your mail here please take the time to fill out this questionnaire and fax it to Canada Post Yellowknife @ 1-867-873-5099. If you do not have a fax machine you can get Elvie to allow you to use our fax machine. All information is confidential, and staff at Zama Cardlock does not wish to see the contents so please fill it out correctly.

Zama Box# \_\_\_\_\_ General Delivery \_\_\_\_\_

Are you willing to sort the Zama mail for \$750.00 per month, it requires 8 hours per day Monday-Friday, and 4 hours on Saturday  
Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a location that would meet Canada Posts specifications and are you willing to take over the Canada Post contract for Zama @ \$750.00 per month  
Yes \_\_\_\_\_ No \_\_\_\_\_

Are you happy with the service that is provide in the Zama Post Office.  
Yes \_\_\_\_\_ No \_\_\_\_\_

How many years have you received your mail in the Zama post Office \_\_\_\_\_

How many times have you received open mailed from the Zama Post Office \_\_\_\_\_

How many times have you had a compalint about the Zama Post Office \_\_\_\_\_

Overall are you satisfied with the Zama Post Office located in Zama Cardlock, or would you prefer to have the Post Office located elsewhere in Zama.  
Satisfied \_\_\_\_\_ Relocate \_\_\_\_\_

Are there any changes that you would like to see in the Zama Post Office, or coments that you wish to make.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grand Opening Sept 9, 1996



Council - UPDATE - Zama City Postal Service

Please find enclosed the emails back and forth from myself to Chris Warkentin. Also enclosed is a letter from Jacquie Bateman (Zama Cardlock) to Canada Post regarding extending Postal Service until after Christmas 2007.

I did talk directly to Canada Post Lorette Ellis (867) 873-3859 on two occasions.

First Occasion: Not much help. Did review some of the concerns with the current Service as well as pressed her for what Canada Post's options were to continue the service after the cancellation of the current contract. She requested CAO & Reeve contact information in which I gave her the Fort Vermilion office.

Second Occasion: More help.

(this conversation followed email to and from Chris Warkentin, as well as the letter from the current contractor to extend services until after Christmas 2007).

Canada Post wishes to work with Mackenzie County to set up a Town Hall meeting in January to discuss with the Community Postal Service needs. Unsure if they have additional options in play at the moment. But truthfully there is no other space / business readily available for this service.

TO: CHRIS WARKENTIN, MP - NOVEMBER 9, 2007

Thank you for your response. I appreciate your concern for our dilemma and thank you for your actions so far. I have an update for you. The current contractor has agreed to continue with service until after Christmas 2007. Canada Post has contacted myself and is going to work in conjunction with Mackenzie County to set up a Town Hall meeting sometime in January to discuss the needs and possible solutions for the continuation of postal services in Zama City. Lorette Ellis, Canada Post rep from Yellowknife is coming to Zama in late November / early December and I hope to meet with her at that time to possibly discuss possible avenues to explore for the continuation of service. So the fire is banked for the time being, but I hope that we continue to stress from all angles the importance of Postal Service in our Community.

Sincerely,

Lisa Wardley  
Mackenzie County  
Councilor Ward 10 - Zama  
Wk: 780-683-2571  
Hm: 780-683-2384

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TO: LISA WARDLEY                      NOVEMBER 9, 2007

Thank you Lisa for informing me of your concerns with respect to postal service in Zama City and also bringing me up to date with your discussions and lack of co-operation from Canada Post in trying to access information regarding this important situation.

I too, am very concerned and want you to know I will do what I can to act on the community's behalf in making sure postal service is retained somehow at Zama City.

I have been in touch with Canada Post to express my concerns and as you experienced, they did not offer me a lot of information thus far. I will continue to press them on the issue and will keep you up to date and if you could do the same from your end it would be appreciated.

Thanks again Lisa for bringing this to my attention.

Regards,  
Chris

Chris Warkentin, MP  
Peace River Constituency  
Toll Free: 1-800-667-0456  
(780) 538-1677

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From: Lisa Wardley [mailto:[lwardley@bigeagle.ca](mailto:lwardley@bigeagle.ca)]  
Sent: Mon 05-Nov-07 11:46 AM  
To: Warkentin, Chris - Riding 1  
Cc: [lwardley@md23.ab.ca](mailto:lwardley@md23.ab.ca); [bkostiw@md23.ab.ca](mailto:bkostiw@md23.ab.ca)  
Subject: Zama City Postal Service

Good Morning Mr Warkentin

I am writing on behalf of the citizens of Zama City regarding Postal Service in our community.

I am the local Councilor for Mackenzie County Ward 10/Zama and it was brought to my attention that the current Postal Service provider was discontinuing service as of November 30, 2007. It is not a true Canada Post outlet, but a contracted service located within the local service station. I have attached the notice that was circulated within the community. It is a severe worry among the residents that with this announcement that Postal Service will revert back to High Level (1.5 hrs away), which is completely unacceptable. The Postal Outlet was opened in 1996, I truly do not think that Zama City can afford to lose this service.

Last week I called Canada Post to inquire regarding their plans for the service, my call was just returned this morning. I was requesting information as to the status of the service, what Canada Post's plans were to date and some information regarding expectations, regulations, requirements, costing etc so that it would be available for Mackenzie Council to make a decision on if Mackenzie County could take over the service contract for the postal service in the in-term until a new full-time home could be found. There is also a group of organizations in the Community that are working on a Multi-purpose Community Complex and one of the services that was designated to go there was Postal Service to be able to better serve the Community. (I have also attached the draft line drawing of this building)

I was just contacted by a representative from Canada Post who would not give me a contact number and also would not give any information regarding the service, the continuation of the service, or anything of use. She would only talk to someone in 'charge' in which I gave her our CAO contact information. I believe that Postal Service is an essential service and that customer service should excel, I do not think that this is the case in this matter.

I am requesting your support for continued Canada Post service within the Hamlet of Zama City, and the need to improve the service and communications for Postal Service in Northern Alberta.

Thank you for the moment of your time.

Sincerely,

Lisa Wardley  
Ward 10 / Zama Councilor  
Mackenzie County  
780-683-2571 wk  
780-683-2384 hm

[lwardley@md23.ab.ca](mailto:lwardley@md23.ab.ca)  
cc: Bill Kostiw, CAO Mackenzie County

ZAMA CARDLOCK  
BOX 122  
ZAMA, ALBERTA  
T0H 4E0

NOVEMBER 7, 2007

CANADA POST

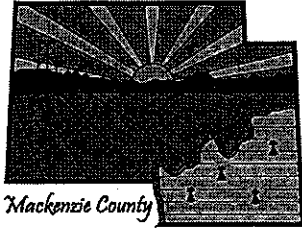
Attention: Lorette

As per our conversation this morning, I am willing to keep the Post Office open in Zama until after Christmas 2007. As for your suggestion of having a town hall meeting about the postal service in Zama, I think it is a good idea, however waiting until January to do so may be a mistake. Hopefully by January the oil patch workers in Zama will be busy, therefore unless you are willing to have it at 7:00 pm or later, most of the people who use the postal service will not be able to attend. I would suggest having it as soon as possible, as it is not extremely busy yet.

Thank-You



Jacquie Bateman



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Appointment of Members at Large to County Boards/Committees</b>

### BACKGROUND / PROPOSAL:

The following boards/committees were re-advertised to request for members at large:

- Agriculture Service Board (3)
- Subdivision and Development Appeal Board (3)
- Mackenzie Library Board (1)
- Rural Water Services Board (6)
- Fort Vermilion FCSS Steering Committee (7)

The deadline for applying to these boards is Friday, November 9<sup>th</sup>, therefore copies of the applications will be presented at the meeting.

### OPTIONS & BENEFITS:

### COSTS & SOURCE OF FUNDING:

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

**RECOMMENDED ACTION:**

MOTION 1

That the following members at large be appointed to the **Agriculture Service Board** for the period November 13, 2007 to October 2010:

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

MOTION 2

That the following members at large be appointed to the **Subdivision and Development Appeal Board** for the period November 13, 2007 to October 2008.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (alternate)

MOTION 3

That the following members at large be appointed to the **Mackenzie Library Board** for the period November 13, 2007 to October 2010.

\_\_\_\_\_

MOTION 4

That the following members at large be appointed to the **Rural Water Services Board** for the period November 13, 2007 to October 2010.

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

MOTION 5

That the following members at large be appointed to the **Fort Vermilion FCSS Steering Committee**.

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

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



**MEMBERS AT LARGE APPOINTMENTS  
TO VARIOUS COUNTY BOARDS/COMMITTEES  
NOVEMBER 13, 2007**

**Agriculture Service Board (Three Year Term)**

3 Positions Available

- Daryl Zielsdorf (Fort Vermilion)
- Richard Marshall (Rocky Lane)
- Joe Peters (Buffalo Head Prairie)
- Eric Jorgensen (Fort Vermilion)

**Assessment Review Board (One Year Term)**

1 Position Available (alternate)

- Eric Jorgensen (Fort Vermilion)

**Subdivision and Development Appeal Board (One Year Term)**

3 Positions Available (one is an alternate)

- Daryl Zielsdorf (Fort Vermilion)
- Richard Marshall (Rocky Lane)
- Wally Schroeder (La Crete)

**Mackenzie Library Board (Three Year Term)**

1 Position Available

- Dave Peters (La Crete)
- Lorraine Peters (La Crete)

**Rural Water Services Board (Three Year Term)**

6 Positions Available

- Richard Marshall (Rocky Lane)
- Wally Schroeder (La Crete)

*letter to Wally - not a rural resident*

**Fort Vermilion FCSS Steering Committee (Term??) *1 year***

7 Positions Available

- Corinne Ward
- Corrine Card
- Donna Guitard
- Cheryl Lizotte
- Daryl Zielsdorf
- Eric Jorgensen
- Anne Martens
- Lance Goudie
- Hali Ward

Louise Smith  
 Andy Crichton



## Carol Gabriel

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**From:** Country Gardens B&B [dziels@incentre.net]  
**Sent:** Thursday, November 08, 2007 11:35 AM  
**To:** Carol Gabriel  
**Subject:** Board appointments

Hello Carol,  
I will let my name stand for the Development Appeal Board, Ag board and FCSS committee.  
Regards  
Daryl

## Carol Gabriel

---

**From:** Richard Marshall [thestraycat35@yahoo.ca]  
**Sent:** Wednesday, November 07, 2007 11:48 PM  
**To:** Carol Gabriel  
**Subject:** board positions available to the public at large.

I'll start with the background information. I was born in Fort Vermilion, grew up in Rocky Lane, where I presently farm. I'm a licensed Heavy Duty Mechanic, operate out of a service truck during off farm season. I've served on the Subdivision & Development Appeal Board previously, ( a few years ago) and I am interested in doing so again. I am also interested in serving on the Agricultural Service Board and the Rural Water Services Board, I'm not sure what all is available, but if you are having trouble filling any of those positions, I'm available.

Richard L Marshall

---

Be smarter than spam. See how smart SpamGuard is at giving junk email the boot with the **All-new Yahoo! Mail**

927-3828

Box 1166

H.L.

Joe Peters  
Box 12  
Buffalo Head Prairie AB T0H 4A0

November 5, 2007

Mackenzie County  
Box 640  
Fort Vermilion AB T0H 1N0

Attention: Carol Gabriel

**SUBJECT: AGRICULTURE SERVICE BOARD**

I recently saw your ad in the Big Deal Bulletin for Agriculture Service Board members at large. I am interested in this position and feel I have the experience needed to be an asset to the board.

I have been involved in agriculture and farming for many years. Currently I have a share in a local farming company that farms approximately 10,000 acres per year in the Buffalo Head Prairie and High Level areas; prior to that I farmed my own land in Buffalo Head Prairie. I also have experience in the cattle industry. For the past 15 years I have built up my own herd of cattle. Earlier I was employed at and managed a feed lot for seven years.

During the past three years I have been a member at large on the ASB. I enjoyed working alongside other members, Councillors and County staff. While on the M.D. Council from 2001 to 2004 I was also appointed to the ASB.

I would like to join the Agricultural Service Board again and ask that you consider my application. If you have any questions please call me at 841-9692.

Sincerely,



Joe Peters

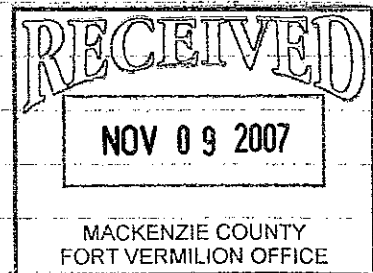
ERIC Jorgensen  
Box 55  
FORT VERMILION, AB  
T0H 1N0

November 9, 2007.

Dear Council Members;  
Please be advised I wish to  
put forth my name as a  
member at large for the  
Mackenzie County Agricultural  
Service Board for another 3 year  
term.

Thank you for your consideration;

Yours truly  
Eric J. Jorgensen



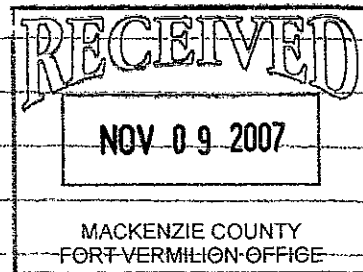
ERIC Jorgensen  
Box 55  
FORT VERMILION, AB  
T0H 1N0

November 9, 2007.

Dear Council Members,

Please be advised I am  
willing to let my name  
remain standing as an alternate  
for the Assessment Review Committee

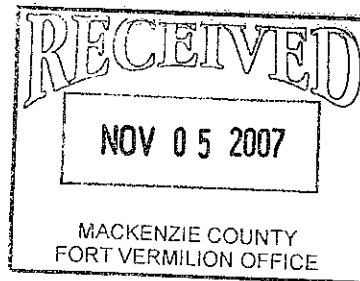
Yours truly  
Eric J. Jorgensen



Wally Schroeder  
Box 1166  
La Crete, Alberta  
T0H 2H0  
Phone: 780-928-2055

October 31, 2007

Executive Assistant  
Mackenzie County  
P.O. Box 640  
Fort Vermilion, Alberta  
T0H 1N0



To The Mackenzie County Council:

I have been made aware of the fact that there were not enough applicants for the Subdivision and Development Appeal Board. I have served on this board for 6 years. The time commitment for this board is minimal in that we hear an average of one or two appeals a year. Please consider me when filling the vacant positions on this board.

Please inform me at your convenience, as to your decision regarding my status on this board. My phone numbers are 928-2055 and 841-2826.

Thank you for considering my applications.

Sincerely yours;

Wally Schroeder



Dave Peters  
Box 126  
La Crete, Alberta  
T0H 2H0  
Phone: 780-928-2522

October 29, 2007

Executive Assistant  
Mackenzie County  
P.O. Box 640  
Fort Vermilion, Alberta  
T0H 1N0

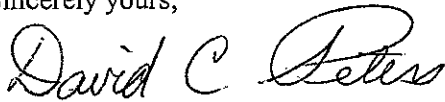
To The Mackenzie County Council:

I have been made aware of the fact that there were not enough applicants for the Mackenzie County Library Board. Please consider me when filling the vacant position on this board.

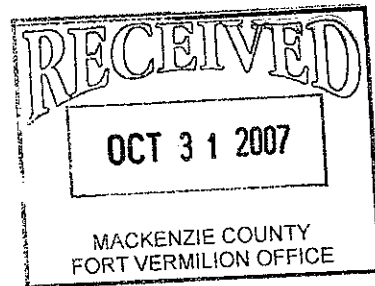
Please inform me at your convenience, as to your decision regarding my status on this board. My phone numbers are 928- 2522 and 926-0631.

Thank you for considering my applications.

Sincerely yours;



Dave Peters



Lorraine Peters  
Box 1908  
La Crete, AB  
T0H 2H0  
927-3315

Carol Gabriel  
Box 640  
Fort Vermilion, AB  
T0H 1N0

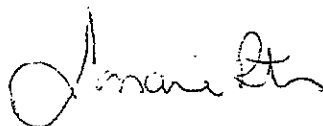
November 9, 2007

Please accept this letter as an application to sit on the Mackenzie Library Board. I am an avid reader and would like the opportunity to give something back to our community libraries.

I graduated from La Crete Public School with honours in 1991 and have continued my education through Athabasca University. I earned my certificate in Accounting and currently am employed part-time at Friesen Accounting in La Crete.

I enjoy volunteer work and have been on several committees at Hill Crest Community School and at the Cornerstone Church. These positions involved various activities such as writing proposals, fundraising and working directly with children. I am currently serving on the Library Committee at church.

Thank you for considering my application.



Lorraine Peters

Wally Schroeder  
Box 1166  
La Crete, Alberta  
T0H 2H0  
Phone: 780-928-2055

October 24, 2007

Executive Assistant  
Mackenzie County  
P.O. Box 640  
Fort Vermilion, Alberta  
T0H 1N0

To The Mackenzie County Council:

I have been made aware of the fact that there were not enough applicants for the Rural Water Services Board. Please consider me when filling the vacant positions on this board.

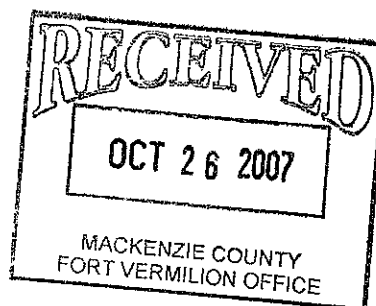
Please inform me at your convenience, as to your decision regarding my status on this board. My phone numbers are 928-2055 and 841-2826.

Thank you for considering my applications.

Sincerely yours;



Wally Schroeder

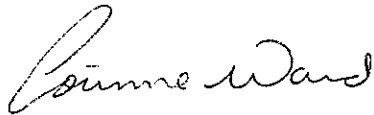


November 9, 2007

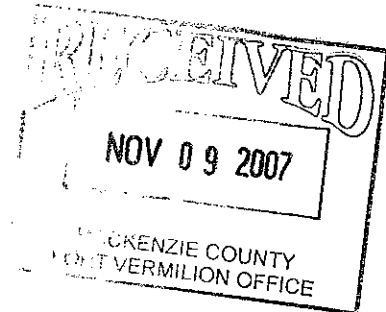
To whom it may concern,

My name is Corinne Ward and I am interested in being on the FCSS board. I have lived in Fort Vermilion most of my life and have regularly attended FCSS programs in the past 2 years. I feel that FCSS is an important part of the community, especially for the youth. I have also seen some of the changes that have come about after Mackenzie County has taken over. I really like the direction it is going in and would like to be a part of it. Thanks for the opportunity and hopefully I will hear from you soon.

Sincerely,



Corinne Ward  
927-3125



**Carol Gabriel**

---

**From:** Corrine Card [cardc@telusplanet.net]  
**Sent:** Friday, November 09, 2007 2:55 PM  
**To:** Carol Gabriel  
**Subject:** FCSS Board

Hi Carol

This letter is to inform you that I would be willing to participate on the FCSS steering committee for Fort Vermilion, as advertised in the local paper this week. I have experience doing board work and a long history of volunteering in the community in which I live. Currently I am the Residential Property Manager for Mackenzie Housing in Fort Vermilion. My contact phone numbers are: Home - 927-4921, Work - 927-3783, Cell - 841-9484.

Sincerely  
Corrine Card  
Box 788  
Fort Vermilion, Alberta  
T0H1N0

## Carol Gabriel

---

**From:** Donna Guitard [DonnaG@fvsd.ab.ca]  
**Sent:** Friday, November 09, 2007 3:36 PM  
**To:** Carol Gabriel  
**Subject:** FCSS steering committee

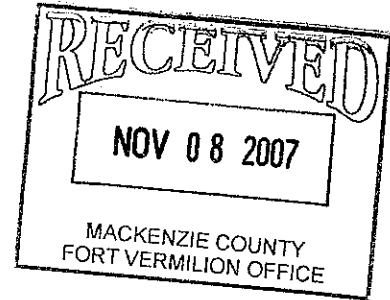
Good afternoon,

I would like to submit my name as a volunteer for the FCSS steering committee. I believe that the programs this organization offers to the community are extremely important for the youth of Fort Vermilion and would like to help support them.

Sincerely,  
Donna Guitard  
Grade One  
St. Mary's Elementary

November 8, 2007

Carol Gabriel  
Executive Assistant  
Mackenzie County



Attention Mrs. Gabriel:

Please accept this letter of interest for the Family and Community Support Services Steering Committee in Fort Vermilion.

I'm a married mother of 4 children that has lived in the community all my life. I currently hold a full-time position at the St. Theresa General Hospital and have worked here for the past 18 years. I volunteer with the local Minor Hockey Association and also with the On Eagles Wings youth group that was recently formed.

I would appreciate the opportunity to sit on your committee because of the sincere interest I have in the community and the people that live here. I can be reached at 927-6406 in the daytime and 927-3831 after 5:00 pm.

Sincerely,

Cheryl Lizotte

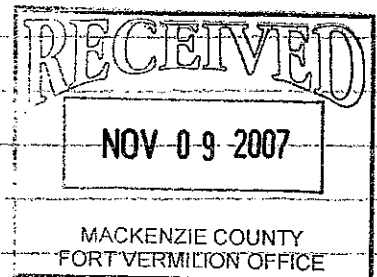
ERIC Jorgensen  
Box 55, Fort Vermilion, AB.  
T0H 1N0

November 9, 2007

Dear Council Members;

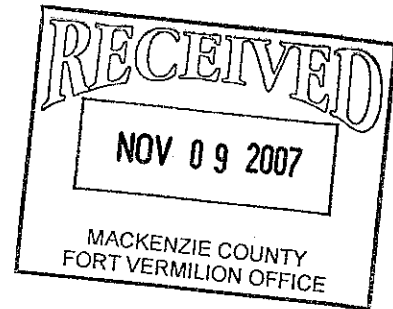
Please be advised I wish  
to put my name forth as  
a member of the FCSS  
Steering Committee for Fort  
Vermilion. I have had experience  
in this organization while it  
was managed by the Fort  
Vermilion Recreation Board.

Yours sincerely  
Eric N. Jorgensen





Anne Martens  
P.O. Box 61  
Fort Vermilion, AB T0H 1N0  
780-927-4998



November 8<sup>th</sup>, 2007

Mackenzie County  
P.O Box 640  
4511-46 Ave  
Fort Vermilion, AB  
T0H 1N0

To: Carol Gabriel, Executive Assistant

Re: FCSS volunteer board

Please accept this letter as my application to join the newly established Family and Community Support Board (FCSS) in Fort Vermilion.

As a long-time resident of Fort Vermilion I have participated in numerous FCSS programs over the years and strongly support their importance to the community. I also have several years of board experience sitting on the County of Mackenzie Regional Library Board. As a FCSS board member I would appreciate the opportunity to build a strong board and help continue their valuable services to our area.

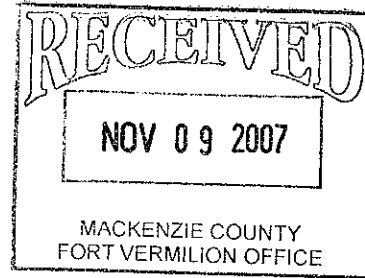
Thank you for your consideration.

Sincerely,

  
Anne Martens

Lance Goudie  
Box 877  
Fort Vermilion, Ab  
TOH 1NO  
780-927-3907(h)  
780-927-3706(w)

November 8<sup>th</sup>, 2007



Mackenzie County  
P.O Box 640  
4511-46 Ave  
Fort Vermilion, AB  
TOH 1NO

To: Carol Gabriel  
Executive Assistant

Re: FCSS Steering Committee

I would like to let my name stand to be on the FCSS steering committee. I'm very interested in helping assist any organization when it comes to children. I'm especially interested in helping implement new and existing programs for the teenagers in this community.

Sincerely,

A handwritten signature in cursive script that reads "Lance Goudie".

Lance Goudie

Hali Ward  
Box 92  
Fort Vermilion, AB  
TOH 1NO  
927-2395(h)

November 8<sup>th</sup>, 2007

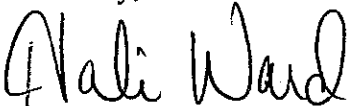
Mackenzie County  
P.O Box 640  
4511-46 Ave  
Fort Vermilion, AB  
TOH 1NO

To: Carol Gabriel, Executive Assistant

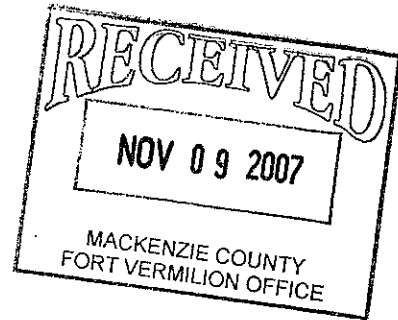
Re: FCSS volunteer board

I Hali Ward would like to be considered to sit on the FCSS board. I have worked for FCSS for about 7yrs and feel that I could bring a lot of knowledge to the table. I am interested in helping the community through FCSS, so please don't hesitate to call.

Sincerely,



Hali Ward







## MACKENZIE COUNTY

### SEEKS APPLICATIONS FOR APPOINTMENTS TO VARIOUS BOARDS

#### **AGRICULTURE SERVICE BOARD**

Mackenzie County is seeking applications to fill three (3) positions from the public at large, on the Agriculture Service Board.

The Agriculture Service Board acts as an advisory body and to assist the Council and the Minister in matters of mutual concern; to advise on and help organize and direct weed and pest control and soil and water conservation programs; to assist in the control of livestock disease; to promote, enhance and protect viable and sustainable agriculture; and to promote and develop agricultural policies to meet the needs of the municipality. The Board meets bi-monthly, or as necessary.

Appointments to the Board are made for a three-year term by the County Council.

#### **SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

Mackenzie County is seeking applications to fill three (3) positions from the public at large, on the Subdivision and Development Appeal Board.

It is the responsibility of the Subdivision and Development Appeal Board to hear all information relating to a subdivision or development appeal at the local level. The Board meets as necessary to hear appeals of subdivisions and development.

Appointments to the Board are made for a one-year term by the County Council.

#### **MACKENZIE LIBRARY BOARD**

Mackenzie County is seeking applications to fill one (1) position, from the public at large, on the Mackenzie Library Board.

The Library Board oversees the operation and funding requirements of the Fort Vermilion, La Crete, and Zama community libraries. The Board meets on a monthly basis.

Appointments to the Board are made for a three-year term by the County Council.

#### **RURAL WATER SERVICES BOARD**

Mackenzie County is seeking applications to fill six (6) positions, from the public at large, on the Rural Water Services Board.

This Board is established to provide recommendations to Council in determining options

and feasibility of providing rural residences with a rural water pipeline. The Board meets quarterly or as required.

Appointments to the Board are made for a three-year term by the County Council.

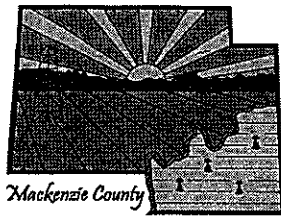
***Members-at-large, appointed to council committees, shall be paid a per diem when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable (Bylaw 559/06).***

To apply, please submit a letter of application outlining relevant experience and background information to:

Carol Gabriel, Executive Assistant  
Mackenzie County  
P.O. Box 640  
Fort Vermilion, AB T0H 1N0  
cgabriel@mackenziecounty.com  
Phone: 927-3718 Fax: 927-4266

In order to qualify, you must be a taxpayer of Mackenzie County and be at least 18 years of age.

**Deadline for applications is Friday, November 9, 2007.**



## MACKENZIE COUNTY

### NOTICE TO RESIDENTS

### Fort Vermilion FCSS Steering Committee

Mackenzie County is looking for seven (7) individuals in the Fort Vermilion service area who are interested in participating in the Fort Vermilion Family & Community Support Services (FCSS) Steering Committee.

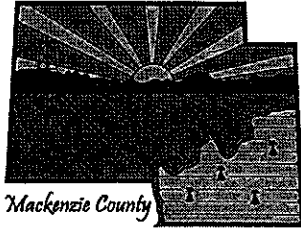
Please send a letter of interest by November 9, 2007 to:

Carol Gabriel, Executive Assistant  
Mackenzie County  
PO Box 640  
Fort Vermilion, AB  
T0H 1N0  
Fax: (780) 927-4266  
Email: [cgabriel@mackenziecounty.com](mailto:cgabriel@mackenziecounty.com)

Appointments to this Committee will be made by County Council at their November 13, 2007 Council Meeting.







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	November 13, 2007
<b>Presented By:</b>	William Kostiw, Chief Administrative Officer
<b>Title:</b>	Town of High Level Agreement

**BACKGROUND / PROPOSAL:**

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:**

Motion 1

That the 2002 – 2007 agreements with the Town of High Level be accepted and that the fire agreement be split.

Motion 2

That the Negotiating Committee Terms of Reference be adopted as presented.

Author: W. Kostiw

Review By: \_\_\_\_\_

CAO



**Town of High Level – Mackenzie County  
Municipal Services Agreement Committee  
Draft Terms of Reference**

**Background:**

Reciprocal resolutions from the Council's of the Town of High Level and Mackenzie County confirm that both parties are most desirous of entering into long term agreements for the provision of municipal services to their residents. To implement this direction, a Joint Negotiating Committee<sup>1</sup> is established, consisting of three elected representatives from each municipality. In addition, the CAO's of the Town and County will assist the negotiating committee in its deliberations.

Given that the parties acknowledge that responsible intermunicipal agreements are critical to the advancement of the region and that shared service delivery is both efficient and effective in providing municipal services, the following Guiding Principles and Committee Processes will serve as the basis of the deliberations.

**Guiding Principles:**

1. Time is of the essence. In as much as the Town and County have had considerable deliberations on the issues at hand, therefore striving for finalization of the agreements will be the collective goal of both the Town and County. Both parties confirm that agreements will be achieved no later than June 30, 2008.
2. Focus on principles. Both the Town and County will strive to minimize speculative public debate that merely retards progress and acknowledge that focusing on the principles necessary for agreement will be the shared objective.

**Committee Processes**

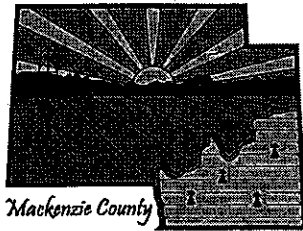
1. The Committee is delegated by their respective Councils with the responsibility to propose long-term Municipal Services Agreements. The results of the negotiations will be forwarded to the perspective Councils for formal adoption.
2. At the first meeting of the Committee the attached schedule of meeting dates will be adopted.
3. Unless unanimously agreed to by those attending the Committee meeting, all Committee meetings will not exceed four (4) hours from the time of commencement. Should unanimous consent to extend the time limit for the meeting not be granted the Committee shall stand adjourn until the next scheduled meeting.
4. At the commencement of each meeting of the Committee a presiding officer for that meeting with be selected from those attending. It is understood and agreed that the Town and County will rotate the responsibilities of recording secretary. Therefore if the selected presiding officer represents the Town, then the recording secretary will be the CAO from the County, while if the presiding officer is from the County, then the CAO from the Town will serve as the recording secretary for that meeting.
5. It will rest with the Committee to determine if any additional assistance is required to facilitate the committee's negotiations. The costs of any additional assistance will be shared equally.

---

<sup>1</sup> Negotiating Committee Members:

For the County: Reeve Neuman, Councillor John W. Dreiger, Councillor Stuart Watson and County Manager Kostiw  
For the Town: Mayor Schmidt, Councillor ???, Councillor ??? and Town Manager

6. The agenda for all Negotiating Committee meetings will be:
  - a) Call to Order
  - b) Selection of Presiding Officer
  - c) Adoption of Minutes from previous meeting
  - d) Regional Shared Service Agreements
    - (1) Fire and Rescue
    - (2) Airport
    - (3) Recreation Services
    - (4) Water Services
  - e) Economic Development Incentive Agreement
  - f) Intermunicipal Development Development Plan
  - g) Reports to Council
  - h) Adjournment
7. The Town and Council agree that they will advise each other in advance of the next scheduled meeting of any changes to their respective negotiating representatives.



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	November 13, 2007
<b>Presented By:</b>	William Kostiw, Chief Administrative Officer
<b>Title:</b>	Highway 88

**BACKGROUND / PROPOSAL:**

For discussion. *PER MEETING WITH Hon Luke O.*

**OPTIONS & BENEFITS:**

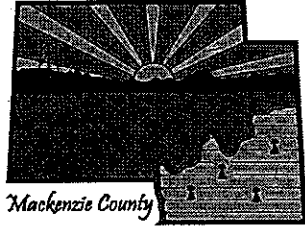
**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:**

For discussion.

Author: W. Kostiw Review By: \_\_\_\_\_ CAO 





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Business Plan</b>

**BACKGROUND / PROPOSAL:**

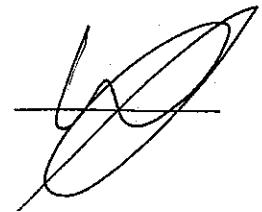
A revised Business Plan is attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:**

That the 2008 – 2010 Business Plan for Mackenzie County be approved as presented.

**Author:** W. Kostiw      **Review By:** \_\_\_\_\_ **CAO** 





**DRAFT**

# Mackenzie County

## Business Plan 2008 - 2010

November 2, 2007

# Business Plan

## Table of Contents

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## Introduction:

The Mackenzie County is uniquely positioned in the Province of Alberta to expand opportunities and advance the quality of life for its residents. Without question our County is a great place to live and work. Our municipality is the largest County in the Province, covering an area of 80,485 sq. kms, or approximately 12% of the total landmass of the Alberta. Situated in the far north of the Province we face significant challenges of both distances from markets and access to needed services. Building on the key fundamentals of sound fiscal and infrastructure planning, the Council and staff of the County together with a committed volunteer community are dedicated to ensuring that Mackenzie will continue to grow and prosper.

We are determined to strengthen the economic opportunities of our residents through sound planning and efficient use of our resources. Responding to the world's need for sustainable resources, our County is positioned to access the full opportunities that are available. But we can not rest on our laurels. To maintain and enhance our statement of core values of "*Efficient, fiscally responsible organization that is sincere, approachable, treats people with respect and maintains a high degree of integrity*" we as Reeve and Council, together with all of the dedicated staff who provide our County with the best service at a responsible tax rate have set out our plan for the next three years.

## Message from the Reeve and Council

*To Our Residents of Today and Tomorrow:*

We, the Council of Mackenzie County take great pride in outlining our 2008 – 2010 Business Plan. Our Plan is the culmination of a Strategic Planning Session that we, together with our Senior Administrator charted our County's course for the next three years.

As we implement our Business Plan we are confident that our County will continue to be a great place to live and work with experience and responsible leaders who work well together.

*Council of the Mackenzie County*

\_\_\_\_\_  
Reeve Greg Newman

\_\_\_\_\_  
Councillor Peter Braun;

\_\_\_\_\_  
Councillor John Driedger;

\_\_\_\_\_  
Councillor Dicky Driedger;

\_\_\_\_\_  
Councillor Ed Froese;

\_\_\_\_\_  
Councillor Bill Neufeld ;

\_\_\_\_\_  
Councillor Raymond Toews;

*D. Newman* \_\_\_\_\_  
Councillor Walter Sarapuk;

\_\_\_\_\_  
Councillor Stuart Watson

\_\_\_\_\_  
Councillor Lisa Wardley;

\_\_\_\_\_  
William (Bill) Kostiw, Chief Administrative Officer of the Mackenzie County  
Adopted by Council: \_\_\_\_\_

## Our Action Plan:

<b>Core Activity 1: Governance &amp; Leadership</b>	<b>Activity:</b>	<b>Assigned to:</b>	<b>Report Date:</b>	<b>Completion Target:</b>
	Adopt a Three-year Business Plan	Council/Administration	September 2007	November 2007
	Update Business Plan	Council/Administration	Annually	June/July each year
	Review Council Procedural ByLaw meetings/agenda schedule – Explore revised Budget Process	Council	September 2007	November 2007
	Complete 205.1 CAO evaluation	Council	May/June annually	July each year
	Complete an annual Council evaluation	Council	May/June annually	July each year
<b>Fiscal Program</b>	Confirm Mill Rate Principles	Council	Annually	June each year
	Confirm Fiscal Strategies that ensure County's Reserves will equal 20% of annual operational budget	Council/Administration	September each year	November each year
	Conduct Public Hearings on Budget	Council	Annually	November each year
	Examine redundant programs and services and recommend their removal	Administration	April 2008	October 2008
	Aggressively seek available grants and transfer payments	Administration	On going	On going
	Complete alternative revenue analysis	Administration	June 2008	September 2008

<b>Relationships</b>	Confirm and adopt an Intermunicipal Cooperation Agreement with the Town of High Level	Council/Administration	Immediate	Spring 2008 (No later than July 31, 2008)
	Review Intermunicipal Cooperation Agreement with the Town of Rainbow Lake	Council/Administration	Spring 2008	At least six months prior to expiration of existing agreements
	Report on Meetings with municipal partners	Council/Administration	Quarterly	Ongoing
	Adopt a First Nation's Protocol	Council/Administration	Spring 2008	Fall 2008
	Report on Meetings with Municipal/Provincial and Federal representatives	Reeve and Council	Quarterly	Ongoing
	Report on Meetings with Health and Education authorities	Council/Administration	Quarterly	Ongoing
<b>Communications</b>	Adopt an updated Communications Plan	Council	Fall 2007	April 15, 2008

<b>Core Activity 2: Infrastructure and Municipal Services</b>	<b>Activity:</b>	<b>Assigned to:</b>	<b>Report Date:</b>	<b>Completion Target:</b>
	Target completion of Zama hamlet water/wastewater management plan as expeditiously as possible	Council/Administration	Immediate	Subject to construction program – Spring 2008
	Confirm 2008 Capital Budget	Council/Administration	October 2007	Budget adoption – December 2007
	Confirm elements of Three-year Capital Program	Council/Administration	October 2007	December Budget approvals
	Confirm elements of Seven-year Capital Plan	Council/Administration	October 2007	December Budget approvals
	Confirm infrastructure Grant Requests	Administration	September 2007	December Budget approvals
	Confirm gravel supply for Wards 8 & 9	Administration	September 2007	December 2007

	Confirm County's Road Renewal Programme with emphasis on targeted roadways established through a structured Transportation Master Plan analysis	Council/Administration	April 2008	Road Renewal Program to be announced in the Fall of each year as part of Budget process
	Continue to vigorously advocate for the paving of Highway 88	Council/CAO and Community	Ongoing	Ongoing
	Confirm County's hamlet sidewalk, water/waste water renewal initiative and ensure renewals are completed in a determined fashion	Council/Administration		Confirmation of 2008 County hamlet renewal program immediately with construction tendered early in the Spring
	Review options and alternatives for County regional facilities necessary to enhance public services in the county with specific attention to the hamlet of La Crete	Council/Administration	Budget Discussion Fall of 2008	Fall of 2008
	Complete an update for the functional plan for the La Crete Facilities	Administration	September 2007	January 2008
<b>Core Activity 3: Community Services</b>	<b>Activity:</b>	<b>Assigned to:</b>	<b>Report Date:</b>	<b>Completion Target:</b>
	Initiate structured approach to ensure County's Medical and Educational facilities reflect the community's aspirations	Council/Community/ Administration	Status Report Quarterly	Ongoing
	Working with regional partners, maintained determined advocacy for an Alberta Open Skies policy for commuter air service	Council/CAO and community	Ongoing	Ongoing
	Ensure completion of a County Recreation Master Plan	Council/Administration	February 2008	October 2008
	Confirm Community Crime Prevention Strategy	Council/Community/ Administration	Spring 2008	Fall 2008

<b>Core Activity 4: Planned Development</b>	<b>Activity:</b>	<b>Assigned to:</b>	<b>Report Date:</b>	<b>Completion Target:</b>
	Adopt an updated Mackenzie County Municipal Development Plan (MDP) that confirms direction to achieve an annual population growth of 10-15%	Council and Administration	Commenced process in 2007	Adoption of ByLaw in 2008

<b>Core Activity 5: Economic Development</b>	<b>Activity:</b>	<b>Assigned to:</b>	<b>Report Date:</b>	<b>Completion Target:</b>
<b>Business Friendly Climate</b>	Proceed with aggressive economic development strategy that compliments the strengths of the County	Council/Administration	Quarterly	Ongoing
	Adopt a Mackenzie County Economic Strategy	Council/Administration	March 2008	Summer 2008
	Reporting on potential investors	Administration	Quarterly	Ongoing
	Ensuring County Planning documents provide for efficient and effective utilization of existing and proposed County lands	Council/Administration	Annually in May	Ongoing
	Annual review of promotional materials used by both our partners as well as ourselves in profiling the County	Council/Administration	Immediate	November 2008

## Setting the Stage:

### Our County has:

<ul style="list-style-type: none"> <li>➤ A population of 10,002 (Fed census 2006 – a 13.3% increase over census 2001 of 8,830)</li> </ul>	<ul style="list-style-type: none"> <li>➤ A total area of 80,484 square kilometres</li> </ul>
<ul style="list-style-type: none"> <li>➤ 3,169 dwelling units and a population density of 0.1/square Km</li> </ul>	<ul style="list-style-type: none"> <li>➤ 1,726 kilometres of maintained roads and 44 kilometres of waste water mains and 73 kilometres of water mains</li> </ul>
<ul style="list-style-type: none"> <li>➤ Our services are provided from facilities located in Zama, La Crete, Fort Vermilion and the communities of Blue Hills, Buffalo Head, Rocky Lane and the Town of High Level and Rainbow Lake.</li> </ul>	<ul style="list-style-type: none"> <li>➤ We continue to expand our parks and community facilities to reflect the enhanced quality of life which makes Mackenzie County a leader in sustainable approaches to ensuring that our vast resources are environmentally and fiscally responsibly accessed.</li> </ul>
<ul style="list-style-type: none"> <li>➤ A vast and diverse landscape that includes Alberta's largest river and Alberta's largest free roaming buffalo herd. Our strength is our residents who understand the challenges of nature and who take pride in building a wonderful place to live, work and raise a family.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Our plan is to strengthen our approaches to sustainable development. Working in collaboration with our residents, industry and government partners we will ensure that Mackenzie County achieves its objectives.</li> </ul>

### Our Community characteristics (2001 data as 2006 data awaiting release):

Age	Mackenzie Total	Male	Female	AB Total	Male	Female
Total	8,830	4,535	4,295	2,974,805	1,486,590	1,488,220
0-4	1,155	625	530	186,430	95,270	91,165
5-14	2,110	1,090	1,015	431,160	220,975	210,185
15-19	860	435	425	222,960	114,040	108,925
<b>0-19 (47%)</b>	<b>4,125</b>	<b>2,150</b>	<b>1,970</b>	<b>840,550</b>	<b>430,285</b>	<b>410,275</b>
20-24	695	340	355	215,125	109,735	105,395
25-44	2,340	1,180	1,160	948,740	475,920	472,825
45-54	725	370	355	420,890	213,290	207,600
<b>20-54 (43%)</b>	<b>3,760</b>	<b>1,890</b>	<b>1,870</b>	<b>1,584,755</b>	<b>798,945</b>	<b>785,820</b>
55-64	505	265	240	241,090	120,805	120,285
65-74	275	155	120	173,190	83,865	89,325
75-84	120	50	65	102,350	42,285	60,060
85 & over	45	15	20	32,860	10,410	22,455
<b>55 + (10%)</b>	<b>945</b>	<b>485</b>	<b>445</b>	<b>549,490</b>	<b>257,365</b>	<b>292,125</b>
Median	22.0	21.5	22.5	35	34.4	35.6
% 15 & over	63.0	62.1	64.0	79.2	78.7	79.8



<b>Mobility Status</b>	<b>Mackenzie Total</b>	<b>Male</b>	<b>Female</b>	<b>AB Total</b>	<b>Male</b>	<b>Female</b>
Where people were 5 years ago						
Total 5 yr +	7,605	3,860	3,745	2,753,825	1,376,840	1,376,980
Same address	5,455	2,740	2,715	1,399,580	696,580	703,005
Same province	1,785	950	835	1,032,330	516,775	515,555
Diff. Province	360	170	195	321,910	163,490	158,425

<b>Immigration Characteristics</b>	<b>Mackenzie Total</b>	<b>Male</b>	<b>Female</b>	<b>AB Total</b>	<b>Male</b>	<b>Female</b>
Where people were 5 years ago						
Total	8,760	4,480	4,275	2,941,1505	1,472,640	1,468,510
Canadian Born	8,275	4,230	4,045	2,485,535	1,251,830	1,233,710
Foreign Born	470	245	225	438,335	212,605	225,735
Immigrated before 1991	380	195	190	308,415	151,710	156,700
Immigrated between 1991 – 2001	90	55	30	129,920	60,890	69,030
Non-permanent residents	20	10	10	17,275	8,205	9,070

<b>Language First learned and Still Understood</b>	<b>Mackenzie Total</b>	<b>Male</b>	<b>Female</b>	<b>AB Total</b>	<b>Male</b>	<b>Female</b>
Total	8,760	4,485	4,275	2,941,1505	1,472,640	1,468,510
English Only	2,975	1,535	1,445	2,379,515	1,199,310	1,180,205
Other then French or English	5,765	2,935	2,825	497,205	241,155	256,060

<b>Aboriginal Population</b>	<b>Mackenzie Total</b>	<b>Male</b>	<b>Female</b>	<b>AB Total</b>	<b>Male</b>	<b>Female</b>
Total	8,760	4,485	4,275	2,941,1505	1,472,640	1,468,510
Aboriginal identity	910	475	435	156,220	75,945	80,270
Non Aboriginal population	7,855	4,010	3,845	2,784,925	1,396,690	1,388,235

<b>Religion</b>	<b>Mackenzie Total</b>	<b>Male</b>	<b>Female</b>	<b>AB Total</b>	<b>Male</b>	<b>Female</b>
Total	8,760	4,485	4,275	2,941,1505	1,472,640	1,468,510
Protestant	6,025	3,065	2,960	1,145,455	544,860	600,600
Catholics	935	480	450	786,365	386,170	400,195
No religion	840	425	415	694,840	385,165	309,675

<b>Industry</b>	<b>Mackenzie Total</b>	<b>Male</b>	<b>Female</b>	<b>AB Total</b>	<b>Male</b>	<b>Female</b>
Experienced labour force	3,745	2,365	1,380	1,681,985	913,385	768,595
Agriculture/other resource	1,070	840	230	184,105	134,380	49,725
Manufacturing/construction	700	620	80	264,940	213,885	51,055
Wholesale and retail trade	425	235	190	258,740	133,770	124,970
Finance and real estate	70	20	50	84,335	34,640	49,695
Health and education	535	95	440	259,050	58,095	200,955
Business services	500	365	130	316,265	190,780	125,490
Other services	445	190	260	314,545	147,825	166,715

## *We Believe that our Core Activities are:*

1. Governance and Leadership
  - Fiscal
  - Relationships
  - Communications
2. Infrastructure and Municipal Services
  - County Roads
  - Hamlet Roads
  - Municipal Services
3. Community Services
  - Recreation and Parks
  - Protective Services
4. Planned Development
5. Economic Development

## *Core Activity One: Governance and Leadership*

*"We will provide responsible leadership and good government for our communities."*

### *Our Strategic Objectives for Governance and Leadership are:*

#### **A fiscal program that:**

- Explores a revised Budget Process that reflects Council's direction and ensures completion prior to commence of budgetary year.
- Continues to follow sound fiscal management practices by:
  - Continuing with our Balanced Budget policy.
  - Examining best practises for Budget deliberations.
  - Ensuring that our mill rate policy reflects our community's aspirations.
  - Conducting an annual business planning session and provides quarterly reports.
  - Setting in motion a process to identify alternative revenue streams.
- Ensures that effective policies are maintained.
- Provides for visionary direction to the County.

**Encourages stronger relationships that:**

- Strengthen the region's opportunities, fosters innovation and encourage sustainable programs and services through effective and responsible intermunicipal agreements and protocols with neighbouring municipalities and First Nations.

**A communications Program that:**

- Provides timely information on the County's programs and services to our residents.

*Our Key Results for Governance and Leadership will be measured by:*

A fiscal program that:

- Annually publishes and updates our Three-year Business Plan that has both an annual Operating and Capital Budget as well as a three year Capital Program and seven year Capital Plan to confirm that it is balanced.
- Annually reports on Council's determination that the County's revenue plan will by 2010 consist of:
  - 73% Property Tax derived revenue
  - 9% User Fees and charges derived revenue
  - 18% Transfer payments from other levels of government
- Annually reports on our fiscal strategy so that we can confirm that our fiscal position remains equitable and balanced.
- Issue an Annual Report on the results of the fiscal policy whereby any new additions to the expenditure plan require an equal dollar reduction to maintain the balanced strategy.
- Prepare an Annual update of the one capital budget, three-year Capital Program and seven-year Capital plan that enhances municipal services within a structured policy that reflects that capital expenditures will consist of:
  - 11% Funds previously reserved for the project
  - 8.5% Funds provided from this years tax/user charges revenue
  - 33% Funds borrowed
  - 47.5% Funds provided by other levels of government
- Confirms our fiscal strategy that seeks to ensure that the County has maintained in reserves an amount that matches one year of municipal operations excluding capital projects.
- Annually issues an updated Three-year Business plan together with previous quarterly reports on results.

Relationships where we will:

- Aggressively seek options and alternatives to strengthen our relationships with our urban partners.

- Examine closely the nature of existing relationships with our neighbours and focus on improving them.
- Examine options to strengthen our relationship with the First Nations communities situated within the County.
- Undertake regular meetings with key assessment accounts to strengthen relationships and reporting to Council on the nature of the meetings.
- Regularly reporting to Council, the nature of our meetings with our municipal partners.
- Regularly reporting to Council, the nature of our meetings with our Provincial and Federal representatives.
- Regularly reporting to Council, the nature of our meetings with our Health and Education authorities.

Communications where we will be:

- Adopting by April 15, 2008 an updated Communication Plan for the municipality.

## *Core Activity Two: Infrastructure and Municipal Services*

*"We will ensure that our infrastructure continues to be renewed in a fiscally responsible manner and our municipal services encourage innovation and cost effectiveness."*

*Our Strategic Objectives for Infrastructure and Municipal Services are:*

- An efficient and well-maintained County consisting of a number of communities that:
  - Continues to ensure that our residents are provided with effective infrastructure and municipal services that fosters positive growth by:
    - Targeting the commencement and completion of the hamlet of Zama water/wastewater management plan as quickly as possible.
    - Confirming through the adoption of a Transportation Master Plan established standards and impacts of ensuring that county roads are maintained at a standard set by Council, this will be the focus of our County road program for 2008.
    - Confirming the County's hamlet Sidewalk Renewal initiative and ensuring that sidewalk renewals are completed in a determined fashion.
  - Continuing to vigorously advocate for the paving of Highway 88.
  - Commencing a structured analysis of options and alternatives for County hamlet beautification and enhanced public facilities during the 2008 budget deliberations this fall.

*Our Key Results for Infrastructure and Municipal Services will be measured by:*

- An efficient and maintained community that:
  - Is based on a structured road, street, sidewalk and water/wastewater renewal program that ensures priorities for capital and maintenance are clearly defined and executed.
  - Has an Infrastructure Program that contains a fiscal plan necessary to fund the required facilities.

## *Core Activity Three: Community Services*

*“We will strive to ensure that Mackenzie County is a great place to live, work and raise a family.”*

*Our Strategic Objectives for Community Services are:*

- To work in conjunction with our diverse volunteer base where we will:
  - Initiate a structured approach to ensuring that our Medical and Educational facilities continue to reflect our communities aspirations.
  - Adopt by the fall of 2009, a Mackenzie County Recreation and Parks Master Plan that confirms operational elements such as staffing, programming, etc.
  - Confirm a Community Crime Prevention Strategy for the County.

*Our Key Results for Infrastructure and Municipal Services will be measured by:*

- A continued presence for the County residence of both strong medical facilities and services, and full K-12 educational facilities.
- The adoption of the Recreation and Parks Master Plan by no later than December 2009.
- The adoption of a structured Community Crime Prevention Strategy by no later than the Fall of 2008.

## *Core Activity Four: Planned Development*

*“Our County will reflect our residents by ensuring that developments proceed within sustainable framework that is innovative and fiscally responsible.”*

*Our Strategic Objectives for Planned Development are:*

- To maintain and strengthen sound land use planning for our County that:
  - Ensures that our planning documents embrace innovation that foster a realistic reliance upon both residential and non-residential assessment.
  - Ensures that our planning documents promote the establishment of sound developments as a result of increased pressure to respond to national and global economic activities.

*Our Key Results for Planned Development will be measured by:*

- Annually reviewing our Land Use Bylaw to ensure that innovation is embraced.
- Adopting by the Spring 2010 an updated Mackenzie County Municipal Development Plan.

## *Core Activity Five: Economic Development*

*“Our County will adopt policies that encourage investment and opportunity while balancing the requirement to preserve and maintain playgrounds and community open spaces for our residents in our hamlets and the County as a whole.”*

*Our Strategic Objectives for Economic Development are:*

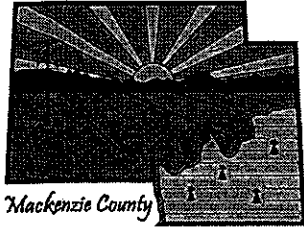
- To maintain and strengthen our business-friendly climate that:
  - Ensures that potential investors are apprised of our County’s opportunities.
  - Works both in collaboration with our regional partners and separately in profiling the County.
- To ensure that a complimentary marketing program to attract economic investment is undertaken.

*Our Key Results for Economic Development will be measured by:*

- Adopting a Mackenzie County Economic Strategy that strengthens partnerships with existing Economic Development alliances, the Northern Alberta Development Council and local businesses.

- Reporting to Council each November the number and nature of potential investors that have approached the County looking to locate.
- Annually reviewing and updating the County's material that is used to profile our advantages so that a complimentary marketing program to attract economic investment is undertaken.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	November 13, 2007
<b>Presented By:</b>	William Kostiw, Chief Administrative Officer
<b>Title:</b>	Organizational Chart

### BACKGROUND / PROPOSAL:

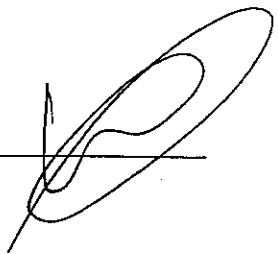
The organizational chart is being presented for approval.

### OPTIONS & BENEFITS:

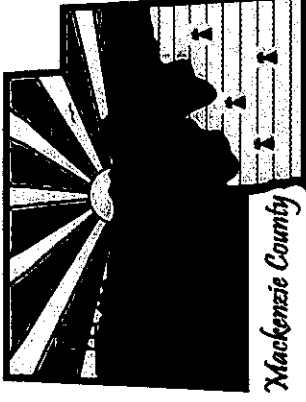
### COSTS & SOURCE OF FUNDING:

### RECOMMENDED ACTION:

That the organizational chart for Mackenzie County be approved as presented.

Author: W. Kostiw Review By: \_\_\_\_\_ CAO 





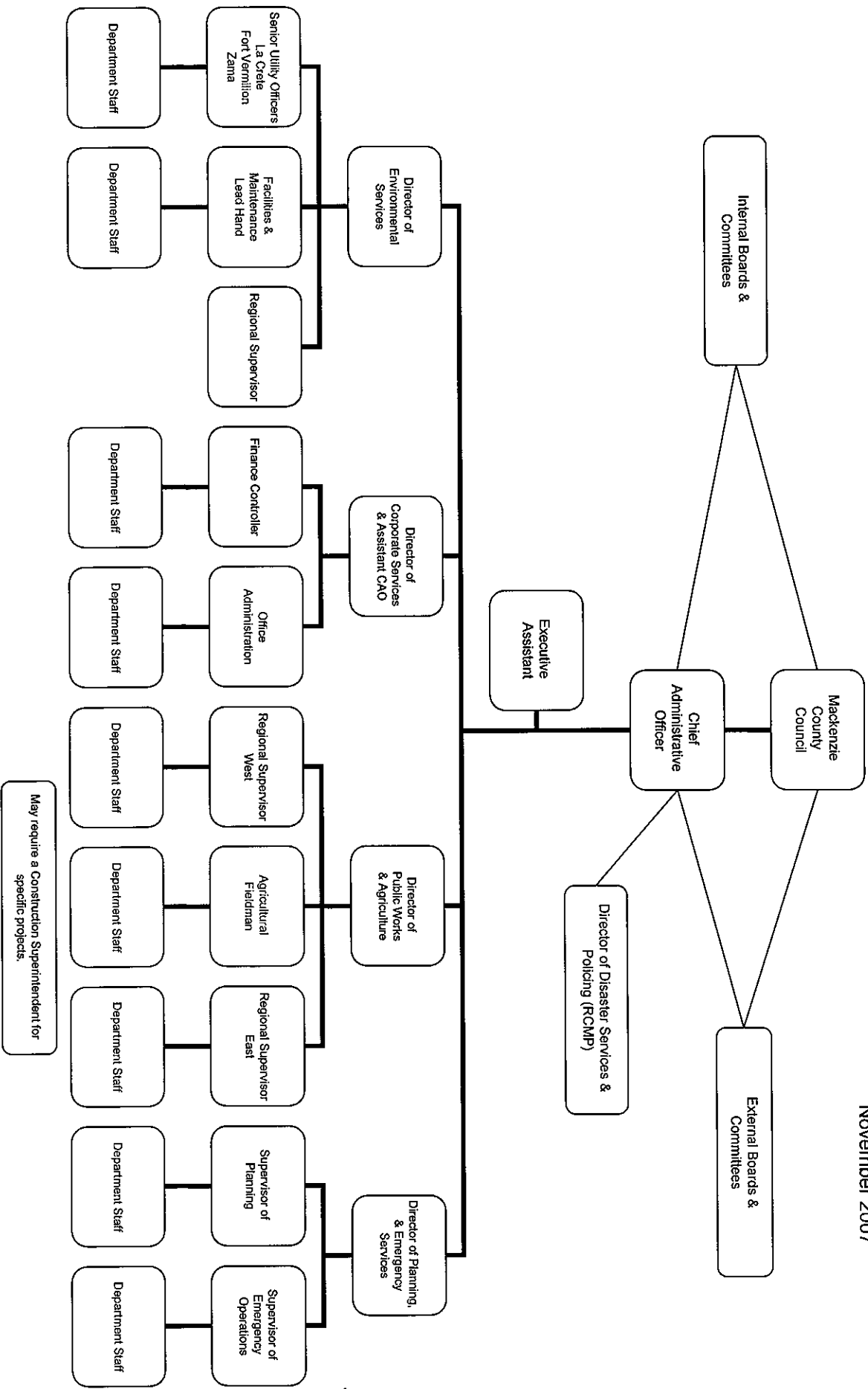
# Mackenzie County Organizational Structure

November 2, 2007

**DRAFT**

LB1

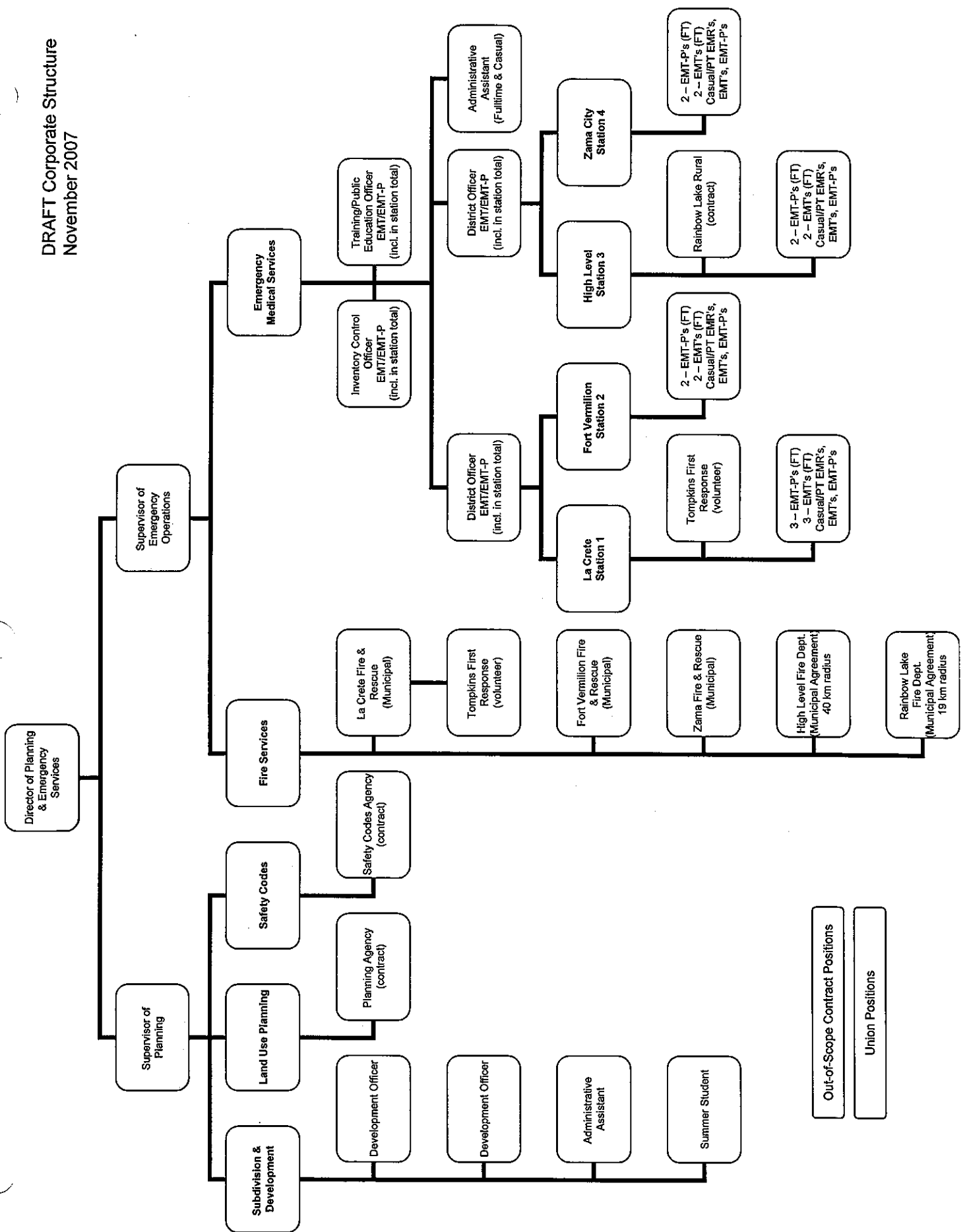
DRAFT Corporate Structure  
November 2007



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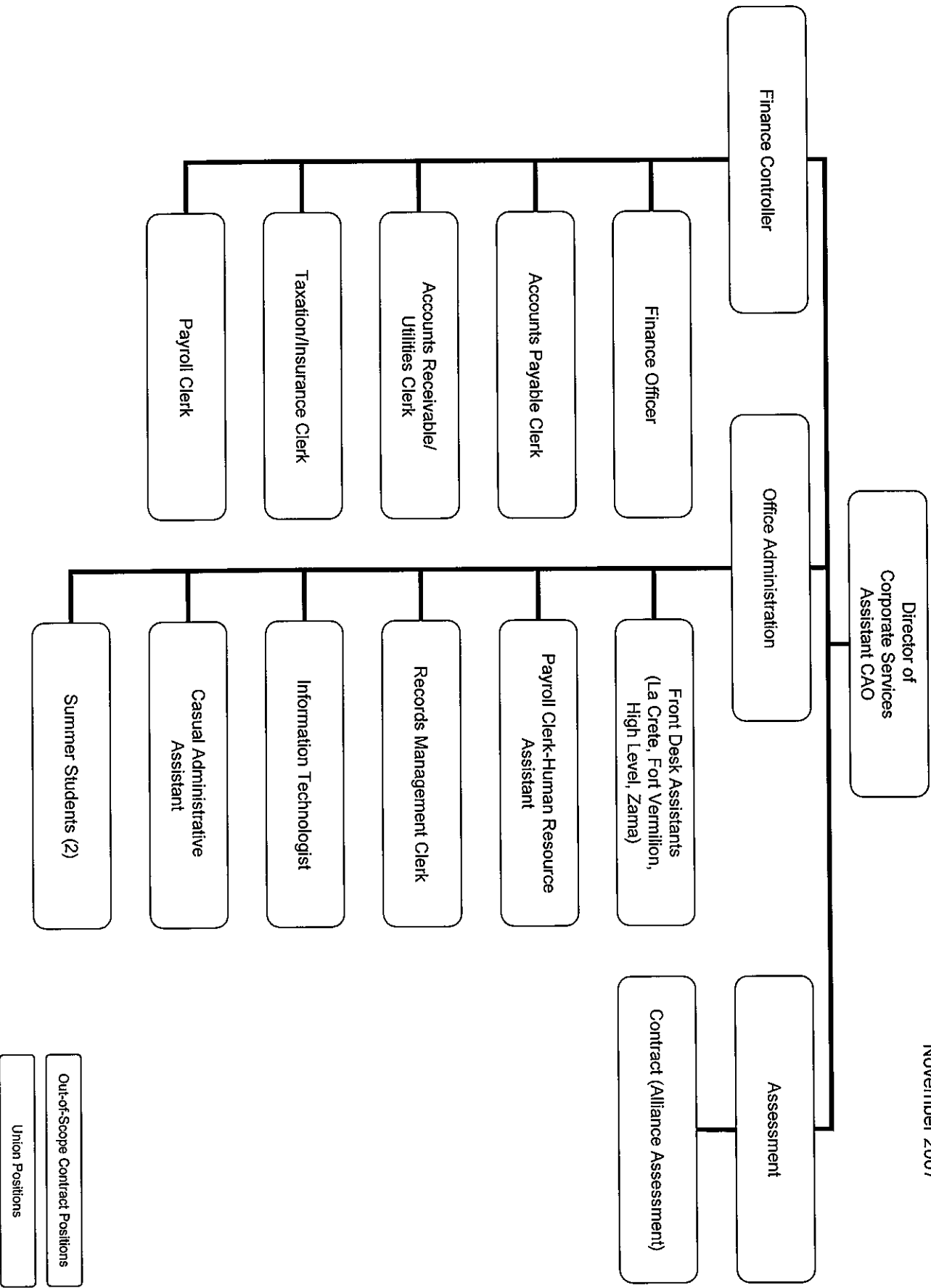
Contract, Out-of-Scope Positions

DRAFT Corporate Structure  
November 2007



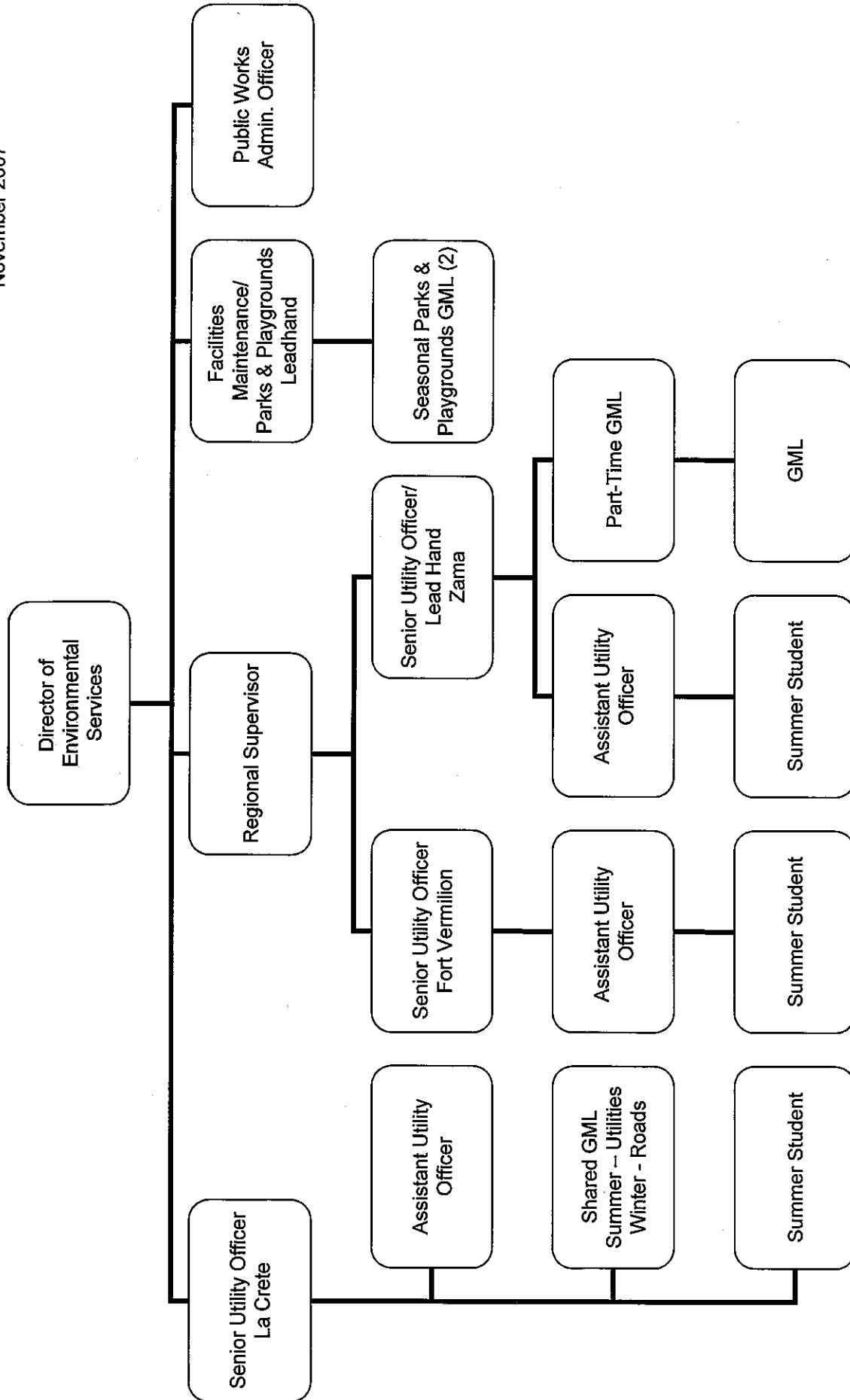
Out-of-Scope Contract Positions

Union Positions



Out-of-Scope Contract Positions

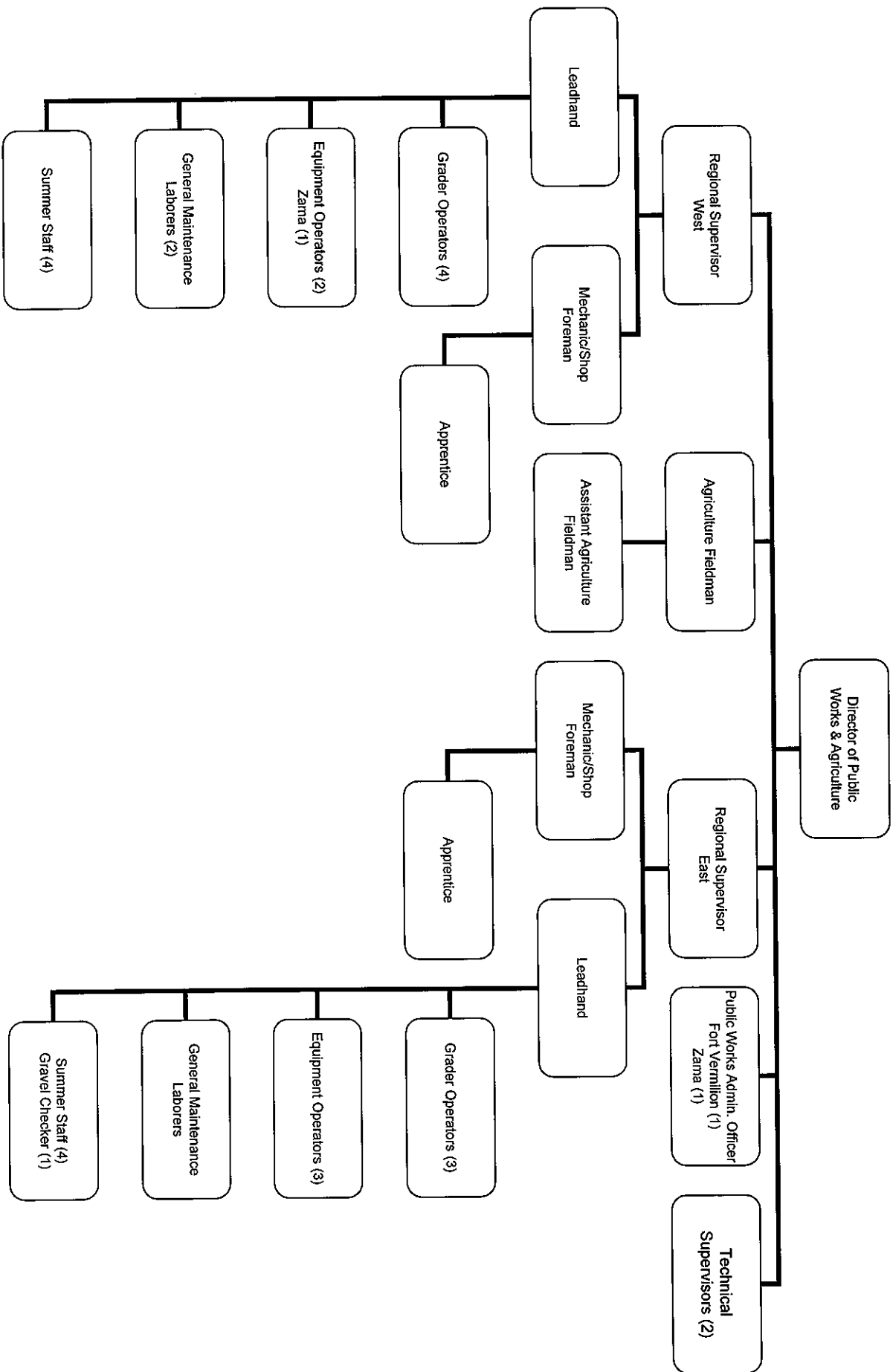
Union Positions



Out-of-Scope Contract Positions

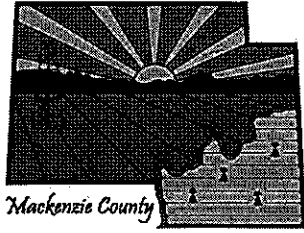
Union Positions

DRAFT Corporate Structure  
November 2007



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# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

**BACKGROUND / PROPOSAL:**

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

	Page
• Fort Vermilion Metis Local #74	195
• Fort Vermilion Senior's Supper	196
• Mighty Peace Tourist Association – Prospects North	197
• Stewart, Weir & Co. Ltd. Changes	201
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•	
•	
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**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

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

Author: C. Gabriel Review by: CAO

**Author:** W. Kostiw **Review Date:** May 16, 2007 **CAO** \_\_\_\_\_

**Fort Vermilion  
Metis Local # 74**

Box 72 Fort Vermilion, Alberta T0H1N0

October 5, 2007

Local Business and Organizations

November is Family Violence prevention month, and in recognition of this The Fort Vermilion Metis Local #74 is hosting a violent toy exchange on November 24, 2007. We have rented 2 tables for this at the annual arts and crafts bazaar being held at the Fort Vermilion community complex. The concept is for Kids to bring in violent toys and we exchange them for non violent toys. We are looking for local business and organizations to help us with this project.

We would like the local RCMP to help by being there and having a friendly first meeting with the children. The other organizations and business we would like them to help by donating non violent toys and help with advertising this initiative. The Metis Local will be buying toys but could use donations of toys as well. Any leftover toys would be donated to the Christmas hamper program.

Thank – you for your consideration in helping with this project. We look forward to working with you on this prevention of Family violence initiative.

Sincerely



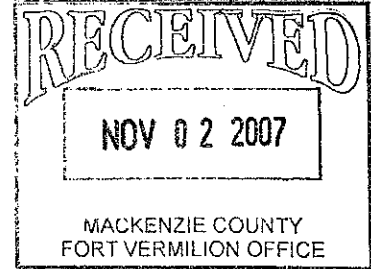
Corrine Card  
President  
Fort Vermilion Metis Local #74

Corrine 841-9484

FAMILY & COMMUNITY SUPPORT SERVICES  
BOX 637  
FORT VERMILION, AB  
T0H 1N0

October 29<sup>th</sup>, 2007

Mackenzie County  
BOX 640  
Fort Vermilion, AB  
T0H 1N0

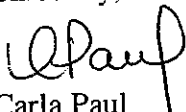


**RE: The Senior's Christmas Supper**

Dear Council/CAO

FCSS is organizing the annual senior supper again this year which will be held on December 5<sup>th</sup>, 2007 at the Fort Vermilion Community Complex. We would like to know if your business is interested in donating monies to provide the supper. We greatly appreciated the financial support you gave to the supper last year.

Sincerely,

  
Carla Paul  
Director



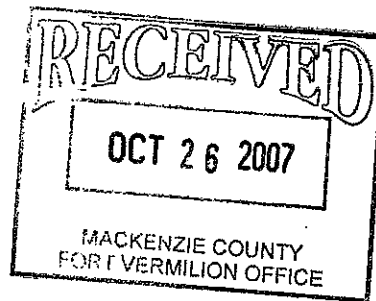
**MIGHTY PEACE TOURIST ASSOCIATION**

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October 9, 2007

Re: Prospects North

To:  
MD of Peace  
Village of Berwyn  
Town of Fairview  
MD of Fairview  
MD of Mackenzie  
Northern Sunrise County  
PREDA



Dear Municipal Partners;

The Prospects North Conference held in Yellowknife, NWT, September 18 – 20, 2007, was attended by Mighty Peace Tourist Association employee Nicole Halvorson and Leanne Walmsley, CAO of Hines Creek. This conference was attended by representatives from Newfoundland/Labrador, Peace Country, and NWT. Conference organizers and participants indicated that attendance to the conference was down by approximately 100-200 delegates. The usual delegate numbers from central and southern Alberta was considerably low.

Although the conference had a strong focus on Diamond mining and Aboriginal issues, there were many informative sessions of value to Peace Country communities. One such session presented a look at current and future technologies in communication. Attendees were introduced to some modern e-marketing opportunities, one of which is the web community called "Face Book". Face Book provides opportunities for people to create what is basically a free website, containing personal interests and information. To see and individual Face Book one must sign up to be a friend on that Face Book. This technique will work well for communities. As Face Books can be searched in many ways, including common interests, communities can present their unique opportunities and characteristics to specific

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*Box 419, Berwyn, AB T0H 0E0*  
*Phone: (780) 338-2364 Fax: (780) 338-3811*  
*Web Site: [mightypeace.com](http://mightypeace.com) e-mail: [info@mightypeace.com](mailto:info@mightypeace.com)*



## *MIGHTY PEACE TOURIST ASSOCIATION*

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target markets. An example would be the community of Fairview. Fairview could create several Face Books, examples being motorcycle tours, historical sites, unique programs at Nait, etc. Folks with interests in taking new journies on their bike, studing equestrian riding and others would be directed to this Face Book. It has been proven by communities in southern Alberta that people will sign up for such Face Books by the hour. These Face Books can be used to promote employment opportunities, relocation, investment and toursim. Face Books are free, easy to create and maintain, and used by hundreds of thousands of people world wide.

Several relocation and investment packages were given out for each partner. Many visitors to the booth expressed interest in moving to the Peace Country as it is simular to their current home in northern Canada yet is not isolated in the way many communities are in NWT. Interests on relocation were split almost evenly with individuals looking to move after early retirement and individuals wishing to explore business opportunities.

Mighty Peace Tourist Association has identified two oppourtunities stemming from this conference; attendance to a franchise conference and tradeshow in southern Alberta at which communitis wishing to attract franchise type businesses can represent themselves, and the fact that perhaps it is time to host another Northern Communities Conference for the Peace Region.

For more information, please contact Mighty Peace Tourist Association.

Best regards,

  
Nicole Halvorson  
Executive Director  
Mighty Peace Tourist Association

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*Phone: (780) 338-2364 Fax: (780) 338-3811*  
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**MIGHTY PEACE TOURIST ASSOCIATION**

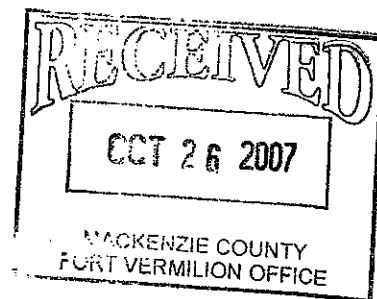
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Welcome to the new monthly report from Mighty Peace Tourist Association!  
At our last board meeting it was decided that Nicole Halvorson should send a monthly report to each municipal council as on occasion, some of our reps are unable to attend board meetings. We want to keep each council informed of what we are doing and opportunities that are available.

***Please have the enclosed report included with your next council meeting package. This report is to be available for each councilor for informational purposes and does not need to be added to the agenda for discussion.***

Thank you!  
Nicole Halvorson  
Executive Director

Mighty Peace Tourist Association



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Box 419, Berwyn, AB T0H 0E0  
Phone: (780) 338-2364 Fax: (780) 338-3811  
Web Site: [mightypeace.com](http://mightypeace.com) e-mail: [info@mightypeace.com](mailto:info@mightypeace.com)



## Mighty Peace Tourist Association

### Monthly Municipal Report

#### Web hits:

In June website hits peaked at 53 259. Monthly average for the summer of 2007 was 44 000 hits per month. The Peace Valley Guest Ranch remains the number one attraction on our website.

#### 2008 Vacation Planner

- second round of proofing is now underway, Nicole will be presenting proofs to council's end of Oct/ beginning Nov.
- 08 Vacation Planners will have a stronger focus on circle tours within the region
- highlights of Alexander Mackenzie
- possible page about Dr. Mary Jackson
- more info on Northern Alberta Heritage Trail
- 2 page golf course spread
- possible restaurant guide
- cartoon pull out map

#### New Marketing Directions

MPTA will re-evaluate target markets for each of our municipal partners. Approximately 75% of our marketing budget in 2008 will be spent on campaigns that highlight individual municipal areas to specified target markets. MPTA will ensure appropriate funds are spent advertising to "umbrella" markets, such as advertisements in RV and travel publications.

#### Travel Alberta North

Each year MPTA is able to leverage marketing dollars with funding from Travel Alberta North. In 2006 MPTA "and friends" received \$14 000 in funding from Travel Alberta North. The 2007 season resulted in a 400% growth in Travel Alberta North funding, receiving \$70 000 to date. Much of this money was received by non profit groups such as the St. Isadore project, rodeos and other events, as well as several thousand dollars received by Mighty Peace Tourist Association.

#### Monthly reporting

MPTA will now begin a **monthly** reporting process for councils. A one page report will be submitted to each member municipality to **go into council agenda packages for review**. It is our priority to **keep our municipal members informed of marketing efforts, results, and new opportunities**. Councils are encouraged to provide feed back to these reports via the MPTA council representative at our quarterly meetings.





# Stewart, Weir & Co. Ltd.

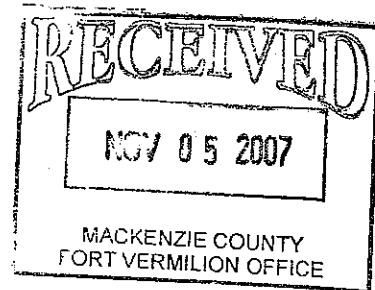
Surveying ▪ Geomatics ▪ Engineering

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Tuesday, October 30, 2007

**Attention: Authorities**

Dear Public Works,



**RE: Stewart, Weir & Co. Ltd. Changes**

This is to advise you of changes being made within the Stewart, Weir Grande Prairie Office.

Effective November 5, 2007 Cory Taylor will be taking over for me as the Central Point of Contact in our TELUS Road Move Coordination role. Cory Taylor has moved from our Sherwood Park Office to Grande Prairie and started work here on September 24, 2007. Cory is a Professional Engineer who has been involved with design, tender package preparation, and project administration for several years. He has a strong technical background in road construction and will be successful in this role.

Our contact number has not changed. Cory can be reached in our Grande Prairie office at 1-877-814-5880 or 1-780-814-5847 or at [cory.taylor@swg.ca](mailto:cory.taylor@swg.ca).

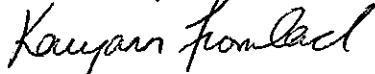
I will be moving into a different role with Stewart, Weir but will remain in the Grande Prairie office, allowing me to provide as much support as necessary. As I have been in this role for approximately one year I will leave Cory will a foundation in which to be successful at this role.

I want to thank you for your support over the past year. Your effort to have lead time stressed in your contracts has helped us ensure the TELUS facilities are relocated as efficiently as possible. It is our desire to have the temporary cable placed before the contractor is onsite, and we will continue to strive for this in the upcoming construction season by contacting consultants when a project tenders to obtain engineering drawings of the work to be done.

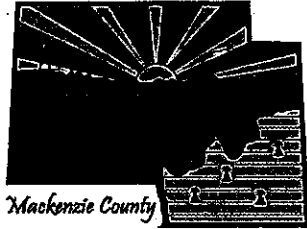
Please note that I can still be reached in the Grande Prairie office at 1-877-814-5880. My email address ([karyann.frombach@swg.ca](mailto:karyann.frombach@swg.ca)) will also remain the same.

As always, I appreciate your comments and questions. Please feel free to call.

Regards,  
**STEWART, WEIR & CO. LTD.**

A handwritten signature in cursive script that reads "Karyann Frombach".

Karyann Frombach, EIT



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>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)</b>

**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.

**OPTIONS & BENEFITS:**

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 requires rezoning 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

**Author:** Eva Schmidt,  
Planning Supervisor

**Reviewed by:** 

**CAO** 

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
- (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**

Author: Eva Schmidt,  
Planning Supervisor

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

CAO \_\_\_\_\_

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.

**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

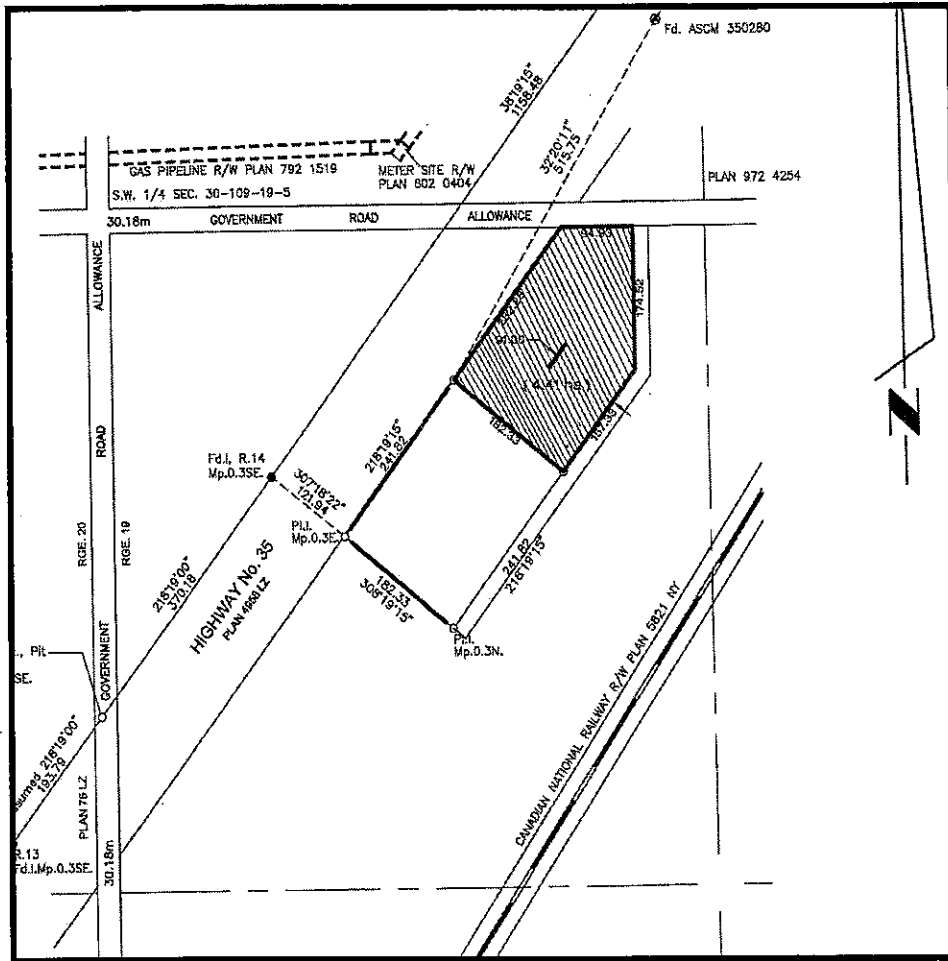
\_\_\_\_\_  
Carol Gabriel, Executive Assistant

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.

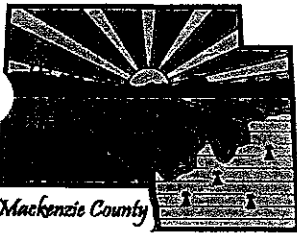


\_\_\_\_\_  
Greg Newman, Reeve

\_\_\_\_\_  
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 AHTA</u>		
POSTAL CODE <u>T0H-120</u>	PHONE (RES.) <u>780 926-3351</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 proposal 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. \_\_\_\_\_

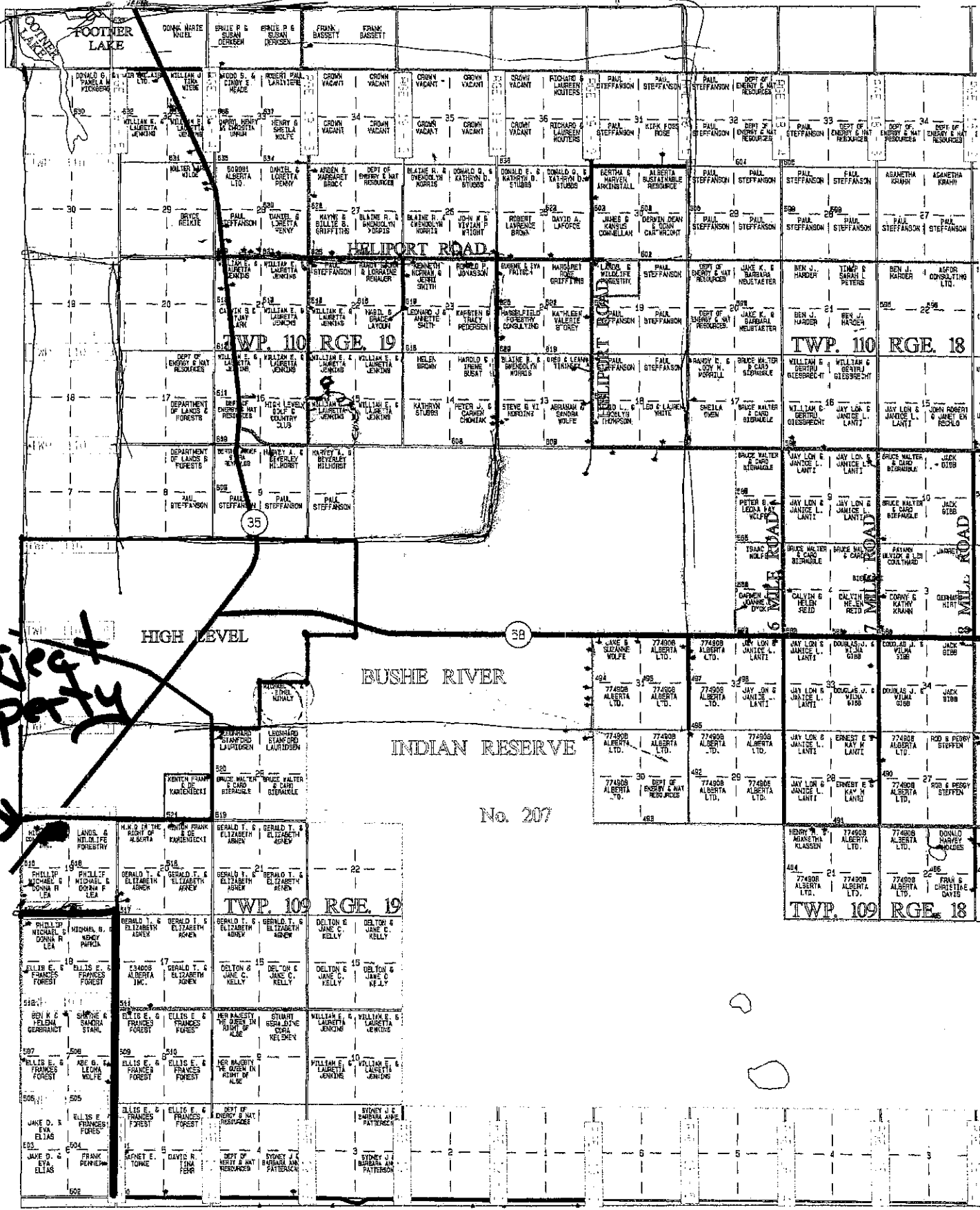
Clarence Lee  
APPLICANT

Sept 20 / 07  
DATE

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

Same  
REGISTERED OWNER

DATE



**Subject Property**

**6 Mile Road**

**7 Mile Road**

**8 Mile Road**

**TWP. 110 RGE. 19**

**TWP. 110 RGE. 18**

**TWP. 109 RGE. 19**

**TWP. 109 RGE. 18**

No. 207



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw 656/07- Land Use Bylaw Amendment to Rezone a one mile radius around Plan 0021068, Lots 2, 4 &amp; 5 From Agricultural District 1 (A1) to Direct Control District 1 (DC1) (High Level Rural)</b>

### BACKGROUND / PROPOSAL:

Mackenzie County received a request from Footner Forest Products Ltd. (FFP) for the provision of a one mile buffer surrounding the mill property to prevent any further residential subdivisions or additional residences per quarter section.


This request was first brought forward at the August 29th, 2007 Council meeting. Council moved that administration discuss with Footner Forest Products, rezoning a one mile buffer zone surrounding FFP to Direct Control.

### OPTIONS & BENEFITS:

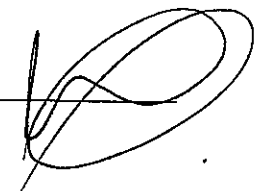
FFP has indicated that while they meet or exceed all regulatory guidelines for their operations, some of their activities could be irritants to residents in close proximity of the mill. FFP has indicated that they intend to increase their current productivity within the next four years which would result in increasing industrial activity and traffic. For this reason they have requested a one mile buffer surrounding the mill. In light of the current down turn in the lumber industry this is unlikely however the economy is subject to change.

**Author:** Eva Schmidt,  
Planning Supervisor


**Reviewed by:**



**CAO**



By rezoning the area to Direct Control 1 "DC1" Council would make the decision on all development permits and subdivision applications. This would allow for meaningful consultation with FFP on any development within the one mile radius of the mill.

 The adjacent landowners were notified prior to the mill being constructed and they did not express any concerns about the placement of the mill in close proximity to their lands. However, some developers have come forward now and expressed their feeling of being "held hostage" by FFP. They believe that FFP's request of a one mile buffer will decrease their land value.

FFP states that they are not opposed to development within Mackenzie County however would like the County to inform any potential residents, of the lands adjacent to the mill, of these facts prior to any development activity. While the onus should fall solely on the purchaser to research and familiarize themselves with the area prior to the purchase of any lands, any future concerns by adjacent landowners may still be forwarded to the County.

The moratorium that has been placed on all country residential subdivisions would serve to currently prevent the development of the surrounding areas into multi-lot country residential subdivisions however this may not present a long term solution as country residential development is likely to continue when the moratorium is lifted.

#### **7.4 DIRECT CONTROL DISTRICT 1 "DC1"**

The purpose of this District is to provide for Direct Control of development where deemed necessary by the Municipal District Council.

##### **A. USES**

Land uses will be subject to the approval of Council.

##### **B. REQUIREMENTS**

- (1) All site requirements shall be at the discretion of Council, based upon a site plan which is submitted as part of a development permit application.
- (2) All development shall conform to the spirit and intent of the *Municipal District of Mackenzie Municipal Development Plan*.

**Author:** Eva Schmidt,  
Planning Supervisor

**Reviewed by:**



**CAO**

- (3) Council may refer to other sections of this Bylaw to determine requirements for specific types of proposed land uses on property zoned under this District.
- (4) When deciding a development permit application, Council shall consider the following:
  - (i) the existing and future land use of neighbouring properties;
  - (ii) the provision of municipal services such as water and sewer, roads, and drainage systems;
  - (iii) the provision of access to the subject property; and
  - (iv) any considerations which are unique to the proposed development and/or subject property.
- (5) Council may decide on other requirements as are necessary, having regard to the nature of the proposed development.

#### **C. ADMINISTRATION AND PROCEDURES**

- (1) Council shall approve all applications for principal uses on property zoned under this District. Development proposals for secondary or ancillary uses may be delegated to the Development Authority at Council's discretion.
- (2) There shall be no appeal allowed to the Subdivision and Development Appeal Board on decisions made by Council on applications for proposed development on land zoned under Direct Control District.

#### **D. LANDSCAPING**

In accordance to Section 4.23 of this Bylaw.

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

N/A

#### **RECOMMENDED ACTION:**

That first reading be given to Bylaw 656/07 being a Land Use Bylaw amendment to rezone all subject parcels within a one mile proximity of Plan 0021068, Lot 2, Lot 4 and Lot 5 from Agricultural District 1 "A1" to Direct Control District 1 "DC1"

**Author:** Eva Schmidt,  
Planning Supervisor

**Reviewed by:**



**CAO**



**BYLAW NO. 656/07**

**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 parcels within a one mile proximity of Plan 0021068, Lot 2, Lot 4 and Lot 5 be rezoned from Agricultural District 1 "A1" to Direct Control District 1 "DC1" 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

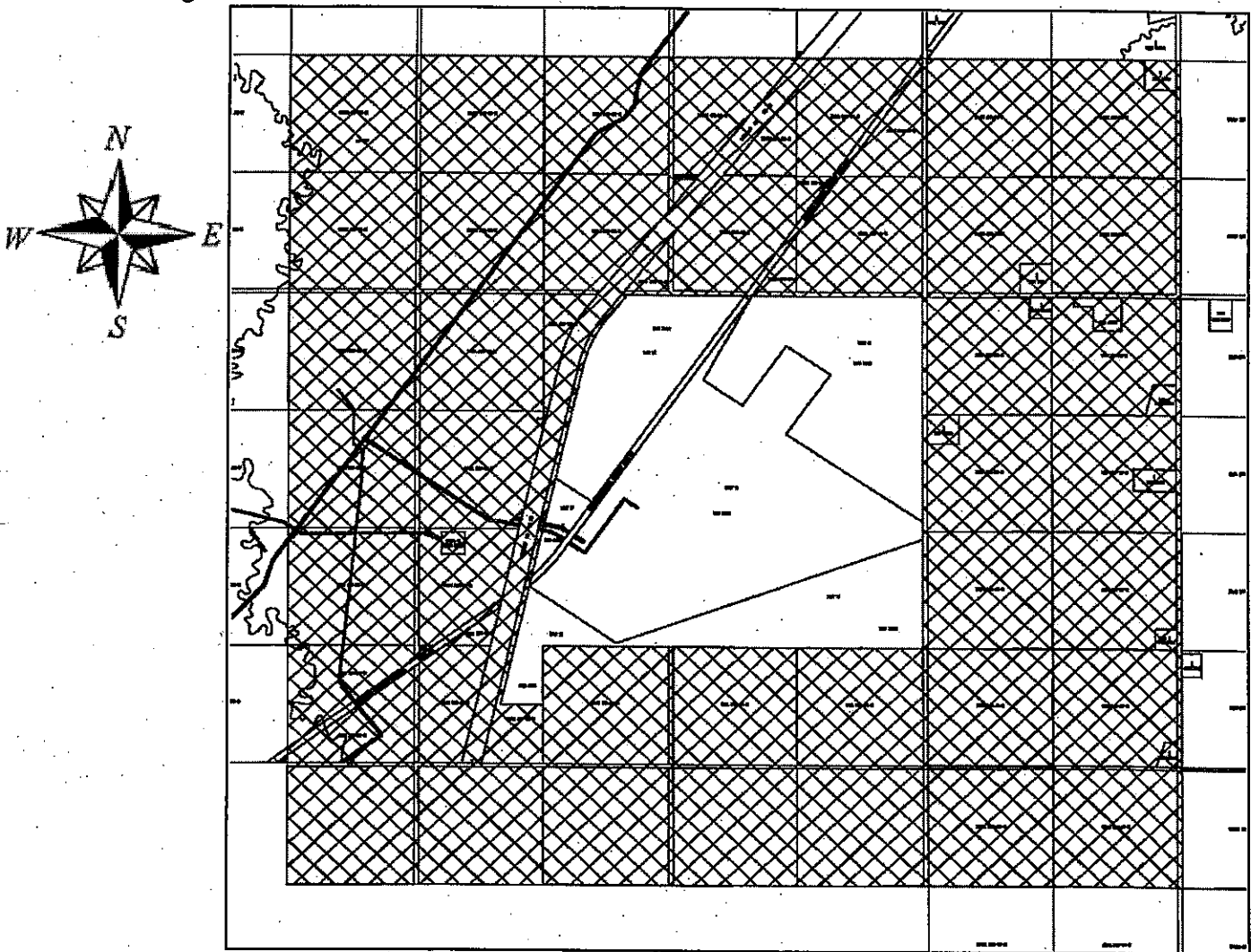


**BYLAW No. 656/07**

**SCHEDULE "A"**

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

Subject parcels within an one mile proximity of Plan 0021068, Lot 2, Lot 4 and Lot 5 be rezoned from Agricultural District 1 "A1" to Direct Control District 1 "DC1" in Rural High Level.

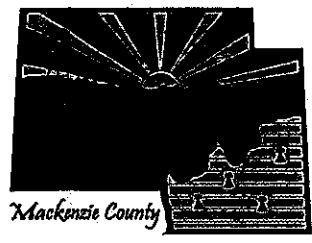


\_\_\_\_\_  
Greg Newman, Reeve

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007.





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, CAO</b>
<b>Title:</b>	<b>Bylaw 657/07 Fee Schedule</b>

### BACKGROUND / PROPOSAL:


Bylaw 657/07 is presented to Council in response to a request at the September 26, 2007 Council meeting that the Fee Schedule Bylaw be amended to allow for higher development permit application fees be charged to developers who commence development without an approved development permit.

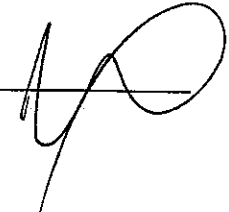
### OPTIONS & BENEFITS:

Currently, a residential development permit application fee is \$25 and commercial and industrial development permit application fee is \$50. In 2006 Council doubled the fee for permit applications where the development was commenced prior to an approved development permit being in place. This brought the development permit application fee for a residential permit to \$50 and all others to \$100. At the September 26, 2007 Council meeting, a motion was made that the development fees for development without a permit be reviewed.

Although there are some instances where the developer is not aware that they require a permit, other developers are aware of their need for a permit but do not apply for one until after construction has commenced. Once construction has commenced it is very difficult to ensure that the development complies with the Land Use Bylaw. For example, if a house is already under construction when the development permit is applied for and it does not comply with setbacks, there is very little that can be done about it. It is extremely difficult to make a building adhere to the Land Use Bylaw once it is in place.

**Author:** Eva Schmidt,  
Planning Supervisor

**Reviewed By:** 

**CAO** 

For this reason we strongly encourage developers to get an approved development permit prior to commencing construction. Our development permit application fees are so low that doubling the fee is not really a deterrent to developers.

Another option is to request a surveyed site plan from the developer if the development has commenced at the time the Planning department does a site inspection. The reason for this is that if the development has commenced prior to a permit being issued the developer may not have the proper setbacks. Some cases it is very borderline if the development is on the landowners property. A surveyed site plan would determine exact setbacks of the development. This concept was presented to the MPC at their November 5<sup>th</sup> meeting regarding a development on a Country Residential acreage just outside of La Crete. The MPC was in favour of requesting a surveyed site plan.

**OPTIONS:**

Option 1:

That a surveyed site plan be required on development commenced prior to a development permit being issued.

Option 2:

That first 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 \$\_\_\_\_\_ for residential development and \$\_\_\_\_\_.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

**Motion 1**

That a surveyed site plan be required on development commenced prior to a development permit being issued.

*1/6 of assessed value  
advertise*

Author: Eva Schmidt,  
Planning Supervisor

Reviewed By: *ES*

CAO \_\_\_\_\_

**BYLAW NO. 657/07**

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

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1, Section 8(c)(i), requires fees to be established by bylaw.

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

1. That the Service Fee Schedule be amended to read as follows:

<b>Item</b>	<b>Amount</b>	<b>GST</b>
Photocopying	\$0.25/sheet	Applicable
Laminating	Double cost of map (min \$5)	Applicable
Tax Certificates	\$25.00	N/A
Compliance Certificates	\$50.00	N/A
Land Titles	\$5.00	Applicable
County Ownership Maps	\$15.00	Applicable
County Ownership Map Booklet -Laminated	\$50.00	Applicable
Individual Pages - Laminated	\$10.00	
Hamlet Maps	\$5.00	Applicable
Aerial Photos	\$5.00	Applicable
All Custom Maps up to 17" x 22"	\$5.00	Applicable
All Custom Maps Larger than 17" x 22"	\$10.00	Applicable
River Map - 14 Laminated Pages	\$25.00	Applicable
Area Structure Plan	\$15.00	Applicable
General Municipal Plan	\$25.00	Applicable
Land Use Bylaw	\$35.00	Applicable
Land Use Bylaw Amendment	\$150.00	N/A
Development Permit - Other than Commercial or Industrial	\$25.00	N/A

Item	Amount	GST
Development Permit – Commercial and Industrial	\$50.00	N/A
<b>Development Permit after Commencement of Construction - Other than Commercial and Industrial</b>	<del>\$100.00</del> 1%	N/A
<b>Development Permit after Commencement of Construction - Commercial and Industrial</b>	<b>\$250.00</b>	<b>N/A</b>
Development Permit after Legal Counsel Intervention	Legal Fee Cost	N/A
Development Permit Time Extension	\$50.00	N/A
Subdivision and Development Appeal (refundable if appeal is successful)	\$250.00	N/A
Subdivision Time Extension	\$50.00	N/A
Subdivision or Boundary Adjustment Application (all or a portion of the subdivision application may be refundable at the discretion of the MPC)	\$700 + \$200/lot created	N/A
Boardroom Rental (no charge to non-profit community groups)	\$50.00/day	Applicable
Council or other Board Minutes	\$5.00/set	Applicable
Winter Maintenance Flags	\$20.00/1/4 mile	Applicable
Senior/Handicapped Snowplow Flags (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	No Charge	N/A
Dust Control Calcium Chloride	\$500/200 linear meters per application	Applicable
Dust Control DL 10-40	\$1,000/200 linear meters per application	Applicable
Dust Control for Seniors	No Charge	
Sanding Unit & Tandem Truck	\$110.00/hr., min. chg.-1/2 hr	Applicable
Alberta Agriculture's Irrigation Pump/Pipe	\$300.00/48 hours \$100.00/each additional 24 hours	Applicable
75 HP Tractor Mower 15'	\$55.00 per hour (minimum charge ½ hr.)	Applicable
35 HP Tractor Mower 6'	\$35.00 per hour (minimum charge ½ hr.)	Applicable
Weed Eater	\$20.00 per hour (minimum charge ½ hr.)	Applicable

Sewer Auger	\$20.00 per hour \$100.00 per 24 hours	Applicable
Water Line Thawing Unit	\$20.00 per hour \$100.00 per 24 hours	Applicable

2. Equipment that is not listed in this bylaw will be charged according to the current Alberta Roadbuilders and Heavy Equipment Association Equipment Rental Rates Guide, less 20%.
3. This bylaw revokes all previous bylaws with fees pertaining to fees in this bylaw.
4. In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramouncy.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Carol Gabriel, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Carol Gabriel, Executive Assistant







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, CAO</b>
<b>Title:</b>	<b>Waterfront Cottage Development</b>

### BACKGROUND / PROPOSAL:

Alberta Sustainable Resource Development (SRD) has requested that we provide them with locations and site areas for waterfront cottage development at lakes that the County wishes to pursue this type of development.

### OPTIONS & BENEFITS:

Attached are aerial photos of Wadlin Lake and Machesis Lake for Council to review and decide which areas would be appropriate for development. Urban Systems are willing to provide a quote for drafting subdivision plans once they are provided with locations, approximate acres, and number and size of lots.

Council needs to determine:


- Lakes where cottage development should be allowed (Wadlin, Machesis, Hutch, Rainbow)
  - do we want to look at one lake at a time or do simultaneous subdivisions?
- Appropriate locations adjacent to the lakes
- Approximate acres
- Approximate number and size of lots

This information will be forwarded to SRD for their approval.

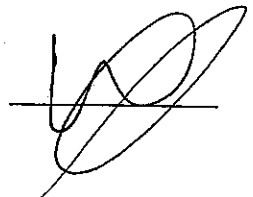
### COSTS & SOURCE OF FUNDING:

2008 Capital Budget.

**Author:** Eva Schmidt,  
Planning

**Reviewed By:** 

CAO



**RECOMMENDED ACTION:**

**Motion 1**

That a letter be sent to Alberta Sustainable Resource Development requesting to enter into a lease agreement for approximately 10 acres of waterfront cottage development at Wadlin Lake in the area indicated on the attached aerial photo.

**Author:** Eva Schmidt,  
Planning

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**Reviewed By:** 

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**CAO**

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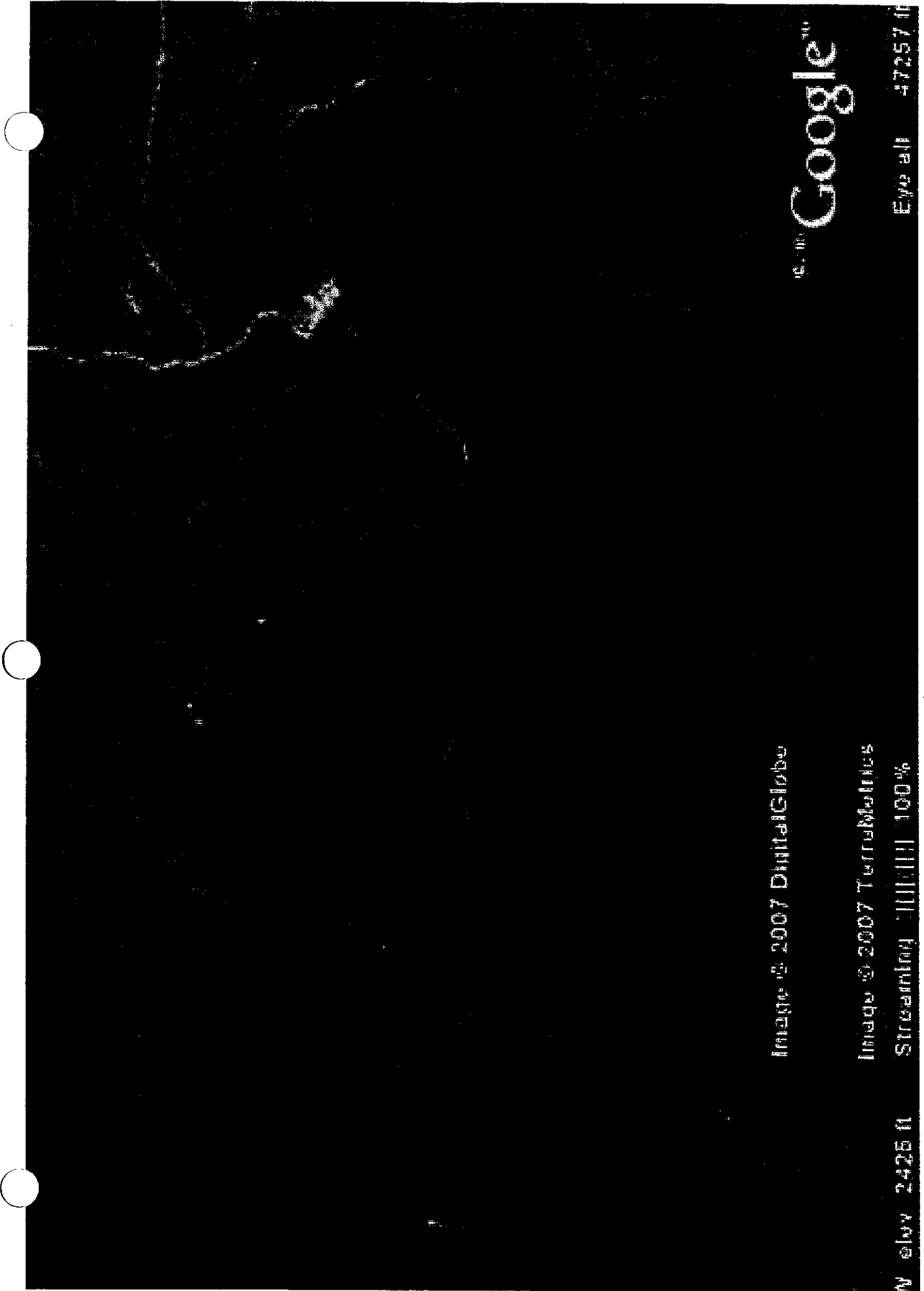


Image © 2007 DigitalGlobe

Image © 2007 TerraMetrics

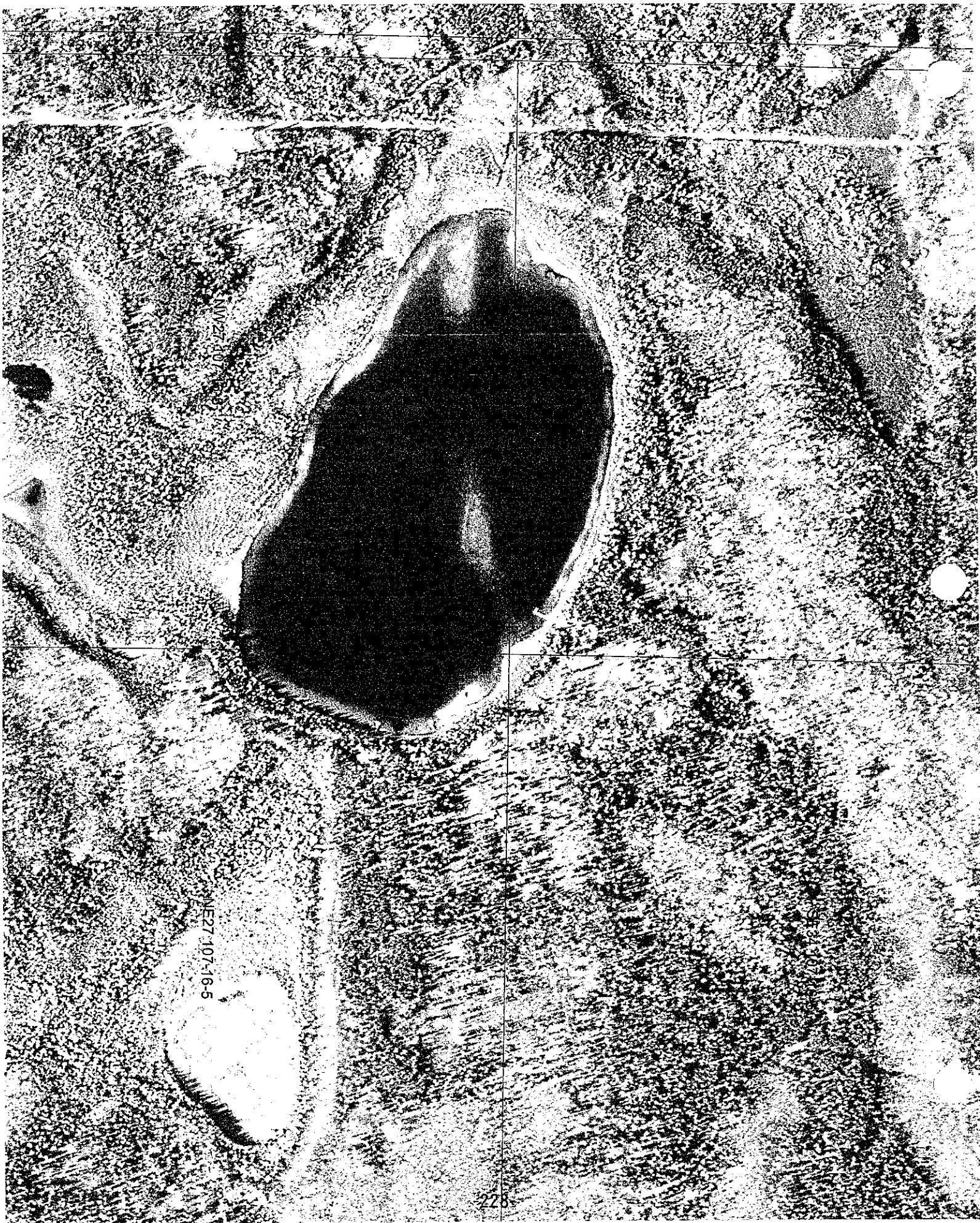
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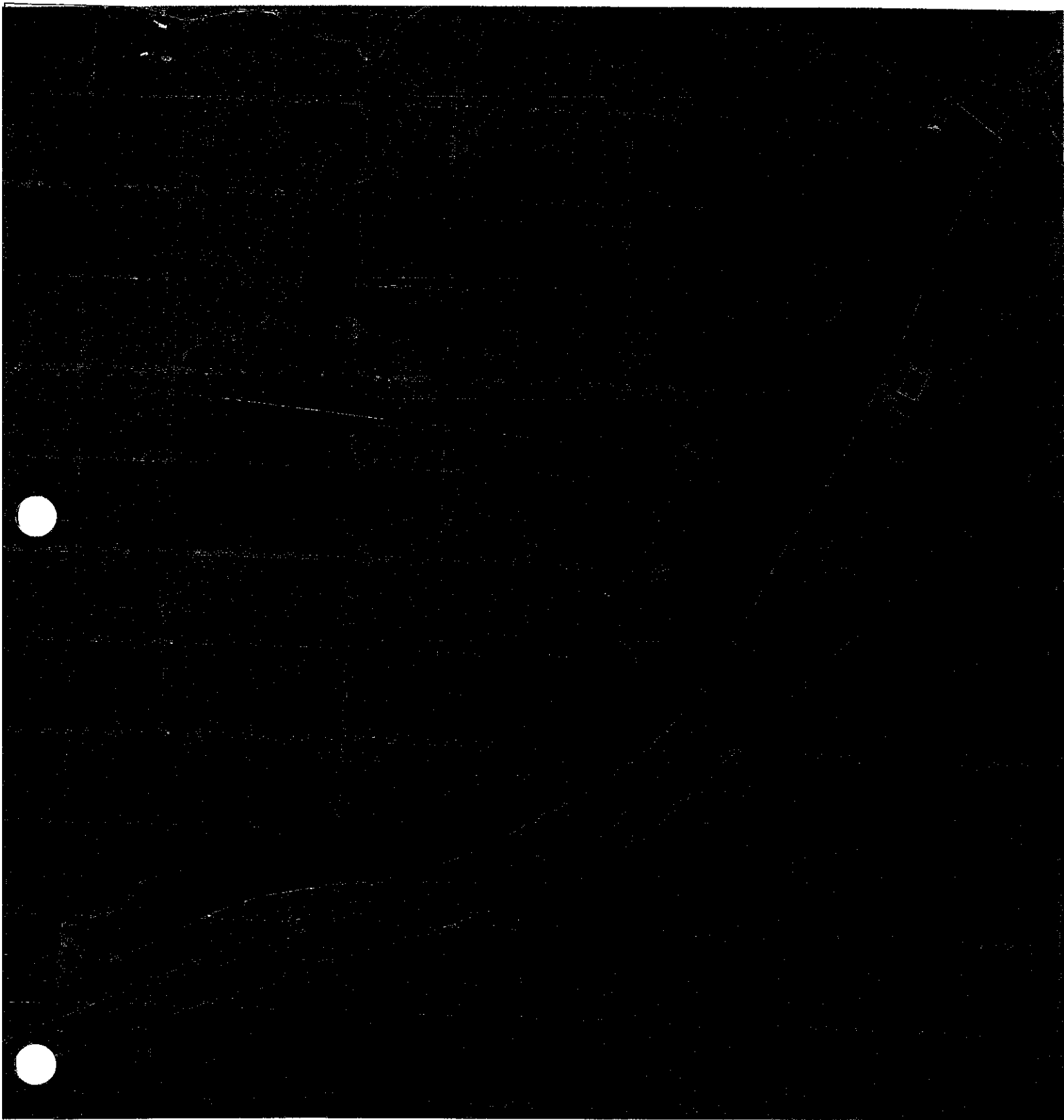
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# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Urban Expansion for the Hamlet of Zama</b>

**BACKGROUND / PROPOSAL:**

Ten years ago the Municipal District of Mackenzie hired REMCO Land Management Services Ltd. to apply for the purchase of public land from Alberta Environmental Protection. This land was for the purpose of urban expansion surrounding the Hamlet of Zama. It has come to the attention of the Planning Department that this application was never completed. On October 9, 2007 a letter was received by the County from Alberta Sustainable Resources (ASRD) informing us of this outstanding application and inquiring to know if the county intends to continue with the land sale or cancel it.

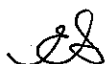
**OPTIONS & BENEFITS:**

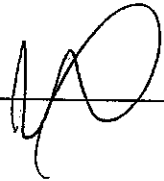
At the time that the application was made, Zama's Area Structure Plan Hamlet boundary extended beyond land owned by the municipality. It was felt that in order to be ready for future development; it was desirable to obtain all of the land included in the Area Structure Plan. (See Attached Map A).

On February 1998 an appraisal report was completed by Pomeroy Appraisals for the following portions of land:

- LSD 3 and 4 of Section 19, Township 117, Range 4, W6M
- LSD 13 and 14 of Section 18, Township 117, Range 4, W6M
- LSD 5, W 1/2 LSD 6 and W 1/2 LSD 11 of Section 7, Township 117, Range 4, W6M
- LSD 1 of Section 24, Township 117, Range 5, W6M
- LSD 16 of Section 13, Township 117, Range 5, W6M
- LSD 8 of Section 12, Township 117, Range 5, W6M

**Author:** Eva Schmidt,  
Planning Supervisor

**Reviewed by:** 

**CAO** 

This appraisal concluded that the requested 360 acres was valued at \$210.00 dollars per acre, totaling a value of \$75,000. As well, in a memorandum from Wendy McCormack from Alberta Environmental Protection Branch in 1998, it was brought forth that if there is merchantable timber on the land, then the value of the timber must be included. Again, at the time of this application this land was within a Forest Management Area, compensation would be required to High Level Forest Products (HLFP) for the timber removed unless HLFP is allowed to harvest prior to a transfer of title. Since the cost of the timber was not included in the appraisal, a value for any merchantable timber would be required and added to the total price of the land.

In the letter that brought this issue to the attention of the Development Department on October 9, 2007 two concerns were brought forth, one being the approval that was given for the Zama fire guard (Alberta Sustainable Resources Development DRS 060052). This fire guard is a cleared strip of land surrounding the Hamlet of Zama for the protection of any future forest fires. Part of the land involved in the fire guard is also lands that are in the Public Land Sale (PLS 970083) application. This causes a conflict between the two dispositions. The conflict can be cleared should the County pursue the land sale. ASRD will cancel the portion of the fire guard covered under the land sale and resolve the conflict.

If the County requests a cancellation of the PLS, it will cause a conflict with a portion of "Tower Road" that is currently within the PLS. A portion of the road was under a different disposition at the time of the PLS application. The owner of the disposition cancelled a portion of the road to pave the way for the land sale to proceed. If the PLS is canceled then a portion of the road will also be cancelled. And a new application will be required to obtain the portion of road lost.

Options

### Option 1

That administration notify Alberta Sustainable Resources Development requesting the cancellation of PLS 970083 and a new application be made to the Crown for a disposition to cover the portion of Tower Road that was cancelled in PLS 970083.

### Option 2

That administration continue negotiating the Public Land Sale 970083 with Alberta Sustainable Resources Development for the purchase of land surrounding the Hamlet of Zama for future urban expansion.

### COSTS & SOURCE OF FUNDING:

In 1998, the approximate value of the land was \$75,000.00 without the timber. Current land values have risen and the total cost will likely have increased.

Author: Eva Schmidt,  
Planning Supervisor

Reviewed by:



CAO



**RECOMMENDED ACTION:**

**Option 2**

That administration continue negotiating the Public Land Sale 970083 with Alberta Sustainable Resources Development for the purchase of land surrounding the Hamlet of Zama for future urban expansion.

**Author:** Eva Schmidt,  
Planning Supervisor

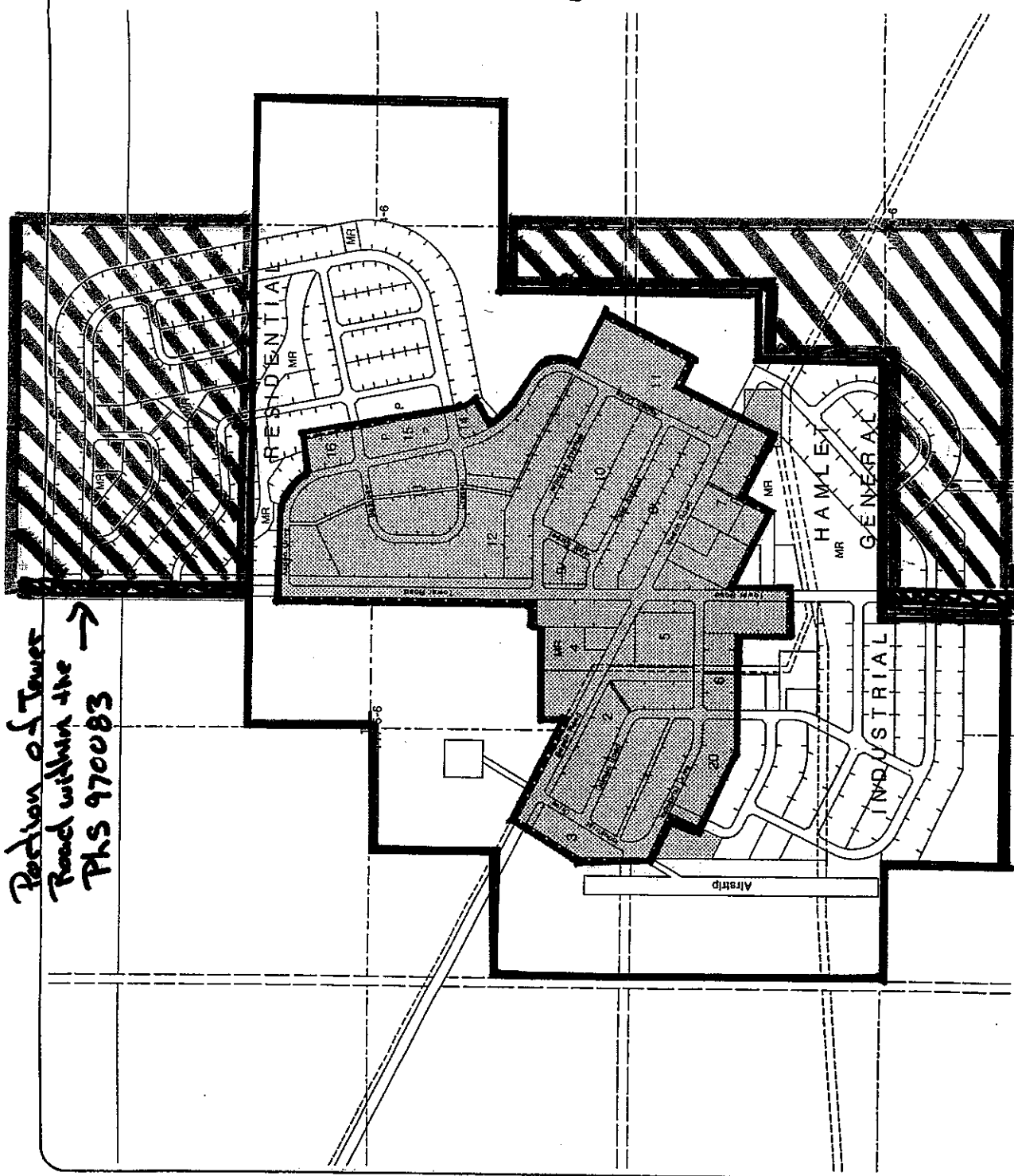
**Reviewed by:**



**CAO**



Portion of Jones  
Road within the  
PLS 970083 →



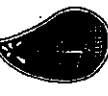
# Hamlet of Zama Community Expansion Study

Figure 6

Proposed Expansion Plan



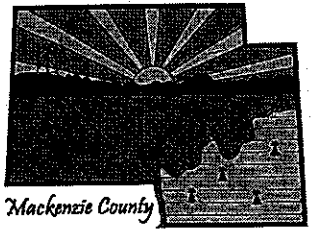
Existing Hamlet Development Area  
Boundary of Municipal Owned Land  
**PLS 970083**



Scale: 1:12500







# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>MPC Members Honorarium for Meeting/Open House Attendance</b>

**BACKGROUND / PROPOSAL:**

On September 18, 2007, a Municipal Planning Commission (MPC) meeting in Fort Vermilion was followed by an open house with Urban Systems for the Municipal Development Plan and Land Use Bylaw review. The open house was attended by an MPC member, being his second meeting for that day. The MPC member has requested that he be paid for attending both meetings.

**OPTIONS & BENEFITS:**

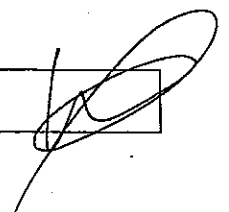
Bylaw 650/07, being a bylaw to provide for honorariums and related expense reimbursement for councilors and approved committee members, received third reading on October 24, 2007. This bylaw replaced Bylaw 604/06.

Bylaw 650/07 contains the following:

Members-at-large appointed to approved council committees shall be paid \$150.00 per day when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable. When two or more meetings are attended in one day, a total of \$225 (1.5 per diems) shall be paid.

Bylaw 604/06 contained the following:

Members-at-large appointed to approved council committees shall be paid \$150.00 per day when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable.

<b>Author:</b>	Eva Schmidt, Planning Supervisor	<b>Reviewed by:</b>		<b>CAO</b>	
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The MPC member was paid \$150.00 in accordance with Bylaw 604/07 and now has requested that he be paid an additional \$75.00 for the second meeting.

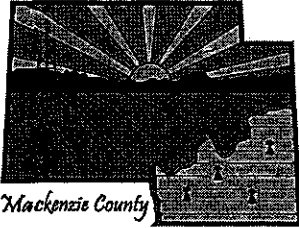
**COSTS & SOURCE OF FUNDING:**

\$75.00.

**RECOMMENDED ACTION:**

That the MPC member who attended both the MPC meeting and Open House on September 18, 2007 receive \$75.00 for his attendance at the Open House.

<b>Author:</b>	Eva Schmidt, Planning Supervisor	<b>Review Date:</b>		<b>CAO</b>	
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# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>Jason Gabriel, Supervisor of Emergency Operations</b>
<b>Title:</b>	<b>Municipal Parks Bylaw 506/05</b>

**BACKGROUND / PROPOSAL:**

At the August 29, 2007 Council meeting the Municipal Parks Bylaw was tabled for discussion at a later date. Currently this bylaw is null and void as it did not receive third reading within a two year period.

Questions and concerns seem to be related to the inclusion of the term "cabins" as they relate to seasonal camping at specific campsites.

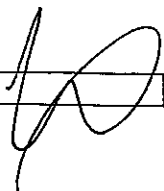
A copy of Bylaw 506/05 is attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:**

For discussion.

<b>Author:</b>	J. Gabriel	<b>Reviewed by:</b>		<b>CAO</b>	
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**BYLAW 506/05**

**BEING A BYLAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO.23  
IN THE PROVINCE OF ALBERTA**

**TO PROVIDE FOR THE CONTROL AND OPERATION OF  
PARKS, CAMPGROUNDS AND OTHER PUBLIC AREAS  
WITHIN  
MUNICIPAL DISTRICT OF MACKENZIE NO.23**

**WHEREAS** pursuant to the Municipal Government Act, being chapter M-26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto the Council of the Municipal District of Mackenzie No. 23 may pass bylaws respecting people, activities and things in, on or near a public place or place that is open to the public; and

**WHEREAS** the Municipal District of Mackenzie No. 23 and the Province of Alberta have an agreement in place permitting the Municipal District of Mackenzie No. 23 to administer and enforce the Parks Bylaw at the following sites: Wadlin Lake, Machesis Lake, Tourangeau Lake, Fort Vermilion Bridge Campsite and all day use camp areas within the Municipality.

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

**SECTION 1            SHORT TITLE**

- 1.1            This Bylaw may be cited as the **"MUNICIPAL PARKS BYLAW"**.

**SECTION 2            DEFINITIONS**

- 2.1            In this Bylaw, unless context otherwise requires:
- (a)            **"ABANDONED"**, means left standing at a location for more than 72 consecutive hours other than pursuant to a license, permit, or other similar authorization, or prior authorization of a Park Officer;
  - (b)            **"ANIMAL"**, means a domestic animal and includes an animal that is wild by nature but has been domesticated;
  - (c)            **"CABIN"**, means a non-permanent single floor recreational dwelling, no larger than 600 square feet, built on skids used on a seasonal basis, however, does not include industrial or commercial type dwellings.

- (d) **“CAMPING ACCOMMODATION UNIT”**, means a
  - i. tent
  - ii. trailer
  - iii. tent trailer
  - iv. van
  - v. truck camper
  - vi. motorhome
- (e) **“COUNCIL”**, means the Council of the Municipal District of Mackenzie No. 23, duly assembled and acting as such;
- (f) **“FIREARM”**, means any device that propels a projectile by means of explosion, spring, air, gas, string, wire or elastic material or any combination of those things;
- (g) **“HIGHWAY”**, means a highway as defined in the Highway Traffic Act;
- (h) **“INDIVIDUAL CAMPSITE”**, means a separate designated stall under this Bylaw;
- (i) **“MOTOR VEHICLE”**, means a motor vehicle as defined in the Highway Traffic Act;
- (j) **“MUNICIPALITY”**, means the Municipal District of Mackenzie No. 23, a Municipal Corporation in the Province of Alberta.
- (k) **“OFF-HIGHWAY VEHICLE”**, means an off-highway vehicle as defined in the Off Highway Vehicle Act;
- (l) **“PARK”**, means land designated as park, campground or recreation area by the Council;
- (m) **“PARK OFFICER”**, means a person appointed as a Park Officer, a Bylaw Enforcement Officer, a Special Constable appointed pursuant to the provisions of the Police Act, a Statute of Alberta, or a member of the Royal Canadian Mounted Police;

- (n) **“PUBLIC AREA”**, means an area in the Municipality normally accessible for use by the public.
- (o) **“SEASONAL CAMPING STALL”**, means an area identified by the Municipal District for the usage of seasonal or monthly recreational camping, and may include the use of cabin(s);
- (p) **“WASTE WATER”**, means
  - i. Grey water waste: any waste water commonly used during cooking, washing or bathing, but does not contain human or animal feces or urine, and
  - ii. Black water waste: any waste water commonly used to facilitate the flushing of toilets, containing human or animal feces and or urine
- (q) **“WATER ACTIVITY”**, includes swimming, wading, or any other activity resulting in full or partial immersion of a person’s body into water.

**SECTION 3**

**PARK USAGE**

- 3.1 Any person using a park shall
  - (a) keep the land and improvements in a condition satisfactory to a Park Officer.
  - (b) Comply with the instructions, prohibitions and directions prescribed by all lawfully designated and erected signs and notices.
- 3.2 Any person vacating a park shall restore the area to a clean and tidy condition.
- 3.3 No person shall
  - (a) interfere with the right of others to the quiet and peaceful enjoyment of a park.
  - (b) deface, injure or destroy any municipal property in a park.
  - (c) excavate or remove any tree, plant, or shrub.

- (d) remove park equipment.
  - (e) display or post any signs or advertisements in a park unless authorized by the Park Officer or Council.
  - (f) remove, deface, damage or destroy any sign boards, signs or notices posted or placed in a park under authority of this or any other Bylaw or Act.
  - (g) clean clothing, fish, cooking or eating utensils, vehicles, equipment, or bathe at or near a drinking fountain, standpipe, well or pump in a park.
- 3.4 All construction must be authorized by the municipality.
- 3.5 No person shall carry on a business in a park unless he has received permission from the Municipality for that purpose.

**SECTION 4                    REGISTRATION AND CAMPING PERMITS**

- 4.1 All persons entering a park shall register at the Self-Registration Vault or with a Park Officer.
- 4.2 Each camping accommodation unit must have an individual camping permit.
- 4.3 Notwithstanding subsection 4.1 and 4.2 children under the age of 16 years staying in a tent are exempt from registering provided they are staying in an individual campsite that is currently being occupied by a person(s) with a valid camping permit.
- 4.4 The Municipality may issue individual campsite permits, day use permits, or group camping permits under this Bylaw.
- 4.5 The Municipality may provide for and designate areas for day use and overnight camping.
- 4.6 Permits shall be issued on a first come, first serve basis (with the exception of seasonal camping stalls).
- 4.7 No person shall camp overnight in a park except in an area designated for that purpose unless otherwise authorized by a Park Officer and has a valid permit.
- 4.8 No person shall alter a camping permit or transfer a camping permit to another person.

- 4.9 The camping permit shall be made available for inspection by the Park Officer at any time.
- 4.10 A group camping permit may be subject to any conditions the Municipality considers appropriate.
- 4.11 The C.A.O. may, in writing, waive any applicable fee to any person or group.
- 4.12 When a campground or park has individual campsites, the maximum allowable combination of motorized vehicles, camping accommodation units, and towed equipment shall not exceed three (3), of which not more than two (2) shall be motorized vehicles
- 4.13 If neither of the two (2) motorized vehicles permitted under section 4.12 is towing a camping accommodation unit or being used for accommodations, two (2) tents may be kept in a campsite in addition to the vehicles permitted under section 4.12.
- 4.14 No person shall camp for more than fourteen (14) consecutive days in the same campground in a park without the written permission of a Park Officer (does not pertain to seasonal camping stalls).
- 4.15 An individual campsite shall be considered to be unoccupied when no camping accommodation unit, motor vehicle, or personal belongings are located on the campsite.
- 4.16 A camping permit is automatically cancelled if the campsite to which it relates to is unoccupied for 24 consecutive hours.
- 4.17 A Park Officer may cancel a camping permit on written notice to the permit holder, if the permit holder contravenes this Bylaw and the permit holder shall vacate the campsite within one hour of receiving such notice.
- 4.18 On the expiration or cancellation of a camping permit, the permit holder shall ensure that the campsite is vacated and that all personal property is removed.
- 4.19 The Municipality may add to, delete or vary the terms and conditions to which a permit is issued under this Bylaw.

- 4.20 No visitors shall be allowed in the park after 11:00 p.m. Any person remaining in the park after 11:00 p.m. shall be subject to pay the overnight camping fee.
- 4.21 No person shall occupy or remain in an area designated as a day use area after 11:00 p.m. unless authorized by a Park Officer.
- 4.22 Check out time for overnight camping shall be 2:00 p.m., day rate charges shall apply to overnight campers who check out after 2:00 p.m.

## **SECTION 5 SEASONAL CAMPING STALLS**

- 5.1 Where designated areas at campgrounds have been identified for monthly or seasonal usage the Municipal District will determine through a fair process how to designate seasonal camping stalls to individuals,
  - (a) If demand for seasonal camping stalls exceeds the current availability, the Municipal District shall determine through a seasonal camping stall draw,
  - (b) for seasonal camping stalls designated on an annual term, the individual may continue for an additional year, provided that there is no requirement to go to a camping stall draw and that annual fees are paid by March 01 of the current year.
- 5.2 Seasonal camping stall areas will be identified and designated specific locations and sizes by the Municipal District, and must be used solely for recreational purposes.
- 5.3 Any permitted cabins can not exceed 600 square feet (only single floor permitted).
- 5.4 Any permitted cabins must be a non-permanent removable structure, must be esthetically pleasing, and must have prior approval by the Municipal District before the placement on any seasonal camping stall.
- 5.5 No parking is permitted on any seasonal camping stall. All vehicular traffic must park in parking areas designated by the Municipal District.

- 5.6 Any permitted cabin equipped with water and/or sewer must utilize a portable R.V. waste holding tank capable of holding and draining of waste water without any spillage or seepage and must be connected to the cabins waste system at all times of the cabins usage.
- 5.7 Any permitted cabin must be placed at a location directed by the Municipal District.
- 5.8 Only the use of the quiet generators is permitted. This shall be at the discretion of the Municipal District.

**SECTION 6      ACCESS RESTRICTIONS**

- 6.1 No person shall enter or remain in a park or portion of a park where travel or access restrictions have been imposed under this Bylaw.

**SECTION 7      FIRE**

- 7.1 No person shall set, light or maintain a fire in a park except in a fireplace, pit or other facility designed for that purpose.
- 7.2 A person may use any dead vegetation for fuel purposes in a park.
- 7.3 Where the Municipality is of the opinion that a fire hazard exists in a park, the Municipality may, by erecting signs and notices for the purpose, prohibit the setting, lighting or maintaining of fires in all or part of a park.
- 7.4 No fire shall be left unattended or be allowed to spread.
- 7.5 No person shall deposit or dispose of hot coals, ashes, embers or any other burning or smoldering material in a place other than a stove, firepit, or other place provided for that purpose by the Municipality.
- 7.6 All fires, hot coals or smoldering materials shall be extinguished before leaving.
- 7.7 No person shall remove firewood from a park.

**SECTION 8            VEHICLES**

- 8.1        No person shall, within a park, operate or ride an off-highway vehicle that is motor driven, except on a designated trail or area unless otherwise authorized by the Municipality.
- 8.2        A Park Officer may prohibit the entry of a vehicle into any part of a park.
- 8.3        No vehicle shall be parked in a manner or at a location that impedes traffic.
- 8.4        No person shall exceed the posted speed limit with a motor vehicle or off-highway vehicle in a park.
- 8.5        The owner of a motor vehicle or off-highway vehicle which is involved in any contravention of this Bylaw is guilty of an offence.
- 8.6        When a motor vehicle, off-highway vehicle, boat, trailer, equipment, appliance, article, or object
- (a)        is abandoned,
- (b)        remains in an area after the authorization to be in that area has expired, or
- (c)        is located in a prohibited area,
- a Park Officer may remove, store or dispose of this item in accordance with this Bylaw.
- 8.7        A Park Officer may seize any vehicle, off-highway vehicle, boat, trailer or any equipment, appliance or other article or object that is being used in a park in contravention of this Bylaw, whether it is found in possession of the person alleged to have committed the contravention or not.
- 8.8        No motor vehicle, off-highway vehicle, boat, trailer, equipment, appliance, article or object that has been removed or seized shall be released to its owner or the owner's agent until all expenses incurred by the Municipality regarding the subject item have been paid. Such charges shall be in addition to any fine or penalty imposed in respect of any violation or to any payment made in lieu of prosecution as provided for in Schedule "A" of this Bylaw.



- 8.9 Pursuant to section 8.8, if any item stored is not claimed by the owner or someone on his behalf, in return for full payment of costs incurred, within 60 days of its removal, the item and its contents shall be turned over to the Municipality to be disposed of.

**SECTION 9 ANIMALS**

- 9.1 No person having the custody or control of an animal shall
- (a) bring the animal into a park or allow the animal to enter or remain in a park unless it is under the immediate, continuous, and effective control of such person.
  - (b) bring into or allow an animal to enter or remain in or on any area in a park that is
    - i. a designated swimming area,
    - ii. a beach area,
    - iii. a public washroom, or other public building or structure, or
    - iv. any other area where signs are posted prohibiting animals.
- 9.2 A Park Officer may refuse to admit to a park, or require to be removed from a park, any animal if the animal
- (a) is not under control,
  - (b) is a nuisance,
  - (c) threatens the life, safety, health, or comfort of any person, or
  - (d) damages property
- 9.3 A Park Officer and/or any other person acting under the supervision of a Park Officer may capture an animal running at large in a park.

- 9.4 When an animal is captured, the Park Officer shall
- (a) impound the animal, and
  - (b) make a reasonable attempt to contact the owner or person having custody of the animal.
- 9.5 Where the owner or person having custody of an animal, claims a captured animal from a Park Officer, that person shall pay the fees as set out in the Municipal District of Mackenzie No. 23's Animal Control Bylaw.
- 9.6 When an animal has been impounded for the time period required in the Municipal District of Mackenzie No. 23's Animal Control Bylaw, and no person claims it, a Park Officer may dispose of the animal in accordance with the Animal Control Bylaw.
- 9.7 No person shall bring into a Municipal park, a horse, pony, or beast of burden except with the written authorization from a Park Officer.

**SECTION 10 WASTE DISPOSAL**

- 10.1 No person shall
- (a) deposit solid waste matter in a park except in a receptacle or area provided for that purpose by the Municipality.
  - (b) deposit waste water, sewage or any liquid waste except in a receptacle approved by the municipality.
  - (c) bring commercial or residential waste matter into a park for disposal.
- 10.2 In areas in a park where waste disposal receptacles are not provided, waste matters shall be carried out of the area for disposal.

**SECTION 11 NUISANCE**

- 11.1 If, in the opinion of a Park Officer, a nuisance exists on any site which is subject to a permit, the Park Officer may, in writing, order the person causing the nuisance to abate the nuisance, clean the site, or both.

- 11.2 Where a person fails to comply with an order made pursuant to section 11.1 the Park Officer may take whatever steps are necessary to abate the nuisance, clean the site, or both. All costs incurred as a result of the nuisance shall be paid by the offender.
- 11.3 No person who has been removed from a park pursuant to this Bylaw shall, within the following 72-hour period, enter or attempt to enter a park.

**SECTION 12**      **FIREARMS**

- 12.1 No person shall discharge a firearm in a park or campground unless the firearm is discharged by a
- (a) a Police Officer,
  - (b) a Fish and Wildlife Officer,
  - (c) a duly authorized Municipal employee, agent, or contractor in the performance of their duties.
- 12.2 Notwithstanding section 12.1, a person who is in possession of a firearm in a park shall ensure the firearm is unloaded and
- (a) in a condition such that the barrel and stock are separated and taken apart, or
  - (b) completely enclosed in a locked case or other covering designed for that purpose.
- 12.3 No person shall hang or dress big game in the park.

**SECTION 13**      **NO SWIMMING**

- 13.1 Any person engaged in swimming, wading or any other Water Activity in a body of water located in a Park or other Public Area, contrary to a "No Swimming" sign posted in respect of that body of water is guilty of an offence and subject to a fine as set out at Schedule B of this Bylaw.
- 13.2 Any person in or in the immediate vicinity of a Park or other Public Area who is exercising care, control or supervision of a child or children under twelve (12) years of age who is/are engaged in swimming, wading or any other Water Activity contrary to Section 13.1, is guilty of an offence and subject to a fine as set out at Schedule B of the Bylaw.

**SECTION 14      SIGNAGE**

- 14.1      The Council may
- (a)      subject to the Traffic Safety Act, control and prohibit the movement of vehicular, pedestrian and other traffic by means of signs and notices designated and erected by it, and
  - (b)      designate and erect other signs and notices governing and prohibiting activities that are provided for in this Bylaw.

**SECTION 15      ADMINISTRATION**

- 15.1      For the purpose of administering and enforcing this Bylaw, a Park Officer may:
- (a)      Enter on and inspect any land, road structure or work in a park;
  - (b)      Order the repair, alteration, improvement, evacuation or removal of or addition to any unauthorized structure or work in a park;
  - (c)      Order any person in a park to cease or refrain from any action, omission or conduct that in the opinion of the Park Officer is dangerous to life or property or detrimental to the use and enjoyment of the park by other persons;
  - (d)      Require any person in a park to inform a Park Officer of:
    - i.      the name, and address of the person, and
    - ii.     any fact or intention relating to the use of the park by that person;
  - (e)      Remove from a park
    - i.      any person making unauthorized use of the park,
    - ii.     any person failing to comply with any provisions of this Bylaw, and
    - iii.    any person creating a nuisance or disturbance or committing a trespass or any undesirable act.

- 15.2 Each section of this Bylaw shall be read and construed as being separate and severable from each other section. Should any section of this Bylaw be found to have been improperly enacted for any reason, then such section apart shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

**SECTION 16 FEE RATES FOR USE OF CAMPGROUNDS**

- 16.1 Fees pursuant to this Bylaw shall be paid in accordance with Schedule "A".

**SECTION 17 CONTRAVENTIONS**

- 17.1 The Municipality or Park Officer may cancel or suspend a permit issued under this Bylaw if the permit holder contravenes this Bylaw, or any terms or conditions to which the permit is subject.
- 17.2 Every person who contravenes the provisions of this Bylaw is guilty of an offence and liable to the penalty as prescribed in Schedule "B" of this Bylaw or, on summary conviction to a fine not exceeding two thousand dollars (\$2,000.00) or imprisonment for a term of not more than six (6) months or to both a fine and imprisonment (in accordance with Provincial Regulations).
- 17.3 A Park Officer may commence a summons or offence notice in the form of a violation ticket or long information for the contravention. A Park Officer may serve upon such a person a violation ticket allowing payment of a specified penalty in the amount prescribed in Schedule "B", in lieu of prosecution for the offence.
- 17.4 Violation tickets shall be issued in accordance with the Provincial Offences Procedure Act.

**SECTION 18 EFFECTIVE DATE**

- 18.1 This Bylaw rescinds Bylaw 272/01.
- 18.2 This Bylaw shall come into full force and effect upon third and final reading.

First Reading given on the 27<sup>th</sup> day of July, 2005.

"B. Neufeld" (signed)  
Bill Neufeld, Reeve

"B. Spurgeon" (signed)  
Barbara Spurgeon, Executive Assistant

Second Reading given on the 31<sup>st</sup> day of August, 2005.

"B. Neufeld" (signed)  
Bill Neufeld, Reeve

"B. Spurgeon" (signed)  
Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Bill Neufeld, Reeve

\_\_\_\_\_  
Christine Woodward, Executive Assistant

**SCHEDULE "A"**

**Municipal District of Mackenzie No. 23**

**Facilities Available:**

Camping sites: Fort Vermilion Bridge Campsite,  
Machesis Lake,  
Wadlin Lake  
Tourangeau Lake.

**Fee Schedule per Camping Accommodation Unit, Day Use Areas and Seasonal Camping Stalls:**

Day Use: \$6.00  
(Wadlin Lake & Machesis Lake Only)

Seasonal Camping Stalls  
(Designated Campgrounds Only)

Overnight: \$12.00

Monthly: \$288.00

Weekly: \$72.00

Seasonal (May 15 – Sept. 15): \$1000.00

Monthly: \$288.00

Annually: \$1500.00

Group Camping: \$50.00 + \$10.00/unit/day, plus \$250.00 Damage Deposit

**NOTES:** Where available, the Group Camping fee allows for reservation of shelter for renter's use only.

Example 1:	15 units @ \$10.00	\$150.00
	Basic fee	<u>\$ 50.00</u>
	Total	\$200.00/day

Example 2:	10 units @ \$10.00	\$100.00
	Basic Fee	<u>\$ 50.00</u>
	Total	\$150.00/day

Example 3:	Shelter only (No R. V.'s)	\$ 50.00/day
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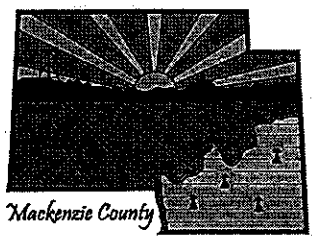
**SCHEDULE "B"**

**Municipal District of Mackenzie No. 23**

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

<b>Section</b>	<b>Description</b>	<b>Penalty</b>
Section 3.1 (a)	Fail to keep land in a clean/tidy condition	\$50.00
Section 3.1 (b)	Fail to comply with lawfully posted signs and/or notices	\$50.00
Section 3.2	Fail to restore land to a clean/tidy condition when vacating park	\$50.00
Section 3.3(a)	Interfere with others quiet enjoyment of park	\$50.00
Section 3.3(b)	Deface/injure/destroy object in park	\$75.00
Section 3.3(c)	Excavate or remove plants/plant fixtures from a park	\$75.00
Section 3.3(d)	Remove park equipment	\$75.00
Section 3.3(e)	Unauthorized display signs/ads in park	\$25.00
Section 3.3(f)	Remove/damage etc. authorized signs/notices in park	\$50.00
Section 3.3(g)	Bathe/clean clothing/ fish/utensils etc. at/near drinking fountain/pump in park	\$25.00
Section 3.4	Unauthorized construction in park	\$50.00
Section 3.5	Unauthorized business in park	\$50.00
Section 4.1	Failure to register when entering park	\$50.00
Section 4.2	Failure to obtain camping permit	\$50.00
Section 4.7	Camping in area not designated for that purpose	\$50.00
Section 4.8	Alteration of camping permit	\$50.00
Section 4.9	Failure to produce camping permit upon request	\$50.00
Section 4.12/4.13	Unauthorized combination of vehicles in campsite	\$50.00
Section 4.14	Camping more than fourteen consecutive days	\$50.00
Section 4.21	Remain in day use area after 11:00 p.m.	\$50.00
Section 6.1	Unlawfully enter/remain in park	\$50.00
Section 7.1	Set, light, or maintain fire in unauthorized place	\$50.00
Section 7.3	Set, light, or maintain fire after signs/notices have been erected prohibiting same	\$50.00
Section 7.4	Leave fire unattended/allow to spread	\$50.00
Section 7.5	Deposit/dispose of hot coals/ashes etc. in unauthorized place	\$50.00
Section 7.6	Fail to extinguish fire etc. before leaving	\$50.00
Section 7.7	Remove firewood from a park	\$100.00
Section 8.1	Operate off-highway vehicle where prohibited	\$50.00
Section 8.2	Enter park when prohibited	\$50.00
Section 8.3	Parking in a manner or location that impedes traffic	\$50.00
Section 8.4	Exceed posted speed limit	\$50.00
Section 9.1(a)	Animal running at large	\$50.00
Section 9.1(b)	Animal in prohibited area	\$50.00
Section 9.7	Bring/allow horse/pony etc. unauthorized into the park	\$100.00
Section 10.1(a)	Deposit waste matter in unauthorized area of park	\$50.00
Section 10.1(b)	Deposit waste water or liquid waste in unauthorized area	\$250.00
Section 10.1(c)	Dispose of commercial/residential waste in park	\$50.00
Section 10.2	Fail to carry waste matter from areas in park without receptacles	\$50.00
Section 11.3	Attempt to enter park within 72 hours of removal from a park	\$100.00
Section 12.1	Discharging of firearm	\$100.00
Section 12.2	Improper storage of firearm	\$75.00
Section 12.3	Hang big game in park	\$50.00





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>Jason Gabriel, Supervisor of Emergency Operations</b>
<b>Title:</b>	<b>Fire Smart Community Grant – Zama</b>

**BACKGROUND / PROPOSAL:**

In June 2007 administration in conjunction with Sustainable Resources applied for additional funding to aid in completing the Zama Fire Prescription. In September 2007 Mackenzie County was notified that their application was successful in the amount of \$50,000.00.

At the fall Fire Smart meeting with Sustainable Resources it was estimated that to complete the Zama Fire Prescription it would require a total of \$85,000.00. Currently there is \$11,000.00 remaining in the approved 2007 Budget, the County would then need to commit an additional \$24,000.00 for the completion of the project.

**OPTIONS & BENEFITS:**

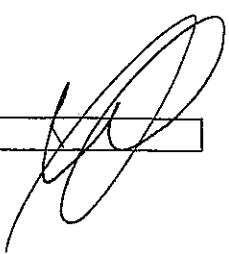
**COSTS & SOURCE OF FUNDING:**

Additional \$24,000.00 from the general operating reserve

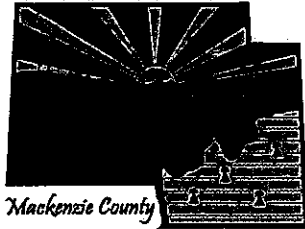
**RECOMMENDED ACTION:**

Motion 1

That the capital budget be amended to include an additional amount of \$74,000.00 with \$24,000.00 from the general operating reserve and \$50,000.00 from the Provincial grant for the completion of the Zama Fuel Break project.

<b>Author:</b>	J. Gabriel	<b>Reviewed by:</b>		<b>CAO</b>	
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## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 13, 2007</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services</b>
<b>Title:</b>	<b>Winter Maintenance Flags</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County provides the services of clearing or ice blading rural driveways and sanding parking lots to ratepayers within the county. A ratepayer can request the service he requires by first signing an agreement and then purchasing a winter maintenance flag at a cost of \$20 (seniors receive the snow clearing service for rural driveways at no cost but are still required to sign an agreement). This flag is color coded and indicates to the grader operator which service is required. When the service has been completed, the operator removes the flag and returns it to the county offices where they continue to be purchased throughout the winter.

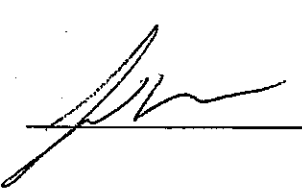

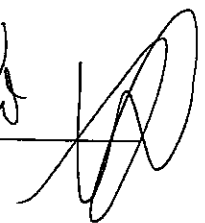
Administration is concerned over the unauthorized duplication of these winter maintenance flags by ratepayers within the county and is proposing the purchase of new flags with the Mackenzie County logo on them.

**OPTIONS & BENEFITS:**

Advantages of purchasing new maintenance flags for the County are as follows:

1. To prevent unauthorized duplication. The new flags would have the County logo on both sides and would be more difficult to duplicate.
2. The current flags are in a deteriorated state. The senior & sanding flags are made out of tarp and canvas material and look tattered and used. The regular snow clearing flags are also in bad shape, as well as having the Alberta Transportation logo on them.

**Author:** C. Friesen

**Review By:**  **CAO**  

**COSTS & SOURCE OF FUNDING:**

160 Maintenance Flags  
125 Senior Maintenance Flags  
15 Sanding Flags  

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300 flags  
\$30/flag + \$200 freight  

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**\$9,200**

To be funded out of the general operating reserve.

**RECOMMENDED ACTION:**

That the \$9,200 over expenditure for the road maintenance flags be authorized with funding coming from the general operating reserve.

Author: C. Friesen

Review Date:

 For CAO 



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	November 13, 2007
<b>Presented By:</b>	John Klassen, Director of Environmental Services
<b>Title:</b>	Signage -- Peter Fehr's Subdivision

### BACKGROUND / PROPOSAL:

Prior to Peter Fehr's subdivision receiving final approval signage has to be installed as per Mackenzie County's direction. Administration has prepared a sign package for Council's approval.

### OPTIONS & BENEFITS:

See attachment for review.

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That the sign package for Peter Fehr's Subdivision be accepted as presented.

Author: C. Friesen

Review By: \_\_\_\_\_

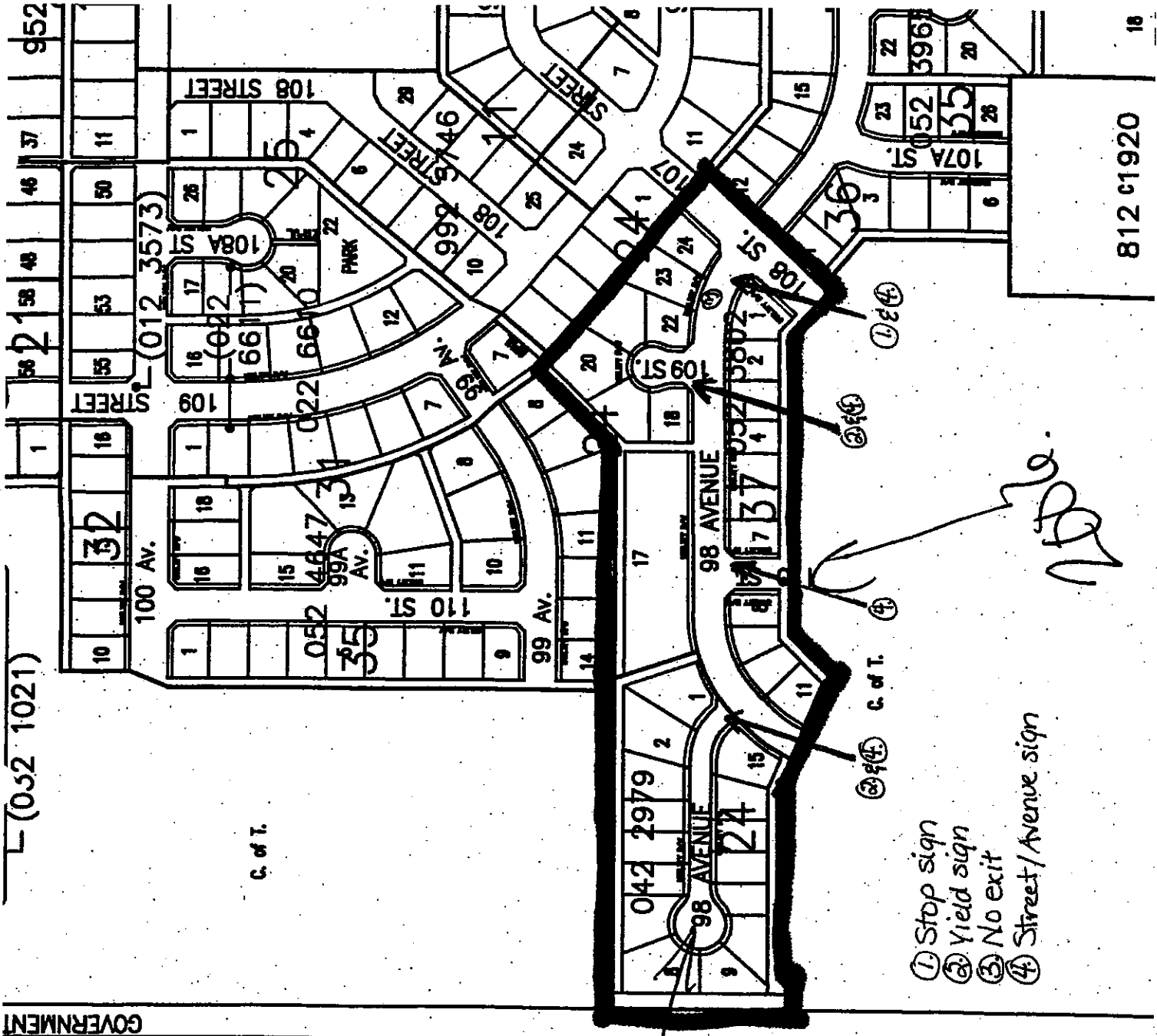
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CAO *[Handwritten signature]*



GOVERNMENT

L (052 1021)

56 2 1 58 48 46 37 952



C. of T.

- ① Stop sign
- ② Yield sign
- ③ No exit
- ④ Street/Avenue sign

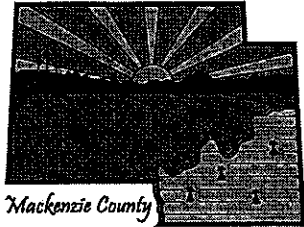
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# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	November 13, 2007
<b>Presented By:</b>	William Kostiw, Chief Administrative Officer
<b>Title:</b>	Boyer Gas Line Installation Request (First Nations + Ven Cap.)

**BACKGROUND / PROPOSAL:**

Administration received a request from Boyer in install a 4" gas line on a County right-of-way at no cost to the County. See attached map.

**OPTIONS & BENEFITS:**

Additional taxes.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

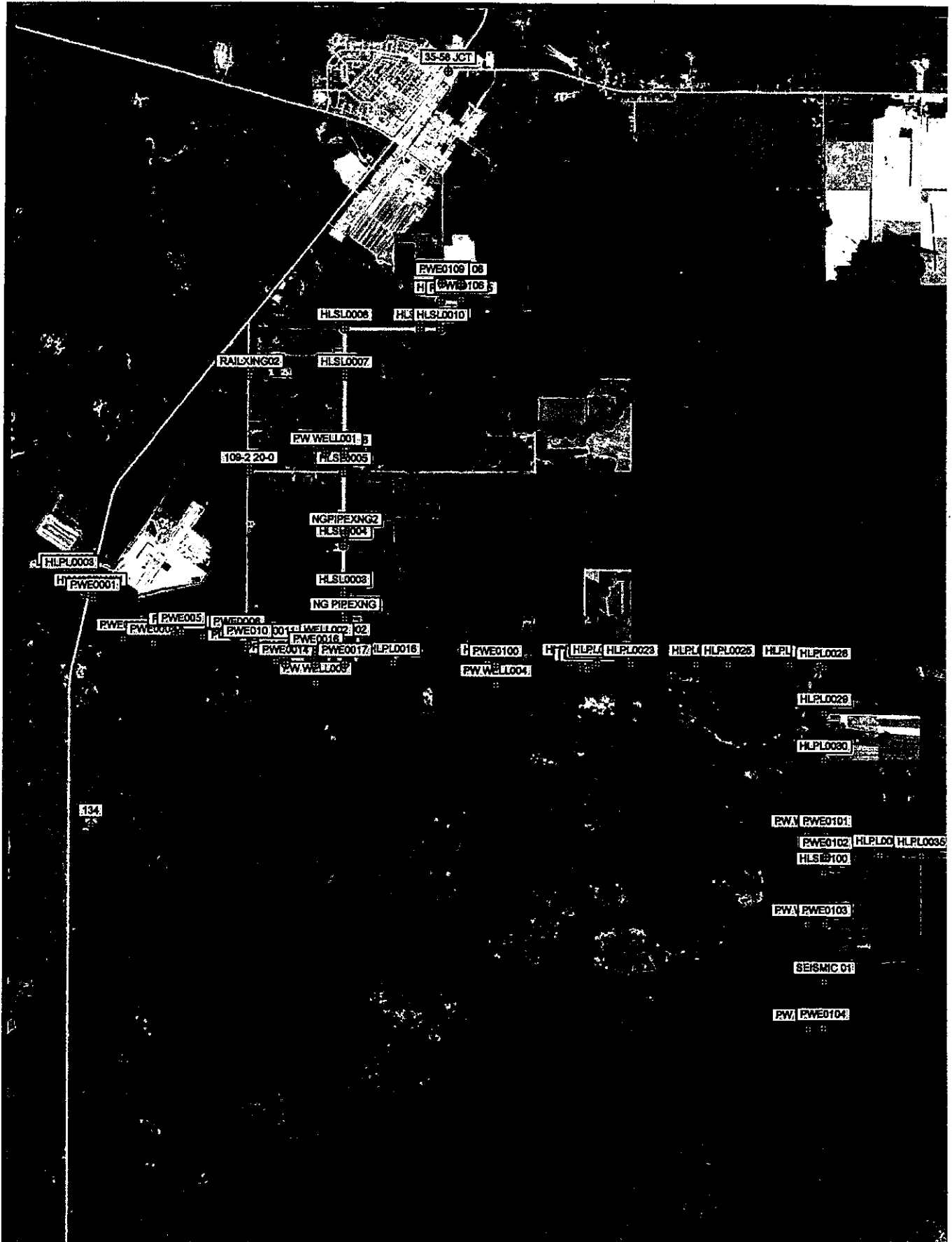
That Council approve the request from Boyer to install a 4" gas line on a County right-of-way at no cost to the County.

Author: W. Kostiw

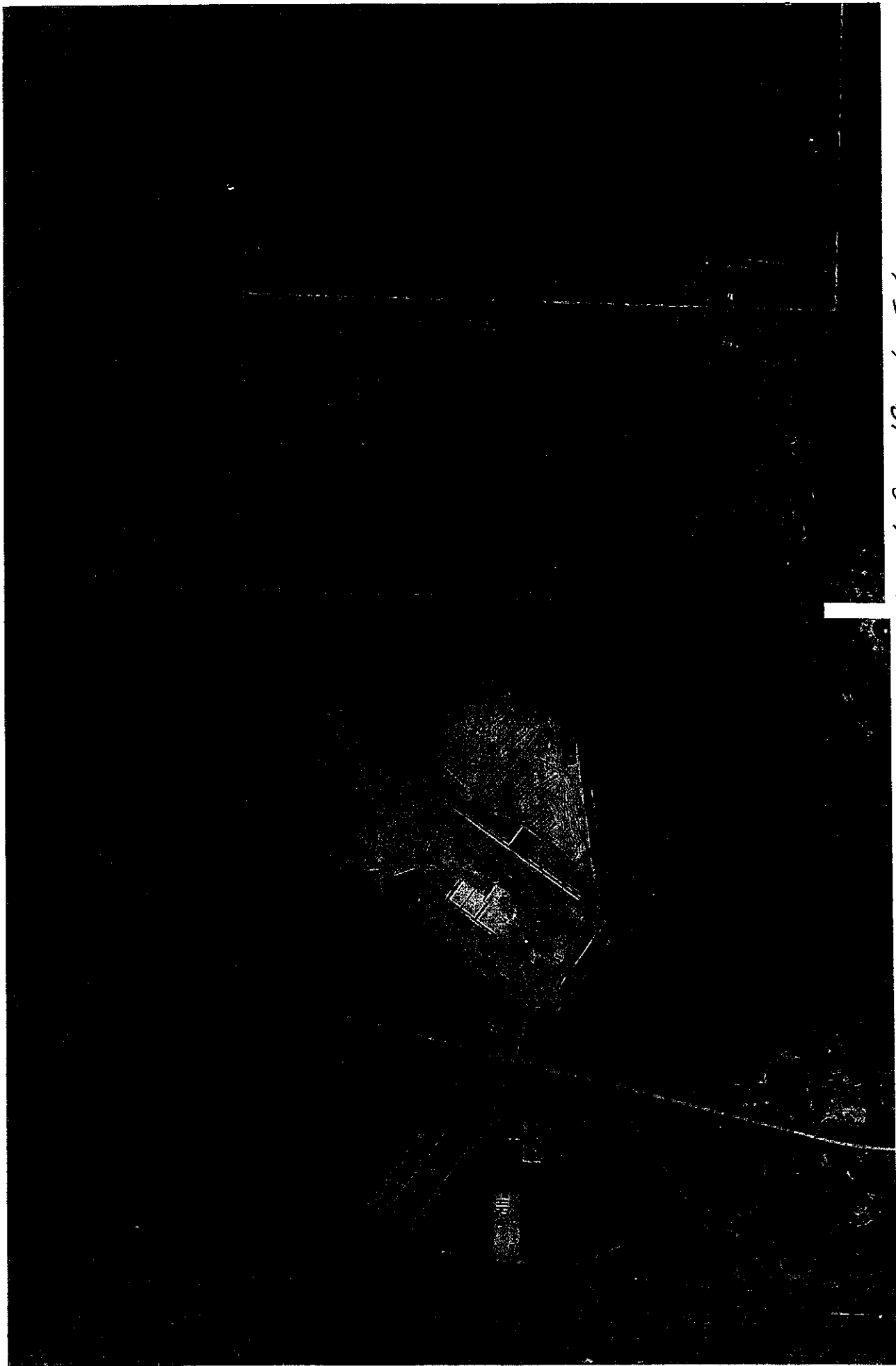
Review By: \_\_\_\_\_

CAO





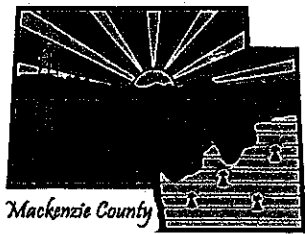
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SW 7-109-19-WSM

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133



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 14, 2007</b>
<b>Presented By:</b>	<b>Mark Schonken, Director of Public Works</b>
<b>Title:</b>	<b>County Gravel for Projects</b>

### BACKGROUND / PROPOSAL:

Contractors are currently required to use their own gravel when performing work for the County. This practice limits the contractors that can competitively bid on the County projects. Furthermore, the cost of gravel to the County is generally lower than when the contractor has to supply the gravel.

### OPTIONS & BENEFITS

Projects should be tendered with the option that the County can supply the gravel. This should increase the competition from the contractors that tender on County projects.

The County should also be able safe on the cost of gravel since the County's gravel is generally cheaper than that of the contractors.

### COSTS & SOURCE OF FUNDING:

N/A.

### RECOMMENDED ACTION:

#### **Motion**

That future County projects be tendered with the option that the County may supply the gravel as part of the tender, which will be at the County's discretion.

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

