

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

Tuesday, January 8, 2008

10:00 a.m.

**Council Chambers
Fort Vermilion, AB**

PRESENT:

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

ABSENT:

Dicky Driedger	Councillor
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ADMINISTRATION:

William (Bill) Kostiw	Chief Administrative Officer
Joulia Whittleton	Director of Corporate Services
John Klassen	Director of Environmental Services
Ryan Becker	Director of Planning & Emergency Services
Carol Gabriel	Executive Assistant

ALSO PRESENT:

Susan McNeil, The Echo

Minutes of the Regular Council meeting for Mackenzie County held on January 8, 2008 at the Council Chambers in Fort Vermilion, Alberta.

CALL TO ORDER:

1. a) Call to Order

Reeve Newman called the meeting to order at 10:11 a.m.

AGENDA:

2. a) Adoption of Agenda

MOTION 08-01-001

MOVED by Councillor Neufeld

That the agenda be adopted as amended with the addition of:
10. j) La Crete Community Library Funding Request
Move 13. e) Health Authority to 10. k)

CARRIED

**ADOPTION OF THE
PREVIOUS MINUTES:**

3. a) Minutes of the December 11, 2007 Regular Council Meeting

MOTION 08-01-002

MOVED by Councillor Braun

That the minutes of the December 11, 2007 Regular Council meeting be adopted as presented.

CARRIED

3. b) Minutes of the December 17 & 18, 2007 Special Council Meeting

MOTION 08-01-003

MOVED by Councillor Toews

That the minutes of the December 17 & 18, 2007 Special Council meeting be adopted as presented.

CARRIED

**BUSINESS ARISING
OUT OF THE MINUTES:**

4. b) La Crete Community Library Funding Request

MOTION 08-01-004

MOVED by Councillor Braun

That a letter be sent to the La Crete Community Library regarding their funding request as discussed at the December 17, 2007 budget meeting.

CARRIED

4. a) Land Request in Zama

MOTION 08-01-005

MOVED by Councillor Wardley

That administration be instructed to complete the subdivision to Hamlet General standards from Plan 962-3203 south east to the County office in Zama.

CARRIED

MOTION 08-01-006

MOVED by Councillor Watson

That first reading be given to Bylaw 662/08 to rezone part of SW 18-117-4-W6M from Institutional to Hamlet General in Zama.

CARRIED

GENERAL REPORTS:

6. a) Mackenzie Housing Management Board Meeting Minutes – October 31, 2007

MOTION 08-01-007

MOVED by Councillor Braun

That the Mackenzie Housing Management Board meeting minutes of October 31, 2007 be received for information.

CARRIED

6. b) Municipal Planning Commission Meeting Minutes November 27, 2007

MOTION 08-01-008

MOVED by Councillor J. Driedger

That the Municipal Planning Commission meeting minutes of November 27, 2007 be received for information.

CARRIED

MOTION 08-01-009

MOVED by Councillor Froese

That administration be instructed to bring back information regarding home based businesses.

CARRIED

PUBLIC HEARINGS:

7. a) None

TENDERS:

8. a) None

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

9. a) Council Committee Reports

Councillor Neufeld had no items to report.

Councillor Braun reported on the Mighty Peace Tourism meeting, La Crete Recreation Board meeting, County Christmas supper, Special Council (budget) meetings, and La Crete Building Committee meetings.

Councillor Froese had no items to report.

Reeve Newman reported on the La Crete Building Committee meetings, Special Council (budget) meetings, and meetings with

the Town of High Level.

Deputy Reeve Sarapuk reported on the Veterinary Services Incorporated meeting, meeting with Ainsworth and Sustainable Resource Development, Regional Economic Development Initiative videoconference and tourism meeting, Special Council (budget) meetings, Agriculture Land Task Force, and Fort Vermilion Building Committee meetings.

Councillor J. Driedger reported on the meetings with the Town of High Level, La Crete Community Library, and the La Crete Building Committee meetings.

Councillor Toews reported on the Fort Vermilion Recreation Board and Fort Vermilion Building Committee meetings.

Councillor Wardley reported on the Zama community meeting scheduled for January 29th regarding the Zama post office.

Councillor Watson reported on the Special Council (budget) meetings and meetings with the Town of High Level.

MOTION 08-01-010

MOVED by Deputy Reeve Sarapuk

That the Council Committee verbal reports be accepted as information.

CARRIED

9. b) CAO & Director Reports

MOTION 08-01-011

MOVED by Councillor J. Driedger

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

CARRIED

DELEGATIONS:

5. a) RCMP

MOTION 08-01-012

MOVED by Councillor Froese

That the RCMP report presented by S/Sgt. Steve Wright and Cst. Lee Brachmann be received for information.

CARRIED

Reeve Newman recessed the meeting at 12:07 p.m. and reconvened the meeting at 12:53 p.m.

**CORPORATE
SERVICES:**

**10. a) Bylaw 658/07 Mackenzie Housing Subdivision Local
Improvement**

MOTION 08-01-013

MOVED by Deputy Reeve Sarapuk

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

CARRIED

MOTION 08-01-014

MOVED by Councillor Froese

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

CARRIED

10. b) Registered Apprenticeship Program (RAP)

MOTION 08-01-015

Requires 2/3

MOVED by Councillor Wardley

That administration be authorized to register the County in the Registered Apprenticeship Program and proceed with the selection of suitable candidates in cooperation with the schools representatives and that the estimated \$20,000 costs be included in the 2008 operating budget.

CARRIED

**10. c) Wages & Salaries – 2008 Cost of Living Allowance
(COLA) Increase (Union & Out of Scope Staff)**

MOTION 08-01-016

Requires 2/3

MOVED by Councillor Neufeld

That administration proceed with the Cost of Living Allowance increase as negotiated in the latest AUPE contract.

CARRIED

MOTION 08-01-017

Requires 2/3

MOVED by Councillor Braun

That the Chief Administrative Officer be authorized to approve the Cost of Living Allowance and earned merit increases for the out-of-scope employees at the same level as for the Union employees.

CARRIED UNANIMOUSLY

10. d) Fort Vermilion Midget Hockey Team – Request for Funding

MOTION 08-01-018

MOVED by Councillor Wardley

That the Fort Vermilion midget hockey team funding request be received for information.

CARRIED

10. e) Truck Purchase

MOTION 08-01-019

Requires 2/3

MOVED by Councillor Braun

That the 2007 budget be amended to include the purchase of a \$35,000 truck with funding coming from the Emergency Services Reserves.

CARRIED

10. f) 2008 Operating and Capital Budget Review Date

MOTION 08-01-020

MOVED by Councillor Neufeld

That the next 2008 budget review date be set for Friday, February 1, 2008 at 10:00 a.m. in Fort Vermilion.

CARRIED

10. g) Attendance at Association Meetings

MOTION 08-01-021

MOVED by Councillor J. Driedger

That all Councillors and appropriate administration be authorized to attend the following at their discretion:

- Alberta Association of Municipal Districts & Counties (AAMD&C) – Annual Conventions and Zone Meetings
- Alberta Urban Municipalities Association (AUMA) Annual Conventions

CARRIED

MOTION 08-01-022

MOVED by Councillor Watson

That three Councillors be authorized to attend the Federation of Canadian Municipalities (FCM) Annual Conference on a rotational basis along with the Reeve and the Chief Administrative Officer.

CARRIED

10. h) REDI Letter of Support – 2008 CISP Funding Application

MOTION 08-01-023

MOVED by Deputy Reeve Sarapuk

That a letter of support be sent to Foreign Affairs and International Trade Canada for the REDI Community Investment Support Program.

CARRIED

10. i) Information/Correspondence Items

MOTION 08-01-024

MOVED by Councillor Toews

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

CARRIED

Councillor Froese left the meeting at 1:30 p.m.

10. j) La Crete Community Library

MOTION 08-01-025

MOVED by Councillor Wardley

That administration forward one lump sum payment to the non-profit organizations, library and recreation boards by the 15th of February.

CARRIED

10. k) Health Authority

MOTION 08-01-026

MOVED by Councillor Neufeld

That administration draft a letter to the Northern Lights Health Authority requesting their long term plans for the west side of the health region.

CARRIED

Reeve Newman recessed the meeting at 1:40 p.m. and reconvened the meeting at 1:52 p.m.

**OPERATIONAL
SERVICES:**

11. a) Engineering

MOTION 08-01-027

MOVED by Councillor Braun

That the County engineering firms be reduced to include the following and that administration be instructed to prepare service agreements with them.

- Stewart, Weir & Co.
- AMEC Engineering
- ISL Engineering
- EXH Engineering

CARRIED

Councillor Froese rejoined the meeting at 1:58 p.m.

**11. b) Alberta Traffic Safety Plan Host Agency
Agreement**

MOTION 08-01-028

MOVED by Councillor Neufeld

That the County enter into an agreement with the University of Alberta for the hosting of the Regional Traffic Safety Coordinator position and that they be located in the adjacent building.

CARRIED

11. c) Road Protection Agreement

MOTION 08-01-029

MOVED by Councillor Neufeld

That the road protection agreement be tabled for more information and that administration conduct meetings with small County contractors.

CARRIED

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

12. a) Bylaw 661/07 Area Structure Plan Part of SW 12-106-16-W5M – George Fehr (La Crete Rural)

MOTION 08-01-030

MOVED by Councillor Toews

That first reading be given to Bylaw 661/07, being a bylaw to adopt the Area Structure Plan for SW 12-106-16-W5M west of La Crete.

CARRIED

MOTION 08-01-031

MOVED by Councillor Froese

That second reading be given to Bylaw 661/07, being a bylaw to adopt the Area Structure Plan for SW 12-106-16-W5M west of La Crete.

CARRIED

MOTION 08-01-032
Requires Unanimous

MOVED by Councillor Braun

That consideration be given to go to third reading of Bylaw 661/07, being a bylaw to adopt the Area Structure Plan for SW 12-106-16-W5M west of La Crete at this meeting.

CARRIED UNANIMOUSLY

MOTION 08-01-033

MOVED by Councillor Neufeld

That third reading be given to Bylaw 661/07, being a bylaw to adopt the Area Structure Plan for SW 12-106-16-W5M west of La Crete.

CARRIED

12. b) Encroachments

MOTION 08-01-034

MOVED by Councillor Neufeld

That Mackenzie County enter into an encroachment agreement, at the Developer's cost for Development Permit 217-DP-07 on Plan 032-1401, Block 29, Lot 1, in the name of Henry and Trudy Martens, for the placement of the fence four feet onto a municipal road plan; that the encroachment agreement be registered on the title by caveat and that all future requests for encroachment agreements be reviewed individually.

DEFEATED

MOTION 08-01-035

MOVED by Councillor Braun

That the encroachment agreements be received for information.

CARRIED

12. c) Mackenzie County School Zone Review

MOTION 08-01-036

MOVED by Councillor Neufeld

That the La Crete Public School zone review be tabled to the next meeting.

CARRIED

12. d) La Crete Building Committee

MOTION 08-01-037

MOVED by Councillor J. Driedger

That Council approve the La Crete Building Committee recommended site 4 location (portion of NW 3-106-15-W5M) for the building of the Municipal office in La Crete as discussed.

CARRIED

MOTION 08-01-038

MOVED by Councillor Braun

That Council approve the La Crete Building Committee recommended consultant, Focus Engineering, for the building of the Municipal office in La Crete.

CARRIED

Reeve Newman recessed the meeting at 2:50 p.m. and reconvened the meeting at 3:04 p.m.

Councillor J. Driedger declared himself in conflict of interest and left the meeting at 3:04 p.m.

12. e) Norwood Transport – Request to Waive a Fire Invoice

MOTION 08-01-039

MOVED by Councillor Froese

That Council move in camera at 3:07 p.m. to discuss the request to waive a fire invoice.

CARRIED

MOTION 08-01-040

MOVED by Councillor Watson

That Council move out of camera at 3:17 p.m.

CARRIED

MOTION 08-01-041

MOVED by Councillor Wardley

That Norwood Transport pay fire invoice #5569 in full in the amount of \$4,181.00.

CARRIED

Councillor J. Driedger rejoined the meeting at 3:18 p.m.

12. f) Sale of Watercraft Equipment

MOTION 08-01-042

MOVED by Councillor Wardley

That all County owned watercraft equipment be sold and that proceeds be transferred to the Emergency Services Reserve.

CARRIED UNANIMOUSLY

IN CAMERA SESSION:

MOTION 08-01-043

MOVED by Councillor Wardley

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 3:22 p.m.

- 13. a) Personnel
- 13. b) Special Projects
- 13. c) Inter-municipal Negotiations
- 13. d) Forestry

13. f) La Crete Office Consolidation

CARRIED

MOTION 08-01-044

MOVED by Councillor J. Driedger

That Council move out of camera at 4:08 p.m.

CARRIED

MOTION 08-01-045

MOVED by Councillor Froese

That the in-camera items be received for information.

CARRIED

NEXT MEETING DATE:

14. a) Regular Council Meeting

Regular Council Meeting
Wednesday, January 30, 2008
2:00 p.m.
Zama Community Hall, Zama, AB

ADJOURNMENT:

15. a) Adjournment

MOTION 08-01-046

MOVED by Councillor Toews

That the Regular Council meeting be adjourned at 4:13 p.m.

CARRIED

These minutes will be presented to Council for approval on Wednesday, January 30, 2008

Greg Newman, Reeve

Carol Gabriel, Executive Assistant

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, January 8, 2008
10:00 a.m.**

**Council Chambers
Fort Vermilion, Alberta**

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF THE PREVIOUS MINUTES:	3.	a) Minutes of the December 11, 2007 Regular Council Meeting	7
		b) Minutes of the December 17 & 18, 2007 Special Council Meeting	21
BUSINESS ARISING OUT OF THE MINUTES:	4.	a) Land Request in Zama	27
		b) LC library funding requests	
DELEGATIONS:	5.	a) RCMP Steve Wright, Regional Commander	
		b)	
GENERAL REPORTS:	6.	a) Mackenzie Housing Management Board Meeting Minutes – October 31, 2007	29
		b) Municipal Planning Commission Meeting Minutes November 27, 2007	35
PUBLIC HEARINGS:	7.	a) None	
TENDERS:	8.	a) None	
COUNCIL	9.	a) Council Committee Reports	

**COMMITTEE, CAO
 AND DIRECTORS
 REPORTS:**

✓b) CAO & Director Reports 47

**CORPORATE
 SERVICES:**

10. ✓a) Bylaw 658/07 Mackenzie Housing Subdivision Local Improvement 77

✓b) Registered Apprenticeship Program (RAP) 85

✓c) Wages & Salaries – Cost of Living Allowance (COLA) Increase (Union & Out of Scope Staff) 89

✓d) Fort Vermilion Midget Hockey Team – Request for Funding 91

✓e) Truck Purchase 99

✓f) 2008 Operating and Capital Budget Review Date 101

✓g) Attendance at Association Meetings 103

✓h) REDI Letter of Support – 2008 CISP Funding Application 105

✓i) Information/Correspondence Items 109

✓j) *La Crete Comm. Library*
fundings request
 ✓k) *Health Authority*

**OPERATIONAL
 SERVICES:**

11. ✓a) Engineering 141

✓b) Alberta Traffic Safety Plan Host Agency Agreement 143

✓c) Road Protection Agreement 157

d)

e)

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

12. ✓a) Bylaw 661/07 Area Structure Plan Part of SW 12-106-16-W5M – George Fehr (La Crete Rural) 167

✓b) Encroachments 1191

- e) Mackenzie County School Zone Review 195
- f) La Crete Building Committee 199
- g) Norwood Transport – Request to Waive a Fire Invoice 201
- h) Sale of Watercraft Equipment 209

i)

j)

**IN CAMERA
SESSION:**

13.

a)

Personnel

b)

Special Projects

c)

Inter-municipal Negotiations

d)

Forestry

e)

Health Authority *- move to 10-K)*

f)

La Crete Office Consolidation

g)

h)

**NEXT MEETING
DATE:**

14.

a)

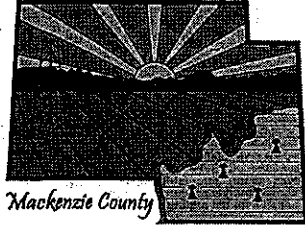
Regular Council Meeting
Wednesday, January 30, 2008
2:00 p.m.
Zama Community Hall, Zama, AB

ADJOURNMENT:

15.

a)

Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Minutes of the December 11, 2007 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the December 11, 2007 Regular Council meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That the minutes of the December 11, 2007 Regular Council meeting be adopted as presented.

Author: C. Gabriel

Review by: _____

CAO 

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

Tuesday, December 11, 2007

10:00 a.m.

**Council Chambers
Fort Vermilion, AB**

PRESENT:

Greg Newman	Reeve
Walter Sarapuk	Deputy Reeve (arrived at 12:48 p.m.)
Peter Braun	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Ed Froese	Councillor
Bill Neufeld	Councillor (left at 12:45 p.m.)
Ray Toews	Councillor
Lisa Wardley	Councillor

ABSENT: Stuart Watson Councillor

ADMINISTRATION:

William (Bill) Kostiw	Chief Administrative Officer
Joulia Whittleton	Director of Corporate Services
John Klassen	Director of Environmental Services
Ryan Becker	Director of Planning & Emergency Services
Eva Schmidt	Planning Supervisor
Wanita Mitchell	Administrative Assistant

ALSO PRESENT: Members of the public

Minutes of the Regular Council meeting for Mackenzie County held on December 11, 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 10:05 a.m.

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

MOTION 07-12-1100 **MOVED** by Councillor Neufeld

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

10. d) Highway 697 Storm Water Agreement with Alberta
Infrastructure & Transportation

12. c) Land Use Bylaw Enforcement (Zama)

14. b) January 23, 2008 Regular Council Meeting (Zama)

CARRIED

**ADOPTION OF THE
PREVIOUS MINUTES:**

3. a) Minutes of the November 28, 2007 Regular Council Meeting

MOTION 07-12-1101

MOVED by Councillor Wardley

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

CARRIED

**BUSINESS ARISING
OUT OF THE MINUTES:**

4. a) None

GENERAL REPORTS:

6. a) Mackenzie Housing Management Board Meeting Minutes – September 26, 2007

MOTION 07-12-1102

MOVED by Councillor J. Driedger

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

CARRIED

6. b) Municipal Planning Commission Meeting Minutes November 5, 2007

MOTION 07-12-1103

MOVED by Councillor Froese

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

CARRIED

PUBLIC HEARINGS:

7. a) None

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

9. a) Council Committee Reports

Councillor Neufeld reported on the Mackenzie Housing Management Board, Sustainable Resource Development, meetings with Alberta Infrastructure & Transportation.

Councillor Braun reported on the Municipal Planning Commission and the La Crete Family & Community Support Services.

Councillor Froese reported on the Municipal Planning Commission and the Blumenort water point.

Reeve Newman reported on forestry and meeting with Ainsworth.

Councillor J. Driedger reported on Town of High Level negotiations, and the Mackenzie Library Board.

Councillor Toews reported on the Finance Committee meeting.

Councillor Wardley reported on the Zama recreation board and the Zama post office.

Councillor D. Driedger reported on the Agriculture Land Task Force.

MOTION 07-12-1104

MOVED by Councillor D. Driedger

That the Council Committee verbal reports be accepted as information.

CARRIED

9. b) CAO & Director Reports

MOTION 07-12-1105

MOVED by Councillor Neufeld

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

CARRIED

MOTION 07-12-1106

MOVED by Councillor Braun

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

- 10. e) 102nd Avenue CAMRIF Project (La Crete)
- 11. g) Municipal-Aboriginal Relationships Action Forum (AAMD&C)
- 11. h) Fort Vermilion Recreation Board
- 12. d) Stanton Lake Estates Proposed Development
- 12. e) Fee Schedule Bylaw 660/07

CARRIED

Reeve Newman recessed the meeting at 11:17 a.m. and

reconvened the meeting at 11:27 a.m.

IN CAMERA SESSION:

MOTION 07-12-1107

MOVED by Councillor Toews

That consideration be given to move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 11:27 a.m.

- 13. a) Personnel
- 13. b) Special Projects
- 13. c) Inter-municipal Negotiations
- 13. d) Forestry

CARRIED

MOTION 07-12-1108

MOVED by Councillor Toews

That Council move out of camera at 12:13 p.m.

CARRIED

13. b) Special Projects

MOTION 07-12-1109

MOVED by Councillor Neufeld

That the County continue lobbying for paving of Highway 88 with preference to start from the north end.

CARRIED

Reeve Newman recessed the meeting at 12:15 p.m. and reconvened the meeting at 1:03 p.m.

Councillor Neufeld left the meeting at 12:45 p.m.

Deputy Reeve Sarapuk arrived at 12:48 p.m.

**OPERATIONAL
SERVICES:**

10. a) Road Protection Agreement

MOTION 07-12-1110

MOVED by Councillor Wardley

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

CARRIED

10. b) Road Protection Policy PW010

MOTION 07-12-1111

MOVED by Councillor Braun

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

CARRIED

10. c) Metal Recycling

MOTION 07-12-1112

MOVED by Councillor Froese

That Mackenzie County seek Request for Proposals for the metal recycling project.

CARRIED

10. d) Highway 697 Storm Water Agreement with Alberta Infrastructure & Transportation

MOTION 07-12-1113
Requires Unanimous

MOVED by Councillor Braun

That administration request construction funding from Alberta Infrastructure & Transportation for the Highway 697 storm-water control and/or money for surveying estimated at \$35,000 County share.

CARRIED UNANIMOUSLY

DELEGATION:

5. a) Daishowa-Marubeni International Ltd. (DMI)

Al Dumouchel and Sherri Macaulay, Forest Resources Supervisors with DMI Peace River Pulp Division, presented their annual report and discussion regarding the resource road funding.

MOTION 07-12-1114

MOVED by Councillor Braun

That the Daishowa-Marubeni International Ltd. presentation be received for information.

CARRIED

5. b) RCMP
Cst. Lee Brachmann

MOTION 07-12-1115

MOVED by Councillor Froese

That the RCMP report presented by Cst. Lee Brachmann be accepted for information.

CARRIED

TENDERS:

8. a) Buffalo Head Waste Transfer Station

MOTION 07-12-1116

MOVED by Councillor Wardley

That the Buffalo Head Waste Transfer Station tenders be opened at 2:40 p.m.

CARRIED

MOTION 07-12-1117

MOVED by Deputy Reeve Sarapuk

That the Buffalo Head Waste Transfer Station tender be awarded to the lowest bidder, Charles Wieler.

CARRIED

10. e) 102nd Avenue CAMRIF Project (La Crete)

MOTION 07-12-1118
Requires Unanimous

MOVED by Councillor Braun

That administration proceed with the 102nd Avenue CAMRIF project in La Crete.

CARRIED UNANIMOUSLY

**CORPORATE
SERVICES:**

11. a) Electronic Signatures Policy FIN024

MOTION 07-12-1119

MOVED by Councillor Wardley

That the Electronic Signatures Policy FIN024 be approved as amended.

CARRIED

11. b) Purchasing and Tendering Policy FIN025

MOTION 07-12-1120

MOVED by Councillor Toews

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

CARRIED

MOTION 07-12-1121

MOVED by Councillor Wardley

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

CARRIED

11. c) Finance Committee Terms of Reference

MOTION 07-12-1122

MOVED by Councillor Wardley

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

CARRIED

11. d) FCM Annual Conference

MOTION 07-12-1123

MOVED by Councillor Braun

That the FCM Annual Conference be received for information.

CARRIED

11. e) Disaster Training for Municipal Elected Officials

MOTION 07-12-1124

MOVED by Councillor Toews

That the disaster training for municipal elected officials be received for information.

DEFEATED

MOTION 07-12-1125

MOVED by Councillor Braun

That Council be authorized to attend the disaster training for municipal elected officials on January 15, 2008 in Grande Prairie.

CARRIED

11. f) Information/Correspondence

MOTION 07-12-1126

MOVED by Councillor Braun

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

CARRIED

11. g) Municipal–Aboriginal Relationships Action Forum (AAMD&C)

MOTION 07-12-1127

Requires Unanimous

MOVED by Councillor Froese

That the County's participation on the AAMD&C Municipal-Aboriginal Relationships Action Forum be approved.

CARRIED UNANIMOUSLY

MOTION 07-12-1128

Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That Councillor Toews' name be submitted for consideration on the AAMD&C Municipal-Aboriginal Relationships Action Forum.

CARRIED UNANIMOUSLY

11. h) Fort Vermilion Recreation Board

MOTION 07-12-1129

Requires Unanimous

MOVED by Councillor Toews

That a letter be sent to the Fort Vermilion Recreation Board indicating that the County is in support of including First Nations members on the Board subject to the signing of an appropriate funding agreement with First Nations.

CARRIED UNANIMOUSLY

Reeve Newman recessed the meeting at 3:38 p.m. and reconvened the meeting at 3:49 p.m.

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

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

MOTION 07-12-1130

MOVED by Deputy Reeve Sarapuk

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 "R1".

CARRIED

12. b) Land Request in Zama

MOTION 07-12-1131

MOVED by Councillor J. Driedger

That the land request in Zama for the sale of a 50 x 100 m piece of land adjacent to the south boundary of Plan 962 3203, Lot 3 be tabled to the next Council meeting for further information.

CARRIED

12. c) Land Use Bylaw Enforcement (Zama)

MOTION 07-12-1132
Requires Unanimous

MOVED by Councillor Froese

That the land use bylaw enforcement in Zama be referred to the Chief Administrative Officer for action.

CARRIED UNANIMOUSLY

12. d) Stanton Lake Estates Proposed Development

MOTION 07-12-1133
Requires Unanimous

MOVED by Councillor D. Driedger

That administration counter the Stanton Lake Estates' development proposal with an offer to lease County owned land at market price.

CARRIED UNANIMOUSLY

12. e) Fee Schedule Bylaw 660/07

MOTION 07-12-1134
Requires Unanimous

MOVED by Councillor Braun

That first reading be given to Fee Schedule Bylaw 660/07 as presented.

CARRIED UNANIMOUSLY

MOTION 07-12-1135
Requires Unanimous

MOVED by Councillor Froese

That second reading be given to Fee Schedule Bylaw 660/07 as presented.

CARRIED UNANIMOUSLY

MOTION 07-12-1136
Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That consideration be given to go to third reading of Fee Schedule Bylaw 660/07 at this meeting.

CARRIED UNANIMOUSLY

MOTION 07-12-1137
Requires Unanimous

MOVED by Councillor Braun

That third reading be given to Fee Schedule Bylaw 660/07 as presented.

CARRIED UNANIMOUSLY

NEXT MEETING DATE:

14. a) Regular Council Meeting

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

14. b) January 23, 2008 Regular Council Meeting (Zama)

MOTION 07-12-1138
Requires Unanimous

MOVED by Councillor Toews

That the January 23, 2008 meeting be changed to January 30, 2008 at 2:00 p.m. to be held in Zama.

CARRIED UNANIMOUSLY

ADJOURNMENT:

15. a) Adjournment

MOTION 07-12-1139

MOVED by Councillor J. Driedger

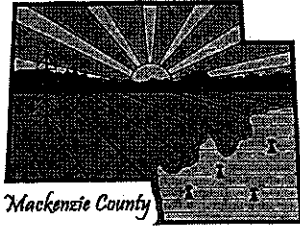
That the Regular Council meeting be adjourned at 4:33 p.m.

CARRIED

These minutes will be presented to Council for approval on Tuesday, January 8, 2008.

Greg Newman, Reeve

Carol Gabriel, Executive Assistant



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Minutes of the December 17 & 18, 2007 Special Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the December 17 & 18, 2007 Special Council meeting are attached.

OPTIONS & BENEFITS:


N/A

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That the minutes of the December 17 & 18, 2007 Special Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO 

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**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING (BUDGET)**

**Monday, December 17, 2007 &
Tuesday, December 18, 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
Ray Toews	Councillor
Lisa Wardley	Councillor
Stuart Watson	Councillor (absent on December 17, 2007)

ABSENT:

ADMINISTRATION:

William (Bill) Kostiw	Chief Administrative Officer
Joulia Whittleton	Director of Corporate Services
Ryan Becker	Director of Planning & Emergency Services
Eva Schmitt	Planning Supervisor
Jason Gabriel	Supervisor of Emergency Operations
Mary Jane Driedger	Public Works Admin. Officer

ALSO PRESENT:

Minutes of the Special Council meeting for Mackenzie County held on December 17 & 18, 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 10:05 a.m.

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

MOTION 07-12-1140 **MOVED** by Councillor Toews

That the agenda be adopted as presented.

CARRIED

BUSINESS

**3. a) Grants – Updated Summary
Recreation Boards (continue from Nov. 2 meeting)**

The 2008 recreation boards program was reviewed by Council:

- 7% increase from 2007 budgets (including \$4,300 reduction for the Fort Vermilion Recreation Board catering)
- Set \$120,000 for capital and major operating costs – to be distributed according to need.
- The replacement of the existing capital to be paid by the County.
- As a reward, the County will pay 10% on all outside grants and fundraising (administration to bring forward a policy).
- Increased level of service must be brought forward to Council for approval.
- Will be required to provide a list of upcoming capital and major operating repairs.

IN CAMERA SESSION:

MOTION 07-12-1141

MOVED by Deputy Reeve Sarapuk

That Council move in camera at 11:15 a.m. to discuss the Footner closure.

CARRIED

MOTION 07-12-1142

MOVED by Councillor Froese

That Council move out of camera at 11:30 a.m.

CARRIED

Reeve Newman recessed the meeting at 12:05 p.m. and reconvened the meeting at 1:00 p.m.

Library Funding

MOTION 07-12-1143

MOVED by Councillor D. Driedger

That the County offer to the La Crete Community Library cost sharing at a value to be determined in the budget subject to the library expansion be in conjunction with the school.

CARRIED

3. b) 2008 Operating Budget

Administration presented the revisions to the 2008 operating budget.

MOTION 07-12-1144

MOVED by Councillor J. Driedger

That the Special Council meeting be adjourned at 4:15 p.m. and reconvene at 10:00 a.m. on Tuesday, December 18, 2007.

CARRIED

Reeve Newman reconvened the meeting at 10:05 a.m. on Tuesday, December 18, 2007.

3. c) 2008 Requests for Capital Projects

Council and administration reviewed the 2008 capital project requests.

3. d) Vehicle and Equipment Lists for Transportation

Vehicle and equipment lists were presented for information.

MOTION 07-12-1145

MOVED by Councillor Neufeld

That the interim 2008 operating budget be approved at 50% of the 2007 operating budget.

CARRIED UNANIMOUSLY

MOTION 07-12-1146

MOVED by Councillor Wardley

That the grants to non-profit organizations including libraries and recreation boards be approved.

CARRIED UNANIMOUSLY

ADJOURNMENT:

5. Adjournment

MOTION 07-12-1147

MOVED by Councillor Watson

That the Special Council meeting be adjourned at 2:00 p.m.

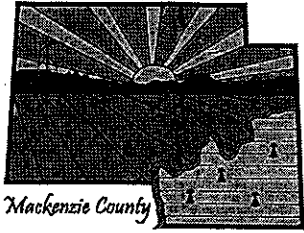
CARRIED

These minutes will be presented to Council for approval on Tuesday, January 8, 2008.

Greg Newman, Reeve

Carol Gabriel, Executive Assistant

DRAFT



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Land Request in Zama

BACKGROUND / PROPOSAL:

OPTIONS & BENEFITS:

** Conditions to develop
w/in time frame*

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

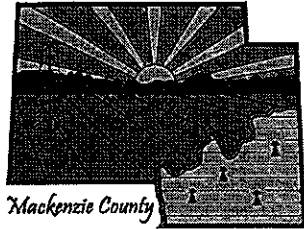
Motion 1

That administration be instructed to complete the subdivision to Country Residential Standards from Plan 962-3203 south east to the County office for resale.

Motion 2

That administration be instructed to negotiate with the landowner for the sale of the lot adjacent to Plan 962-3203 at appraised value.





MACKENZIE COUNTY
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	Ryan Becker, Director of Planning & Emergency Services
Title:	Land Request in Zama

BACKGROUND / PROPOSAL:

Mackenzie County has received a request from a Zama resident to purchase additional land from the County to expand the size of a Hamlet General lot along Aspen Drive.

OPTIONS & BENEFITS:

September 2006 Mr. Froese purchased Plan 962 3203, Lot 3 in the Hamlet of Zama from Mackenzie County. This lot is the first in a row along Aspen Drive north of the County office. In between the County office and Mr. Froese's lot is an expanse of undeveloped land belonging to Mackenzie County. The property is within the Hamlet boundaries and is designated as Hamlet General District as outlined in the Zama Area Structure Plan. It is from this undeveloped land that Mr. Froese is requesting to purchase a 50 m by 100 m in size area for his personal use.

Mr. Froese's current lot is long and narrow which constricts the space he has to move his trucks around and still provide adequate living space. The additional land would allow Mr. Froese the space to turn his trucks for easier access as he could then make a loop around his residence.

Options

Option 1

Accept as Information.

Author: Eva Schmidt,
Planning Supervisor

Reviewed by: _____

CAO

Option 2

Refuse the request for County land in the Hamlet of Zama.

Option 3

Enter into negotiations with John Froese for the sale of a 50 x 100m piece of land in the Hamlet of Zama adjacent to the south boundary of Plan 962 3203, Lot 3 with the condition that all surveying and subdivision costs are the responsibility of the developer.

COSTS & SOURCE OF FUNDING:

All costs are the responsibility of the Developer.

RECOMMENDED ACTION:

MOTION

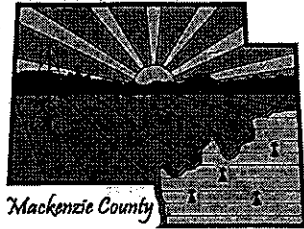
Option 3

Enter into negotiations with John Froese for the sale of a 50 x 100m piece of land in the Hamlet of Zama adjacent to the south boundary of Plan 962 3203, Lot 3 with the condition that all surveying and subdivision costs are the responsibility of the developer.

Author: Eva Schmidt,
Planning Supervisor

Reviewed by: _____

CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Mackenzie Housing Management Board Meeting Minutes October 31, 2007

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the October 31, 2007 meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That the Mackenzie Housing Management Board meeting minutes of October 31, 2007 be received for information.

Author: C. Gabriel

Review By: _____

CAO

Mackenzie Housing Management Board
Board Meeting Minutes
October 31, 2007
Heimstaed Lodge

Present: Wally Schroeder, George Friesen, Dave Neufeld, Jim Thompson,
Sharon McLean, Bill Neufeld, Crystal McAteer, (for Ellis Forrest)

Regrets: Abe Peters, Ellis Forrest

Staff: Helen Braun, Dorothy Klassen

1. Called to order at 10:05am by Helen Braun

2. Agenda

Motion to adopt agenda with additions 7.8 & 7.9

Moved by Jim Thompson

Carried

Additions 7.8 High Level participation

7.9 Affordable Housing in Zama

3. Organizational position

3.1 Election of Chair person

Dave Neufeld nominated Wally Schroeder, Wally accepted

Wally Schroeder nominated George Friesen, George declined

No other nominations

Motion that nomination cease

Moved by George Friesen

Carried

Wally Schroeder Chair by acclamation

3.2 Election of Vice-chair

Sharon McLean nominated Jim Thompson, Jim accepted

George Friesen nominated Bill Neufeld, Bill declined

George nominated Dave Neufeld, Dave declined

Bill Neufeld nominated George Friesen, George accepted

Motion that nomination cease

Moved by Dave Neufeld

Carried

Helen Braun and Dorothy Klassen counted ballots

George Friesen has been elected Vice Chair

Motion to destroy ballots

Moved by Crystal McAteer

Carried

3.3 Appointment of Board Committees

Policy Committee: Sharon McLean, Jim Thompson

CAO evaluation Committee: George Friesen, & Jim Thompson

3.4 Honorarium and expense rates

Motion to approve Board member Honorarium rate of \$200.00 per meeting day.

Moved By Jim Thompson

Carried

Discussion was that this matches the Mackenzie County rate

Motion that mileage rates be set at .44 per km.

Moved by Dave Neufeld

Carried

Motion that meal expenses be set at: breakfast \$15.00, lunch \$15.00 & supper \$25.00

Moved by Jim Thompson

Carried

Motion that Board members be reimbursed at \$20.00/hr when asked to Work on behalf of MHMB business outside of Board meetings.

Moved by Sharon McLean

Carried

3.5 Board member orientation

Board member orientation will be held on Thursday November 08, 2007

4. Minutes

4.1 Motion to approve the September 26, 2007 Board meetings minutes as presented

Moved by Jim Thompson

Carried

5. CAO Report

Motion to approve the CAO Report as presented

Moved by Dave Neufeld

Carried

6. Financial Reports

6.1 Motion to approve September 30, 2007 Housing Budget Report as presented

Moved by Jim Thompson

Carried

Board took a break @ 11:12 back to order @ 11:22am

6.2 Motion to approve September 30, 2007 Lodge Budget Report as presented

Moved by George Friesen

Carried

7 New Business

7.1 Health contract update

Motion to approve signing the Health contract for the month of November

Moved by Jim Thompson

Carried

Motion that George Friesen continue to negotiate with Health for the Designated Assisted Living contract

Moved by Sharon McLean

Carried

7.2 Phase 3 Grand opening

Waiting for a date from the Minister

- 7.3 2008 Housing Budget
Motion to approve the 2008 Housing Budget
 Moved by Jim Thompson Carried
- 7.4 Maintenance contracts
 CAO will get additional information from interested parties
- 7.5 Barb Monita's Farewell
Motion to approve a \$150.00 gift for Barb Monita
 Moved by George Friesen Carried
- 7.6 ASCHA Conference
Motion that interested Board members contact CAO by November 12 for Registration.
 Moved by Bill Neufeld Carried
 Following this years Conference there will be one conference per year held in spring.
- 7.7 Fort Vermilion Trailers
Motion that Sharon McLean, Jim Thompson and Wally Schroeder review the applications and make recommendations to the Board.
 Moved by George Friesen Carried
- 7.8 High Level Participation
 Crystal McAteer reported that the town of High Level is reviewing their long-term participation with Mackenzie Housing Management, Ellis Forest as the Town rep will report at a future meeting.
- 7.9 Zama Housing
Motion that administration look @ what is available for affordable housing in Zama
 Moved by Jim Thompson Carried
 Helen will look at options and present at the next Board meeting
8. Information items
Motion that information items 8.1-8.3 be accepted as information.
 Moved by Dave Neufeld Carried
- Board took a lunch break @ 12:16, back to order @ 12:55
- 10 In Camera
Motion to go in camera @ 12:55
 Moved by George Friesen Carried
- Motion to come out of camera @ 1:20**
 Moved by Jim Thompson Carried
- Motion to offer Operations Manager position to Barb Spurgeon**
 Moved by Jim Thompson Carried

Motion to accept the Board 2006/07 evaluation as reviewed.

Moved by George Friesen

Carried

Motion to accept the Board evaluation as reviewed.

Moved by Dave Neufeld

Carried

Motion to approve the CAO salary increase as discussed

Moved by Bill Neufeld

Carried

Motion to adjourn at 1:40pm

Moved Jim Thompson

Carried

Next meeting date set for November 28, 07 @ 7:00pm

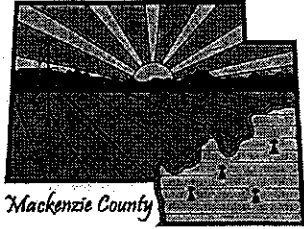
The October 31, 2007 Minutes were adopted this 29 day of November 2007.

Chairman of the board

Wally Schroeder

CAO

Helen Braun



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes November 27, 2007

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the November 27, 2007 meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of November 27, 2007 be received for information.

Author: C. Gabriel Review By: _____ CAO 

**Mackenzie County
Municipal Planning Commission Meeting**

**Council Chambers
Fort Vermilion, Alberta**

Tuesday, November 27, 2007 @ 10:00 a.m.

PRESENT

Peter Braun	Chair, Councillor
Ed Froese	Councillor
Beth Kappelar	MPC Member
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 10:04 a.m.

2. ADOPTION OF AGENDA

MOTION 07-335 **MOVED** by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. ADOPTION OF MINUTES

MOTION 07-336 **MOVED** by Beth Kappelar

That the minutes of the November 5, 2007 Municipal Planning Commission meeting be adopted as presented.

CARRIED

November 5, 2007 Agenda Item 6e
Abe and Kristiana Driedger – Home Based Business (Salon)
Development Proposal

Peter Braun stated that he had given more thought to the repercussions of allowing home based business to employ staff. Perhaps the Municipal Planning Commission should consider more carefully what kind of an impact a Home Based Business with numerous employees would have when it comes to vehicular congestion and noise. Will this have an impact on future home based businesses? Does allowing this development mean that the Municipal Planning Commission has set the precedence that all Home Based Business will be allowed to have numerous employees in the future? Perhaps Businesses with employees should not be allowed in a residential zone, they should be set up in a commercial district only.

Once a development permit application has been submitted for the subject Home Based Business, the Planning staff should question how many chairs the developer will be installing; this will indicate how many employees the business will have, thereby, clarifying how many clients will be accommodated simultaneously. Furthermore, letters should be sent to all adjacent landowners questioning if they have any concerns with the Home Based Business in their neighborhood prior to making a decision regarding the development permit.

4. DEVELOPMENT PERMIT APPLICATIONS

- a) **Development Permit Application 164-DP-07
Norwood Transport; Stripping of Soil (Excavation)
SE 20-105-15-W5M; West La Crete**

MOTION 07-337 **MOVED** by Councillor Froese

That a letter be written to Norwood Transport allowing them until May 1, 2008 to comply with the conditions of the November 9, 2007 letter; or until further excavation commences, whichever comes first.

CARRIED

**b) Development Permit Application 288-DP-07
Willie Dyck; Ancillary Building (Shop)
SW 13-106-15-W5M (Plan 062 4963, Block 1, Lot 12);
Green Wood Acres**

MOTION 07-338 **MOVED** by Beth Kappelar

That Development Permit 288-DP-07 on SW 13-106-15-W5M (Plan 062 4963, Block 1, Lot 12) in the name of Willie Dyck, be approved with the following conditions:

1. A variance of 2.2 feet (0.67 meters) of the rear yard (north) setback is hereby granted.
2. Minimum building setbacks: 15.24 meters (50 feet) front yard; 6.95 meters (22.8 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 15.2 meters (50 feet), from the property lines.
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 to the satisfaction of the Development Department.
4. Storage of all materials shall be contained within the property lines.
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

**c) Development Permit Application 291-DP-07
John Froese; 2nd Wellsite Trailer Unit with Variance and
a Time Extension for Development Permit 276-DP-06
Plan 962 3203, Block 14, Lot 3; Zama**

MOTION 07-339 **MOVED** by Councillor Froese

That Development Permit 276-DP-06; on Plan 9623203, Block 14, Lot 3, for John Froese, be extended to November 31, 2008.

CARRIED

MOTION 07-340 **MOVED** by Councillor Froese

That Development Permit 291-DP-07 on Plan 962 3203, Block 14, Lot 3 be approved with the following conditions:

1. A variance is hereby given to allow a second temporary wellsite unit within a Hamlet General District 1 "HG1" zone.
2. Minimum building setbacks: 9.1 meters (30 feet) front yard; 9.1 meters (30 feet) rear yard; 3.0meters (10 feet) side yard, from the property lines.
3. Permit expires November 30, 2008. Should the wellsite units need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 927-3718 for a time extension.
4. The wellsite unit shall conform to the Alberta Building Code.
5. The Municipality has assigned the following address to the noted property 1067 Aspen Drive. You are required to display the address (1067) 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.
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 developers expense.
8. The total site area (lot) shall have a positive surface drainage that does not adversely affect the neighboring properties.

CARRIED

- d) Development Permit Application 296-DP-07
Fort Vermilion School Division #52; Disposition of All Existing Portables at Sandhills School and Placement of 10 Portables with Passageway
Plan 782 0147, Block 12; La Crete**

MOTION 07-341 MOVED by Beth Kappelar

That Development Permit 296-DP-07 on Plan 782 0147, Block 12, for Sandhills Elementary School, in the name of Fort Vermilion School Division # 52 (Daniel Dyck), be approved with the following conditions:

1. Minimum structure setbacks: 7.6 meters (25 feet) front yard; 7.6 meters (25 feet) rear yard; 1.5 meters (5 feet) side yard; 7.6 meters (25 feet) exterior side yard, from the property lines.
2. The undercarriage of the portable classrooms and passageway shall be screened from view by skirting or such other means satisfactory to the Development Authority.
3. Any exterior renovations/changes require that the architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. The portable classroom units shall be constructed and finished with similar construction materials as the Sandhills Elementary School and shall compliment the natural features of the site. This condition must be completed within one year after occupancy.

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

CARRIED

- e) **Development Permit Application 300-DP-07
George Wiens; Contractor's Business (Lathing Mill
Operation)
W ½ of SW 26-107-14-W5M; Blumenort**

MOTION 07-342 **MOVED** by Beth Kappelar

That Development Permit 300-DP-07 on the W ½ of SW 26-107-14-W5M be approved with the following conditions:

1. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any property line.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
3. 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.
4. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

Note: Letters be written to adjacent landowners stating that if they have a concern with the development to appeal the decision to the Subdivision and Development Appeal Board.

5. SUBDIVISION APPLICATIONS

- a) **Subdivision Application 60-SUB-05
SW 12-107-14-W5M; Blumenort Area
Derk and Agnes Friesen**

MOTION 07-343 **MOVED** by Councillor Froese

That subdivision application 60-SUB-05 on SW 12-107-14-W5M in the name of Derk and Agnes Friesen be tabled until the next meeting.

CARRIED

- b) **Subdivision Application 47-SUB-06
SW 26-110-19-W5M; High Level Rural
Blaine and Gwen Morris**

MOTION 07-344 **MOVED** by Beth Kappelar

That a time extension be granted to November 15, 2008 for subdivision application 47-SUB-06 on SW 26-110-19-W5M in the name of Blaine and Gwen Morris.

CARRIED

- c) **Subdivision Application 51-SUB-06
SW 18-110-18-W5M; High Level Rural
David and Jocelyn Thompson**

MOTION 07-345 **MOVED** by Beth Kappelar

That a time extension be granted to November 24, 2008 for subdivision application 51-SUB-06 on SW 18-110-18-W5M in the name of David and Jocelyn Thompson.

CARRIED

**d) Subdivision Application 08-SUB-07
NE 19-104-15-W5M; Tompkins
Tina Friesen**

MOTION 07-346 MOVED by Councillor Froese

That a six month time extension be granted for 8-SUB-07 on NE 19-104-15-W5M in the name of Tina Friesen to expire September 14, 2008.

CARRIED

6. MISCELLANEOUS ITEMS

**a) Rezone from Hamlet Industrial District 1 “HI1” to Hamlet Industrial District 3 “HI3”
Plan 062 6286, Block 23, Lots 1 through 8; La Crete
Foothills Industrial Park**

The MPC encourages the rezoning of Plan 062 6286, Block 23, Lots 1 through 8 but will not demand the rezoning.

MOTION 07-347 MOVED by Councillor Froese

That administration discuss the possibility of rezoning Plan 062 6286, Block 23, Lots 1 through 8 from Hamlet Industrial District 1 (HI1) to Hamlet Industrial District 3 (HI3) with all affected landowners.

CARRIED

b) Letter of Concern - Information

MOTION 07-348 MOVED by Beth Kappelar

That the letter of concern from Jay Krahn be received as information.

CARRIED

c) Civic Addressing Concern - Information

MOTION 07-349 **MOVED** by Councillor Froese

That the letter of concern received from William Derksen be received as information.

CARRIED

d) Action List

The Action List of November 5th, 2007 was reviewed.

7. IN CAMERA

There were no In Camera items to discuss.

8. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- Monday, December 10, 2007 at 9:00 a.m. in La Crete
- Wednesday, January 9, 2008 at 2:00 p.m. in La Crete

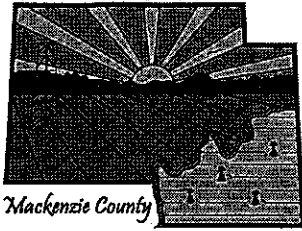
9. ADJOURNMENT

MOTION 07-350 **MOVED** by Councillor Froese

That the meeting be adjourned at 11:16 a.m.

CARRIED

These minutes were adopted this 10th day of December 2007.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	CAO & Director Reports

BACKGROUND / PROPOSAL:

See attached Director reports.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

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

Author: W. Kostiw Reviewed By: _____ CAO 

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

Page 1

Attended the following meetings:

December 11 – Council meeting
December 14 – General staff meeting
December 17 & 18 – Council budget meetings
December 20 – Fort Vermilion building committee meeting
January 3, 2008 – Managers meeting (RFDs)

Personnel update:

We are advertising for the FV front desk administrative assistant. The closing date is January 14, 2008.

Administration, projects and activities:

⇒ 2008 Operating and Capital Budgets

In cooperation with the public works department, reviewed the proposed allocations for the Municipal Sustainability Initiative funding; working on the new budget package presentation

⇒ 2007 Year End

The Finance Department is working on compiling the 2007 year-end documents.

⇒ 2008 Grants to Non-Profits

The letters to non-profits are being prepared and will be mailed out next week.

⇒ January 10, 2008 Finance Committee Meeting

The Finance Department is working on preparing the package for this meeting.

Respectfully submitted,


Joulia Whittleton

Director of Environmental Services Report For January 8, 2008 Regular Council Meeting

Utilities

- Attended the Corix water plant review in the USA and discovered ways to extend the life of the membranes substantially and operational procedures which will provide monetary savings to the County.
- Currently working on options for the Wolf Lake Water point.

Parks/Playgrounds and Facilities:

- Scheduled a Parks and Recreation Committee meeting for January 10th at 10:00 am in Fort Vermilion.
- Attended a La Crete building Committee meeting on December 28/07.
- Attend the LC Building Committee meeting on January 7th/08; an RFD with recommendations will be presented to Council at this meeting.
- Currently the CAO and La Crete Directors are working on a plan to consolidate the offices in LC in order to provide more efficient services.

Solid Waste:

- The operator for the La Crete waste transfer station has resigned, therefore administration is in the process of retendering the contract for that site. The tender will be opened at the January 30th Council meeting in Zama.
- It's imperative that the County budget monies for power at the Blue Hills transfer station due to there being no lighting at the site at all and no power for the operator shack. The operator currently sits in his truck for warmth and uses the headlights for lighting. It's not only a safety issue due to no lighting but also about providing the same level of service throughout the County. All the other County sites currently have power and lighting.

Attachments:

1. Minutes from Zama construction meetings.
2. CRISP Intersect Symposium 2008

**John Klassen
Director of Environmental Services
Mackenzie County**

Project No: 12411 C03
Meeting Date: December 20, 2007
Meeting Time: 8:00 AM
Meeting No: 05
Written By: Deon Wilner

Project: Hamlet of Zama - Wastewater Collection and Treatment System Upgrading
Client: Mackenzie County
Location: ISL Field Office - Zama
Purpose: Project Progress Meeting 04
In Attendance: Dave Crichton - Mackenzie County Ernie Driedger - Forest Trotter
Mehrdad Panahi - ISL Vill Driedger - Forest Trotter
Deon Wilner - ISL
Distribution: All Present Bill Kostiw - Mackenzie County
John Klassen - Mackenzie County

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

Item	Description	Action By
1.	<p><u>Safety</u></p> <p>[Dec 20] No incidents or accidents reported since the last meeting.</p> <p>[Dec 20] Forest Trotter provided the incident report to ISL. [Nov 29] Forest Trotter has reported another incident. This morning Vill Driedger lost control of his truck (partly due to intermittent mechanical problems) at the bottom of a hill just outside Zama and rolled the truck onto its side. Forest Trotter is to provide an incident report.</p>	
2.	<p><u>Progress Since Last Meeting</u></p> <p>[Dec 20] Forest Trotter has completed the following since the last meeting:</p> <ul style="list-style-type: none"> • Stripped approximately 42,000 m³ of topsoil (peat) in total. ISL has not confirmed this value • Constructed approximately 80% of the sewage forcemain 	
3.	<p><u>Anticipated Progress in the Next Two Weeks</u></p> <p>[Dec 20] Forest Trotter anticipates completing the following work in the next two weeks:</p> <ul style="list-style-type: none"> • Continue and almost complete the stripping • Complete sewage forcemain • Tie in forcemain and install valve. 	Forest T
4.	<p><u>Coordination</u></p> <p>[Dec 20] Forest Trotter is to submit borehole logs for the directional drilling of the forcemain to ISL.</p>	Forest T

Project No: 12411 C03
Meeting Date: December 20, 2007
Meeting No: 05

5. Quality Assurance / Materials Testing

[Dec 20] From field reviews it appears that Forest Trotter may be removing too much overburden (topsoil and some good clay). Due to weather conditions it appears that the equipment operators are taking a brute force approach to stripping of topsoil. This was discussed at the meeting and suggested that material be removed in two passes instead of one, i.e. a little bit more finesse and less brute force.

[Dec 20] ISL has received the results back from the EXH lab. Optimum moisture is estimated at 21.3 % [Nov 29] ISL will be sending the samples to the EXH laboratory in Grande Prairie on Friday. [Nov 15] ISL has taken soil samples and will be forwarding these to the lab for analysis.

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

Forest T

6. Changes in the Work

[Dec 20] Nothing to report at this time.

7. Monthly Progress Draw

[Dec 20] ISL has surveyed the stripping area on the evening of December 19, 2007. Forest Trotter is in agreement that the December progress draw will be dated December 20, 2007 and based upon the survey information collected by ISL.

Forest T
ISL

8. Request for Information

[Dec 20] Forest Trotter has requested that they stockpile material between the south drainage ditch and the edge of the clearing limit just north of the road into Zama. ISL and the County have agreed that material can be stockpiled here.

Forest T

9. Other Business

[Dec 20] Forest Trotter will be shutting down operations on December 21, 2007 and return back to site on January 2, 2008.

[Dec 20] A lengthy discussion was held regarding Forest Trotter's construction plan and methodology. ISL and the County want to ensure that the required quality is maintained during winter construction in less than ideal conditions. ISL will keep an eye on the construction methods and quality and if quality can not be ensured the right is reserved to suspend operations till more favourable weather conditions exists.

Project No: 12411 C03
Meeting Date: December 20, 2007
Meeting No: 05

10. **Next Meeting**

[Dec 20] The next meeting is scheduled for 1:00 PM on Thursday, January 10, 2008 at the ISL Field Office in Zama.

All

Project No: 12411 C01
 Meeting Date: December 19, 2007
 Meeting Time: 3:00 PM
 Meeting No: 03
 Written By: Deon H.J. Wilner

Project: Hamlet of Zama - Water Supply System Upgrading
 Contract #1 - New Water Treatment Plant

Client: Mackenzie County

Location: ISL Field Office - Zama

Purpose: Project Progress Meeting 02

In Attendance: Dave Crichton - Mackenzie County
 Mehrdad Panahi - ISL

Distribution: All present

Lyman Zollinger - Nason (via telephone)
 Robert Perrault - ISL
 Deon Wilner - ISL
 Bill Kostiw - Mackenzie County
 John Klassen - Mackenzie County

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

Item	Description	Action By
1.	<u>Safety</u> [Dec 19] No incidents or accidents to report.	
2.	<u>Progress Since Last Meeting</u> [Dec 19] The following work has been completed since the last meeting: <ul style="list-style-type: none"> ◇ Placed concrete for the reservoir base slab and sumps (two pours) 	
3.	<u>Anticipated Progress for the Next Three Weeks</u> [Dec 19] Nason expects the following progress in the next three weeks: <ul style="list-style-type: none"> ◇ No work until January 3, 2008 (Christmas Break) ◇ Strip formwork from the sides of the base slab ◇ Take receipt of formwork (2nd week of January) ◇ Start tying reinforcing steel for reservoir walls ◇ Start formwork for reservoir walls ◇ Place concrete for 1st section of wall (4th week of January) 	
4.	<u>Coordination</u> [Nov 29] Nason will start discussions and coordination with ATCO Electric for the new power supply to the site. Nason will only be able to carry this so far before the County will need to continue the coordination and agree to the contractual terms from ATCO. [Dec 19] Nason has not yet established contact with AGTL. [Nov 29] Nason will work with and coordinate with AGTL any works at the southwest corner of the water treatment	Nason Nason

Project No: 12411 C01
Meeting Date: December 19, 2007
Meeting No: 03

plant site when AGTL is directional drilling.

[Dec 19] Nason has elected to use propane instead and has a large rented propane cylinder on site. [Nov 29] Nason will review the existing natural gas service to the water treatment plant site. If it is found that the present service is capable of serving both the existing facility and the new construction (construction space heaters, etc.), Nason will approach the County use this service. The County and ISL will establish what the traditional energy consumption is during the winter period, and Nason contracting will be charged for the amount of energy used above the established norm.

5. **Quality Assurance/Materials Testing**

[Dec 19] J.R. Paine and Associates (Peace River) was on site to test the concrete for both pours. Concrete is being tested at one set of cylinders for each 50 m³.

[Dec 19] Nason will continue to apply heat while the concrete for the base slabs is curing. Nason has GB Holdings monitoring the heat and the base slab over the Christmas break.

6. **Changes in the Work**

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

Nason

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

Nason
ISL

7. **Monthly Progress Draw**

[Dec 19] The progress draw for December 2007 was discussed and agreed upon at the meeting. Nason will prepare the necessary documentation and forward to ISL for processing as soon as possible.

Nason
ISL

Project No: 12411 C01
Meeting Date: December 19, 2007
Meeting No: 03

8. Request for Information

[Dec 19] The contract documents had listed that the access hatches be aluminum and the frames be galvanized steel with epoxy coating on the side in contact with the concrete. This was modified with a special provision that stated that both the frames and covers to be aluminum. Nason had already started the manufacture of the frames and have requested that the epoxy coated galvanized frames be used. ISL or the County had no objection to using the epoxy coated galvanized frames.

[Dec 19] Nason asked for clarification of the access hatch orientation. Drawing S-02 shows a different orientation than that on other drawings. S-02 is not correct.

[Dec 19] There appears to be a discrepancy on the drawings regarding the type of grating to use in the chemical spill areas, aluminum or fiber reinforced plastic (FRP) as FRP is more resistant to chemicals it is to be used with hot dipped galvanized steel frames.

9. Other Business

[Dec 19] ISL has circulated a Draft memo to summarize the field review of the Hualalai Resort nano filtration unit to all that participated. Please review and submit comments as soon as possible. Once finalized it will be sent to Corix so that they may update the shop drawings and re-submit.

Nason
County

10. Next Meeting

[Dec 19] The next meeting is scheduled for **Thursday, January 10, 2008 at 3:00 PM** at the ISL Field Office in Zama.

All

Project No: 12411 C02
Meeting Date: December 19, 2007
Meeting Time: 1:00 PM
Meeting No: 05
Written By: Deon Wilner

Project: Hamlet of Zama - Water Supply System Upgrading
Contract #2 - Raw Water Supply Line

Client: Mackenzie County

Location: ISL Field Office - Zama

Purpose: Project Progress Meeting 04

In Attendance: Dave Crichton - Mackenzie County
Mehrdad Panahi - ISL
Robert Perrault - ISL

Distribution: All Present

Arden Lazorko - AGTL
Marc Gravel - AGTL (via telephone)
Deon Wilner - ISL
Bill Kostiw - Mackenzie County
John Klassen - Mackenzie County

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

Item	Description	Action By
1.	<p>Safety</p> <p>[Dec 19] AGTL reported no new incidents or accidents.</p> <p>[Dec 19] AGTL to forward the accident report to ISL without delay. [Nov 29] AGTL to forward the accident report to ISL. [Nov 14] AGTL has reported one accident. A person accidentally stabbed himself in the hand with a knife. AGTL has completed an accident report and will forward a copy of the report to ISL electronically (PDF).</p> <p>[Dec 19] AGTL to forward the incident report to ISL without delay. [Nov 29] AGTL to forward the incident report to ISL. [Nov 14] AGTL has reported one incident. Apache has destroyed a beaver dam to the west of Zama. Water from the beaver dam rushed down the roadway ditch and partially flooded AGTL's fusing operation. Equipment has been damaged and materials (pipe) moved during the flooding. AGTL has prepared an incident report and will forward a copy to ISL electronically (PDF).</p>	<p>AGTL</p> <p>AGTL</p>
2.	<p>Progress Since Last Meeting</p> <p>[Nov 29] AGTL has reported that the following work has been completed since work commenced.</p> <ul style="list-style-type: none"> • Pipe installed (± 6,385 m) <ul style="list-style-type: none"> ○ 0+385 to 7+000 <ul style="list-style-type: none"> ▪ Less a 30 m strip at 0+830 (crossing to be completed) ▪ Less a 200 m strip for the TransCanada Pipelines crossing • Valves (5) installed at 1+345, 2+215, 2+942, 3+390, and 3+637. • Air release valves (2) installed at 1+337 and 2+220 • Blind flange (1) installed at 0+385 	

Project No: 12411 C02
Meeting Date: December 19, 2007
Meeting No: 05

[Dec 19] AGTL are still not forwarding the daily drill logs to ISL as requested. December progress draw will not be processed until all drill logs are submitted. [Nov 29] AGTL provided drill logs on November 28, 2007 (0+385 to 4+710). ISL has stated that **work done and being claimed for on the next progress draw will not be paid for unless the drill logs have been received.** [Nov 14] AGTL has not yet provided any drill logs to ISL. This is to be done as soon as possible. [Nov 6] AGTL is to convert (scan to PDF) all drill logs completed to date and e-mail to ISL, Deon and Mehrdad. Daily drill logs are to be forwarded to ISL weekly in PDF format.

AGTL

3. Anticipated Progress in the Next Two Weeks

[Dec 19] AGTL will be shut down for the Christmas period. No work is anticipated in the next two weeks.

4. Coordination

[Dec 19] TransCanada Pipelines is requiring additional work be done in order to cross their pipelines, this is discussed as part of item 6 of this record. [Nov 29] AGTL was intending to cross the TransCanada pipe tomorrow, but the crossing agreement was only received today and it will take time for TransCanada's field staff to come and confirm the location. AGTL will coordinate. [Nov 14] AGTL has indicated that they should be crossing the Trans Canada pipeline right-of-way on Wednesday, November 21, 2007. There is currently no crossing agreement in place. The prior consultant has made application for this agreement after it was discovered that it was not done during the design/tender stage. ISL has seen the agreement that was sent to Scott Lands (we believe the agent for Trans Canada) to be signed by Trans Canada. ISL has contacted Scott Lands on this matter through our contact on another project in which Scott Lands is a sub-consultant to ISL to help expedite the matter. ISL will keep following up on this matter.

AGTL

[Dec 19] ISL sent an e-mail to DCL Siemens today to have them start the process of getting a crossing agreement in place. [Nov 29] ISL will have DCL Siemens start preparation of this crossing agreement. [Nov 14] A gas line has been staked out by Maltais Geomatics (representing Apache) immediately west of the existing water treatment plant site. This pipeline is directly above where the bends and tees are in the raw water piping, and there is no crossing agreement in place that we know of. The prior consultant has indicated that all drawings of the proposed pipeline alignment was sent to Apache for their review and at the time Apache did not indicate that there was a pipe in this location or that a crossing agreement was required. Subsequent to the meeting ISL has contacted Apache and met with them on site. Apache is aware of this line; it is abandoned, but must be treated as "hot". Wally Samson (780-683-8001) from Apache has on November 19, 2007 at 1:24 PM given a verbal go ahead to cross. ISL is to follow up with the necessary paperwork.

ISL

[Dec 19] AGTL has not yet contacted Nason Contracting. ISL has suggested that this be done before work is done to ensure all work in this area is coordinated and that there is clear definition in the works and safety, as per Prime Contractor regulations. [Nov 29]

AGTL

Project No: 12411 C02
Meeting Date: December 19, 2007
Meeting No: 05

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

[Dec 19] ISL has laid out in the field the location of all five air release chambers. [Nov 29] AGTL and ISL had some further discussion on isolation valve and air release valve locations. AGTL has asked for some of the isolation valves to be moved somewhat to be in a more assessable area or in a clearing between the trees. [Nov 29] AGTL has requested that ISL lay out the locations of the isolation valves and air release chambers.

5. Quality Assurance / Materials Testing

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

AGTL

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

6. Changes in the Work

[Dec 19] The TransCanada Pipeline crossing is requiring quite a bit of additional work in order to safely cross their right-of-way. As the TransCanada right-of-way is located (clustered) with a few other pipeline rights-of-way, the new requirements (encasement, spacers, etc.) will need to be applied to all rights-of-way in order to facilitate construction, i.e. instead of only being required for a say 40 m stretch, it is now required for a bit over 100 m. This is additional work. AGTL will prepare a price for this additional work and forward to ISL for ISL's and the County's review.

AGTL

[Dec 19] AGTL is to provide a price as soon as possible. [Nov 29] AGTL is to provide a price to provide a sturdy pressure treated wooden post and sign at each isolation and air release valve.

AGTL

[Dec 19] AGTL believes that to date their hydrovac subcontractor has incurred about 1.5 hours of time related to making an initial locate of the line. [Nov 14] The gas line at the water treatment plant site was not known to AGTL. AGTL will need to locate (hydro vac) the line and may other unknown costs associated with this line. Any costs associated with a gas service is not part of this change. AGTL is to discuss any additional works with Mehrdad on site. AGTL is to keep accurate daily time and equipment logs for these works and have Mehrdad sign off on them daily.

Project No: 12411 C02
Meeting Date: December 19, 2007
Meeting No: 05**7. Monthly Progress Draw**

[Dec 19] AGTL will prepare a progress draw for December and forward to ISL for their review as soon as possible. NO payment will be processed until all drill logs have been received.

AGTL

8. Request for Information

[Dec 19] AGTL has requested that the existing water lines (north of Beach Road and south of existing water treatment plant) be laid out. AGTL will tie into these lines as required by contract. ISL will also lay out the locations of the three blind flanges in the water treatment plant site where AGTL will terminate their lines additional stakes will be provided 20 m to 50 m further north to indicate the direction of the new pipes that will be installed by Nason Contracting. This will allow AGTL to position the blind flanges so that they line up with the piping that will be installed later.

ISL

9. Other Business

[Dec 19] AGTL is leaving site today and will re-start work on Thursday, January 3, 2008.

[Dec 19] ISL's field representative, Mehrdad will be departing tomorrow and will not be back on site until January 10, 2008. Gavin Cheng will be the field representative in Mehrdad's absence.

10. Next Meeting

[Dec 19] The next meeting is scheduled for 9:00 AM on Friday, January 11, 2008 at the ISL Field Office in Zama.

All



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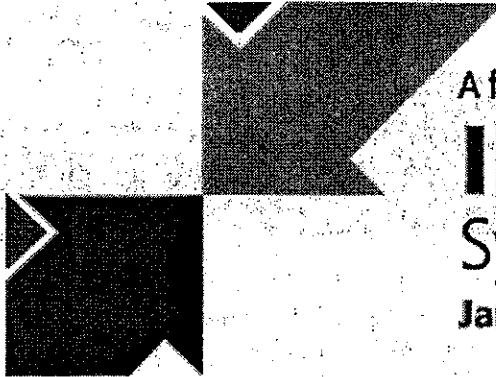
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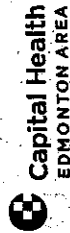
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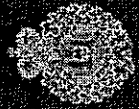
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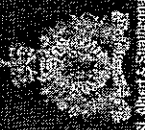
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Wednesday, January 30, 2008, 8:30 a.m. to 3:30 p.m.

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INTERSECT Host

Capital Region Intersection Safety Partnership (CRISP)

Motor vehicle collisions are a leading cause of injury-related death and disability throughout the Capital Region. Each year, there are more than 25,000 collisions in the region with the majority occurring in intersections; approximately one-third result in injury or death.

The Capital Region Intersection Safety Partnership (CRISP) was formed in 2001 to promote the integration of education, engineering, enforcement and evaluation solutions toward reducing the frequency and severity of intersection collisions.

CRISP has a successful track record.

It has spearheaded several well-respected joint social marketing and research initiatives and, with the inaugural INTERSECT Symposium, is launching a major new event that will help the partnership highlight and achieve its objectives.

Increasing Intersection Safety: A Safe System Approach

Eric Howard
Principal, Eric Howard & Associates

Focusing on the road user and using an actively interactive format, the workshop will explore infrastructure, traffic management and vehicle safety issues and solutions for safer intersection use.

Through discussions and case studies, Howard will lead delegates in examining the demands on drivers, engineering assumptions and the realities of the human factor. Delegates will get a hands-on opportunity to develop countermeasures to reduce crash risk at selected intersections.

Creating a Culture of Traffic Safety

Dr. Richard Tay
*AMA/CTEP Chair in Road Safety
Department of Civil Engineering, University of Calgary*

This workshop will offer participants background and in-depth knowledge on traffic safety and a systems approach to analyzing crash-contributing factors. As well, participants will learn about the design, implementation and evaluation of road safety programs in general and public education campaigns in particular.

The workshop will focus on outlining the theories and behavioural change models that can be used to analyze existing public education programs and develop new publicity campaigns. Dr. Tay will lead delegates through a review of the effectiveness of several road safety publicity campaigns.

Symposium Plenary Presentations

Thursday, January 31

Reducing Harm on Our Roads

*Dr. Leonard Evans
President, Science Serving Society*

A review of what science has taught us about traffic safety shows that driver behaviour is at the core of the problem. New thinking grounded in lessons learned can produce publicly acceptable policies that can cut casualties in half.

Whose Rights Win? A Mock Public Inquiry

A presiding Judge will hear testimony from two drivers and a pedestrian involved in a hypothetical collision. Delegates then will roll up their sleeves to develop innovative recommendations answering the many challenges presented in this enlightening session.

Friday, February 1

Harnessing Community Volunteers

*Chief Constable Jim Cessford
Delta Police Department*

When friends and neighbours record and report your unsafe driving habits, what do the police do about it and what do you do to improve your behaviours? Hear about the Delta (British Columbia) Police Department volunteer "Speed Watch" and "3 Strikes You're Out" programs, a partnership between the police and the community aimed at improving driver behaviour and road safety.

Symposium Breakout Sessions

Thursday, January 31
Morning

Afternoon

Roundabouts: Effective or Just Popular?

Cory Wilson
Opus Hamilton Consultants Ltd.
Julian Rozental
J. Rozental Consulting

Learn about the benefits and tradeoffs associated with roundabouts. Consider some best practices that engineers should keep in mind considering the driving public, public awareness and road and design standards.

The ABCs of Effective Traffic Enforcement

Vince Caleffi
Alberta Solicitor General and
Public Security

Explore some critical enforcement issues, challenges and solutions including which enforcement techniques are effective, how to identify what works and what doesn't, how to develop a strong enforcement culture and how to gain community buy-in for enforcement programs. The session will also speak to the importance of evaluation as part of every successful initiative.

Translating Engineering Solutions for Effective Consultation

Chris Batty and Dawn Green
Strathcona County

Hear about a public consultation process that very successfully bridged the technical expertise of traffic engineers so community stakeholders understood the technical issues: a necessary step before the community could take an active role in developing workable solutions.

Road Safety Vision 2010: Needing a Turbo Boost

Jeanette Espie
Alberta Transportation and
Infrastructure

The goal of Canada's Road Safety Vision 2010 is to give Canada the safest roads in the world, targeting a 30% reduction in fatalities and serious injuries by 2010. The vision's mid-term review identified some successes – and challenges – to achieving the ambitious targets. The session will also cover Alberta's road safety in general.

Public Health: Playing a Role in Road Safety

Dr. Gerry Predy
Capital Health

Public health fulfills a vital and direct role in increasing traffic safety. Learn about the contributions of public health in road design/safety, public policy and evaluation.

The Jughandle: Three Cheers for an Unconventional Solution!

Corry Broks
Al-Terra Engineering Ltd.

Faced with challenges including long queues, high traffic volumes including many trucks and very unhappy motorists, hear why and how the Jughandle solution saved the day – and the budget – for Strathcona County.

Influencing Driver Speed Choice

Paul Boase
Transport Canada

Participants will learn about a Transport Canada multi-phase, multi-year speed management research program. The session will also review the results of a 20-vehicle pilot project test of speed choice technologies and will introduce Safe Miles, a new incentive program.

INTERSECT Mixer

Thursday, January 31, 4:30 - 6:00 p.m.

Cap off your first Symposium day at
the INTERSECT Mixer!

Join your fellow delegates for refreshments
and anticipate some lively discussions as
you review the posters on display.

Friday, February 1

Managing Safety on Alberta's Busiest Corridor

Raheem Dilgir

Opus Hamilton Consultants Ltd.

Calgary's Deerfoot Trail carries more than 150,000 vehicles a day. Hear about the results of a comprehensive safety review of the corridor and the issues involved in identifying the most appropriate and effective engineering, enforcement and educational programs to increase traffic safety.

Grabbing the Cellphone Bull by the Horns

Dr. Louis Francescutti

University of Alberta

Who hasn't seen that driver who's paying more attention to his phone conversation than to the road situation around him? It has been estimated that driver inattention or distraction is responsible for up to 30% of police-reported traffic crashes. Hear how the Coalition for Cellphone-Free Driving is helping reverse the dangerous trend.

Photo Radar: A Life Saver!

Eric Howard

Eric Howard & Associates

Delegates will be presented with compelling evidence of the life-saving benefits of well-managed photo radar programs through a review of case studies showing good and not-so-good practices. The session will cover several issues including effective enforcement practices and technologies, public information programs, responses to media criticism and effective partnerships.

Take a Walk on the Winter Side

*Dan McCormick and
Arthur Ross*

City of Madison, Wisconsin

Madison adopted a walker-friendly urban plan 10 years ago. The results speak for themselves: impressively improved vehicle-pedestrian collision and injury rates, roads planned to accommodate vehicles, bikes and pedestrians, and the prestigious title of the most walkable of the 100 most populated cities in the United States – even though Madison is a winter city! Hear more about the impressive case study.

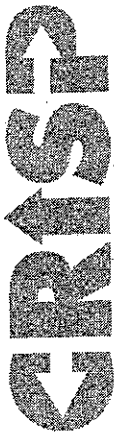
The Red Light Camera: A Valuable Tool in the Traffic Safety Toolbox

Sgt. Barb Clover

Edmonton Police Service

This case study will explore the use of a Red Light Camera at one of Edmonton's busiest and most complex intersections. Participants will learn about the operation of the camera, why the intersection was chosen for installation, the surprising data collected and how the data helped the City of Edmonton design effective solutions that have substantially increased traffic safety at the intersection.





CAPITAL REGION INTERSECTION SAFETY PARTNERSHIP

Event location: Coast Edmonton Plaza Hotel, 10155 - 105 Street

INTERSECT REGISTRATION FORM

Registration form fields: First Name, Last Name, Position Title, Organization, Mailing Address, City/Town, Province/State, Postal Code, Telephone, Fax, E-mail

If you DO NOT wish to have your name and organizational details included in the list of delegates or added to CRISP distribution lists, please check here []

PRE-SYMPOSIUM Workshop Fees

- Workshop with Symposium Registration \$150 + \$9.00 GST = \$159.00
Workshop Only \$200 + \$12.00 GST = \$212.00

SYMPOSIUM Fees

- Early Bird (By Nov. 15, 2007) \$225 + \$13.50 GST = \$238.50
Regular Registration \$275 + \$16.50 GST = \$291.50
Late Registration (After Jan. 4, 2008) \$325 + \$19.50 GST = \$344.50

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(Scan and) E-mail registrations to: wendy@thedagnypartnership.com GST Registration No. R122012735



Mackenzie County

Office of Planning & Development

Tel.: (780) 928-3983 Fax: (780) 928-3636 Cell.: (780) 841-7740

E-mail: rbecker@mackenziecounty.com

Planning & Development Report December 2007

December saw the end of my first month with Mackenzie County and was very busy. I spent time with the outgoing Supervisor of planning and attended several meetings with her. I am very excited about the challenges in both Planning and Emergency Services and look forward to many years to come.

Meetings Attended:

- December 5th – Attended the Ag Land Task Force meeting in High Level at the SRD office. A Rough draft of the Mackenzie County Land Use Plan Phase 1 was discussed amongst the committee members. The January meeting was cancelled and postponed to February to allow members to submit their input to the plan.
- December 6th - Managers meeting in Fort Vermilion.
- December 10th - Attended first MPC meeting in La Crete. Discussed new fee schedule for unauthorized development implementation date.
- December 11th - Attended first council meeting in Fort Vermilion.
- December 13th - Trip to Zama with C.A.O.
- December 17th - Budget meetings in Fort Vermilion.
- December 18th - Budget meetings in Fort Vermilion.
- December 20th - Meet with Council members on the Ag Land task force committee in La Crete.
- Meet with the La Crete building committee members regarding site selection and consultant selection.
- Met with all County planners to discuss outstanding Development files and any issues with Planning & Development that require action.

December 28th - Meet with the La Crete building committee members regarding site selection and consultant selection.

R.N.BECKER
Director, Planning & Emergency Services



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 December 2007

Statistics:

Fire/EMS Station	EHS Unit #	2007 YTD EMS Calls	2006 YTD EMS Calls	2007 YTD Fire Calls
La Crete	1491 / 1420	288	289	30 / 7*
Fort Vermillion	1685	113	116	23
High Level	1686	147	140	2
Zama	1684	30	60	6
Total Calls	-	578	605	61

Statistics based on PCR year end review and Fire Reports.

*La Crete Station 2 (Tompkins/Bluehills)

Staffing:

Newly recruited Advanced Care Paramedic is starting in High Level as of January 3, 2008.

Paramedic students from District One are starting their practicum in mid January 2008.

One current La Crete Fire member has completed the didactic portion of his EMT program and is now awaiting Ambulance Practicum in La Crete.

Ambulance Units:

Ambulance unit 1420 in La Crete had an electrical failure in late December and had to be taken out of service. Repairs were once again completed to keep unit in operation until new unit is approved for ordering.

Administration:

Draft Fire-Rescue Operation Guidelines for fire services were completed and sent out to fire officers at County stations.

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

Administration active with continued involvement with Northern Lights Health regarding new upcoming infection control guidelines.

Dispatch & Communications:

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

Administration is awaiting information from Glentel regarding the proposal to proceed with the modern digital system for the County. Glentel is still planning on proceeding on January 8, 2008 which is fully compatible with the future Provincial Emergency Responder Radio Network.

Capital Projects:

The Fluid/Medication pump from Northern Lights Health Authority was received in mid December. In-service training is expected for staff throughout the month.

Training and Education:

All staff was required by the provincial regulatory body, Alberta College of Paramedics (ACP), to complete a self assessment based on their confidence, experience and training regarding all aspects of EMS skills knowledge and abilities. Learning plans will be developed through this process.

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

NAIT's Emergency Medical Responder (EMR) program was instructed mid December, all five students were successful.

Building Repairs and Maintenance:

N/A

Public Awareness:

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.

Year end inventory of EMS medication and supplies is underway.

Medical Direction:

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

CAO REPORT TO COUNCIL JANUARY 8, 2008



"a society grows great
when old men plant trees
whose shade they know
they shall never sit in"

The greatest genius will not be worth much if he pretends to draw exclusively from his own resources.

Johann Wolfgang von Goethe

CAO REPORT TO COUNCIL
January 8, 2008

This is the first CAO report for the new year and I intend it to be a brief review of 2007 and some staff plans for 2008.

2007

The year 2007 concluded very successfully with many projects completed or nearing completion. We also have some major projects carrying forward to 2008 that have basically set the stage for construction in 2008. In 2007 we also had significant staff changes and I am pleased to say we have redeveloped a very solid, competent Mackenzie staff team.

As you know we had a municipal election in 2007 with some Council and executive changes. These changes will cause us to take a bit of time to get familiar with new governance methods and directives from the new Council.

We also faced significant changes in industry with forestry taking a major downturn and the province changing the corporate tax structure. All things considered, the year 2007 was successful and we are well prepared for 2008.

2008

The 2008 construction projects are more than 50% in place and most of the other projects envisioned are in the works for funding and engineering. Although we still have some challenges with professional services, I feel we are in a much better position than last year. I will continue to consolidate professional services wherever possible or practical until we get things under control.

I also intend to spend more effort working with government bureaucracies to secure as much funding as possible and to get project approval for Council priorities. I **encourage Council to set a retreat date as soon as possible to work on priorities.** Council's priorities clearly articulated to staff will certainly allow us to better serve Council and therefore the ratepayers.

In summary, I really look forward to the year 2008 and working with Council and the whole Mackenzie team to meet the challenges ahead. Thank you and all the best to Council and staff in 2008.

William Kostiw
CAO

Attachments:

	Page
a. Letter from the Minister of Tourism, Parks, Recreation and Culture	3
b. Alberta Emergency Management Agency	5
c. Buffalo Head School Access Road	6
d. Tompkins Landing Ice Bridge	8
e. Street Lights	9
f. Assessment Bulletins	10
g. Urban Systems	13
h. AUPE – Classification Manual	14
i. Precision Scale	15
j. 2008 Emerald Awards	16
k. Stewart, Weir & Co.	17
l. CAMA Conference 2008	18
m. Vanguard Realty Ltd.	19
n. Stanton Lake Estates	21
o. County Info.	23

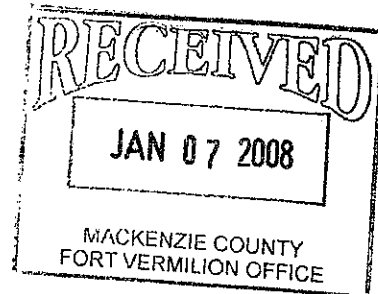


ALBERTA
TOURISM, PARKS, RECREATION AND CULTURE
MLA Dunvegan-Central Peace

December 20, 2007

AR14126

Mr. Greg Newman, Reeve
Mr. Bill Kostiw, Chief Administrative Officer
Mackenzie County
P.O. Box 640
Fort Vermilion, AB T0H 1N0



Dear *Greg & Bill* Reeve Newman and Mr. Kostiw:

I was pleased to meet with you on November 21, 2007 to discuss the Hutch Lake campsite and the Caribou Mountains Wildland Provincial Park. As a follow-up to our meeting, I would like to provide you with the following information.

I appreciate Mackenzie County's interest in providing recreational opportunities for residents of the region by leasing some sites from my Ministry. Provincial and municipal sites complement each other for the mutual benefit of residents and visitors. To this end, I am pleased that the County is agreeable to taking over the campground and day-use facilities at Hutch Lake. Although this site was recently deregulated pending possible transfer to the Town of High Level, staff from my Ministry will assist in arranging a meeting between Alberta Sustainable Resource Development and the County to ensure a smooth transition.

The funding that my Ministry was providing to a local contractor to maintain the site was a temporary measure. This funding cannot be provided to the County, as the site is now under the administration of Alberta Sustainable Resource Development. The County may be eligible for capital funding under one of the Lottery Funding Programs (i.e. Community Initiatives Program, Community Facility Enhancement Program or Major Community Facilities Program). To discuss the County's eligibility, please contact Noel McIntee, Community Liaison Officer, toll-free by dialing 310-0000 followed by (780) 447-8811.

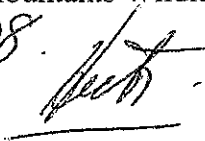
Regarding the Caribou Mountains Wildland Provincial Park management plan, the draft plan will be available for public input in the near future. The draft plan is being reviewed by my Ministry staff and, if approved in principle, it will be taken back to the advisory committee for review by other provincial departments, interest groups and the public in early 2008.

Mr. Greg Newman and Mr. Bill Kostiw
Page 2

The management plan will attempt to strike the best balance between the need to preserve this unique area for future generations while accommodating access for a number of cultural, traditional and economic interests. The final plan will be forwarded for my review and approval. I appreciate the input of current and past Council members on the Caribou Mountains Wildland Provincial Park Management Plan Advisory Committee, and my Ministry staff look forward to working with the County, First Nations and other stakeholders to ensure the wise stewardship of this unique area for future generations.

Once again, I appreciate Mackenzie County's interest in the Hutch Lake site, and its integral role in the designation and management planning process for Caribou Mountains Wildland Provincial Park.

Sincerely,

Wishing you the best in '08.




Hector Goudreau
Minister of Tourism, Parks, Recreation and Culture
MLA, Dunvegan-Central Peace

cc: Honourable Ted Morton, Minister of Sustainable Resource Development
Frank Oberle, MLA, Peace River
Noel McIntee, Alberta Tourism, Parks, Recreation and Culture

December 27, 2007

Mr. William (Bill) Kostiw, Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion, Alberta T0H 1N0

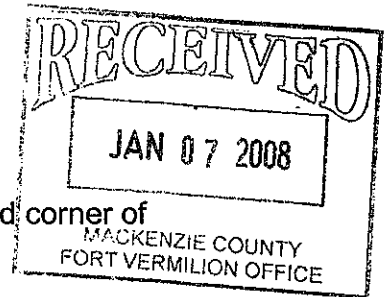
Dear Mr. Kostiw:

Over the last few years, several Alberta municipalities have experienced numerous emergencies and disasters. While these events can be devastating for citizens who are impacted, persons with disabilities face additional challenges.

The Alberta Emergency Management Agency (AEMA) and the Premier's Council on the Status of Persons with Disabilities invite you to attend an introductory workshop that will assist municipalities to better include persons with disabilities in local emergency plans and programs. This workshop is intended for Chief Administrative Officers, Municipal Directors of Emergency Management, Municipal Disaster Social Services Managers, Inclusion Coordinators and organizations serving people with disabilities.

Workshop information:

When: January 21, 2008
Where: Chateau Nova Hotel
159 Airport Road (on Kingsway Avenue and
119 Street - map attached)
Edmonton, Alberta
Time: 1:30 p.m. - 5:00 p.m.



Individuals interested in attending this complimentary workshop must register by faxing the attached registration form to 780-422-1549 or by contacting the AEMA at 780-415-9481 or toll free by first dialing 310-0000. The registration deadline is January 16, 2008. Seats are limited, so please register early.

For further information about the workshop, please contact Sharon Robins, Training Specialist with the Alberta Emergency Management Agency at 780-427-8632 or toll-free by first dialing 310-0000.

I hope that you will be able to join us at the workshop launching this very important initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "E. David Hodgins".

E. David Hodgins, CEM

cc: Director of Emergency Management

Attachments

Carol Gabriel

From: Bill Gish [Bill.Gish@gov.ab.ca]
Sent: Monday, January 07, 2008 9:55 AM
To: Bill Kostiw
Subject: Buffalohead School Access Road
Attachments: Section 532 of Municipal Government Act.txt

Bill

John Klassen had called asking about the newly constructed service road to the Buffalohead School. The question was in regards to who is responsible for the maintenance of the service road. It was explained that the road is to be maintained by the county. The department has purchased the right of way.

The county is responsible to maintain this service road as explained under the Municipal Govt Act Section 532(1) and Section 18(1) which is attached.

I am sending this to you because I do not have John Klassen's e-mail address.

Bill Gish
Operations Manager
Peace River District
Alberta Infrastructure and Transportation

Section 18(1) of the MGA

18(1) Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

and

Section 1(z) of the MGA

1(z) "road" means land
(i) shown as a road on a plan of survey that has been filed or registered in a land titles office, or
(ii) used as a public road,
and includes a bridge forming part of a public road and any structure incidental to a public road;

And from the Public Highways Development Act,

Responsibility of highway authority

2 Except as otherwise provided in an agreement made pursuant to this Act, each highway authority is responsible for the costs of construction and maintenance of all highways subject to its direction, control and management.

Primary Highways System

Designation of primary highway

3(1) The Minister may by order designate as a primary highway

(a) any existing highway, or
(b) any proposed highway,
and may prescribe a route number for the primary highway so designated.

(2) In an order under this section, the existing highway or the land to be used for the proposed highway is sufficiently described if its location is indicated on a map attached to the order showing the

route of the primary highway.

Control of primary highway

4 All primary highways are subject to the direction, control and management of the Minister.

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Carol Gabriel

From: Carol Gabriel
Sent: Monday, January 07, 2008 11:06 AM
To: AMA Road Report; Bill Gish - AIT; CIAM Radio; Council; La Crete Chamber of Commerce; MDSTAFF; Pineridge Logging; Rommel Directo - AIT (HL); YL Country-High Level (news@ylcountry.com)
Subject: Tompkins Landing Ice Bridge Update
Attachments: Ice-Bridge Update 07-Jan-08.pdf

The Tompkins Landing Ice-Bridge is open to a **maximum weight of 30 metric tonnes** effective January 7, 2008.

If you have any questions please contact William Kostiw, Chief Administrative Officer at (780) 927-3718 or (780) 841-1801 or Ron Dyck at (780) 928-4993 or (780) 841-1699.

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

Carol Gabriel

From: Brett McPhedran [Brett.McPhedran@gov.ab.ca]
Sent: Wednesday, December 19, 2007 10:16 AM
To: Bill Kostiw
Cc: David Kohut
Subject: Lighting

Hi Bill,

I was asked to send you our most recent information in regards to the Peace regions miscellaneous lighting projects in your area. As you can see below all of the lighting has been constructed but ATCO has not provided connections to power as of yet. The site by Fort Vermillion should be operational right away (Fri hopefully) and the Hwy 88 connector site ATCO is experiencing ROW issues and was unable to provide a definitive timeline. If you have any questions feel free to contact me, thanks.

Brett McPhedran
Alberta Infrastructure & Transportation
Transportation and Civil Engineering Division
Peace Region
Office: (780) 624-6470
Cell: (780) 618-6240
Fax: (780) 624-2440

From: Mike Field [mailto:mfield@magnaiv.com]
Sent: Tuesday, December 18, 2007 6:00 PM
To: Brett McPhedran
Subject: RE: Lighting

Brett,

Updated information on the power service connections follows as requested:

- Fort Vermillion – ATCO will be on site to build the service starting tomorrow, 19th December and they expect to have the work complete on or before Friday 21st. This is an improvement on the January schedule they first quoted. Magna will call-in the connect request to the retailer first thing tomorrow and ask for the meter install and service connection to be done concurrent with construction of the service. If the retailer processes the request right away the lights should be operational on Friday. If not, then they won't come on until after Christmas.
- Hwy 88 Connector – ATCO has not built the power line required to feed these lights. It appears that the legal plan for road ROW changes in SE15-106-14-5 has not been registered in Land Titles. [Plan 072-5165 available in SPIN only applies to land purchased in NE 10-106-14-5] Please note that the ROW boundaries shown in the EXH construction contract plans differ from the original ROW plan in the SPIN system. Without a definitive plan for SE 15 ATCO cannot ensure their poles will be on highway and will not be placed on private property. Consequently, they will not release the project for construction. Following enquiries with Department staff and EXH Engineering, Magna IV has contacted the MD of Mackenzie. As yet we have no feedback on the status or availability of the required plan and we will make further enquiries at the MD tomorrow.

We will provide additional information on ATCO's activities as it becomes available.

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Assessment Bulletin

Phone: 780-422-1377
Fax: 780-422-3110
Email: lgsmall@gov.ab.ca
www.municipalaffairs.gov.ab.ca
15th Floor, Commerce Place
10155-102 Street
Edmonton, AB T5J 4L4

IB Bulletin No. 07-07
December 2007

Amendment to the Assessment Complaints and Appeals Regulation (AR 238/2000)

Under Amendment Regulation 262/2007, the expiry date for the Assessment Complaints and Appeals Regulation (AR 238/2000) has been extended to December 31, 2008. This amendment is confirmed by Ministerial Order No: L253/07.

The regulation is available through Alberta Municipal Affairs and Housing at www.municipalaffairs.gov.ab.ca/mc_property_assessment_and_taxation_legislation.cfm or through the Queen's Printer bookstore. Queen's Printer bookstore can be contacted online at www.qp.gov.ab.ca/index.cfm or at (780) 427-4952, or by fax at (780) 452-0668.

ISBN 978-0-7785-6853-7 (Online Version)

Alberta
Municipal Affairs
and Housing



Assessment Bulletin

Phone: 780.422.1377
Fax: 780.422.3110
Email: lgsmail@gov.ab.ca
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10155-102 Street
Edmonton, AB T5J 4L4

IB Bulletin No. 07-08
December 2007

Well Drilling Equipment Tax Rate Regulation

The Well Drilling Equipment Tax Rate Regulation has been approved by the Minister of Municipal Affairs and Housing and was filed as Alberta Regulation 263/2007. The regulation, authorized by Ministerial Order L:257/07 comes into force on January 1, 2008. The regulation will introduce new rates that will be phased in over three years (2008 to 2010).

The regulation is available through Alberta Municipal Affairs and Housing at www.municipalaffairs.gov.ab.ca/mc_property_assessment_and_taxation_legislation.cfm or through the Queen's Printer bookstore. Queen's Printer bookstore can be contacted online at www.qp.gov.ab.ca/index.cfm or at (780) 427-4952, or by fax at (780) 452-0668.



Alberta Municipal Affairs and Housing conducted a consultation on the Well Drilling Equipment Tax Rate Regulation from August 12, 2007 to October 12, 2007. The consultation focused on updating the rates in the regulation based on increases in road construction costs since 1981.

The ministry will begin consultation in spring 2008 on the following issues that resulted from the well drilling equipment tax (WDET) consultation held in the fall of 2007:

- a. Amend legislation to allow municipalities to charge either the WDET or road levies, but not both, or
- b. Develop an alternate proposal based on the recommendations of the MLA Industrial Property Assessment Review Committee (1998), or
- c. Eliminate the WDET and add the well drilling cost to the property assessment model for wells.

The ministry would like to thank all stakeholders who were involved in the WDET consultation. We look forward to your participation in the 2008 WDET consultation.

For further information, please contact the Assessment Services Branch at (780) 422-1377.

ISBN 978-0-7785-6854-4 (Online version)





IB Bulletin No. 07-06
December 2007

**Amended 2007 Minister's Guidelines For
Linear Property, Machinery and Equipment, Railway and Farm land**

The amendments to the 2007 Minister's Guidelines for Linear Property, Machinery and Equipment, Railway, and Farm land were approved by the Minister of Municipal Affairs and Housing on December 19, 2007.

The amendments that were approved included updates to the assessment year modifiers, cost factors, as indicated below.

2007 ASSESSMENT YEAR MODIFIERS AND COST FACTORS

Property Type	2007 AYMs	2007 Cost factors
Pipelines	1.161	
Wells	1.177	
Electric Power	1.273	0.79
Telecommunications Carriers	1.058	0.95
Cable Distribution Undertakings	0.992	1.01
Railway Property	1.06	
Machinery and Equipment	1.27	0.79
Farm Land		
Farm land Dry Arable	1.00	
Farm land Dry Pasture	1.00	
Farm land Irrigated Arable	1.03	

The amended guidelines can be found on the Ministry's website using the following link:
http://www.municipalaffairs.gov.ab.ca/mc_property_assessment_and_taxation_legislation.cfm

Any questions on the 2007 guidelines should be directed to one of the following:

- Sheila Young, Director of Regulated Assessment Policy at (780) 422-8078 or e-mail: sheila.young@gov.ab.ca
- Rory Badger, Advisor, Minister's Guidelines Team at (780) 422-8391 or e-mail: rory.badger@gov.ab.ca
- Ken Anderson, Coordinator, Regulated Assessment Policy at (780) 427-8962 or e-mail: ken.anderson@gov.ab.ca

You can call toll-free by first dialing 310-000.



PRECISION GIANT SYSTEMS INC.

MEASUREMENT CANADA ACCREDITED

ISO 9001:2000 Registered QMS

Dear County, Municipal District and/or Improvement District

Precision Scale has recently launched three new innovative products:

- the new "CB-2" Concrete Batch Controller, this automated concrete batching system is a very versatile and efficient control system and is ideal for all readi-mix plants.
- the new R.L.W.S. WLS-1 Wheel Loader Scale, this unit has many features to speed up the efficiency of the operator in the sand or gravel pit.
- the new Belt Scale from Rice Lake Weighing Systems is a dependable, rugged and accurate in-motion weighing system

Precision Scale also makes one of the toughest truck scales in the industry, we have installed our truck scales in just about every industry out there, including county landfills, county gravel pits, etc.

Precision Scale was established in Edmonton in 1963. Since this time the company has steadily grown from a small scale service company to Western Canada's leading weigh system supplier.

We sell and service a vast variety of weighing equipment and accessories (computer hardware, software, printers, scoreboards, mag and barcode scanners, PLC integration etc.) to meet the ever changing demands of industry today.

To back us with 'in-the-field' service and preventive maintenance service, **Precision Scale** has 7 factory trained mechanical and electronic technicians and a complete fleet of 6 light-duty and 4 heavy-duty test vehicles equipped with Government Certified test standards to calibrate any size of scale. Our emergency service is second to none.

Our fabrication department in Edmonton manufactures truck scales, hopper scales and speciality scales. Custom design fabrication is another function of our diverse fabrication capability.

ISO 9001:2000 – Measurement Canada Accredited – COR in safety

For more information call us at 1-800-831-5657 or 1-780-463-0026

www.precisionscale.com – info@precisionscale.com



Alberta Emerald
Foundation

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Alberta Beverage Container
Recycling Corporation

205 3132 Parson Rd NW
Edmonton, AB T6N 1L6

Tel: (780) 413-9629
Fax: (780) 439-2369
Email: info@emeraldfoundation.com
www.emeraldfoundation.ca

December 28, 2007

Mr. William (Bill) Kostiw
Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Mr. Kostiw;

The Alberta Emerald Foundation is seeking nominations for the 2008 Emerald Awards. The Awards recognize and celebrate environmental achievements across Alberta. We know that within your community, there are individuals and organizations that go beyond the norm and set an example for others to follow.

We are requesting your assistance in spreading the word and encouraging people to nominate themselves or others to be recognized at the 2008 Emerald Awards in June. The deadline for nominations is 4:00 p.m. February 29, 2008.

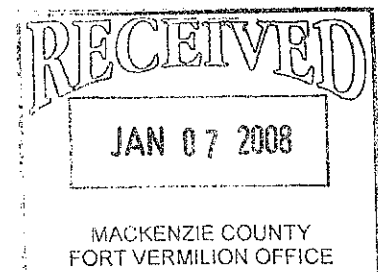
I have included a brochure for your information, and would encourage you to access our website for more information. I also have available an electronic postcard and web banner for your website. If you would find these useful, please contact me at vfamily@telusplanet.net and I will forward these electronically.

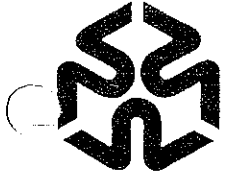
Any assistance you can provide is greatly appreciated by the Board of the Foundation and the 2008 Emerald Awards Nominations & Selections Committee.

If I can provide anything further, please do not hesitate to contact me directly.

Sincerely,

Leona Yez
Communications Consultant
Alberta Emerald Foundation
Phone: (780) 951-5051
Email: info@emeraldfoundation.ca





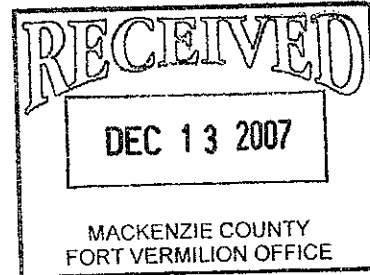
Stewart, Weir & Co. Ltd.

Surveying ▪ Geomatics ▪ Engineering

0365HQ00

Wednesday, December 05, 2007

Mackenzie County
Box 640
Fort Vermilion, Alberta
T0H 1N0



Attention: Mr. Bill Kostiw, CAO

Dear Bill,

We had the pleasure of hosting several members of your Administration and Council at the recent AAMD&C Convention in Edmonton.

I would certainly appreciate it if you would thank both parties for their attendance and note that they are most welcome to drop by future functions.

I know that you are aware of our services, but I have enclosed a package outlining them for others in your office. If you would be so kind as to forward this to the appropriate County department, it would be much appreciated.

If there is any interest in discussion the range of services, please let me know.

Of course, if there are any project specific requirements or any opportunities to participate in County programs ranging from Municipal Standards to GIS and legal surveying to road and infrastructure work, we would be extremely interested in discussing any options.

Once again, please pass on our gratitude and we look forward to seeing everyone again.

Sincerely,

STEWART, WEIR & CO. LTD.

Jim Uhr, Director, Corporate Development

Integrity ▪ Integration ▪ Innovation

Bill, I will be up your way on Dec 13 or so. If you have time for a visit, please give me a call. Thanks, J

CAMA Update

Forum for Managers of Large Cities

The Canadian Association of Municipal Administrators (CAMA) and the Local Government Management Association of British Columbia (LGMA) are pleased to announce their collaboration in staging a forum for the Chief Administrative Officers of Canada's largest cities.

The forum, entitled *Canada's Largest Cities: Communities with a Common Interest*, will take place in Victoria, BC at the Delta Ocean Pointe Resort from March 12-14, 2008. The objective of the forum is to facilitate interactive two-way discussions with national level speakers on subjects of common interest to Chief Administrative Officers and/or their deputies and is targeted to cities with a population of 75,000 or greater.

More detailed information will be sent to CAMA members after Christmas concerning the cost and how to register. In the meantime, a block of rooms has been set aside at the Delta Ocean Pointe Resort at the conference rate of \$119. To book rooms, log on to www.deltahotels.com or call 1-800-667-4677 and ask for the "CAMA-LGMA Forum" rate.

Professional Development Grants Still Available

There are still two CAMA Professional Development Grants available. Valued at \$2,000, and announced after the 2007 annual conference as a pilot project, three of the five grants have been awarded. The grants are intended for member municipalities who take the lead in organizing a professional development event for their staff, and make it available to other municipalities in their region.

To get the application form, and read the professional development policy, log on to the CAMA website at http://www.camacam.ca/about_professional_dev.asp. The deadline for applications for the final two grants has been extended until January 31, 2008 with project completion expected by March 31, 2008. For more information, contact Jeanne Geldart, CAMA executive director at 1-866-771-2262 or send an e-mail to admin@camacam.ca.

CAMA Conference 2008: Book Hotel Rooms Early *Canadian Association Mun. Admins.*

The 37th Annual CAMA Conference will be held in Quebec City at the Hilton Quebec from May 26-28, 2008. Details about the conference will be available in the New Year. Since lots of activities are planned in 2008 to celebrate the 400th Anniversary of the founding of Quebec City, CAMA members will want to book their hotel rooms early. Log on to CAMA website http://www.camacam.ca/conference_2008.asp for more information.

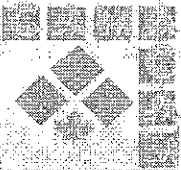
Board News

Watch for Member Survey in New Year

As part of the development of a new CAMA strategic plan, the board of directors wants to hear from its membership. Watch for a confidential member survey early in the New Year. The board looks forward to your comments and thanks you in advance for taking the time to respond.

CAMA Heads to Manitoba for Next Board Meeting

The next CAMA board meeting will be held in Brandon, MB from March 5-8, 2008 at the Royal Oak Hotel. Based on the activity at the November board meeting, it is sure to be a busy time.



Vanguard Realty Ltd.
Box 119,
Rapid View , SK.
SOM 2M0
Jan. 4, 2007

M.D. of Makenzie, # 23,
LaCrete, AB.

Att. Paul Driedger

Dear Sirs:

I herewith request that the M.D. of Mackenzie assume responsibility for the costs of installing curb, gutter, and sidewalk in the subdivisions that Vanguard Realty built in 2006.

Included are Phases 3Kc, 5Ca, and 7A.

It is understood that frontage will then be assessed against these lots.

Thank you.

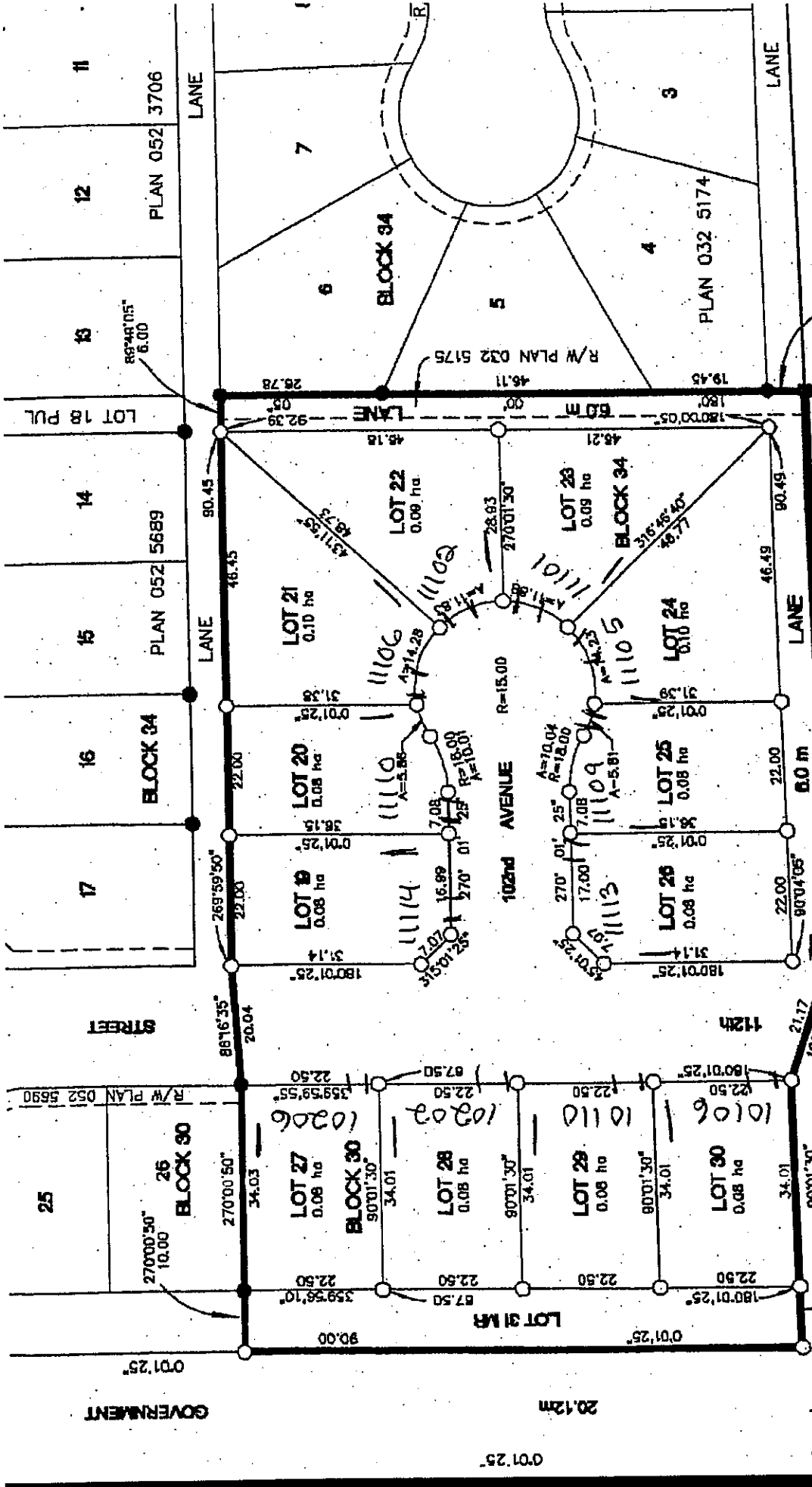
Sincerely,

Henry J. Enns

Dec. 18, '07

Att. Eva

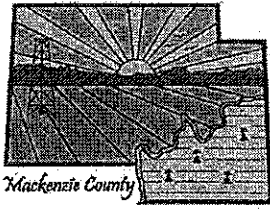
*The concrete work
has been done in 3Kc & 5Ca.
Knelsens are awaiting payment.
I will be interested to hear
from you.
Sincerely,
H. J. Enns c.c. Knelsens.*



Plan 002 0022

N.W. 14 SEC. 9-106-15 W. 5th M.

R/W 1 | 0.52 1021



Mackenzie County

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

December 18, 2007

Mr. Al Stan
President & C.E.O.
Stanton Lake Estates

Dear Mr. Stan:

Mackenzie County certainly appreciates your efforts to develop in Mackenzie County and create employment opportunities.

The property you propose to develop on is currently zoned residential and due to ongoing negotiations it would be difficult to rezone or allow commercial development on it. The area north of High Level is contemplated to be restricted to residential with perhaps some exception for highway commercial. Therefore, the County is willing to offer you an alternate site immediately south of High Level.

Please contact myself at (780) 821-3578 or our Chief Administrative Officer, William Kostiw, at (780) 927-3718 to discuss this matter.

Yours truly,

Greg Newman
Reeve

Carol Gabriel

From: Stanton Lake Estates [halana@telusplanet.net]
Sent: Wednesday, December 19, 2007 10:07 AM
To: Carol Gabriel
Subject: Stanton Lake Estates

Hi Carol

Thank you for your letter letting me know the position of county council on the property I currently have an interest in.

As I am sure you are aware, I asked for the county's assistance in allowing one of my companies to establish a temporary modular home factory, on the property I currently have an interest in, to assist area employment. With the devastating news of the Footner plant closing I was hoping to move forward quickly. The county's assistance in granting me some latitude with the zoning in the area would allow me to become established and look for a more permanent location within a set period of time. (1-3years).

I appreciate the offer of allowing me to establish a plant to the south of High Level and if need be, I will take the time to assess the merits of this location. This gracious gesture will take time and at this festive time of year possibly more time than normal.

Instead of moving forward in an expedited fashion as I had hoped, I will have to slow down the process, investigate the opportunity and then after careful consideration, report back to my partners on the merits of this new location. (6 weeks Minimum)

With this delay, a snowball effect happens and other options become delayed and possibly lost.

I would have hoped that council would have realized that the only tie to this community is the land, that I wished to create an environmentally friendly, energy efficient community. Most locales would and will welcome this type of development with the national and international recognition that will accompany this development.

I may not have expressed emphatically the time line that I was hoping for to have people back to work quickly. If council was not informed with this information I apologize and would ask that they reconsider my request.

Since meeting with some of your council in Edmonton, the news of my aspirations seems to have spread quite quickly to other communities in the area and also to the south. These local officials have spoken of the intrinsic worth of their differing locations, for my consideration.

It has become apparent that any hopeful news prior to Christmas for those newly unemployed individuals is but a dream I had hoped to give. If this new information motivates council's wisdom in a different direction I look forward at the earliest opportunity to move ahead.

Carol, thanks again for your letter. I hope you have a wonderful Christmas break.

All the best and Merry Christmas!

Al Stan

Hi Bill,

I have compiled a list of points brought up by either staff or public as per our discussion about staff and public suggestions.

- Fixed payment plan for utility bills
- Front counter tills that indicate change due back to customer
- Some complaints about counselors being too involved with staff affairs
- Request quality flag poles for any future buildings (the current ones are very difficult to change flags)
- Request that offices not be too accessible to public in future buildings (i.e. La Crete)
- Request that store-front exterior doors not be used in future buildings

This list does not represent the entire staff and only the public comments that I have come across. It is merely for your awareness.

Thank you

NORTHERN EXPOSURE

*Proposed Mackenzie pipeline fuels optimism
for more activity in the North*

by Godfrey Budd

ALTHOUGH NO GAS WILL FLOW through a Mackenzie Valley Pipeline before 2014 at the earliest and some uncertainty still hangs over the proposed project, a number of companies are gearing up for increased exploration in the North in the coming season.

"The North in general this winter is going to be busier than it has been for a number of years," says Rob Hunt, president of Horizon North Logistics Inc.

He's in a position to know. The company where the former senior marketing manager for Akita Drilling Ltd. is now a key player is focused on providing logistics, marine transportation, base and mobile camps, staging areas, and other services to clients mostly north of the 60th parallel. Hunt expects Horizon and others in the region's service sector to benefit from the looming upswing in activity.

"Any of the companies servicing for this [region] will be busier than they have been for a while," he says. "We are supplying camps and catering and boats and barges to projects in the area."

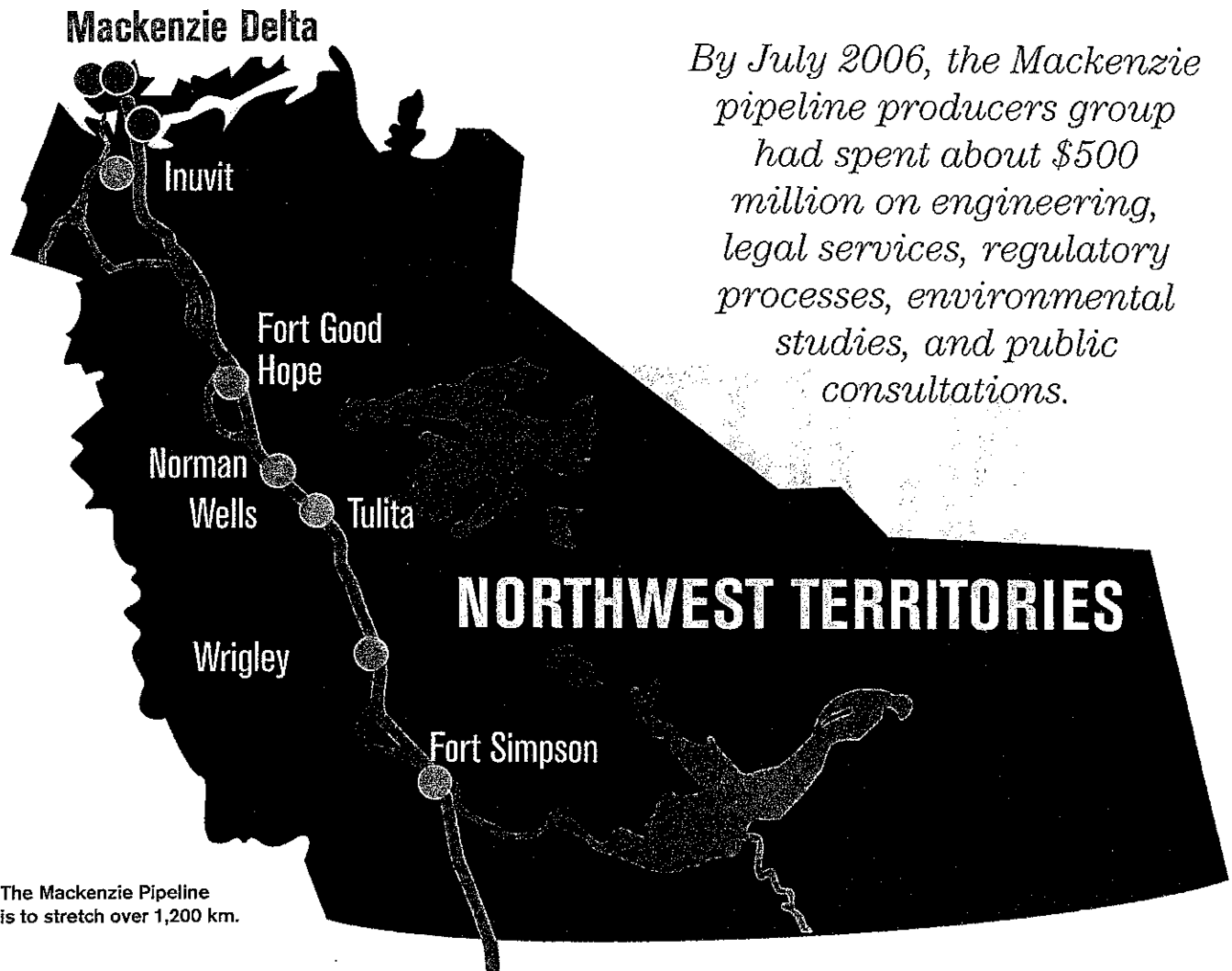
The Mackenzie Valley Pipeline is a big reason for optimism, Hunt suggests. He notes that the Joint Review Panel, which looks at possible social, environmental, and economic impacts of the proposed pipeline, is concluding hearings in November. Also, National Energy Board (NEB) regulatory hearings are set to start in December. Pointing to ongoing discussions between the federal government and the producers, Hunt says: "The feds and the producers look likely to come to an agreement. I think it all looks very positive."

Since the Northern First Nations chiefs declared in 2000 that the pipeline moratorium was over, the revived project has had something of a bumpy ride, however. It was originally estimated at \$7.5 billion and was to start shipping gas in 2009. The price tag is now \$16.2 billion, with lead producer Imperial Oil's start date pegged for 2014.

Chris Theal, a senior analyst at Tristone Capital, says 2015 or 2016 is a more realistic start date.

Even during the last six months, the project's prospects appeared to wax and wane. At the annual general meeting of ExxonMobil, which owns about 70 per cent of Imperial, chairman and CEO Rex Tillerson seemed to dim hopes for the proposed 1,200 km pipeline when he said, "We are now in a situation where it is not economic at current costs." He told reporters and investors at the meeting in Dallas last May that it was not clear that the federal government would come up with a package of royalty and tax breaks big enough to provide sponsors for the project with a sufficient rate of return.

In the wake of the Dallas meeting and announcements on the new \$16.2-billion price tag for Mackenzie, there had been suggestions that the new figure included costs that the earlier \$7.5-billion figure had not—and that Imperial Oil was in effect comparing apples with oranges. Not so, says Pius Rolheiser, a spokesman for the company: "It is a real cost escalation from \$7.5 billion, which was an all-inclusive cost estimate." >



By July 2006, the Mackenzie pipeline producers group had spent about \$500 million on engineering, legal services, regulatory processes, environmental studies, and public consultations.

The Mackenzie Pipeline is to stretch over 1,200 km.

COSTS ADD UP

He says that the \$7.5-billion price tag announced in October 2004 was based on analyses done in 2002 and 2003, and included costs for what are sometimes considered the Mackenzie's three main components: development of the anchor fields, installation of a gathering system, and construction of the pipeline itself.

The cost spiral, which Rolheiser says is comparable to those elsewhere in the oil and gas sector over the last three years, stems from two other factors besides "the cost environment" that has seen a near-doubling of costs for some big oil projects. Both factors are arguably unique to the project. Costs have gone up, in part, says Rolheiser, because of "a sharper, more refined understanding of what's involved in the project's execution. There's a more refined understanding of the components of the project."

The other key cost escalation factor for Mackenzie stems from the ongoing

"regulatory review and land access process." By July 2006, the Mackenzie pipeline producers group, which is bankrolling the project, had spent about \$500 million on engineering, legal services, regulatory processes, environmental studies, and public consultations. Such costs continue to add up as consultations and hearing processes drag on.

Despite the hurdles, optimism about the pipeline's prospects may, after all, be well founded. In September, Tillerson's statements to the media sounded more promising than they did back in May. He said that talks with Ottawa were continuing and that satisfactory progress was being made in the regulatory process, although this was expected to take another year.

One of Imperial's pre-conditions for going ahead with Mackenzie was that benefits and access agreements with First Nations groups had to be in place first. Progress has been made on this front. Rolheiser says that the company has signed agreements with some

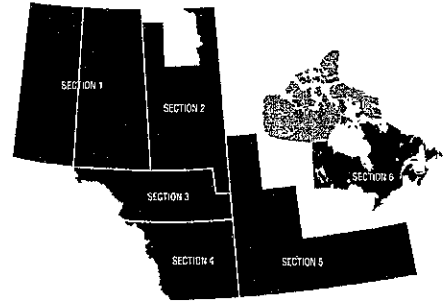
groups and has agreements in principle with others, which the company is confident will be finalized satisfactorily for both parties.

Also, the company is continuing talks with the Dehcho First Nations. Rolheiser says, "Their issues are different and we have tried to be sensitive to that." Unlike other First Nations groups living along the proposed route of the pipeline, the Dehcho have yet to resolve an outstanding land claim with the federal government. Analysts have said that it is in the Dehcho's interests to settle their claim with Ottawa before finalizing a deal with Imperial.

An Imperial move on a somewhat different front got Northerners' minds off the weird weather last summer. On July 19, the federal government released the results of its 2007 call for bids for the Beaufort Sea and Mackenzie Delta, saying that it had accepted work bonus bids worth \$598.1 million for just over one million acres at an average of \$573.41 per acre. >



Plans to reduce the regulatory process will not help the proposed Mackenzie pipeline.



Last spring, proponents of the Mackenzie line said they would require government help to build the line. Lunn said the government is undecided on what role, if any, it may take to get the northern pipeline built.

"It would be premature for me to speak on that. Obviously the project at the end of the day has to be commercially viable," said Lunn. "I think it's in our national interest to see that move forward. It's a great project and would open up the gas in the Far North, and you'll see more development."

"It's been a long process going through the regulatory approval. It's just one example where we have to do a better job as a government, and that's what this major project management office is all about," he said.

The minister said as a whole, pipeline companies are planning to double their collective assets over the next 15

Federal energy minister tells pipeline group plans to reduce regulatory process on track

PLANS TO REDUCE the regulatory process for major pipeline projects in the future are on track, Federal Natural Resources Minister Gary Lunn said in early September, but they won't be any help to the \$16.2-billion Mackenzie Gas project.

The Harper government put aside \$150 million over five years in the last federal budget to set up a new major projects management office to help streamline the regulatory process.

"I look at what we put many of these companies through, just at the federal level, multiple layers whether it be the Department of Fisheries and Oceans, Environment Canada, Industry Canada, Natural Resources. Quite often, you're forced to go through multiple approval processes," said Lunn in a speech to the Canadian Energy Pipeline Association in Calgary. "It can literally take years and create uncertainty."

"If you know that your regulatory approval process will take six months or it will take a year and make a decision. You can put it in your business plan as you're trying to attract literally tens of

billions of dollars in capital investment," Lunn added.

The new office will be up and running "within months," but it will be of no assistance

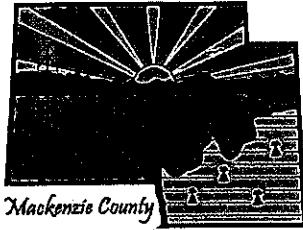
The Harper government put aside \$150 million over five years in the last federal budget to set up a new major projects management office to help streamline the regulatory process.

to those hoping to build a pipeline to carry natural gas from the Mackenzie Delta, the minister acknowledged.

"It's too late, obviously. They're already waiting for decisions," said Lunn. "We realized early on in our mandate that there was an opportunity to make some gains here, and the Mackenzie pipeline is no exception to that, but it is already well on its way."

years to bring more oil and gas to the market and all possible hurdles need to be removed.

"It can't just be about people. It has to be about process and streamlining the current processes so that when you go in with your regulatory approvals, you will know you are dealing with one office," Lunn explained. "We can cut those >



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Bylaw 658/07 - Mackenzie Housing Subdivision Local Improvement

BACKGROUND / PROPOSAL:

The 2007 Budget includes the Mackenzie Housing Subdivision upgrade project in Fort Vermilion.

OPTIONS & BENEFITS:

Council approved the local improvement plan and gave first reading to Bylaw 658/07 at the November 28, 2007 council meeting. Letters were sent out on November 29, 2007 and the open house was held on December 6, 2007 in Fort Vermilion. No petition has been received against the bylaw.

COSTS & SOURCE OF FUNDING:

2007 Budget

RECOMMENDED ACTION:

Motion 1

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

Motion 2

That third reading be given to Bylaw 658/07 being a bylaw to approve a local improvement charge for curb, gutter, and sidewalk within the Mackenzie Housing Subdivision (52nd and 50th Avenue from 45th to 43rd Street, 43rd Street from 52nd to 50th

Author: M. Driedger

Review By: 

CAO 

Avenue, 44th Street north of 50th Avenue and 51st Avenue northwest of 43rd Street) in the Hamlet of Fort Vermilion.

Author: M. Driedger Review Date: _____ CAO _____

BYLAW NO. 658/07

BEING A BYLAW OF MACKENZIE COUNTY,

(hereinafter referred to as "the County")

IN THE PROVINCE OF ALBERTA,

This bylaw authorizes the Council of MACKENZIE COUNTY to impose a local improvement tax in respect of all lands that directly benefit from the Curb, Gutter and Sidewalk on 52 Avenue from 45 to 43 Street, 43 Street from 52 Avenue to 50 Avenue, 50 Avenue from 45 to 43 Street, 44 Street north of 50 Avenue, and 51 Avenue northwest of 43 Street in the Hamlet of Fort Vermilion.

WHEREAS:

The Council of Mackenzie County has decided to issue a by-law pursuant to Section 397 of the *Municipal Government Act* to authorize a local improvement tax levy for the construction of Curb, Gutter and Sidewalk on 52 Avenue from 45 to 43 Street, 43 Street from 52 Avenue to 50 Avenue, 50 Avenue from 45 to 43 Street, 44 Street north of 50 Avenue, and 51 Avenue northwest of 43 Street in the Hamlet of Fort Vermilion local improvement project.

A local improvement plan has been prepared and the required notice of the project given to the benefiting owners in accordance with the attached Schedule A and Schedule B and no sufficient objection to Sidewalk, Curb and Gutter on 52 Avenue from 45 to 43 Street, 43 Street from 52 Avenue to 50 Avenue, 50 Avenue from 45 to 43 Street, 44 Street north of 50 Avenue, and 51 Avenue northwest of 43 Street in the Hamlet of Fort Vermilion local improvement project has been filed with the County's Chief Administrative Officer.

The Council has decided to set a uniform tax rate based on the number of units of frontage assessed against the benefiting owners.

Plans and specifications have been prepared. The total cost of the project is estimated to be Six Hundred Forty Five Thousand Five Hundred Twenty One (\$645,521.00) and the local improvement plan estimates that the following contributions will be applied to the project:

AMIP Funding	\$ 451,864.70
Benefiting Owners	<u>\$ 193,656.30</u>
Total Cost	\$ 645,521.00

The local improvement tax will be collected for Ten (10) years and the total amount levied annually against the benefiting owners is Twenty Four Thousand Six Hundred Twenty Nine Dollars and Fifty Three Cents (\$24,629.53).

All required approvals for the project have been obtained and the project is in compliance with all *Acts and Regulations* of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE COUNTY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of completing the Curb, Gutter and Sidewalk on 52 Avenue from 45 to 43 Street, 43 Street from 52 Avenue to 50 Avenue, 50 Avenue from 45 to 43 Street, 44 Street north of 50 Avenue, and 51 Avenue northwest of 43 Street in the Hamlet of Fort Vermilion local improvement project, the sum of One Hundred Ninety Three Thousand Six Hundred Fifty Six Dollars and Thirty Cents (\$193,656.30) be collected by way of annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A and Schedule B attached.
2. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
3. That this bylaw shall come into force and take effect upon receiving third and final reading thereof.

First Reading given on the 28 day of November, 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

Schedule A to Bylaw No. 658/07

Annual Levy for 52 Avenue from 45 to 43 Street, 43 Street from 52 Avenue to 50 Avenue, 50 Avenue from 45 to 43 Street, 44 Street north of 50 Avenue, and 51 Avenue northwest of 43 Street in the Hamlet of Fort Vermilion Local Improvement Project

1. Properties to be assessed:

Plan	Block	Lot	Front	Back	Frontage
4357 MC	4	6		175.00	175.00
4357 MC	5	6	175.00	175.00	175.00
892 1752	4	19	64.72	64.72	64.72
892 1752	4	20	64.72	64.72	64.72
892 1752	4	21	100.28	100.28	100.28
892 1752	4	22	57.09	57.09	57.09
892 1752	4	23	66.57	66.57	66.57
892 1752	4	24	56.04	56.04	56.04
892 1752	4	25	62.60	62.60	62.60
892 1752	4	26	62.60	62.60	62.60
892 1752	4	27	62.60	62.60	62.60
892 1752	4	28	62.60	62.60	62.60
892 1752	4	29	85.24	85.01	85.13
892 1752	4	30	75.00	75.17	75.09
892 1752	4	31	75.00	75.00	75.00
892 1752	4	32	75.00	75.00	75.00
892 1752	4	33	50.00	50.00	50.00
892 1752	4	34	71.74	71.72	71.73
892 1752	4	35	50.00	50.00	50.00
892 1752	4	36	83.22	83.21	83.22
892 1752	6	15	50.00	49.95	49.98
892 1752	6	16	79.07	79.07	79.07
892 1752	6	17	79.07	79.07	79.07
892 1752	6	18	50.00	50.00	50.00
892 1752	6	19	67.16	67.16	67.16
892 1752	6	20	60.00	60.00	60.00
892 1752	6	21	164.21	39.95	102.08
892 1752	5	39	60.03	60.01	60.02
892 1752	5	40	60.03	60.01	60.02
892 1752	5	41	48.05	116.62	82.34
892 1752	5	42	50.00	116.62	83.31
892 1752	5	43	95.00	94.92	94.96

892 1752	5	44	61.16	61.16	61.16
892 1752	5	45	58.25	58.25	58.25
892 1752	5	46	50.00	50.00	50.00
892 1752	5	47	58.80	58.80	58.80
892 1752	5	48	62.01	62.01	62.01
892 1752	5	49	134.90	174.30	154.60
892 1752	5	50	99.92	99.91	99.92
892 1752	5	51	50.00	50.00	50.00
892 1752	5	52	66.64	66.64	66.64
892 1752	5	53	56.11	56.11	56.11
892 1752	5	54	69.89	69.89	69.89
892 1752	5	55	50.00	50.00	50.00
892 1752	5	56	70.25	70.25	70.25
892 1752	5	57	50.86	50.86	50.86
892 1752	5	58	68.57	68.57	68.57
892 1752	5	59	60.01	64.59	62.30
892 1752	5	60	77.83	86.13	81.98
188 TR	4	13	120.00	120.00	120.00
188 TR	4	14	120.00	120.00	120.00
188 TR	6	1	60.00	60.00	60.00
188 TR	6	1	60.00	60.00	60.00
188 TR	6	2	99.32	126.74	113.03
188 TR	6	3	85.00	157.60	121.30
188 TR	6	4	80.00	159.40	119.70
188 TR	6	5	103.75	140.00	121.88
188 TR	6	6	120.00	120.00	120.00
188 TR	6	7	120.00	120.00	120.00
188 TR	6	8	120.00	120.00	120.00
188 TR	6	9	120.00	120.00	120.00
188 TR	5	7		170.00	170.00
188 TR	5	7	120.00	120.00	120.00
188 TR	5	9	120.00	120.00	120.00
188 TR	5	10	121.67	120.00	120.84
188 TR	5	11	70.50	210.00	140.25
188 TR	5	12	55.00	211.00	133.00
188 TR	5	13	55.00	208.00	131.50
188 TR	5	14	170.50	210.00	190.25
188 TR	5	15	91.67	120.00	105.84
188 TR	5	16	120.00	120.00	120.00
188 TR	5	17	120.00	120.00	120.00
188 TR	5	18		120.00	120.00

188 TR	5	18		170.00	170.00
188 TR	5	19	130.00	130.00	130.00
188 TR	5	20	164.68	89.32	127.00
188 TR	5	21	170.00	80.00	125.00
188 TR	5	21	170.00	170.00	170.00
188 TR	5	22	119.66	120.00	119.83
188 TR	5	23	58.70	190.00	124.35
188 TR	5	24	62.42	220.00	141.21
188 TR	5	26	170.00	170.00	170.00
188 TR	5	26	120.00	120.00	120.00
188 TR	5	31	246.60	157.85	202.23
188 TR	5	31	99.00	63.29	81.15
188 TR	5	R2	316.06		316.06
188 TR	5	32	120.00	120.00	120.00
792 0058	6	14	100.00	100.00	100.00
Fort Ver	2	7a	500.45		500.45
062 6059	5	61		175.00	175.00

2. Total Assessable Frontage 9414.16 Feet
3. Total Local Improvement Tax \$ 193,656.30
3. Total Assessment Per Front Foot Frontage \$ 20.57
4. Annual Unit Rate Per Front Foot of Frontage Payable for a Period of Ten (10) years at 4.629%. \$ 2.62
5. Total Yearly Assessment Against All Properties To be Assessed \$ 24,629.53

Schedule B to Bylaw 658/07

Annual Levy for 52 Avenue from 45 to 43 Street, 43 Street from 52 Avenue to 50 Avenue, 50 Avenue from 45 to 43 Street, 44 Street north of 50 Avenue, and 51 Avenue northwest of 43 Street in the Hamlet of Fort Vermilion Local Improvement Project

1. Properties to be assessed:

No. of Parcels	Annual Rate of Assessment Per Front Foot	Amount of Annual Assessment
90	\$20.57	\$24,629.53

- 2. Total number of parcels 90
- 3. Total annual assessments \$ 24,629.53
- 4. Term of annual assessments 10
- 5. Total assessment against all parcels \$193,656.30

- The hours of work is a negotiable item with no restriction or limitation – work mornings or afternoons, or go to school for a month and work for two weeks, for example.
- In addition, a student could work at the shops during the summer months or holidays if so desired by the County and the student.
- The County is not obligated to carry through any student if the selected student is not an appropriate fit for our organization.
- The County's mechanics would have to commit their time to train and supervise the selected students 100% of time.

In addition, please see attached document describing the responsibilities of the workplace supervisor.

How the candidates would be selected?

- A notification would be distributed to all public schools and to the FVSD office informing of the availability of RAP opportunities at the County's shops.
- The selection process is proposed to be undertaken through the public schools' coordinators in cooperation with the County's mechanics and administration.

What would be student's responsibility?

- A student could apply under RAP starting from Grade 10. This means a student could be enrolled for three years in the program and be stationed at one of the County's shops for the same period of time.
- It is possible for a student to earn up to 1,000 hours towards an apprenticeship program.
- A student is responsible for his/her transportation to and from his/her work location.
- Upon completion of a public school, a student would switch to a regular apprenticeship program (if still desires to continue in the chosen field) and complete his/her trade education. The County is not obligated to continue apprenticing this student after he/she completes a public school.

COSTS & SOURCE OF FUNDING:

The County will be obligated to pay at least a minimum wage which is \$8.00/hour currently. An annual cost will depend on number of hours worked. A student could potentially work 5 hours per day 5 day per week. The total amount of hours for a period of six month would ad up to 600 hours or \$4,800 per student. Based on this information, an annual program for apprenticing two students could cost up to \$19,200 plus employer contributions for EI.

RECOMMENDED ACTION: (requires 2/3)

That administration be authorized to register the County in the Registered Apprenticeship Program and proceed with the selection of the suitable candidates in cooperation with the schools representatives and that the estimated \$20,000 costs be included in the 2008 operating budget.

Author: _____ **Review Date:** _____ **CAO** _____



Fort Vermilion Public School

P.O. Bag 800, 4401-50 Street, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3706 Fax (780) 927- 4476
Michael McMann, Principal email: mikem@fvsd.ab.ca

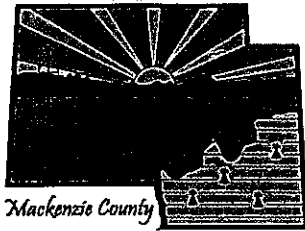
RESPONSIBILITIES OF THE WORKPLACE SUPERVISOR (RAP) Off-Campus Education – Registered Apprenticeship Program

1. Assist the students at the workstation to do meaningful work according to their capabilities. Assist the teacher/coordinator with the development of an Off-Campus Education Learning Plan and/or job description.
2. Provide an opportunity for the student to experience or practice your formal hiring process.
3. Complete and sign the Alberta Apprenticeship Application Forms indicating this is RAP placement for the student and return the forms to the coordinator of the participating school.
4. Report any student absence to the Off-Campus Education Coordinator (Karen Smith) where prior notification of the absence was not provided by the student.
5. Provide a “new employee orientation” opportunity informing the student of your job performance expectations and safety regulations.
6. Provide adequate training for any equipment, tools or machinery stipulated for use by the student in the Off-Campus Education Learning Plan. Acknowledge the student’s “Right of Refusal” to any task considered unsafe or ill-prepared to undertake.
7. Provide constant supervision for the student, preferably a “job shadowing” situation until some basic routines are established.
8. **The on-site instructor / supervisor shall be designated as the person who has primary responsibility for the students’ health and safety while they are at the work station or work site.**
Off-Campus Education Guide 2000, Alberta Learning
9. Report any accident or injury involving the student on the work site to the Off-Campus Education Coordinator or school administration (Telephone 927-3706)
10. Provide comments and sign the student’s weekly log sheet before it is returned to the Off-Campus Education Coordinator. Maintain a record of the hours worked in the student’s Apprenticeship Log Book.
11. Complete and review a RAP Evaluation form with the student every 125 hours at it pertains to each RAP course and the student’s high school credits.
12. Assist the Off-Campus Education Coordinator with an evaluation of the student’s work habits and job performance skills (mid-term and final evaluations required).

I have read and understand my responsibilities:

Name (Please Print)

Signature



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting: Regular Council Meeting

Meeting Date: January 8, 2008

Presented By: William Kostiw, CAO

Title: Wages and Salaries – Cost of Living Allowance (COLA) Increase

BACKGROUND / PROPOSAL:

In 2007 Council negotiated a two-year contract (January 2007 to December 2008) with AUPE. According to the negotiated contract, all union employees are eligible to receive a 3% increase in their wages and salaries for 2008.

The current out-of-scope employees' contracts state "The Employee shall receive a Cost of Living Allowance annually plus salary increases based on merit" and to be based upon an annual performance evaluation.

OPTIONS & BENEFITS:

Council has not approved the 2008 operating budget yet, however 50% of the 2007 operating budget was approved at December 18, 2007 meeting as the 2008 interim operating budget.

COSTS & SOURCE OF FUNDING:

2008 operating budget

RECOMMENDED ACTION:

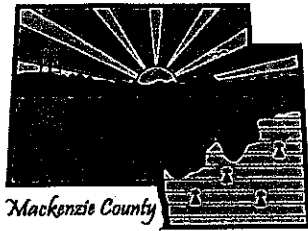
MOTION 1:

That administration proceed with the Cost of Living Allowance increase as negotiated in the latest AUPE contract.

MOTION 2:

That the CAO be authorized to approve the Cost of Living Allowance increase for the out-of-scope employees at the same level as for the Union employees.

Author: _____  Review Date: _____ CAO 



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, CAO
Title:	Fort Vermilion Midget Hockey Team – Request for Funding

BACKGROUND / PROPOSAL:

Although Council established the Grants for Non-Profit Groups Reserve and a budget, Council's past practice was not to provide funding for the sports teams.

OPTIONS & BENEFITS:

We received a request from the Fort Vermilion Midget Hockey team (please see attached).

COSTS & SOURCE OF FUNDING:

If approved, source of funding would need to be determined.

RECOMMENDED ACTION:

For discussion.

Author: _____

Review Date: _____

CAO _____

Janice Auger
Box 284
Fort Vermilion AB
T0H 1N0

January 2nd, 2008

Mackenzie County
Box 640
Fort Vermilion AB
T0H 1N0

SUBJECT: NATIVE PROVINCIALS

Fort Vermilion has not to my knowledge sent a Midget team to this huge event that brings many nations together to play competitive hockey. Since this is the 2nd year the Midget age level has been back since 12 years ago, some of the First Nation/Metis Midget age players have been asking if we are taking a team to represent Fort Vermilion.

The coaches of the 2007-2008 FVMH Midget team would like to give the opportunity to the First Nation/Metis players of Fort Vermilion a chance to participate this year at the Native Provincials held in Edmonton AB during the first week of April 2008.

Requirements for this endeavor are a \$500.00 community fee and a \$750.00 entry fee. On behalf of the interested Midget players from this community we are asking for assistance in this cost. The community fee and entry fee is the first step of the process of entering a team at the Native Provincials, so if you could respond in writing at your earliest convenience that would be appreciated.

If you have any questions please call myself at 927 3121/ 927 3200 or Andrew Baron 285 1144/927 3258.

Regards,



Janice Auger
Coach

Fort Vermilion Minor Hockey
Box 773
Fort Vermilion AB
T0H 1N0

January 2nd, 2008

Mackenzie County
Box 640
Fort Vermilion AB
T0H 1N0

SUBJECT: HOME AND AWAY JERSEYS

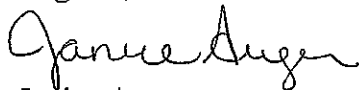
Fort Vermilion Minor Hockey (FVMH) has never had home and away jerseys for their teams in all the divisions. FVMH has been accepted into the All Peace League for the 2008-2009 hockey season and these will be needed for the teams that are committed to traveling next year, which will most likely be the Bantam and Midget levels.

We are asking if Mackenzie County 23 would be interested in sponsoring these items and have their name displayed at the back bottom of each jersey.

We hope that having home and away jerseys, all one color of course, will create more unity as an organization and instill pride and more community spirit throughout Fort Vermilion as well as each division.

Enclosed are quotes from three local businesses in the area; the costs have been typed up for your convenience. We hope your favorably consider doing this great deed for the kids and the people of this community.

Regards,



Janice Auger
President FVMH

Enc 3

High Level Source for Sports Quotes

Team Pricing for Jerseys and Socks

Tom Thumb	\$2032.62
Novice	\$2032.62
Atoms	\$2078.62
Peewee	\$2146.62
Bantam	\$2216.62
Midget	\$2303.62

Total 12,810.72

Cresting up to 3 colors $228 \times \$15 = \3420.00

Sewing on crest cost $228 \times 12.50 = \$2850.00$

Numbers $228 \times \$8.50 = \1938.00

Jersey/Socks \$12,810.72

Numbers \$1938.00

Cresting \$3420.00

Sewing \$1938.00

TOTAL \$22,956.72

Total cost of home and away jerseys for each division in Fort Vermilion Minor Hockey

Prestige Printing and Signs Quotes

All costs are based on the number 228, the total number needed for all divisions in minor hockey, Tom Thumbs, Novice, Atoms, Pee wee, Bantams, and Midget

Jerseys Based on Least Expensive Color with embroidered logo

Jerseys	\$8527.20
Socks	\$3100.80
Numbers	\$1026.00
Logo Embroidered	\$12,312.00
Sponsor name bar	\$501.60
TOTAL	\$25,476.60

Jerseys Based on lease expensive color with screen printed logo

Jerseys	\$8527.20
Socks	\$3100.80
Numbers	\$1026.00
Logo Screen Printed	\$3534.00
Sponsor name bar	\$501.60
TOTAL	\$16,689.60

Jerseys based on most expensive color with embroidered logo

Jerseys	\$11,308.80
Socks	\$3100.80
Numbers	\$1026.00
Logo Embroidered	\$12,312.00
Sponsor name bar	\$501.60
TOTAL	\$28,249.20

Jerseys based on most expensive color with screen printed logo

Jerseys	\$11,308.80
Socks	\$3100.80
Numbers	\$1026.00
Logo screen print	\$3,534.00
Sponsor name bar	\$501.60
TOTAL	\$19,471.20

Above costs prepared by Janice Auger, President FVMH from quotes faxed to myself by Prestige Printing and Signs, and total quoted by Sara over phone as that part did not come through well.

Mondo Embroidery and Design Quotes

Tom Thumbs

Jersey 19 x 36= \$684.00

Socks 19 x 15= \$285.00

Numbers 19 x 10= \$190.00

Sponsor name bar 19 x 10= \$190.00

\$1349.00 per set

X 2 (home and away cost)

\$2698.00 does not include logo cost and stitching

Novice

\$2698.00 does not include logo cost and stitching

(Home and away cost based on Tom Thumbs numbers and sizes)

Atoms

Goalie Jerseys 2 x 45.00= \$90.00

Adult sz 8 x 40= \$320.00

Youth sz 9 x 36= \$324.00

Numbers 19 x 10= \$190.00

Sponsor name bar 19 x 10= \$190.00

Socks 19 x 16= \$304.00

\$1418.00 per set

X 2 (home and away cost)

\$2836.00 does not include logo cost and stitching

Peewee

Goalie 2 x 45.00 \$90.00

Jersey 17 x 40= \$680.00

Socks 19 x 17= \$316.00

Number 19 x 10= \$190.00

Sponsor bar 19 x 10= \$190.00

\$1456.00

X 2 (home and away cost)

\$2912.00 does not include logo cost and stitching of logo

Bantam

goalie 2 x 45.00= \$90.00

Jersey 17 x 40= \$680.00

Socks 16 x 17= \$272.00

3 x 18= \$ 54.00

Number 19 x 10= \$190.00

Sponsor bar 19 x 10= \$190.00

\$1458.00

X 2(home and away cost)

\$2916.00 does not include logo cost and stitching of logo

Midget

goalie 2 x 45.00= \$90.00

Jersey 17 x 40= \$680.00

Socks 19 x 18= \$342.00

Number 19 x 10= \$190.00

Sponsor bar 19 x 10= \$190.00

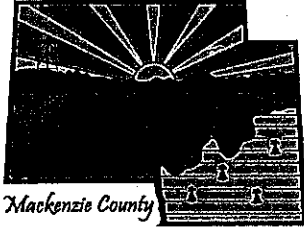
1492.00

X 2 (home and away cost)

\$2984.00

TOTAL

\$17,044.00 home and away without logo or stitching cost



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, CAO
Title:	Truck purchase

BACKGROUND / PROPOSAL:

The County has hired a new Director of Planning and Emergency Services.

OPTIONS & BENEFITS:

One of the employment contract conditions for the Director of Planning and Emergency Services is provision of a vehicle by the County.

COSTS & SOURCE OF FUNDING:

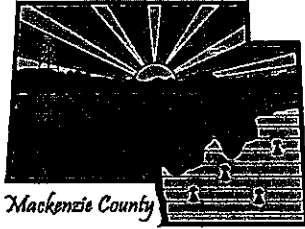
\$35,000 from the Emergency Services Reserve.

RECOMMENDED ACTION:

MOTION 1:

That the CAO be authorized to purchase \$35,000 truck with funding coming from the Emergency Services Reserves.

Author: _____ Review Date: _____ CAO 



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	2008 Operating and Capital Budget Review Date

BACKGROUND / PROPOSAL:

The County's Council had had three meetings to review the proposed operating, capital budgets and grants to the local organizations.

OPTIONS & BENEFITS:

Council had not set a date for the next budget meeting

COSTS & SOURCE OF FUNDING:

NA

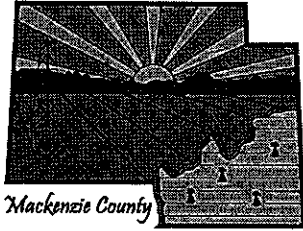
RECOMMENDED ACTION:

That the next 2008 budget review date be set for _____.

Author: _____

Review Date: _____

CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Council Attendance at Association Meetings

BACKGROUND / PROPOSAL:

Administration recommends that approval be given for Councillors to attend meetings with the following organizations:

- Alberta Association of Municipal Districts & Counties (AAMD&C) – annual conventions and zone meetings
- Alberta Urban Municipalities Association (AUMA)
- Federation of Canadian Municipalities (FCM)

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

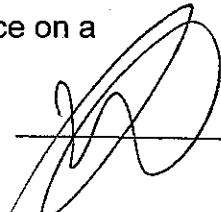
Motion 1

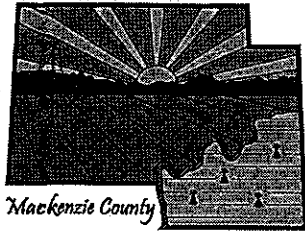
That all Councillors and appropriate administration be authorized to attend the following at their discretion:

- Alberta Association of Municipal Districts & Counties (AAMD&C) – Annual Conventions and Zone meetings
- Alberta Urban Municipalities Association (AUMA) Annual Conventions

Motion 2

That three Councillors be authorized to attend the FCM Annual Conference on a rotational basis along with the Reeve and Chief Administrative Officer.

Author: W. Kostiw **Review By:** _____ **CAO** 



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	REDI Letter of Support – 2008 CISP Funding Application

BACKGROUND / PROPOSAL:

Please see attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

For discussion.

Author: W. Kostiw Review By: _____ CAO _____

Carol Gabriel

From: Walter Sarapuk [wsarapuk@xplornet.com]
Sent: Thursday, January 03, 2008 6:37 PM
To: Carol Gabriel
Subject: Fw: REDI 2008 CISP Application
Attachments: Draft letter of Support.doc

Hi Carol
Can you put this on the agenda for next meeting.
Thanks

Walter

----- Original Message -----

From: Rick Bastow
To: jchomiak@highlevel.ca ; Debbie Chomiak
Cc: Boyd Langford ; Walter Sarapuk ; Peter F. Braun ; Jeff.savage@huskyenergy.ca ; tlang@highlevel.ca ; sylvia.kennedy@c21prime.com ; Mike Osborn ; joang@nait.ca ; Dicky Driedger ; dicky@mackenziecounty.com
Sent: Thursday, January 03, 2008 10:16 AM
Subject: REDI 2008 CISP Application

Hello Everyone

REDI will require letters of support as part of the 2008 CISP funding application. I have enclosed a draft letter that could be used, please review the draft letter and forward me a completed letter of support from your community/organization by January 10, 2008.

The CISP application is in regards to the development of a revised Regional Investment Profile.

Cheers

Rick Bastow
Regional Development Project Officer, Peace River
Immigration, Economic and Rural Development
Alberta Employment Immigration & Industry
Bag 900-3,
Provincial Bldg
9626-96 Avenue
Peace River, Alberta T8S 1T4
Phone: 780-624-7119
Fax: 780-624-6490
rick.bastow@gov.ab.ca

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Foreign Affairs and International Trade Canada
International Trade Centre
400-639 5th Avenue S.W.
Calgary, AB T2P 0M9

Attention: Barry Schlinker

Re: Community Investment Support Program

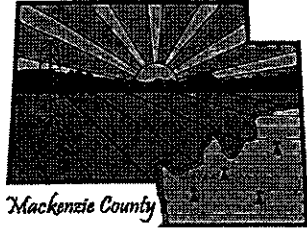
On behalf of the (Insert Community/ Organization Name), and in my capacity as (Insert Title), I would like to formally endorse REDI's request for financial assistance under the CISP Program.

The REDI Alliance is a partnership of Northwestern Alberta communities, chambers of commerce, boards of trade and industry and community partners. The REDI organization is an integral part of Northwest Alberta, and as such its actions and projects benefit the region as a whole. REDI has made a considerable positive impact in Northwest Alberta and the proposed update to the Regional Investment Profile will continue that trend.

The CISP program has always sought to stimulate regional foreign direct investment partnership and the private sector. Its objective is to enhance the capability and effectiveness of Canadian communities to attract, retain and expand foreign direct investment. As a consequence of our remoteness, our communities do not have anywhere the same degree of access to what are becoming essential regional development tools.

In conclusion, I would like to stress the importance of REDI's application for financial assistance so that it can implement an updated Regional Investment Profile. We look forward to a positive response to this application.

Sincerely



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

	Page
• Action List	111
• Letter from Minister Iris Evans	113
• Letter from Minister Ray Danyluk – 2007 Municipal Sponsorship Program	115
• Letter from Minister Luke Ouellette – Highway 88	116
• Letter from Minister Luke Ouellette & Minister Ray Danyluk – Alberta Municipal Infrastructure Program	117
• Letter from AB Infrastructure & Transportation – Tompkins Ice Bridge and Ferry	119
• Airport Wildlife Training Course – April 2008	121
• Mighty Peace Tourist Association Monthly Report	122
• Wild Rose Leadership Training Workshop – February 25-26, 2008	123
• Alberta Elected Officials Education Program	127
• Letter from Municipal Affairs & Housing – Municipal Dispute Resolution Initiative	137

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

Author: C. Gabriel Reviewed by: CAO

RECOMMENDED ACTION:

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

Author: C. Gabriel Reviewed by: CAO

**Mackenzie County
Action List as of December 11, 2007**

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
October 10, 2006 Council Meeting			
06-714	That the Wolfe Lake Water Point be referred to the Operations Committee for review.	John, Bill K. Ed, John W. Bill N., Ryan	In progress
November 9, 2006 Council Meeting			
06-835	That administration prepare a draft subdivision design for lots along Tower Road in Zama and other appropriate areas in conjunction with the storm water master plan.	Ryan John Joulia Lisa	In progress
July 10, 2007 Council Meeting			
07-07-673	That administration set up a meeting with the Town of Rainbow Lake regarding shared services.	Bill K. Greg N.	In progress (Jan. 24/08)
October 10, 2007 Council Meeting			
07-10-876	That administration work on the three and seven year infrastructure plans and consult with engineers as required.	Management Committee	In progress
October 25, 2007 Council Meeting			
07-10-958	That the Chief Administrative Officer follow up with the Emergency Services communications network.	Jason, Ron Ryan, Mark John, Joulia	In progress
07-10-984	That all County building inspections be completed before the end of the year.	Joulia John	In progress
07-10-992	That administrative support be provided to Mustus Energy Ltd. to investigate funding sources from municipal, provincial, and federal entities and bring back options to Council.	Bill K. Greg N.	In progress
November 13, 2007 Council Meeting			
07-11-1009	That the proposed golf course/condominium development on NE 15-109-19-W5M be received for information and that administration be instructed to prepare draft land use bylaw	Ryan	In review

Motion	Action Required	Action By	Status
	amendments.		
07-11-1025	That administration send a letter to Husky confirming previously committed funds for Husky Road to be available in 2008.	Bill K. Joulia Greg	In progress
07-11-1043	That the organizational chart be tabled to January 2008.	Bill K.	Jan. 2008
07-11-1050	That administration negotiate the purchase of Public Land with Alberta Sustainable Resource Development for the future urban expansion for the Hamlet of Zama.	Joulia Ryan	In progress
November 28, 2007 Council Meeting			
07-11-1092	That administration investigate the Fire Smart Community Residents Grant funding available by Alberta Sustainable Resource Development.	Jason Ryan	In progress
December 11, 2007 Council Meeting			
07-12-1109	That the County continue lobbying for paving of Highway 88 with preference to start from the north end.	Greg Walter Bill N. Bill K.	Ongoing
07-12-1112	That Mackenzie County seek Request for Proposals for the metal recycling project.	John K.	In progress
07-12-1113	That administration request construction funding from Alberta Infrastructure & Transportation for the Highway 697 storm-water control and/or money for surveying estimated at \$35,000 County share.	Bill K.	In progress
07-12-1131	That the land request in Zama for the sale of a 50 x 100 m piece of land adjacent to the south boundary of Plan 962 3203, Lot 3 be tabled to the next Council meeting for further information.	Ryan Bill K.	Jan. 8/08



ALBERTA

EMPLOYMENT, IMMIGRATION AND INDUSTRY

*Office of the Minister
MLA, Sherwood Park*

December 4, 2007

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

Dear Mr. Newman:

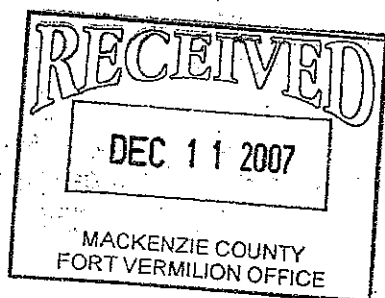
Mr. William Kostiw, Mackenzie County Chief Administrative Officer, recently advised me you have been elected as the new County Reeve. I look forward to working with you and the Council to advance new opportunities and address challenges in your region. Please accept my congratulations and good wishes for much success in the upcoming year.

I appreciate the kind invitation to meet with the Reeve and Council; however, I regret that my schedule does not allow me to meet at this time.

I pray this festive season will bring you a sense of renewal, of peace, and time to reflect on our many blessings.

Sincerely yours,

Iris Evans
Minister





ALBERTA

EMPLOYMENT, IMMIGRATION AND INDUSTRY

*Office of the Minister
MLA, Sherwood Park*

December 4, 2007

Mr. Walter Sarapuk
Deputy Reeve
Mackenzie County
Box 640
Fort Vermilion, Alberta T0H 1N0

Dear Mr. Sarapuk:

Mr. William Kostiw, Mackenzie County Chief Administrative Officer, recently advised me you will be continuing in your role as Deputy Reeve. I look forward to working with you and the Council to advance new opportunities and address challenges in your region. Please accept my congratulations and good wishes for much success in the upcoming year.

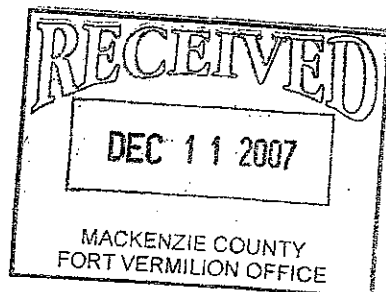
I appreciate the kind invitation to meet with the Reeve and Council; however, I regret that my schedule does not allow me to meet at this time.

I pray this festive season will bring you a sense of renewal, of peace, and time to reflect on our many blessings.

Sincerely yours,



Iris Evans
Minister





ALBERTA

MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

*Office of the Minister
MLA, Lac La Biche - St. Paul*

AR36163

December 19, 2007

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

Dear Reeve Newman:

Thank you for your recent application for a grant under the 2007 Municipal Sponsorship Program.

I am pleased to inform you that Mackenzie County has been approved for a grant of \$26,673, which includes the priority bonus, to help support your municipal project: Campground Equipment. The conditional grant agreement will be mailed shortly to your chief administrative officer to obtain municipal signatures.

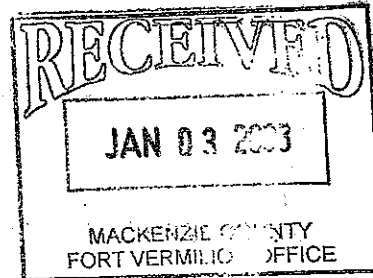
I also take this opportunity to recognize my MLA colleagues, Ms. Pearl Calahasen and Mr. Frank Oberle, for their continued support of the Municipal Sponsorship Program and the value it brings to communities.

I wish you, your council, and the municipality's staff success with the project.

Sincerely,

Ray Danyluk
Minister

cc: Pearl Calahasen, MLA, Lesser Slave Lake
Frank Oberle, MLA, Peace River
William (Bill) Kostiw, Chief Administrative Officer, Mackenzie County



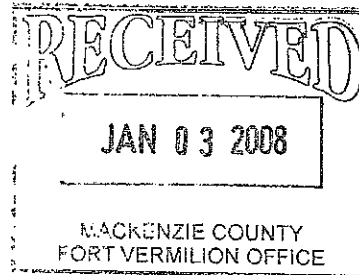


ALBERTA
MINISTER OF INFRASTRUCTURE
AND TRANSPORTATION

AR33897

December 11, 2007

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



Dear Reeve Newman:

Thank you for your letter of November 5, 2007 regarding the paving of Highway 88. It was a pleasure to meet with stakeholders from Mackenzie County on November 6, 2007 to discuss the proposal to pave this highway.

As indicated at the meeting, I recognize the value of paving Highway 88 to your community and assure you this project will be considered in the province's capital planning process.

Thank you for your commitment to expanding the capacity of Alberta's highway system.

Sincerely,

Luke Ouellette
Minister of Infrastructure and Transportation
M.L.A., Innisfail-Sylvan Lake

cc: Ms. Pearl Calahasen, M.L.A., Lesser Slave Lake
Mr. Frank Oberle, M.L.A., Peace River

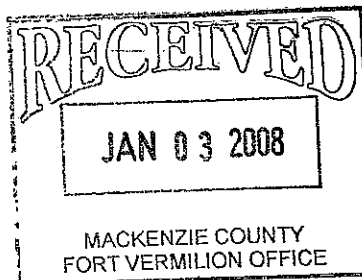


ALBERTA
MINISTER OF INFRASTRUCTURE
AND TRANSPORTATION

AR33903

December 3, 2007

Mr. Gregory Alan Newman
Reeve
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0



Dear Reeve Newman:

The Government of Alberta is pleased to offer the Alberta Municipal Infrastructure Program (AMIP), which is being administered by Alberta Infrastructure and Transportation. We appreciate receiving your municipality's November 7, 2007 submission of the 2007 Application for Program Acceptance (APA) under AMIP. Based on our review of the information provided, we are pleased to advise the projects listed on the attached list are eligible under the terms of the AMIP.

In the event that new projects are proposed for funding under the AMIP, please ensure a supplementary APA is submitted to Alberta Infrastructure and Transportation's regional office.

We would also like to recognize our colleague, Mr. Frank Oberle, M.L.A. for Peace River, for his continued support for your projects.

We look forward to working with your municipality regarding your infrastructure needs and wish you success with your projects.

Sincerely,

Luke Ouellette
Minister of Infrastructure and Transportation
M.L.A., Innisfail-Sylvan Lake

Ray Danyluk
Minister of Municipal Affairs and Housing

Attachment

cc: Mr. Frank Oberle, M.L.A., Peace River

Project Location	Phase Name or Limits	Details and Comments	2007	2009	Total
Mackenzie County					
	\$1,857,336	2007 Allocation (may include unpaid allocations accumulated from previous years)			
	\$9,286,681	Total 5-Year Program Allocation (2005 to 2009) (amount subject to adjustment)			
Accepted For Cost-Sharing					
Fort Vermilion - 45 Street	River Road to 46 Avenue	Asphalt structure repair, overlay, curb and gutter and storm sewer.	\$674,575		\$674,575
Fort Vermilion - Mackenzie Subdivision	Upgrade to Urban Standard	Installation of storm sewer, curb, gutter and sidewalks.	\$1,668,921		\$1,668,921
		Total Accepted For Cost-Sharing	\$2,343,496		\$2,343,496
		Total This Application	\$2,343,496		\$2,343,496

Preliminary Estimated Project Cost by Year
Subject to Year-End Reporting to Reflect Actual Project Costs

Preliminary Estimated Project Cost by Year - Subject to Year-End Reporting to Reflect Actual Project Costs

Sub

Room 301, Provincial Building
Bag 900-29, 9621-96 Avenue
Peace River, Alberta, Canada T8S 1T4
Telephone (780) 624 6280 Fax (780) 624 2440

December 19, 2007

Our File: 2140-MACK

Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Attention: Bill Kostiw, CAO

Dear Mr. Kostiw:

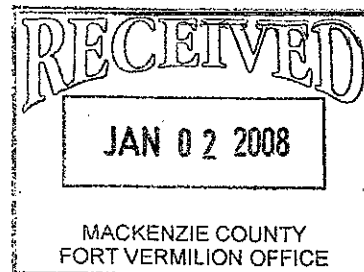
The County met with the Department at the 2007 AAMD&C convention and had some questions regarding the ice bridge and the ferry at Tompkins Landing.

The County had inquired as to who provided insurance coverage to LaPrairie Group Contractors. The insurance company LaPrairie Group Contractors used was:

Jardin Lloyd Thompson Canada Inc.
Phone number (780) 421-7188
Contact: Alexis Harte or Terry Louis

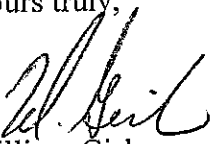
The County had also inquired about guidelines for shutdowns of the Tompkins Landing Ferry due to low water level. The ferry was shutdown for quite some time in 2006 due to low water levels. The ferry needs approximately four feet of water to dock on the west side of the river. In 2006 there was less than four feet of water at the dock and for quite some distance back from the dock's edge.

Therefore it was not possible for the ferry to reach the dock and also not possible or practical to extend the dock to reach the ferry. This was the reason for shutting the ferry down due to low water levels.



If there are any further questions regarding these matters, please give me a call at (780) 624-6280.

Yours truly,

A handwritten signature in black ink, appearing to read "W. Gish". The signature is written in a cursive style with a large initial "W".

William Gish

WG/fj

cc: John Engleder, Regional Director, Alberta Infrastructure and Transportation, Peace River
Wayne Franklin, Infrastructure Manager, Alberta Infrastructure and Transportation, Peace River

Carol Gabriel

From: Wayne Steel [cwsteel@telus.net]
Sent: Tuesday, December 11, 2007 5:56 PM
To: 'Wayne Steel'
Subject: Airport Wildlife Training Course - April 2008 - Red Deer, Alberta

Hello everyone,

The Alberta Airports Management Association is planning its 2008 Annual General Meeting and annual Airfield Maintenance Seminar in Red Deer on April 22-24, 2008.

As part of the activities that week, we are contemplating a course on Airport Wildlife Management Plans. If you or your staff would be interested in attending such a course, please advise

the AAMA office and we can plan accordingly. The course could be held before or after the AGM/AMS.

Please note this subject is of great importance and Transport Canada encourages regular training of airport operations staff in the proper techniques and continuing education on

the subject.

Wayne Steel
Association Manager
Alberta Airports Management Association (AAMA)
80 678-5226
abarpt@telus.net



Mighty Peace Tourist Association

Monthly Municipal Report

2008 Vacation Planner

Proofs have been sent to each community/municipality. In most cases the proof has been sent to the CAO, municipal secretary or EDO.

Planner is 50% completed. We are slightly ahead of last years time line.

Deh Cho Travel Connection

MPTA attended a Deh Cho Travel Connection in Grande Prairie on November 15. The Deh Cho has launched the new website and brochures are being printed. A contest will be featured on the website for 2008: stamp your passport in each district on the Deh Cho route and enter to win a diamond valued at \$10 000. **Each community along the Deh Cho route is encouraged to make available a separate contest at Visitor Information Centre.** This contest will be featured on the Deh Cho website and will encourage travelers to get their passport stamped in your community. Community contest will feature a prize as determined by the community. Please inform MPTA if you wish to participate. The Deh Cho would also like to give a presentation to any of their member communities concerning how your partnership dollars are being spent and how you can further benefit from the Deh Cho. **Please contact MPTA if you would like a presentation.**

Due to the Vacation Planner taking up 80% of my time, I have not been out of the office much or worked on many other projects. I have submitted a few more funding proposals to Travel Alberta North bringing us very close \$90 000 in funding from them for the year, a 450% increase over 2006. Of that amount, approximately \$80 000 went to events or tourism businesses in the region to help cover their marketing costs.

A newsletter will be circulated in January.

Happy Holidays to all!

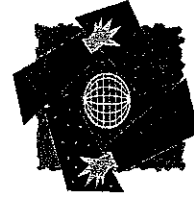
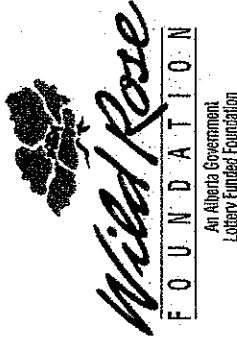
Nicole Halvorson
Executive Director
Mighty Peace Tourist Association
1-800-215-4535

WILDROSE
 FOUNDATION'S
 OBJECTIVES FOR THE
 LEADERSHIP
 ENHANCEMENT
 INSTITUTE

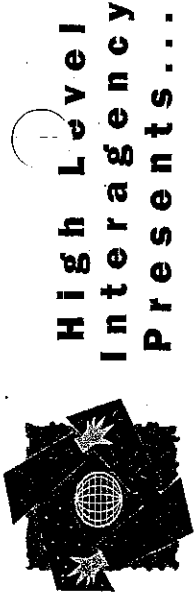
- Develop capacity within non-profit volunteer based organizations
- Set the stage for good, ongoing, leadership
- Enhance the skills of Not-For-Profit Organization leaders
- Ensuring learning can be applied immediately and effectively



TOWN OF HIGH LEVEL
 Gateway to the South



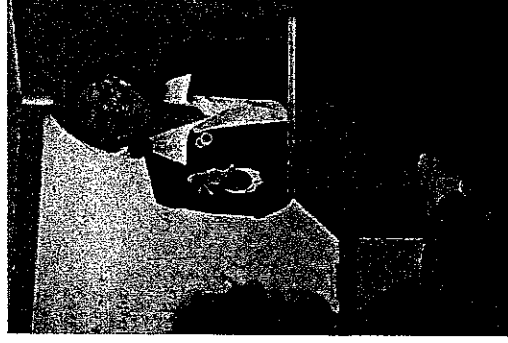
HIGH LEVEL INTERAGENCY
"Working together to create a dynamic, healthy and safe community"



**High Level
 Interagency
 Presents...**

**LEADERSHIP
 ENHANCEMENT
 INSTITUTE**

**February 25-26
 High Level, A.B.**



**Sponsored by the
 Wildrose Foundation**

SCHEDULE

Module 1—Networking

Goal:

- ◆ to develop insights and skills on the practice of networking

Instruction on:

- ◆ The goals of networking
- ◆ How to network

Module 2—Planning

Goal:

- ◆ To provide methods and tools to better plan the progress of the organization

Instruction on:

- ◆ Strategic, business, and transition planning including models
- ◆ Case Studies



SCHEDULE con't

Module 3- Managing Boundaries and Essential Relationships

Goal:

- ◆ To strengthen and enhance the relationships between paid staff and the board and other significant stakeholders, including volunteers

Instruction on:

- ◆ The boundaries all nonprofit/voluntary sector organizations must maintain
- ◆ Strategies for creating and sustaining good relationships with Board of Directors and other stakeholders

Module 4— Organizational Culture

Goal:

- ◆ To increase awareness of organizational culture and the implications of that culture

Instruction on:

- ◆ Discovering the organization's culture
- ◆ Shifting the culture needed for success

Module 5 - Conflict Management with in the organization

Goal:

- ◆ To provide tools and insights for addressing conflict early and positively

Instruction on:

- ◆ The cost of conflict
- ◆ Managing and dealing with conflict
- ◆ Difficult conversations

REGISTRATION INFORMATION

Open to :

all not-for-profit organizations!

Dates: February 25 & 26th

Times: 9 am—4 pm

Location: High Level
Upstairs in the Curling Club

Fee: \$50.00/person

Min./Max: 20/40

Registration Deadline:
February 19 2008

.....
Lunch and snacks provided
.....

For more information or to register, please call FCSS/REC at 821-4026.



TOWN OF
HIGH LEVEL



10511 103 Street
High Level, Alberta
T0H 1Z0
Tel: (780) 821-4012
Fax: (780) 926-2899
E-mail: ncarmichael@highlevel.ca

Wild Rose Leadership Training Workshop- February 25-26 2008

Location: High Level Alberta
Please Fax all Registrations to the Town of High Level, Attention Nici
Fax # is 780-926-2899
For additional information, please call Nici at 821-4012.

Business/Organization Name: _____ Ph: _____

Staff/Participant Name: _____

Organization Address: _____ Community/Postal Code: _____

Please Check one of the following:

Agency: _____ Service Group: _____ Organization: _____

Do you need to be invoiced for the Workshop? YES _____ No _____

For Office Use Only:

Paid: Yes No Date paid: _____

Payment: Cash _____ Cheque _____ Cheque # _____ P.O. # _____



Date Payment Received: _____

Payment Received by: _____

HIGH LEVEL . . . GATEWAY TO THE SOUTH

Carol Gabriel

From: Schmaltz Family [d_vschtaltz@shaw.ca]
Sent: Wednesday, December 12, 2007 9:17 AM
To: 'Al Harvey'; 'Allan Romeril'; Allan Winarski; 'Ben Boettcher'; Carol Gabriel; 'Bill Newell'; 'Bill Robinson'; Bill Rogan; Bob Miles; 'Brian Bowles'; 'Brian Irmel'; Brian Pysyk; 'Carol Gagne'; Case Van Herk; 'Charles Cutforth'; 'Curtis Herzberg'; 'Dale Brown'; 'Dale Uhrbach'; 'Dan Small'; Darryl Rubis; Dave Dmytryshyn; 'David Marynowich'; 'David Marynowich'; 'Deb Welsh'; 'Dennis Shigematsu'; Derrick Kriszan (dkriszan@mdtaber.ab.ca); 'Diane Begert'; Dianne Nellis; 'Dinah Canart'; Doug Henderson; Doug Tymchysyn; 'Doug Wright'; Duane Coleman; 'Edward LeBlanc'; 'Faye Kary'; Frank Coutney; 'Gary Buchanan'; 'Gary Peers'; Gilles Lussier; Glenda Thomas; Gordon Fullerton; Harry Riva Cambrin; Irene Cooper; Iris Larson; Jack Ramme; James Squire; 'Jeff Renaud'; 'Jennifer Deak'; Jim Woodward; 'Julie Falkenberg'; 'Kelly Buchinski'; 'Ken Porter'; 'Kevin Greig'; 'Kevin Miner'; 'Kim Heyman'; Larry Kirkpatrick; 'Len Szybunka'; Loretta Thompson; 'Luc Mercier'; 'Lucien Turcotte'; Lutz; 'Lyle McKen'; 'Lynn Pele'; Marco Schoeninger; 'Margaret Jones'; 'Martin Buckley'; 'Monique Jeffrey'; Murray Millward; 'Noel Moriyama'; 'Odelle Calon'; 'Pat Vincent'; 'Perry Neufeld'; 'Randy Dubord'; 'Ray Coad'; Rob Coon; Robert Jorgensen; 'Robyn Singleton'; Rod Hawken; Ron Leaf; Ross Rawlusyk; 'Sheila Kitz'; 'Shelly Armstrong'; 'Shirley Bremer'; 'Steven Gerlitz'; Tarolyn Peach; Terry Hager; 'Tim Fox'; Tim Mahdiuk; 'Tim Timmons'; 'Tony Martens'
Subject: RFP for Alberta Elected Officials Education Program Registrar
Attachments: Registrar RFP final 071210.pdf

The AAMD&C & AUMA has joined forces to deliver a new Elected Officials Education program, which was launched at the Fall Convention. A new company has been formed to facilitate this endeavor called the Alberta Elected Officials Education Program.

Attached is a RFP for the position of Registrar. If you know of anyone who is retired or who would be a good candidate for this position, please forward this information to them. Please refer to the APC Website www.purchasingconnection.ca

The closing date for this competition is December 21, 2007.

Valerie Schmaltz
Secretary Treasurer
ARMAA
d_vschtaltz@shaw.ca

*next
agenda
info.*



Partners in Advocacy & Business

Request for Proposal

REGISTRAR ALBERTA ELECTED OFFICIALS EDUCATION PROGRAM CORPORATION *2007-03-AUMA-AAMDC*

Issue Date: December 10, 2007

Closing Date and Time:

One (1) printed copy and one (1) electronic copy in Word or .pdf format of the proposal **MUST** be received at the addresses below by
Friday, December 21, 2007, by 12:00 noon Mountain Standard Time

One Printed Copy to Each:

Elected Official Education
Program
c/o AUMA
10507 Saskatchewan Drive
Edmonton, AB T6E 4S1

Elected Official Education
Program
c/o AAMDC
2510 Sparrow Drive
Nisku, AB T9E 8N5

Business Hours
Monday to Friday
8:15 am – 4:30 pm

Electronic Copy
swelke@auma.ca and michelle@aamdc.com

DIRECT ANY REQUESTS FOR INFORMATION/CLARIFICATION on this RFP to Sue Welke at AUMA: (780) 431-4531, swelke@auma.ca, or Michelle Hay at AAMDC: (780) 955-4085, michelle@aamdc.com.

PART 1 – Services to Be Contracted

1.0 Background

The Alberta Urban Municipalities Association (AUMA) provides leadership in advocating local government interests to the provincial government and other organizations, and provides services that address the needs of its membership. Alberta's cities, towns, villages, summer villages and specialized municipalities are members of the Association.

The Alberta Association of Municipal Districts and Counties' (AAMDC) mission is to assist rural municipalities achieve strong and effective local government. One way of achieving this is by promoting a broader understanding and awareness of the rural interests and priorities of its 68 members.

Alberta Municipal Affairs and Housing has provided a grant to the two Associations for development of an *Elected Officials Education Program*. A program outline has been approved and a series of core and secondary courses has been selected. Many courses have been developed, and the first course will be delivered in January 2008. Courses will be offered in a 3-year cycle, with courses being offered throughout the year except for summer months and December. Upon completion of 4 core courses (two of which must be Municipal Governance and Municipal Finance) and 3 secondary courses, elected officials will receive a Certificate of Achievement.

The program is intended to improve competencies of municipal elected officials and raise the quality of municipal governance. It will focus on the responsibilities of the municipal council in establishing policy. Implementation of the policy is the responsibility of the municipal administration.

OVERALL EOEP OBJECTIVES

The overall objectives of the Elected Official Education Program (EOEP) are:

- Develop leadership skills and capabilities within elected officials.
- Provide content that will inform on important issues and challenges that elected officials face.
- Challenge thinking around processes and policies to improve decisions and operations of municipal government.
- Teach effective methods for handling municipal challenges.
- Create a program that covers content and issues that are relevant to elected officials and in a format that is interactive and engaging for participants.

- Deliver knowledge and develop skills that will improve the effectiveness of municipal councils.
- Create a program that is accessible throughout Alberta.

2.0 Scope and Statement of Work

The Alberta Elected Officials Education Program Corporation is owned by the Alberta Urban Municipalities Association and the Alberta Association of Municipal Districts and Counties. The Corporation is responsible for developing and delivering the educational courses to Alberta's municipal elected officials, which will contribute to strong and effective local government.

The Corporation is seeking proposals from persons interested in serving as **Registrar** for the Program. As the chief executive officer of the Corporation, the Registrar will direct the overall planning, budgeting, marketing, management and evaluation of the program delivery operation in accordance with the objectives, policies and programs approved by the Board. The Registrar will be the primary policy advisor to the Board of Directors and will coordinate the activities involved in delivering the courses. The Registrar will be responsible, either directly, through delegation or through contracted expertise for all administrative arrangements (such as booking facilities, meals, arranging instructors and teaching aids, etc.)

The Registrar should be self-motivated and have proven communication, public relations, and administrative skills and relevant post-secondary education. Experience in working with elected officials would be an asset.

This position could be of interest to persons interested in working from a home office. Time commitments, expected to be 800 to 1000 hours per year, will vary throughout the year depending on the course delivery schedule.

3.0 Schedule

Schedule

Event	Completion No Later Than (Date)
RFP Issued	December 10, 2007
Closing Date for Proposal Submission	December 21, 2007
Interviews	Week of January 7, 2008
Contract award is expected	Week of January 7, 2008

4.0 Response Format

4.1 Mandatory Criteria - Mandatory criteria that ***must*** be met for the proposal to be considered:

- One (1) printed copy and one (1) electronic copy in Word or .pdf format of the proposal *must* be received by closing date and time at each closing location stipulated on the cover page of this document. Any proposals received after that time and date may not be considered.
- Proposals *must* be in a sealed envelope clearly marked with the name and address of the proponent, and project title (located on the cover page of this document).
- Proposal *must* follow the format and sequence described in 4.2 *Response Structure*.
- Proposal *must* be signed by the proponent.
- Proposal *must* be maximum 5 pages (excluding appendices).

4.2 Response Structure - Evaluation of proposals is made easier when proponents respond in a similar manner. The following format and sequence *must* be followed in order to provide consistency in proponent response and to ensure that each proposal receives full consideration.

- All pages should be consecutively numbered.
- Title Page – Outline the project title (located on the cover page of this document, proponent name, address, telephone number, fax number and e-mail address.
- Letter of Introduction - Maximum of one page, introducing the individual or firm and the proposal, and duly signed by the person(s) authorized to sign on behalf of, and bind the individual or firm to, statements made in the proposal.
- Body - The body of the proposal including rates and any additional information. The body of the submission will not exceed 5 pages.

4.3 Response Content - Please respond to this RFP in detail by addressing the following components. Please order your response using the following letters/categories:

- a) A description of your experience.
- b) A rationale for why the Corporation should enter into a relationship with you, including a description of your knowledge and experience in the municipal sector, your experience in educational/training endeavours, and providing three references.
- c) Your understanding of both the Corporation's purpose and the role of the Registrar.
- d) Your fee/remuneration expectations.

5.0 Submission Guidelines and Evaluation

- 5.1 RFP Acknowledgement Form** - Proponents are asked to fill out and return the RFP Acknowledgement Form as soon as possible. This form confirms that the proponent received a copy of the RFP and expects/does not expect to submit a proposal. Any clarification or additional information provided to one prospective proponent and any modification to the terms of this RFP will be provided to all prospective proponents who have returned the RFP Acknowledgment Form.
- 5.2 Submission Guidelines** - One (1) printed copy and one (1) electronic copy in Word or .pdf format of the proposal *must* be received by **12 noon Mountain Standard Time on Friday, December 21, 2007** at the following locations:

Printed Copies to Each:

Elected Officials Education Program (EOEP)

c/o AUMA

10507 Saskatchewan Drive
Edmonton, AB T6E 4S1

Elected Officials Education Program (EOEP)

c/o AAMDC

2510 Sparrow Drive
Nisku, AB T9E 8N5

Electronic Copy

swelke@auma.ca and michelle@aamdc.com

Late proposals and/or incomplete proposals will not be considered. The AAMDC and AUMA reserve the right to accept or reject any or all proposals in whole or in part.

Proponents may be required to provide a presentation and/or to participate in an interview to present and/or discuss their proposals. After succeeding in the competition, the contractor may be required to provide supplementary information.

Unsuccessful proponents will be notified by mail within thirty (30) days after the closing date.

6.0 Compliance with Freedom of Information and Protection of Privacy Act (FOIP)

6.1 Submission of Proposals

All documents submitted to the AAMDC/AUMA become the property of the AAMDC/AUMA and are subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*. This Act allows any person a right of access to records in the custody or under the control of the AAMDC/AUMA subject to limited and specific exceptions. Should you wish to learn more about the application of the Act to the proposal you are submitting, see Parts 3.5 and 5 of the FOIP Policy Manual (ISBN 0-7732-1882-1, Pub.PWSS 220).

6.2 Purpose of Information Collection

The purpose of collecting the information required in this RFP is to enable the AAMDC/AUMA to ensure the accuracy and reliability of the proposal, and to enable evaluation of responses to this RFP. Authority for this collection is Section 8(2) of the Government Organization Act, S.A. 1994, e. G-8.5.

6.3 Compliance of Proponent with the FOIP Act

The proponent acknowledges that Part 2 of the *Freedom of Information and Protection of Privacy Act* applies to personal information about clients. The proponent shall treat any information that it acquires as a result of involvement in this RFP in strict confidence, and shall not disclose this information to anyone. The proponent shall not use personal information about clients for any purpose other than the provision of the Services.6.

7.0 Acceptance of Proposals

This Request for Proposal should not be construed as an agreement to purchase goods or services. The Corporation is not bound to accept the lowest priced or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria. The Corporation will be under no obligation to receive further information, whether written or oral, from any proponent.

8.0 Evaluation Matrix

Proposals will be evaluated in an objective manner by a representative review panel using assessment tools that combine weights and scores for each selection criteria.

Evaluation Matrix

Proponent Qualifications	Weighting
▪ Experience in program management/administration.	15%
▪ Reputation and relevant experience.	10%
▪ Technical and management capability, capacity, skills and qualifications.	10%
▪ Experience in marketing/communications	10%
▪ Experience in working with elected officials	10%
Role Understanding	
▪ Proposal indicates clear understanding of the Registrar's role.	30%
Fee/Remuneration Expectations	
▪ Fee/remuneration indicated in proposal	15%
TOTAL	100%



RFP ACKNOWLEDGEMENT

Request for Proposal No. 2007-03-AUMA-AAMDC
AEOEPC Registrar Recruitment

Issue Date: Tuesday, December 10, 2007

Closing Time and Date: 12:00 Noon, Friday, December 21, 2007

Send to:
Sue Welke, AUMA
swelke@auma.ca
FAX: 780.433.4454

Michelle Hay, AAMDC
michelle@aamdc.com
FAX: 780.955.3615

Proponent	
Address	
Contact Person(s)	
Telephone	
Fax	
E-mail	

I hereby acknowledge receipt of the RFP for the project cited above.

I expect /do not expect to be submitting a proposal in response to this RFP.
(Circle one)

Signature:

Printed Name:

Date:

C.A.A.
Tulo

17th floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta, Canada T5J 4L4
Telephone (780) 427 2225

In Reply Please Quote:

File No. 2160-A05

Mr. William (Bill) Kostiw, Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion, Alberta T0H 1N0

Dear Mr. Kostiw:

Alberta Municipal Affairs and Housing (MAH), Municipal Dispute Resolution Initiative is committed to enhancing local governance and providing your municipality with access to cost-effective and relevant training opportunities.

As a result, MAH, along with our partners, the Alberta Urban Municipalities Association (AUMA) and the Alberta Association of Municipal Districts and Counties (AAMDC), are pleased to announce an expanded list of education courses, specifically tailored to municipal leaders.

Attached are brochures outlining an exciting season of workshops that will be held in Edmonton, Alberta from January to March 2008.

We ask that you forward along copies of the brochures to your chief elected officials, councillors, and the senior administrators within your organization.

Registration is easy, just follow these steps:

1. Review brochure and link to the Municipal Affairs and Housing's, Let's Resolve website at <http://municipalaffairs.alberta.ca/ms/mediation/train/tra.html>.
2. Select the appropriate course and complete your on-line registration.
3. Complete Course Payment Form and submit with your payment to AUMA or AAMDC.

Courses are capped at 25 participants; therefore, we would encourage you to register early.

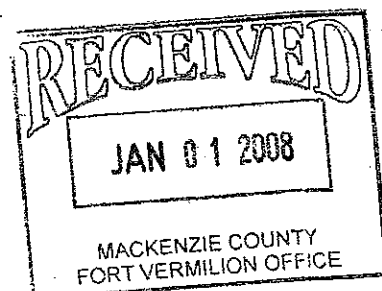
If you require additional information, please contact Lisa Awid-Goltz, Dispute Resolution Services, Municipal Affairs and Housing, directly at (780) 644-3124, toll-free in Alberta by dialling 310-000 first.

We look forward to seeing you at the courses!

Sincerely,

Bill Diepeveen
Manager, Dispute Resolution Services

Attachments



Facilitation Skills for Public Input

This two-day course provides participants with basic tools and guidelines for facilitating public meetings. This course focuses on meeting preparation, managing the agenda, encouraging participation and dealing with difficult behaviours. Participants will receive a detailed manual which can be used as a resource for planning and conducting facilitated sessions. The course includes a variety of practical experiences to help participants build skills and gain confidence as a facilitator.

Instructor

Caroline Wagenaar has worked extensively with government organizations and has conducted consultations at the local, provincial and national levels. Caroline's unique approach to facilitation is drawn from diverse methodologies that include adult education, coaching, mediation, and public consultation.

Edmonton: March 6, 7, 2008

Registration fee is \$110

To register, go to <http://municipalaffairs.alberta.ca/ms/mediation/train/tra.html>

Advanced Group Facilitation

This three-day course begins with a one-day refresher of facilitation principles, while day two and three provide in-depth information and use a participative and interactive format to discuss the focused conversation and consensus workshop methods in detail. The course gives participants ample opportunity to practice and will be of specific interest to municipal staff that are called upon to lead/facilitate public events. All materials and a workbook will be provided.

Instructor

Doug Balsden brings experience in the area of public engagement, policy and program development planning. Doug is a facilitator and trainer with the Institute of Cultural Affairs, an international organization specializing in organization and community development, in over 35 countries worldwide.

Edmonton: March 26, 27, 28, 2008

Registration fee is \$110

To register, go to <http://municipalaffairs.alberta.ca/ms/mediation/train/tra.html>

Contact Us

For course information, please contact Lisa Awid-Goltz, Dispute Resolution Services, at lisa.awid-goltz@gov.ab.ca or via phone at (780) 644-3124, toll free by dialing 310-000 first.



Let's Resolve Workshops

Finding Agreement
Negotiating Effectively
Public Input
Manager as Mediator
Facilitation Skills for Public Input
Advanced Group Facilitation

Sponsored by

Alberta Association of Municipal Districts and Counties

Alberta Urban Municipalities Association

Alberta Municipal Affairs and Housing

Municipal Dispute Resolution Initiative
Alberta Municipal Affairs and Housing
17th Floor, Commerce Place
10155-102 Street
Edmonton, Alberta T5J 4L4

Finding Agreement

This two-day introductory course is designed specifically for community leaders, including administrative and elected officials. The objective of the workshop is to assist participants in gaining an understanding of conflict sources, dynamics and attitudes and the impact these have on the conflict resolution process. The course will give participants the skills to better collaborate with others, resolve difficult issues, and reach effective agreements.

Instructor

Barbara McNeil brings extensive knowledge and experience in teaching a variety of conflict management courses, such as mediation, negotiation, and effective communication.

Edmonton: January 10, 11, 2008
March 27, 28, 2008

Registration fee is \$110

To register, go to <http://municipalaffairs.alberta.ca/ms/mediation/train/tra.html>

Negotiating Effectively

This three-day course introduces participants to the principled, interest-based negotiation model and delves into the communication skills introduced in the "Finding Agreement" course. Building on theory articulated by Harvard educators, Fisher and Ury in their book *Getting to Yes*, this course provides hands-on negotiation training. The model used is based on clarifying and understanding the issues, interests and feelings of parties involved in negotiation or conflict.

Instructor

Gordon Sloan is nationally recognized in the field of dispute resolution and has developed and taught courses for federal and provincial governments, the RCMP, major law firms and First Nations. Gordon is a highly effective, engaging and interactive instructor.

Edmonton: January 30, 31, and February 1, 2008

Registration fee is \$110

To register, go to <http://municipalaffairs.alberta.ca/ms/mediation/train/tra.html>

Public Input

This one-day course is designed to provide municipal leaders with the tools and skills to design, deliver, and facilitate effective public input on events within a municipal setting.

Alberta Municipal Affairs and Housing worked with five municipal partners to create this course and related toolkit. The toolkit materials, specifically designed for use by small and mid-sized Alberta municipalities, are particularly relevant for staff involved in land-use planning, development approvals, recreation, and other areas where there is the potential for a high level of public interest and involvement in a project. Copies of the toolkit will be provided to all participants.

Instructor

Bill McMillan has been a leader in the design and delivery of public consultation in Alberta for over two decades. He has designed and led major public processes such as Alberta's Water for Life Strategy, and has developed numerous courses in group decision-making process, group problem solving, creativity and public consultation.

Edmonton: February 8, 2008

Registration fee is \$110

To register, go to <http://municipalaffairs.alberta.ca/ms/mediation/train/tra.html>

Manager as Mediator

This three-day course is specifically designed for municipal managers and human resource directors. It is intended to develop skills in resolving personnel conflicts where a participant is either a party to, or is responsible for the staff involved in conflict. This course provides the necessary skills to enable the manager to effectively create a collaborative conflict resolution process to resolve human resource issues.

Instructor

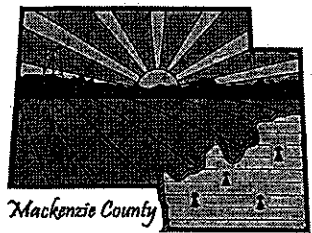
Dr. Nancy Love is the lead instructor and founder of the PULSE Institute. Nancy works with Steve Critchley, also from PULSE, in the delivery of this workshop. They have a wealth of knowledge and experience working with groups, institutions, and organizations.

Edmonton: February 20, 21, 22, 2008

Registration fee is \$110

To register, go to <http://municipalaffairs.alberta.ca/ms/mediation/train/tra.html>





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Engineering

BACKGROUND / PROPOSAL:

Administration recommends that the number of engineering firms used by the County be reduced in order to control costs and management of projects.


OPTIONS & BENEFITS:

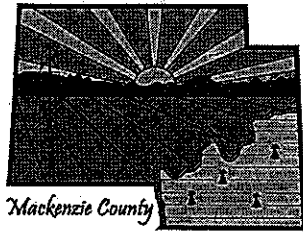
COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the County engineering firms be reduced to include the following and that administration be instructed to prepare service agreements with them:

- Stewart, Weir & Co. *material testing*
- AMEC Engineering *major projects*
- ISL Engineering *utilities / roads planning*
- EXH Engineering *Roads*

Author: W. Kostiw Review By: _____ CAO 



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Alberta Traffic Safety Plan Community Mobilization Host Agency Agreement

BACKGROUND / PROPOSAL:

The University of Alberta is requesting a municipal host for the hosting of the Regional Traffic Safety Coordinator position.

The following documents are attached for your review:

- Alberta Traffic Safety Plan – Community Mobilization, Background and Implementation Plan
- Alberta Traffic Safety Plan – Community Mobilization, Regional Traffic Safety Coordinator Job Description
- Host Agency Agreement

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the County enter into an agreement with the University of Alberta for the hosting of the Regional Traffic Safety Coordinator position and that they be located in the adjacent building.

Author: W. Kostiw

Review By: _____

CAO 

Alberta Traffic Safety Plan – Community Mobilization Background and Implementation Plan

On November 2, 2006, the Alberta government released *Alberta's Traffic Safety Plan: Saving Lives on Alberta's Roads*. The plan, developed with input from hundreds of government and non-government traffic safety stakeholders, is a comprehensive strategy designed to reduce the numbers of motor vehicle-related deaths and injuries occurring on Alberta's roadways. The plan identifies numerous initiatives in key areas including: leadership, effective communications, community traffic safety, public education and awareness, research and evidence-based decisions, sustained enforcement, legislation based on best practices and engineering and infrastructure improvements.

Lead government departments for development and implementation of the Alberta Traffic Safety Plan are Alberta Infrastructure and Transportation, Alberta Justice and Attorney General and the Solicitor General's department. But Government recognizes that in order to achieve the goals defined in the Alberta Traffic Safety Plan, it is critical to have coordinated, collaborative community based delivery of programs, initiatives and communications. The issues around traffic safety are not simply government problems. They affect Albertans at every level, from individuals to government funders and law makers. Similarly, the solution cannot be a government solution – every Albertan must play a part in order to make Alberta's roads as safe as possible.

To facilitate the community focus and buy in, funding has been provided by Alberta Health and Wellness and Alberta Infrastructure and Transportation for 16 FTE regional traffic safety coordinators to be located across the province. Eleven of the coordinators will be located in areas defined by the regional health authority boundaries. Aspen RHA and Northern Lights RHA will each have 2 FTE coordinators due to the large geographic area covered by these RHAs. Five traffic safety coordinators will work with Aboriginal communities (1 for each First Nations tribal council area, 1 for the Métis Nation and 1 for the Métis Settlements).

The regional traffic safety coordinators will be hired on contract by the Alberta Centre for Injury Control & Research (ACICR) to facilitate the development of traffic safety committees, assist with identification of local traffic safety issues and strategies to address those issues, and to link local and regional initiatives with provincial initiatives. These positions will be expected to build on existing partnerships and committees and to act as a traffic safety resource to local communities. Some project funding will also be available.

Host Agency Role

The effectiveness of the community mobilization strategy will depend on the collaborative efforts of all provincial and regional traffic safety stakeholders. As part of the community and regional commitment to saving lives on Alberta roads, it is anticipated that in each area of the province a local organization/agency/office or perhaps several agencies in partnership with industry or local government will volunteer to host

the regional traffic safety coordinator. Salary, benefits and travel expenses will be paid by the funding provided to ACICR. The hosting agency would need to provide an office, desk, computer, telephone and other office equipment (i.e. office supplies, long distance charges, etc.) and cover associated office costs for the regional traffic safety coordinator.

The regional traffic safety coordinator will report administratively to ACICR. Administrative tasks include confirmation of hours worked, managing sick time, annual leave, etc. Operationally the regional traffic safety coordinators will take their direction from and report to the Office of Traffic Safety. The coordinators will work with the Office of Traffic Safety and regional traffic safety committees to develop work plans. Their main focus will be on the goals identified to reduce fatalities and injuries due to motor vehicle collisions, but they will also be available to assist regions and communities address local traffic safety issues. The coordinators will not be available to carry out other duties for the host agency. Performance reviews will be conducted by the Office of Traffic Safety with input from regional traffic safety stakeholders.

Next Steps

1. Identification of regional traffic stakeholders in each region.
2. Meet with traffic stakeholders to:
 - locate a host agency
 - determine process for hiring a regional traffic safety coordinator
 - identify members to participate on the selection committee for the coordinator.

Included with this document is the detailed job description for the regional traffic safety coordinators. Salary range for this position will be \$44,189.64 to \$60,569.64 depending on qualifications.

If you require further information regarding the community mobilization process or about host agency expectations, please contact Patti Stark at ACICR, (780) 492-2330 or patti.stark@ualberta.ca.

**Alberta Traffic Safety Plan – Community Mobilization
Regional Traffic Safety Coordinator
Job Description**

Position Summary

To coordinate, initiate and integrate regional and local community support for the Alberta Traffic Safety Plan and its related goal: Saving Lives on Alberta's roads. This position will be expected to build on existing partnerships and committees and to act as a local traffic safety resource to communities.

Salary Range: \$3,682.47 to \$4,668.33 monthly

Hours per week: 35 hours

Responsibilities/Activities

- Establishes priorities, plans and organizes regional meetings, prepares reports and correspondence, publications and promotional material, develops communication plans and coordinates efforts related to the Traffic Safety Plan.
- Coordinates regional response to provincial traffic safety campaigns.
- Facilitates the development of community partnerships between stakeholders in order to strengthen local coordination and delivery of traffic safety initiatives.
- Supplies local program and community information to the Office of Traffic Safety website.
- Assesses and responds to community needs and issues with respect to traffic safety and informs the community about the Traffic Safety Action Plan.
- Researches, applies for and coordinates project funding, other grants and cost sharing opportunities.
- Establishes media relations and coordinates media activities.
- Develops and coordinates communication initiatives, guidelines and policies related to traffic safety projects and initiatives being undertaken with the community including the production of various publications and other promotional materials.
- Organizes public information meetings, consults with various organizations and groups and provides follow-up communication related to traffic safety projects to ensure local issues and improvements are identified and addressed.

Qualifications

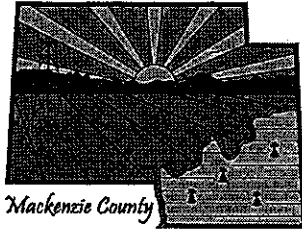
- Post secondary education in a related field or equivalent combination of training and experience.
- Excellent oral and written communication skills.
- Computer proficiency using MS Windows, MS Office applications and email.
- Knowledge of traffic safety/injury prevention principles and practices.
- 3 years direct experience in the development and delivery of a wide range of community development strategies, including building collaboration and cooperation.
- Experience in the area of traffic safety programs and initiatives.

Requirements

- Must possess a valid Alberta drivers' license. As the position will require extensive travel, applicant must have access to reliable, personal transportation.
- Successful applicants may be required to complete a security clearance.
- Successful applicants may be required to work some evenings and weekends.

For further information:

Patti Stark
Provincial Facilitator - Community Mobilization
Alberta Traffic Safety Plan
(780) 492-2330
patti.stark@ualberta.ca



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	John Klassen, Director of Environmental Services
Title:	Road Protection Agreement

BACKGROUND / PROPOSAL:

The current Road Protection Agreement is causing the small County contractors some difficulty; therefore administration proposes the following changes;

Clause:

8. b. To change the comprehensive general liability coverage from \$5,000,000 to \$2,000,000.

9. To remove the County as the additional named insured.

OPTIONS & BENEFITS:

This will allow small contractors a better opportunity to enter into a Road Protection Agreement with Mackenzie County.

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That the Road Protection Agreement be adopted as presented.

Author: John Klassen **Review Date:** _____ **CAO** _____

**Mackenzie County
ROAD PROTECTION AGREEMENT**

Agreement No. RPA-LC-08-00-17

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

BETWEEN:

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

of the First Part

-and-

Forest Trotter Contracting
Box 1419
La Crete AB T0H 2H0
(hereinafter referred to as "the Company")

of the Second Part

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

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

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

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

USE OF ROAD

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

TERM

2. The term of this Agreement shall commence on the ____ day of _____ A.D. 2008, and conclude on the 30th day of April A.D. 2009.

PRE AND POST HAUL INSPECTIONS

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

INCREASE IN ROAD USE

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

COVENANTS AND OBLIGATION OF THE COMPANY

6. In consideration of the permission hereby granted by the County, the Company covenants and agrees to the following:
 - a. To pay for any and all damages which may result to roads, ditchways, culverts, bridges or other property on or adjacent to the Route, as determined by the County, acting reasonably;
 - b. To pay any and all expenses or out-of-pocket disbursements which may be incurred by the County in connection with the terms and conditions of this Agreement whether they be for inspection, escort, video taping, supervision, monitoring or whatsoever;
 - c. To provide dust control measures for a length of 200 meters on the Route where the Route passes in front of any residence. The dust control measures will be at the expense of the Company and will be performed up to the standards prescribed by the County;
 - d. To provide daily clean-up of tracking material located on the Route;
 - e. To confirm that no restrictions have been placed on the Route by the County prior to commencing any hauling for that day. If restrictions have been placed on any part of the Route, it is the responsibility of the Company to apply for an exemption of the restriction for a specified period of time. The County upon consideration of the application will confirm with the Company if they are exempted from the restrictions and the period for which the exemption will apply. This will include, but is not limited to, any axle loading restrictions or road bans that the County may, acting reasonably, place on the Route from time to time;

- f. To cease hauling operations if road damage is evident, during adverse weather conditions or at any time at the County's request, acting reasonably, and not to commence any further activities until the adverse weather conditions have passed or the Company has received notification from the County that they may recommence operations;
- g. To ensure that no tire chains are used on any of their equipment on paved or oiled roadways along the Route;
- h. To provide any special signing and traffic control persons as required by law to ensure the safety of others using the roads that comprise the Route; and
- i. To obtain and maintain all the necessary permits, licenses, approvals and authorizations and to comply with any restrictions or regulations as required by law, bylaw, regulation or policy.

INDEMNIFICATION BY THE COMPANY

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

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

INSURANCE

8. Without in any way limiting the liability of the Company under this Agreement, the Company shall obtain and maintain in force during the Term of this Agreement the following insurance, all satisfactory to the County, acting reasonably;
- a. standard automobile, bodily injury and property damage insurance providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS per occurrence, inclusive and in respect of any claim for the injury to or death of one of more persons or damage to or destruction of property;
 - b. a comprehensive general liability insurance policy providing coverage of at least ~~TWO MILLION (\$2,000,000.00) DOLLARS~~ per occurrence, inclusive and in respect of any claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
 - i. non-owned automobiles;
 - ii. independent subcontractors;
 - iii. contractual liability including this Agreement;
 - iv. broad form property damage endorsement; and
 - v. environmental liability.
 - c. Workers' Compensation coverage for all employees, if any, engaged by the Company in accordance with the laws of the Province of Alberta;
 - d. employers' liability insurance respecting employees, if any, of the Company with limits of liability not less than TWO MILLION (\$2,000,000.00) DOLLARS per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Company; and
 - e. such other insurance as the County may from time to time reasonably require.

9. ~~The Company shall ensure that all insurance coverage maintained by the Company in accordance with this Agreement may not be cancelled without the insurer providing no less than thirty (30) days' written notice of such cancellation to the County.~~

10. All liability insurance shall be maintained continuously until twelve (12) months after the conclusion date of this Agreement.
11. The Company shall, upon request of the County, furnish written documentation, satisfactory to the County, evidencing the required insurance coverage. The cost of all the insurance required to be held by the Company as set forth herein shall be borne by the Company.

MAINTENANCE AND RESTORATION OF ROUTE

12. The Company accepts responsibility for all road damage caused as a result of its use. The Company further agrees to restore the roadways, road allowances, drainage ditches and bridges that comprise the Route to the condition they were in as of the commencement date of this Agreement.
13. As determined by any inspection of the Route contemplated pursuant to Section 3 above, the County, at its sole discretion and acting reasonably, shall determine what

maintenance or restoration work, if any, is required of the Route to be completed by the Company, at the Company's sole expense. The restoration shall include maintenance of the road surface in a safe condition by adding surface material as well as restoration of the surface to an "as-found" condition prior to the expiry of this Agreement.

14. Such maintenance and restoration work to be undertaken at the Company's sole expense must be completed within thirty (30) days of the County providing notice of such repair and restoration and may be undertaken by the County at the Company's request or by a contractor, approved by the County, acting reasonably, hired by the Company.
15. If a grader and/or water truck, to be supplied at the expense of the Company, is required to maintain or restore the Route in good condition and provide dust control, any work performed by them must meet the standards so prescribed by the County.
16. The restoration as set out in Section 12 may include:
 - a. Surface and sub-base damage;
 - b. Road shoulder damage;
 - c. Road ditchway damage; and/or
 - d. Any other damage to infrastructure within the road right-of-way, including but not limited to signs, utility posts, drainage structures and any other property or infrastructure located along the Route.
17. The County may, but is not obligated to, perform any road maintenance and restoration it deems appropriate throughout the term of this Agreement to the Route based upon an inspection performed in accordance with Section 3 of this Agreement. The County may provide to the Company with an invoice and the Company agrees to pay within thirty (30) days of receipt any invoice for the work completed by the County that is attributable to the activities of the Company.

SECURITY

18. The Company will provide Security (bond, cheque, money order or irrevocable letter of credit) in the amount of FIVE THOUSAND (\$5000.00) DOLLARS, payable to the County on demand by the County, to exhibit commitment to the above set out conditions. The County may waive the requirement of Security prior to the commencement of the Agreement or at any time during the term of the Agreement. If Security is waived by the County, the Company agrees to provide Security at a later date upon written request by the County.
19. The County may invoke the provisions of Section 18 regarding Security, and cash or make demands as payee and beneficiary under the Security provided by the Company to the County pursuant to the requirements of this Agreement in the event that the County is of the opinion that:
 - a. The Company by any act or omission is in default or breach of any term, condition or covenant of this Agreement;
 - b. The Company has been required to repair or restore any damage to the Route in accordance with the provisions of this Agreement and the Company has failed to undertake such repair or restoration or pay the costs and expenses of

such repair and restoration within thirty (30) days after receipt from the County of an invoice; or

- c. The Security to be provided by the Company to the County pursuant to this Agreement is due to expire within sixty (60) days and the Company has not deposited with the County a renewal or replacement of such Security in terms and form acceptable to the County.

20. In the event that the County has negotiated or called upon the Security to be deposited by the Company with the County, the County may, at its option and discretion, use any funds thereby obtained in any manner the County deems fits to discharge the obligations of the Company pursuant to this Agreement.

TERMINATION, DEFAULT AND SUSPENSION

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

GENERAL TERMS

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

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

TO the Company: Forest Trotter Contracting
 Box 1419

La Crete AB T0H 2H0
Phone: _____
Fax: 928-4915
Attention: Ernie Driedger

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

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

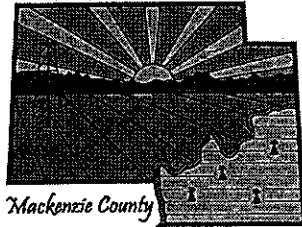
MACKENZIE COUNTY

Per: _____ c/s

Per: _____

Per: _____ c/s

Per: _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	Ryan Becker, Director of Planning and Emergency Services
Title:	Bylaw 661/07 Area Structure Plan Part of SW 12-106-16-W5M George Fehr (La Crete Rural)

BACKGROUND / PROPOSAL:

Bylaw 628/07, to rezone a portion of SW 12-106-16-W5M from Agricultural District 1 (A1) to Rural Country Residential District 1 (RC1), received third reading at the June 12th, 2007 Council meeting. Prior to proceeding with a subdivision application, the developer is required to submit an Area Structure Plan for adoption by Council in accordance with the Mackenzie County Land Use Bylaw.

Bylaw 661/07 is a bylaw to adopt the Area Structure Plan for SW 12-106-16-W5M.

OPTIONS & BENEFITS:

The applicant submitted a tentative plan for review prior to the Council moratorium

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

RECOMMENDED ACTION:

That first reading be given to Bylaw 661/07, being a bylaw to adopt the Area Structure Plan for SW 12-106-16-W5M.

Author: Marion Krahn,
Development Officer

Reviewed by: _____

CAO _____

**Area Structure Plan
for
Country Residential Development
for North East Portion of the
South West Quarter of Section 12-106-16 W5M
in
Mackenzie County**

Prepared for George Fehr
November 2007

by Mary Jo Van Order, M.E.S., M.L.I.S, B.Sc.
Barlow Surveying Inc.
La Crete, Alberta

Job No. 07-065

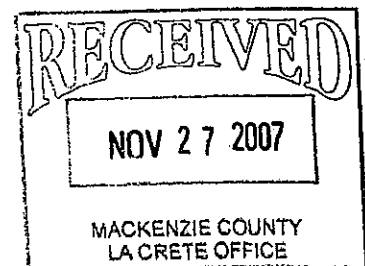
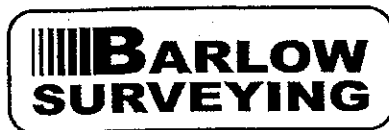


Table of Contents

Table of Contents	2
Summary	3
1 <u>Introduction</u>	4
1.0 Purpose of the Plan	4
1.1 Authority of the Plan	4
1.2 Timeframe of the Plan	4
2 <u>Context</u>	5
2.0 Surrounding Land Uses	5
2.1 Planning Policy	6
2.2 Physical Servicing Policy	7
2.3 Community Servicing Policy	8
2.4 Natural and Cultural Features Policy	8
3 <u>Area Covered by The Plan</u>	9
3.0 Location and Description	9
3.1 Existing Land Use and Services	11
3.2 Existing Features: Natural and Cultural	11
4 <u>Servicing the Development</u>	13
4.0 Road Network and Access	13
4.1 Deep Utilities (Water, Sanitary, Storm)	13
4.2 Shallow Utilities (Electricity, Natural Gas, Telephone)	13
4.3 Community Services (Police, Fire, EMT, Health, Parks & Recreation)	13
5 <u>Trends and Impacts</u>	14
5.0 Growth Trends and Impacts	14
5.1 Residential Development Trends	14
5.2 Impacts	15
6 <u>The Area Structure Plan</u>	15
6.0 Proposed Land Use	15
Appendix A. MGA Part 17	18
Appendix B. Sources and Abbreviations Used	19
Figure 1. Local Context of Plan Area	5
Figure 2. Table of Surrounding Land Uses	6
Figure 3. Minimum Setbacks	7
Figure 4. Area Table for the South West Quarter of Section 12	9
Figure 5. The Plan Area	10
Figure 6. Canada Land Inventory for SW Quarter 12	12
Figure 7. Description of Environmentally Sensitive Area	12
Figure 8. Residential Development Activity Statistics for Mackenzie County	15
Figure 9. Area Table for The Development Concept	16
Figure 10. Development Concept	17



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P.O. Box 190, La Crete
 Alberta, T0H 2H0
 Office: 780 928-4890
 Fax: 780-928-4891

Page 2 of 19

Job No. 07-065

Summary

Barlow Surveying Inc. was retained by George Fehr in April of 2007 to prepare a Tentative Plan of Subdivision for rural multi-lot development for part of the S.W. Quarter of Section 12, Township 106, Range 16, West of the 5th Meridian, located just west of the Hamlet of La Crete in Mackenzie County. However, Mackenzie County requires an Area Structure Plan (ASP) for this development.

This ASP will serve as a framework for the proposed development and any future development which may occur in the area. This ASP applies to roughly the north east two thirds of the South West Quarter of Section 12, Township 106, Range 16, West of the Fifth Meridian, an area of about 38 ha (94 ac) (Figures 4 & 5).

Located roughly half way between La Crete to the east and the Peace River to the west, the Plan Area is surrounded by sparsely developed lands, with Linton Lake dominating the area to the south east.

As the Plan Area is of only moderate to low value for agricultural uses, converting it from A1, Agricultural District 1 to Rural Country Residential 1 (RC1) as defined in the *Municipal District of Mackenzie No. 23 Land Use Bylaw* (October 2004) is a more effective use of the land.

Most of the services are already available in the area and only require engineering details resolved at the time of development (for example, septic services, gas connections), with the exception of water, which requires an assessment of the possibility of tapping into the existing water line on the parcel.

Once converted to RC1, the Plan Area will be developed in two phases: 10 lots in the first phase and 10 in the second. These numbers are well within the normal development activity for the surrounding area and will result in the addition of approximately 35 persons once the first phase is built out, which could take years.

Development of the remaining 10 lots will depend on market conditions.



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Page 3 of 19

Job No. 07-065

1 Introduction

1.0 Purpose of the Plan

Barlow Surveying Inc. was retained by George Fehr in April of 2007 to prepare a Tentative Plan of Subdivision for rural multi-lot development for part of the S.W. Quarter of Section 12, Township 106, Range 16, West of the 5th Meridian, located just west of the Hamlet of La Crete in Mackenzie County. However, Mackenzie County requires an Area Structure Plan (ASP) for this development.

The ASP will assist Mackenzie County and its referral authorities with the approval process for development of this area. Important factors effecting the development were considered and addressed. Once approved, the developer will proceed with the development with full intentions of meeting the Plan requirements.

This Plan was prepared with the best available information. As the development progresses, this Plan and any other related assessments may be reviewed.

1.1 Authority of the Plan

This Area Structure Plan is a statutory document required by the *Municipal Government Act* (Appendix A). The contents of the ASP must be approved by Mackenzie County. Any amendment of this Plan will also require council approval.

1.2 Timeframe of the Plan

This ASP will serve as a framework for the proposed development and any future development which may occur in the area. Staging of the development in this area will be determined by the availability and condition of infrastructure. This in accord with municipal plans (*La Crete Area Structure Plan*, 2.5, page 8),

“Reasoned and thoughtful decisions about where to expand, when, and to what degree will be important to ensure that the Municipal District will make cost effective and efficient decisions related to infrastructure.”



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Fax: 780-928-4891

Page 4 of 19

Job No. 07-065

2 Context

2.0 *Surrounding Land Uses*

Located roughly half way between La Crete to the east and the Peace River to the west, the Plan Area is surrounded by sparsely developed lands, with Linton Lake dominating the area to the south east. More development occurs towards the east and the hamlet of La Crete. The Quarter containing the Plan Area is surrounded on three sides by the County's Agricultural District 1 (A1) boundary.

Figure 1 illustrates the local context of the Plan Area. Figure 2 summarizes the land uses surrounding the Plan Area.

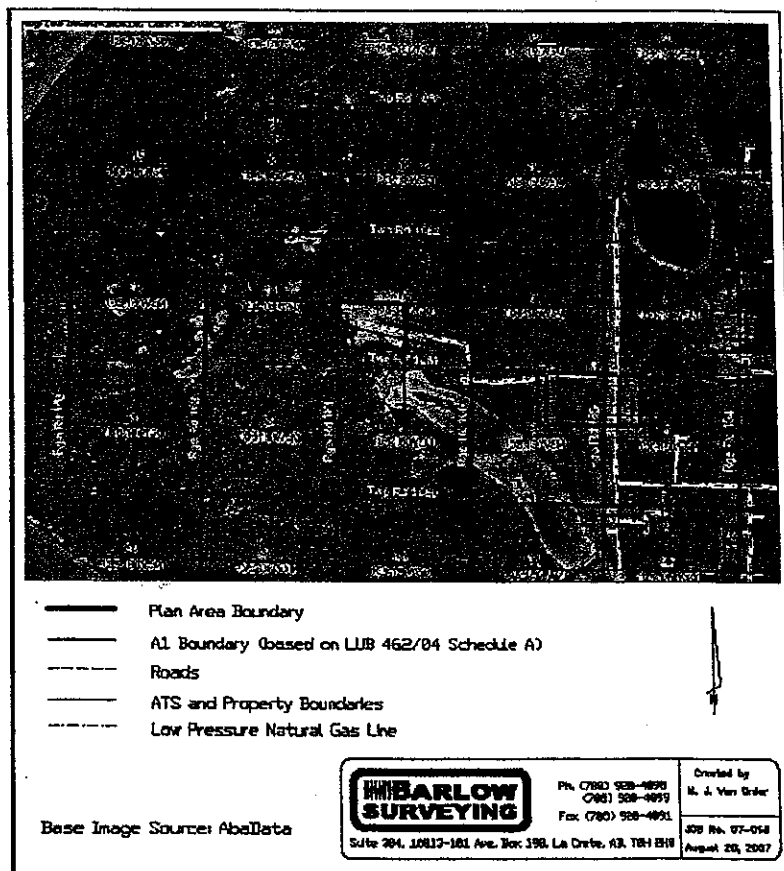


Figure 1. Local Context of Plan Area



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Page 5 of 19

Job No. 07-065

Figure 2. Table of Surrounding Land Uses

<p>North West: NE Q 11 An undeveloped Quarter in the Forestry District. Government allowances for Township Road 106-2 along the north boundary and Range Road 16-1 along the east boundary.</p>	<p>North: NW Q 12 An undeveloped Quarter in the Forestry District with the A1 Boundary on its south boundary and the government allowance for Township Road 106-2 on its north boundary.</p>	<p>North East: NE Q 12 An undeveloped Quarter in the Forestry District and the government allowance for Township Road 106-2 along its north boundary.</p>
<p>West: SE Q 11 An undeveloped Quarter in the Forestry District with the water line easement continuing across it from the Plan Area. Government allowance for Range Road 16-1 runs along the shared boundary, as does the A1 Boundary.</p>	<p>Plan Area: NE portion of SW Q 12-106-16 W5M. Two separate parcels to the south and south west are used as residences. The two parcels are bounded on north by the water line easement and Golf Course Road.</p>	<p>East: SE Q 12 Cleared for farming with the water line easement continuing across it from the Plan Area. The government allowance for Range Road 16-0 is on the east boundary.</p>
<p>South West: NE Q 2 An undeveloped Quarter in the Forestry District with the Golf Course Road running across it along with the government allowances for Township Road 106-1 on the north and Range Road 16-1 on the east boundaries.</p>	<p>South: NW Q 1 Linton Lake, undeveloped lands, the A1 Boundary and the government allowance for Township Road 106-1 (along the shared boundary).</p>	<p>South East: NE Q 1 Linton Lake, Golf Course Road and the government allowances for Township Road 106-1 on the north boundary and Range Road 160 on the east boundary of the Quarter. There are 4 lots on the north shore of Linton Lake.</p>

2.1 Planning Policy

The Plan Area is just inside the boundary of the County's A1 District (Schedule A, LUB). This boundary runs along the south, west and north boundaries of the Quarter containing the Plan Area. The A1 boundary also roughly coincides with the boundary between Alberta Sustainable Resource Development's white (developed) and green (Forestry; crown land) areas.



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Page 6 of 19

Job No. 07-065

The Plan Area is currently zoned A1, Agricultural District 1, by Mackenzie County (LUB). The purposes of this district are to conserve land for agriculture, minimize fragmentation of agricultural land and to limit non-agricultural land uses to those which would not interfere with agricultural practices. Permitted uses include dwellings of various kinds with three parcels allowed per Quarter and lots of from 1.2 ha (3 ac) to 4.05 ha (10 ac).

The proposed land use is Rural Country Residential 1 (RC1). The general purpose of this district is to provide for the development of multi-lot country residences. Permitted uses are ancillary building or use and single detached dwelling with lot areas of 1.2 ha (3.0 ac) to 2.02 ha (5 ac).

The setbacks required for RC1 are summarized in Figure 3 (LUB 462/04).

Figure 3. Minimum Setbacks

Front Yard	On local road	On internal subdivision road
	41.1 m (135 ft) from ROW	15.24 m (50 ft) from ROW
Side Yard	On RC1 Property Line	On A1 or F Property Line
onto lot	7.6 m (25 ft)	15.2 m (50 ft)
onto side street	15.24 (50 ft)	
Rear Yard	On RC1 Property Line	On A1 or F Property Line
	7.6 m (25 ft)	15.2 m (50 ft)

2.2 Physical Servicing Policy

The main access to the Plan Area is Golf Course Road, a gravel County rural or local road.

Development along the Township and Range Roads is constrained by the Supplementary Regulations in the LUB, Section 4.17.2, such that development adjacent to these roads is subject to a 40 m (134 ft) setback from the road right-of-way.

The County has indicated during discussions that they are upgrading their road right-of-way width requirements to 25 m (82 ft) for roads internal to subdivisions to allow for improved ditching. These roads will be built to municipal Engineering Standards.

The County has also indicated that road construction, including access from Golf Course Road, would be at the developer's expense.

Existing storm management near the Plan Area are the drainage ditches along Golf Course Road. An engineering review may be required to clarify the details for storm and sewage management at the time of development.



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Page 7 of 19

Job No. 07-065

2.3 Community Servicing Policy

Under the *Municipal Government Act*, Part 17, Division 8 (Appendix A), the owner of a parcel of land that is the subject of a proposed subdivision must provide, without compensation, land dedication (or cash-in-lieu) for facilities such as roads, utilities, parks and schools. The amount may not exceed 30% of the area of the parcel of land for all reserves and may not exceed 10% of the area of the parcel of land for municipal and school reserve.

2.4 Natural and Cultural Features Policy

Based on the best available information, there appear to be no legally constraining natural or cultural policies. However, the County does value natural areas as the following quote from the *Improvement District No. 23 General Municipal Plan* suggests (Section 2.5 Natural Environment, page 15).

"The preservation of the municipality's natural environment is a way to enhance the quality of life for the residents of the Improvement District. Such features as the lower Peace River Valley and the Fort Vermilion\La Crete Sandhills area provide the Improvement District with great natural resources for the enjoyment of recreational and tourist activities."

One of the County's Primary Goals for the environment is (MDP, Section 2.7, page 15, Environment):

"To encourage the preservation of wildlife, natural and recreational areas and to provide rural recreational opportunities for area residents."

MDP, Section 3.9, page 42, Environment:

"The objectives and policies of this section are based upon the principles outlined below:

- The desire to protect the natural environment of the Improvement District;
- Recognition of the Peace River as an important natural feature of the Improvement District; and
- The need to protect identified wildlife habitat and waterfowl staging areas, natural areas, unique topographic features and vegetation."



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Fax: 780-928-4891

Page 8 of 19

Job No. 07-065

3 Area Covered by The Plan

3.0 Location and Description

This ASP applies to roughly the north east two thirds of the South West Quarter of Section 12, Township 106, Range 16, West of the Fifth Meridian, an area of about 38 ha (94 ac) (Figures 4 & 5).

The Plan Area lies just inside the boundary of the developed area (white zone) identified by the County in Schedule A of the LUB. The subject land is currently farmed and lies about 3 miles (4.8 km) west of the Hamlet of La Crete.

Also part of this Quarter are two previously divided parcels, two road right of ways, and an easement right of way. The Plan Area has one owner, while there are other owners of the parcels in the south portion of the Quarter.

The two road right-of-ways both apply to Golf Course Road located along the south boundary of the Plan Area. This winding gravel road, an extension of La Crete's 94 Avenue, skirts Linton Lake as it runs west to Peace River.

The easement right of way is for two water lines, an old and a new line, that run to La Crete from the Peace River.

Figure 4. Area Table for the South West Quarter of Section 12

Parcel	ha	ac	Owner
Plan Area	37.84	93.51	George & Susan Fehr
Subdivision 912 1930	7.43	18.36	William & Anne Elias
Golf Course Road (902 2117)	1.88	4.65	Mackenzie County
Golf Course Road (882 3087)	0.30	0.84	Mackenzie County
Friesen residence	16.85	41.64	Chad & Susan Friesen
Total	64.30	159.00	



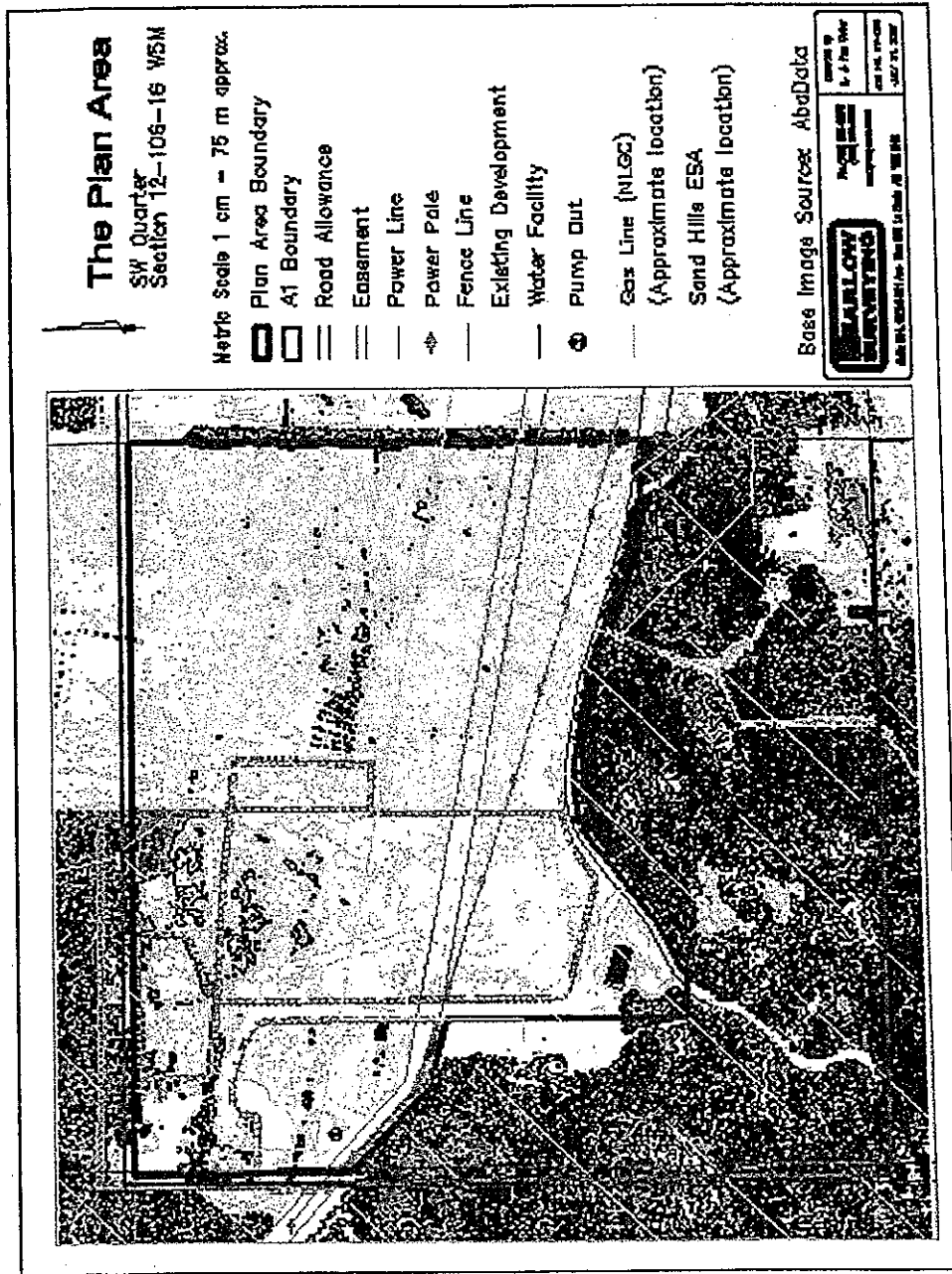
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Page 9 of 19

Job No. 07-065

Figure 5. The Plan Area



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Page 10 of 19

Job No. 07-065

3.1 Existing Land Use and Services

Currently the Plan Area is used for a hobby farm with some horses and cattle. The Client's residence is in the north west corner where there is a house with a cistern and septic to the west and a wood shop, shed and grain bins to the north. There is extensive fencing on the Plan Area.

There are three water storage facilities: a cistern, a dugout and a septic tank. The cistern is west of the Client's residence and holds treated water used for drinking. The dugout to the south is used to water cattle. Both of these facilities are fed from surface water.

The septic tank is located west of the Client's residence. Surplus water from the tank is pumped south to the pump out (Figure 5) for evaporation with a Open Sewage Discharge system. The pump out is located approximately 124.30 m west of the west fence on the Client's driveway.

Surface water is managed with ditches.

A municipal water line from Peace River runs east-west across the Plan Area within an easement along 94 Avenue into La Crete where it is treated. Also in this easement is the smaller and older original line, which is now back pressured with treated water to the A1 boundary.

An overhead power line runs across the Plan Area within the water line easement and natural gas lines currently run into the area as shown on Figure 5.

There are some existing Rural Country Residential 1 (RC1) lots along Golf Course Road as it runs east towards La Crete, becoming 94 Avenue (Figure 1).

Traffic on Golf Course Road along this Section and further west is light, consisting mainly of residential and recreational traffic.

3.2 Existing Features: Natural and Cultural

The Plan Area is flat, described as "low relief, undulating" in AGRASID (Agricultural Region of Alberta Soil Inventory Database).

The Canada Land Inventory classification of the soil capability for the Plan Area is summarized in Figure 6. In this classification, classes 1 to 3 are good, 4 is marginal, and 5 to 7 are sub-marginal or not feasible.



Figure 6. Canada Land Inventory for SW Quarter 12

Category	Area ¹	Subset	Class ²	Subclass	%
Agriculture	All	A	6	Moisture limitations	80
	All	B	0	Not categorized	20
Forestry	All	A	6	Soil moisture excess	60
	All	B	5	Soil moisture deficiency	40
Recreation	N ½	--	5	Opportunity for recreation, viewing wildlife	100
	S ½	--	6	Opportunity for viewing wetland wildlife	100
Ungulates	All	A	4	Adverse topography and climate	90
	All	B	6	Poor soil moisture and nutrients	10
Waterfowl	W ½	A	5	Fertility, landform and moisture issues	100
	E ¾	A	2	Fertility and landform	100

¹ Area of entire Quarter

The Alberta Sustainable Resource Development Natural Region classification is Boreal and the Natural Subregion Classification is Dry Mixedwood.

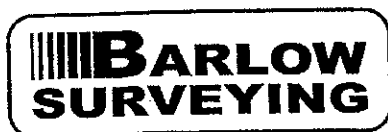
A portion of the La Crete Sand Hills National Environmentally Significant Area (ESA) extends over the south west three-quarters of the Plan Area. This ESA is 6794 sq ha of "Dry Mixedwood Subregion of Boreal Forest Natural Region" according to *Environmentally Significant Areas of Alberta*. Areas of national significance such as this include staging habitats with nationally high concentrations of waterfowl and shorebirds, national parks, habitats for endangered species and concentrations of nationally rare plant and animal species.

The designation of an ESA indicates the value of both biotic and abiotic resources. By identifying ESAs in land-use plans, biodiversity conservation can be incorporated into both private and public land management. The overall goal is to maintain viable populations and natural distributions of native species and communities in the landscape.

The La Crete Sand Hills are of national significance because the dune morphology is unique in Canada. Its description in Volume 2 of *Environmentally Significant Areas of Alberta* is summarized in Figure 7.

Figure 7. Description of Environmentally Sensitive Area

Description	Management Considerations
<ul style="list-style-type: none"> - dune-wetland complex - good examples of rare lacadena dune formations - diverse vegetation, pine ridges - contains Linton, Mustus and South Mustus lakes - key waterfowl staging and staging - locally important recreation area 	<ul style="list-style-type: none"> - maintenance of natural habitats will support a variety of wildlife



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Page 12 of 19

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Job No. 07-065

(From Volume 2 of *Environmentally Significant Areas of Alberta*, March, 1997)

4 Servicing the Development

4.0 Road Network and Access

Primary access in the first Phase will be from the south east portion of the Plan Area with a road running to the north where it intersects a road running east-west (Figure 10). Future access points are proposed on this east-west road at the north east portion of the Plan Area and through the existing access to the Client's residence.

4.1 Deep Utilities (Water, Sanitary, Storm)

Drainage generally runs from the higher land in the north west to the lower land toward the lake in the south east. However, a ridge of slightly higher land runs roughly north west / south east. Generally, the land is flat enough that surface water can be easily managed with ditches.

An engineering study is required to determine if municipally treated water can be obtained for the development from the municipal water line crossing the Plan Area. There is a precedent for a trickle system in the area.

Septic systems are frequently used to treat sewage in this area. An engineering study may be required to determine the details at the time of development.

4.2 Shallow Utilities (Electricity, Natural Gas, Telephone)

Shallow utilities already exist in the area (Figure 5) and may require detailed planning at the development stage.

4.3 Community Services (Police, Fire, EMT, Health, Parks & Recreation)

The La Crete Fire-Rescue of the Mackenzie Regional Emergency Services (MRES), is the closest to the Plan Area.

The Royal Canadian Mounted Police (RCMP) provide policing services within Mackenzie County, operating primarily from the High Level and Fort Vermillion detachments.

Health care falls under the jurisdiction of the Northern Lights Health Region which operates quality health care facilities.



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Page 13 of 19

Job No. 07-065

Parks may be a low priority in the Plan Area because it is surrounded by the provincial green area. However nature preserves may be of some value, especially close to Linton Lake and on the Sand Hills ESA lands.

Due to the location and size of the proposed development a school is not required. There are two existing schools 6.4 km to the east on 94 Avenue and other schools in La Crete.

5 Trends and Impacts

5.0 Growth Trends and Impacts

According to the La Crete Area Structure Plan (LC ASP), the La Crete population has exhibited a 6 to 8% compound annual growth rate over the years 1991 to 2003 and its population is projected to be 3,436 by 2010.

Mackenzie County, including High Level and Rainbow Lake, is one of the fastest growing regions in the province with an unemployment rate well below the national average. Half of its population is in the age range of 20-54, the average age being just under 24 (REDI). The median age is 22.8 which is much lower than the median age of Alberta as a whole at 36 (Census 2006).

Recent Census data indicates that household size has dropped from 4 in 1996 to 3.69 in 2001 to 3.46 in 2006. This is higher than the household size for Alberta as a whole in 2006 at 2.46.

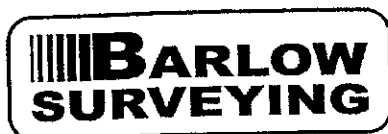
5.1 Residential Development Trends

La Crete is enjoying a healthy economy and business environment. Currently, the drivers of the economy are agriculture and forestry, but the oil and gas and retail industries are undergoing growth and providing a diversity of opportunity for existing residents, while also drawing new residents to the area. The Hamlet of La Crete enjoys a bustling local economy with a wide array of services for the trading area population of about 7,000 that the Hamlet serves (LC ASP).

43 percent of the region's households reported income of \$60,000 or more in 2001 (REDI).

MDP Section 3.7 page 37. Rural-Urban Fringe

"The rural-urban fringe area around the Town of High Level and the Hamlet of La Crete has experienced the most development activity. The type of development in these areas has usually been residential and sometimes commercial in nature."



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Page 14 of 19

Job No. 07-065

It can be seen from Figure 8 that a bulk of the rural multi-lot development occurs in the area surrounding the Plan Area (Ward 4).

All of these factors suggest that there exists a strong demand for rural multi-lot development in this area.

Figure 8. Residential Development Activity Statistics for Mackenzie County

Year	Subdivision Applications for Rural Multi-lot		Number of Subdivision Lots		Single Dwelling Permits	
	Ward 4	County	Ward 4	County	Ward 4	County
2004	7	10	n/av	n/av	21	161
2005	1	4	n/av	n/av	24	160*
2006	2	3	50	99	14	151

* approximate

5.2 Impacts

As the Plan Area is of only moderate to low value for agricultural uses (Section 3.2), converting it to rural country residential (RC1) is a more effective use of the land, given the demand for rural multi-lot development in the area.

Conversion to RC1 would result in a total of 20 lots that would be developed over a time span of several years: 10 lots in Phase 1, 10 lots to be developed later. As 10 lots represent about 20% of the number of subdivision lots created in Ward 4 in 2006, it should have only a moderate impact on La Crete services while contributing to the viability of the hamlet.

The natural environment will be minimally impacted with this light development on these lands located partly on the Sand Hills ESA. Dedication of some land in the south west of the Plan Area for waterfowl habitat may be appropriate.

6 The Area Structure Plan

6.0 Proposed Land Use

The goal is to rezone the Plan Area from Agricultural (A1) to Rural Country Residential 1 (RC1) as defined in the *Municipal District of Mackenzie No. 23 Land Use Bylaw* (October 2004). The purpose of the RC1 District is to provide for the development of multi-lot country residences and permits lot areas from 1.2 hectares (3.0 ac) to 2.02 ha (5.0 ac).



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Page 15 of 19

Job No. 07-065

Figure 9. Area Table for The Development Concept

Parcel	Portion of Parcel	Gross Area		Dedication		Net Area	
		ha	ac	ha	ac	ha	ac
Client's residence		5.12	12.65				
Phase 1		17.23	42.58			13.40	33.12
	internal roads			2.41	5.95		
	PUL (10 m)			1.42	3.51		
Future Development		15.49	38.28			12.15	30.04
	internal road*			1.09	2.70		
	PUL (10 m)			1.02	2.51		
Total Area		37.84	93.51	7.17	17.70	25.55	63.16

As can be seen in Figure 9, an area of 17.23 hectares is to be developed in Phase 1. It is proposed that Phase 1 will consist of 10 lots, internal roads and public utility lots. Development of the Future Development Area, 15.49 hectares, will depend on market conditions.

An estimate of the population added by Phase 1 build out is 35 people (10 lots x 3.5 persons/household (Section 5.0)).

An estimate of the traffic generated by Phase 1 at build out is 95.7 AADT (10 lots X 9.57 trips per day per lot single family (Trip Generation Volume 2, Institute of Transportation Engineers as quoted in Proposed Area Structure Plan for Country Residential Development for NW & SW 12-107-14-W5M, November 2006))



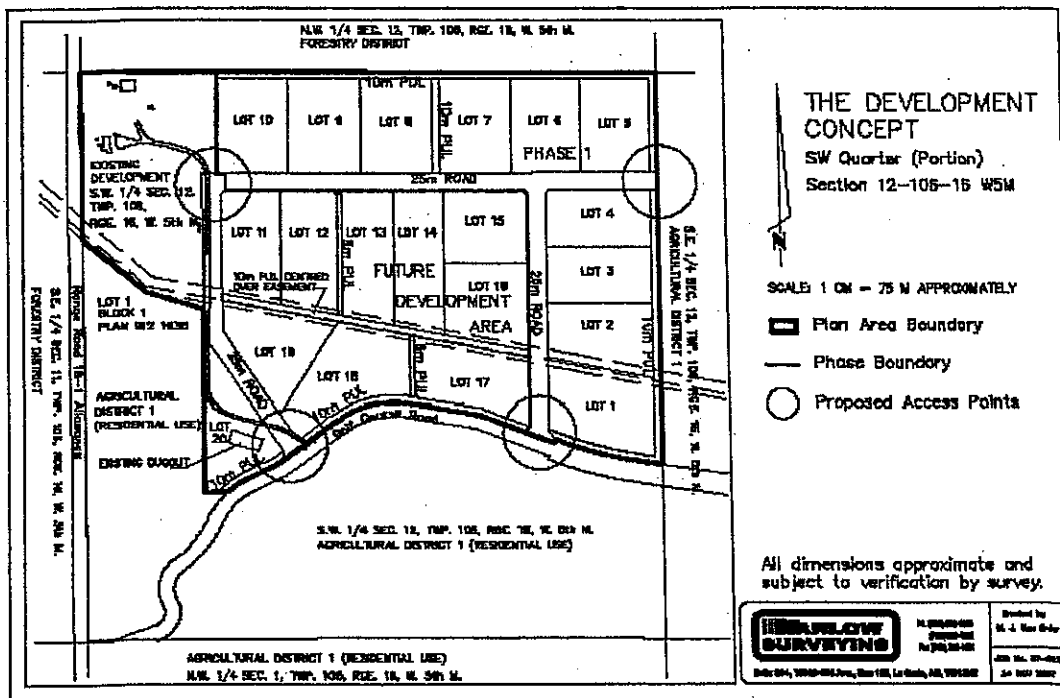
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Alberta, T0H 2H0
Office: 780 928-4890
Fax: 780-928-4891

Page 16 of 19

Job No. 07-065

Figure 10. Development Concept



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P.O. Box 190, La Crele
Alberta, T0H 2H0
Office: 780-928-4890
Fax: 780-928-4891

Page 17 of 19

Job No. 07-065

Appendix A. MGA Part 17

Division 4 Section 633 Area structure plan

633(1) For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.

(2) An area structure plan

(a) must describe

- (i) the sequence of development proposed for the area,
- (ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,
- (iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and
- (iv) the general location of major transportation routes and public utilities, and

(b) may contain any other matters the council considers necessary.

Division 8 Section 661 Land dedication

661 The owner of a parcel of land that is the subject of a proposed subdivision must provide, without compensation,

(a) to the Crown in right of Alberta or a municipality, land for roads, public utilities and environmental reserve, and

(b) subject to section 663, to the Crown in right of Alberta, a municipality, one or more school authorities or a municipality and one or more school authorities, land for municipal reserve, school reserve, municipal and school reserve, money in place of any or all of those reserves or a combination of reserves and money,

as required by the subdivision authority pursuant to this Division.



Professional Land Surveyors

P.O. Box 190, La Crete
Alberta, T0H 2H0
Office: 780-928-4890
Fax: 780-928-4891

Page 18 of 19

Job No. 07-065

Appendix B. Sources and Abbreviations Used

Environmentally Significant Areas of Alberta, Volumes 1, 2 and 3. Prepared by Sweetgrass Consultants Ltd., Calgary, AB for Resource Data Division, Alberta Environmental Protection, Edmonton, Alberta. March 1997

The Regional Economic Development Initiative Association for Northwest Alberta (REDI): <http://www.rediregion.ca/>. High Level, Alberta.

Northern Lights Health Region: www.nlrhs.ca

Municipal District of Mackenzie No. 23 Land Use Bylaw 462/04, October 2004. (LUB)

Municipal District of Mackenzie No. 23 *Municipal Development Plan* (MDP; changed from Improvement District No. 23 General Municipal Plan, January 1994, by Bylaw 355/03 in 2003).

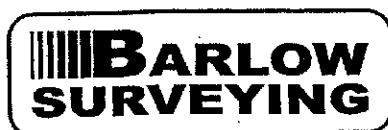
La Crete Area Structure Plan, May 31, 2005. (LC ASP)

AGRASID (Agricultural Region of Alberta Soil Inventory Database)

Statistics Canada. 2007. Mackenzie No. 23, Alberta (table). 2006 Community Profiles. 2006 Census. Statistics Canada Catalogue no. 92-591-XWE. Ottawa. Released March 13, 2007.

Mackenzie County Annual Subdivision, Building Activity and Development Statistics.

Proposed Area Structure Plan for Country Residential Development for NW & SW 12-107-14-W5M, November 2006



Professional Land Surveyors

P.O. Box 190, La Crete
Alberta, T0H 2H0
Office: 780 928-4890
Fax: 780-928-4891

Page 19 of 19

Job No. 07-065

BYLAW NO. 661/07

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

TO ADOPT THE
AREA STRUCTURE PLAN FOR SW 12-106-16-W5M FOR
GEORGE FEHR

WHEREAS, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to adopt an Area Structure Plan for SW 12-106-16-W5M,

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

1. That the Area Structure Plan for a Rural Country Residential subdivision on SW 12-106-16-W5M be adopted as attached.

First Reading given on the _____ day of _____, 2008.

Greg Newman, Reeve

Carol Gabriel, Executive Assistant

Second Reading given on the _____ day of _____, 2008.

Greg Newman, Reeve

Carol Gabriel, Executive Assistant

Third Reading and Assent given on the _____ day of _____, 2008.

Greg Newman, Reeve

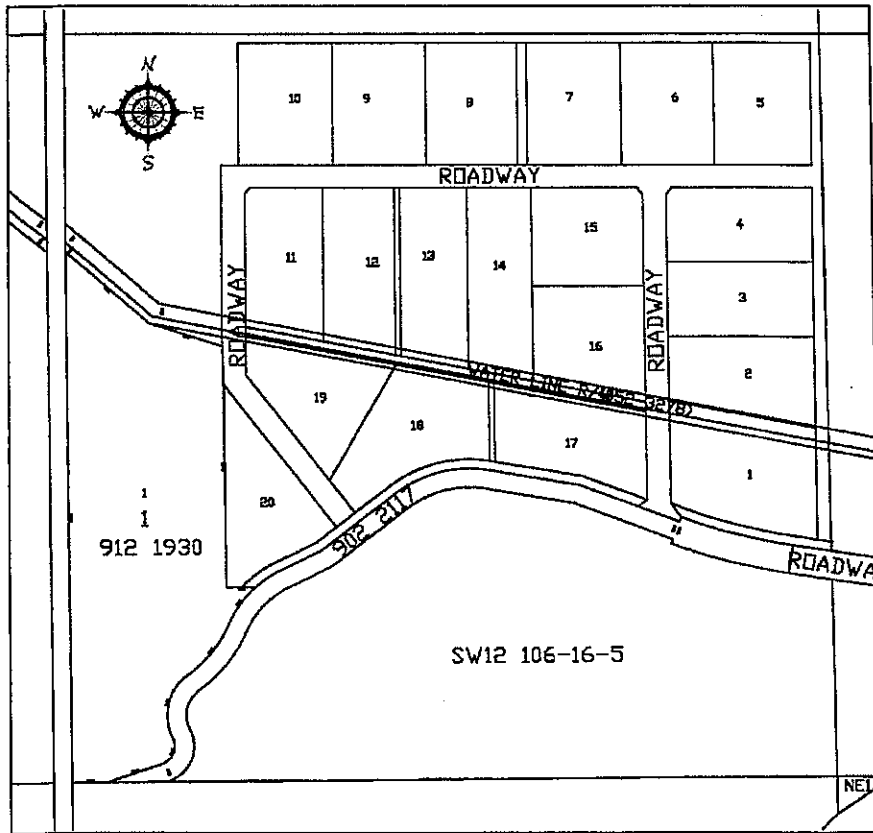
Carol Gabriel, Executive Assistant

BYLAW No. 661/07

SCHEDULE "A"

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

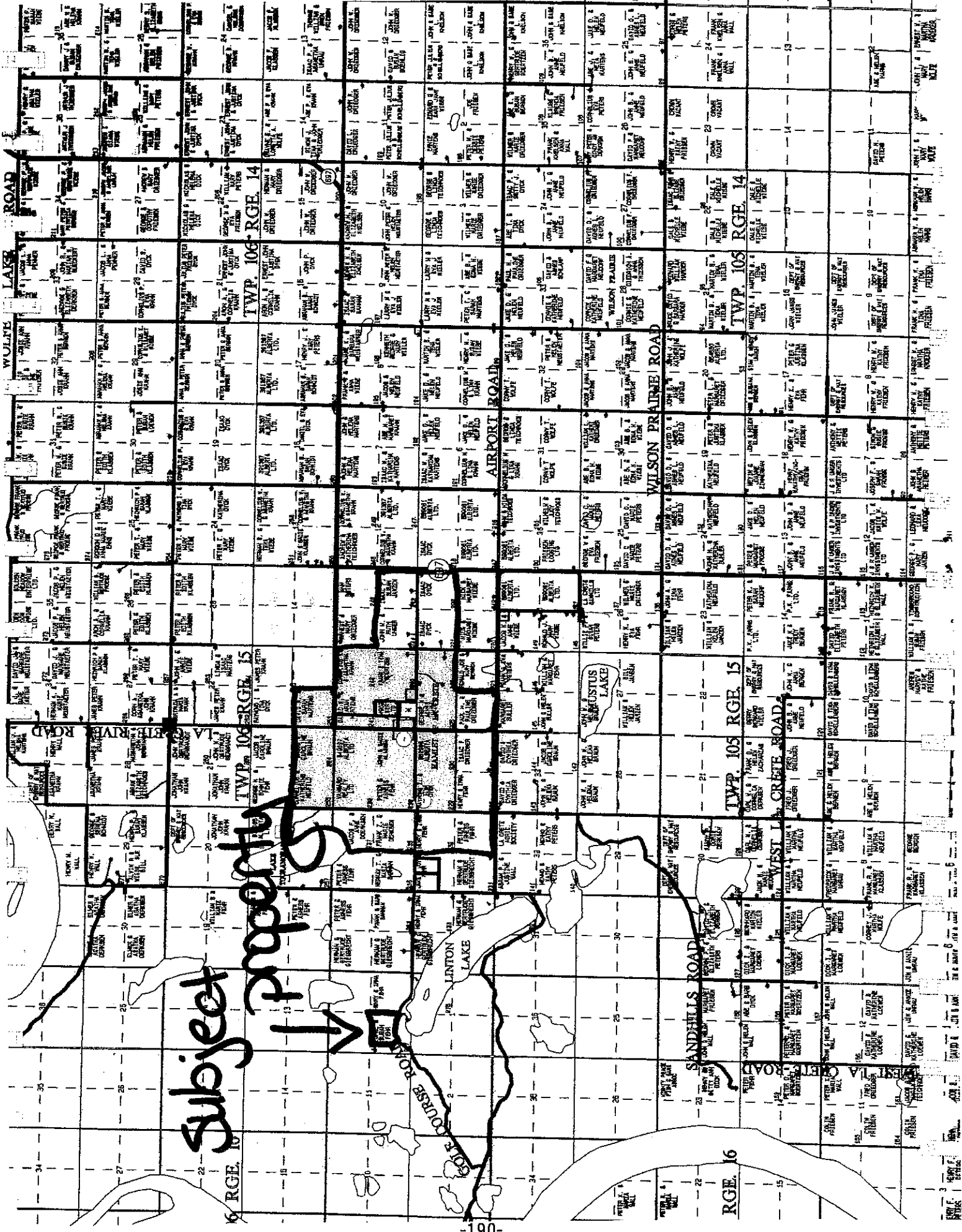
Part of SW 12-106-16-W5M adoption of Area Structure Plan.



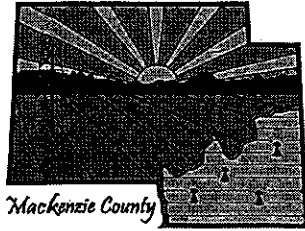
Greg Newman, Reeve

Carol Gabriel, Executive Assistant

EFFECTIVE THIS _____ DAY OF _____, 2008.



Subject Property



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	Ryan Becker, Director of Planning & Emergency Services
Title:	Encroachments

BACKGROUND / PROPOSAL:

The attached RFD was presented at the September 26, 2007 council meeting where the recommended action was defeated.

At the October 10, 2007 council meeting it was requested by Councillor Braun that the RFD be brought back to Council for further discussion.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

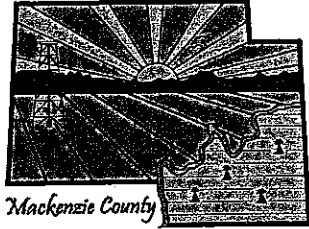
RECOMMENDED ACTION:

For discussion.

Author: C. Gabriel

Review By: _____

CAO



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2007
Presented By:	Paul Driedger, Director of Planning and Emergency Services
Title:	Encroachments

BACKGROUND / PROPOSAL:

The concept of entering into encroachment agreements with landowners and registering them on title by way of caveat was presented to Council at the August 14, 2007 meeting where it was received as information.

OPTIONS & BENEFITS:

Encroachment agreements would be a valuable tool for the Planning department to use in cases where development is encroaching onto municipal lands. There is a case right now in the Hamlet of La Crete where a landowner has constructed a fence around his yard but instead of placing the fence on his property line he has placed it four feet onto a road right-of-way. The concern this raises for the municipality is that any future purchaser of the property may automatically assume that those four feet of land are part of the lot they're purchasing, since it is fenced to look like it is part of the existing yard site. This could raise issues when the municipality or any of the utility companies need to do any work on those lands.

The ability to enter into an encroachment agreement with the landowner, which would then be registered as a caveat on the title, would provide notification to potential buyers that a portion of the fence is on municipal property. There are very few buyers who actually take the initiative to locate the property pins to verify the size of the property.

Legal counsel was contacted and provided a recommendation that the County enter into an encroachment agreement with the landowner.

Author: Eva Schmidt,
Planning Supervisor

Reviewed by: _____

For
CAO *AD*

The Municipal Government Act, section 651.2 states:

Encroachment agreements

651.2(1) In this section, "encroachment agreement" means an agreement under which a municipality permits the encroachment onto a road that is under the direction, control and management of the municipality of improvements made on land that is adjoining that road.

(2) Despite the *Land Titles Act* or any other enactment, a municipality may register a caveat under the *Land Titles Act* in respect of any encroachment agreement entered into by the municipality with the registered owner of a parcel of land that adjoins a road that is under the direction, control and management of the municipality.

(3) A caveat registered pursuant to subsection (2)

(a) shall be registered against the certificate of title to the parcel of land

(i) that is adjoining the road, and

(ii) that was issued to the person who entered into the encroachment agreement with the municipality,

(b) has the same force and effect as if it had been an encroachment agreement registered under section 72 of the *Land Titles Act*,

(c) may be discharged only by the municipality or an order of a court, and

(d) does not lapse pursuant to the provisions of the *Land Titles Act* governing the lapsing of caveats.

1999 c11 s43

Encroachment agreements would be brought to Council for consideration on a case by case basis.

If the subject fence is allowed to remain without an encroachment agreement it is almost certain that other landowners will follow suite.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

RECOMMENDED ACTION:

MOTION

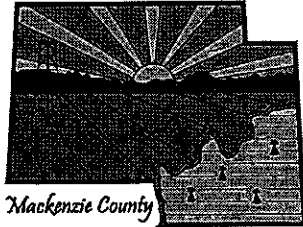
That Mackenzie County enter into an encroachment agreement, at the Developer's cost for Development Permit 217-DP-07 on Plan 032 1401, Block 29, Lot 1, in the name of Henry and Trudy Martens, for the placement of the fence four feet onto a municipal road plan; that the encroachment agreement be registered on the title by caveat and that all future requests for encroachment agreements be reviewed individually.

Author: Eva Schmidt,
Planning Supervisor

Reviewed by: _____

For
CAO
[Signature]

246



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	Ryan Becker, Director of Planning & Emergency Services
Title:	Mackenzie County School Zone Review

BACKGROUND / PROPOSAL:

The attached RFD was presented at the September 26, 2007 council meeting and the following motion was made:

11. f) Mackenzie County School Zone Review

MOTION 07-09-847 **MOVED** by Councillor Froese

That the established signage and school zone times remain as is.

CARRIED

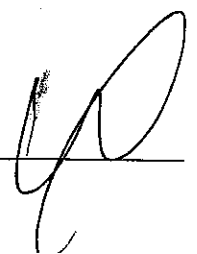
At the October 10, 2007 council meeting it was requested by Councillor Braun that the RFD be brought back to Council for further discussion.

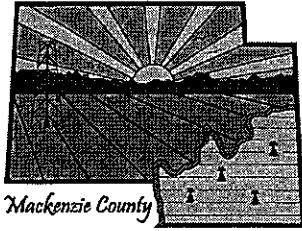
OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

For discussion.

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



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 26, 2007
Presented By:	Paul Driedger Director of Planning and Emergency Services
Title:	Mackenzie County School Zone Review

BACKGROUND / PROPOSAL:

Administration has been reviewing our current school zones and reassessing the need for proper designation according to the guidelines set out by the provincial government. The guidelines set by the province allow for a simple numeric evaluation process to give the County direction as to whether or not a speed zone is required, or just a notification sign to warn the public of a school area.

The County currently has only three school zones that were identified for a change in signage being the La Crete Public School, Fort Vermilion Public School and the Ostland Private School. One school zone which the County currently has no authority over, but may wish to contact Alberta Infrastructure & Transportation and make application for a change to a school area, would be the Buffalo Head Prairie School. The guidelines set by the provincial government would allow for this type of change to be made.

OPTIONS & BENEFITS:

Option 1

To continue with the established signage and school zone times.

Option 2

Change the designation of La Crete Public School, Fort Vermilion Public School and the Ostland Private School to a school area with cautionary signage

Option 3

Contact Alberta Infrastructure & Transportation to request a change in signage be made at the Buffalo Head Prairie School.

Author:	R. Dyck	Review Date:		CAO	
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COSTS & SOURCE OF FUNDING:

The costs incurred would be approximately eight school area signs and the labor incurred to install them and travel time to and from each site, provided by general operating budget of the Operations Department.

RECOMMENDED ACTION:

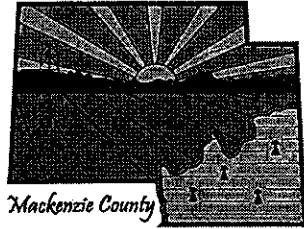
Motion 1

That the designation of La Crete Public School, Fort Vermilion Public School and the Ostland Private School be changed to a school area with cautionary signage.

Motion 2

That a letter be sent to Alberta Infrastructure & Transportation requesting a change in signage be made at the Buffalo Head Prairie School.

Author: R. Dyck	Review Date:	CAO
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MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	Ryan Becker, Director of Planning & Emergency Services
Title:	La Crete Building Committee

BACKGROUND / PROPOSAL:

The members of the La Crete building committee have met regarding choosing a potential site for the municipal office and consultant in La Crete.

OPTIONS & BENEFITS:

Handout to be provided at the council meeting showing the benefits and limitations of each proposed site.

COSTS & SOURCE OF FUNDING:

2008 Mackenzie County budget as approved by Council.

RECOMMENDED ACTION:

Motion 1:

That Council approve the La Crete Building Committee recommended location for the building of the Municipal office in La Crete.

Motion 2:

That Council approve the La Crete Building Committee recommended consultant for the building of the Municipal office in La Crete.

Focus Engineering

Author: R.N.BECKER Review Date: _____ CAO 



La Crete Building Committee – Councilors B. Neufeld, P. Braun and J. Driedger

Site Comparison

1. Mackenzie County water treatment plant - La Crete
2. La Crete Heritage Building
3. SW 15 106-15 W5M - Martens Property
4. NW 3 106-15-5 W5M - Janzen Property
5. Imperial Oil Site - 100th Street – La Crete

1. La Crete Water Treatment Plant

Pros

- Paved Access
- County owns the land – no land purchasing costs.

Cons

- **Land South of the water treatment plant is not available for purchase.**
- Future preferred site for the shop to be built. If the Administration building is located their additional land will need to be purchased. If this is done the only way to move would be south as Gateway Industries and a residence already exist on either side of the water treatment plant.
- Access may be an issue – 253 feet between the property line and the water treatment plant. This may hinder building design, parking design and traffic flow in and out of the site considering the industrial equipment that will be travelling through.
- Would not be ideal for expansion to include the fire hall and ambulance facilities because of the access issues.
- Access is on a truck route
- Would need to upgrade the infrastructure, and add sidewalks to the building site.
- Located in an industrial area across from Knelsen Sand and Gravel storage yard.

2. La Crete Heritage Building

Pros

- County has capital invested in the building and may have to expend more in the future.
- County currently in a 5 year deal to pay the utility bills.

Cons

- **La Crete Ag Society will not allow Municipal Offices in the Heritage Building; therefore this option is not available.**
- Part of the facility already leased to another agency.
- Rural location, no paved access – would create dust and mud issues in the spring, summer.
- Would remove the only hall for community residents to rent for functions.
- Would hamper fundraising events if no hall available.
- Would not be a good location to house the Fire hall and Ambulance due to the rural location.
- Would require additional capital costs to construct new buildings to add on to the hall or as standalone facilities to accommodate the Fire and Ambulance Services.
- Space requirements for all departments, would either require immediate expansion or a lot of remodeling expense.
- Would have to upgrade the water and sewer.

3. SW 15-106-15 W5M - Martens Property

Pros

- Has sidewalk access along 100th Street and access to the walking trails.
- Has good paved access at a very central intersection.
- Easy access and a very prominent location providing good exposure to the County.
- Community will grow in this direction. Location is strategically placed for current needs as well as the future needs of the County.
- Opportunity to purchase whatever lands the County deems necessary for current and future expansion out of the Section of land. No neighbors to worry about.
- Potential uses of land could be purchased for the RCMP Detachment that may be built in La Crete in the future. Could be a potential cost recovery sale for land.
- This will allow all Emergency Services to be located in one central location.
- Will allow for enough room to include all Emergency Services departments in one location.

Cons

- Cost of land \$30,000 per acre.
- Road upgrades in future North along 100th Street will be costly.
- Water and Sewer will have to be brought under highway to the site adding costs.
- Industrial / Commercial area of town.

4. **NW3 106-15-5 W5M - Janzen Property**

Pros

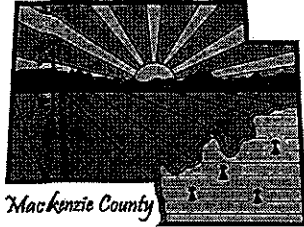
- 4 lane highway access
- Sidewalk access to the site across the street
- Has access from 100th Street and also rear access from 99th Street.
- Would have room for expansion for the Fire and Ambulance with direct access for these services to 100th and 99th Streets.
- Has a water and sewer service near to site, less cost to run than other areas.
- Located in a more residential area than the other sites, easier access for rate payers.
- Provides good location for people coming into the community, prominent site for County office.
- Would be very close to the potential site for the new shop and the water treatment plant keeping all County operations in close proximity to each other.

Cons

- Land cost to purchase – \$200,000.00 for 8 acres. \$25,000 per acre.

5. Esso Land – 100th Street, La Crete.

- **Esso has advised that this land is not for sale and will not be for sale in the foreseeable future. Not a viable option at this time.**



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	Ryan Becker, Director of Planning and Emergency Services
Title:	Norwood Transport Request to Waive a Fire Invoice

BACKGROUND / PROPOSAL:

Zama Fire Rescue and Zama Emergency Medical Services responded to a motor vehicle incident on February 16, 2007 along Zama road involving a logging truck owned by Norwood Transport. Zama Fire Rescue responded with 1 fire pumper and 1 rescue vehicle with 3 Officers and 2 fire fighters. Big Eagle Hydro Vac, Big Eagle Steamer and a Mackenzie County Sanding truck were also contracted out to assist with clean-up.

A letter was received from Simon Driedger, the owner of Norwood Transport, to provide his perspective on what transpired regarding the incident involving his logging truck. Mr. Driedger has requested that \$3,431.30 be waived to leave a remaining balance of \$750.00.

Mackenzie County has already paid the \$3842.00 for the Vac Truck expenses that were incurred by the Zama Fire Department and discussions will be taking place between the Director of Emergency Services and all Fire Department Chiefs regarding contracting services to ensure proper protocols are followed.

OPTIONS & BENEFITS:

Option 1

That Norwood Transport pay invoice ending 5569 in full in the amount of \$4,181.30.

Option 2

That Norwood Transport pay the portion of invoice #5569 pertaining to the Ambulance of \$1,165.30 and a portion of invoice ending 5569 as determined by Council.

Author:	G. Peters	Review by:	R.N. Becker	CAO	
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COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

For discussion.

Author:	G. Peters	Review Date:		CAO	
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NORWOOD TRANSPORT LTD.

Box 1270
La Crete, Alberta
T0H 2H0
780-926-0265

November 20, 2007

Jason Gabriel
Municipal District of Mackenzie No. 23
P.O. Box 640
Fort Vermilion, AB
T0H 1N0

RE: MD Ambulance Charges – Invoice #5569

Dear Mr. Gabriel:

On March 7, 2007, a logging truck owned by my company, Norwood Transport Ltd., was involved in a single vehicle roll over accident on the Zama Road.

I, as the owner of the company, was notified of the accident immediately after it had happened, approximately 6:45pm. Dave Wall, the driver of the truck, informed me that he was not injured and did not need any emergency medical attention. The logging contractor for which we were hauling logs, Exact Harvesting Ltd., was notified by other truckers hauling on the same road. When I contacted the contractor at approximately 7:00pm, I was told that Exact Harvesting was already on their way to the accident site with equipment and personnel to guide traffic, assist driver, and proceed to clean up the accident. RCMP were then notified by myself, that there had been an accident but there was no need for other emergency response.

I arrived at the accident site at approximately 7:45pm with additional equipment to clean up the accident and clear the road for traffic. When I arrived, on scene were High Level RCMP, Zama Fire Department, Zama Ambulance, and High Level Ambulance was just arriving. RCMP informed me that Zama Fire Department had notified a picker truck and vacuum truck to assist with clearing the road. Zama Fire Department (Jordan) was notified, prior to them dispatching this equipment, that both of these services were not required, as I had my own equipment to do this job. This resulted in an extra cost billed by the vac truck of \$3842.00.

RCMP then asked the Fire Department to provide vehicle registration for the truck, upon which the Fire Department proceeded to chop out both windshields, which was not required (or even reasonable as there was a top door in the truck cab) and pried open the tachograph for the tach card. They also took the key out of the ignition and placed it on the side of the seat when the driver already had disconnected battery shut off to truck.

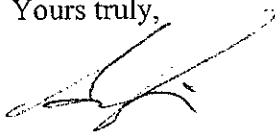
Firstly, nobody has a legal right to the information on the tach card, especially if the RCMP has not even asked for it. Secondly, the tachograph was damaged with a repair bill of \$346.00. Thirdly, the ignition had to be replaced as the key was lost when the truck was turned back on its wheels and nobody knew where the key was, at a cost of \$284.00. Next, the windshields had to be replaced at a cost of \$312.00.

The ambulance attendant asked the driver if he was insured, to which he responded that he had a little sore neck, but he would be okay and did not need his service. He was approached a second time by the ambulance attendant with the same question, suggesting they would just like to check it out. He was then placed on a stretcher, and then told that once on the stretcher, as an ambulance attendant he could not release him and by law had to be taken to the hospital in High Level to be seen and assessed by a medical doctor.

As you can see from the information I have presented, Norwood Transport has had a great deal of financial costs due to this accident which were not covered by insurance. We feel that the actions of the staff on site were not very professional as I would have expected from them. We greatly appreciate all the services provided by volunteer emergency services.

We realize that there is a cost of doing business, and would like to pay the invoice sent by you, in the amount of \$750.00. Please respond by writing to us, issuing a credit invoice, or a re-invoicing us for this amount if you feel this is acceptable.

Yours truly,



Simon Driedger
President



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) 841-1900

E-mail: pdriedger@md23.ab.ca

March 7, 2007

Norwood Transport
Box 1270
La Crete, AB T0H 2H0

RE: Fire Response
Date: February 16, 2007
Location: Zama Access Road
Type: Motor Vehicle Incident
Incident # 01-ZFR-07

As you may be aware, Zama Fire and Rescue Service responded to the incident noted above, being a Single Motor Vehicle Incident, Zama Access Road. Municipal Bylaw No. 580/06 was established to provide efficient fire services within the Municipal District of Mackenzie, which includes the provision of invoicing for providing such services.

Enclosed with this letter you will find:

- 1) A report explaining the Fire Services Bylaw and it's invoicing process; and the procedures that should be followed when receiving an invoice for fire services.
- 2) An invoice for providing fire services to the above stated incident.

Should you have any further questions on this matter, please contact me at 928-4993.

Sincerely,

Paul Driedger, Director
Mackenzie Regional Emergency Services
Encl.

FIRE RESPONSE COSTS RECOVERY

Municipal Bylaw No. 580/06 was established to continue providing fire services within the Municipal District of Mackenzie No. 23 and to provide for efficient operation of such Fire Services.

Where the Fire Service has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call, incident or false alarm, the Municipality shall, in respect of any costs incurred by the Municipality in taking such action, charge any costs so incurred to:

- the person who caused the incident;
- the owner of the land or in possession where the incident occurred; or
- the owner of property who was the person in possession and control of the property where the incident occurred, if not located on privately owned land.

Where the Fire Services has provided services for the purpose of, but not be limited to:

- occupant load determination,
- fire inspections,
- fire investigations, and
- fire permits,

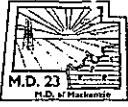
the Municipality shall, in respect of costs incurred by providing the service, charge such fees as set out in the bylaw, and such fees shall be due and payable upon receipt of such services.

If you have received an invoice for fire services you need to take the following steps.

- 1) *If you have property insurance.*
 - a. Inform your insurance agent and forward the invoice to your insurance company for payment as soon as possible.

Outstanding Invoices.

If the invoice is not paid within sixty (60) days after the mailing of an invoice by the municipality, such cost or fee shall be charged against the land as taxes due and owing in respect of that land or, in the case of incidents involving motor vehicles the municipality shall take any collection action it deems necessary to collect such fees.



Municipal District of Mackenzie No. 23
 P.O. Box 640 Fort Vermilion, AB
 T0H 1N0
 Phone (780) 927-3718
 Fax (780) 927-4266

INVOICE #: IVC0000000005569

INVOICE

Customer

NORWOOD TRANSPORT
 BOX 1270

LA CRETE AB

T0H 2H0

Date: 3/7/2007

Customer# 239125

Due Date: 4/6/2007

^PLEASE RETURN THIS PORTION WITH YOUR PAYMENT^



Municipal District of Mackenzie No. 23
 P.O. Box 640 Fort Vermilion, AB
 T0H 1N0
 Phone (780) 927-3718
 Fax (780) 927-4266

Quantity	Description	Unit Price	Total
1.00	BASIC LIFE SUPPORT, FEB 16/07 ZAMA ACCESS ROAD AMBULANCE RESPONSE DAVID WALL, PCR #8614329, 8652936 BASIC RATE \$226.00, DISTANCE 310KM @ \$3.03/KM	\$1,165.30	\$1,165.30
1.00	FIRE RESPONSE, FEB 16/07 ZAMA ACCESS ROAD FIRE INCIDENT NO. 01-ZFR-07 PUMPER UNIT 1 - 1 @ \$400.00/HR @ 3.38HRS RESCUE UNIT 1 - 1 @ \$400.00/HR @ 4.16HRS	\$3,016.00	\$3,016.00

IF YOU HAVE ANY QUESTIONS OR CONCERNS
 REGARDING THIS INVOICE PLEASE CALL
 (780) 928-4993.

Subtotal	\$4,181.30
Tax	\$0.00
Total	\$4,181.30

PAYMENT DUE UPON RECEIPT - PAYABLE TO THE MD of Mackenzie
PLEASE INCLUDE TOP PORTION WITH PAYMENT



INVOICE REQUEST

**INVOICE TO:**

Norwood Transport
 Box 1270
 La Crete AB, T0H 2H0

CODE TO ACCOUNT NO.:

01-23-50-420

INCIDENT NO.:


01-ZFR-07

Department:		Incident Type:		Date:	Location:
La Crete Fire & Rescue		Motor Vehicle Incident		Feb. 16/07	Zama Access Road
Single Motor Vehicle Incident				Time of Call	20:00
Description	Quantity	Total # of Hours	Rate / Hour / Unit	Total \$ Amount	
Pumper Unit	1	3.38	\$ 400.00	\$ 1,352.00	
Ladder Unit			\$ 400.00	\$ -	
Tanker Unit			\$ 400.00	\$ -	
MCI Unit			\$ 400.00	\$ -	
Rapid Response Unit			\$ 400.00	\$ -	
Rescue Unit	1	4.16	\$ 400.00	\$ 1,664.00	
Command Unit			\$ 200.00	\$ -	
Rescue Boat			\$ 200.00	\$ -	
Hazmat Trailer			\$ 150.00	\$ -	
Rescue Alive Unit			\$ 100.00	\$ -	
Rescue Boggan			\$ 100.00	\$ -	
Contracted Services (Cost plus 15%)			\$ -	\$ -	
Contracted Services (Cost plus 15%)			\$ -	\$ -	
Firefighters (If only manpower is requested/needed)			\$ 20.00	\$ -	
Officers (If only manpower is requested/needed)			\$ 25.00	\$ -	
Fire Investigations			\$ -	\$ -	
Ambulance Response	1	(Basic Rate)	\$ 1,165.30	\$ 1,165.30	
Minimum Charge			\$ 250.00	\$ -	
			\$ -	\$ -	
			\$ -	\$ -	
<i>(Fees According to Municipal ByLaw No. 580/06)</i>				Total:	\$ 4,181.30

DATE:

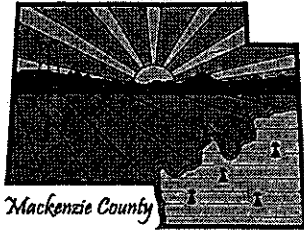
MARCH 14, 2007

APPROVED BY:


 Paul Driedger, Director

Mackenzie County

Offices of Mackenzie Regional Emergency Services
 Box 708, La Crete, AB T0H 2H0 PH(780)928-4993 FAX(780)928-4199



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 8, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Sale of Watercraft Equipment

BACKGROUND / PROPOSAL:

Administration recommends that all County owned watercraft be sold due to operation and safety concerns. Plenty of equipment is available privately.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That all County owned watercraft equipment be sold.

Author: W. Kostiw

Review By: _____

CAO 



The
MACKENZIE COUNTY
TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN

DRAFT

2008

**MACKENZIE COUNTY
and the
TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

TABLE OF CONTENTS

	Page
INTRODUCTION.....	2
Looking To The Future.....	2
Legislative Basis.....	2
Working Together – The Need For A Plan.....	3
Plan Goals.....	3
ECONOMIC DEVELOPMENT.....	5
LAND USE POLICY DIRECTIONS.....	5
Agriculture.....	6
Industrial Development.....	7
Residential.....	8
Highway Commercial.....	9
Recreation and Natural Areas.....	10
Urban Expansion.....	11
Transportation Systems.....	12
Regional Water and Sewer Servicing Systems.....	13
Emergency Services.....	14
Crown Land Development.....	15
Cost and Revenue Sharing.....	16
PLAN ADMINISTRATION AND IMPLEMENTATION.....	18
Adoption Process.....	18
Administrative Agencies.....	18
Referrals.....	20
Dispute Resolution Process.....	21
Plan Amendments.....	22
Plan Review.....	22
Plan Termination.....	23
APPENDIX A – Dispute Resolution Process.....	24
SCHEDULE A – Land Use Map.....	27

**MACKENZIE COUNTY
and the
TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

INTRODUCTION

Looking To The Future

Mackenzie County and the Town of High Level are situated in a high growth area in the province of Alberta. Over the past few years, this part of Northern Alberta has grown in terms of population and economic development. The area has a promising future in relation to its growth prospects.

In order to sustain and advance this development, it makes sense to have the County and the Town work together on an inter-municipal basis when it comes to the future planning of this area. This type of inter-municipal cooperation will assist in attracting private investment, enhancing economic activity and ensuring that land is available for new development.

It is also important that the viability and sustainability of both municipalities is assured. This can be accomplished through sharing of resources, services and working cooperatively not competitively.

This plan provides the framework to achieve each municipality's viability and sustainability. It also guides both municipalities in creating a strong economic base and ensuring development occurs to the potential of the region. Perhaps most importantly, it strives to create a desirable place for the region's residents to live, work and retire.

Legislative Basis

The intent of an inter-municipal development plan is to outline a framework whereby two municipalities can cooperate on the planning of a rural-urban area, while providing policy directions for the future land use of the inter-municipal planning area.

The Mackenzie County – Town of High Level Inter-Municipal Development Plan has been prepared in accordance to the provisions of the Municipal Government Act, which states:

Two or more councils may, by each passing a bylaw in accordance with the Part or in accordance with sections 12 and 692, adopt an inter-municipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

The Province's Land Use Policies encourages neighbouring municipalities to:

- Expand inter-municipal planning efforts to address common planning issues;
- Cooperate in the planning of future land uses in the vicinity of their adjoining municipal boundaries;
- To pursue joint use agreements, regional service commissions and any other joint cooperative arrangements;

- To prepare, adopt and implement an inter-municipal development plan to jointly address airport vicinity planning issues;
- To prepare, adopt and implement an inter-municipal development plan to jointly address lake planning issues; and
- Coordinate their planning activities with local school authorities, regional health authorities, First Nation Reserves and federal departments.

This plan addressing these policies and has been created with the cooperative spirit intended in the document.

Working Together – The Need For A Plan

The Councils of the County and the Town recognize the need to work together to effectively and efficiently deliver services to the region and to advance the socio-economic of the High Level area. With this in mind, the Councils noted the following factors when considering the need of the inter-municipal development plan.

- Establishment of effective land use patterns that respect the rural and urban nature of the inter-municipal planning area;
- Address the growth occurring in the area in a pro-active and cooperative manner;
- Ensuring land availability that will assist with the economic development of the area and ensure a desirable place to live, work and retire with life style options for the residents;

- Coordination between land development and the area's transportation systems;
- Recognize and accommodate the projected growth of the urban centre;
- Respond to the current and future demand for land for a variety of land uses;
- Provide effective and efficient services to the residents of both municipalities; and
- Establishing a decision-making process that is built on communication, cooperation and consultation.

Plan Goals

The Council of the County and the Town, having recognized the above needs for an inter-municipal development plan, have agreed to the following goals for the implementation of the plan:

- To establish an Inter-Municipal Planning Commission to effectively address the future growth of the inter-municipal planning area and the required services;
- To establish a Inter-Municipal Planning Area where the County and the Town can cooperate on land use and servicing matters through the Inter-Municipal Planning Commission.

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- To pursue economic development on an inter-municipal basis, with an emphasis on the attraction of industry and business investment to the area while addressing residential requirements.
- To cooperate on the provision of municipal services either by cost sharing or providing jointly;
- To ensure that land use patterns and transportation corridors are coordinated to the benefit of the area, the residents, as well as the movement of people, goods and services.

**MACKENZIE COUNTY
and the
TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

ECONOMIC DEVELOPMENT

The Councils for the County and the Town want to pursue economic development on a cooperative basis that will benefit both municipalities.

The County and the Town recognize the important connection between land use planning and economic development. In fact, the County and the Town will use the Mackenzie County – Town of High Level Inter-Municipal Development Plan as a way to ensure that land is available for the economic development of the area.

An effective land use planning approach based on inter-municipal cooperation will provide a basis on which to attract investment to the area.

By working together on the economic development of the area, the County and the Town will be able to realize opportunities to advance the economic development of the area.

Policy Directions:

1. The County and the Town will ensure that appropriate land is available for economic development proposals in accordance to the land uses identified in Schedule A – Inter-Municipal Planning Area.
2. The County and the Town will work with the Regional Economic Development Initiative to ensure that there is an effective connection between economic development proposals related to land use planning in the Inter-Municipal Planning Area and throughout the region.
3. The provision of municipal servicing and effective transportation systems for proposed economic development projects will be undertaken on a basis of cooperation between the County and the Town and in accordance to this plan and the specific agreements for each identified service.
4. The County and the Town will jointly lobby for projects, grants and/or issues that will advance the economic development of the municipalities.
5. The County and the Town will cooperate in the development and enhancement of tourist attractions and infrastructure in order to increase tourism attractions and visitations.

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and the
TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

LAND USE POLICY DIRECTIONS

The following section of the Mackenzie County – Town of High Level Inter-Municipal Development Plan outlines the policy directions that will be used for making decisions related to the future planning and development of the Inter-Municipal Planning Area.

Agriculture

The past, current and future development of the High Level area is closely tied to the agricultural industry and the agriculture land base in the area. The agricultural lands in the planning area are identified in Schedule A.

Policies:

1. The agricultural areas identified in Schedule A are to remain agricultural in nature in accordance to the County's Land Use Bylaw.
2. Subdivision of agricultural lands shall be limited to three dwellings per quarter section. This will preserve agricultural land while allowing country residential options to the citizens of the region.

3. Proposals for intensive livestock operations will conform to the provisions of the Mackenzie County Land Use Bylaw and only occur on lands identified as Rural Industrial in Schedule A.
4. The County and the Town will cooperate on the opening up of agricultural land in the White Zone.
5. The County and the Town both recognize that development requests will occur in the Agricultural District that are not agricultural based. These applications shall be directed to the Inter-Municipal Planning Commission for consideration. The Commission shall consider conformance to this plan, the County's Land Use Bylaw and compatibility to adjacent agricultural and country residential uses in making a decision on the application.

Industrial Development

There has been and will continue to be a significant amount of industrial development in the Inter-Municipal Planning Area, making it necessary to ensure that sufficient land at appropriate locations is available. It is also important that the rail and highway transportation routes are protected for development of industry, as such all adjacent lands to these facilities are identified as Rural Industrial in Schedule A.

The Town's industrial area is located in the southern portion of the municipality and the major industry in the County is located south of High Level. In consideration of this and the higher residential development and the airport to the north, industrial development will occur south of the Town of High Level as shown in Schedule A.

Policies:

1. The County and the Town recognize both municipalities offer opportunities for industrial development. The County is more suited to heavier industrial uses requiring large land areas or is not compatible in the vicinity of higher density residential. The Town is best suited for smaller industrial uses that require less land area and are more compatible to the urban environment. As such, the County and the Town agree that industrial development that requires greater than 10 acres or produces significant emissions will be directed to the Rural Industrial District and all others to the Town's Industrial District.
2. The County and the Town will take every, reasonable measure to accommodate industrial development in the Inter-Municipal Planning Area by cooperatively providing or requiring adequate municipal services.

3. All applications for industrial development shall be decided upon by the Inter-Municipal Planning Commission.
4. Industrial development applications shall be referred to the County's and the Town's Administration to provide comments on the impact of services and associated costs. The Inter-Municipal Planning Commission may place conditions on the permit or require an agreement for the provision or compensation for these services in accordance to the Municipal Government Act.
5. All applications for development in the Industrial Buffer Zone (as shown in Schedule A) shall be decided upon by the Inter-Municipal Planning Commission. The Commission shall consider the compatibility of the proposed development to the adjacent industrial and agricultural lands.

Residential

As a result of the economic development that has and will occur in the Inter-Municipal Planning Area, there will be increased demand for residential accommodation of various kinds. The future expansion of the Town's residential area must occur north due to the Reserve on the east boundary, the landfill on the west boundary and the industrial development that has occurred south. The County lands north of High Level also have a higher density of residential. The Bushe Reserve's long term plans also have residential expansion in the north part of the reserve lands. In consideration of this, residential development will occur north of the Town of High Level.

Policies:

1. Higher density residential development will be required to be located in the Urban Expansion Area identified in Schedule A. These developments will require the proposed lands be annexed into the Town, developed in accordance to the Town's Land Use Bylaw and constructed in accordance to the Town's Municipal Servicing Standards.
2. Country residential development with a maximum density of three dwellings per quarter section shall be allowed in the Agricultural District shown in Schedule A.

3. The County and the Town both recognize that development requests will occur in the Agricultural District that exceeds three dwellings per quarter section due to fragmentation of the lands. These applications shall be directed to the Inter-Municipal Planning Commission for consideration. The Commission shall consider conformance to this plan, the County's Land Use Bylaw and compatibility to adjacent uses in making a decision on the application.

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Highway Commercial

The Town of High Level is a service centre for the region, as well as for the traveling public. With this role in mind, it is important to advance opportunities for highway commercial development in the Inter-Municipal Planning Area.

Policies:

1. When reviewing proposals for highway commercial development, the following factors will be taken into consideration: access to water distribution and sewage collection systems; the relationship between the proposed land use and the highway corridor; and the integrity of the highway and its safe operation.
2. To ensure orderly development and servicing of highway development, all highway commercial development must be contiguous with the existing highway commercial development within the Town of High Level and within the Urban Expansion Area shown in Schedule A. Proposed Highway Commercial developments must be annexed into the Town of High Level prior to any approval.
3. All applications for highway commercial development shall be decided upon by the Inter-Municipal Planning Commission

4. Highway Commercial development applications shall be referred to the County's and the Town's Administration to provide comments on the impact of services and associated costs. The Inter-Municipal Planning Commission may place conditions on the permit or require an agreement for the provision or compensation for these services in accordance to the Municipal Government Act.

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Recreation and Natural Areas

The development of recreation land uses and the preservation of natural areas in the Inter-Municipal Planning Area are important considerations for the two municipalities. It is also important to realize that each municipality provides recreational facilities that are enjoyed by residents of the entire region. Both municipalities acknowledge that cost sharing must occur between the two to ensure the viability of these facilities and the future enjoyment of them.

The County and the Town recognize that the recreational facilities that exist or may develop over time are outside of the Inter-Municipal Development Area as well as the residents who enjoy them. Both municipalities agree that cooperative effort along with cost sharing is needed in accordance to the following policies.

Policies:

1. The County and the Town will cooperate on the planning of recreation areas in the Inter-Municipal Planning Area and throughout the region.
2. The future use and possible protection of natural areas will be considered when reviewing land use and development proposals in the Inter-Municipal Planning Area.

3. The County and the Town will enter into a cost sharing agreement for the provision of recreation services based on population within a service area of 40 kilometre radius from the Town. Regional facilities such as campgrounds and the swimming pool shall be based on the entire region's population including the First Nations.

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Annexation and Urban Expansion

With the current and projected levels of economic activity in the northwest part of the Province of Alberta, there will be a need to expand the boundaries of the Town of High Level to accommodate growth.

High Level's population has historically increased on an average of 15.8% every five years. This would indicate if the historic increases remain constant, High Level's population will be 11,058 in the year 2038. There is a current land base within the Town for a population of 8,491 requiring a future land base for 2,559 people within the next thirty years. Based on current land densities of 27 persons per hectare, 95 additional hectares will be required for this growth. This land is shown as the 30 year Urban Expansion Area on Schedule A.

Utilizing the same growth rate and land densities, High Level's population will exceed 17,000 in less than fifty years. The land needed for this growth is shown as the 50 year Urban Expansion Area on Schedule A.

In corresponding with the residential growth, the industrial growth will also occur and is also shown in Schedule A in the area south of High Level.

Preservation of these lands is important for the unimpeded growth of the urban centre.

Policies:

1. The Town of High Level's residential development will be directed to the north and industrial development will be directed to the south of the current municipal boundaries.
2. The County and the Town, when reviewing land use proposals in the Inter-Municipal Planning Area, will consider the growth directions and land use patterns noted in Policy 1 above. Land use proposals that would impede orderly urban growth in these will not be approved.
3. The annexation of these lands will only occur if the land is required for growth, it is requested by the landowners or if required in the Inter-Municipal development Plan.
4. All applications for development with the Annexation Area shown in Schedule A shall be decided upon by the Inter-Municipal Planning Commission until such time they are annexed by the Town.

Transportation Systems

The movement of people, goods and services is very important to the County and the Town. The coordination of land use patterns with transportation systems is critical in

terms of assisting with the attraction of investment to the area. As well, the long-term viability of transportation-related facilities is a key consideration.

The County and the Town both realize the High Level Airport is the regional airport for the entire north. This important transportation facility requires special consideration in development, adjoining land uses and operation.

Policies:

1. When reviewing land use proposals, the impact of the proposal on the Inter-Municipal Planning Area's air, rail and road transportation systems will be evaluated and taken into consideration during decision-making processes.
2. Land uses that require access to rail transportation will be a priority for development in Rural Industrial lands adjacent to the rail as shown on Schedule A.
3. Land uses that are related to the provision and/or servicing of air transportation systems, will be only approved in the Airport Development and Protection Zone shown in Schedule A.
4. The County and Town will establish a High Level Airport Advisory Board, as a way to cooperate on the long-term viability and planning of the airport.

5. All applications within the Airport Development and Protection Zone shall be decided upon by the Inter-Municipal Planning Commission

6. When considering land use proposals in the vicinity of highway entrances into the Town of High Level, the appearance of the proposed land use/development will be considered due to the importance of the highway entrances to the visual appeal of the area. Industrial uses must be screened from the Highway by a treed buffer.

Regional Water and Sewer Servicing Systems

The provision of water distribution and sewer collections systems, as well as other municipal services, is a key factor when considering land use proposals, especially ones requiring access to such systems.

The IDP area is mostly serviced at a rural standard with either dugouts or cisterns and private sewage disposal systems. Currently, majority of the lands adjacent to Highway 35 north of High Level are serviced with treated water by the Town. With the potential for future residential and industrial development, there will be a demand for the extension of municipal piped sewer and water systems.

The County and the Town agree to provide regional water and sewer servicing within the Inter-Municipal Planning Area based on the following policies.

Policies:

1. The County and the Town will cooperatively establish a regional water distribution system to serve the Inter-Municipal Planning Area. Expansion beyond the Planning Area shall only occur if both Councils agree to such expansion.
2. The County and the Town will establish a Water and Sewer Authority for the provision of these services within the County area of the Inter-Municipal

Planning Area. The Inter-Municipal Planning Commission shall be the board members of the Water and Sewer Authority.

3. The Town will assign all assets it currently owns for the treated water distribution system within the County to the Water and Sewer Authority.
4. The Town will supply water to the Water and Sewer Authority at an established rate.
5. Development levies shall be determined to recover the cost of required municipal infrastructure or upgrades to existing systems. Further study will be required to determine sustainable development levy charges for the Inter-Municipal Planning Area and the disbursement to the Town and the County. The cost of development should not directly impact the existing residents of the Town or the County. The rate structure of the utilities may need to be examined in conjunction with the development levy process.

Emergency Services

Emergency services such as police, fire and ambulance are provided to the IDP area population on a cooperative basis between Mackenzie County, the Town of High Level the Provincial Government and private firms. As more development takes place within the Inter-Municipal Planning Area demands for increased services will occur.

Policies:

1. Where appropriate, the County and the Town will work together on policing issues including Provincial funding.
2. Where appropriate, the County and the Town will work together on ambulance issues in consultation with the Town's private provider including Provincial funding.
3. Where appropriate, the County and the Town will work together on regional health service issues.
4. The Town and the County recognizes that duplicate services do not benefit either municipality. As such the Town agrees to provide fire and rescue services within a forty kilometer radius of the Town plus along Highway 35 to the Northwest Territory Border and south to the Paddle Prairie Metis Settlement.

5. The County shall financially assist the Town both in the operation and equipment costs for fire services as outlined in this Plan.

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Crown Land Development

There are still significant areas of Crown-owned land in the High Level area. The development and/or lack of development of these areas will have an affect on the future growth of the area.

Policies:

1. Where appropriate, the County and the Town will work together on issues, as well as initiatives, related to the future use and development of Crown Land in the Region.
2. The County and the Town want to ensure that the use of Crown Land benefits the socio-economic development of the two municipalities.
3. Lands identified as Crown Land in Schedule A shall require an amendment to this plan by both Councils prior to any conversion or land use change.

Cost and Revenue Sharing

The success of this plan and the provision of services to the residents of both municipalities relies on a fair compensation and recognition of both the County and the Town. To establish this, the County and the Town agree to enter into an agreement based on the following:

Cost Sharing

Recreation The County and the Town will enter into a cost sharing agreement for the provision of recreation services based on population within a service area of 40 kilometre radius from the Town. Regional facilities such as campgrounds and the swimming pool shall be based on the entire region's population including the First Nations.

Annexation The Town realizes that annexation of land removes tax base from the County. To compensate the County for this, the Town shall pay the County compensation for five years from the annexation based on a declining scale over this period of time starting at 100% for the first year.

Airport The Town and County will form an advisory board for the High Level Airport. To have equal and fair representation on the Commission, the

County will compensate the Town for half of the appraised value of the airport.

Water

The County and the Town will create a regional water authority for the lands within the planning area but outside the Town's corporate limits. The Town will initially hand over the existing treated water distribution system to the authority. The County and the Town will jointly develop a off-site levy bylaw for the planning area and distribute the levy between the Town and the authority accordingly.

Fire Service

The County and the Town will enter into a cost sharing agreement for the provision of fire services based on population within a service area of 40 kilometre radius from the Town. This agreement will address both operating and capital expenditures.

Revenue Sharing

Developments in the planning area vary in which services are required from the County and the Town. Agricultural and low density residential requires greater service from the County for roads and agricultural services but the residents also benefit from the urban services provided within High Level. It is agreed that 30% of the taxes collected from these properties will be paid to the Town of High Level.

Highway Commercial developments and industrial developments that have direct access to Highway 35 require minimal if any services from the County whereas they benefit from their proximity to High Level, have employees who reside in High Level and may be serviced by the Town of High Level. It is agreed that 50% of the municipal taxes collected from these properties should be paid to High Level.

Industrial developments that do not have direct access to Highway 35 require greater services from the County but benefit from the proximity to High Level and use services provided in High Level. It is agreed that 40% of the municipal taxes collected from these properties should be paid to High Level

**MACKENZIE COUNTY
and the
TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

PLAN ADMINISTRATION AND IMPLEMENTATION

A key component to the successful implementation of the Mackenzie County – Town of High Level Inter-Municipal Development Plan is a clear understanding of the plan administration and implementation processes. The success of these processes will greatly depend upon a spirit of cooperation between both the Councils for the County and the Town, as well as their administrations. The purpose of this section is to establish the methods by which this Plan is to be administrated and implemented.

Adoption Process

The Inter-Municipal Development Plan shall be adopted by bylaw by the County and the Town in accordance with the provisions of the Municipal Government Act.

The Town's adopting bylaw will specify that although the Town adopts the goals and policies of the Plan, it has no legal jurisdiction for lands in the Inter-Municipal Planning Area that are outside the boundaries of the Town. Similarly, the County's adopting bylaw will specify that it has no legal jurisdiction for lands, which are outside the boundaries of the County.

Any amendments to the Municipal Development Plans and Land Use Bylaws of the respective municipalities that may be required to implement the policies of this Plan should occur simultaneously with the adoption of this Plan.

Administrative Agencies

Responsibility for the implementation of the provisions of this Plan is two-tiered. As described in the plan, some implementation is vested in the Inter-Municipal Planning Commission and the rest is vested with each municipality respecting lands contained within its own boundaries.

Policies:

The Inter-Municipal Development Plan covers land both in the Mackenzie County and the Town of High Level. The County and the Town shall establish by bylaw and in accordance to Municipal Government Act, an Inter-Municipal Planning Commission and an Inter-Municipal Subdivision and Development Appeal Board. The Commission shall consist of six Council Members, three from each municipality. The Appeal Board shall consist of four Council Members (two from each municipality) and two public members at large (one from each municipality).

The Inter-Municipal Planning Commission shall decide upon all development and subdivision applications that are:

- Non-agricultural based but in the Agricultural District as shown in Schedule A;
- All industrial applications that are in the Rural Industrial District, the Rural Industrial District Buffer Zone and within the corporate limits of High Level;
- High density residential developments in the Agricultural District or applications that exceed four dwellings per quarter section;
- Highway commercial development in the Planning Area and within the corporate limits of High Level; and
- Any application that is not in conformance to the land uses described in this plan.

The Inter-Municipal Planning Commission shall also perform the following functions:

- Monitoring the progress of the Plan, including the volume and nature of land use activity such as: area structure plans; Land Use Bylaw changes; land development proposals; subdivision and development permit applications; and other related land use activities;
- Review of proposed amendments to the Plan and to make recommendations to the two Councils on proposed amendments;

- Review of proposed annexations by the Town and the formulation of a recommendation to both Councils;
- Review proposed amendments to other statutory plans and land use bylaws that may impact lands within the Inter-Municipal Planning Area and formulate a recommendation to both Councils; and
- Review and make recommendations on development proposals outside the Inter-Municipal Planning Area that are of interest to the County and the Town.

The Inter-Municipal Subdivision and Development Appeal Board shall hear any appeals from a decision of the Inter-Municipal Planning Commission.

The County and the Town will continue to be responsible for subdivision and development permit approvals falling within their boundaries that are not described above. Likewise, applications to adopt or amend any statutory plan or Land Use Bylaw will be received and processed by the municipality within which the lands, which are the subject of the application, are located. All amendments must be in conformance to this Plan.

Referrals

Open communication between the two municipalities and the clear definition of procedural requirements will be critical to the successful implementation of this Plan.

This process begins with the exchange of information at the beginning of the decision-making process. In order to ensure proper communication and coordination takes place between the two municipalities, plans, applications for amendments shall be circulated between the municipalities.

Policies:

The Town will circulate the following to the County for comment and review if the proposal is located within the Inter-Municipal Planning Area as outlined on Schedule A.

- a) Statutory Plans (including drafts) and amendments thereto.
- b) Land Use Bylaws (including drafts) and amendments thereto.
- c) Applications for development permits or subdivisions for contentious uses on land which is immediately adjacent to the Inter-Municipal Planning Area.
- d) Non-statutory plans (including drafts).

The County will circulate the following to the Town for comment and review if the proposal is located within the Inter-Municipal Planning Area as outlined on Schedule A.

- a) Statutory Plans (including drafts) and amendments thereto.
- b) Land Use Bylaws (including drafts) and amendments thereto.
- c) Applications for development permits or subdivisions for contentious uses on land which is immediately adjacent to, but outside the Inter-Municipal Planning Area.

d) Non-statutory plans (including drafts).

For major development proposals that may be of interest to the other municipality but are located outside the Inter-Municipal Planning Area, the County and the Town will circulate such proposals to the other municipality for information, as well as review and comments. Such proposals may be subject to the Dispute Resolution Process under the provisions of this Plan.

Referrals made under this section of the Plan are required to conform to the following time-lines:

a) Each municipality is to be provided with thirty (30) days to review and comment on referrals, unless applicable legislation requires a different time period.

b) If comments are not received within an agreed time period, it shall be assumed that there is no objection to the proposal. However, given that the fairness and reasonableness must be an integral part of the decision-making process, the time frame may be extended by agreement of both municipalities.

c) Time extensions may be requested to any of the noted time lines. A request should be considered an exception and must not be abused. The host municipality may grant a time extension to any application upon the request by the receiving municipality.

d) If a request for a time extension is denied, with reasons, the issue would not constitute a dispute under the provisions of this Plan.

In the event that a potential application gives rise to concern respecting the interpretation of a definition, goal, policy direction, or administrative provision of this Plan, the issue shall be jointly reviewed at the staff level within fourteen (14) days of the application being submitted. If the matter is not resolved by staff, then the Inter-Municipal Planning Commission shall meet within thirty (30) days of the original submission of the application for the purpose of addressing the concern and deciding on what actions to take, if any.

Dispute Resolution Process

The implementation of a dispute resolution process is a mandatory requirement of an Inter-Municipal Development Plan under the provisions of the Municipal Government Act. In order to address this requirement, and to ensure that the principles of fairness and due process are respected, a dispute resolution process consisting of five main components is outlined in Appendix A to this section of the Plan.

The intent of the Dispute Resolution Process is to maximize opportunities for discussion and review in order to resolve areas of disagreement early in the decision-making process and minimizing any associated delays making a decision on a proposal.

Policies:

The following will activate the Dispute Resolution Process:

- a) If an agreement has not been reached on any proposed amendment to the Inter-Municipal Development Plan; or
- b) If an agreement has not been reached on any proposed statutory plan (or amendments thereto) or Land Use Bylaw (or amendment thereto) within the Referral Area; or
- c) If an agreement has not been reached for a development proposal located in the Inter-Municipal Planning Area.

A dispute is defined as any statutory plan (in whole or in part) or Land Use Bylaw or amendment thereto, which is given First Reading by a Council, which the other Council deems to be inconsistent with the goals, objectives and polices of this Plan.

The full Dispute Resolution Process does not apply to issues respecting subdivision or development permits appeals, or to matters under the jurisdiction of the Municipal Government Board.

The Municipal Government Act does not allow a municipality to appeal a subdivision approval made by an adjacent municipality. As a result, only Steps 1 and 2 of the Dispute Resolution Process will apply, when initiated by the referral process.

In the event that a Council does not follow a mediated decision or should the mediation process fail the next level of resolution shall be an appeal to the Municipal Government Board. If necessary, final resolution of the issue may be through the courts if based on a question of law or jurisdiction.

Plan Amendments

In order for this Plan to function effectively, it must be responsive to community change. As a result, revisions to the Plan may be required from time-to-time.

Policies:

Any amendment to this Plan must receive the agreement of both municipalities following a joint Public Hearing held in accordance with the provisions of the Municipal Government Act. No amendment shall come into force until such time as both municipalities approve the amending Bylaw. Any disagreement respecting a proposed amendment would start the Dispute Resolution Process.

Either municipality may initiate an amendment to this Plan.

Plan Review

In order to ensure that the Plan remains current and relevant, it is important that it contain provisions for review.

This Plan should be formally reviewed once every three years in order to confirm or amend any particular policy. Such a review allows both municipalities to update the Plan based on new information and/or studies.

The two Councils agree to meet at least once a year to review issues of mutual concern.

Plan Termination

In the event that the Plan fails to meet the expectations of one of the two municipalities, it is necessary that a procedure for rescinding the Plan be established, but only as a “last resort”. This is an important consideration, as the cancellation of the Plan does not eliminate the need for continued cooperation and communication between the two municipalities. In addition, it would not eliminate the need for both municipalities to continue to meet the requirements of the Municipal Government Act respecting the coordination of planning efforts.

Policies:

The procedure for repealing the Inter-Municipal Development Plan bylaw is provided for in the Municipal Government Act. However, prior to repealing the Bylaw, the two municipalities shall use the following process:

a) A municipality will give two (2) years, or a lesser time period if mutually agreed to by the County and the Town, written notice, along with reasons, to the other municipality of its intention to repeal its bylaw adopting the Plan.

b) Within sixty (60) days of the date of the notice provided under subsection (a), an Inter-Municipal Planning Commission meeting shall be held to review the concerns raised and make recommendations to the two Councils.

c) If the two Councils cannot resolve the issue, the municipality filing the notice may either withdraw its notice by providing a letter in writing to the other municipality, or proceed to give First Reading to a bylaw to repeal the Plan.

d) In the event that a notice of repeal is filed, a process of mediation shall be engaged in an effort to resolve the matter.

e) If mediation is not successful, the municipalities may proceed to pass bylaws to repeal the Plan following a Public Hearing held in accordance with the Municipal Government Act.

In the event that the Plan is terminated, the two municipalities shall amend their Municipal Development Plans to address inter-municipal issues in accordance with the Municipal Government Act.

APPENDIX "A" – DISPUTE RESOLUTION PROCESS

1. Staff Review and Discussion

Upon circulation of a proposed plan or application that is not to be decided upon by the Inter-Municipal Planning Commission, the Chief Administrative Officers and staff members of the two municipalities will undertake a technical review of the proposal and provide comments to the approving municipality. Issues or concerns, if any, will be identified in writing to the other municipality. Every attempt will be made to discuss the issue with the intent of arriving at a mutually agreeable solution.

If an issue cannot be resolved at the staff level, it is referred to the Inter-Municipal Planning Commission for their discussion and review. The applicant municipality will provide the disputing municipality with complete information concerning the disputed matter. The disputed municipality will undertake an evaluation of the matter and provide comments to the Inter-Municipal Planning Commission.

2. Inter-Municipal Planning Commission

In the event that a matter is referred to, or within the jurisdiction of, the Inter-Municipal Planning Commission, a meeting will be scheduled and the Chief

Administrative Officers, and/or their representative, of the County and Town will present their positions on the matter to the Commission.

Prior to a decision being made on the proposal and/or a Public Hearing being held, the Inter-Municipal Planning Commission will meet to review and discuss the dispute.

After considering the matter, the Inter-Municipal Planning Commission may:

- a) provide suggestions to both administrations on how to resolve the disputed matter;
- b) agree on a position to be presented to the two Councils; or
- c) conclude that they cannot reach a resolution of the disputed matter.

The Inter-Municipal Planning Commission may use a facilitator to assist the Commission Members reach a consensus on the disputed matter.

If a resolution of the dispute cannot be determined, the matter will be referred to the two Councils.

3. Joint Council Meeting

If the Inter-Municipal Planning Commission cannot resolve the dispute, the two Councils shall meet to review and discuss the possible resolutions.

If there is agreement, the proposal shall proceed accordingly. If there is still a dispute, the matter will be referred to mediation.

4. **Mediation**

Assuming that agreement cannot be reached by the Two Councils, a mediation process would be employed as a means of resolving the matter.

Prior to the initiation of the mediation process, the municipalities shall:

- a) Appoint an equal number of municipal councilors to participate in the mediation process;
- b) Engage a mediator agreed to by the municipalities at equal cost to each municipality; and
- c) Approve a mediation process and schedule.

Note: There may be opportunity for the municipalities to request assistance from the Minister of Municipal Affairs under the provisions of the Municipal Government Act in accordance with the terms of the mediation process.

If agreed to by both Councils, the municipal administrations may be used as a resource during the mediation process.

All discussions and information related to the mediation process will be held in confidence until the conclusion of the mediation process.

At the conclusion of the mediation process, the mediator will submit a report to the both Councils for consideration. The mediator's report and recommendations will not be binding on the municipalities and will be subject to the approval of the Councils.

If the Councils agree to the mediation report, then the applicant municipality will take the appropriate actions to address the disputed matter.

If there is no agreement based on the mediation report and a final decision has been made by the municipality, such as the third and final Reading of a bylaw, related to the disputed matter, then the disputing municipality may begin the appeal process as provided for the Municipal Government Act.

A mediation process conducted prior to the final decision, such as reading of the bylaw, will not affect other appeal or referral mechanisms or the relevant timelines relating thereto allowed by the Municipal Government Act.

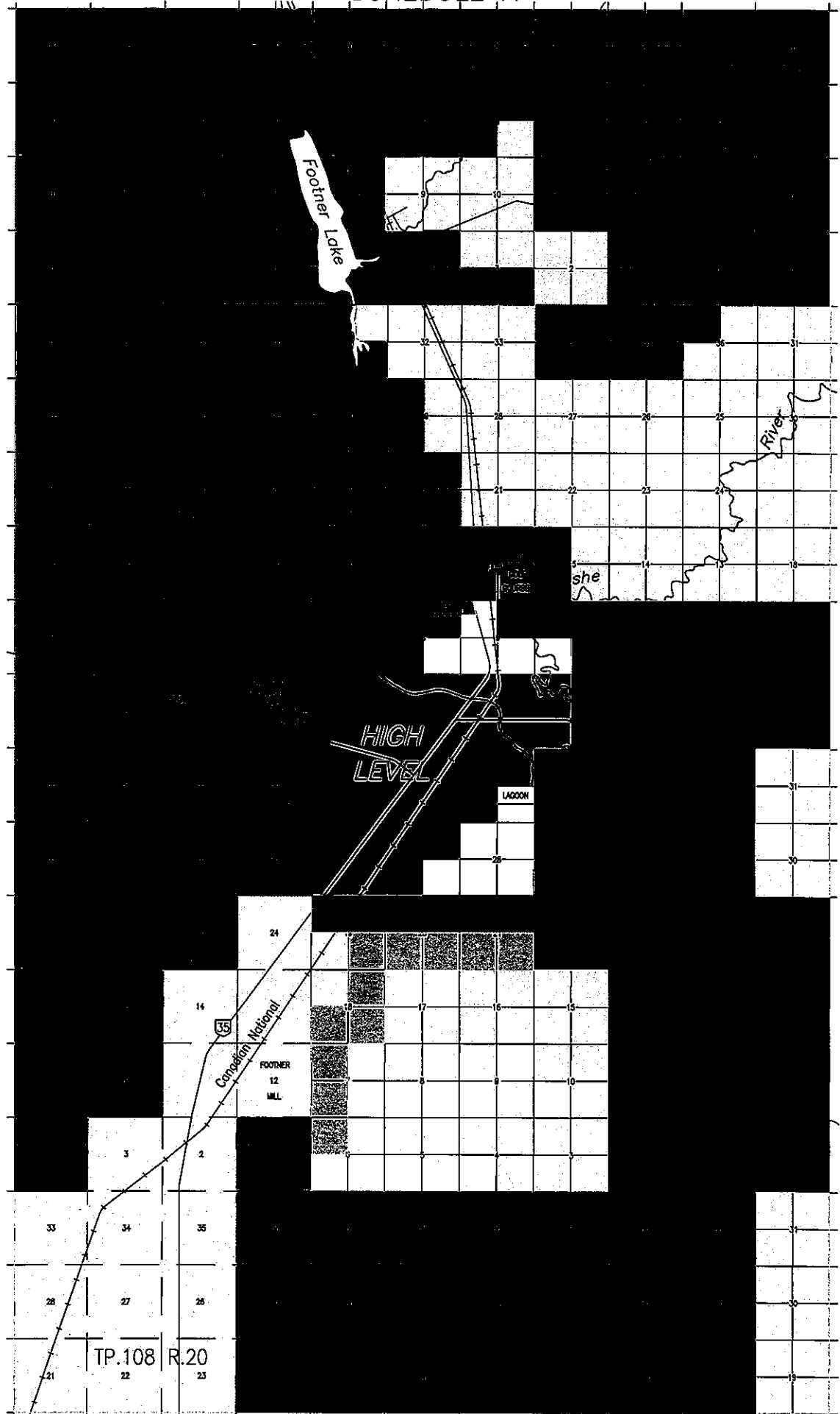
5. Appeal to Municipal Government Board

In the event that mediation proved unsuccessful, the matter would be referred to the Municipal Government Board for resolution.


The disputing municipality may lodge an appeal with the appropriate appeal body, including an appeal to the Municipal Government Board, in accordance to the provisions of the Municipal Government Act.

DRAFT


SCHEDULE A




SCHEDULE A LEGEND


 Town of High Level or Town owned property


 Bushe Reserve

 Urban Expansion (30 year growth)

 Urban Expansion (50 year growth)

 Recreation

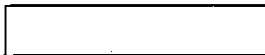
 Airport Development/Protection Zone

 Landfill (50 year growth)

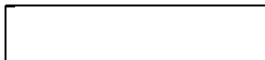
 Landfill Buffer Zone

 Rural Industrial

 Industrial Buffer Zone

 Agricultural

 Crown Land



13.e)



TOWN OF
HIGH LEVEL
GATEWAY TO THE SOUTH



10511 - 103 Street
High Level, Alberta
T0H 1Z0
Tel (780) 926-2201
Cell (780) 926-0209
Fax (780) 926-2899
www.highlevel.ca

OFFICE OF THE MAYOR

December 20, 2007

The Honorable Dave Hancock
Minister
Alberta Health & Wellness
224 Legislature Bldg.
10800 - 97th Ave.
Edmonton, AB T5K 2B6

Dear Minister:

It is our understanding that announcements for Capital Expenditures will be made in the near future.

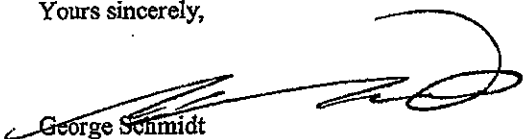
This letter confirms our support for the long standing issue of a Wellness Center including Physician accommodations on the Northwestern Health site in the Town of High Level.

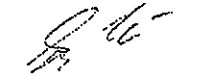
As you are aware, the physician's clinic currently occupies space within a wing of the existing Health Facility. The Ministry approved this on an interim and temporary basis pending a long term solution.

The Northern Lights Health Region has developed a long term solution for the wellness of the communities served on the West side of the Region. This facility is critical and essential and is urgently required to serve this population base.

Therefore, the Town of High Level and Mackenzie County would expect that your announcement will include this solution to Health Service Provision within this area of the Health Region.

Yours sincerely,


George Schmidt
Mayor
Town of High Level


Greg Newman
Reeve
Mackenzie County

- cc. Frank Oberle, MLA
Chair, NLHR
Mayor & Council Town of Rainbow Lake
Chair & Council, Paddle Prairie Métis Settlement
Chief & Council, Dene Tha First Nation
Chief & Council, Little Red River Cree Nation
Chief & Council, Tall Cree First Nation
Chief & Council, Boyer River First Nation
Chief & Council, Beaver Ranch First Nation
Chief & Council, Child Lake First Nation

