

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, September 26, 2007  
10:00 a.m.**

**Council Chambers  
Fort Vermilion, Alberta**

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF THE PREVIOUS MINUTES:</b>	3.	a) Minutes of the September 11, 2007 Regular Council Meeting	9
<b>BUSINESS ARISING OUT OF THE MINUTES:</b>	4.	a) Development Permit 13-DP-07 Industrial Shop on SE 32-110-19-W5M (Inter-Municipal Development Plan Corridor)	23
		b)	
<b>DELEGATIONS:</b>	5.	a)	
		b)	
<b>GENERAL REPORTS:</b>	6.	a) Municipal Planning Commission Meeting Minutes	35
		b) Mackenzie Housing Management Board Meeting Minutes	71
		c) 2007 Ratepayers Meeting Minutes	81
<b>PUBLIC HEARINGS:</b>	7.	a) Bylaw 645/07 Land Use Bylaw Amendment to Rezone Plan 188TR, Block 5, Lot 23 from Hamlet Residential District 1 (HR1) to Public/Institutional District (HP) – Fort Vermilion	133
		b) Bylaw 646/07 Land Use Bylaw Amendment to Rezone Part of NE 10-106-15-W5M from Hamlet	143



Industrial District 1 (HI1) to Hamlet Industrial  
District 3 (HI3) – La Crete

<b>TENDERS:</b>	8.	a)	None	
<b>COUNCIL COMMITTEE, CAO AND DIRECTORS REPORTS:</b>	9.	a)	Council Committee Reports	
		b)	CAO & Director Reports	
<b>CORPORATE SERVICES:</b>	10.	a)	Assessment Services Contract	157
		b)	Mustus Lake Centre Lease	159
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		g)		
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<b>PLANNING, EMERGENCY, AND ENFORCEMENT SERVICES:</b>	11.	a)	Bylaw 649/07 Road Closure NE 229-106-15-W5M (Plan 042-4702) (La Crete Rural)	219
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		e)	Town of High Level Referrals Plan 8323083, Block 5, Lot 12 & 13 (High Level)	247
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g)

h)

**OPERATIONAL  
SERVICES:**

- |     |    |  |     |
|-----|----|--|-----|
| 12. | a) | Road Protection Agreement                | 255 |
|     | b) | 2008 Road Construction Requests          | 267 |
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|     | d) | Tompkins Landing Ice Bridge Tender       | 277 |
|     | e) | Rocky Lane Road – Contract Work Proposal | 297 |
|     | f) |  |     |
|     | g) |  |     |

**IN CAMERA  
SESSION:**

- |     |    |   |  |
|-----|----|---|--|
| 13. | a) | Town of High Level Negotiations   |  |
|     | b) | Personnel   |  |
|     | c) | Organizational Chart  |  |
|     | d) | Special Projects  |  |
|     | e) | Samlan Enterprises Inc.<br>Bylaw 630/07 for SW15-110-19-W5M (High Level<br>Rural) |  |
|     | f) | Redistricting Challenge   |  |
|     | g) | Forestry Industry   |  |
|     | h) | Rural High Level Fire Department (Apparatus<br>Purchase)                          |  |
|     | i) |   |  |

**NEXT MEETING  
DATE:**

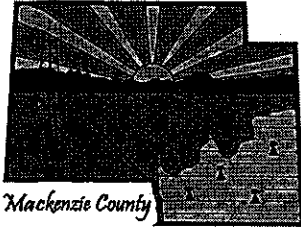
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|-----|----|--|--|
| 14. | a) | Regular Council Meeting<br>Wednesday, October 10, 2007<br>10:00 a.m.<br>Council Chambers, Fort Vermilion, AB |  |
|-----|----|--|--|



**ADJOURNMENT:** 15. a) Adjournment







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the September 11, 2007 Regular Council Meeting</b>

### BACKGROUND / PROPOSAL:

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

### OPTIONS & BENEFITS:

N/A

### COSTS & SOURCE OF FUNDING:

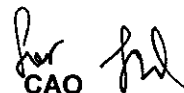
N/A

### RECOMMENDED ACTION:

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

Author: C. Gabriel

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

  
CAO



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, September 11, 2007**

**10:00 a.m.**

**Council Chambers  
Fort Vermilion, AB**

**PRESENT:**

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

**ABSENT:**

**ADMINISTRATION:**

William (Bill) Kostiw	Chief Administrative Officer
Carol Gabriel	Executive Assistant
Paul Driedger	Director of Planning & Emergency Services
John Klassen	Manager of Utilities & Facilities
Mark Schonken	Director of Public Works

**ALSO PRESENT:** Susan McNeil      The Echo

Minutes of the Regular Council meeting for Mackenzie County held on September 11, 2007 at the Council Chambers in Fort Vermilion, Alberta.

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

Reeve Neufeld called the meeting to order at 10:06 a.m.

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

**MOTION 07-09-779**      **MOVED** by Councillor Thompson

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

5. a) RCMP – Delegation
10. c) Mackenzie Housing Management Board
10. d) Donation Request
11. e) Town of High Level Referrals Bylaw 856-07
12. b) Zama Water Treatment Plant

- 12. c) Mackenzie Housing – Fort Vermilion
- 12. d) 7 Mile Corner
- 13. c) Special Projects
- 13. d) Engineering
- 13. e) Gravel Pit

**CARRIED**

**ADOPTION OF THE  
PREVIOUS MINUTES:**

- 3. a) **Minutes of the August 29, 2007 Regular Council Meeting**

**MOTION 07-09-780**

**MOVED** by Councillor Braun

That the minutes of the August 29, 2007 Regular Council meeting be adopted as amended.

**CARRIED**

**BUSINESS ARISING  
OUT OF THE MINUTES:**

- 4. a) None

**DELEGATIONS:**

- 5. a) RCMP

**MOTION 07-09-781**

**MOVED** by Councillor Watson

That the RCMP report presented by Sgt. Ryan Becker be accepted for information.

**CARRIED**

**GENERAL REPORTS:**

- 6. a) None

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

- 9. a) **Council Committee Reports**

Deputy Reeve Sarapuk reported on the Regional Economic Development Initiative ethanol study, and the High Level Forests Public Advisory Committee meeting,

Councillor Driedger reported on the Mackenzie Housing Management Board.

Councillor Watson reported on the Tri-Council meeting.

Councillor Wardley reported on the Zama Recreation Board meeting and the Mackenzie Library Board meeting.

Councillor Thompson reported on the Mackenzie Library Board meeting.

Councillor Newman had no items to report.

Councillor Braun reported on the Tri-Council meeting, ATV public meeting in La Crete and a REDI teleconference.

Councillor Froese reported on the Municipal Planning Commission.

Reeve Neufeld reported on the Tri-Council meeting, ATV public meeting and attended a government function.

**MOTION 07-09-782**

**MOVED** by Councillor Driedger

That the Council Committee verbal reports be accepted as information.

**CARRIED**

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

**MOTION 07-09-783**

**MOVED** by Councillor Thompson

That the Director of Planning & Emergency Services, Manager of Utilities & Facilities, and the Chief Administrative Officer reports be accepted for information.

**CARRIED**

Reeve Neufeld recessed the meeting at 10:56 a.m. and reconvened the meeting at 11:15 a.m.

**CORPORATE  
SERVICES:**

**10. a) Sale of Land by Public Auction**

**MOTION 07-09-784**

**MOVED** by Councillor Newman

That the reserve bid be set for property offered for sale at the assessment value.

**CARRIED**

**MOTION 07-09-785**

**MOVED** by Councillor Braun

That the auction date be set for Wednesday, November 14<sup>th</sup>, 2007 to be held in the Council Chambers at 4511-46 Ave, Fort Vermilion, Alberta.

**CARRIED**

**10. b) Information/Correspondence Items**

**MOTION 07-09-786**

**MOVED** by Councillor Braun

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

**CARRIED**

**10. c) Mackenzie Housing Management Board**

**MOTION 07-09-787**

**MOVED** by Councillor Braun

That the letter be sent to the Minister of Seniors and Community Supports regarding the Mackenzie Housing Management Board as presented.

**CARRIED**

**10. d) Donation Request**

**MOTION 07-09-788**

**MOVED** by Councillor Froese

That the request for financial assistance be received for information.

**CARRIED**

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

**11. a) Development Permit 13-DP-07 Industrial Shop on SE 32-110-19-W5M (Inter-Municipal Development Plan Corridor)**

**MOTION 07-09-789**

**MOVED** by Councillor Newman

That the Development Permit 13-DP-07 Industrial Shop on SE 32-110-19-W5M be tabled to after the in-camera discussions.

**CARRIED**

**11. b) Development Permit 201-DP-07 Plan 902-0841, Lot 5 –**

**DRAFT**

*from  
Athletic  
Sponsorship*

**Direct Control 2 "DC2" (Indian Cabins)**

**MOTION 07-09-790**

**MOVED** by Councillor Braun

That Development Permit No. 201-DP-07 on Plan 902-0841, Block 5, in the name of Robert Baron, be approved with the following conditions:

1. Minimum setbacks: 40.14 meters (135 feet) from road allowance; 15.34 meters (50 feet) from any other property lines.
2. All setbacks from property lines adjacent to the Provincial Highway shall meet Alberta Infrastructure and Transportation setback requirements.
3. All conditions and requirements by Alberta Infrastructure and Transportation are to be met to their specifications and standards.
4. **PRIOR** to installation of a new access or changing location of existing access contact Alberta Transportation at 624-6280. Access to be constructed to Alberta Transportation standards.
5. **PRIOR** to moving the Industrial Camp to the subject site, provide a notification of the relocation route to Mackenzie County. Contact the Operational Services Department at (780) 928-3983 regarding proper times and procedures.
6. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

**11. c) Town of High Level Referrals Plan 042-4274, Block 53, Lot 11 (High Level)**

**MOTION 07-09-791**

**MOVED** by Deputy Reeve Sarapuk

That Mackenzie County has no concerns for Subdivision application S07-008 on Plan 042 4274, Block 53, Lot 11 within the Town of High Level in the name of Samlan Enterprises Inc, for three new lots.

**CARRIED**

**11. d) Special Council Meeting**

**MOTION 07-09-792**

**MOVED** by Councillor Newman

That a Special Council meeting be held on September 21, 2007 at 9:00 a.m. in the Fort Vermilion Council Chambers for the purpose of reviewing the Municipal Development Plan and Land Use Bylaw open house results and the Land Use Group recommendations for Phase 1.

**CARRIED**

**11. e) Town of High Level Referrals**

**Bylaw 856-07 Part of Lot 10PUL, Block 43, Plan 982-3408 (High Level)**

**MOTION 07-09-793**

**MOVED** by Councillor Newman

That Mackenzie County has no concerns regarding the Town of High Level Bylaw 856-07 to rezone Part of Lot 10PUL, Block 43, Plan 982-3408 from Public Recreational (PR) to Residential District 1C (R1C) within the Town of High Level.

**CARRIED**

**OPERATIONAL  
SERVICES:**

**12. a) Tompkins Landing Ice Bridge**

**MOTION 07-09-794**

**MOVED** by Councillor Thompson

That the Tompkins Landing Ice Bridge proposed project schedule be approved as presented.

**CARRIED**

**MOTION 07-09-795**

**MOVED** by Councillor Froese

That the agreement with Alberta Infrastructure & Transportation regarding the construction and maintenance of the Tompkins Landing Ice Bridge be approved as presented.

**CARRIED**

**12. b) Zama Water Treatment Plant**

**MOTION 07-09-796**

**MOVED** by Councillor Wardley



That Mackenzie County appoint ISL Engineering to the Zama Water Treatment Plant project, subject to review by Brownlee LLP and the signing of a proper engagement letter.

**CARRIED**

**12. c) Mackenzie Housing – Fort Vermilion**

**MOTION 07-09-797**

**MOVED** by Councillor Driedger

That the Mackenzie Housing ~~concern~~ <sup>*maintenance & tendering of project*</sup> in Fort Vermilion be received for information. ^

**CARRIED**

**12. d) 7 Mile Corner**

**MOTION 07-09-798**

**MOVED** by Councillor Newman

That the 7 mile corner <sup>*stormwater drainage*</sup> concern be received for information.

**CARRIED**

Reeve Neufeld recessed the meeting at 12:06 p.m. and reconvened the meeting at 1:01 p.m.

**PUBLIC HEARING:**

**7. a) Bylaw 637/07 Land Use Bylaw Amendment to Replace Land Use Bylaw 462/04 Section 7.3 Agricultural District 1 "A1" Section "C" and "E" as Amended**

Reeve Neufeld called the public hearing for Bylaw 637/07 to order at 1:02 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 637/07 was properly advertised. Paul Driedger, Director of Planning, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Amendment Bylaw. Paul Driedger, Director of Planning, presented the Development Authority's submission and indicated that first reading was given on June 25, 2007.

Reeve Neufeld asked if Council has any questions of the proposed Land Use Amendment Bylaw. Discussion was held.

Reeve Neufeld asked if any submissions were received in

regards to proposed Bylaw 637/07. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 637/07. There was no indication that anyone present wished to speak to the bylaw.

Reeve Neufeld closed the public hearing for Bylaw 637/07 at 1:11 p.m.

**MOTION 07-09-799**

**MOVED** by Councillor Watson

That Bylaw 637/07 being a Land Use Bylaw Amendment to replace Land Use Bylaw 462/04 Section 7.3 Agricultural District 1 "A1" Section "C" and "E" be tabled and included in the Municipal Development Plan/Land Use Bylaw review and request comments from the Town of High Level.

**CARRIED**

**MOTION 07-09-800**

**MOVED** by Councillor Newman

That consideration be given to move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 1:21 p.m.

13. e) Gravel Pit

**CARRIED**

**MOTION 07-09-801**

**MOVED** by Councillor Wardley

That Council move out of camera at 1:35 p.m.

**CARRIED**

13. e) Gravel Pit

**MOTION 07-09-802**

**MOVED** by Councillor Newman

That the Chief Administrative Officer and Deputy Reeve Sarapuk proceed with negotiations regarding the gravel pit located at Sec 8 Twp 110 Rge 15 W5 as discussed in-camera.

**CARRIED**

**TENDERS:**

**8. a) Fort Vermilion Water Treatment Plant and Lift Station**

**Upgrading Project**

**MOTION 07-09-803**

**MOVED** by Councillor Braun

That the tenders for the Fort Vermilion water treatment plant and lift station upgrading project be opened.

**CARRIED**

**MOTION 07-09-804**

**MOVED** by Councillor Watson

That Mackenzie County award the Fort Vermilion water treatment plant and sewer lift station upgrading project tender to the lowest bidder.

**CARRIED**

**MOTION 07-09-805**

**MOVED** by Councillor Newman

That Council move in-camera at 1:44 p.m.

**CARRIED**

**MOTION 07-09-806**

**MOVED** by Councillor Newman

That Council move out of camera at 2:04 p.m.

**CARRIED**

**8. b) Intersection Improvements at Blumenort Road  
Highway 697:04 Kilometre 53.67**

**MOTION 07-09-807**

**MOVED** by Councillor Froese

That the Intersection Improvements at Blumenort Road Highway 697:04 Kilometre 53.67 tenders be opened.

**CARRIED**

**MOTION 07-09-808**

**MOVED** by Councillor Newman

That the Intersection Improvements at Blumenort Road Highway 697:04 Kilometre 53.67 tender be rejected and that administration bring back alternative options.

**CARRIED**

**IN CAMERA SESSION:**

**MOTION 07-09-809**

**MOVED** by Deputy Reeve Sarapuk

That consideration be given to move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:30 p.m.

- 13. a) Town of High Level Negotiations
- 13. b) Personnel
- 13. c) Special Projects
- 13. d) Engineering

**CARRIED**

**MOTION 07-09-810**

**MOVED** by Councillor Newman

That Council move out of camera at 3:54 p.m.

**CARRIED**

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

**MOTION 07-09-811**

**MOVED** by Councillor Watson

That the County respond to the Minister's letter of September 10, 2007 accepting his directive to commence mediation with the Town of High Level.

**CARRIED**

**MOTION 07-09-812**

**MOVED** by Councillor Driedger

That administration proceed with the establishment of a fire service, including the purchase of appropriate equipment and staffing, for the High Level rural area to ensure a continuous level of service.

**CARRIED**

**13. c) Special Projects**

**MOTION 07-09-813**

**MOVED** by Councillor Watson

That a letter be sent offering to purchase three quarters of land from Jake Elias subject to legal advice.

**CARRIED**

**13. d) Engineering**

**MOTION 07-09-814**

**MOVED** by Councillor Wardley

That EXH Engineering be secured to complete all road projects in the hamlet of Zama.

**CARRIED**

**MOTION 07-09-815**

**MOVED** by Councillor Watson

That DCL Siemens Engineering be paid, in trust, in exchange for all electronic information relating to County projects.

**CARRIED**

**NEXT MEETING DATE:**

**14. a) Regular Council Meeting**

Regular Council Meeting  
Wednesday, September 26, 2007  
10:00 a.m.  
Council Chambers, Fort Vermilion, AB

**ADJOURNMENT:**

**15. a) Adjournment**

**MOTION 07-09-816**

**MOVED** by Deputy Reeve Sarapuk

That the Regular Council meeting be adjourned at 4:37 p.m.

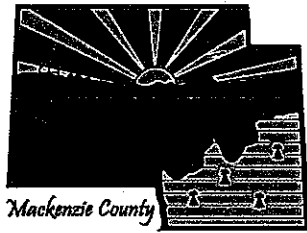
**CARRIED**

These minutes will be presented to Council for approval on Wednesday, September 26, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

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





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning and Emergency Services</b>
<b>Title:</b>	<b>Development Permit 13-DP-07 Industrial Shop on SE 32-110-19-W5M (Inter-Municipal Development Plan Corridor)</b>

### BACKGROUND / PROPOSAL:

On August 14, 2007 administration brought forward Development Permit 13-DP-07 being an Industrial shop within the Inter-municipal Development Plan Corridor for Council's review. Council moved that a stop-work-order be issued for Industrial Shop on SE 32-110-19-W5M until all appropriate documents are in place and subject to County's approval.

A Stop Order was issued on August 20, 2007. On August 23, 2007 Laurreta Jenkins faxed a copy of Alberta Infrastructure and Transportation's permit for the proposed shop and facilities on SE 32-110-19-W5M.

### OPTIONS & BENEFITS:

The decision can now be made on Development Permit 13-DP-07 for the construction of a shop on SE 32-110-19-W5M.

#### **Options**

Council may wish to consider the following options:

#### **Option 1**

**Author:** Eva Schmidt,  
Planning Supervisor

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

*Per*  
CAO *AW*

That Development Permit 13-DP-07 for the construction of a shop on SE 32-110-19-W5M be refused.

## Option 2

That Development Permit 13-DP-07 on SE 32-110-19-W5M in the name of Bill Jenkins Enterprise Ltd. be approved subject to the following conditions:

1. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any quarter line.
2. The architecture, construction materials and appearance of the shop shall be to accepted standards and shall compliment the natural features and character of the site and neighbourhood.
3. All conditions and setback requirements by Alberta Infrastructure and Transportation are to be met to their specifications and standards.
4. At all times, the privacy of the adjacent dwellings shall be preserved and the Shop shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.
5. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
6. **PRIOR** to installation of a new access or changing location of existing access contact Alberta Infrastructure and Transportation at (780) 624-6280. Access to be constructed to Alberta Infrastructure and Transportation standards.

## COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

## RECOMMENDED ACTION:

### Option 2

That Development Permit 13-DP-07 on SE 32-110-19-W5M in the name of Bill Jenkins Enterprise Ltd. be approved subject to the following conditions:

1. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any quarter line.
2. The architecture, construction materials and appearance of the shop shall be to accepted standards and shall compliment the natural features and character of the site and neighbourhood.
3. All conditions and setback requirements by Alberta Infrastructure and Transportation are to be met to their specifications and standards.

Author: Eva Schmidt,  
Planning Supervisor

Reviewed by:

  
CAO



4. At all times, the privacy of the adjacent dwellings shall be preserved and the Shop shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.
5. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
6. **PRIOR** to installation of a new access or changing location of existing access contact Alberta Infrastructure and Transportation at (780) 624-6280. Access to be constructed to Alberta Infrastructure and Transportation standards.

**Author:** Eva Schmidt,  
Planning Supervisor

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

*for*  
CAO *ful*





10511 - 103 Street  
 High Level, Alberta  
 T0H 1Z0  
 Tel: (780) 926-2201  
 Fax: (780) 926-2899  
 E-mail: swiley@highlevel.ca

February 7, 2007

By Fax Only  
780 927-4266

Mackenzie County  
 Box 640  
 Fort Vermilion, Alberta  
 T0H 1H0

Attention: Paul Driedger, Director of Planning

Thank you for the opportunity to comment on the proposed industrial shop development within the IDP corridor, your file # 13-DP-07. The Town of High Level would like to remind the County that according to the Inter-Municipal Development Plan all Industrial development generally is to occur to the south of the Town of High Level.

Please be advised that water service from the Town line will not be permitted.

Yours truly,

Simone Wiley  
 Development Officer  
 Town of High Level

Cc: Dean Krause, CAO  
 Town of High Level

*HIGH LEVEL . . . at the crossroads of northern opportunity  
 . . . where the future of Alberta begins.*



RECEIVED MAY 31 2007

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

May 25, 2007

Our File: 2512 (5-19-110-32 SE)

Mr. Bill Jenkins  
 Box 1410  
 High Level, Alberta  
 T0H 1Z0

Dear Mr. Jenkins:

**Re: Proposed Construction of 60'X 100' Shop, Industrial Recycling Facility, Existing Truck Scale, Mobile Home, Dugout And Use of Existing Direct Highway Access; West of Highway 35; SE 32-108-13-W5M; Mackenzie County**

Attached is Permit No. 2007-14-077 issued under Highway Control Regulations authorizing the above noted development. This permit is subject to conditions shown on the permit, which should be carefully reviewed. This permit does not excuse violation of any Regulation, By-Law or Act, which may affect the proposed project.

Please call me at Peace River, telephone (780) 624-6280, if you have any questions regarding this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Brian Hensman".

Brian Hensman  
 Assistant Development & Planning Technologist

BH/sc  
 Attachments

cc: Bill Kostiw, CAO, Mackenzie County No. 23, Fort Vermilion  
 Rommel Directo, Alberta Infrastructure and Transportation, High Level  
 Glen Tjostheim, Alberta Infrastructure and Transportation, Edmonton

\\fs01\apps\development\2512\mail\5-31-07\2512-191103-SE-jenkins.doc



(To be completed by Alberta Infrastructure and Transportation)

**ROADSIDE DEVELOPMENT APPLICATION APPROVAL  
FOR DEVELOPMENT NEAR A PRIMARY HIGHWAY**

**PERMIT CONDITIONS:** (Note: This permit is subject to the provisions of Section 23-27 inclusive of the Public Highways Development Act, Chapter P38 RSA 2000, amendments thereto, and Highway Development Control Regulations (Alberta Regulation 242/90) and amendments thereto).

**A. ACCESS CONDITIONS:** (Note: All highway accesses are to be considered temporary.) No compensation shall be payable to the applicant or his assigns or successors when the department removes or relocates the temporary access or if highway access is removed and access provided via service road.

1. Permit authorises temporary use only of the existing access at location shown..
2. The applicant shall maintain any highway access to the Operation Manager's satisfaction.
3. Approval of companies having buried utilities shall be obtained prior to access upgrading.

**B. SETBACK CONDITIONS:** (Note: Minimum setbacks usually allow for anticipated highway widening and construction of a service road parallel and adjacent to the highway).

1. The proposed Shop and Facilities are to be set back a minimum 40 meters from the highway property line or 70 meters from the highway centreline, whichever is the greater.
2. The department accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof.

**C. OTHER CONDITIONS:**

1. This permit is issued subject to approval of Mackenzie County.
2. This permit approves only the development contained herein, and a further application is required for any changes or additions.
3. The department is under no obligation to re-issue a permit if the development is not completed before expiry of this permit.
4. Robert Lindsay at 624-6280 shall be notified before construction commencement.  
(Development & Planning Technologist & Phone No.)
5. The Applicant shall not place any signs contrary to Alberta Regulation 242/90. The separate SIGN APPLICATION form shall be submitted for any proposed sign.
6. See attached conditions forming part of this permit

Permission is hereby granted to Bill Jenkins to carry out the development in accordance with the plan(s) and specifications attached hereto and subject to the conditions shown above.

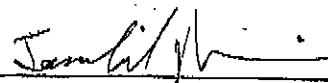
If the development has not been carried out by the 25<sup>th</sup> day of May 2008 this permit lapses and the applicant must re-apply for a new permit if they wish to proceed.

PERMIT NO. 2007-14-077

FILE NO. 5-19-110-32 SE

DATE May 25, 2007

SIGNED  
TITLE

  
\_\_\_\_\_  
Jamshid Yazdani, Operations Engineer  
(for Deputy Minister)



PERMIT NO. 2007-14-077

**ADDITIONAL CONDITIONS**

7. The applicant shall indemnify and hold harmless Alberta Infrastructure and Transportation, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration, or operation of the work authorized.
8. The applicant must contact all utility companies for the location of their facilities and ensure he and/or his agents know of the location of the various utility installations. The applicant is responsible for costs of all investigation/location, modification, and/or repairs to utility installations near or beneath any construction or deconstruction.



## **STOP ORDER**

### **PURSUANT TO PART 17, PLANNING AND DEVELOPMENT, M.G.A., 2005, CHAPTER M-26.1**

August 20, 2007

REGISTERED MAIL

William and Laretta Jenkins  
Box 1410  
High Level AB T0H 1Z0

Dear Mr. and Mrs. Jenkins:

#### **Unauthorized Structure within SE 32-110-19-W5M (the "Lands")**

In my capacity as Designated Officer I am hereby issuing a Stop Order pursuant to Section 645 of the Municipal Government Act, with respect to the aforementioned lands.

The Mackenzie County Land Use Bylaw states:

**No development other than that identified in Section 3.2. shall be undertaken within the municipality unless an application for it has been approved and a development permit has been issued.**

A development permit is required for structures and uses in Rural Industrial District "RI1" including the Lands. There is a shop on the Lands that does not have an approved development permit, which requires approval from Mackenzie County's Municipal Planning Commission.

**Pursuant to the Municipal Government Act Section 645(2)(b) I am hereby ordering that the construction/use of the shop for the Salvage /Storage Operation. Cease immediately within fourteen (14) days of the date of this Order until all documents are in order.**

The next Municipal Planning Commission meeting is on August 23, 2007 at which time your development application shall be presented to the Municipal Planning Commission for a decision.

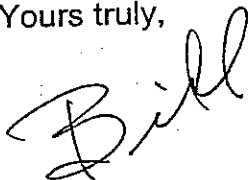
Further, Part 17 of the Municipal Government Act, Section 645 allows a Designated Officer to issue a Stop Order where a development or use of land or buildings does not comply with the Municipal Government Act, the Land Use Bylaw, or a development permit or subdivision approval.

Be advised that Mackenzie County has the authority, in the event that this Stop Order is not complied with within the time limit provided, to enter onto your lands to take whatsoever actions are determined by Mackenzie County to bring the lands into compliance. Further, Mackenzie County has the authority to add the costs and expenses for carrying out this Stop Order to the tax roll for your Lands pursuant to Section 553(1)(h.1) of the Municipal Government Act.

You are hereby advised that you have the right to appeal this Order to the Subdivision and Development Appeal Board. If you wish to exercise this right, then written notice of appeal, along with a \$250 appeal fee, must be received by the Secretary of the Subdivision and Development Appeal Board within fourteen (14) days of receipt of this letter. Appeals may be sent to:

Secretary to the Subdivision and Development Appeal Board  
Municipal District of Mackenzie  
Box 640  
Fort Vermilion AB T0H 1N0

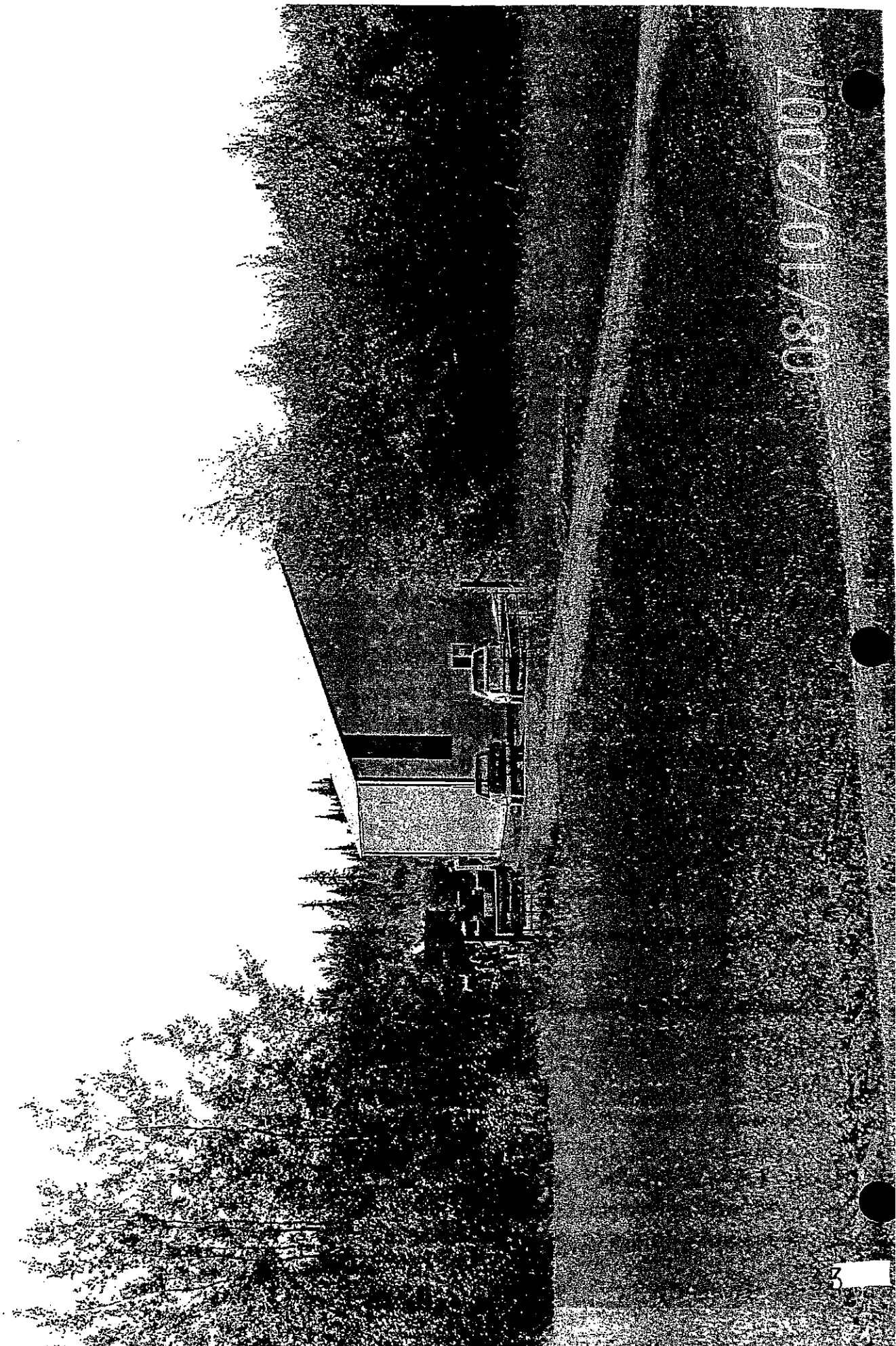
Yours truly,



William Kostiw,  
Chief Administrative Officer

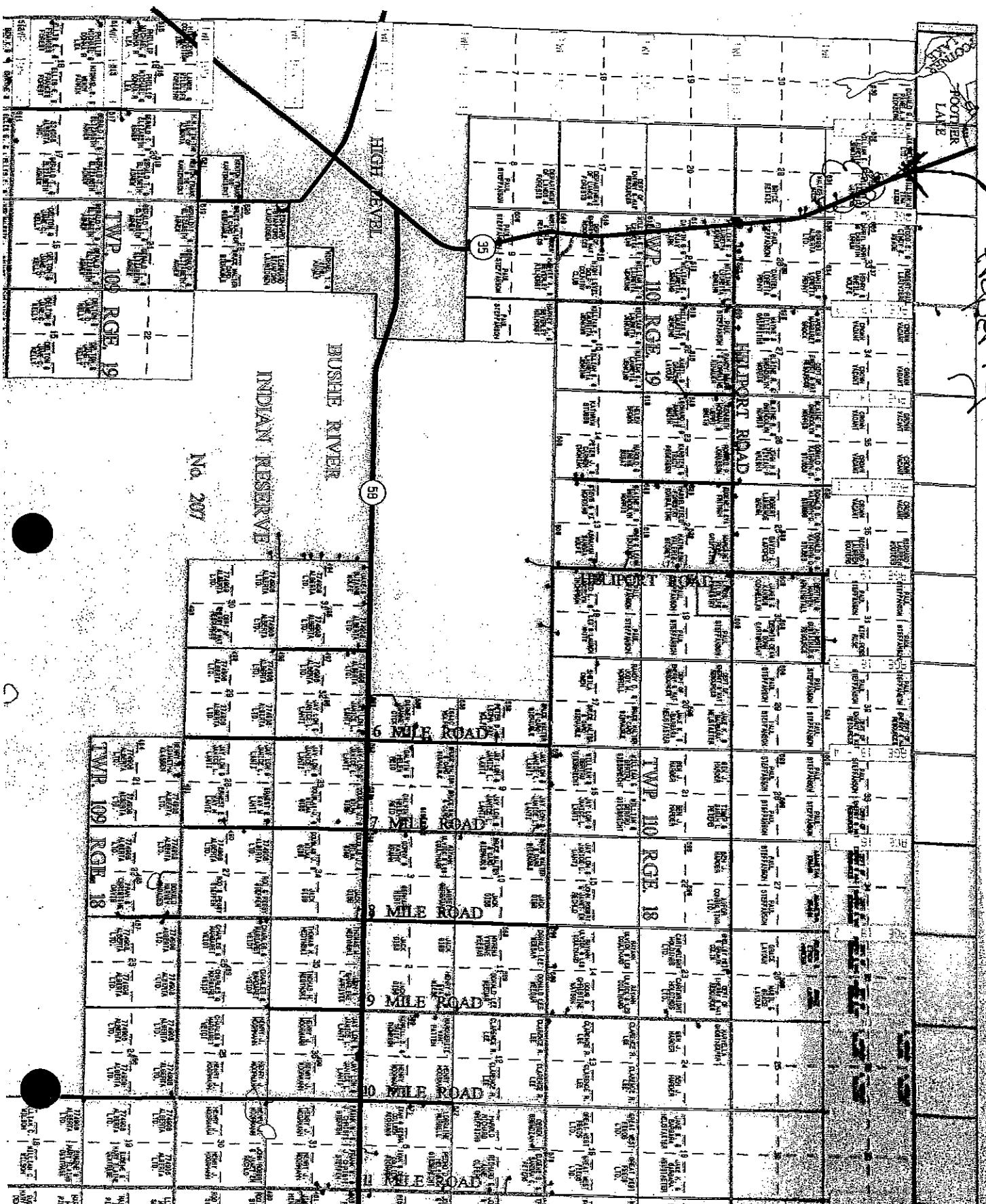


Cambridge MA

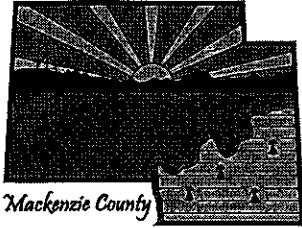


1005/01/80

Subject Property



BUSHEE RIVER



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes August 1<sup>st</sup> and 23<sup>rd</sup>, 2007</b>

### BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the August 1<sup>st</sup> and 23<sup>rd</sup>, 2007 meetings are attached.

### OPTIONS & BENEFITS:

N/A

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of August 1<sup>st</sup> and 23<sup>rd</sup>, 2007 be received for information.

Author: C. Gabriel

Review By: \_\_\_\_\_

*per*  
CAO *JA*



**Mackenzie County  
Municipal Planning Commission Meeting**

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

**Wednesday, August 1, 2007 @ 10:00 a.m.**

**PRESENT**

Peter Braun	Chair, Councillor
Daryl Zielsdorf	Vice-Chair, MPC Member
Ed Froese	Councillor
Jack Eccles	MPC Member
Manfred Gross	MPC Member
Eva Schmidt	Planning Supervisor
Marion Krahn	Development Officer

**ABSENT**

Paul Driedger	Director of Planning
Vicky Krahn	Planning Administrative Support

**1. CALL TO ORDER**

Peter Braun called the meeting to order at 10:04 a.m.

**2. ADOPTION OF AGENDA**

**MOTION 07-243 MOVED** by Manfred Gross

That the agenda be adopted with the following additions:

- 5 e) Subdivision 27-SUB-07  
NE 10-106-15-W5M, La Crete  
Dan Derksen and Henry Fehr
  
- 5 f) Subdivision 30-SUB-04  
Part of SW 9-106-15-W5M, La Crete  
John Braun

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOTION 07-244** **MOVED** by Daryl Zielsdorf

That the minutes of the July 24<sup>th</sup>, 2007 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**4. DEVELOPMENT PERMIT APPLICATIONS**

Development Permit Applications 4a, 4b, and 4c to be discussed later on in the meeting.

**d) Development Permit Application 212-DP-07**  
**Foothills Carpentry; Retail Store**  
**Plan 062 7695, Block 24, Lot 1; La Crete**

Darryl Friesen and Ernie Kroeker were present to discuss the proposed development with the Municipal Planning Commission.

Concerns, questions and comments that were brought forward by the delegates:

- Questioned why the parking requirement was based on retail only when they have a large portion of the building being used for warehouse purposes.
- Half of the proposed retail store is used for warehouse and the other half is retail space. Should only be required to provide 63 parking stalls.
- Questioned if the parking lot is required to be paved.
- Creating a loop on the lot for the grocery truck to turn around creates a safety hazard as the truck drivers will not be able to see the sides of the van when they turn. Children often accompany their parents to a grocery store and their safety is a concern. It is also a liability issue for the store.
- Having the grocery trucks access the yard by coming in from 99<sup>th</sup> Street and then driving in the

Public Utility Lane to the subject lot would be better than entering or exiting off of La Crete Access North.

Comments and responses from administration and the Municipal Planning Commission:

- Concerns about the remainder of the lot to be used for parking as it may result in a lot of mud being tracked onto 100<sup>th</sup> Street.
- Pavement of a commercial lot is required within two years of development.
- No access can be built off of La Crete Access North for this subdivision in accordance with the signed Developers Agreement for this subdivision.
- By using a combination of retail and warehouse parking requirements the total parking stalls required would be very close to what the developer has provided.
- The developer could put two driveways off of 100<sup>th</sup> Street now and then the development department could research if using the Public Utility Lane off of 99<sup>th</sup> Street is suitable.

**MOTION 07-245**     **MOVED** by Councillor Froese

That Development Permit 212-DP-07 on Plan 062 7695, Block 24, Lot 1 in the name of Foothills Carpentry, be approved with the following conditions:

1. Minimum building setbacks: 30.48 meters (100 feet) front yard (from 100<sup>th</sup> street); 3.0 meters (10 feet) rear yard; 1.5 meters (5 feet) internal side yard and 30 feet external (north) side yard, from the property lines.
2. New construction only. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
3. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 926-7000.

4. 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.
5. No person shall erect, place or maintain within the site triangle a wall, fence, shrub, trees, hedges, or any object over three feet in height above the lowest street grade adjacent to the intersection.
6. Provide adequate off street parking as follows: the minimum parking standards for the retail portion of the store are 1 space per 30 square meters of the building retail area, which in this case is 39 public parking stalls, the minimum parking standards for the warehouse portion of the store are 1 space per 45 square meters of the building warehouse area, which in this case is 26 public parking stalls. A total of 65 public parking stalls are required plus 1 space per each full time employee and 1 space for every 2 part time employees. *"One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."*
7. Sufficient lighting to light up the parking area.
8. The municipality has assigned the following address to the noted property 10703-100<sup>th</sup> Street. You are required to display the address (10703) 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.
9. The lowest opening of the building shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.
10. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The customer parking lot shall be paved within two years of the date of this development permit.



12. The accesses to the subject lot shall be off of 100<sup>th</sup> Street. No accesses are allowed off of La Crete Access North (109<sup>th</sup> Avenue).

**CARRIED**

**a) Development Permit Application 199-DP-07  
Mackenzie Housing Management Board; Maintenance  
Building Workshop and Variance  
Plan 188TR, Block 5, Lot 23; Fort Vermilion**

Daryl Zielsdorf declared conflict of interest as he is a member of Mackenzie Housing Management Board.

**MOTION 07-246      MOVED by Jack Eccles**

That Development Permit 199-DP-07 on Plan 188TR, Block 5, Lot 23 in the name of Mackenzie Housing Management Board, be approved with the following conditions:

1. Mackenzie Housing Management Board shall apply for a Land Use Bylaw Amendment to rezone the proposed lot, Plan 188TR, Block 5, Lot 23 from Hamlet Residential District 1 "HR1" to Public/Institutional District "HP".
2. This Development permit is subject to the approval of a Land Use Bylaw Amendment to rezone Plan 188TR, Block 5, Lot 23 from Hamlet Residential District 1 "HR1" to Public/Institutional District "HP".
3. A variance is hereby given to allow an office and workshop within a Hamlet Residential District 1 "HR1" zone.
4. The minimum front yard setback for the workshop and garage is: 7.62 meters (25 feet). The minimum setbacks for the side yard are: 1.5 meters (5 feet); and for the rear yard 7.6 meters (25 feet), from the property lines.
5. The architecture, construction materials and appearance of the workshop and garage shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.

6. 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.
7. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *"One parking space, including the driveway area, shall occupy 300 square feet."*
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

**b) Development Permit Application 207-DP-07  
Bill Wall; Contractor's Business - Shop  
SW 4-106-14-W5M (Plan 932 0210, Block 1, Lot 2);  
La Crete Rural**

**MOTION 07-247      MOVED** by Ed Froese

That Development Permit 207-DP-07 on SW 4-106-14-W5M (Plan 932 0210, Block 1, Lot 2) in the name of Bill Wall, 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 quarter 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**

**c) Development Permit Application 211-DP-07  
Willy and Sarah Peters; Mobile Home, Addition and Deck  
Plan 042 3012, Block 1, Lot 19; River Drive  
Developments - La Crete Rural**

**MOTION 07-248      MOVED** by Jack Eccles

That Development Permit 211-DP-07 on Plan 042 3012, Block 1, Lot 19 in the name of Willy and Sarah Peters, be approved with the following conditions:

1. Minimum building setbacks: 38.1 meters (125 feet) front yard; 7.6 meters (25 feet) rear yard; 7.6 meters (25 feet) side yard except in the case of a corner lot, where the exterior side yard setback shall be increased to 15.24 meters (50 feet), from the property lines.
2. The mobile home shall be placed lengthwise north and south.
3. The undercarriage of the mobile home and addition shall be screened from view by skirting or such other means satisfactory to the Development Authority.
4. The outside of the mobile home shall be renovated to include new siding. The renovations shall be done to the satisfaction and discretion of the Development Authority. The Developer has until August 8, 2008 to finish the renovations in accordance with this permit.
5. The addition shall be finished with similar construction materials as the mobile home and shall compliment the natural features of the residence and site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
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 a minimum of 300 square feet."*
7. Building to be connected to the Municipal water and the cost of connection fee will be borne by the owner where applicable.

8. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
9. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developer's expense.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

- e) **Development Permit Application 217-DP-07  
Henry and Trudy Martens; Fence  
Plan 032 1401, Block 29, Lot 1; La Crete**

**MOTION 07-249**      **MOVED** by Daryl Zielsdorf

That Development Permit 217-DP-07 in the name of Henry and Trudy Martens be tabled until the August 23<sup>rd</sup>, 2007 meeting for further information.

**CARRIED**

- f) **Development Permit Application 218-DP-07  
Marshall's Straycat Services Inc.; Contractor's Business  
SW 12-109-15-W5M; Rocky Lane**

**MOTION 07-250**      **MOVED** by Ed Froese

That Development Permit 218-DP-07 on SW 12-109-15-W5M in the name of Marshall's Straycat Services Inc. be approved with no conditions.

**CARRIED**

**5. SUBDIVISION APPLICATIONS**

**a) Subdivision Application 37-SUB-07  
NE 15-104-16-W5M; West La Crete  
Jacob B. Teichroeb (Shawn Wieler)**

**MOTION 07-251** . **MOVED** by Manfred Gross

That subdivision application 37-SUB-07 in the name of Jacob B. and Maria A. Teichroeb on NE 15-104-16-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 4.05 hectares (10 acres) in size.
2. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the municipality.
3. Applicant/developer shall enter into a Developer's Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a. Provision of access to the subdivision and the balance of the quarter in accordance with Mackenzie County standards and at the developer's expense.
  - b. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.
  - c. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - d. Provision of utility right-of-way as required by Northern Lights Gas Co-op.

**CARRIED**

**b) Subdivision Application 40-SUB-07  
Plan 1425TR, Block 6, Lot 17; La Crete  
David and Gertrude Martens**

**MOTION 07-252      MOVED** by Daryl Zielsdorf

That subdivision application 40-SUB-07 in the name of David W. and Gertrude Martens on Plan 1425TR, Block 6, Lot 17 be approved with the following conditions:

1. This approval is for an existing urban residential lot to be divided into 2 lots.
2. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the municipality.
3. Applicant/developer shall enter into a Developer's Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a. Provision of access to the both the subdivision and the existing lot in accordance with Mackenzie County standards and at the developer's expense.
  - b. Provision of off-site levies as required by the municipality. Off-site levies are calculated as \$1,000 per lot created.
  - c. Provision of municipal servicing (water and sanitary sewer) to the vacant lot at the developer's expense.
  - d. Provision of utilities such as power and gas, etc.
  - e. Provision of utility right-of-way as required by Northern Lights Gas Co-op.
  - f. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.

- g. The detached car garage shall be relocated in accordance with the conditions of an approved development permit from Mackenzie County. The developer shall obtain a development permit prior to the relocation of the detached garage.

**CARRIED**

- c) **Subdivision 50-SUB-04**  
**SW 16-106-15-W5M, La Crete**  
**Lakeside Estates**

**MOTION 07-253**    **MOVED** by Councillor Froese

That the drainage issues on Subdivision 50-SUB-04 on SW 16-106-15-W5M be tabled for further information.

**CARRIED**

- d) **Subdivision Proposal**  
**NW 19-110-18-W5M, High Level Rural**  
**Paul Steffanson**

**MOTION 07-254**    **MOVED** by Daryl Zielsdorf

That a letter be sent to Paul Steffanson advising him of the moratorium on Country Residential subdivisions.

**CARRIED**

- e) **Subdivision 27-SUB-07**  
**NE 10-106-15-W5M, La Crete**  
**Dan Derksen and Henry Fehr**

**MOTION 07-255**    **MOVED** by Daryl Zielsdorf

That the Development Agreement for subdivision 27-SUB-07 on NE 10-106-15-W5M be received as information.

**CARRIED**

f) **Subdivision 30-SUB-04**  
**Part of SW 9-106-15-W5M, La Crete**  
**John Braun**

Drainage issues on Subdivision 30-SUB-04 were discussed but no action was taken.

6. **MISCELLANEOUS ITEMS**

a) **Baseball Park**

**MOTION 07-256**    **MOVED** by Jack Eccles

That negotiations be started to procure 10 acres of municipal reserve land from developers in La Crete for the purpose of constructing a baseball park with the preferred location being on the NW 9-106-15-W5M.

**CARRIED**

7. **IN CAMERA**

There are no In Camera items to discuss.

8. **NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- Thursday, August 23, 2007 in Fort Vermilion at 6:00 p.m.
- Tuesday, September 4, 2007 in La Crete at 10:00 a.m.
- Tuesday, September 18, 2007 in Fort Vermilion at 6:00 p.m.



9. **ADJOURNMENT**

**MOTION 07-257** **MOVED** by Manfred Gross

That the meeting be adjourned at 11:52 a.m.

**CARRIED**

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



**Mackenzie County  
Municipal Planning Commission Meeting**

**Council Chambers  
Fort Vermilion, Alberta**

**Thursday, August 23, 2007 @ 6:00 p.m.**

**PRESENT**

Peter Braun	Chair, Councillor
Daryl Zielsdorf	Vice-Chair, MPC Member
Ed Froese	Councillor
Jack Eccles	MPC Member
Manfred Gross	MPC Member
Paul Driedger	Director of Planning
Liane Lambert	Development Officer
Eva Schmidt	Planning Supervisor

**1. CALL TO ORDER**

Peter Braun called the meeting to order at 6:05 pm

**2. ADOPTION OF AGENDA**

**MOTION 07-258** **MOVED** by Manfred Gross

That the agenda be adopted with the following additions:

4L) Development Permit Application 237-DP-07  
Nor-Alta Aviation

5G) Subdivision Application 28-SUB-07  
Henry Fehr

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOTION 07-259** **MOVED** by Daryl Zielsdorf

That the minutes of the August 1, 2007 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**4. DEVELOPMENT PERMIT APPLICATIONS**

**a) Development Permit Application 212-DP-07  
Foothills Carpentry; Retail Store  
Plan 062 7695, Block 24, Lot 1; La Crete**

**MOTION 07-260**    **MOVED** by Manfred Gross

That Development Permit 212-DP-07 on Plan 062 7695, Block 24, Lot 1 in the name of Foothills Carpentry, be amended as follows:

1. Minimum building setbacks: 30.48 meters (100 feet) front yard (from 100<sup>th</sup> street); 3.0 meters (10 feet) rear yard; 1.5 meters (5 feet) internal side yard and 30 feet external (north) side yard, from the property lines.
2. New construction only. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
3. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 926-7000.
4. 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.
5. No person shall erect, place or maintain within the site triangle a wall, fence, shrub, trees, hedges, or any object over three feet in height above the lowest street grade adjacent to the intersection.
6. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 30 square meters of building area, which in this case is 76 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
7. Sufficient lighting to light up the parking area.

8. The municipality has assigned the following address to the noted property 10703-100<sup>th</sup> Street. You are required to display the address (10703) 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.
9. The lowest opening of the building shall be a minimum of 0.6 meters (1.97 feet) above the curb elevation of 100<sup>th</sup> Street.
10. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties. Including a drainage swell along the south boundary.

**CARRIED**

**b) Development Permit Application 217-DP-07  
Henry and Trudy Martens; Fence  
Plan 032 1401, Block 29, Lot 1; La Crete**

**MOTION 07-261**    **MOVED** by Daryl Zielsdorf

1. Maximum height of fence:  
**Front yard** (112<sup>th</sup> Street); three (3) feet, being the first 25 feet from the east boundary.  
**Side yard**; three (3) feet, being the first 25 feet from the east boundary, six (6) feet for the remainder of the side yard.  
**Rear yard**; six (6) feet.
2. The fence must not encroach onto adjacent lands including municipal properties.

**CARRIED**

**c) Development Permit Application 220-DP-07  
Mackenzie County; Mobile Home with Variance  
and Two Decks;  
Plan 952 3941, Block 16, Lot 5, Stall 14; Zama**

There was some discussion around creating a separate zoning for Mobile Home Park's rezoned to Mobile Home Subdivisions so that all trailers will fit the original required setbacks due to existing utilities.

**MOTION 07-262      MOVED** by Councillor Froese

That Development Permit 220-DP-07 on Plan 952 3941, Block 16, Lot 4, Stall 14 in the name of Mackenzie County, be approved with the following conditions:

1. A variance of 13 feet (3.96 meters) of the front yard setback is hereby granted for the placement of the mobile home.
2. The front of the mobile home shall be 3.66 meters (12 feet) from the front property line. The minimum setbacks for the side and rear yard are: 2.43 meters (8 feet) rear yard or 1.52 meters (5 feet) when using subsurface utilities; 1.52 meters (5 feet) side yard, from the property lines.
3. The architecture, construction materials and appearance of the mobile home, and decks shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
4. The undercarriage of the mobile home shall be screened from view by skirting or such other means satisfactory to the Development Authority.
5. The Municipality has assigned the following address to the noted property 2027 –Aspen Drive Stall 14. You are required to display the address (Stall 14) 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. 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.
7. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy a minimum of 300 square feet.”* The driveway shall be 10 meters (32.8 feet) from the intersection corner of the property.

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

**CARRIED**

- d) **Development Permit Application 224-DP-07  
Ralli Health and Fitness; Indoor Recreation Service  
(Fitness Center);  
Plan 792 1881, Block 17, Lot 3; La Crete**

**MOTION 07-263      MOVED** by Jack Eccles

That Development Permit 222-DP-07 on Plan 792 1881, Block 17, Lot 3 in the name of Ralli Health and Fitness, be approved with the following conditions:

1. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 926-7000 if required.
2. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 400 square feet of building area, which in this case is 12 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *"One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."*
3. The municipality has assigned the following address to the noted property 10102-101<sup>st</sup> Street. You are required to display the address (10102) 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.
4. PRIOR to installation of a new access or changing location of existing access off of Savage Prairie Road (Township Road 104-4), 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.

**CARRIED**

**e) Development Permit Application 224-DP-07  
Mackenzie County; Mobile Home with Variance  
and Two Decks;  
Plan 942 0168, Block 16, Lot 4, Stall 6; Zama**

**MOTION 07-264**    **MOVED** by Manfred Gross

That Development Permit 224-DP-07 on Plan 952 3941, Block 16, Lot 5, Stall 6 in the name of Mackenzie County, be approved with the following conditions:

1. A variance of 13 feet (3.96 meters) of the front yard setback is hereby granted for the placement of the mobile home.
2. The front of the mobile home shall be 3.66 meters (12 feet) from the front property line. The minimum setbacks for the side and rear yard are: 2.43 meters (8 feet) rear yard or 1.52 meters (5 feet) when using subsurface utilities; 1.52 meters (5 feet) side yard, from the property lines.
3. The architecture, construction materials and appearance of the mobile home, and decks shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
4. The undercarriage of the mobile home shall be screened from view by skirting or such other means satisfactory to the Development Authority.
5. The Municipality has assigned the following address to the noted property 2015 –Aspen Drive Stall 6. You are required to display the address (Stall 6) 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. 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.
7. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy a minimum of 300 square feet.”*



The driveway shall be 10 meters (32.8 feet) from the intersection corner of the property.

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

**CARRIED**

**f) Development Permit Application 228-DP-07  
Frank Rosenberger; Ancillary Building (Storage Shed)  
Plan 4662RS, Lot C; Fort Vermilion**

**MOTION 07-265      MOVED** by Daryl Zielsdorf

That Development Permit 228-DP-07 on Plan 4662RS, Lot C, in the name of Frank Rosenberger, be approved with the following conditions:

1. The minimum setbacks shall be 15.24 meters (50 feet) from the front property line. The minimum setbacks for the side and rear yard are: 2.43 meters (8 feet) rear yard or 1.52 meters (5 feet) when using subsurface utilities; 1.52 meters (5 feet) side yard, from the property lines.
2. The architecture, construction materials and appearance of the cold storage shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
3. 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.
4. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.

**CARRIED**

**g) Development Permit Application 230-DP-07  
Roger's Communications Inc.; Time Extension  
(Communication Tower);  
NW 36-109-16-W5M; Child Lake**

**MOTION 07-266**     **MOVED** by Daryl Zielsdorf

That a time extension for development permit 230-DP-05 in the name of Rogers Wireless on NW 36-109-16-W5M be granted, to expire August 29, 2008.

**CARRIED**

**h) Development Permit Application 231-DP-07  
Liz Klassen; Mobile Home with Variance, Addition  
and Deck;  
Plan 052 3706, Block 30, Lot 9; La Crete**

**MOTION 07-267**     **MOVED** by Jack Eccles

That Development Permit 231-DP-07 on Plan 052 3706, Block 30, Lot 9 in the name of Liz Klassen, be approved with the following conditions:

1. A variance of 2 meters is hereby granted for the placement of the mobile home on the northerly 2 meters of right-of-way plan 032 5175.
2. The front of the mobile home shall be 7.62 meters (25 feet) from the front property line. The minimum front yard setback for the addition and deck is: 7.62 meters (25 feet). The minimum setbacks for the side and rear yard are as follows:
  - Rear yard:** 2.43 meters (8 feet) rear yard or 1.52 meters (5 feet) when using subsurface utilities;
  - North side yard:** 1.52 meters (5 feet);
  - South side yard:** 4.0 meters (13.12 feet);from the property lines.
3. The mobile home shall face 110<sup>th</sup> Street and be situated on the south side of the lot.
4. The undercarriage of the mobile home and addition shall be screened from view by skirting or such other means satisfactory to the Development Authority.

5. The architecture, construction materials and appearance of mobile home, addition and deck shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
6. The outside of the mobile home and addition may be required to be renovated to include:
  - a. new siding.The renovations shall be done to the satisfaction and discretion of the Development Authority. The Developer has until August 29, 2008 to finish the renovations in accordance with this permit.
7. The Municipality has assigned the following address to the noted property 10209-110<sup>th</sup> Street. You are required to display the address (10209) 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.
8. 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.
9. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *"One parking space, including the driveway area, shall occupy 300 square feet."*
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. If Mackenzie County and/or utilities companies require the full use of utility right-of-way the mobile home may be required to be moved and all costs of for the relocation of the mobile home shall be borne by the landowner.

***Make sure Easement is placed onto Title.***

**CARRIED**

- i) **Development Permit Application 232-DP-07**  
**Frank Rosenberger; Ancillary Building with Variance**  
**(Replace Detached Garage);**  
**Plan 4662RS, Lot C; Fort Vermilion**

**MOTION 07-268**      **MOVED** by Jack Eccles

That Development Permit 228-DP-07 on Plan 4662RS, Lot C, in the name of Frank Rosenberger, be approved with the following conditions:

1. A variance is hereby given to allow a Detached Garage within a Recreational District "REC" zone to replace the existing Garage.
2. The minimum setbacks shall be 7.62 meters (25 feet) from the front property line. 1.52 meters (5 feet) side yard, 2.43 meters (8 feet) rear yard or 1.52 meters (5 feet) when using subsurface utilities; from the property lines.
3. The architecture, construction materials and appearance of the cold storage shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
4. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.

**CARRIED**

- j) **Development Permit Application 233-DP-07**  
**Newalta Corporation; Class II Industrial Landfill**  
**SW 18-116-5-W6M; South of Zama**

**MOTION 07-269**      **MOVED** by Councillor Froese

That Development Permit 233-DP-07 on SW 18-116-5-W6M, in the name of Newalta Corporation, be approved with the following conditions:

1. Minimum setbacks: 41.14 meters (135 feet) from road allowance; 15.34 meters (50 feet) from any other property lines.

2. Must obtain approval from all other governing bodies as required.
3. Part of SW 18-116-5-W5 and Part of SE 13-116-6-W6M containing the Class II Industrial Landfill sites shall be rezoned to Direct Control District 3 "DC3".
4. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.

**CARRIED**

**k) Development Permit Application 234-DP-07  
Mackenzie Housing Management; Demolition of Single  
Family Dwelling;  
Plan 892 1752, Block 5, Lot 43; Fort Vermilion**

Daryl Zielsdorf declared conflict of interest as he is a member of Mackenzie Housing Management Board.

**MOTION 07-270      MOVED** by Manfred Gross

That Development Permit 234-DP-07 on Plan 892 1752, Block 5, Lot 43 in the name of Mackenzie Housing Management, be approved with the following conditions:

1. The house shall be demolished in a timely matter.
2. All debris shall be cleaned up and all safety precautions shall be taken during the demolition.
3. Obtain approval from Mackenzie County prior to construction of the new dwelling.
4. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.

**CARRIED**

**I) Development Permit Application 237-DP-07  
Nor-Alta Aviation-Remove Old Hanger and Construct  
New Hanger  
Plan 982 1131, Area 5 & 6 (High Level Airport)**

**MOTION 07-271**    **MOVED** by Daryl Zielsdorf

That Development Permit 237-DP-07 on Plan 982 1131; Area 5 & 6 (SE 8-111-19-W5M) in the name of Noralta Aviation Leasing Ltd. be approved with the following conditions:

1. A variance is hereby given to allow the hanger on Area 5 to encroach 3 meters onto Area 6.
2. The applicant shall apply for a boundary adjustment to move Area 5's north boundary 6 meter to the north.
3. Minimum aircraft hanger setbacks shall be: 9.1 meters (30 feet) from the lease boundary line fronting the taxiway; 3.05 meters (10 feet) from the north lease boundary line; 3.05 meters (10 feet) from the yard fronting the internal road and 9.14 meters (30 feet) from the yard fronting First Street.
4. Submit written approval by NAV Canada to the Mackenzie County office by September 15, 2007.
5. All the conditions and requirements set forth by NAV Canada, Transport Canada and/or other Government Agencies shall be adhered to.
6. 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.
7. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
8. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 37.16 square meters (400 sq. ft.) of building area, which in this case being the majority of the building is for aircraft storage, 24 parking stalls will suffice. *"One parking space, including the driveway area, shall occupy 28 square meters (300 square feet)."*

9. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developers expense.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

**5. SUBDIVISION APPLICATIONS**

- a) **Subdivision Application 7-SUB-07  
NW 1-106-15-W5M; La Crete Rural  
Isaac F. Dyck**

**MOTION 07-272      MOVED** by Councillor Froese

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

**CARRIED**

- b) **Subdivision Application 13-SUB-07  
NW 23-105-15-W5M; La Crete Rural  
Jason and Agatha Janzen**

**MOTION 07-273      MOVED** by Manfred Gross

That the amended Developers Agreement for subdivision 37-SUB-07 in the name of Jason and Agatha Janzen on NW 23-105-15-W5M be approved as presented.

**CARRIED**

**c) Subdivision Application 41-SUB-07  
SE 31-109-18-W5M; Jake B. Wolfe  
High Level Rural**

*Discussion was held about whether a road would need to be developed across the north end of the proposed subdivision.*

**MOTION 07-274      MOVED** by Councillor Froese

That subdivision application 41-SUB-07 in the name of Jake B. Wolfe on SE 31-109-18-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 4.05 hectares (10 acres) in size.
2. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the municipality.
3. Applicant/developer shall enter into a Developer's Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a. Provision of access to the subdivision and the balance of the quarter in accordance with Mackenzie County standards and at the developer's expense.
  - b. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.
  - c. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - d. Dedication of the most easterly 5.18 metres of the proposed subdivision for future road widening.
  - e. Provision of utilities right-of-way as required by Northern Lights Gas Co-op and ATCO Electric.



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

**CARRIED**

**d) Subdivision Application 45-SUB-07  
NW 22-107-14-W5M; Abe Doerksen  
Blumenort**

**MOTION 07-275**    **MOVED** by Manfred Gross

That subdivision application 45-SUB-07 in the name of Abe Doerksen on NW 22-107-14-W5M be approved with the following conditions:

1. This approval is for two subdivision lots, 2.79 hectares (5.90 acres) and 4.26 hectares (3.11 acres) in size.
2. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the municipality.
3. Applicant/developer shall enter into a Developer's Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a. Provision of access to both subdivisions and the balance of the quarter in accordance with Mackenzie County standards and at the developer's expense.
  - b. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.
  - c. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - d. Provision of utility right-of-way as required by Northern Lights Gas Co-op.
  - e. Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and based on the current assessed value. The current municipal assessed value for this property is \$222.17 per acre. Municipal reserve is charged at 10%.

which is \$22.22 per subdivided acre. 3.11  
acres times \$22.22 equals \$69.10.

**CARRIED**

- e) **Subdivision Boundary Adjustment Proposal**  
**SW 7-104-14-W5M (Plan 052 3160, Block 2, Lot 1);**  
**Ken Wolfe;**  
**Buffalo Head Prairie**

**MOTION 07-276**    **MOVED** by Jack Eccles

That the request for a boundary adjustment to add 5 (five) acres to Plan 052 3160, Block 2, Lot 1 in the name of Ken Wolfe be allowed subject to a subdivision application and the conditions contained in the decision.

**CARRIED**

- f) **Multi-lot Subdivision Proposal**  
**NW 19-110-18-W5M; Paul Steffanson**  
**High Level Rural**

**MOTION 07-277**    **MOVED** by Daryl Zielsdorf

That the multi-lot subdivision proposal for NW 19-110-18-W5M be received as information.

**CARRIED**

- g) **Subdivision Application 28-SUB-07**  
**NW 10-106-15-W5M - La Crete**  
**Henry Fehr**

**MOTION 07-278**    **MOVED** by Councillor Froese

That access from La Crete Access North to the public utility lane be constructed and that truck traffic be allowed to use this as a second access.

**CARRIED**

**6. MISCELLANEOUS ITEMS**

**a) Land Use Planning: Re: AAMD & C**

Peter Braun asked that Administration bring back information about the AAMD & C Land Use Planning to the next meeting.

**b) Footner Forest Products Ltd – One Mile Buffer**

**MOTION 07-279    MOVED** by Jack Eccles

That the letter from Footner Forest Products Ltd regarding their requirement of a one mile buffer as information be received.

**CARRIED**

That a letter be written to Footner Forest Products Ltd asking for comments regarding the Abe Wolfe subdivision since it is right on the one mile buffer boundary line.

**c) Action List – Information Item**

The Action list was discussed.

**Urban Systems Open House dates for the Municipal Development Plan and Land Use Bylaw were scheduled as follows:**

September 17<sup>th</sup> at 7:00 – 9:00pm in High Level  
September 18<sup>th</sup> at 7:00pm in Fort Vermilion  
September 19<sup>th</sup> at 7:00 pm in La Crete.  
September 20<sup>th</sup> at 7:00 – 9:00 in Zama. (Ask if Lisa could attend)

**7. IN CAMERA**

There were no In Camera items to discuss.

**8. NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- Tuesday, September 4, 2007 in La Crete at 10:00 a.m.
- Tuesday, September 18, 2007 in Fort Vermilion at 3:00 p.m.

It was asked that a calendar from Carol be brought to the next meeting.

**9. ADJOURNMENT**

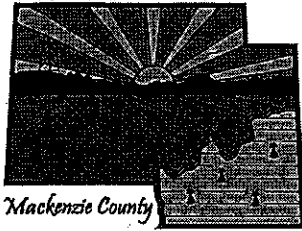
**MOTION 07-280** **MOVED** by Daryl Zielsdorf

That the meeting be adjourned at 8:15 pm.

**CARRIED**

These minutes were adopted this 4<sup>th</sup> day of September 2007.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Mackenzie Housing Management Board Meeting Minutes June 26<sup>th</sup>, July 27<sup>th</sup>, and August 15<sup>th</sup>, 2007</b>

### BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the June 26<sup>th</sup>, July 27<sup>th</sup>, and August 15<sup>th</sup>, 2007 meetings are attached.

### OPTIONS & BENEFITS:

N/A

### COSTS & SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION:

That the Mackenzie Housing Management Board meeting minutes of June 26<sup>th</sup>, July 27<sup>th</sup>, and August 15<sup>th</sup>, 2007 be received for information.

Author: C. Gabriel Review By: For CAO AW





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

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

Regrets: Ray Toews

Staff: Helen Braun Dorothy Klassen Corrine Card

1. Called to order at 10:05pm

2. Agenda

**Motion to adopt agenda with additions**

Moved by John W. Driedger

Carried

Additions being:

6.5 Joint Governance Meeting

3. Minutes

3.1 **Motion to approve the May 31, 2007 Board meeting minutes as presented**

Moved by John W. Dried

Carried

4. CAO Report

**Motion to approve the CAO Report as presented**

Moved by Dave Neufeld

Carried

5. Financial Reports

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

Moved by George Friesen

Carried

Discussion about reallocating funding from paving project.

5.2 **Motion to approve May 31, 2007 Lodge Budget Report as Presented**

Moved by John W. Driedger

Carried

6. New Business

6.1 Policy Development

Board members provided with draft Governance Policy for review. Plan to approve at next meeting.

6.2 Staff Appreciation, fall 2007

**Motion to approve planning for Staff Appreciation Fall 2007**

Moved by Dave Neufeld

Carried

Possible dates - November 15& 16 2007

6.3 RASLP units, opening and operation

Board suggested that we move into Phase 3, House 1 as we need the room. Staff will stay where they currently are. Full opening will be based on the completion of the contract.

6.4 Support for community healing service

**Motion to support the community for the amount of \$400.00, money to be taken out of sundry.**

Moved by George Friesen

Carried

6.5 Joint Governance Meeting

Daryl and George attended, George gave report. It was brought to the board's attention that a five year capital plan was crucial for our organization. Next meeting will be November 9, 07. Board will review if attendance at the Joint Governance is of value.

Board took a break at 11:33am, back to order at 11:45am

**Motion to go in camera at 11:35am**

Moved by John W. Driedger

Carried

**Motion to come out of camera at 12:00pm**

Call to order 12:42pm

**Motion to go in camera at 12:43**

Moved by Daryl Zielsdorf

Carried

**Motion to come out of camera at 2:05pm**

Moved by Dave Neufeld

Carried

**Motion that the CAO respond to Protections of Persons in care item**

Moved by John W. Driedger

Carried

**Motion to approve CAO's contract as discussed**

Moved by Dave Neufeld

Carried

**Motion to not approve the Continuing Care Program and Service Agreement as presented**

Moved by Daryl Zielsdorf

Carried

Board instructed CAO to meet with Health CAO to resolve contract differences.

**Motion to adjourn at 2:30pm**

Motioned by John W. Driedger

Carried

Next meeting date set for July 27, 07 @ 9:00am

The May 31, 2007 Minutes were adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
Chairman of the board

Wally Schroeder

\_\_\_\_\_  
CAO

Helen Braun

Mackenzie Housing Management Board  
Board Meeting Minutes  
July 27, 2007  
Heimstaed Lodge

Present: Wally Schroeder Abe Peters Daryl Zielsdorf  
John W Driedger Dave Neufeld

Regrets: Ray Toews George Friesen

Staff: Helen Braun

Guests: Bill Neufeld Peter Braun

1. Called to order at 9:18pm

2. Agenda

**Motion to adopt agenda with additions**

Moved by John W. Driedger

Carried

Additions being:

6.9 Future Lodge Requisition

6.10 Ambulance bay

6.11 Family care suite

3. Minutes

3.1 **Motion to approve the June 26, 2007 Board meeting minutes as corrected**

Moved by Darryl Zielsdorf

Carried

Business from minutes - Staff Appreciation, Nurse Audrey not yet confirmed

- Housing Budget relocation, needs more research

Agenda Items 6.9, 6.10, 6.11, 6.3 moved forward for discussion while guests are present

6.9 County of Mackenzie is in discussions with town of High Level regarding future Lodge requisitions. The CAO was directed to contact Ken Fernley regarding needs assessment, clarification on senior population as laid out in the needs assessment.

6.10 Ambulance bay

Board directed CAO to look at possible ambulance bay options for Heimstaed

6.11 County of Mackenzie members had been questioned at a meeting regarding a palative suite in phase 3. Clarification, the suite in phase 3 is a family care suite. Residents do not need to be palitive in order for families to provide care to residents in that suite

6.3 Health Contract Update

CAO met with Bernie Blaze and Madge Applin on July 18, 2007 in Edmonton. Assessments and care plans are completed and will be reviewed with families in the month of august. CAO and Deena will be meeting with Health administration to review assessments and care plans as to impact on contract

Guests left meeting at 10:20am

Board took a break at 10:20am

Call back to order at 10:40am

4. CAO Report

**Motion to approve the CAO Report as presented**

Moved by Dave Neufeld

Carried

5. Financial Reports

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

Moved by Daryl Zielsdorf

Carried

Discussion about reallocating funding from paving project.

5.2 **Motion to approve May 31, 2007 Lodge Budget Report as Presented**

Moved by Abe Peters

Carried

6 New Business

6.1 Governance Policy

**Motion to approve the Governance Policies**

Moved by Daryl Zielsdorf

Carried

6.2 Operational Policies

Board suggested Operational Policies be tabled until September 2007.

6.4 RASLP Units, opening and operations

Reviewed current status

6.5 Purchasing Furniture for phase 3

**Motion to approve the purchase of furniture as presented without the 44 dining room chairs**

Moved by Dave Neufeld

Carried

6.6 Signage for phase 3

**Motion to approve option 3**

Moved by John W. Driedger

Carried

6.7 Contract for emergency plan

**Motion to approve a contract with George Bueckert for the preparation of the Fire Emergency plan.**

Moved by Abe Peters

Carried

6.8 Public Hearing Notification

The Board has no opposition to the land use bylaw 636/07 proposed by Mackenzie County

**Motion to go in camera at 11:50am**

Moved by Daryl Zielsdorf

Carried

**Motion to come out of camera at 12:05pm**

Moved by Abe Peters

Carried

**Motion to approve Lodge staff increase by .50/ hr.**

Moved by Abe Peters

Carried

**Motion to adjourn at 12:10pm**

Motioned by John W. Driedger

Carried

Next meeting date set for August 28, 2007 @ 9:30am

Special meeting with Council August 14, 2007 @ 12:00noon

Special Board meeting August 15, 2007 @ 9:00am

The July 27, 2007 Minutes were adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
Chairman of the board

Wally Schroeder

\_\_\_\_\_  
CAO

Helen Braun



Special Board Meeting  
August 15, 2007  
9:00 am  
Heimstaed Lodge

Present: George Friesen Daryl Zielsdorf Dave Neufeld John W. Driedger

By phone: Wally Schroeder

Present: Helen Braun

1. Call to order @ 10:05am.

2. Agenda items

- Tenders for Fort Vermilion
- Trip to Pincher Creek
- Review of Mackenzie County meeting
- Update on Health Contract
- Staff wages

**Motion to offer Reno jobs to Henry Bueckert**

Moved by Wally Schroeder

Carried

**Motion to offer demolition job to Lefty Contracting**

Moved by Daryl Zielsdorf

Carried

**Motion to work with Ranwall to complete Heating job in Pioneer Homes**

Moved by Wally Schroeder

Carried

No bids on Fort Vermilion shop re-advertise and contact possible contractors

Helen gave up-date on Health contract discussion

-met with Health August 09, 2007

-Health Continuing Care Manager will spend time in Lodge from August 26 to August 29, 2007

**Motion that Helen, Deena & Dorothy visit the Pincher Creek facility to inquire regarding staffing levels, schedules & resident care levels.**

Moved by Wally Schroeder

Carried

Follow up on Mackenzie County meeting

Discussion regarding Ken Fearnlys' report to the Mackenzie Council

**Motion that Mackenzie Housing Management purchase postal code census # for seniors in region.**

Moved by Daryl Zielsdorf

Carried

Discussion about motion:

Mackenzie Housing Management is regional, and the boundary discussion is therefore between the Town of High Level and Mackenzie County.

Daryl Zielsdorf withdrew the above motion

Discussion regarding staff wages, Helen will bring detailed recommendation to next Board meeting.

Next Board meeting set for Tuesday, September 04, 2007 @ 7:00pm.

**Motion to adjourn meeting @ 10:45am**

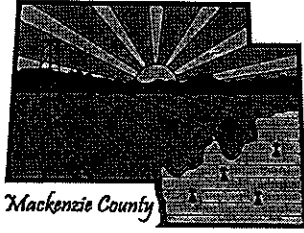
Moved by John W. Driedger

The August 15, 2007 Minutes were adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
Chairman of the Board  
Wally Schroeder

\_\_\_\_\_  
CAO  
Helen Braun





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	September 26, 2007
<b>Presented By:</b>	William Kostiw, Chief Administrative Officer
<b>Title:</b>	2007 Ratepayers Meeting Minutes

**BACKGROUND / PROPOSAL:**

The 2007 ratepayers meeting minutes are attached for information.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

*address action  
items @  
Oct. 1 mtg.*

**RECOMMENDED ACTION:**

That the 2007 ratepayers meeting minutes be received for information.

Author: C. Gabriel

Review By: \_\_\_\_\_

*for  
CAO*



**MACKENZIE COUNTY  
RATEPAYERS MEETING**

**Thursday, June 7, 2007  
7:00 p.m.  
Fort Vermilion Legion  
Fort Vermilion, AB**

**PRESENT:** Bill Neufeld Reeve  
Peter Braun Councillor  
John W. Driedger Councillor  
Jim Thompson Councillor  
Lisa Wardley Councillor  
Greg Newman Councillor

**ABSENT:** Ed Froese Councillor  
Walter Sarapuk Deputy Reeve  
Stuart Watson Councillor

**ALSO PRESENT:** William (Bill) Kostiw Chief Administrative Officer  
Carol Gabriel Executive Assistant  
Joulia Whittleton Director of Corporate Services  
Paul Driedger Director of Planning & Emergency Services  
John Klassen Manager of Utilities & Facilities

23 Ratepayers

Minutes of the Ratepayers meeting for Mackenzie County held on Thursday, June 7, 2007 at the Fort Vermilion Legion in Fort Vermilion, Alberta.

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

Councillor Thompson called the meeting to order at 7:02 p.m.

**1. b) Introductions**

Council and staff introductions were made.

**AGENDA: 2. a) Election of a Chair**

Councillor Thompson opened the floor for nominations.

Darryl Zielsdorf was nominated (declined).

**MOTION 07-RP-01 MOVED by Darryl Zielsdorf**

That Councillor Thompson chair the Fort Vermilion ratepayers meeting.

**CARRIED**

**ADOPTION OF THE  
AGENDA:**

**3. a) Adoption of Agenda**

**MOTION 07-RP-02**

**MOVED** by Corrine Card

That the agenda be adopted with the following additions:

- 7. a) Rural Water System
- 7. b) Proposed Rezoning Bylaw 624/07

**CARRIED**

**ADOPTION OF THE  
PREVIOUS  
MINUTES:**

**4. a) Minutes of the May 31, 2006 Ratepayers Meeting**

**MOTION 07-RP-03**

**MOVED** by Susan McNeil

That the minutes of the May 31, 2006 Fort Vermilion Ratepayers meeting be adopted as presented.

**CARRIED**

**BUSINESS ARISING  
OUT OF THE  
MINUTES:**

**Q. What is the status of the Waste Management – is there a new one to be created?**

A. Councillor Braun indicated that a manager has been hired for the Waste Management Commission. The Commission is in the process of completing a study, it is a long process.

**Q. Mackenzie Housing ditches.**

A. Mr. Kostiw commented that the County is currently surveying the area and engineers have reviewed it. This project has been put in the budget for urban standard curb, gutter, and sidewalk. The underground would be done; however, it may not get paved this year.

**Q. Comments regarding grass cutting.**

- A tractor went through the ditch and over the garbage and made a bigger mess.
- Residents are doing their boulevards.
- MD property is not being done to the same standard.
- Residents have to fix the missing sections left by MD staff.
- The MD is not doing a good job.

- Dandelions are also a problem and something needs to be done.

**Q. Comments regarding the curfew/noise bylaw:**

- Live across from Shirley's which is open late.
- Problems with quads in the back alley.
- Kids are riding on quads and don't stop.
- Kids will get killed.
- Very annoying at 11:00 p.m.
- Quads should be taken out of town.
- They shouldn't be allowed to ride on a public highway.
- Also creates a dust problem and can't keep the house clean.
- They race and spin their wheels.

- A. Councillor Braun indicated that the County has a bylaw in place which allows individuals to take the shortest route out of town and indicates speed limits. The County only has one enforcement officer and the RCMP are busy and don't have time to deal with it.

Mr. Kostiw mentioned that it should be the parent's responsibility. Most RCMP detachments won't chase them. The parents need to be educated.

More comments followed by ratepayers:

- The roads are being destroyed.
- The quads should be kept out of town completely.
- Seniors who live in Pioneer Homes have complaints and it's a safety issue.
- Should run a two-three day campaign and talk to the kids.

Councillor Wardley mentioned that the kids in Zama did a presentation at last year's ratepayers meeting regarding quads. The kids don't want to lose this privilege and are policing it themselves. They have marked trails for quads and snowmobiles. Councillor Wardley also made a presentation at the school regarding quad safety. Kids and parents need to be educated.

Further comments by ratepayers:

- Kids don't listen here.
- The County should oil the back alley to reduce the dust.

Mr. Kostiw indicated that most of the back alleys are actually utility right of ways and could possibly be closed off.

**Q. What is the age limit to ride quads?**

A. Councillor Wardley commented that some say 14 or 16 years of age. It also depends on private/public property.

Mr. Kostiw mentioned that the County is looking at back alleys at the arena area.

Mr. Driedger mentioned that some places use posts with chains. Enough room has to be left for bikes and strollers.

**Q. Who do you phone to complain?**

A. Mr. Driedger indicated that you can call the Emergency Services office in La Crete.

**Q. We need more bylaw officers.**

A. Mr. Kostiw responded that we have the RCMP.

Mr. Driedger mentioned that we have in the past impounded quads and dirt bikes. Parents and kids would have to pick them up which gives us an opportunity to talk to them.

**REPORTS:**

**6. a) Reeve & Council Reports**

Reeve Neufeld reported on the 2006 major projects, some highlights of the 2007 capital budget, and other activities the County is involved in.

2006 major projects completed:

- La Crete 101<sup>st</sup> avenue pavement
- Completion of the Buffalo Head water point
- Recapping Highway 697 (actually completed by Alberta Infrastructure and Transportation)
- Reconstruction of Highway 88 connector interchange
- Zama Beach Road construction
- Rosenberger water management project
- Fort Vermilion River Road

Highlights of the 2007 capital budget:

- Pavement recap of La Crete north and south access
- Paving of Zama Tower Road
- La Crete 99<sup>th</sup> street reconstruction
- Zama water treatment plant and wastewater upgrade
- Reconstruction and pavement of 45<sup>th</sup> street in Fort Vermilion

- Reconstruction of a portion of River Road in Fort Vermilion
- Regional water study in the High Level area

The County continues to be actively involved in the following:

- Working with our new Premier and cabinet for the benefit of our ratepayers
- Working with Alberta Infrastructure and Transportation for improvements to the Tompkins ice crossing and ferry operations
- Lobbying the government in regards to paving Highway 88, Zama Access Road, and Highway 58
- Regional municipal agreements and initiatives
- Improving health services to all our ratepayers
- Continuing to improve our streets, roads, and other infrastructure.

Council is pleased to advise that the County mill rates will not be increased and will remain the same for 2007. We are seeing steady growth in residential, commercial, and industrial areas which is higher than inflation and allows us to maintain a steady mill rate. Council is certainly committed to improving levels of service without increasing the mill rate as ratepayers have suggested.

Reeve Neufeld expressed sincere appreciation to all of the staff members and ratepayers for their dedication in helping the County to develop a superior quality of life and healthy economic climate in the Mackenzie region.

**Q. How are they going to reconstruct 45<sup>th</sup> street?**

A. Reeve Neufeld responded that they will make sure the base is there and put pave on. Councillor Newman indicated that the engineers were looking at it right now.

**Q. A comment was made that it was engineered the first time – the sidewalk should be higher.**

A. Councillor Newman commented that a swale should be done before the sidewalk is installed.

Councillor Braun reported on:

- Sits on the REDI board which is currently doing a recreation needs study and a Return on Investment study to upgrade highway 88 and 58 west. Hopefully this will help get some much needed upgrades. The Ski Hill Feasibility study was positive and are now discussing locations.
- Sits on the County Finance Committee. We look at financial matters and recommend bursaries for our College students and make recommendations to Council.
- Sit on the Municipal Planning Commission along with Councillor

Froese, Darryl Zielsdorf, Manfred Gross, and Jack Eccles. We have made some major changes where permitted uses no longer need to be advertised and can be approved by our staff immediately; however, the discretionary uses come to the Planning Commission for review. Permits are treated on an individual basis as allowed within Council bylaws.

- Sit on the Waterfront Cottage Committee which has not done much yet.
- Sit on the La Crete Recreation Board and believe everything is going well there.
- Sit on the Assessment Review Board.
- Attended numerous Mackenzie Housing meetings as we work hard with the board to resolve the concerns there.
- Sit on the Mackenzie Waste Management Commission. We are currently looking for a new operator/contractor at the waste facility. We are also working towards the Commission taking over all the transfer stations to try and save on costs.
- Sit on the Building Committee. We have sold the La Crete office and are pursuing building a new office with which we hope to combine the municipal office and the emergency services office.
- Sit on the Mighty Peace Tourism board where we try to promote tourism of northern Alberta.
- Some of the capital projects in La Crete for this year are, traffic control lights at the public school intersection and the post office, 99<sup>th</sup> street paving and hopefully the north and south access overlay, La Crete office building, and curb, gutter, sidewalk with paving for a section in the southern residential area. We are trying some dust control with a new oil based product and hope this will last longer than calcium.

Councillor Newman reported on:

- Chair of the Agriculture Service Board which is currently spending a lot of time on drainage issues.
- Caribou Mountains Management Plan – lack of local response, new minister seems to be more receptive to listening to us.
- Sit on the Building Committee – the La Crete office has been sold and is in need of replacement.
- Sit on the Waterfront Cottage Task Force – not a lot has been done yet.

Councillor Thompson reported on:

- Sit on the Mackenzie Housing Library Board – includes community libraries in Fort Vermilion, La Crete, and Zama.
- Alternate on the Subdivision and Development Appeal Board.
- Sit on the Northwest Alberta NAIT Advisory Committee which is based out of High Level.



- Sit on the Northwest Corridor Development Corporation – attended a conference in Terrace, BC last fall.
- Sit on the Fort Vermilion Recreation Board as a liaison between the board and the County.

Councillor Wardley reported on:

- Sit on the Mackenzie Library Board – main focus for the Board over the next year is library promotion.
- Sit on the Zama Recreation Society – is partnering with the Zama Library and the County to research and move forward with a multi-purpose building.
- Created a year round trail.
- Looking at development options for Zama and possibly opening up some lots.
- Excited for the first ever pavement in Zama this year.
- The Zama water treatment plant and wastewater upgrade have finally been approved after five years in the works. Project should begin in June or July this year.

Councillor Driedger reported on:

- Member of the Mackenzie Housing Management Board
- Member of the Mackenzie Economic Development Corporation
- Member of the Rural Water Services Board
- Member of the County Building Committee
- Member of the Regional Health Professional Retention Committee

**MOTION 07-RP-04**

**MOVED** by Reeve Neufeld

That the Reeve and Council reports be received for information.

**CARRIED**

#### **6. b) 2006 Annual Report**

Joulia Whittleton, Director of Corporate Services, presented the 2006 audited financial statements.

The financial statements and all other information contained in the annual report are prepared by management, which is responsible for their accuracy, objectivity and completeness. One of my responsibilities includes preparing the statements in accordance with Canadian generally accepted accounting principles.

Ernst and Young LLP is the County's external auditor appointed by Council and has audited our financial statements.

Council has the ultimate responsibility for these financial statements and oversees management's responsibilities for financial reporting through a Finance Committee. The Finance Committee reviews the financial statements, audit results, and auditor's recommendations in detail.

The combined efforts of Council, administration and County employees have allowed the County to successfully conclude the year 2006. The County's financial position continues to be strong. Although it has been a challenge for Council and administration to come up with innovative ways in balancing long-term planning while addressing County's immediate needs and ratepayer's requests, it is essential that we do not rest on our past accomplishments.

**Q. Do you have plans for the grant funding?**

A. The guidelines for the eligible programs should be available by the end of June. Budget meetings are open to the public.

**MOTION 07-RP-05**

**MOVED** by Darryl Zielsdorf

That the 2006 audited financial statement report be accepted as presented.

**CARRIED**

**6. c) 2007 Budget Highlights**

William Kostiw, Chief Administrative Officer, reported on:

- Expressed thanks to Council and ratepayers for hiring him and thanks to senior staff, it's a pleasure to work with them.
- Still looking to fill some positions.
- Push for economic development – regional agreements with the Town of Rainbow Lake and the Town of High Level.
- Need to step out of the box and get some new projects going.
- Looking at building a new office in La Crete and upgrading other buildings throughout the County.
- Try to get a competitive edge in comparison to the rest of the province.
- Improve health services.
- Calls are always welcome.
- Transportation projects take a large chunk of our budget – we try to improve all areas of our municipality.

Paul Driedger, Director of Planning & Emergency Services, provided a brief overview on:

- Planning

- Area structure plans for all hamlets have been completed
- Revising the Municipal Development Plan
- Held public meetings for country residential subdivisions
- Working with the Town of High Level on the Inter-municipal Development Plan
- Looking at doing a subdivision in Zama – don't have any developers there that own property
- In the process of doing a LiDAR imaging project – takes radar shots of the ground showing drainage, ground, trees, etc. Should be completed in the next few weeks.
- Have done over 30 subdivisions already this year
- Emergency Services
  - Completed a fire break in Zama.
  - Improvements to the Zama and Fort Vermilion fire facilities
  - Looking at building a new ambulance station in Fort Vermilion – may be more cost effective than renovations.
  - Paved the driveways at the High Level ambulance shop/municipal office.
  - Purchasing some equipment for use by paramedics.
  - Purchasing emergency generators and air conditioning units for the ambulance facilities.

**Q. Do the ambulances and fire trucks have GIS?**

A. Mr. Driedger responded that all emergency vehicles have them. Calls from cell phones will go to the nearest tower.

**Q. Has it reduced response times?**

A. Yes. Dispatch has it. Quicker to scene.

John Klassen, Manager of Utilities & Facilities, reported on:

- Water/Wastewater
  - Council has shown a commitment to provide quality water to residents.
  - Facilities will all be up to par once Zama is up and running.
- Projects
  - Zama water treatment plant
  - Regional SCADA system, hydrant and valve replacement program in Zama
  - Future lagoon upgrade in La Crete
- Roads/Transportation
  - Numerous projects
  - Trying to maximize dollars
  - Timeline to allow contractors to bid
  - La Crete 99<sup>th</sup> Street
  - Fort Vermilion River Road
  - Zama Access Road
- Operations

- Replacement of old equipment.
- Currently in the middle of the dust control program – oil product should be complete by the end of next week.
- Regravelling program will be awarded at the next council meeting.
- Parks & Playgrounds
  - Now have a full time staff member.
  - Have been behind in the past couple of years and are working on getting back up to standard.

**Q. Has the MD considered getting into the business of operating golf courses? La Crete is getting a new one and Fort Vermilion may not have one next year.**

A. Mr. Klassen responded that it has never been a discussion.

**Q. Is there some way of doing better drainage at the Fort Vermilion water treatment plant? The concrete pad is the low point on the property.**

A. Mr. Klassen responded that we are looking at it – haven't heard about it before this year. The entire lot should be looked at.

**Q. Who is responsible for the dock?**

A. Mr. Klassen responded that the Public Works department puts it in.

**Q. The ramp is a foot short and kids could get hurt. It fit when it was built and must have shifted.**

A. Mr. Klassen responded that he was open for further discussions after the meeting.

**Q. The parking at the ball diamonds is an issue – people are parking along the road. Is there a way the ditch could be filled in and used as a parking lot?**

A. Mr. Klassen responded that it is a no parking zone. Mr. Kostiw mentioned that we haven't looked at it before.

**MOTION 07-RP-06**

**MOVED** by Liane Lambert

That the 2007 budget highlights be accepted for information.

**CARRIED**

Councillor Thompson noted the recent name change to a County. We realize there is a cost associated with this; however, we wanted to be on the same level playing field in the province and in Canada.

**Q. Do you have a cost at this point?**

A. Approximately \$30,000 - \$50,000. Haven't done a lot yet. The biggest cost will be the signs. Should be done by the end of the year.

Councillor Newman mentioned that the Mackenzie Regional Governance Forum will be held tomorrow. The forum allows local boards to meet and discuss issues. The MLA and other government officials are invited. The Minister of Infrastructure and Transportation will be there and time will be allotted for the public to attend and voice their concerns (highway 88).

**NEW BUSINESS:**

**7. a) Rural Water System**

Darryl Zielsdorf asked what was happening with the rural water system.

- Don't hear a response and would like to get it going.
- Rural folks pay taxes as well.
- Rural water for farms would be a meaningful program.
- The committee got to a certain point and then there were changes in staffing and we're getting discouraged.

Reeve Neufeld responded that the Minister of Energy wants to take this in a new/different direction and wants more standards across the province.

Councillor Newman commented that there isn't a lot of hollering and it doesn't seem to be a priority. He wants to see it happen too. There needs to be more enthusiasm.

Mr. Kostiw responded that he met with Darryl Zielsdorf and Councillor Newman. The PFRA cancelled the program. We need to work more quickly and need a master plan. The federal government will be announcing some new programs. We need more pressure and get a plan in place. Needs to be a Council priority.

**7. b) Proposed Rezoning – Bylaw 624/07**

Levi Pardy received a letter regarding a rezoning adjacent to his property. Is this in the process of being approved?

Councillor Thompson responded that the Bylaw has received first reading, was advertised for a Public Hearing, and will be on the next Council agenda.

**Q. When do you vote on it? We don't want it approved and want it left as a residential area (single unit).**

- A. Councillor Newman responded that rezoning requests are brought to Council and usually receive first reading. Then a public hearing is held to see if there are any public concerns.

Mr. Driedger commented that the public hearing is scheduled for June 12<sup>th</sup>. Council does not have to approve second and third reading. Since the meeting is in Zama we could possibly re-advertise for another hearing to allow the public to attend.

- Q. We have concerns with the increased traffic and the value to our property. Portable classrooms are ugly.**

Councillor Thompson recessed the meeting at 8:30 p.m. and reconvened the meeting at 8:50 p.m.

**QUESTIONS /  
ANSWER PERIOD:**

**8. a) Question & Answer Period**

- Q. Dog control for stray dogs in rural areas. Can't get a hold of anybody. The vet can't take them – do we shoot them or drop them off in town? Need to change the bylaw.**

A. Mr. Driedger commented that the bylaw only covers stray dogs in the hamlets with the exception of rural schools. We don't normally have concerns with rural dogs.

- Q. Does the vet not act for the County? Why the discrepancy?**

A. Councillor Newman responded that the bylaw states any dog not tied. Drop off in town and then call bylaw officer. Don't want to tie my dog up.

- Q. Amend the bylaw to allow rural residents to drop off.**

A. Councillor Braun responded that you should take care of it yourself.

- Q. If you take it to the vet they may get a new home.**

A. Councillor Braun responded that we can bring the bylaw forward for review by Council.

- Q. By the time the bylaw officer gets there the dog is usually gone.**

A. Mr. Driedger commented that sometimes people tie them up for us.

- Q. What percentage of dogs get put down?**

A. Mr. Driedger responded that he wasn't sure. Many get

picked up or adopted.

**Q. Can hamlet residents take them to the vet?**

A. Mr. Driedger responded yes.

**Q. Fort Vermilion is in need of seniors housing. Pioneer Homes is full. How feasible is an 8 – 10 apartment complex. Don't have a safe walking trail for exercising – using sidewalks and the highway. There was money available and then transferred somewhere else.**

A. Councillor Thompson responded that there was a committee in place and it went by the wayside. The money was diverted to another project (Old Bay House). Had problems with people not allowing their property to be used for the trail.

**Q. Why not use the complex property?**

A. A committee was started and had a map in place. The committee was fired and another committee was formed and nothing happened.

**Q. Aren't the funds designated/allotted by the provincial government?**

A. Need to get a committee going and request grant funding.

Councillor Braun commented that the La Crete group fundraised for their project.

**Q. Why can't the County accept paint cans at the transfer station?**

A. Mr. Klassen responded that there is a new joint venture happening with the Waste Commission and the County. Collection sites for hazardous waste will be available at each transfer station soon.

**Q. Why did they start and stop accepting? Will the collection apply to batteries?**

A. Mr. Klassen responded that in La Crete the local 4-H accepts batteries at a local business location. Different options could be investigated.

**Q. What are they doing with the road in Mackenzie Housing?**

A. Mr. Kostiw responded that it would be done when we do 45<sup>th</sup> street. We need to get rid of the water first. It will probably take a couple of years. We will patch the holes.

**Q. What happened to the flowerbed?**

- A. Mr. Kostiw responded that they had a meeting to leave it. Members of the community decided they wanted it removed. Board of Trade members spoke to our staff to remove it. The guard rail will be replaced.
- Q. Put up a nice flowerbed.**
- A. Councillor Thompson commented that the engineers were going to redesign it.
- Q. Is anything going to be done with the drainage on 47<sup>th</sup> street?**
- A. Mr. Kostiw responded that there was supposed to be storm sewers. Have looked at it with engineers and will focus on drainage. Services will be fixed this year.
- Q. Any chance that the complex can get dust control? Why pave a small portion – we have a lot of dust.**
- A. Mr. Kostiw responded that the portion of pave was free. Water was getting into the foundation. All communities have that problem.
- Q. Is there going to be a sealant on the pavement on 44<sup>th</sup> street (cracks, water)?**
- A. Mr. Kostiw responded that he would talk to the contractor if there is a problem.
- Q. The sidewalks in front of the MD are getting eroded.**
- A. Mr. Driedger responded that it was already fixed last year. Mr. Kostiw commented that he would look into it – may need some more matting.
- Q. Meeting for Emergency Services. If evacuation happens again – any followup?**
- A. Mr. Driedger responded that they are updating the emergency plan. A committee meeting is held before evacuation occurs.
- Q. Is there no community planning group?**
- A. Mr. Driedger responded that Council as a whole is the agency for disaster services. The plan indicates what we do and when.
- Q. Do we have an emergency plan only for flooding?**
- A. Mr. Driedger responded no. The plan covers any emergency.

Mr. Kostiw commented that the Reeve is automatically the chair of disaster services under the Act. We have a clear



process to follow.

Mrs. Whittleton commented that a disaster practice was held this spring with all agencies involved. A plan is in place.

Mr. Kostiw mentioned that we need to be careful how we plan. It is very expensive.

Mr. Driedger mentioned that the plan is updated annually (contact info., etc.).

Mrs. Whittleton mentioned that an emergency kit is located in the Council Chambers in Fort Vermilion which was provided by the government.

**Q. Why are the other Councillors not here?**

A. Reeve Neufeld responded that one of the Councillors' was seeding and the other was work related.

**Q. What percentage of meetings did the local councillors attend?**

A. Councillor Newman responded that he missed approximately 2 out of 24 meetings. Councillor Thompson responded that he missed 4 or 5 meetings due to being out of the area for fires.

**Q. Where are you with the cost sharing agreement with High Level?**

A. Councillor Wardley responded that we are getting closer. Reeve Neufeld responded that we have a meeting scheduled on Monday. Mr. Kostiw stated that it was ongoing.

**ADJOURNMENT: 9. a) Adjournment**

**MOTION 07-RP-07 MOVED** by Darryl Zielsdorf

That the Ratepayers meeting be adjourned at 9:30 p.m.

**CARRIED**

These minutes will be presented to Council for approval on \_\_\_\_\_.

\_\_\_\_\_  
Bill Neufeld, Reeve

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



**MACKENZIE COUNTY  
RATEPAYERS MEETING**

**Friday, June 8, 2007  
6:30 p.m.  
La Crete Heritage Centre  
La Crete, AB**

<b>PRESENT:</b>	Bill Neufeld	Reeve
	Walter Sarapuk	Deputy Reeve
	Peter Braun	Councillor
	John W. Driedger	Councillor
	Ed Froese	Councillor
	Lisa Wardley	Councillor
	Greg Newman	Councillor
<b>ABSENT:</b>	Jim Thompson	Councillor
	Stuart Watson	Councillor
<b>ALSO PRESENT:</b>	William (Bill) Kostiw	Chief Administrative Officer
	Carol Gabriel	Executive Assistant
	Joulia Whittleton	Director of Corporate Services
	Paul Driedger	Director of Planning & Emergency Services
	John Klassen	Manager of Utilities & Facilities
	50 Ratepayers	

Minutes of the Ratepayers meeting for Mackenzie County held on Friday, June 8, 2007 at the Heritage Centre in La Crete, Alberta.

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

Reeve Neufeld called the meeting to order at 6:38 p.m.

**1. b) Introductions**

Council and staff introductions were made.

**AGENDA: 2. a) Election of a Chair**

Reeve Neufeld opened the floor for nominations.

**MOTION 07-RP-08 MOVED by Joe Peters**

That Reeve Neufeld chair the La Crete ratepayers meeting.

**CARRIED**

**ADOPTION OF THE  
AGENDA:**

**3. a) Adoption of Agenda**

**MOTION 07-RP-09**

**MOVED** by John Teichroeb

That the agenda be adopted as presented.

**CARRIED**

**ADOPTION OF THE  
PREVIOUS  
MINUTES:**

**4. a) Minutes of the May 26, 2006 Ratepayers Meeting**

**MOTION 07-RP-10**

**MOVED** by Joe Peters

That the minutes of the May 26, 2006 La Crete Ratepayers meeting be adopted as amended.

**CARRIED**

**BUSINESS ARISING  
OUT OF THE  
MINUTES:**

**5. a) None**

**REPORTS:**

**6. a) Reeve & Council Reports**

Reeve Neufeld reported on the 2006 major projects, some highlights of the 2007 capital budget, and other activities the County is involved in.

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- Paving of Zama Tower Road
- La Crete 99<sup>th</sup> street reconstruction

- Zama water treatment plant and wastewater upgrade
- Reconstruction and pavement of 45<sup>th</sup> street in Fort Vermilion
- Reconstruction of a portion of River Road in Fort Vermilion
- Regional water study in the High Level area

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- Working with our new Premier and cabinet for the benefit of our ratepayers
- Working with Alberta Infrastructure and Transportation for improvements to the Tompkins ice crossing and ferry operations
- Lobbying the government in regards to paving Highway 88, Zama Access Road, and Highway 58
- Regional municipal agreements and initiatives
- Improving health services to all our ratepayers
- Continuing to improve our streets, roads, and other infrastructure.

Council is pleased to advise that the County mill rates will not be increased and will remain the same for 2007. We are seeing steady growth in residential, commercial, and industrial areas which is higher than inflation and allows us to maintain a steady mill rate. Council is certainly committed to improving levels of service without increasing the mill rate as ratepayers have suggested.

Reeve Neufeld expressed sincere appreciation to all of the staff members and ratepayers for their dedication in helping the County to develop a superior quality of life and healthy economic climate in the Mackenzie region.

Deputy Reeve Sarapuk reported on the Regional Economic Development Initiative's (REDI) ethanol project and sits on the following committees:

- Agricultural Land Task Force
- Agriculture Service Board
- Finance Committee
- Subdivision & Development Appeal Board
- High Level Forests Public Advisory Committee
- Northern Lights Forest Education Society
- Regional Economic Development Initiative

Councillor Newman reported on:

- Chair of the Agriculture Service Board which is currently spending a lot of time on drainage issues.
- Caribou Mountains Management Plan – lack of local response, new minister seems to be more receptive to listening to us.
- Sit on the Building Committee – the La Crete office has been sold and is in need of replacement.

- Sit on the Waterfront Cottage Task Force – not a lot has been done yet.

Councillor Froese reported on:

- Member of the Municipal Planning Commission.
- Member of the Agricultural Land Task Force which is progressing with the opening of more farmland.

Councillor Braun reported on:

- Sits on the REDI board which is currently doing a recreation needs study and a Return on Investment study to upgrade highway 88 and 58 west. Hopefully this will help get some much needed upgrades. The Ski Hill Feasibility study was positive and are now discussing locations.
- Sits on the County Finance Committee. We look at financial matters and recommend bursaries for our College students and make recommendations to Council.
- Sit on the Municipal Planning Commission along with Councillor Froese, Darryl Zielsdorf, Manfred Gross, and Jack Eccles. We have made some major changes where permitted uses no longer need to be advertised and can be approved by our staff immediately; however, the discretionary uses come to the Planning Commission for review. Permits are treated on an individual basis as allowed within Council bylaws.
- Sit on the Waterfront Cottage Committee which has not done much yet.
- Sit on the La Crete Recreation Board and believe everything is going well there.
- Sit on the Assessment Review Board.
- Attended numerous Mackenzie Housing meetings as we work hard with the board to resolve the concerns there.
- Sit on the Mackenzie Waste Management Commission. We are currently looking for a new operator/contractor at the waste facility. We are also working towards the Commission taking over all the transfer stations to try and save on costs.
- Sit on the Building Committee. We have sold the La Crete office and are pursuing building a new office with which we hope to combine the municipal office and the emergency services office.
- Sit on the Mighty Peace Tourism board where we try to promote tourism of northern Alberta.
- Some of the capital projects in La Crete for this year are, traffic control lights at the public school intersection and the post office, 99<sup>th</sup> street paving and hopefully the north and south access overlay, La Crete office building, and curb, gutter, sidewalk with paving for a section in the southern residential area. We are trying some dust control with a new oil based product and hope

this will last longer than calcium.

Councillor Driedger reported on:

- Member of the Mackenzie Housing Management Board
- Member of the Mackenzie Economic Development Corporation
- Member of the Rural Water Services Board
- Member of the County Building Committee
- Member of the Regional Health Professional Retention Committee

Councillor Wardley reported on:

- Sit on the Mackenzie Library Board – main focus for the Board over the next year is library promotion.
- Sit on the Zama Recreation Society – is partnering with the Zama Library and the County to research and move forward with a multi-purpose building.
- Created a year round trail.
- Looking at development options for Zama and possibly opening up some lots.
- Excited for the first ever pavement in Zama this year.
- The Zama water treatment plant and wastewater upgrade have finally been approved after five years in the works. Project should begin in June or July this year.

**MOTION 07-RP-11**

**MOVED** by Abe Banman

That the Reeve and Council reports be received for information.

**CARRIED**

**6. b) 2006 Annual Report**

Joulia Whittleton, Director of Corporate Services, presented the 2006 audited financial statements.

The financial statements and all other information contained in the annual report are prepared by management, which is responsible for their accuracy, objectivity and completeness. One of my responsibilities includes preparing the statements in accordance with Canadian generally accepted accounting principles.

Ernst and Young LLP is the County's external auditor appointed by Council and has audited our financial statements.

Council has the ultimate responsibility for these financial statements and oversees management's responsibilities for financial reporting

through a Finance Committee. The Finance Committee reviews the financial statements, audit results, and auditor's recommendations in detail.

The combined efforts of Council, administration and County employees have allowed the County to successfully conclude the year 2006. The County's financial position continues to be strong. Although it has been a challenge for Council and administration to come up with innovative ways in balancing long-term planning while addressing County's immediate needs and ratepayer's requests, it is essential that we do not rest on our past accomplishments.

### **6. c) 2007 Budget Highlights**

William Kostiw, Chief Administrative Officer, reported on:

- Expressed thanks to Council and ratepayers for hiring him and thanks to senior staff, it's a pleasure to work with them.
- The County is working to achieve operating stability.
- Still looking to fill some positions and are trying to hire local people.
- Economic development is important as we move forward with projects.
- The County is working with various governments to maximize grants and have been fairly successful. We have been attending provincial functions for lobbying purposes.
- Looking at building a new office in La Crete and upgrading other buildings throughout the County.
- Try to get a competitive edge in comparison to the rest of the province.
- Improve health services.
- Calls are always welcome.
- Transportation projects take a large chunk of our budget – we try to improve all areas of our municipality.

Paul Driedger, Director of Planning & Emergency Services provided a brief overview on:

- Planning
  - Area structure plans for all hamlets have been completed
  - Revising the Municipal Development Plan
  - Held public meetings for country residential subdivisions
  - Working with the Town of High Level on the Inter-municipal Development Plan
  - Looking at doing a subdivision in Zama – don't have any developers there that own property
  - In the process of doing a LiDAR imaging project – takes radar shots of the ground showing drainage, ground, trees,



- etc. Should be completed in the next few weeks.
- Have done over 30 subdivisions already this year
- Emergency Services
  - Completed a fire break in Zama.
  - Improvements to the Zama and Fort Vermilion fire facilities
  - Looking at building a new ambulance station in Fort Vermilion – may be more cost effective than renovations.
  - Paved the driveways at the High Level ambulance shop/municipal office.
  - Purchasing some equipment for use by paramedics.
  - Purchasing emergency generators and air conditioning units for the ambulance facilities.

John Klassen, Manager of Utilities & Facilities, reported on:

- Water/Wastewater
  - Council has shown a commitment to provide quality water to residents.
  - Facilities will all be up to par once Zama is up and running.
- Projects
  - Zama water treatment plant
  - Regional SCADA system, hydrant and valve replacement program in Zama
  - Future lagoon upgrade in La Crete
- Roads/Transportation
  - Numerous projects
  - Trying to maximize dollars
  - Timeline to allow contractors to bid
  - La Crete 99<sup>th</sup> Street
  - Fort Vermilion River Road
  - Zama Access Road
- Operations
  - Replacement of old equipment.
  - Currently in the middle of the dust control program – oil product should be complete by the end of next week.
  - Regravelling program will be awarded at the next council meeting.
- Parks & Playgrounds
  - Now have a full time staff member.
  - Have been behind in the past couple of years and are working on getting back up to standard.
  - We are in the process of developing a plan to present to Council in the near future.

**MOTION 07-RP-12**

**MOVED** by Dave Zacharias

That the 2006 Annual Report and the 2007 budget highlights be accepted for information.

## CARRIED

Reeve Neufeld recessed the meeting at 7:15 p.m. and reconvened the meeting at 7:34 p.m.

Reeve Neufeld commented that John Engleder, Regional Director for the Peace Region with Alberta Infrastructure & Transportation was here today and the Buffalo Head Prairie School access project will be tendered soon.

### NEW BUSINESS:

7. a) None

### QUESTIONS / ANSWER PERIOD:

8. a) **Question & Answer Period**

**Q. Comment regarding the Rural Country Residential rules. Would like to see a change made to allow three residences per quarter section of land and be allowed to keep the original yard site.**

A. Councillor Braun responded that there has already been discussions held on this topic and the County is currently doing a review on Rural Country Residential subdivisions.

**Q. Recently purchased a condo and my tax bill is over \$1,500.00. Before I moved I had a yard and my bill was the same. Is there a mistake? Another ratepayer had the same concern. They had an over 140% tax increase. Seniors are on a fixed income.**

A. Mrs. Whittleton responded that there are options available for assessment review and offered to look into it.

**Q. Do tax assessors have the same rules across the province?**

A. Yes. They follow provincial regulations. Councillor Braun commented that assessors are provincially regulated and is based on market value. He attended a training session on assessment appeals recently. The County doesn't make the rules, they only control the mill rate. Open houses are held every year with the assessor.

**Q. My house and yard was appraised higher than this property.**

A. Councillor Wardley responded that the appraisal and the assessment are sometimes different. Assessment has increased across the County.

Councillor Braun commented that everything is valued as of

December 31<sup>st</sup> of the previous year. Assessments are now to be done every other year which was previously every five years.

- Q. Comments were made that it was a licensed appraiser doing the appraisal and that assessments shouldn't be done every other year.**
- A. Councillor Braun responded that we have no control over this. Every municipality has an assessor who is trained and certified and are hired by Council.
- Q. How does an assessor get paid? Why was the property appraised as if it was completely done?**
- A. Mrs. Whittleton responded that the assessor is paid on a contract by the County. We have one year left of our current contract. It is important for you to bring forward your concerns. The deadline for assessment appeals in June 29<sup>th</sup>.
- Q. In order to appeal you have to pay an appeal fee.**
- A. Councillor Braun responded that if you show up for the appeal hearing your fee will be refunded.
- Q. What is happening with the sewer situation on 105<sup>th</sup> avenue? If the smell gets extreme are we addressing that?**
- A. Mr. Klassen responded that the situation is being investigated. Have contacted Superior Safety, however, have not received a response.
- Q. I have a multi-level house. If I rent would it affect my taxes? What about if I add another kitchen?**
- A. The additional kitchen would affect the value of the house. The taxes shouldn't go up as long as it is still assessed as residential.
- Q. What was the reason for the name change? What is the cost and the advantage?**
- A. Mr. Kostiw responded that it puts us on a level playing field. Alberta is the only place that still has Municipal Districts. The cost is approximately \$30 - \$50,000 over the next year for replacement of signage on vehicles and highways.
- Q. A comment was made regarding the number of quads in town.**
- A. Mr. Driedger commented that this issue has been discussed with the RCMP. The County only has one enforcement officer. The RCMP will speak to them however most times won't stop them as it is a safety issue. Fort Vermilion has the same issue.

**Q. What is Ron's job?**

- A. He is a Community Peace Officer, bylaw enforcement, and safety officer.

Mr. Kostiw mentioned that it should be the parent's responsibility. Most RCMP detachments won't chase them. The parents need to be educated.

The County has a bylaw in place which allows individuals to take the shortest route out of town and indicates speed limits.

Reeve Neufeld commented that there was a suggestion in Fort Vermilion not to allow any quads in town.

**Q. Dirt bikes are more of a problem than quads. The bylaw process was started by the snowmobile club. We fought to get the bylaw and don't want to lose it. We need to educate people.**

- A. Councillor Wardley mentioned that the kids in Zama did a presentation at last year's ratepayers meeting regarding quads. The kids don't want to lose this privilege and are policing it themselves. They have marked trails for quads and snowmobiles. Councillor Wardley also made a presentation at the school regarding quad safety. Kids and parents need to be educated.

A suggestion was made to put a large, visible identification number on the quads and register these numbers with the RCMP.

**Q. There was a dust concern in the new subdivision for commercial lots east of town near the residential area.**

- A. Reeve Neufeld responded that they should speak to Paul Driedger who would take it to the Municipal Planning Commission.

**Q. Is the County paying RCMP wages?**

- A. The County pays for one enhanced policing position. They have an office in La Crete.

**Q. A comment was made that the general public would have to take matters into their own hands. A business owner had a small incident and reported it to the police – however felt that it would have been resolved sooner if he had dealt with it himself.**

- A. Mr. Driedger responded that the RCMP are making an effort to be present in the evenings. They are quite busy with the large

area they have to serve.

**Q. What was the cost for repainting the ferry?**

A. Don't know. It is not the County's responsibility.

**Q. We would like to have seen that money go towards a bridge. What effort is being made to get a bridge?**

A. The cost would be approximately \$100 million. Councillor Braun commented that a study has just been done through the Regional Economic Development Initiative (REDI) and we are continually putting pressure on the government.

**Q. A comment was made that we may be requesting too many projects by asking for a bridge and pavement on Highway 88. What do we want?**

A. Both Highway 88 and a bridge are a priority, however, we should go after one.

**Q. We need to ask for one thing and then we might get it. Why aren't we getting anything done?**

A. Reeve Neufeld commented on the meeting held with the Minister of Infrastructure and Transportation earlier that day regarding Highway 88. We need to stand together.

**Q. Does the Fort Vermilion bridge get inspected? I've heard the bridge is the only one out of five that is still standing. Doesn't look like a lot of maintenance has been done on it.**

A. Yes the bridge is inspected annually and also when there is an incident.

**ADJOURNMENT: 9. a) Adjournment**

**MOTION 07-RP-13 MOVED** by Jake Wolfe

That the Ratepayers meeting be adjourned at 8:32 p.m.

**CARRIED**

These minutes will be presented to Council for approval on \_\_\_\_\_.

\_\_\_\_\_  
Bill Neufeld, Reeve

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



**MACKENZIE COUNTY  
RATEPAYERS MEETING**

**Monday, June 11, 2007  
7:00 p.m.  
Zama Community Hall  
Zama, AB**

<b>PRESENT:</b>	Bill Neufeld	Reeve
	Peter Braun	Councillor
	John W. Driedger	Councillor
	Ed Froese	Councillor
	Lisa Wardley	Councillor
	Jim Thompson	Councillor
	Stuart Watson	Councillor
<b>ABSENT:</b>	Walter Sarapuk	Deputy Reeve
	Greg Newman	Councillor
<b>ALSO PRESENT:</b>	William (Bill) Kostiw	Chief Administrative Officer
	Carol Gabriel	Executive Assistant
	Joulia Whittleton	Director of Corporate Services
	John Klassen	Manager of Utilities & Facilities
	25 Ratepayers	

Minutes of the Ratepayers meeting for Mackenzie County held on Monday, June 11, 2007 at the Zama Community Hall in Zama, Alberta.

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

Councillor Wardley called the meeting to order at 7:05 p.m.

**1. b) Introductions**

Council and staff introductions were made.

**AGENDA: 2. a) Election of a Chair**

Councillor Wardley opened the floor for nominations.

**MOTION 07-RP-14 MOVED** by Darlene VanWyck

That Councillor Wardley chair the Zama ratepayers meeting.

**CARRIED**

**ADOPTION OF THE  
AGENDA:**

**3. a) Adoption of Agenda**

**MOTION 07-RP-15**

**MOVED** by Darlene VanWyck

That the agenda be adopted as presented.

**CARRIED**

**ADOPTION OF THE  
PREVIOUS  
MINUTES:**

**4. a) Minutes of the April 28, 2005 Ratepayers Meeting**

**MOTION 07-RP-16**

**MOVED** by Lyle Blades

That the minutes of the April 28, 2005 Zama Ratepayers meeting be adopted as amended.

**CARRIED**

**4. b) Minutes of the May 26, 2006 Ratepayers Meeting**

**MOTION 07-RP-17**

**MOVED** by Lyle Blades

That the minutes of the May 26, 2006 Zama Ratepayers meeting be adopted as amended.

**CARRIED**

**BUSINESS ARISING  
OUT OF THE  
MINUTES:**

**5. a) None**

**REPORTS:**

**6. a) Reeve & Council Reports**

Councillor Wardley reported that she doesn't sit on a lot of outside committees, however, tries to focus attention on committees that directly affect Zama. These are:

- Mackenzie Library Board
  - This is a governing board over the three Mackenzie libraries (Fort Vermilion, La Crete, and Zama)
  - The main focus for this board over the next year is library promotion
- Zama Recreation Society
  - The society has been busy trying to improve service to our community.



- We are currently working on a program funding partnership with Child and Family Services which will hopefully add a part-time programming person in the community.
- The Winter Trail Committee spent over 350 hours building and mapping our first 'legal' trail in the area. They are working with Forestry to gain licensing. A Summer Trail Committee still needs to be recruited.
- The Society has partnered with the Zama Library and the County to research and move forward with a multi-purpose building for Zama. Our first community meeting was held a couple of weeks ago and showed tremendous interest and many great ideas were discussed.

Councillor Wardley also mentioned some of the highlights for Zama:

- The new water treatment plan and lagoon. A water source has been found and a contractor has been selected. Construction will begin sometime in July and the lagoon will follow.
- Regional airport study – the study has been completed and Council will be reviewing what our long range goals are for each facility.
- Assumption Hill Bypass – due to a number of circumstances this project has been cancelled.
- Additional funding for organizations – the recreation board and the FCSS have seen a small increase in operational funding. We receive \$4,000 for the Communities in Bloom and Chamber of Commerce initiatives.
- Zama Community Development Plan – the plan has been completed and thanks to the community members for their input. This plan will be used over the next 10 years to encourage development within the hamlet.
- Dust Control – the dust control throughout town and the Zama Access has been completed. This is the first year that the majority of town has seen an oil-based product.
- Zama Park Campground Upgrade
- Zama Fire Department – the department is still recruiting.
- Zama Fire Smart Program
- Paving projects – Bearpaw Crescent and Tower Road (1<sup>st</sup> phase Zama Access) will be tendered shortly for upgrade and pavement.
- 10 Year Road Plan
- Drainage – Surface Water – Monies have been allocated to complete a full-range study of our areas surface water and to try and come up with a workable plan to divert water.
- Planning & Development- \$50,000 has been set aside to start addressing the lack of available lots and to investigate options,

partnerships and solutions to our severe development shortage.

Reeve Neufeld reported on the 2006 major projects, some highlights of the 2007 capital budget, and other activities the County is involved in.

2006 major projects completed:

- La Crete 101<sup>st</sup> avenue pavement
- Completion of the Buffalo Head water point
- Recapping Highway 697 (actually completed by Alberta Infrastructure and Transportation)
- Reconstruction of Highway 88 connector interchange
- Zama Beach Road construction
- Rosenberger water management project
- Fort Vermilion River Road

Highlights of the 2007 capital budget:

- Pavement recap of La Crete north and south access
- Paving of Zama Tower Road
- La Crete 99<sup>th</sup> street reconstruction
- Zama water treatment plant and wastewater upgrade
- Reconstruction and pavement of 45<sup>th</sup> street in Fort Vermilion
- Reconstruction of a portion of River Road in Fort Vermilion
- Regional water study in the High Level area

The County continues to be actively involved in the following:

- Working with our new Premier and cabinet for the benefit of our ratepayers
- Working with Alberta Infrastructure and Transportation for improvements to the Tompkins ice crossing and ferry operations
- Lobbying the government in regards to paving Highway 88, Zama Access Road, and Highway 58
- Regional municipal agreements and initiatives
- Improving health services to all our ratepayers
- Continuing to improve our streets, roads, and other infrastructure.

Council is pleased to advise that the County mill rates will not be increased and will remain the same for 2007. We are seeing steady growth in residential, commercial, and industrial areas which is higher than inflation and allows us to maintain a steady mill rate. Council is certainly committed to improving levels of service without increasing the mill rate as ratepayers have suggested.

Reeve Neufeld expressed sincere appreciation to all of the staff members and ratepayers for their dedication in helping the County to develop a superior quality of life and healthy economic climate in the

Mackenzie region.

Councillor Watson reported on:

- Chair of the Mackenzie Waste Management Commission.
  - Recently hired a manager.
  - The High Level landfill operations is being retendered.
  - Looking at having a manager run the facility instead of contracting.
- Member of the Regional Health Professional Retention Committee designed to retain medical staff.
- Member of the County Finance Committee.

Councillor Froese reported on:

- Member of the Municipal Planning Commission.
- Member of the Agricultural Land Task Force which is progressing with the opening of more farmland.

Councillor Thompson reported on:

- Sit on the Mackenzie Housing Library Board – includes community libraries in Fort Vermilion, La Crete, and Zama.
- Alternate on the Subdivision and Development Appeal Board.
- Sit on the Northwest Alberta NAIT Advisory Committee which is based out of High Level.
- Sit on the Northwest Corridor Development Corporation – attended a conference in Terrace, BC last fall.
- Sit on the Fort Vermilion Recreation Board as a liaison between the board and the County.

Councillor Braun reported on:

- Sits on the REDI board which is currently doing a recreation needs study and a Return on Investment study to upgrade highway 88 and 58 west. Hopefully this will help get some much needed upgrades. The Ski Hill Feasibility study was positive and are now discussing locations.
- Sits on the County Finance Committee. We look at financial matters and recommend bursaries for our College students and make recommendations to Council.
- Sit on the Municipal Planning Commission along with Councillor Froese, Darryl Zielsdorf, Manfred Gross, and Jack Eccles. We have made some major changes where permitted uses no longer need to be advertised and can be approved by our staff immediately; however, the discretionary uses come to the Planning Commission for review. Permits are treated on an individual basis as allowed within Council bylaws.
- Sit on the Waterfront Cottage Committee which has not done much yet.

- Sit on the La Crete Recreation Board and believe everything is going well there.
- Sit on the Assessment Review Board.
- Attended numerous Mackenzie Housing meetings as we work hard with the board to resolve the concerns there.
- Sit on the Mackenzie Waste Management Commission. We are currently looking for a new operator/contractor at the waste facility. We are also working towards the Commission taking over all the transfer stations to try and save on costs.
- Sit on the Building Committee. We have sold the La Crete office and are pursuing building a new office with which we hope to combine the municipal office and the emergency services office.
- Sit on the Mighty Peace Tourism board where we try to promote tourism of northern Alberta.
- Some of the capital projects in La Crete for this year are, traffic control lights at the public school intersection and the post office, 99<sup>th</sup> street paving and hopefully the north and south access overlay, La Crete office building, and curb, gutter, sidewalk with paving for a section in the southern residential area. We are trying some dust control with a new oil based product and hope this will last longer than calcium.

Councillor Driedger reported on:

- Member of the Mackenzie Housing Management Board
- Member of the Mackenzie Economic Development Corporation
- Member of the Rural Water Services Board
- Member of the County Building Committee
- Member of the Regional Health Professional Retention Committee

**MOTION 07-RP-18**

**MOVED** by Janet Forrest

That the Reeve and Council reports be received for information.

**CARRIED**

**6. b) 2006 Annual Report**

Joulia Whittleton, Director of Corporate Services, presented the 2006 audited financial statements.

The financial statements and all other information contained in the annual report are prepared by management, which is responsible for their accuracy, objectivity and completeness. One of my responsibilities includes preparing the statements in accordance with Canadian generally accepted accounting principles.

Ernst and Young LLP is the County's external auditor appointed by Council and has audited our financial statements.

Council has the ultimate responsibility for these financial statements and oversees management's responsibilities for financial reporting through a Finance Committee. The Finance Committee reviews the financial statements, audit results, and auditor's recommendations in detail.

The combined efforts of Council, administration and County employees have allowed the County to successfully conclude the year 2006. The County's financial position continues to be strong. Although it has been a challenge for Council and administration to come up with innovative ways in balancing long-term planning while addressing County's immediate needs and ratepayer's requests, it is essential that we do not rest on our past accomplishments.

**Q. Is it possible to get figures for revenue from each ward?  
The same question was asked last year.**

A. The information can be provided on the direction of Council.

**MOTION 07-RP-19**

**MOVED** by Darlene Van Wyck

That the individual ward tax revenues be made available at the annual ratepayers meeting.

**CARRIED**

**Q. Can the same thing be done with expenditures?**

A. Mrs. Whittleton responded that doing an expenditure breakdown would be a lot of work. We currently don't keep track of expenditures by ward and it would require a lot of effort by staff for coding purposes.

**MOTION 07-RP-20**

**MOVED** by Lyle Blades

That the 2006 audited financial statement report be accepted as presented.

**CARRIED**

**6. c) 2007 Budget Highlights**

John Klassen, Manager of Utilities & Facilities, reported on:

- Water/Wastewater
  - Council has shown a commitment to provide quality water

- to residents.
- o Facilities will all be up to par once Zama is up and running.
- **Projects**
  - o Zama water treatment plant
  - o Regional SCADA system, hydrant and valve replacement program in Zama
  - o Future lagoon upgrade in La Crete
- **Roads/Transportation**
  - o Numerous projects
  - o Trying to maximize dollars
  - o Timeline to allow contractors to bid
  - o La Crete 99<sup>th</sup> Street
  - o Fort Vermillion River Road
  - o Zama Access Road
- **Operations**
  - o Replacement of old equipment.
  - o Currently in the middle of the dust control program – oil product should be complete by the end of next week.
  - o Regravelling program will be awarded at the next council meeting.
- **Parks & Playgrounds**
  - o Now have a full time staff member.
  - o Have been behind in the past couple of years and are working on getting back up to standard.
  - o We are in the process of developing a plan to present to Council in the near future.

**Q. Will the campground have year round service?**

A. No.

**Q. Is there a paving standard? Will the increased weight on this road be taken into account?**

A. Yes. The road needs to be designed for the traffic. Base prep is very important.

**Q. Any thought into doing a more thorough job in the application of the oil product. The gravel is coming through in some areas and too much oil was applied in other areas.**

A. Mr. Klassen commented that he had noticed it too and will be fixed.

**Q. Several residents are interested in paving their own driveways when the paving happens. Is this possible?**

A. It depends on the contractor. They should supply at the same cost.

William Kostiw, Chief Administrative Officer, reported on:

- Expressed thanks to Council and ratepayers for hiring him and thanks to senior staff, it's a pleasure to work with them.
- The County is working to achieve operating stability.
- Still looking to fill some positions and are trying to hire local people.
- Economic development is important as we move forward with projects.
- The County is working with various governments to maximize grants and have been fairly successful. We have been attending provincial functions for lobbying purposes.
- Looking at building a new office in La Crete and upgrading other buildings throughout the County.
- Try to get a competitive edge in comparison to the rest of the province.
- Improve health services.
- Calls are always welcome.
- Transportation projects take a large chunk of our budget – we try to improve all areas of our municipality.

**MOTION 07-RP-21**

**MOVED** by Pete Dyck

That the 2007 budget highlights be accepted for information.

**CARRIED**

Councillor Wardley recessed the meeting at 7:54 p.m. and reconvened the meeting at 8:10 p.m.

**NEW BUSINESS:**

7. a) **None**

**QUESTIONS /  
ANSWER PERIOD:**

8. a) **Question & Answer Period**

Presentation by a member of the Zama youth, Laura Wardley, regarding request for ATV signage requested at last years ratepayers meeting. They are requesting that the County:

- Help to make Zama an ATV friendly place.
- Post ATV speed limit signage.
- Post stop signs at cutline entrances to roads in Zama.
- Make ATV safety courses available (possibly through the Fire Department).
- Post rules signs around town.

Administration commented that the County doesn't normally put up ATV signs. This would have to be presented to Council for consideration.

A comment was made that Karrie Bateman, Acting Fire Chief, could look into it and do some safety training.

**Q. Is there an age limit for children riding quads?**

A. Sgt. Shane Ramteemal from the Assumption RCMP detachment stated that the age depends on the size of the machine, common sense, and the child should be able to demonstrate proficiency.

**Q. A year ago there were no rules. The kids presented rules and now they need help from the adults. It's becoming more of a problem and from adults as well. The kids want the freedom to continue.**

A. Councillor Froese commented that it is difficult to police.

Sgt. Ramteemal commented that the RCMP use quads for policing in Rainbow Lake. Safety is a big issue. Kids shouldn't be penalized – it is everyone's responsibility. The RCMP will lay charges.

**Q. What do you need to lay charges?**

A. Sgt. Ramteemal responded that you need to be able to identify the person and they must be committing a crime.

**Q. We need to revisit the 10 year road plan and look at condensing it to a four year program.**

A. Mr. Kostiw responded that we look at road priorities every year and available grant funding and reserves. The grant program dictates what can be done.

**MOTION 07-RP-22**

**MOVED** by Darlene VanWyck

That Council consider condensing the 10 Year Road Plan to a four to seven year plan.

**CARRIED**

**Q. How will the paving affect our property taxes?**

A. The assessment will go up a bit based on market value. Should not be a significant increase.

**Q. What are you going to do with the airstrip?**

A. There is currently a NOTAM on it. We are looking at it; however do not have a long term plan.

**Q. How many planes?**

A. Councillor Wardley commented on the Regional Airport Study.



The local traffic was counted but doesn't have the ability to be longer. Apache didn't want to pave over the pipeline. Possibly start with a helipad and look at realistic options for the airstrip.

**Q. Did you get rid of the La Crete airstrip?**

A. No. La Crete has additional traffic. The Zama airstrip is in a bad location.

Reeve Neufeld commented that there is over \$15 million in Zama projects.

**Q. Who looks after ensuring that things are happening? We never really get answers to our questions. For example: Zama lots.**

A. Council sets the direction and the CAO looks after it.

**Q. Are there other options other than ratepayers meetings to be updated on projects?**

A. Administration does attend community meetings, County Image, through office staff, the CAO comes to Zama on a regular basis as well as open to phone calls anytime. More of an effort is being made to get to all communities.

Reeve Neufeld commented that the County will lobby for any ward at any time.

Engineers are watched on a daily basis and Council is active at looking at projects.

**Q. Do you use one firm for engineering?**

A. One engineering firm is being used in each community this year. DCL Siemens is being used for the Zama projects.

**Q. What about the dog problem?**

A. There is a bylaw in place.

**Q. When does the water treatment plan begin construction?**

A. Should begin in July 2007 with completion in 2008.

**Q. Why have we only received one thing that we were promised after the last ratepayers meeting?**

A. Projects take a long time and organization needs to happen in the right sequence. The water treatment plant is nearly ready for construction.

**Q. Bylaw clarification for dog problems. Can the owner be fined on identification?**

- A. This bylaw will be coming back for review. If you have any questions please contact the bylaw enforcement officer.

Councillor Wardley asked the ratepayers if there was a need for additional lots in Zama. They responded that there was a need. The Tower Road lots are sold and there are no available lots by the County.

**Q. Are the road bans still on?**

A. No.

**Q. Why has the water treatment plant not been tendered yet?**

A. One company qualified for the pretender qualification call. Nason Contracting will be getting the contract. Nason is committed to using local resources.

**Q. Would they hold a contractor meeting?**

A. The engineers will hold a community meeting.

**ADJOURNMENT:**

**9. a) Adjournment**

**MOTION 07-RP-23**

**MOVED** by Lyle Blades

That the Ratepayers meeting be adjourned at 9:56 p.m.

**CARRIED**

These minutes will be presented to Council for approval on \_\_\_\_\_.

\_\_\_\_\_  
Bill Neufeld, Reeve

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

**MACKENZIE COUNTY  
RATEPAYERS MEETING**

**Thursday, June 14, 2007  
7:00 p.m.  
High Level Rural Hall  
High Level, AB**

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

**ABSENT:** Jim Thompson Councillor

**ALSO PRESENT:** William (Bill) Kostiw Chief Administrative Officer  
Carol Gabriel Executive Assistant  
Joulia Whittleton Director of Corporate Services  
Paul Driedger Director of Planning & Emergency Services

15 Ratepayers

Minutes of the Ratepayers meeting for Mackenzie County held on Thursday, June 14, 2007 at the High Level Rural Hall in High Level, Alberta.

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

Councillor Watson called the meeting to order at 7:00 p.m.

**1. b) Introductions**

Council and staff introductions were made.

**AGENDA: 2. a) Election of a Chair**

Councillor Watson opened the floor for nominations.

Richard Marshall nominated Darryl Quist (declined).

Councillor Watson assumed the chair of the High Level ratepayers meeting.

**ADOPTION OF THE  
AGENDA:**

**3. a) Adoption of Agenda**

**MOTION 07-RP-24**

**MOVED** by Dianne Pawlik

That the agenda be adopted as presented.

**CARRIED**

**ADOPTION OF THE  
PREVIOUS  
MINUTES:**

**4. a) Minutes of the May 29, 2006 Ratepayers Meeting**

**MOTION 07-RP-25**

**MOVED** by Darryl Quist

That the minutes of the May 29, 2006 High Level Ratepayers meeting be adopted as presented.

**CARRIED**

**BUSINESS ARISING  
OUT OF THE  
MINUTES:**

**5. a) County Image**

Dianne Pawlik indicated that if anyone is interested in receiving the County Image to contact the office to be added to the list.

Councillor Wardley arrived at 7:08 p.m.

**REPORTS:**

**6. a) Reeve & Council Reports**

Reeve Neufeld reported on the 2006 major projects, some highlights of the 2007 capital budget, and other activities the County is involved in.

2006 major projects completed:

- La Crete 101<sup>st</sup> avenue pavement
- Completion of the Buffalo Head water point
- Recapping Highway 697 (actually completed by Alberta Infrastructure and Transportation)
- Reconstruction of Highway 88 connector interchange
- Zama Beach Road construction
- Rosenberger water management project
- Fort Vermilion River Road

Highlights of the 2007 capital budget:

- Pavement recap of La Crete north and south access
- Paving of Zama Tower Road

- La Crete 99<sup>th</sup> street reconstruction
- Zama water treatment plant and wastewater upgrade
- Reconstruction and pavement of 45<sup>th</sup> street in Fort Vermilion
- Reconstruction of a portion of River Road in Fort Vermilion
- Regional water study in the High Level area

The County continues to be actively involved in the following:

- Working with our new Premier and cabinet for the benefit of our ratepayers
- Working with Alberta Infrastructure and Transportation for improvements to the Tompkins ice crossing and ferry operations
- Lobbying the government in regards to paving Highway 88, Zama Access Road, and Highway 58
- Regional municipal agreements and initiatives
- Improving health services to all our ratepayers
- Continuing to improve our streets, roads, and other infrastructure.

Council is pleased to advise that the County mill rates will not be increased and will remain the same for 2007. We are seeing steady growth in residential, commercial, and industrial areas which is higher than inflation and allows us to maintain a steady mill rate. Council is certainly committed to improving levels of service without increasing the mill rate as ratepayers have suggested.

Reeve Neufeld expressed sincere appreciation to all of the staff members and ratepayers for their dedication in helping the County to develop a superior quality of life and healthy economic climate in the Mackenzie region.

Councillor Froese reported on:

- Member of the Municipal Planning Commission.
- Member of the Agricultural Land Task Force which is progressing with the opening of more farmland.

Councillor Newman reported on:

- Chair of the Agriculture Service Board which is currently spending a lot of time on drainage issues.
- Caribou Mountains Management Plan – lack of local response, new minister seems to be more receptive to listening to us.
- Sit on the Building Committee – the La Crete office has been sold and is in need of replacement.
- Sit on the Waterfront Cottage Task Force – not a lot has been done yet.

**Q. Heliport and south drainage. When the highway was rebuilt four culverts weren't put it. That's where the**

**flooding is.**

- A. Councillor Newman responded that it would be looked at this year.
- Q. Have you ever considered getting MPA Engineering (Jim Amairlt) to look at it? Need to take a helicopter to see where the beavers have plugged it – could solve the problem.**
- A. No but we could look into it. The drainage ditches fill up with grass.

Deputy Reeve Sarapuk reported on the Regional Economic Development Initiative's (REDI) ethanol project and sits on the following committees:

- Agricultural Land Task Force
- Agriculture Service Board
- Finance Committee
- Subdivision & Development Appeal Board
- High Level Forests Public Advisory Committee
- Northern Lights Forest Education Society
- Regional Economic Development Initiative

Councillor Watson reported on:

- Chair of the Mackenzie Waste Management Commission.
  - Recently hired a manager.
  - The High Level landfill operations is being retendered.
  - Looking at having a manager run the facility instead of contracting.
- Member of the Regional Health Professional Retention Committee designed to retain medical staff.
- Member of the County Finance Committee.
- We are striving for an agreement with the Town of High Level for services and water.
- Had some water problems in my ward this spring.
- Ditched a few roads where there was issues.

Councillor Wardley reported on:

- Sit on the Mackenzie Library Board – main focus for the Board over the next year is library promotion.
- Sit on the Zama Recreation Society – is partnering with the Zama Library and the County to research and move forward with a multi-purpose building.
- Created a year round trail.
- Looking at development options for Zama and possibly opening up some lots.
- Excited for the first ever pavement in Zama this year.

- The Zama water treatment plant and wastewater upgrade have finally been approved after five years in the works. Project should begin in June or July this year.

Councillor Driedger reported on:

- Member of the Mackenzie Housing Management Board
- Member of the Mackenzie Economic Development Corporation
- Member of the Rural Water Services Board
- Member of the County Building Committee
- Member of the Regional Health Professional Retention Committee

Councillor Braun reported on:

- Sits on the REDI board which is currently doing a recreation needs study and a Return on Investment study to upgrade highway 88 and 58 west. Hopefully this will help get some much needed upgrades. The Ski Hill Feasibility study was positive and are now discussing locations.
- Sits on the County Finance Committee. We look at financial matters and recommend bursaries for our College students and make recommendations to Council.
- Sit on the Municipal Planning Commission along with Councillor Froese, Darryl Zelsdorf, Manfred Gross, and Jack Eccles. We have made some major changes where permitted uses no longer need to be advertised and can be approved by our staff immediately however, the discretionary uses come to the Planning Commission for review. Permits are treated on an individual basis as allowed within Council bylaws.
- Sit on the Waterfront Cottage Committee which has not done much yet.
- Sit on the La Crete Recreation Board and believe everything is going well there.
- Sit on the Assessment Review Board.
- Attended numerous Mackenzie Housing meetings as we work hard with the board to resolve the concerns there.
- Sit on the Mackenzie Waste Management Commission. We are currently looking for a new operator/contractor at the waste facility. We are also working towards the Commission taking over all the transfer stations to try and save on costs.
- Sit on the Building Committee. We have sold the La Crete office and are pursuing building a new office with which we hope to combine the municipal office and the emergency services office.
- Sit on the Mighty Peace Tourism board where we try to promote tourism of northern Alberta.
- Some of the capital projects in La Crete for this year are, traffic control lights at the public school intersection and the post office,

99<sup>th</sup> street paving and hopefully the north and south access overlay, La Crete office building, and curb, gutter, sidewalk with paving for a section in the southern residential area. We are trying some dust control with a new oil based product and hope this will last longer than calcium.

**MOTION 07-RP-26**      **MOVED** by Darryl Quist

That the Reeve and Council reports be received for information.

**CARRIED**

**6. b) 2006 Annual Report**

Joulia Whittleton, Director of Corporate Services, presented the 2006 audited financial statements.

The financial statements and all other information contained in the annual report are prepared by management, which is responsible for their accuracy, objectivity and completeness. One of my responsibilities includes preparing the statements in accordance with Canadian generally accepted accounting principles.

Ernst and Young LLP is the County's external auditor appointed by Council and has audited our financial statements.

Council has the ultimate responsibility for these financial statements and oversees management's responsibilities for financial reporting through a Finance Committee. The Finance Committee reviews the financial statements, audit results, and auditor's recommendations in detail.

The combined efforts of Council, administration and County employees have allowed the County to successfully conclude the year 2006. The County's financial position continues to be strong. Although it has been a challenge for Council and administration to come up with innovative ways in balancing long-term planning while addressing County's immediate needs and ratepayer's requests, it is essential that we do not rest on our past accomplishments.

**MOTION 07-RP-27**      **MOVED** by Richard Marshall

That the 2006 audited financial statement report be accepted as presented.

**CARRIED**



## 6. c) 2007 Budget Highlights

William Kostiw, Chief Administrative Officer, reported on:

- Expressed thanks to Council and ratepayers for hiring him and thanks to senior staff, it's a pleasure to work with them.
- Still looking to fill some positions.
- Push for economic development – regional agreements with the Town of Rainbow Lake and the Town of High Level.
- Need to step out of the box and get some new projects going.
- Looking at building a new office in La Crete and upgrading other buildings throughout the County.
- Try to get a competitive edge in comparison to the rest of the province.
- Improve health services.
- Calls are always welcome.
- Transportation projects take a large chunk of our budget – we try to improve all areas of our municipality.
- A new grader has been purchased for the High Level area.

Paul Driedger, Director of Planning & Emergency Services, provided a brief overview on:

- Planning
  - Area structure plans for all hamlets have been completed
  - Revising the Municipal Development Plan
  - Held public meetings for country residential subdivisions
  - Working with the Town of High Level on the Inter-municipal Development Plan
  - Looking at doing a subdivision in Zama – don't have any developers there that own property
  - In the process of doing a LiDAR imaging project – takes radar shots of the ground showing drainage, ground, trees, etc. Should be completed in the next few weeks.
  - Have done over 30 subdivisions already this year
- Emergency Services
  - Completed a fire break in Zama.
  - Improvements to the Zama and Fort Vermilion fire facilities
  - Looking at building a new ambulance station in Fort Vermilion – may be more cost effective than renovations.
  - Paved the driveways at the High Level ambulance shop/municipal office.
  - Purchasing some equipment for use by paramedics.
  - Purchasing emergency generators and air conditioning units for the ambulance facilities.

**Q. Why didn't you finish paving the High Level lot?**

**A.** Mr. Driedger responded that it was too costly. Hopefully we

will be able to budget in the future for the remaining area as it is ready for it.

**MOTION 07-RP-28**      **MOVED** by Richard Marshall

That the 2007 budget highlights be accepted for information.

**CARRIED**

Councillor Watson recessed the meeting at 7:43 p.m. and reconvened the meeting at 8:02 p.m.

**NEW BUSINESS:**      7. a) **None**

**QUESTIONS /**  
**ANSWER PERIOD:**      8. a) **Question & Answer Period**

**Q.      Where are the ski hills going?**

A.      Five locations have been identified and they are looking at the survey, snowfall, power, etc.

**Q.      We need decent cell phone service.**

A.      Mr. Driedger commented that the County has met with Telus and they indicated that they would be putting up additional towers to increase cell coverage. Areas of concern were identified to Telus and we will be following up with them as to the status.

**Q.      Who looks after the road into Hutch Lake?**

A.      The County does the grading and we will look at it.

**Q.      Recycle Bins – High Level had them in the past and would like to see them at the transfer stations.**

A.      Councillor Watson responded that he is the Chair of Mackenzie Waste and that they will see what they can do. The cost of transporting goods was higher than the value of the goods. He will bring it up at the next meeting and have the manager address the issue.

**Q.      How many doctors are there that were born in the La Crete area?**

A.      None.

**Q.      What are we doing to encourage our students to enter into this field?**

A.      Bursary programs are available. Mr. Kostiw commented that the problem is getting students into the university. The Minister of Health knows the area and knows what's needed.

High Level has one or two students in medical school and two from La Crete are in premed. There are only a certain number of places available in the program, however, the province is looking at it.

**Q. There is a problem with people walking along the highway between the Bushe Reserve and High Level – it's a road hazard.**

A. The County could send a letter to Alberta Infrastructure and Transportation as it is a primary highway.

**Q. Can the County maps be published on the website?**

A. We are in the process of updating our maps. We can't publish the landownership maps. We will look into it.

**Q. Where does a person obtain an aerial photograph of their property?**

A. Mr. Driedger responded that Maps Alberta or Google Maps does it. They are available from the County at a cost of \$5.00.

**Q. The Assumption Access road – is it a dead issue?**

A. Political road blocks and increased costs made it infeasible to do it at this time.

**Q. What is happening with the Tompkins ice crossing and the sand bar? Can the sand be moved to another spot?**

A. Research is showing that the sand bar is gone. We'll see when the water level goes down. The sand would have to be hauled to a landfill. Transportation has a road plan.

Councillor Braun commented that he has discussed this issue with Chris Warkentin, MP and they are working on it with Fisheries & Oceans.

Councillor Watson commented that the ferry is Alberta Infrastructure & Transportation's issue.

**ADJOURNMENT:**

**9. a) Adjournment**

**MOTION 07-RP-29**

**MOVED** by Paul Steffanson

That the Ratepayers meeting be adjourned at 8:25 p.m.

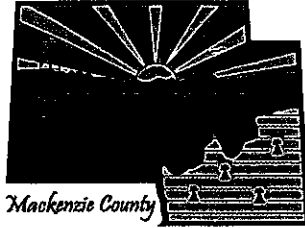
**CARRIED**

These minutes will be presented to Council for approval on \_\_\_\_\_.

\_\_\_\_\_  
Bill Neufeld, Reeve

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

DRAFT



## MACKENZIE COUNTY

### REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning and Emergency Services</b>
<b>Title:</b>	<b>PUBLIC HEARING</b> <b>Bylaw 645/07- Land Use Bylaw Amendment to</b> <b>Rezone Plan 188TR, Block 5, Lot 23 from Hamlet Residential</b> <b>District 1 (HR1) to Public/Institutional District (HP)</b> <b>(Fort Vermilion)</b>

**BACKGROUND / PROPOSAL:**

Bylaw 645/07, was given first reading at the August 29th, 2007 Council meeting, being a Land Use Bylaw amendment to rezone Plan 188TR, Block 5, Lot 23 from Hamlet Residential District 1 "HR1" to Public/Institutional District "HP" to allow for an office building and workshop.

**OPTIONS & BENEFITS:**

Mackenzie Housing Management Board applied for a development permit to construct a workshop for the repair and maintenance of the houses they provide for low income families. The use of the buildings is in non-conformance of the Mackenzie County Land Use Bylaw under the current zoning, Hamlet Residential District 1 "HR1".

On August 1, 2007 the Municipal Planning Commission approved Development Permit 199-DP-07 with a condition that the development permit is subject to adoption of a Land Use Bylaw Amendment to rezone Plan 188TR, Block 5, Lot 23 from Hamlet Residential District 1 "HR1" to Public/Institutional District "HP" to accommodate the existing office building and the new workshop.

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

**Author:** Eva Schmidt,  
 Planning Supervisor

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

for  
 CAO *[Signature]*

**RECOMMENDED ACTION:**

**Motion 1**

That second reading be given to Bylaw 645/07 being a Land Use Bylaw amendment to rezone Plan 188TR, Block 5, Lot 23 from Hamlet Residential District 1 (HR1) to Public/Institutional District (HP).

**Motion 2**

That third reading be given to Bylaw 645/07 being a Land Use Bylaw amendment to rezone Plan 188TR, Block 5, Lot 23 from Hamlet Residential District 1 (HR1) to Public/Institutional District (HP).

Author: Eva Schmidt,  
Planning Supervisor

Reviewed by:

CAO

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

BYLAW \_\_\_\_\_

**Order of Presentation**

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

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

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

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

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

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

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

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

**REMARKS/COMMENTS:**

**BYLAW NO. 645/07**

**BEING A BYLAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

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

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

**WHEREAS**, Mackenzie County has a General Municipal Plan adopted in 1995, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a public/Institutional use.

**NOW THEREFORE**, THE COUNCIL OF MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the land use designation of the subject parcel known as Plan 188TR, Block 5, Lot 23 be rezoned from Hamlet Residential District 1 "HR1" to Public/Institutional District "HP" as outlined in attached Schedule A.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

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

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

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



Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

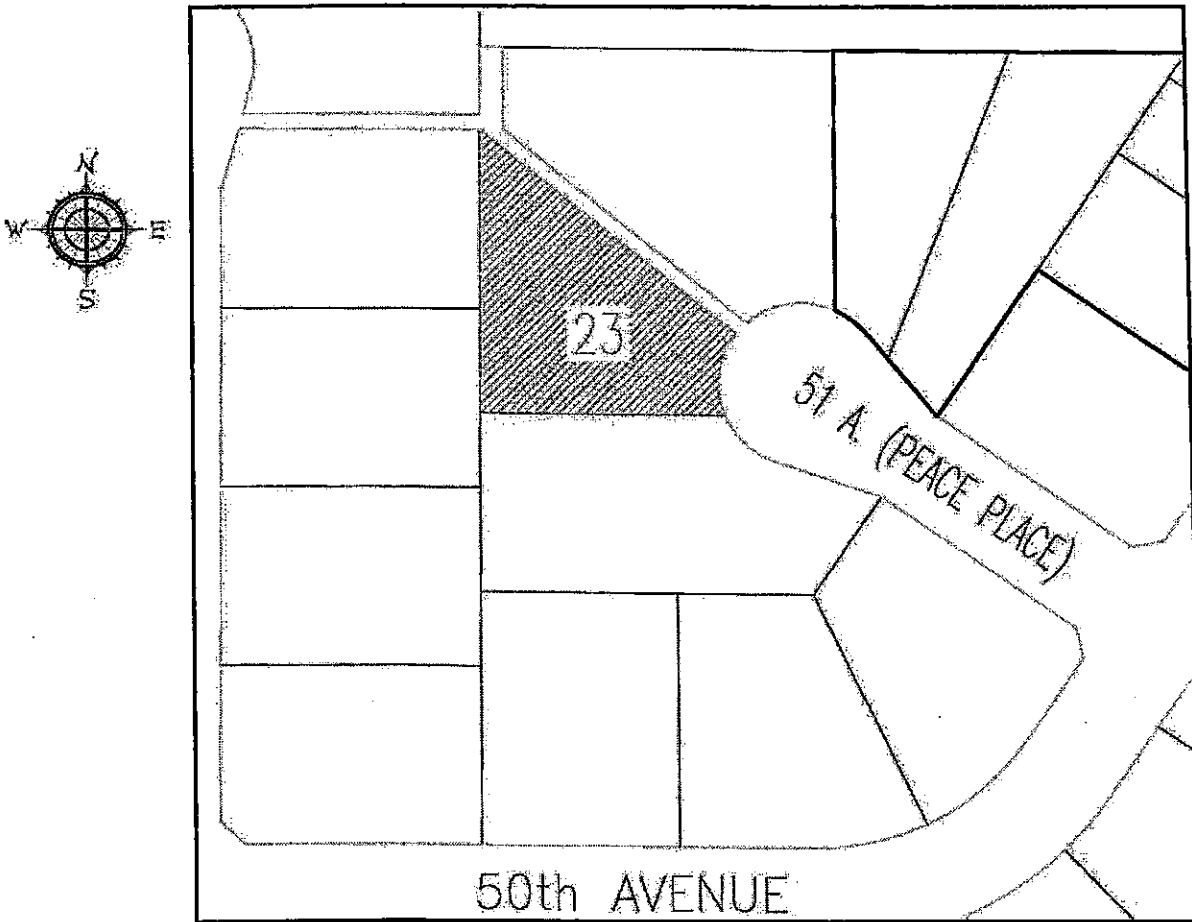
\_\_\_\_\_  
Carol Gabriel, Executive Assistant

BYLAW No. 645/07

SCHEDULE "A"

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

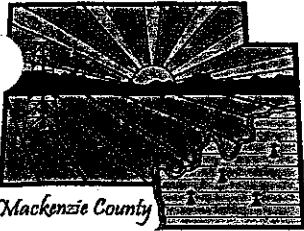
Plan 188TR, Block 5, Lot 23 be rezoned from Hamlet Residential District 1 "HR1" to Public/Institutional District "HP" in Fort Vermilion.



\_\_\_\_\_  
Bill Neufeld, Reeve

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

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007.



# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. Bylaw 645/07

NAME OF APPLICANT <u>Mackenzie Housing Management</u>		
ADDRESS <u>Box 357</u>		
TOWN <u>La Crete</u>		
POSTAL CODE <u>T0H 2H0</u>	PHONE (RES.)	BUS. <u>928-4349</u>

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
						<u>188TR</u>	<u>5</u>	<u>23</u>

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Hamlet Residential District 1 TO: Public Institutional District

REASONS SUPPORTING PROPOSED AMENDMENT:

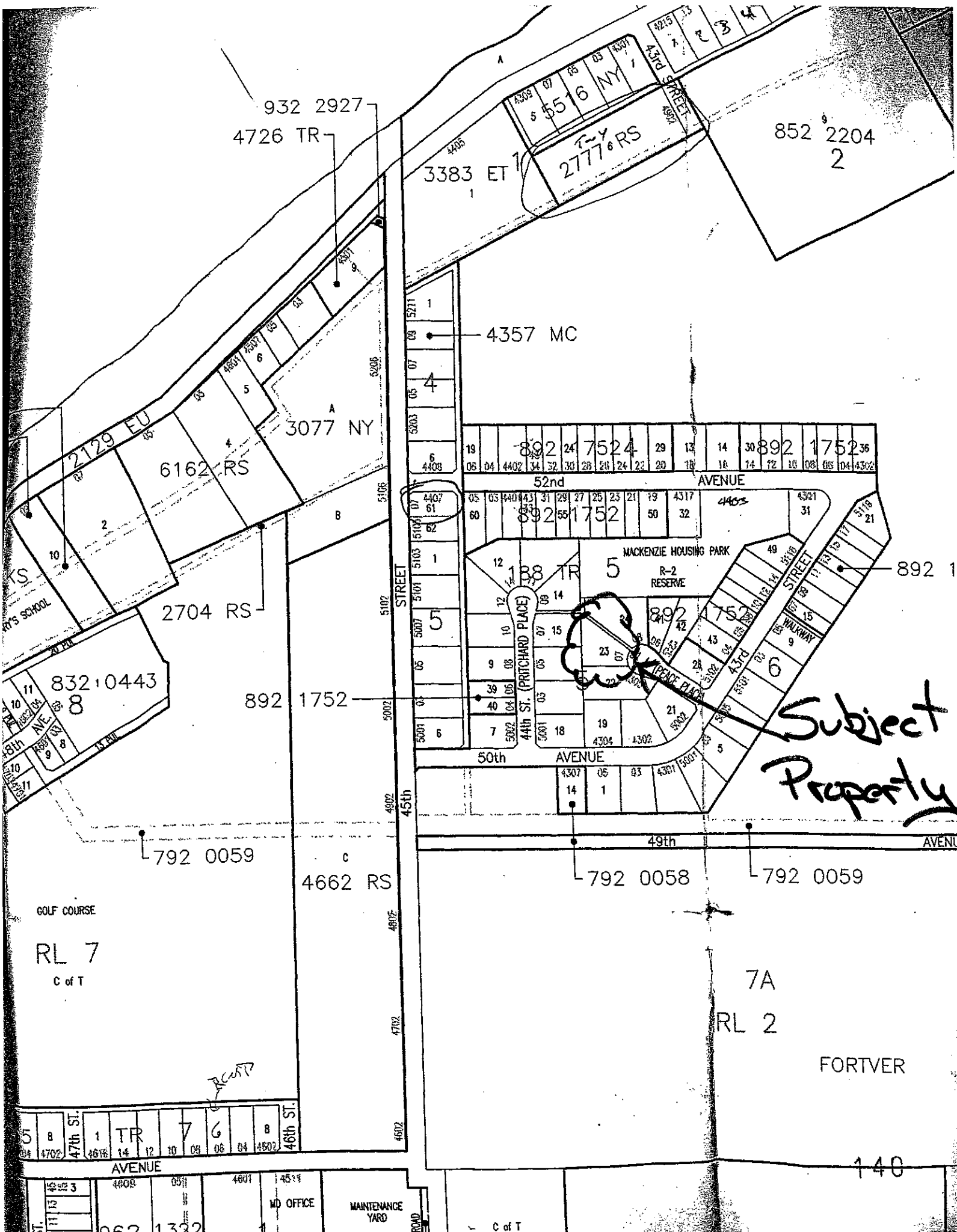
The house on this lot is currently being used as an office and to improve housing services in Fort Vermilion we need to build a shop. There is space on this lot for the shop. The shop and office would be permanent and therefore we need to rezone.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 150<sup>00</sup> RECEIPT NO. \_\_\_\_\_

[Signature] Hele Braun CAO Mackenzie Housing Mang. Aug 13 / 07  
 APPLICANT DATE

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

REGISTERED OWNER \_\_\_\_\_ DATE 139



932 2927  
4726 TR

3383 ET

5 55 6 NY  
2777 RS

852 2204  
2

4357 MC

6162 RS

3077 NY

19	892	24	7524	29	13	14	30	892	1752	36
08	04	4402	34	32	30	28	26	24	22	20

05	05	4404	43	31	29	27	25	23	21	19	4317	4321
60	892	55	1752	50	32	4405	31					

2704 RS

892 1752

MACKENZIE HOUSING PARK  
R-2 RESERVE

38 TR 5  
892 42  
75 45  
4304 4302

44th ST. (PRITCHARD PLACE)  
43rd ST. (PEACE PLACE)

**Subject Property**

50th AVENUE

792 0059

4662 RS

792 0058

792 0059

GOLF COURSE

RL 7  
C of T

7A  
RL 2

FORTVER

5	8	1	TR	7	6	8	
4702	4616	14	12	10	08	04	4602

47th ST. AVENUE 46th ST.

45	45	3	4608	05	4601	4511
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MD OFFICE MAINTENANCE YARD ROAD

962 1322

140

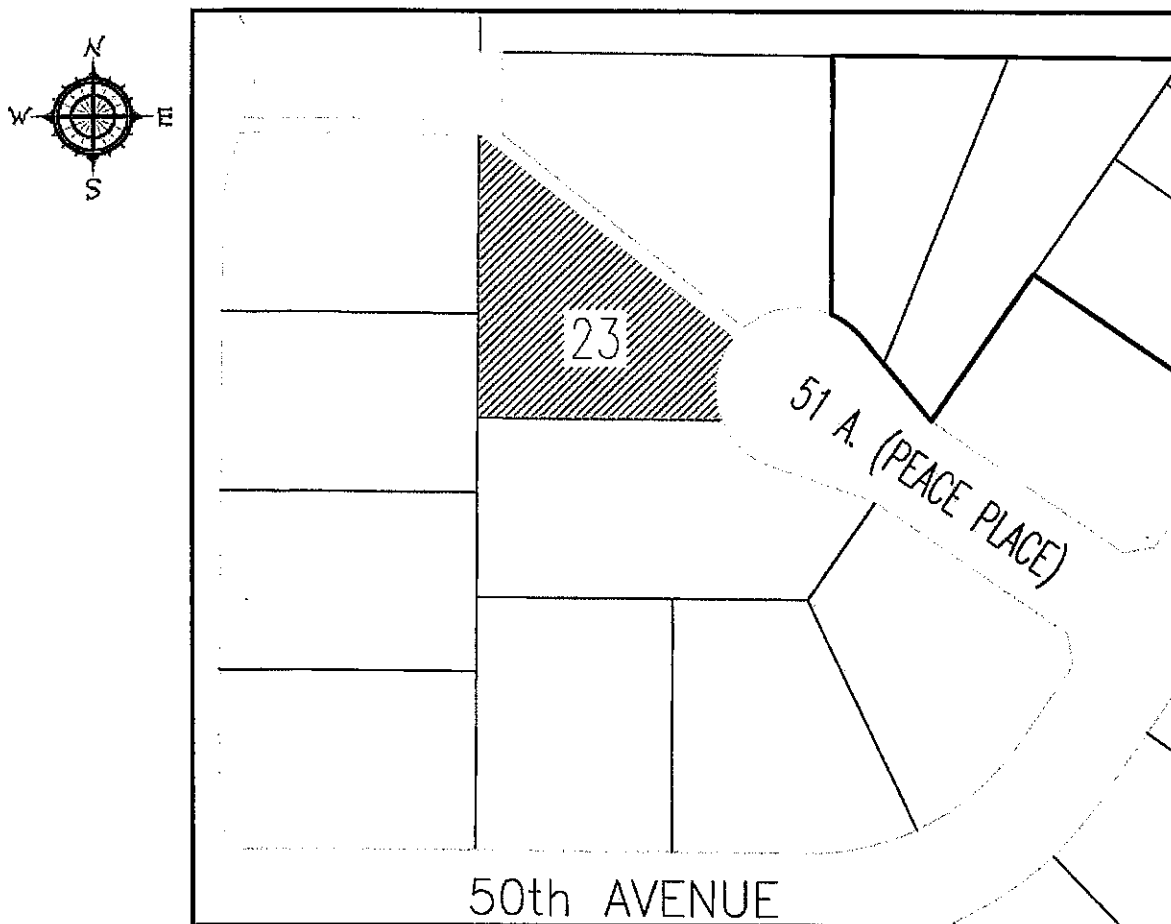


## MACKENZIE COUNTY

### NOTICE OF PUBLIC HEARING PROPOSED LAND-USE BYLAW NO 645/07

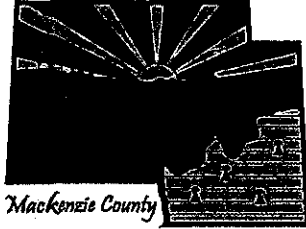
Pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 645/07 for an amendment to Land-Use Bylaw No. 462/04. The proposed amendment is:

That the subject parcel known as a Plan 188TR, Block 5, Lot 23 (4307-51 Ave) in the Hamlet of Fort Vermilion and identified in the sketch below, be rezoned from Hamlet Residential District 1 "HR1" to Public/Institutional District 1 "HP".



The Public Hearing is to be held at 1:00 p.m., Wednesday, September 26, 2007 in the Mackenzie County Council Chamber in Fort Vermilion. The proposed bylaw may be viewed at the Mackenzie County office in Fort Vermilion during regular office hours. Please submit written submissions to the Development Officer prior to 4:30 p.m., Friday September 21, 2007. If you have any questions regarding the hearing, or the bylaw, please call Mackenzie County's Development Officer at 927-3718.





**MACKENZIE COUNTY**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning and Emergency Services</b>
<b>Title:</b>	<b>PUBLIC HEARING          Bylaw 646/07- Land Use Bylaw Amendment to          Rezone Part of NE 10-106-15-W5M from          Hamlet Industrial District 1 (HI1) to          Hamlet Industrial District 3 (HI3)          (La Crete)</b>

**BACKGROUND / PROPOSAL:**

Bylaw 646/07, was given first reading at the August 29<sup>th</sup>, 2007 Council meeting, being a Land Use Bylaw amendment to rezone Part of NE 10-106-15-W5M from Hamlet Industrial District 1 "HI1" to Hamlet Industrial District 3 "HI3". The applicant requested the rezoning in order to accommodate a light duty industrial development as requested by adjacent landowners.

**OPTIONS & BENEFITS:**

The subject property was included in a subdivision application that was processed this year and as a result of the concerns from the adjacent residential landowners, that portion of the subdivision was removed to allow for a rezoning. The adjacent landowners expressed concerns about the heavy industrial uses being allowed in an area directly next to a residential area and advised that they would be more in favor of a light duty industrial as they felt it would keep the noise and dust level down.

**7.15.A. HAMLET INDUSTRIAL DISTRICT 3 "HI3"**

The general purpose of this district is to permit lighter industrial development in established hamlets.

**Author:** Eva Schmidt,  
 Planning Supervisor

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

*for*  
 CAO *[Signature]*

**A. DISCRETIONARY USES**

- (1) Agricultural machinery sales and service
- (2) Auto body shop
- (3) Cardlock 2
- (4) Contractor's Service
- (5) Industrial Camp storage and offices
- (6) Mobile/modular home sales and service
- (7) Professional Offices
- (8) Public Use
- (9) Repair Shop – Commercial and Industrial Vehicle and Equipment
- (10) Repair Shop – Vehicle and Small Engine Repair and Maintenance
- (11) Truck wash

**B. MINIMUM LOT AREA**

As required by the Development Officer.

**C. MINIMUM TOTAL FLOOR AREA**

As required by the Development Officer.

**D. MINIMUM FRONT YARD SETBACK**

9.1 metres (30 feet) or as required by the Development Officer.

**E. MINIMUM SIDE YARD SETBACK**

As required by the Development Officer.

**F. MINIMUM REAR YARD SETBACK**

9.1 metres (30 feet) or as required by the Development Officer.

**G. THE DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS**

The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards to the satisfaction of the Development Officer.

**H. ON-SITE PARKING**

In accordance to Section 4.28 of this Bylaw.



**I. LANDSCAPING**

In accordance to Section 4.23 of this Bylaw.

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

**RECOMMENDED ACTION:**

**MOTION 1**

That second reading be given to Bylaw 646/07 being a Land Use Bylaw amendment to rezone Part of NE 10-106-15-W5M from Hamlet Industrial District 1 (HI1) to Hamlet Industrial District 3 (HI3).

**MOTION 2**

That third reading be given to Bylaw 646/07 being a Land Use Bylaw amendment to rezone Part of NE 10-106-15-W5M from Hamlet Industrial District 1 (HI1) to Hamlet Industrial District 3 (HI3).

C

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

BYLAW \_\_\_\_\_

**Order of Presentation**

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

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

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

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

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

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

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

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

**REMARKS/COMMENTS:**

**BYLAW NO. 646/07**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

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

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

**WHEREAS**, Mackenzie County has a General Municipal Plan adopted in 1995, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a light duty industrial subdivision.

**NOW THEREFORE**, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the land use designation of the subject parcel known as Part of NE 10-106-15-W5M be rezoned from Hamlet Industrial District 1 "HI1" to Hamlet Industrial District 1 "HI3", as outlined in Schedule A attached.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

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

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

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

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

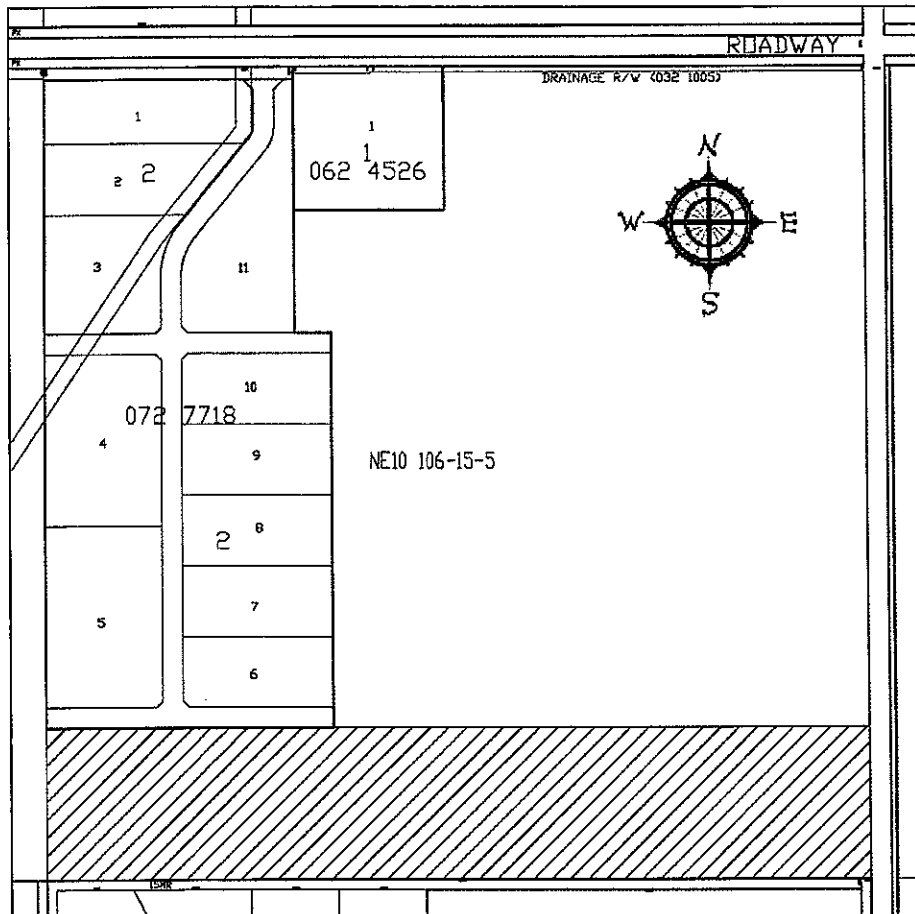
\_\_\_\_\_  
Carol Gabriel, Executive Assistant

**BYLAW No. 646/07**

**SCHEDULE "A"**

1. That the subdivision of the following property known as:

Part of NE 10-106-15-W5M be rezoned from Hamlet Industrial District 1 "HI1" to Hamlet Industrial District 1 "HI3", within the Hamlet to La Crete.



FROM: Hamlet Industrial District 1 "HI1"

TO: Hamlet Industrial District 3 "HI3"

\_\_\_\_\_  
Bill Neufeld, Reeve

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

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007.



**And they're off...**  
There were many participants of all ages in the 5 km run at Garden River last Friday. See story below.

# Garden River hosts 5 km run

**Andrew Switzer**  
Friday August 24, 2007 The Garden River Health Centre hosted a 5km run in Garden River to promote healthy living through physical activity. There were 57 participants ranging in age from 3 yrs old to 52yrs old.  
After the race, one of the teachers from Sister Gloria school cooked hotdogs and

served fresh watermelon, juice and water all provided by the Little Red River Cree Nation Band.  
The top male and female in their respective age categories won a brand new mountain bike, helmet and bike lock which was presented by elders from the community.  
Winners...

9 and under: Male - Darian Nannooh; Female - Summer D'or.  
10 -14 yrs: Male - Tharren D'or; Female - Elsie D'or  
15 -19 yrs: Male - Dillon Tallcree; Female - Alannah Francis

20 - 29 yrs: Male - Calvin Blesse; Female - Roberta Alook  
30 and up: Male - Dairy Nanooh; Female - Monica Kaskamin.  
The 2008 Garden River 5km run is already being organized!

## Election coming in October

The 2007 General Municipal Election is set for Monday, October 15.  
Nomination Day is September 17 to elect a Mayor and six Councillors for a three year term to Town of High Level Council, commencing October 22, 2007.  
Every municipality and school board in Alberta, including Mackenzie County and Fort Vermilion School Division, will be electing a council or board.  
Health region board members are appointed by the provincial government.

### Mackenzie Housing Management Invites you to join their dedicated team

#### Housekeeper

Reporting to the Lodge Housekeeping Supervisor, housekeeping staff are responsible for maintaining lodge cleanliness; laundry and safety and security. This position entails a high level of interaction with lodge residents and requires some physical endurance.

**Skills and Experience:**

- knowledge of accepted cleaning practices
- empathy to work with seniors
- good communication skills
- positive attitude / team worker
- preference will be given to applicants with past experience but also willing to train

Full-time or part-time positions; salary will be determined by experience. Benefits after successful completion of probationary period.

Please submit resumes to:  
Mackenzie Housing Management  
Box 357  
La Crete, Alberta T0H 2H0  
Attn: Dorothy Klassen

For more information call Dorothy Klassen at 780-928-4349  
Applications will be accepted until positions are filled.

### MACKENZIE COUNTY

#### Employment Opportunity ASSISTANT UTILITY OFFICER Fort Vermilion Full Time Permanent Position

Mackenzie County is currently seeking applicants for an Assistant Utility Officer for Fort Vermilion.

Reporting directly to the Senior Utility Officer, the Assistant Utility Officer is responsible for:

- Daily Test and Water Samples as specified by Alberta Environment;
- Maintenance and Operation of water and sewer facilities;
- Perform connections and disconnections to water services;

**Qualifications:**

- Minimum of Grade 12 Diploma or equivalent;
- Certified Level I water treatment & water distribution certificates and Level I wastewater;
- Capable of working independently;
- Able to work in a team environment;
- Possess excellent public relation skills;
- Some mechanical experience would be an asset;
- Class 5 driver's license.

Flexible hours, some weekend work, call backs and on-call rotation are a requirement of this position.

Wages: \$17.60 per hour. A comprehensive benefit plan is offered by the County.

For additional information on this position, please contact Dave Crichton, Senior Utility Officer at 780-841-1683.

Interested individuals are invited to submit a detailed resume of their qualifications, experience, education and a listing of business and personal references to:

Eileen Steuernagel, Human Resources  
Mackenzie County  
Box 640  
Fort Vermilion, AB T0H 1Z0  
Phone: 780-927-3718  
Fax: 780-927-4299  
Email: [hr@mackenziecounty.com](mailto:hr@mackenziecounty.com)

Closing Date: 4:30 pm, Monday, September 10, 2007

## Fountain Tire

### EMPLOYMENT OPPORTUNITY

Fountain Tire, High Level, is currently seeking a **Full-Time Tire Technician**

Interested applicants may fax resume to 926-2191 or call George at 926-3398

### Mackenzie County

#### NOTICE TO RESIDENTS

#### 2008 Grant Applications

Mackenzie County is now accepting 2008 Grant Applications from community non-profit organizations.

2008 Grant Application forms are available at all County Offices and on our website at [www.mackenziecounty.com](http://www.mackenziecounty.com).

Deadline for applications is **October 15, 2007**. (Late applications will not be accepted.)

If you have any questions, please contact Julia Whittleton, Director of Corporate Services at (780) 927-3718 or by email to [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)

### MACKENZIE COUNTY

#### NOTICE OF PUBLIC HEARING PROPOSED LAND-USE BYLAW NO 637/07

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 637/07 for an amendment to Land-Use Bylaw No.462/04. The proposed amendment is:

That Land Use Bylaw 462/04 Section 7.3 Agricultural District "A1" section "C" and "E" be replaced with the following:

**C. PARCEL DENSITY**

Residential Uses: Three (3) parcels per quarter section, river lot or original titled property with the balance of the quarter section, river lot or original titled property being one of the parcels.

All Other Uses: At the discretion of the Subdivision Authority.

**E. NUMBER OF DWELLING UNITS**

A maximum of one dwelling unit shall be permitted on a subdivision and a maximum of two residences shall be permitted on the balance of the quarter section.

An additional dwelling unit may be allowed in this land use district if it is a Garden Suite or in accordance with Section 4.9 (Dwelling Units Per Parcel).

The Public Hearing is to be held at 1:00 p.m., **Tuesday, September 11, 2007** in the Mackenzie County Council Chambers in Fort Vermilion. The proposed bylaw may be viewed at the Mackenzie County office in La Crete during regular office hours. Please submit written submissions to the Development Officer prior to 4:30 p.m., **Friday, September 7, 2007**. If you have any questions regarding the hearing, or the bylaw, please call Mackenzie County's Development Officer at 928-3983.

LEGALS, PUBLIC NOTICES, TENDERS, JOB OPPORTUNITIES, REAL ESTATE . . .

**Employment Opportunity**  
**A-1 Decking & Renovations**  
 is seeking **Labourers**  
 for construction season.  
 Fax resumes to 926-2822 or call 841-6222


**Alta Apartments**  
**1 & 2 Bedroom For Rent**  
 Quiet & Clean. Heat, Water & Cable Included.  
 Call Sweet Dreams at 926-2727  
 to view suite or pick up application.

**FOR RENT** **3 BEDROOM**  
**House For Rent**  
 On Acreage 4 Miles from  
 High Level.  
 Call 926-3460 for more info.

 **MACKENZIE COUNTY**  
**INVITATION TO TENDER**  
**Fort Vermilion Water Treatment Plant & Lift Station Upgrades**  
 Mackenzie County will be accepting design built tenders for the Fort Vermilion Water Treatment Plant and Lift Station Upgrades.  
 Tenders can be picked up at either the Fort Vermilion or La Crete County office.  
 Sealed tenders marked "Mackenzie County - Fort Vermilion Water Treatment Plant & Lift Station Upgrades" will be received at the Fort Vermilion County office no later than 12:00 noon on September 11, 2007.  
 Mackenzie County  
 Box 640, Fort Vermilion AB T0H 1N0  
 ATTENTION: Bill Kostiw  
 Ph. (780) 927-3718 Fax: (780) 927-4266


 **Mackenzie County**  
**NOTICE TO RESIDENTS**  
**2008 Grant Applications**  
 Mackenzie County is now accepting 2008 Grant Applications from community non-profit organizations.  
 2008 Grant Application forms are available at all County Offices and on our website at [www.mackenziecounty.com](http://www.mackenziecounty.com).  
 Deadline for applications is **October 15, 2007**. (Late applications will not be accepted.)  
 If you have any questions, please contact Joulia Whittleton, Director of Corporate Services at (780) 927-3718 or by email to [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)


**Little Blessings**  
 Family Day Home Agency   
**Employment Opportunity**  
 Do you enjoy working with Children?  
 Would you like to be self-employed?  
 Do you want to stay at home and make extra money?  
 Little Blessings Family Day Home Agency is looking for people who are interested in becoming Family Day Home Providers!!  
 In High Level and surrounding areas.  
**The Program Offers:**  
 Flexible Hours, Tax Breaks, Collecting of Fees  
 Back up Care, Professional Growth  
 Support Groups, Programming Ideas, Craft Ideas  
 For more information or applications about becoming a Family Day Home Provider, call 926-4512 and ask for Ann

 **MACKENZIE COUNTY**  
**NOTICE OF NOMINATION DAY**  
 Local Authorities Election Act  
 (Section 26)  
 Local Jurisdiction: Mackenzie County, Province of Alberta  
 Notice is hereby given that Nomination Day is **Monday, September 17, 2007** and that nominations for the election of candidates for the following offices will be received at the locations set out below between the hours of 8:30 a.m. and 12:00 noon on Nomination Day.

Office (# Of Vacancies)	Ward
Councillor (1)	Ward 1 - Blue Hills/Tompkins
Councillor (1)	Ward 2 - Buffalo Head/West La Crete
Councillor (1)	Ward 3 - La Crete
Councillor (1)	Ward 4 - La Crete Rural Highway 88 Connector
Councillor (1)	Ward 5 - Blumenort
Councillor (1)	Ward 6 - Fort Vermilion Rural
Councillor (1)	Ward 7 - Fort Vermilion
Councillor (1)	Ward 8 - Rocky Lane
Councillor (1)	Ward 9 - High Level Rural
Councillor (1)	Ward 10 - Zama

Locations to receive nomination papers:  
 Fort Vermilion County Office 4511-46 Avenue Fort Vermilion, AB (780) 927-3718  
 Zama County Office 1025 Aspen Drive Zama, AB (780) 683-2378  
 Dated at the Hamlet of Fort Vermilion in the Province of Alberta, this 2<sup>nd</sup> day of August, 2007.  
 William Kostiw, Returning Officer  
 Nomination packages are available for pickup at all County offices. For more information please contact Carol Gabriel at (780) 927-3718 or by email to [cgabriel@mackenziecounty.com](mailto:cgabriel@mackenziecounty.com).

 **MACKENZIE COUNTY**  
**Employment Opportunity**  
**ASSISTANT UTILITY OFFICER**  
 Fort Vermilion  
 Full Time Permanent Position  
 Mackenzie County is currently seeking applicants for an Assistant Utility Officer for Fort Vermilion.  
 Reporting directly to the Senior Utility Officer, the Assistant Utility Officer is responsible for:  
 • Daily Test and Water Samples as specified by Alberta Environment;  
 • Maintenance and Operation of water and sewer facilities;  
 • Perform connections and disconnections to water services;  
 Qualifications:  
 • Minimum of Grade 12 Diploma or equivalent;  
 • Certified Level I water treatment & water distribution certificates and Level I wastewater;  
 • Capable of working independently;  
 • Able to work in a team environment;  
 • Possess excellent public relation skills;  
 • Some mechanical experience would be an asset;  
 • Class 5 driver's license.  
 Flexible hours, some weekend work, call backs and on-call rotation are a requirement of this position.  
 Wages: \$17.60 per hour. A comprehensive benefit plan is offered by the County.  
 For additional information on this position, please contact Dave Crichton, Senior Utility Officer at 780-841-1683.  
 Interested individuals are invited to submit a detailed resume of their qualifications, experience, education and a listing of business and personal references to:  
 Eileen Steuernagel, Human Resources  
 Mackenzie County  
 Box 640  
 Fort Vermilion, AB T0H 1Z0  
 Phone: 780-927-3718  
 Fax: 780-927-4299  
 Email: [hr@mackenziecounty.com](mailto:hr@mackenziecounty.com)  
 Closing Date: 4:30 pm, Monday, September 10, 2007

 **MACKENZIE COUNTY**  
**NOTICE OF PUBLIC HEARING**  
**PROPOSED LAND-USE BYLAW NO 637/07**  
**PURSUANT TO THE MUNICIPAL GOVERNMENT ACT**, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 637/07 for an amendment to Land-Use Bylaw No.462/04. The proposed amendment is:  
 That Land Use Bylaw 462/04 Section 7.3 Agricultural District "A1" section "C" and "E" be replaced with the following:  
**C. PARCEL DENSITY**  
 Residential Uses: Three (3) parcels per quarter section, river lot or original titled property with the balance of the quarter section, river lot or original titled property being one of the parcels.  
 All Other Uses: At the discretion of the Subdivision Authority.  
**E. NUMBER OF DWELLING UNITS**  
 A maximum of one dwelling unit shall be permitted on a subdivision and a maximum of two residences shall be permitted on the balance of the quarter section.  
 An additional dwelling unit may be allowed in this land use district if it is a Garden Suite or in accordance with Section 4.9 (Dwelling Units Per Parcel).  
 The Public Hearing is to be held at **1:00 p.m., Tuesday, September 11, 2007** in the Mackenzie County Council Chambers in Fort Vermilion. The proposed bylaw may be viewed at the Mackenzie County office in La Crete during regular office hours. Please submit written submissions to the Development Officer prior to **4:30 p.m., Friday, September 7, 2007**. If you have any questions regarding the hearing, or the bylaw, please call Mackenzie County's Development Officer at 928-3983.





# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. \_\_\_\_\_

NAME OF APPLICANT 409508 Alberta Ltd + 1028347 Alberta Ltd		
ADDRESS Box 1284		
TOWN La Crete AB		
POSTAL CODE T0H 2H0	PHONE (RES.) 821-3307	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER		
ADDRESS Same		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

### LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./S. 4th NE	SEC. 10	TWP. 106	RANGE 15	M. 5	OR	PLAN	BLK	LOT
-------------------	------------	-------------	-------------	---------	----	------	-----	-----

### LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: HI1 TO: HI3

### REASONS SUPPORTING PROPOSED AMENDMENT:

The proposed rezoning is to amend the most southerly (88.81 feet) portion of the quarter section to Municipal Industrial District 3 in order to eliminate the heavy industrial uses directly adjacent to a residential subdivision.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 150.00 RECEIPT NO. Inudice

X [Signature] APPLICANT DATE August 21/07

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

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

**REGISTERED OWNERS :**  
DAN GERISEN

**SUBMISSION AUTHORITY**  
INDUSTRIAL DISTRICT  
FILE NO. 1

**SURVEYOR:**  
WARREN BARLOW, A.L.S.

**TENTATIVE PLAN**  
SHOWING PROPOSED  
SUBDIVISION OF  
PART OF  
N.E. 1/4 SEC. 10, TWP. 108, RGE. 15, W. 5th M.  
MACKENZIE COUNTY  
ALBERTA  
2007

SCALE 1:2000

**NOTES**

No.	Date	Description	By	App.
1	APR. 30, 2007	TENTATIVE PLAN	DAN GERISEN	WARREN BARLOW
2	JUNE 15, 2007	REVISION PER COUNTY	DAN GERISEN	WARREN BARLOW
3	JAN. 3, 2007	REVISION PER COUNTY	DAN GERISEN	WARREN BARLOW
4				

**LEGEND :**

- Dimension are ground horizontal, not in relation and details thereof, and are between any two points unless shown otherwise.
- Bearings are given in degrees and minutes and seconds.
- Lines, walls etc. are shown as bounded lines.
- Locus, walls etc. are shown as bounded lines.
- Road Area 15564 sq. m, 383.8 acres.
- Road Area 15564 sq. m, 383.8 acres.
- Road Area 3733 sq. m, 42.39 acres.
- Road Area 202 sq. m, 2.59 acres.
- Alberta Standard Iron Pin Point (shown where true).

**ABBREVIATIONS :**

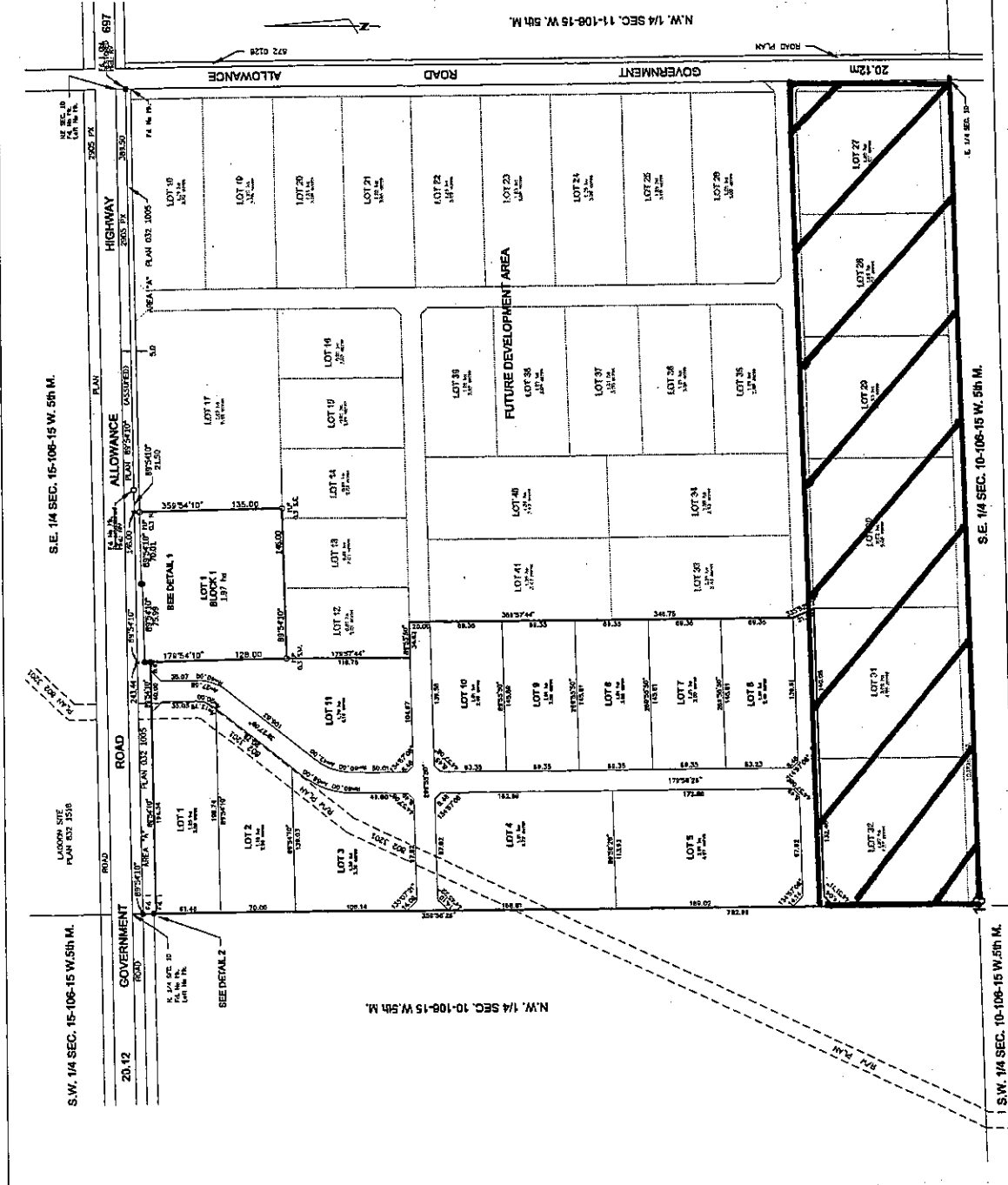
- C.I.T. = Canada's Iron Cement Treatment
- D.S. = Industrial District
- G.S. = Industrial District
- I.A. = Industrial District
- P.A. = Industrial District
- P.D. = Industrial District
- P.L. = Industrial District
- P.M. = Industrial District
- P.S. = Industrial District
- S. = Industrial District
- S.E. = Industrial District
- S.W. = Industrial District
- T.P. = Industrial District

**BARLOW SURVEYING**

WARREN BARLOW, A.L.S.  
1215-151 Ave. S.E., Box 700, Lacombe, AB, T9R 2B0

PHONE : (403) 358-1111  
FAX : (403) 358-1111  
CELL : (403) 358-1111

DATE : 2007  
CHECKED : 2007  
APR. 30, 2007  
JOB NO. 07-070  
DWG NO. 07-070



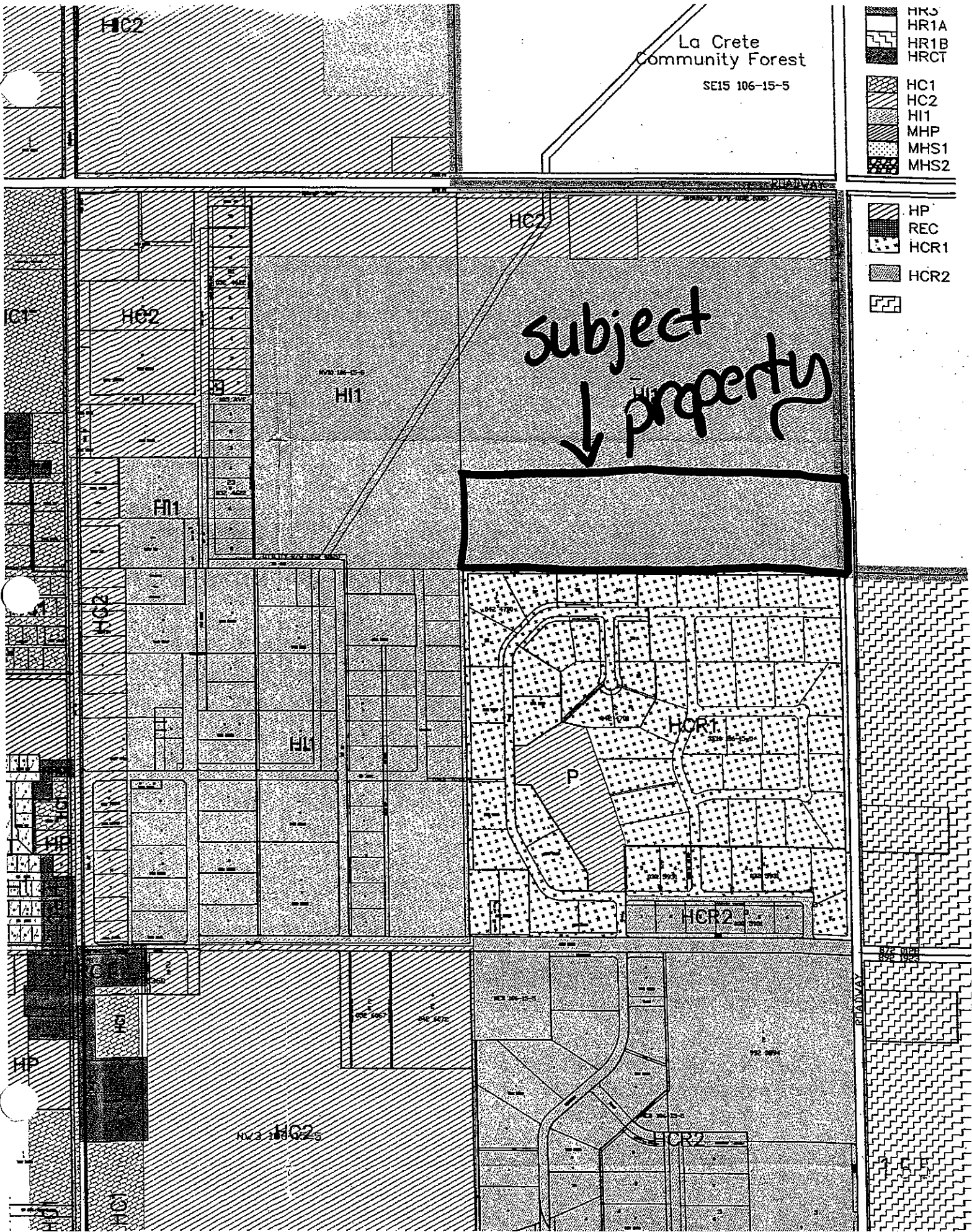
La Crete  
Community Forest

SE15 106-15-5

- HK3
- HR1A
- HR1B
- HRCT
- HC1
- HC2
- H11
- MHP
- MHS1
- MHS2

- HP
- REC
- HC1
- HCR2
- FF

subject  
↓  
property



Continued from page 10...

# Mill asks for buffer zone

Prefers to have no residential development nearby

be allowed on a quarter section of land.

Multi-lot rural residential subdivisions have been popular amongst developers

in La Crete but very unpopu- lar in rural High Level.

As it stands now, the above subdivisions must have a minimum of 10 lots

between three and five acres developed at a time. Generally, developers have been planning to turn entire quarter-sections into small acre-

ages. Council placed a moratorium on that type of development until the LUB and MDP review is done.

# Catholic church in High Level hosts retreat

Lacey Reid

Our Lady of Good Council Catholic Church in High Level presented a retreat August 27 to 29 with the theme of "Finding Peace in the Midst of the Bustling World."

The event was divided into different themes for each evening.

The first evening guests concentrated on recognizing and overcoming negativity. On the second evening the theme was called: "Enkindling the Spark of Divine Fire." The last evening presented the theme: "Growing in Our Spiritual Life."

Father Filion and Father Gomez led the opening prayer and the welcome of the participants.

According to Mother Angelita Marave and the MACE Sisters, the retreat was open to every religion and anyone was welcomed to attend. Sister Angel explained that the beginning of the retreat was to discuss where people would go and what they would do when they needed time to themselves.

There were three purposes to the event. To discuss how to retain focus from pressure and distraction that people

may lose in the purpose of life. To get back the importance of your individual life. To get back what gives the meaning of high values in an individual's life.

Sister Angel said there was a good turnout for the

retreat, nearly 20 people attended. The event ended with a celebration September 4 for the people who attended on all three evenings.

"We hope to make it an annual event in the summer months," added Sister Angel.



Fort Vermillion School Division No. 52  
Providing the best possible education to all students

## NOTICE OF NOMINATION Local Authorities Election Act (Section 26)

Local Jurisdiction: Fort Vermillion School Division No. 52, Province of Alberta

Notice is hereby given that Nomination Day is **MONDAY, SEPTEMBER 17, 2007**, and that nominations for the election of candidates for the following offices will be received at the location of the local jurisdiction office as well as additional locations set out below between the hours of 10:00 a.m. and 12:00 noon on Nomination Day.

Office (# Of Vacancies)	Ward
Trustee (1)	Ward 1 - Rainbow Lake/Zama City
Trustee (2)	Ward 2 - High Level
Trustee (1)	Ward 3 - Rocky Lane
Trustee (1)	Ward 4 - Fort Vermillion
Trustee (1)	Ward 5 - Blumenort
Trustee (1)	Ward 6 - La Crete
Trustee (1)	Ward 7 - Buffalo Head Prairie/ Tompkins Landing

Location of Local Jurisdiction Office:

Fort Vermillion School Division No. 52  
Central Office  
5213 River Road  
Fort Vermillion, AB

Additional locations to deliver nomination papers:

Rainbow Lake School, #2 Meander Crescent,  
Rainbow Lake, AB  
High Level Public School, 9701-105 Ave., High Level, AB  
La Crete Public School, 10001-99 Ave., La Crete, AB

Dated at the Hamlet of Fort Vermillion in the Province of Alberta this 20<sup>th</sup> day of August 2007.

Jeff Perry  
Returning Officer

Note: Nomination Packages can be picked up at the School Division Central Office, Blue Hills Community School, Buffalo Head Prairie School, La Crete Public School, Hill Crest Community School, Rocky Lane School, High Level Public School, Rainbow Lake School and Zama City School or on our website at [www.fvsc.ab.ca](http://www.fvsc.ab.ca).

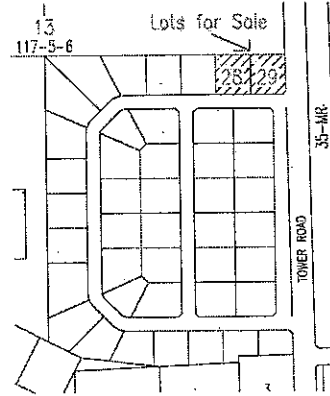
For more information please contact John MacDouglad at 927-3766.



Municipal District of Mackenzie No. 23

## LAND FOR SALE IN ZAMA

Mackenzie County is selling two industrial lots as a unit within the Hamlet of Zama, Plan 962 4275, Block 4, Lot 28 & 29 with a condition that the lots be consolidated and developed within one year from the land titles transfer date.



Bids will be accepted until September 30, 2007

Please submit SEALED Bids to:  
Development Department  
Mackenzie County  
Box 640, Fort Vermillion AB T0H 1N0

For additional information, please contact the Development Officer in Fort Vermillion at (780) 927-3718



MACKENZIE COUNTY

## NOTICE OF NOMINATION DAY Local Authorities Election Act (Section 26)

Local Jurisdiction: Mackenzie County, Province of Alberta

Notice is hereby given that Nomination Day is **Monday, September 17, 2007** and that nominations for the election of candidates for the following offices will be received at the locations set out below between the hours of 8:30 a.m. and 12:00 noon on Nomination Day.

Office (# Of Vacancies)	Ward
Councillor (1)	Ward 1 - Blue Hills/Tompkins
Councillor (1)	Ward 2 - Buffalo Head/West La Crete
Councillor (1)	Ward 3 - La Crete
Councillor (1)	Ward 4 - La Crete Rural Highway 88 Connector
Councillor (1)	Ward 5 - Blumenort
Councillor (1)	Ward 6 - Fort Vermillion Rural
Councillor (1)	Ward 7 - Fort Vermillion
Councillor (1)	Ward 8 - Rocky Lane
Councillor (1)	Ward 9 - High Level Rural
Councillor (1)	Ward 10 - Zama

Locations to receive nomination papers:

Fort Vermillion County Office  
4511-46 Avenue  
Fort Vermillion, AB  
(780) 927-3718

Zama County Office  
1025 Aspen Drive  
Zama, AB  
(780) 683-2378

Dated at the Hamlet of Fort Vermillion in the Province of Alberta, this 2<sup>nd</sup> day of August, 2007.

William Kosiw, Returning Officer

Nomination packages are available for pickup at all County offices. For more information please contact Carol Gabriel at (780) 927-3718 or by email to [cgabriel@mackenziecounty.com](mailto:cgabriel@mackenziecounty.com)

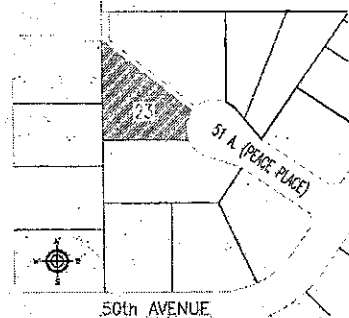


MACKENZIE COUNTY

## NOTICE OF PUBLIC HEARING PROPOSED LAND-USE BYLAW NO 646/07

PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, being Chapter M-26 of the Statutes of Alberta, notice is hereby given that the Council of Mackenzie County will hold a public hearing prior to the second reading of Bylaw No. 645/07 for an amendment to Land-Use Bylaw No. 462/04. The proposed amendment is:

That the subject parcel known as Plan 188TR, Block 5, Lot 23 (4307-51 Ave) in the Hamlet of Fort Vermillion and identified in the sketch below, be rezoned from Hamlet Residential District 1 "HR1" to Public/Institutional District 1 "HP".



The Public Hearing is scheduled for 1:00 p.m., Wednesday, September 26, 2007 in the Mackenzie County Council Chamber in Fort Vermillion. The proposed bylaw may be viewed at the Mackenzie County office in Fort Vermillion during regular office hours. Please submit written submissions to the Development Officer prior to 4:30 p.m., Friday, September 21, 2007. If you have any questions regarding the hearing, or the bylaw, please call Mackenzie County's Development Officer at 927-3718.

To: William (Bill) Kostiw

From: Joulia Whittleton, Director of Corporate Services

Page 1

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**Attended the following meetings:**

September 7 – Corporate Services Department monthly meeting  
September 10 – visit Zama, orientation for Molly Grayson  
September 10 – met with Zama Recreation Board (Lisa Wardley and Darleen Van Wyk)  
September 11 – 14 – Government Finance Officers Association annual conference  
September 14 – visited Vista Village (see info attached to this report)  
September 18 – RFDs review meeting (preparing Council's September 26 package)  
September 17 – MDP open house – High Level Rural  
September 18 - MDP open house – Fort Vermilion  
September 19 – MDP open house – La Crete  
September 20 – MDP open house – Zama  
September 21 – met with Fort Vermilion Recreation Board (John Twidle)  
September 21 – meeting with Urban Systems and SRD (Integrated Land Use)

**Personnel update:**

Peter Pynacker has been hired as Finance Controller and will start on October 9, 2007. Contract details were worked out (communicating through emails), and Peter found an apartment in La Crete.

Molly Grayson started on September 10 in Zama as County's Public Works Administrative Assistant. Zama office has been operating Monday to Friday: 8:15 to 12:00 and 13:00 to 16:30.

Cherie Davies will be leaving us. She accepted a job at the Rocky Lane School. Maryann Peters will be covering for Cherie, Norma Croy will be covering the FV front desk and Lisa Schmidt will be covering the LC front desk while we look for a new Utilities/Accounts Receivable Clerk.

**Administration:**

⇒ All departments have been working on their operating budgets, internal operating budgets reviews are being scheduled as follows:

October 4 – Planning & Development at 10:00 a.m. and Protective Services at 1:00 p.m. in Fort Vermilion;

October 5 – Public Works and Utilities at 10:00 a.m. in Fort Vermilion (all day);

October 10 – Council at 10:00 a.m. and Administration at 1:00 p.m.;

October 11 & 12 – spare days is required.

⇒ High Level Golf & Country club – inquiry about tax exemption status

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

Page 2

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A response was prepared and mailed to High Level Golf & Country club (attached to this report for your information).

⇒ Fidler Land – Offer to Purchase agreement

A draft offer to purchase was prepared. Through discussion with Brownlee, we agreed to add a clause requesting the seller to obtain an independent legal advice. The draft agreement and a letter from John McDonnell of Brownlee LLP are attached for your information and comments.

⇒ Business Planning & Budget Guideline session on October 1<sup>st</sup>

A draft of the County's proposed Financial Management Plan is being prepared for the session. I have been spending a considerable amount of time on this document and the supporting information.

⇒ Recreational Boards

I met with the Zama and Fort Vermilion Recreation Boards' Treasurers on two different days. We reviewed the new formats for preparing their annual budgets; the completed and approved worksheets will be attached as schedules to the agreements. The draft agreements were discussed.

I'm in process of setting up a meeting with the La Crete Recreation Board.

Respectfully submitted,

Joulia Whittleton

Cherie Davies  
Box 705  
Fort Vermilion, AB T0H 1N0  
September 26, 2007

Joulia Whittleton,  
Director of Corporate Services  
Mackenzie County  
Box 640  
Fort Vermilion, AB T0H 1N0

Dear Joulia:

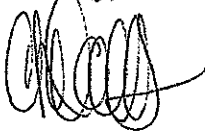
My six-year term of employment at Mackenzie County has been the most rewarding period of my career, and I regret having to make a difficult announcement.

With changes in priorities regarding work, business, and family; I have felt compelled to explore outside job possibilities that will allow me to spend more time at home with my family, and also allow me time to pursue my many other passions in life.

As a result, I've recently accepted another position and must inform you that effective October 16, 2007, I will be resigning from my position as Utilities/Accounts Receivable Clerk at Mackenzie County, October 16, 2007 being my last day.

I have learned a lot in working with the County; what's more, I've come to regard those I worked with as great friends. I thank you so much for being a great boss & role model. I will miss everyone.

Sincerely,



Cherie Davies  
Utilities/Accounts Receivable Clerk

## Joulia Whittleton

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**From:** randy.affolder@telus.net  
**Sent:** Thursday, September 20, 2007 1:48 PM  
**To:** Joulia Whittleton  
**Subject:** Re: Contract

Joulia,

I will agree with whatever you and council come up with. The contracts for Rainbow Lake & High Level were signed at the same time as yours and they have the correct dates on them.

Randy

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

**From:** Joulia Whittleton  
**To:** Randy Affolder  
**Sent:** Thursday, September 20, 2007 11:50 AM  
**Subject:** RE: Contract

Randy,

I will present to Council the attached worksheet as well. Please review it, I'm still confused about it is just an error with dates in our contract.

If Council will accept this as an error, would you still be willing to initial the existing contract and correct the dates in it?

Thank you

*Joulia Whittleton*

Director of Corporate Services

Mackenzie County  
P.O. Box 640, Fort Vermilion, AB, T0H 1N0, Canada  
Tel.: (780)-927-3718, Fax: (780)-927-4266  
Toll Free: (877)-927-0677  
Cell: (780)-841-8343 Email: [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)

The information in this message is confidential and may be privileged, intended for the sole use of the addressee. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or omitted in accordance with this message is prohibited. If you have received this communication in error, please destroy & delete from your computer immediately and notify us by email, fax or phone as per the above contact numbers.

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**From:** randy.affolder@telus.net [mailto:[randy.affolder@telus.net](mailto:randy.affolder@telus.net)]  
**Sent:** Thursday, September 20, 2007 9:50 AM  
**To:** Joulia  
**Subject:** Contract

Joulia,

While you decide to extend for a year or go out to RFP I just want to show you how prices have gone up and what you will be looking at whether its Alliance or if someone else bids.

For Lac Ste Anne County their "in-house" assessor retired and they advertised to replace him again wanting to go "in-house", they had it advertised for 4 months but no-one applied.

They put out for RFP with private firms, I bid \$270,000/year and they have 14,500 parcels this works out to \$18.62/parcel and they are 1-2 hours commutable from Edmonton. Kevin Lawrence (KCM Consulting) was the only other company to bid and I was told he bid \$260,000/year over 5 years, he got the contract.

You have 13,500 parcels and 800 kilo's from Edmonton.

9/26/2007



Over the next couple of years around 30% of the 200+ assessors in the Province will be retiring, which will drive up prices more.

You are a valued client and this is a heads up with how assessment prices are going, my bid will be in line with how prices/markets are heading.

I hope this information helps you decide to go RFP now or next year, and a forewarning to assist your assessment budgeting into the future.

Best Regards,

Randy

**Compass Assessment Five-Year Contract signed  
December 31, 1998**

Assessment years 1999- 2003 for taxation years 2000-2004

**March 9, 2004**

Motion 04-152

That a one-year contract extension for assessment services with Compass Assessment in the amount of \$155,480 be approved.

Assessment Year 2004 for taxation year 2005

**Alliance Assessment Four-Year Contract signed March  
1, 2005**

Assessment Years (as stated in the contract) 2004-2007 for taxation years 2005-2008 with contract expiry date December 31, 2008

Should it have been assessment years 2005-2008 for taxation years 2006-2009 with expiry date December 31, 2009 (this would make four years)?

***Randy,***

***Do you agree?***

THE GOOD SAMARITAN SOCIETY

# VISTA VILLAGE

1240 Ken Thornton Blvd., Pincher Creek AB  
T0K 1W0 Phone 403-627-1900



DESIGNATED ASSISTED LIVING

## THE GOOD SAMARITAN SOCIETY

### OUR MISSION

The mission of The Good Samaritan Society is to extend Christian Hospitality through a continuum of care to those in need or at risk, regardless of race or religious belief.

### OUR VISION

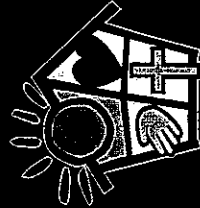
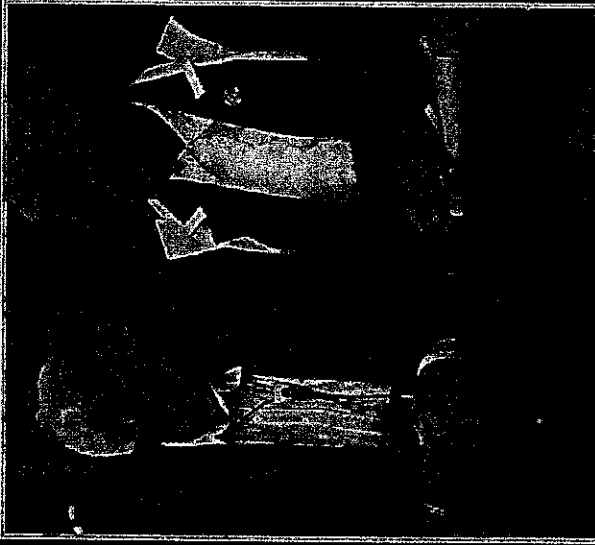
The Good Samaritan Society will grow in strength, excellence and creativity in caring for others.

### OUR VALUES

Reflecting Christian Hospitality, the values of The Good Samaritan Society are:

- servant leadership;
- healthy relationships; and
- hospitable environments.

*WELCOME*



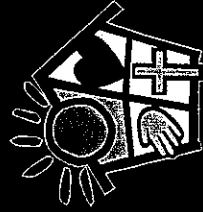
**THE GOOD SAMARITAN SOCIETY**

*A Lutheran Social Service Organization*

For more information about  
The Good Samaritan Society  
please contact:

Corporate Office  
8801 - 75 Street  
Edmonton T6C 4G5  
(403) 431-5500  
(403) 431-5595

Good Samaritan Society  
(www.gss.org)



**THE GOOD SAMARITAN SOCIETY**

*A Lutheran Social Service Organization*

www.gss.org

BASIC SERVICE	RESIDENT'S INITIALS	MONTHLY FEE	
Studio Suite			\$1,112.00
1 Bedroom Suite			\$1,189.00
Cottage (includes laundry)			\$1,128.00
OPTIONAL SERVICES (Suites)	RESIDENT'S INITIALS	MONTHLY FEE	
No Breakfast		Minus \$31.00	
No Lunch		Minus \$31.00	
Extra Person - 1 meal		\$349.00	
Extra Person - 2 meals		\$380.00	
Extra Person - 3 meals		\$410.00	
Extra Person - requires care assistance		\$200.00	
Pet Care (Fee is negotiable)		\$30.00 max.	
Laundry Service (Personals):			
A. Laundry facility use (no assistance)		\$ 9.00	
B. Partial Assistance (once/week) (Staff washes and Resident Folds & puts away)		\$24.00	
C. Full Laundry Assistance (once/week) (Staff washes, folds and puts away)		\$39.00	
Basic Cable TV		\$19.00	
Additional Housekeeping Assistance		\$25.00	
Tray Service (if not clinically indicated)		\$30.00	
Parking		\$ 8.00	
<b>SUMMARY OF ALL OPTIONAL FEES</b>			\$
<b>SUMMARY OF ALL MONTHLY FEES</b>			\$
Key Deposit			\$10.00

Signature of Resident, Trustee or Responsible Party

Relationship (if signed by someone other than the Resident)

Signature of Witness

Date

Reflecting Christian Hospitality, the values of The Good Samaritan Society are:

### SERVANT

We lead through giving of ourselves in service to others, by acting with courage in a trustworthy and ethical manner.

We do this by:

- being **accountable** for all of our actions;
- demonstrating **integrity**;
- being **good stewards** of our resources;
- **servicing** others without self interest.

### HEALTHY

In a spirit of compassion, we work in supportive partnerships and open our hearts to others by affirming their goodness and potential.

We do this by:

- showing **respect** to others;
- **partnering** in shared responsibilities;
- **communicating** openly and sincerely;
- showing **compassion** to others;
- upholding **dignity**;
- **supporting** the potential in everyone.

### HOSPITABLE

We provide safe, comfortable communities inspiring involvement, where people experience a sense of caring, belonging and purpose.

We do this by:

- putting **people first** before tasks;
- providing **home-like** surroundings;
- providing **safe, non-threatening** environments;
- building and maintaining **community** connections.

**Vista Village,**  
owned and operated by  
The Good Samaritan Society,  
is a unique community offering  
assisted living services to the  
community of Pincher Creek.

### Designated Assisted Living

The Designated Assisted Living program consists of 45 units (36 studios, 4 one-bedroom and 5 community support beds). The program offers residents the flexibility to prepare breakfast and lunch in their own suite, if they choose. Residents furnish and personalize their suite with their own belongings. Residents pay rent, which includes three meals, housekeeping and linen service, and TeleCare (an emergency response service). Residents have the option of opting out of two meals. Care is funded by the Chinook Health Region.

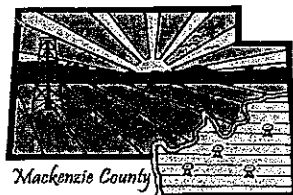
Optional services include personal laundry service and cable television.

To qualify for admission to the Designated Assisted Living program, residents are first assessed by the Chinook Health Region. Contact the Chinook Health Region Access Centre for assessment (1-866-388-6380).

### Dementia Care Cottages

There is one - 10 bed dementia care cottage at Vista Village which is attached to the main building. Our dementia care cottage is a unique duplex designed to create a home-like setting for up to ten clients with dementia. Each side of the duplex has five bedrooms, living room with fireplace, kitchen, and secure access to the fenced yard. Clients are included in the events of daily living to the extent that they are accustomed and able. Admission is coordinated through the Chinook Health Region Access Centre (1-866-388-6380).

MAKE  
YOURSELF  
AT HOME



**Mackenzie County**  
PO Box 640, Fort Vermilion, AB T0H 1N0  
Phone: (780) 927-3718 Fax: (780) 927-4266  
Toll Free: 1-877-927-0677  
Email: office@mackenziecounty.com

September 10, 2007

High Level Golf & Country Club  
P.O. Box 309  
High Level, Alberta  
T0H 1Z0

Attention: Ian Hostler, Vice-President

Dear Mr. Hostler,

**Re: Tax Exemption Inquiry and History of Tax Payments**

In response to your August 17, 2007 letter, please note that there is a proper process for appealing your assessment with a deadline of June 30<sup>th</sup> for each year.

Your other option was to inquire about this issue with the County's administration at any time or your local Councillor Stuart Watson.

**Tax Exemption Inquiry**

Municipal Affairs audited the County's assessment in 2006. One of the discrepancies discovered during this assessment audit was the County treating the High Level Golf & Country Club as a non-profit group for the purposes of taxation under Municipal Government Act ("MGA"), s.362.

From the Audit Report:

*"The regulation (referring to AR 281/98) is not in use in the municipality. The High Level Golf Course has been exempted from taxation; however, no direct exemption is allowed under MGA."*

For your future reference, the High Level Golf & Country Club could pursue one of the following options in order to seek an exemption from property tax:

- Meet the criteria in s. 362(1)(n) of MGA, which includes the criteria in Parts 1 and 2 of Alberta Regulation 281/98, Community Organization

Property Tax Exemption Regulation ("COPTER"). For assistance, please see the attached COPTER and checklist CHARITABLE OR BENEVOLENT;

- Apply to Council under Part 3 of COPTER (see exemption checklist for part 3 of COPTER attached);
- Request Council to pass a bylaw under s. 364 of the MGA (see attached).

MGA, s. 362 contains a number of criteria that must be met in order for a property to qualify for the exemption.

For example:

A property seeking to qualify under s. 362(1)(n) must also meet the requirements in the COPTER. The easier way to understand the criteria to be satisfied is to show the criteria in the form of the checklists (enclosed). Please note that a property must satisfy every criteria in the section, and failure to satisfy even one criteria means that the property does not qualify for the exemption. When every exemption section in s. 362 is reviewed, one could see there are two aspects - the type of organization that qualifies and the use of the property.

A non-profit status alone is not sufficient to qualify for an exemption under the MGA. There are a large number of criteria to satisfy concerning the use of the property. There are two key concepts that figure largely in the interpretation of these exemption sections. Those concepts are the meaning of charitable or benevolent purpose; and the prohibitions in COPTER on the payment of fees for use of the property (restrictions on use).

The Courts have defined a charitable or benevolent purpose as one that provides relief of poverty, advancement of education or religion, or any other purpose beneficial to the community. Although the phrase "any other purpose beneficial to the community" seems fairly broad, it should be remembered that this purpose should be a charitable one.

Although community groups such as golf clubs enrich the community by providing worthwhile activities for the community members, the purpose is not a true charitable purpose. These organizations are non-profit but that fact alone doesn't make the use of the property charitable or benevolent.

Section 7 of COPTER requires that there be no fees charged for the use of the property, with the only exception being a minor entrance or service fee.

Please provide the County with all necessary information as described in the MGA and COPTER by the specified dates, and as outlined in the checklists, if you wish to apply for a property tax exemption.

If you require assistance in preparing the required documents for tax exemption qualification, please contact Joulia Whittleton, Director of Corporate Services at 927-3718.

If you do not qualify for property tax exemption, you may approach Council with a request for exemption per s. 364 of MGA.

### **History of Tax Payments**

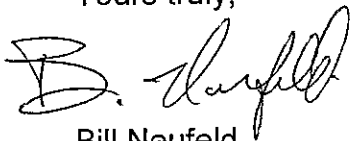
Some of the inconsistencies in the property taxes, derived from your financial statements and displayed in your letter, could be explained by the fact that a cash basis accounting was used to prepare your financial statements, meaning that an expense was recorded when a payment was made instead of when this expense was incurred (no accrual set up at year-end). In addition, it appears as if some other non-property tax costs were included in your annual amounts on your statements.

2006 and 2007 increases are due to the organization's status change for the property taxation purposes.

The High Level Golf & Country Club's account history printout from our system is included for your information.

If you would like to discuss this further, or require assistance please do not hesitate to contact William Kostiw, Chief Administrative Officer at 927-3718.

Yours truly,



Bill Neufeld  
Reeve

Cc: Honourable Ray Danyluk, Minister of Municipal Affairs and Housing  
Mackenzie County Council  
William Kostiw, CAO, Mackenzie County



**CHECKLIST - SECTION 362(1)(n)(iii) MGA**

**CHARITABLE OR BENEVOLENT**

- \_\_\_\_\_ property (s. 362(1)(n)(iii))
- \_\_\_\_\_ used for a charitable or benevolent purpose (s. 362(1)(n)(iii))
  - \_\_\_\_\_ relief of poverty, advancement of education, advancement of religion or any other purpose beneficial to the community (COPTER s. 1(b)(c))
  - \_\_\_\_\_ property must be primarily used (at least 60% of the time) for this purpose (COPTER s. 4)
  - \_\_\_\_\_ resources devoted to charitable or benevolent purpose (COPTER s. 10(1)(b))
- \_\_\_\_\_ benefit of the general public (s. 362(1)(n)(iii))
  - \_\_\_\_\_ pertaining to the general community, rather than a group with limited membership or a group of business associates (COPTER s. 1(b)(c))
  - \_\_\_\_\_ charitable or benevolent purpose benefits the general public in the community in which the property is located (COPTER s. 7)
  - \_\_\_\_\_ will not be exempt if more than 30% of the time the use is restricted (COPTER s. 10(2))
  - \_\_\_\_\_ use of property will be restricted if there is a requirement to pay fees of any kind, other than a minor entrance or service fee or minor membership fee (COPTER s. 7)
- \_\_\_\_\_ owned by (s. 362(1)(n)(iii))
- \_\_\_\_\_ non-profit organization (s. 362(1)(n)(iii))
  - \_\_\_\_\_ society under the *Societies Act* (COPTER s. 6)

**EXEMPTION CHECKLIST**  
**FOR PART 3 COPTER**

Part 3 COPTER allows non-profit organizations that operate certain facilities to apply directly to the municipality for an exemption from taxation. Many of the categories listed identify specific uses, which do not apply to the subject properties (eg. Facilities used as a linguistic organization (s. 15(e)), sheltered workshop (s. 15(1)), chamber of commerce (s. 15(j))). Therefore, this checklist only refers to the categories that are more likely to apply to the subject properties.

\_\_\_\_\_ property (s. 15)

\_\_\_\_\_ located within the municipality (s. 15)

\_\_\_\_\_ held by (s. 15)

\_\_\_\_\_ owned (s. 5)

OR

\_\_\_\_\_ held under a lease, licence or permit (s. 5)

\_\_\_\_\_ non-profit organization (s. 16(1), s. 15)

\_\_\_\_\_ society incorporated under *Societies Act* (s. 6(a))

OR

\_\_\_\_\_ incorporated under Federal or Alberta law is prohibited from distributing income or property to its shareholders or members (s. 6(b))

\_\_\_\_\_ operates on a non-profit basis (s. 16(1)(b))

\_\_\_\_\_ a facility that is

\_\_\_\_\_ used for sports or recreation (but not used in the operation of a professional sports franchise)(s. 15(a))

\_\_\_\_\_ property must be primarily used (at least 60% of the time) for this purpose (s. 4)

\_\_\_\_\_ resources devoted to charitable and benevolent purpose (s. 15(k)(ii))

AND

\_\_\_\_\_ benefit of the general public (s. 15(k))

\_\_\_\_\_ pertaining to the general community, rather than a group with limited membership or a group of business associates (s. 1(c))

\_\_\_\_\_ charitable or benevolent purpose benefits the general public in the community in which the property is located (s. 15(k)(i))

\_\_\_\_\_ funds are chiefly used for the purposes of the non-profit organization and not for the benefit of organization's directors and employees (s. 16(1)(c))

\_\_\_\_\_ will not be exempt of more than 30% of the time the use is restricted (s. 16(2))

\_\_\_\_\_ use of the property is restricted if there is a requirement to pay fees of any kind, other than minor entrance, service or membership fee (s. 7)

\_\_\_\_\_ application for an exemption is received by municipality by November 30 (assessment year) (s. 16(1)(a))

\_\_\_\_\_ information to show the organization meets the above criteria must be received by the municipality by February 15 (taxation year) (s. 16(1)(a)(ii))

\_\_\_\_\_ a description of any retail areas of the facility must be provided to Municipality by February 15 (taxation year)

"vpu" is the deemed value per unit quantity of electricity determined by the Alberta Energy and Utilities Board for that year for the electricity in respect of which system access service, distribution access service, or both, were so provided.

(4.2) In subsection (4.1), "distribution access service", "electric distribution system", "electricity", "system access service" and "transmission system" have the meanings given to them in the *Electric Utilities Act*.

(5) An agreement under this section with an operator who is subject to regulation by the Public Utilities Board is of no effect unless it is approved by the Public Utilities Board.  
1994 cM-26.1 s360; 1999 c11 s16

**Exemptions based on use of property**

361 The following are exempt from taxation under this Division:

- (a) repealed 1996 c30 s27;
- (b) residences and farm buildings to the extent prescribed in the regulations;
- (c) environmental reserves, municipal reserves, school reserves, municipal and school reserves and other undeveloped property reserved for public utilities.  
1994 cM-26.1 s361; 1996 c30 s27

**Exemptions for Government, churches and other bodies**

362(1) The following are exempt from taxation under this Division:

- (a) any interest held by the Crown in right of Alberta or Canada in property;
- (b) property held by a municipality, except the following:
  - (i) property from which the municipality earns revenue and which is not operated as a public benefit;
  - (ii) property that is operated as a public benefit but that has annual revenue that exceeds the annual operating costs;
  - (iii) an electric power system;
  - (iv) a telecommunications system;

(v) a natural gas or propane system located in a hamlet, village, summer village, town or city or in a school district that is authorized under the *School Act* to impose taxes and has a population in excess of 500 people;

(c) property, other than a student dormitory, used in connection with school purposes and held by

(i) the board of trustees of a school district, school division or regional division,

(i.1) the Regional authority for a Francophone Education Region established under the *School Act*,

(i.2) the operator of a charter school established under the *School Act*, or

(ii) the operator of a private school registered under the *School Act*;

(d) property, other than a student dormitory, used in connection with educational purposes and held by any of the following:

(i) the board of governors of a university, technical institute or public college under the *Post-secondary Learning Act*;

(ii) the governing body of an educational institution affiliated with a university under the *Post-secondary Learning Act*;

(iii) a students association or graduate students association of a university under the *Post-secondary Learning Act*;

(iv) a students association of a technical institute or public college under the *Post-secondary Learning Act*;

(v) the board of governors of the Banff Centre under the *Post-secondary Learning Act*;

(e) property, other than a student dormitory, used in connection with hospital purposes and held by a hospital board that receives financial assistance from the Crown;

(f) property held by a regional services commission;

(g) repealed by RSA 2000;

S. 362

- (g.1) property used in connection with health region purposes and held by a health region under the *Regional Health Authorities Act* that receives financial assistance from the Crown under any Act;
- (h) property used in connection with nursing home purposes and held by a nursing home administered under the *Nursing Homes Act*;
- (i) repealed 1998 c24 s29;
- (j) property used in connection with library purposes and held by a library board established under the *Libraries Act*;
- (k) property held by a religious body and used chiefly for divine service, public worship or religious education and any parcel of land that is held by the religious body and used only as a parking area in connection with those purposes;
- (l) property consisting of any of the following:
  - (i) a parcel of land, to a maximum of 10 hectares, that is used as a cemetery as defined in the *Cemeteries Act*;
  - (ii) any additional land that has been conveyed by the owner of the cemetery to individuals to be used as burial sites;
  - (iii) any improvement on land described in subclause (i) or (ii) that is used for burial purposes;
- (m) property held by
  - (i) a foundation constituted under the *Senior Citizens Housing Act*, RSA 1980 cS-13, before July 1, 1994, or
  - (ii) a management body established under the *Alberta Housing Act*, and used to provide senior citizens with lodge accommodation as defined in the *Alberta Housing Act*;
- (n) property that is
  - (i) owned by a municipality and held by a non-profit organization in an official capacity on behalf of the municipality,

not part of Council's

- (ii) held by a non-profit organization and used solely for community games, sports, athletics or recreation for the benefit of the general public;
- (iii) used for a charitable or benevolent purpose that is for the benefit of the general public, and owned by
  - (A) the Crown in right of Alberta or Canada, a municipality or any other body that is exempt from taxation under this Division and held by a non-profit organization, or
  - (B) by a non-profit organization,
- (iv) held by a non-profit organization and used to provide senior citizens with lodge accommodation as defined in the *Alberta Housing Act*, or
- (v) held by and used in connection with a society as defined in the *Agricultural Societies Act* or with a community association as defined in the regulations, ~~and that meets the qualifications and conditions in the regulations and any other property that is described and that meets the qualifications and conditions in the regulations;~~ <sup>part 3 of CAPTER</sup>
  - (o) property
    - (i) owned by a municipality and used solely for the operation of an airport by the municipality, or
    - (ii) held under a lease, licence or permit from a municipality and used solely for the operation of an airport by the lessee, licensee or permittee;
  - (p) a municipal seed cleaning plant constructed under an agreement authorized by section 7 of the *Agricultural Service Board Act*, to the extent of 2/3 of the assessment prepared under Part 9 for the plant, but not including the land attributable to the plant.
- (2) Except for properties described in subsection (1)(n)(i), (ii) or (iv), a council may by bylaw make any property that is exempt from taxation under subsection (1)(n) subject to taxation under this Division to any extent the council considers appropriate.
- (3) A council proposing to pass a bylaw under subsection (2) must notify, in writing, any person or group that will be affected of the proposed bylaw.

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**Exemptions granted by bylaw**

**364(1)** A council may by bylaw exempt from taxation under this Division property held by a non-profit organization.

(1.1) A council may by bylaw exempt from taxation under this Division machinery and equipment used for manufacturing or processing.

(2) Property is exempt under this section to any extent the council considers appropriate.

1994 cM-26.1 s364;1995 c24 s53

**Licensed premises**

**365(1)** Property that is licensed under the *Gaming and Liquor Act* is not exempt from taxation under this Division, despite sections 351(1)(b) and 361 to 364 and any other Act.

(2) Despite subsection (1), property listed in section 362(1)(n) in respect of which a licence that is specified in the regulations has been issued is exempt from taxation under this Division.

1994 cM-26.1 s365;1995 c24 s54;1996 cG-0.5 s135;1996 c30 s30; 1998 c24 s30

**Grants in place of taxes**

**366(1)** Each year a municipality may apply to the Crown for a grant if there is property in the municipality that the Crown has an interest in.

(2) The Crown may pay to the municipality a grant not exceeding the amount that would be recoverable by the municipality if the property that the Crown has an interest in were not exempt from taxation under this Division.

(3) When calculating a grant under this section, the following must not be considered as Crown property unless subsection (4) applies:

- (a) property listed in section 298;
- (b) museums and historical sites;

< 364



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(Consolidated up to 283/2003)

## ALBERTA REGULATION 281/98

### Municipal Government Act

#### COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION

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#### Interpretation

1(1) In this Regulation,

- (a) "Act" means the *Municipal Government Act*;
- (b) "charitable or benevolent purpose" means the relief of poverty, the

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advancement of education, the advancement of religion or any other purpose beneficial to the community;

- (c) "general public" means pertaining to the general community, rather than a group with limited membership or a group of business associates;
- (d) "professional sports franchise" means a professional sports franchise operating in the National Hockey League, the Canadian Football League, the National Professional Soccer League or the Pacific Coast League;
- (e) "taxation" means taxation under Division 2 of Part 10 of the Act.

(2) For the purposes of the Act and this Regulation, "community association" means an organization where membership is voluntary, but restricted to residents of a specific area, and that is formed for the purpose of

- (a) enhancing the quality of life for residents of the area or enhancing the programs, public facilities or services provided to the residents of the area, or
- (b) providing non-profit sporting, educational, social, recreational or other activities to the residents of the area.

(3) The definitions in sections 1 and 284 of the Act apply to this Regulation.

## **Part 1 General Rules**

### **Application**

2 This Regulation applies to taxation in 1999 and later years.

### **Part of a property**

3 An exemption under section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation applies only to the part of a property that qualifies for the exemption.

### **Primary use of property**

4(1) Property is not exempt from taxation under section 362(1)(n)(iii), (iv) or (v) of the Act or Part 3 of this Regulation unless the property is primarily used for the purpose or use described in those provisions.

(2) For the purposes of this Regulation, a property is primarily used for a purpose or use if the property is used for the specified purpose or use at least 60% of the time that the property is in use.

### **Holding property**

5 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association for the property to be exempt from taxation, the property is not exempt unless

- (a) the organization, society or association is the owner of the property and the property is not subject to a lease, licence or permit, or
- (b) the organization, society or association holds the property under a lease, licence or permit.

### **\*Non-profit organization**

6 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization or community association for the property to be exempt from taxation, the property is not exempt unless

- (a) the organization or association is a society incorporated under the *Societies Act*, or
- (b) the organization or association is



- (i) a corporation incorporated in any jurisdiction, or
- (ii) any other entity established under a federal law or law of Alberta

that is prohibited, by the laws of the jurisdiction governing its formation or establishment, from distributing income or property to its shareholders or members during its existence. \*

#### Meaning of restricted

**7(1)** In this Regulation, a reference to the use of property being restricted means, subject to subsections (2) and (3), that individuals are restricted from using the property on any basis, including a restriction based on

- (a) race, culture, ethnic origin or religious belief,
- (b) the ownership of property,
- (c) the requirement to pay fees of any kind, other than minor entrance or service fees, or
- (d) the requirement to become a member of an organization.

**(2)** The requirement to become a member of an organization does not make the use of the property restricted so long as

- (a) membership in the organization is not restricted on any basis, other than the requirement to fill out an application and pay a minor membership fee, and
- (b) membership occurs within a short period of time after any application or minor fee requirement is satisfied.

**(3)** Not permitting an individual to use a property for safety or liability reasons or because the individual's use of the property would contravene a law does not make the use of the property restricted.

#### Gaming and liquor licences

**8(1)** For the purposes of section 365(2) of the Act, property described in section 362(1)(n) of the Act and Part 3 of this Regulation in respect of which a bingo licence, casino licence, pull ticket licence, Class C liquor licence or a special event licence is issued under the *Gaming and Liquor Regulation* (AR 143/96) is exempt from taxation if the requirements of section 362(1)(n) and this Regulation in respect of the property are met.

**(2)** Despite subsection (1), property in respect of which a bingo facility licence or casino facility licence is issued is not exempt from taxation.

## Part 2 Qualifications for Exemptions Under Section 362 (1)(n)(ii) to (v)

#### Exemption under section 362(1)(n)(ii) of the Act

**9(1)** The following property is not exempt from taxation under section 362(1)(n)(ii) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property that is used solely for community games, sports, athletics or recreation if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older.

**(2)** Property is not exempt from taxation under section 362(1)(n)(ii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is

restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

#### **Exemption under section 362(1)(n)(iii) of the Act**

**10(1)** Property referred to in section 362(1)(n)(iii) of the Act is not exempt from taxation unless

- (a) the charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the general public in the community in which the property is located, and
- (b) the resources of the non-profit organization that holds the property are devoted chiefly to the charitable or benevolent purpose for which the property is used.

(2) Property is not exempt from taxation under section 362(1)(n)(iii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

#### **Exemption under section 362(1)(n)(iv) of the Act**

**11** Property referred to in section 362(1)(n)(iv) of the Act is not exempt from taxation unless the accommodation provided to senior citizens is subsidized accommodation as defined in the *General Regulation* (AR 213/94).

#### **Exemption under section 362(1)(n)(v) of the Act**

**12(1)** The following property is not exempt from taxation under section 362(1)(n)(v) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;
- (c) property in Calgary or Edmonton that is held by and used in connection with a community association if the association is not a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues.

(1.1) Notwithstanding subsection (1)(c), property held by a community association referred to in that provision is exempt from taxation under section 362(1)(n)(v) of the Act where that community association was a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues on January 1, 1999 but cancelled its membership after that date.

(1.2) Subsection (1.1) applies with respect to 2004 and subsequent years.

(2) Property is not exempt from taxation under section 362(1)(n)(v) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 281/98 s12;283/2003

### **Part 3**

## **Other Property Exempt Under Section 362(1)(n)**

#### **Definitions**

**13** In this Part,

- (a) "arts" means theatre, literature, music, painting, sculpture or graphic arts

and includes any other similar creative or interpretive activity;

- (b) "chamber of commerce" means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce;
- (c) "ethno-cultural association" means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;
- (d) "linguistic organization" means an organization formed for the purpose of promoting the use of English or French in Alberta;
- (e) "museum" means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments, models or designs;
- (f) "retail commercial area" means property used to sell food, beverages, merchandise or services;
- (g) "sheltered workshop" means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;
- (h) "thrift shop" means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.

AR 281/98 s13;283/2003

#### **Exemption for other property**

**14** This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.

#### **Day cares, museums and other facilities**

**15** A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

- (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
- (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
- (c) a facility used for the arts or a museum;
- (d) a facility used for the care and supervision of children and that is
  - (i) a day care centre as defined in the *Day Care Regulation* (AR 180/2000), and
  - (ii) licensed under that Regulation;
- (e) a facility used by a linguistic organization if
  - (i) the use of the property by the general public is actively encouraged, and
  - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
  - (i) the use of the property by the general public is actively encouraged, and

- (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where the majority of the organization's beneficiaries do not reside in the municipality;
- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;
- (j) a facility operated and used by a chamber of commerce;
- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
  - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the community in which the facility is located, and
  - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15;283/2003

#### Conditions for exemption

**16(1)** A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) the non-profit organization makes an application for an exemption to the municipality by November 30 of the year preceding the taxation year and supplies the municipality with the following by February 15 in the taxation year:
  - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and
  - (ii) a description of any retail commercial areas in the facility,
- (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
- (d) the property is not disqualified by virtue of subsection (2) or (3), and
- (e) the requirements of subsections (4) and (5), if applicable, are met.

**(2)** Property referred to in section 15(a), (b), (c), (e), (f), (j) or (k) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

**(3)** Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.

**(4)** Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

- (a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and

- (b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.

(5) Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

- (a) no disposition of the property may be made without the approval of the municipality, and
- (b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.

(6) If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

#### Waiver of application requirement

**17(1)** If a municipality has granted a non-profit organization an exemption from taxation under section 16 in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under section 16 in respect of the property without requiring the organization to apply for the exemption.

(2) A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may

- (a) require the non-profit organization that holds the property to provide any information that the organization may be required to provide if it was applying for an exemption, and
- (b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

(3) A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

#### Retail commercial areas

**18(1)** In this section, "exempt facility" means a facility or part of a facility held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 16 of this Regulation.

(2) A retail commercial area that is located within an exempt facility is exempt from taxation if

- (a) the non-profit organization, society as defined in the *Agricultural Societies Act* or community association that holds the exempt facility also holds and operates the retail commercial area, and
- (b) the net income from the retail commercial area is used
  - (i) to pay all or part of the operational or capital costs of the exempt facility, or
  - (ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society or community association and that is exempt from taxation under section 362 of the Act or section 16 of this Regulation.

**Part 4** Repealed AR 283/2003 s5.

## **Part 5 Repeal and Review**

### **Repeal**

**22(1)** The *Community Organization 1998 Property Tax Exemption Regulation* (AR 289/97) is repealed.

**(2)** Despite the repeal of the *Community Organization 1998 Property Tax Exemption Regulation* (AR 289/97), that Regulation continues to apply to taxation in 1998.

### **Expiry**

**23** For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on October 31, 2008.

AR 281/98 s23;283/2003

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Documents: Title Changes, Assessment Changes, Local Improv Chg, Tax Certificate, Tax Notifications, Projected Levy, Financial Transactions

Roll #: 303370  
 HIGH LEVEL GOLF & CO  
 Lot Block Plan  
 QT SC TWP RG M SE ,16 ,110 ,19 ,5  
 Subdivision

Document Type	Document	Trx Source	Year	Date	Description	Amount
Levy	PTLVY	185971	1997	5/23/1997	TAXATION LEVY 1997	\$579.76
Levy	PTPEN	185972	1997	7/2/1997	ARREARS PENALTY 7/97	\$34.79
Levy	PTPEN	185973	1997	11/17/1997	ARREARS PENALTY 11/97	\$34.79
Levy	PTLVY	185974	1998	5/27/1998	TAXATION LEVY 1998	\$1,759.18
Levy	PTPEN	185975	1998	7/4/1998	ARREARS PENALTY 7/98	\$77.92
Levy	PTPEN	185976	1998	7/4/1998	ARREARS PENALTY 7/98	\$105.55
Levy	PTPEN	185977	1998	11/17/1998	ARREARS PENALTY 11/98	\$105.55
Levy	CRREC	243751	1999	3/17/1999	REGISTER TAX NOTI99 FEE	\$5.00
Levy	PTLVY	185978	1999	5/25/1999	TAXATION LEVY 1999	\$1,101.44
Levy	PTPEN	185979	1999	7/2/1999	ARREARS PENALTY 7/1999	\$66.09
Levy	PTPEN	185980	1999	7/2/1999	ARREARS PENALTY 7/1999	\$324.30
Levy	CRREC	243734	1999	8/26/1999	PAYMENT	(\$34.79)
Levy	CRREC	243744	1999	8/26/1999	PAYMENT	(\$608.27)
Levy	CRREC	243745	1999	8/26/1999	PAYMENT	(\$105.55)
Levy	CRREC	243746	1999	8/26/1999	PAYMENT	(\$105.55)
Levy	CRREC	243747	1999	8/26/1999	PAYMENT	(\$77.92)
Levy	CRREC	243748	1999	8/26/1999	PAYMENT	(\$1,764.18)
Levy	CRREC	243749	1999	8/26/1999	PAYMENT	(\$34.79)
Levy	CRREC	243750	1999	8/26/1999	PAYMENT	(\$579.76)
Levy	CRREC	243733	1999	9/29/1999	PAYMENT	(\$66.09)
Levy	CRREC	243741	1999	9/29/1999	PAYMENT	(\$112.82)
Levy	CRREC	243742	1999	9/29/1999	PAYMENT	(\$324.30)
Levy	CRREC	243743	1999	9/29/1999	PAYMENT	(\$493.17)
Levy	CRADJ	185981	1999	11/30/1999	DISCHARGE OF TAX NOTIFICATION	\$5.00
Levy	PTLVY	185982	2000	5/19/2000	TAXATION LEVY 192000	\$1,053.23
Levy	CRREC	243737	2000	5/19/2000	CREDIT TRANSFER	(\$107.82)
Levy	CRREC	243738	2000	5/19/2000	CREDIT TRANSFER	(\$5.00)
Levy	CRREC	243739	2000	5/19/2000	CREDIT TRANSFER	\$107.82
Levy	CRREC	243740	2000	5/19/2000	CREDIT TRANSFER	\$5.00
Levy	CRREC	243736	2000	6/22/2000	PAYMENT	(\$945.41)
Levy	PTLVY	185983	2001	5/24/2001	TAXATION LEVY 192001	\$962.92
Levy	PTPEN	185984	2001	7/4/2001	ARREARS PENALTY 7/2001	\$57.78
Levy	CRREC	243735	2001	7/26/2001	PAYMENT	(\$962.92)
Assessment Change	ACHNG	8170	PTASM00000002	3/6/2002	Assessment \$55,030 - land	\$0.00
Levy	LEVY	257395	PTLVY00000010	2002	Annual Levy 2002	\$937.06
Cash Receipt	CRREC	6482	CRREC00000864	6/17/2002	Cash Receipt	(\$994.84)
Assessment Change	ACHNG	17585	PTASM00000020	3/6/2003	Assessment \$67,180 - land	\$0.00
Levy	LEVY	267031	PTLVY00000020	2003	Annual Levy 2003	\$1,173.36
Cash Receipt	CRREC	17876	CRREC00002321	6/11/2003	Cash Receipt	(\$1,173.36)
Assessment Change	ACHNG	27322	PTASM00000069	3/20/2004	Assessment \$67,180 - land	\$0.00
Levy	LEVY	276840	PTLVY00000127	2004	Annual Levy 2004	\$1,188.35
Cash Receipt	CRREC	32431	CRREC00004056	6/28/2004	Cash Receipt	(\$1,188.35)
Assessment Change	ACHNG	36025	PTASM00000110	3/8/2005	Assessment \$67,180 - land	\$0.00
Levy	LEVY	286738	PTLVY00000170	2005	Annual Levy 2005	\$1,142.20
Penalty	PNLTY	13	PTPEN00000014	7/5/2005	Penalty	\$68.53
Cash Receipt	CRREC	47491	CRREC00005980	7/11/2005	Cash Receipt	(\$1,142.20)
Cash Receipt	CRREC	49709	CRREC00006258	9/6/2005	Cash Receipt	(\$68.53)
Assessment Change	ACHNG	46534	PTASM00000133	3/6/2006	Assessment \$67,180	\$0.00
Assessment Change	ACHNG	48330	PTASM00000135	3/29/2006	Assessment \$468,090 - 67180 land	\$0.00
Levy	LEVY	297002	PTLVY00000188	2006	Annual Levy 2006	\$4,973.42
Cash Receipt	CRREC	61273	CRREC00007787	6/23/2006	Cash Receipt	(\$4,973.42)
Assessment Change	ACHNG	53109	PTASM00000164	3/15/2007	Assessment \$1,011,220 - 39,420 } bled	\$0.00
Assessment Change	ACHNG	67052	PTASM00000165	3/19/2007	Assessment \$505,610 - 203,830 } bled	\$0.00
Levy	LEVY	307557	PTLVY00000217	2007	Annual Levy 2007	\$7,810.31
Cash Receipt	CRREC	77960	CRREC00009732	6/25/2007	Cash Receipt	(\$7,810.31)
Total for Roll # 303370						\$0.00
Report Total:						\$0.00

\*\*\* END OF REPORT \*\*\*

From Roll # 192315 to 192315  
 All Customers  
 All Tax Classes  
 All Trx Sources  
 All Dates

\* indicates voided document

Documents: Title Changes, Assessment Changes, Local Improv Chg, Tax Certificate, Tax Notifications, Projected Levy, Financial Transactions

Roll #: 192315 Lot Block Plan  
 HIGH LEVEL GOLF & CO QT SC TWP RG M SW ,16 ,110 ,19 ,5  
 Subdivision

Document Type	Document	Trx Source	Year	Date	Description	Amount
Levy	PTLVY	165695	1997	5/23/1997	TAXATION LEVY 1997	\$594.12
Levy	CRREC	225810	1997	6/17/1997	PAYMENT	(\$594.12)
Levy	PTLVY	165696	1998	5/27/1998	TAXATION LEVY 1998	\$603.83
Levy	PTPEN	165697	1998	7/4/1998	ARREARS PENALTY 7/98	\$36.23
Levy	PTPEN	165698	1998	11/17/1998	ARREARS PENALTY 11/98	\$36.23
Levy	PTLVY	165699	1999	5/25/1999	TAXATION LEVY 1999	\$566.60
Levy	PTPEN	165700	1999	7/2/1999	ARREARS PENALTY 7/1999	\$34.00
Levy	PTPEN	165701	1999	7/2/1999	ARREARS PENALTY 7/1999	\$81.15
Levy	CRREC	225799	1999	8/26/1999	PAYMENT	(\$23.11)
Levy	CRREC	225805	1999	8/26/1999	PAYMENT	(\$34.00)
Levy	CRREC	225806	1999	8/26/1999	PAYMENT	(\$566.60)
Levy	CRREC	225807	1999	8/26/1999	PAYMENT	(\$36.23)
Levy	CRREC	225808	1999	8/26/1999	PAYMENT	(\$36.23)
Levy	CRREC	225809	1999	8/26/1999	PAYMENT	(\$603.83)
Levy	CRREC	225804	1999	9/29/1999	PAYMENT	(\$58.04)
Levy	CRREC	225811	1999	9/29/1999	PAYMENT	(\$5.56)
Levy	PTLVY	165702	2000	5/19/2000	TAXATION LEVY 192000	\$560.13
Levy	CRREC	225802	2000	5/19/2000	CREDIT TRANSFER	(\$5.56)
Levy	CRREC	225803	2000	5/19/2000	CREDIT TRANSFER	\$5.56
Levy	CRREC	225801	2000	6/22/2000	PAYMENT	(\$554.57)
Levy	PTLVY	165703	2001	5/24/2001	TAXATION LEVY 192001	\$539.06
Levy	PTPEN	165704	2001	7/4/2001	ARREARS PENALTY 7/2001	\$32.34
Levy	CRREC	225800	2001	7/26/2001	PAYMENT	(\$539.06)
Assessment Change	ACHNG	5711	PTASM00000002	3/6/2002	Assessment \$249,770	\$0.00
Levy	LEVY	254836	PTLVY00000010	2002	Annual Levy 2002	\$554.96
Cash Receipt	CRREC	6482	CRREC00000864	6/17/2002	Cash Receipt	(\$587.30)
Assessment Change	ACHNG	15134	PTASM00000020	3/6/2003	Assessment \$407,450	\$0.00
Levy	LEVY	264491	PTLVY00000020	2003	Annual Levy 2003	\$558.69
Cash Receipt	CRREC	17876	CRREC00002321	6/11/2003	Cash Receipt	(\$558.69)
Assessment Change	ACHNG	24882	PTASM00000069	3/20/2004	Assessment \$416,070	\$0.00
Levy	LEVY	274370	PTLVY00000127	2004	Annual Levy 2004	\$565.74
Cash Receipt	CRREC	32431	CRREC00004056	6/28/2004	Cash Receipt	(\$565.74)
Assessment Change	ACHNG	33612	PTASM00000110	3/8/2005	Assessment \$435,050	\$0.00
Levy	LEVY	284280	PTLVY00000170	2005	Annual Levy 2005	\$567.71
Penalty	PNLTY	13	PTPEN00000014	7/5/2005	Penalty	\$34.06
Cash Receipt	CRREC	47491	CRREC00005980	7/11/2005	Cash Receipt	(\$567.71)
Cash Receipt	CRREC	49709	CRREC00006258	9/6/2005	Cash Receipt	(\$34.06)
Assessment Change	ACHNG	44128	PTASM00000133	3/6/2006	Assessment \$452,660	\$0.00
Assessment Change	ACHNG	48311	PTASM00000135	3/29/2006	Assessment \$51,750	\$0.00
Levy	LEVY	294558	PTLVY00000188	2006	Annual Levy 2006	\$866.91
Cash Receipt	CRREC	61273	CRREC00007787	6/23/2006	Cash Receipt	(\$866.91)
Assessment Change	ACHNG	50715	PTASM00000164	3/15/2007	Assessment \$119,400	\$0.00
Assessment Change	ACHNG	64656	PTASM00000165	3/19/2007	Assessment \$59,700	\$0.00
Levy	LEVY	305125	PTLVY00000217	2007	Annual Levy 2007	\$948.45
Cash Receipt	CRREC	77960	CRREC00009732	6/25/2007	Cash Receipt	(\$948.45)
Total for Roll # 192315						\$0.00
Report Total:						\$0.00

\*\*\* END OF REPORT \*\*\*





**B R O W N L E E**  
**L L P**  
*Barristers & Solicitors*

Suite 2200, Commerce Place  
 10155 - 102 Street  
 Edmonton, AB Canada T5J 4G8  
 Telephone: (780) 497-4800  
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 E-Mail: [e-mail@brownleelaw.com](mailto:e-mail@brownleelaw.com)  
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Refer to: J.C. McDonnell  
 Direct Line (780) 497-4801  
 E-mail: [jmcdonnell@brownleelaw.com](mailto:jmcdonnell@brownleelaw.com)  
 Your File#:   
 Our File#: 71688-0089/JCM

September 20, 2007

**VIA E-MAIL/REGULAR MAIL: [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)**

Mackenzie County  
 P.O. Box 640  
 Fort Vermilion, Alberta  
 T0H 1N0

**Attention: Joulia Whittleton, Director of Corporate Services**

Dear Madam:

**Re: Purchase of Land from Stanley Fitler**

Further to our recent conversation regarding the County's purchase of land from Stanley Fitler (the "Vendor"), we enclose for your review a Purchase Agreement. Although we recommend that you review the entire agreement, we point out the following clauses for your convenience.

<b>Section No.</b>	<b>Comments</b>
1(a)	The Closing Date, has been arbitrarily chosen as November 30, 2007. This date was chosen due to the fact that the Power of Attorney has to fly from Poland to Canada to execute the documents. Please advise if another date is preferable.
1(k)	The Purchase Price is \$700,000.00. This contains an allocation procedure allocating \$40,000.00 for each quarter section and \$540,000.00 for the estimated volume of gravel contained on the lands. Although there is significance to the County for the Purchase Price allocation clause, this allocation may have accounting or taxation consequences to the Vendor with regard to the price allocated to the land and the price allocated to the gravel. However, as we are not to the Vendor's lawyer, this is an issue for them to resolve.

<b>Section No.</b>	<b>Comments</b>
4.	This contains the acknowledgement that the Purchase Price shall be reduced by the pre-payment under the Gravel Lease of \$45,000.00.
6	If the County pays the funds late, the late payment shall bear interest at ATB prime rate plus 2%.
9	The Vendor represents that there are no hazardous substances or the Vendor is not aware of any adverse conditions affecting the quality of the lands or there is no restrictive covenants registered that shall affect the ability to extract gravel from the lands.
11	As the Vendor is a GST registrant, GST is not assessable on this sale. The County must self assess this transaction on its next GST remittance.
15(a)	The Vendor's contact information should be included.

There are a number of encumbrances registered against title to the lands. For the purposes of this agreement, we have stated that all encumbrances are permitted and shall not be discharged off title. It is important for these encumbrances to be reviewed to ensure that they will not affect the County's ability to extract gravel in the future. The encumbrances are:

**1. Utility Right of Way                      No. 832 015 137                      Northern Lights Gas Co-op Ltd.**

Northern Lights Gas Co-op Ltd. has a right to place a natural gas pipeline across the southwest quarter section. There is no diagram attached to the Utility Right of Way so it is not possible to determine the precise location of the pipeline and as such, we cannot provide any insight as to whether this will effect the gravel extraction. If this is of concern, please advise and we will make the necessary inquiries with Northern Lights Gas Co-op Ltd.

**2. Utility Right of Way                      No. 832 070 510                      Alberta Public Lands**

Alberta Public Lands has a Utility Right of Way against the southeast quarter to improve the water course on these lands. There is no map or diagram attached to the Utility Right of Way so it is not possible to determine what the precise location of the Right of Way is.

**3. Caveat    No. 942 050 762                      Mackenzie County**

The Vendor had originally granted the rights to Alberta Municipal Affairs to extract gravel from the lands. This agreement was assigned from Alberta Municipal Affairs to the County. As such, since the County is the Caveator it is of little concern.

**4. Caveat No. 952 252 458 Alberta Environment**

Alberta Environment has registered a Caveat regarding access and maintenance to land adjacent to a water course. Alberta Environment reserves the right to access the water course which runs through the lands in order to maintain the lands in a natural state to preserve the fish and wildlife habitat. This can potentially affect the County's subsequent rights to extract gravel on the lands that are adjacent to the water course.

**5. Caveat No. 952 252 462 Northern Lights Gas Co-op Ltd.**

Northern Lights Gas Co-op Ltd. has a Caveat pursuant to a pipeline agreement. Neither the actual pipeline agreement or map of the pipeline is attached to the Caveat. Accordingly we are unable to determine the location of the pipeline or the rights or obligations pursuant thereto. This may potentially affect the County's ability to extract gravel. Please advise if you require further investigation.

**6. Caveat No. 042 504 510 Mackenzie County**

This is the County's Caveat pursuant to the gravel lease. Again, as the County is the caveator, its presence on title is of no consequence.

This is an unusual transaction given the fact that the Vendor does not want to retain a lawyer to protect its interest. Although in the past, our office has worked under similar circumstances as the other party's agent in order to facilitate the transaction, the fact that the Vendor lacks capacity and that the Power of Attorney is located in Poland, this is troublesome. The facts of this scenario leads to a greater possibility of the Vendor commencing a court action to challenge the transaction if something unusual occurs. It is even greater if we act as the Vendor's agent in this regard.

As the Vendor appears to be concerned about the legal costs of obtaining a lawyer, the County may wish to pay the Vendor's lawyer to ensure that it has adequate legal representation to remove this potential right of action in the future. We also feel that due to the large amount of sale proceeds that the Vendor is obtaining, \$700,000.00, we do not feel that this is a legitimate concern to say this. Surely the Vendor can afford to pay its own lawyer from the sale proceeds of this transaction. \$700,000.00 is a lot of money to receive.

We look forward to your instructions regarding the above-captioned matters.

Yours truly,

BROWNLEE LLP

PER:

JOHN Q. MCDONNELL  
JCM/heb/r-ss/E0619080/Enc.

THIS AGREEMENT dated this \_\_\_ day of \_\_\_\_\_, 2007.

**BETWEEN:**

**STANLEY FITLER,**  
by his power of attorney, Augustyn Franciszek Wegera  
(the "Vendor")

OF THE FIRST PART

- and -

**MACKENZIE COUNTY**  
(the "Purchaser")

OF THE SECOND PART

### **PURCHASE AGREEMENT**

**WHEREAS:**

- A. The Vendor, pursuant to the Gravel Lease, has granted a leasehold interest to the Purchaser to permit the Purchaser to enter upon the Leased Lands and extract the Gravel;
- B. The Vendor and the Purchaser have agreed to forego the Gravel Lease;
- C. The Vendor wishes to sell the Lands to the Purchaser; and
- D. The Purchaser wishes to purchase the Lands in accordance with the terms and conditions contained herein.

THIS AGREEMENT WITNESSES that in consideration of the Purchase Price and all other amounts payable by the Purchaser under this Agreement, and in consideration of the mutual covenants and agreements herein contained, the parties hereby covenant and agree as follows:

### **DEFINITIONS**

- 1. In this Agreement, the following words shall be defined as follows:
  - (a) "Closing Date" means November 30, 2007 or as otherwise agreed to in writing by the parties;
  - (b) "Goods and Services Tax" means the Goods and Services Tax payable by the Purchaser to the Vendor pursuant to the *Excise Tax Act* (6% of the Purchase Price), subject to the terms of this Agreement;
  - (c) "Gravel" means any and all sand and gravel located upon or within the Lands, as the terms "sand" and "gravel" are defined and referred to within the *Law of Property Act* RSA 2000, Chap. L-7, and includes all substances considered to be gravel in the Purchaser's reasonable opinion;
  - (d) "Gravel Lease" means that Gravel Lease, made effective on November 9, 2004 and as registered by a caveat registered at the Land Titles Office as instrument 042 504 510, between the Vendor, as lessor, and the Municipal District of Mackenzie No. 23, as the Purchaser was then named, as lessee for the rights of the Purchaser to extract Gravel from the Leased Lands;

- (e) "Hazardous Substances" means any substance which is hazardous to persons or property and includes, without limiting the generality of the foregoing:
  - (i) radioactive materials;
  - (ii) explosives;
  - (iii) toxic substances including without restriction, urea formaldehyde, asbestos and polychlorinated biphenyls; and
  - (iv) "waste", "hazardous chemicals", "hazardous waste", "dangerous goods", and any variation of such term or terms of similar import in applicable federal, provincial and municipal laws, regulations or bylaws relating to the environment, occupation, safety, health or transportation.
- (f) "Lands" means those lands legally described within **Schedule "A"** attached hereto;
- (g) "Leased Lands" has the same meaning as the term "Lands", as defined in the Gravel Lease;
- (h) "Permitted Encumbrances" means those encumbrances described in **Schedule "A"** attached hereto;
- (i) "Purchase Price" means Seven Hundred Thousand (\$700,00.00) Dollars allocated as follows:
  - (i) Forty Thousand (\$40,000.00) Dollars per quarter section of land that comprises the Lands; and
  - (ii) Five Hundred Forty Thousand (\$540,000.00) Dollars for the estimated volume of Gravel contained on the Lands;

**not including Goods and Services Tax**, subject to adjustments as set out in **Section 5** of this Agreement.

#### **PURCHASE AND SALE**

2. The Purchaser hereby agrees to purchase the Lands subject only to the Permitted Encumbrances, and free of all tenancies, for the Purchase Price and the Vendor hereby agrees to sell the Lands to the Purchaser in accordance with the terms and conditions hereinafter set out.
3. The Purchase Price, subject to adjustments as hereinafter described, together with the Goods and Services Tax, subject to **Section 12** of this Agreement, shall be paid on the Closing Date.
4. The Vendor acknowledges that the Purchaser has prepaid Forty Five Thousand (\$45,000.00) Dollars to the Vendor, pursuant to the Gravel Lease. Accordingly, the Purchase Price payable by the Purchaser to the Vendor shall be reduced by this Forty Five Thousand (\$45,000.00) Dollar sum.
5. All normal adjustments for taxes, rents, security deposits and utilities shall be made as at 12:00 noon on the Closing Date. All amounts which cannot be adjusted on the Closing Date by virtue of the same being unknown shall be adjusted on a post-closing basis once the same becomes known.
6. Upon payment of the Purchase Price to the Vendor, and the satisfaction of all other terms, covenants and conditions contained within this Agreement, the Purchaser shall be given possession of the Lands at 12:00 noon on the Closing Date. If the Vendor agrees to accept late payment of the Purchase Price, the Purchaser shall pay interest at the prime rate of the Alberta Treasury Branches plus 2% to the Vendor and to the Liaison, in accordance with their respective proportions, calculated daily from and including the Closing Date to but excluding the day that the Purchase Price is paid in full. Payment received after 12:00 noon on any day will be payment as of the next business day which is deemed to mean a day when both the Land Titles Office and the chartered banks are open for business.

7. The Lands shall be and remain at the risk of the Vendor until the Purchaser has been granted possession of the Lands pursuant to **Section 6** of this Agreement.

8. The Vendor's solicitor shall provide the Purchaser's solicitor with a registrable transfer of land, and statement of sale and adjustments, together with any other documentation in the Vendor's possession or control reasonably required to give effect to the terms hereof, a reasonable amount of time prior to the Closing Date at least ten (not less than (10) working days) on reasonable trust conditions which will allow the transaction to close in accordance with the terms hereof including, without restriction the registration of any new mortgage required by the Purchaser, if any.

In the event that the Vendor does not provide the Purchaser's solicitor with the said Transfer of Land and other documentation in sufficient time to allow for registration on or before the Closing Date, then the Purchaser shall be released from the payment of interest pursuant to **Section 6** of this Agreement until the Purchaser has had a reasonable amount of time within which to obtain registration.

9. The Vendor acknowledges that it shall retain a barrister and solicitor licensed to practice law with the Law Society of Alberta, which lawyer is not a member of, a partner with or an employee of Brownlee LLP. In the event that the Vendor fails to do so, the Purchaser shall have the option to, but not the mandatory obligation, not purchase the Lands and terminate this Agreement without penalty, liability or recourse to the Vendor.

#### **REPRESENTATIONS AND WARRANTIES**

10. The Vendor hereby represents and warrants in favour of the Purchaser that there are no Hazardous Substances, that the Vendor is not aware of any adverse conditions affecting the quality or condition of the Lands and that there are no restrictive covenants or other registered encumbrances that shall affect the Purchaser's ability to extract Gravel from the Lands.

11. The Vendor warrants and represents that:

- (a) it is the sole legal and beneficial owner of the Lands and has the right to sell the same;
- (b) the Vendor is not a "non-resident" of Canada within the meaning and intent of the *Income Tax Act* (Canada);
- (c) there is no litigation pending or threatened with respect to the Lands;
- (d) the Vendor is not now a party, directly or indirectly, to any legal proceedings or enquiries whatsoever, and there are no actions, suits, seizures or proceedings pending or threatened against the Vendor or the Lands which might give rise to any legal proceedings or inquiries before any court, tribunal commission, board or other agency which if successful would adversely affect the Lands and the Vendor is not now operating under or subject to or in default of any judgement, order, writ, injunction, ordinance regulations, or decree, or any other requirement or government body or court relating to the Lands;
- (e) to the best of the Vendor's knowledge, no part of the Lands has been used as a dump, a land-fill site or for the disposal of waste material or Hazardous Substances; and
- (f) to the best of the Vendor's knowledge, the Vendor is not aware of any releases or discharges of any Hazardous Substances in the air, on to lands adjacent to the Lands, or into any municipal sewer and water systems which originate from the Lands.

#### **GENERAL**

12. The Purchase Price does not include Goods and Services Tax ("G.S.T.") which shall be payable by the Purchaser to the Vendor on the Closing Date. If the Purchaser is properly registered for the purposes of the Goods

and Services Tax pursuant to the *Excise Tax Act* of Canada, and prior to the Closing Date the Purchaser has provided to the Vendor confirmation of a G.S.T. registration number, confirmation that the Purchaser is such a registrant, and a covenant by the Purchaser to indemnify the Vendor with respect to any and all costs relating to the G.S.T. payable with respect to this transaction, G.S.T. shall not be payable on the Closing Date. However, the Purchaser shall be responsible for filing all reports or documentation necessary in order to satisfy the requirements of Section 228(4) of the *Excise Tax Act*, including the remittance of any G.S.T. payable by the Purchaser.

13. All fees and real estate commissions which may be payable to any person, shall be the Vendor's responsibility.

14. All normal conveyancing and other closing documents shall be prepared by the Vendor at the Vendor's expense. The Purchaser shall be responsible for all of costs relating to the preparation of any new mortgage, and for all land titles registration fees with respect to the registration of the transfer of land and new mortgage, if any.

15. The Vendor represents and warrants that it is not a non-resident within the meaning of the *Income Tax Act* of Canada, nor is it an agent or a trust for any person with an interest in the Lands who is a non-resident.

16. Any notices to be given pursuant to this Agreement shall be in writing and shall be given and deemed to have been received as provided herein at the following addresses:

(a) to the Vendor at: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) to the Purchaser at: Mackenzie County  
PO Box 640  
For Vermilion, Alberta T0H 1N0  
Fax: (780) 927-4266  
Attention: Chief Administrative Officer

or such other address as either party may designate from time to time by written notice to the other. Any notice shall be delivered to and left at the address for notice of the party to whom it is to be given during normal business hours on a business day and shall have been deemed to be received on the date of delivery.

17. The provisions of this Agreement shall survive the execution and delivery of any transfer of land and other documents, the registration of any such documents, the taking possession of the Lands by the Purchaser, and the Closing Date to benefit and be binding upon the Vendor and the Purchaser, and shall not be merged therein or therewith.

18. This Agreement shall enure to the benefit of and be binding upon the heirs, executors, administrators and permitted assigns of the individual parties and the successors and permitted assigns of corporate parties.

19. Notwithstanding anything contained herein, time shall in every respect be of the essence.

20. This Agreement shall constitute the entire agreement between the parties and the parties acknowledge that there are no other representations, conditions, or warranties with respect to this Agreement other than those which are contained herein. The following schedules shall form a part of this Agreement:

(a) **Schedule "A"** - the Legal Descriptions and Permitted Encumbrances.

21. Wherever the singular or masculine is used throughout this Agreement the same shall be construed as meaning the plural or feminine or a body corporate where the context or the parties so requires, and in the case of two or more purchasers, the covenants herein contained on their part shall be deemed to be joint and several.

22. This Agreement shall be governed by the laws of the Province of Alberta, and the courts of the Province of Alberta shall have exclusive jurisdiction over any dispute arising herefrom.

IN WITNESS WHEREOF the Vendor has executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
**STANLEY FITLER,  
BY HIS POWER OF ATTORNEY,  
AUGUSTYN FRANCISZEK WEGERA**

IN WITNESS WHEREOF the Purchaser has executed this Agreement under its hands and seals, or under the hands of its duly authorized signing officers and under its corporate seal, this \_\_\_ day of \_\_\_\_\_, 2007.

**MACKENZIE COUNTY**

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

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



**SCHEDULE "A"**  
**TO THE PURCHASE AGREEMENT**

**The Legal Descriptions**

Firstly:

MERIDIAN 5 RANGE 15 TOWNSHIP 110  
SECTION 8  
QUARTER NORTH EAST  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME  
AREA: 64.3 HECTARES (159 ACRES) MORE OR LESS

Secondly:

MERIDIAN 5 RANGE 15 TOWNSHIP 110  
SECTION 8  
QUARTER NORTH WEST  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME  
AREA: 63.5 HECTARES (157 ACRES) MORE OR LESS

Thirdly:

MERIDIAN 5 RANGE 15 TOWNSHIP 110  
SECTION 8  
QUARTER SOUTH WEST  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME  
AREA: 63.9 HECTARES (158 ACRES) MORE OR LESS

Fourthly:

MERIDIAN 5 RANGE 15 TOWNSHIP 110  
SECTION 8  
QUARTER SOUTH EAST  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME  
AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

**The Permitted Encumbrances**

<u>Instrument Number</u>	<u>Instrument</u>
832 015 137	Utility Right of Way Grantee – Northern Lights Gas Co-Op Ltd.
832 070 510	Caveat Re: See Caveat  Caveator - Her Majesty the Queen in Right of Alberta, as represented by the Public Lands and Wildlife
942 050 762	Caveat re: See Caveat Caveator: - The Municipal District of Mackenzie No. 10

952 252 458

Caveat Re: Access, Maintenance of Land Adj. Watercourse  
Caveator: Her Majesty the Queen in Right of Alberta, as  
represented by the Minister of Environmental Protection

952 252 462

Caveat Re: Pipeline Agreement  
Caveator: Northern Lights Gas Co-Op Ltd.

042 504 510

Caveat re: Profit a Prendre  
Caveator: - The Municipal District of Mackenzie No. 10

## **Public Works**

*September 26, 2007*

### **Significant Items**

#### ***Tompkins Ice Bridge***

The project is on schedule, with the advertisements regarding the request for tender to be released this week.

We are preparing preliminary signs for the ice bridge which we will submit to AIT for approval.

#### ***Fort Vermilion Office Space***

It is scheduled that we will move into the adjacent building by the end of the month. This will be based on a lease agreement with the option to purchase the building within a year.

#### ***45<sup>th</sup> Street & Mackenzie Housing in Fort Vermilion***

Engineering estimates have been received for 45<sup>th</sup> Street and Mackenzie Housing. The cost for Mackenzie Housing is more than what we anticipated with the higher cost attributable to sewer drainage. Both these cost estimated have been attached for information.

#### ***Zama Projects***

A letter was sent to DCL to release all engineering documents to ISL, copies of these letters are attached. Both of these have been copied to the lawyers, with no concerns from them.

DCL will assist ISL with the change over process and will finalize the building permits, which they were working on.

Not all the agreements for the pipe line crossing have been received. The agreement form Esso still outstanding.

ISL has placed an ad for the construction of the Water Treatment Plant, copy attached.

#### ***Gravel***

We are in the process of reconciling our gravel for the year and have started the planning for the re-gravelling for next year. Council members will be given a summary report for each ward relating to current year and to next year.



## **General**

### ***Public Works Meeting***

A public works meeting was held 25 September at the County office with all the public works staff. The meeting was positive with the following points highlighted:

- **Communication**  
To improve communication between staff and the need for more regular meetings were highlighted.
- **Gravel**  
Crown shaping has resulted in the less gravel on the shoulders of the gravel roads. Operators believe that not all areas have been re-graveled for the year. It was suggested that management review the practice of shoulder pulls, since it is believed to have little benefit.
- **La Crete**  
It was requested that the shop space be reviewed as there might be a need to increase it.  
It seems that there might also be a need for a wash bay in La Crete.
- **Intersection Lighting**  
There might be a need for lighting at Fort Vermilion & Highway 88 intersections.
- **Sidewalk**  
Staff would like some guidance on the practice that will be followed to manage the sidewalks in the winter.
- **Airport**  
It was request that management review options to control the snow/ice on the airport runway.



# **Manager of Utilities and Facilities Report For September 26, 2007 Regular Council Meeting**

## **Utilities**

- Provided ISL with all documents pertaining to the Zama projects.
- Hydrant flushing is currently underway.
- The Zama well pump quit on us and we had to replace it, and some adjustments are needed to reach full flows for the winter season.
- I plan on attending the WCWWA annual conference and trade show from Oct 23<sup>rd</sup> to 26<sup>th</sup> 2007.

## **Parks and Playgrounds:**

- Wadlin and Machesis lakes are officially closed for the season as of September 11/07.
- Hutch Lake campground operation and maintenance was returned to the Province by the town of High Level, and the province is in the process of deregulating the park (which means closing it). I feel we should put forward a proposal to the province that the County take over the site and operate it the same way we do Wadlin and Machesis in order to maintain a camping and recreation site there for County ratepayers.

## **Solid Waste:**

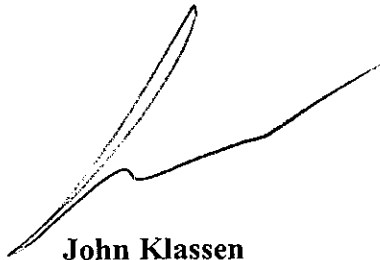
- A trailer was donated to the FV fire dept for training and was placed at the FV waste transfer station, at the time the floor and walls were in tacked which is necessary for simulated smoke training. Just the other day when the Fire Chief checked the building someone had cut the bottoms of the walls and the floors in order to scavenge the duct work and furnace from the trailer without authorization. This would have been at least a truck load and would have needed to be done when the gate was open, although the waste transfer station operator claims to have seen nothing. The FV fire chief claims in order for the facility to be utilized for this type of training they will need to find monies in the budget to repair the damage.

### **La Crete and Zama Public Works**

- Met with ISL to review the County map updates.
- The La Crete south curve construction is complete with the exception of GBC and asphalt.
- La Crete 99<sup>th</sup> street is oiled and awaiting asphalt.
- Installed a culvert at the Blumenort cemetery intersection.
- Continuing to spot gravel throughout the County.
- Hot patching will commence in LC as soon as an asphalt paver reveals itself within the County.

### **Attachments:**

1. AB Environment letter and brochure
2. Update on the LC water plant project
3. WCWWA conference information
4. Managers calendar

A handwritten signature in black ink, appearing to read 'John Klassen', written in a cursive style.

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



*Thank you!*

As a small token of appreciation for the work you do as a Certified Operator, Alberta Environment is pleased to send you a pin for the level of certification you hold. We realize the job you do is very important to the health of all Albertans and to the environment as a whole.

As part of our commitment to promote the water and wastewater field as a career of choice, we created an informational brochure. A copy is enclosed. If you would like additional copies for distribution at schools or job fairs, please contact Leanne M. Armstrong at (780) 644-2977 (or [Leanne.M.Armstrong@gov.ab.ca](mailto:Leanne.M.Armstrong@gov.ab.ca)).

Sincerely



Kathy Abramowski  
Certification Program Coordinator  
Drinking Water Branch



## A Challenging and Rewarding Job

Working in the water/wastewater industry can be extremely rewarding since you are providing an important service to your community. It just might be one of the most important positions in the world since no one can live without water. It takes knowledgeable, conscientious people to deliver clean, potable water and to ensure that wastewater is discharged in an environmentally safe manner.

It takes special people to do this job. People who like to work with their hands and have an interest in biology, chemistry, and mathematics are well suited for the job. For operators in smaller municipalities one thing is for sure—no two days are the same. They may be repairing a leak in a water line, running a backhoe, welding pipe and fixing a pump one day and the next day working in the laboratory testing samples for pathogens and microorganisms or presenting information to the town board or the public. Operators who work in larger municipalities tend to focus on only one discipline. Operators can wear many hats.

A degree is of value but is not required. This career does require a great deal of training and experience. ***"In my opinion, the water and wastewater operators at the facilities (in Alberta) HOLD THE MOST important job in their community. No other job carries the responsibility for the health of every individual every day, as well as the potential to protect our precious water resources. Even a doctor, whom we all acknowledge has a very important job, does not affect the health of every person, every day. If you are looking for an important and rewarding career, this is it!"***

***~Del Morrison, Executive Director, Alberta Water and Wastewater Operators Association.***

## ENVIRONMENTAL CAREERS

### For More Information:

#### On Entry Level Training



Alberta Water & Wastewater Operators Association (AWWOA)

1-877-454-7745

[www.awwoa.ab.ca](http://www.awwoa.ab.ca)

[awwoa1@telus.net](mailto:awwoa1@telus.net)

#### On NAIT's Fulltime Water & Wastewater Technician Program

Northern Alberta Institute of Technology  
Water & Wastewater Program

780-471-7758

[davew@nait.ca](mailto:davew@nait.ca)

#### On the Alberta Water & Wastewater Operator Certification Program



Drinking Water Branch

9th Floor, 9820 – 106 Street

Edmonton, AB, T5K 2J6

(780) 427-7713 or (780) 644-2977

[www3.gov.ab.ca/cnv/water/DWQ/certification.html](http://www3.gov.ab.ca/cnv/water/DWQ/certification.html)

[WasteAndWater.Certification@gov.ab.ca](mailto:WasteAndWater.Certification@gov.ab.ca)

## Water and Wastewater Operators



Work with your hands,  
your head,  
and your heart.

***“It’s been estimated that almost 50% of today’s water and wastewater operators will retire within the next five to seven years. They’ll need to be replaced” – The American Water Works Association***

## Background

Municipal governments and the Government of Alberta invest millions of dollars annually in water and wastewater facilities.

Water and wastewater operators serve their neighbours by protecting public health. It is extremely important that people receive clean, potable water and that wastewater be discharged in an environmentally safe manner.

In 1982, Alberta was the first province to initiate a mandatory certification program. Alberta Environment developed a certification program that would ensure that qualified people were in charge of all municipal water and wastewater systems.

## Requirements

There are minimum educational and experience requirements depending on the various certification levels. All levels require a high school or GED diploma, and approved municipal, “hands-on” experience.

For water and wastewater operators it is especially helpful to have some science and math knowledge with some mechanical ability. The Alberta Water & Wastewater Operators Association (AWWQA) conducts Certification Preparation Courses that also fulfill the mandatory entry-level training requirement. Contact the AWWQA directly for more information.

The Northern Alberta Institute of Technology (NAIT) offers a 1 year full-time Water and Wastewater Technician Program. The program offers a high level of training in the fields of water treatment, water distribution, wastewater treatment and wastewater collection. It is a combination of traditional instruction, self-study and tutor supported activities. Students learn “hands-on” about the use of laboratory equipment and the maintenance and operation of mechanical equipment. The same program can be taken on a course-by-course outreach basis.

## Operator Certification

While Alberta Environment administers the Certification program, the Alberta Water and Wastewater Operators Association provides both the Level I Certification Preparation Course and the Entry Level Training course. They also provide a number of approved courses for Continuing Education (CEU). There are a number of colleges and other training providers that offer approved training that may help operators prepare for certification or help them maintain their certification. Alberta Environment has a list of approved training/courses available on its website:

[www3.gov.ab.ca/env/water/DWQ/certification.html](http://www3.gov.ab.ca/env/water/DWQ/certification.html)

## Experience

Approved municipal operations experience is a requirement at every Level of Certification. The amount of experience required depends on the level of certification.

## Rewards

Depending on the size of the utility, salaries can begin the mid \$20,000s for smaller, part-time work, and reach over \$100,000 at the upper level.

One of the greatest rewards for water and wastewater operators is knowing that they are protecting public health and the environment and providing a much needed and valuable service to their community.

## Opportunity

“Within the next decade, the job market for water and wastewater operators holds the promise of becoming a buyers’ market. Because qualified operators are expected to be in short supply, those with ambition may see more opportunities for advancement, a choice of locations and utility size, work schedule flexibility, employer-supported training, and negotiable wages and benefits.” *The American Water Works Association.*

***If you like a challenge and the responsibility of protecting the public health and the environment – this could be the job for you!***

**DCL SIEMENS**

DCL Siemens Engineering Ltd.  
101, 10630 - 172 Street  
Edmonton, Alberta T5S 1H8  
Office: (780) 486-2000  
Fax: (780) 486-9090

FILE NO. 23-03-45-02

**FACSIMILE TRANSMITTAL FORM****DATE:** September 05, 2007**SENT TO FAX NO.:** 780 928-3636**COMPANY:** Mackenzie County**ATTENTION:** John Klassen**FROM:** Haj Oshiki**TOTAL NUMBER OF PAGES, INCLUDING TRANSMITTAL FORM:** 2**ORIGINAL TO FOLLOW:** YES \_\_\_ NO 

**RE:** Mackenzie County  
Hamlet of La Crete - Water Supply System Upgrading  
Contract 2 - Pumping and Water Treatment Facilities

**MESSAGE:**

We provide the following overview of project status as requested by your email of September 04, 2007:

**Contract 1 - Raw Water Supply Line**

Project is completed with final deficiencies addressed by the Contractor in June, 2007, with the exception of the outstanding issue in regards to the Reinland School. As noted in our July 12, 2007 email message, we do not believe there is enough evidence to confirm that the School's weeping tile was plugged as a sole result of the directional augering frac-out.

The Contractor has been advised of the County's position that remedial action to clear the weeping tile of sand could be undertaken and costs deducted from the project holdback amount. However, as noted previously, the Contractor has advised that he would prefer that the School file claim directly against the Contractor's insurance and that holdback related to the project be released.

Project funds and holdback that are still being retained to date, including the Guarantee Fund, is approximately \$55,000.00.

**Contract 2 - Pumping and Water Treatment Facilities**

There are some outstanding deficiency items as well as a few warranty items that require correction by the Contractor in order to release holdback amounts and close out the Contract. The most significant items consist of the following:

1. Exterior coating of the water treatment steel tank vessels at the connection to their vertical supports (deficiency).
2. Failed well pump at Well Pumping Station No. 1 (could be considered a deficiency rather than a warranty item).
3. Malfunctioning fill control valve at the Core Area Reservoir and Pumping Station (warranty).

There are several other minor category mechanical and electrical/instrumentation items that also remain outstanding, that do not have significant direct impact on the daily operation of the water supply system.

We have requested a schedule update from the Contractor for closing out.

Adequate funds are retained to protect the County's interests in regards to these outstanding items. Project holdback amount including Guarantee Fund and an Allowance for Liquidated Damages is approximately \$340,000.00 (no GST).

**Contract 3 – WTP Offsite Servicing**

Project is entirely completed with all holdbacks released.

**Contract 4 – Production Well No. 3**

Project is entirely completed with all holdbacks released.

**General**

All contracts for the overall Hamlet of La Crete Water Supply System Upgrading project have been completed, or are expected to be completed, within the allocated budget.

Please advise if you require any further information.

Regards,



cc: M.D. of Mackenzie No. 23 – Fred Wiebe – fax - 928-4713



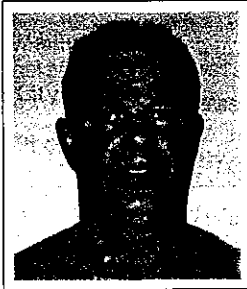
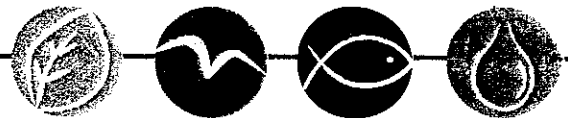
# Environmental Excellence

WCWWA  
EDMONTON 2007



Annual Conference & Trade Show  
October 23-26, 2007

Photo courtesy of Edmonton.com



Message from  
Conference Chair:

## 2007 WCWWA Conference

October 23 – 26  
Edmonton

The Western Canada Water and Wastewater Association warmly welcomes you to Edmonton for our 59th Annual Conference and Trade Show.

The theme for this year's conference is Environmental Excellence. As all members of the Western Canada Water and Wastewater Association know, this is at the heart of our industry and aspects of our work every day. Throughout this conference you will hear addresses by leading industry experts and practitioners on Environmental Excellence that is occurring right here in Western Canada. These are your peers and colleagues leading the world in demonstrating Environmental Excellence in the delivery of water and wastewater services. There will be something for everyone involved in the water and wastewater industry.

In particular this year, we welcome to our conference Senator Tommy Banks as our Keynote Speaker. Tommy Banks is well-known to Canadians as one of our most accomplished and versatile entertainers, and an international standard-bearer for Canadian culture. Lesser known, but equally important is his significant work and role in the Senate, especially in his work on the Prime Minister's Caucus Task Force on Urban issues, and as Chair of the Energy, the Environment and Natural Resources Senate Committee. We look forward to Senator Banks's address on this important work he is undertaking in his keynote address to us.

You will find at this year's Conference that we have put together an excellent program with something for everyone from Tuesday through Friday. The opportunity is presented to learn throughout the three days, to pick up valuable new information at the Trade Show, and to have a great time networking with old friends and making new acquaintances. The organizing committee for the Conference and Trade Show have worked really hard to provide you with learning opportunities to help you in the delivery of Environmental Excellence in your workplace.

So welcome to Edmonton, and enjoy the friendly hospitality that the Alberta Capital has to offer.

**Andy Bebbington**  
2007 Conference Chair

Keynote Speaker:

**THE HONOURABLE TOMMY BANKS, O.C.,  
A.O.E., LL.D., SENATOR**



Senator Tommy Banks, a Juno Award-winning musician, is well-known to Canadians as one of our most accomplished and versatile entertainers, and an international standard-bearer for Canadian culture. From 1968-83, he was the host of The Tommy Banks Show.

A Gemini Award-winning variety television performer, he is today the owner of Tommy Banks Music Ltd.

In 1991, Tommy Banks was made an Officer of the Order of Canada and in 1993 he was awarded the Alberta Order of Excellence.

Following a fifty-year international career as a musician, Tommy Banks was summoned to the Senate of Canada to represent the senatorial division of Edmonton Alberta on 7 April 2000.

He is a member of the Liberal Parliamentary Caucus and has served as a member of a number of Senate Standing Committees, including as the elected Chair of the Standing Committee on Energy, the Environment and Natural Resources. He is also the elected Chairman of the Alberta Liberal Parliamentary Caucus and Vice-Chair of the Northern and Western Regional Liberal Parliamentary Caucus.

He has served on an ad hoc basis on several additional committees of the Senate. Senator Banks has devised and introduced legislation having to do with the repeal of statutes not yet having been brought into force and with the carriage of grain by rail. He has additionally been the sponsor of several Government Bills in the Senate, including those dealing with species at risk, and with the establishment of the Department of Public Safety and Emergency Preparedness.

### SPONSORS:

**PLATINUM:** City of Edmonton

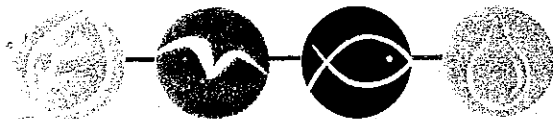
**GOLD:** Alberta Environment  
EarthTech  
EPCOR  
ISL Engineering and Land Services  
Stantec  
UMA

**SILVER:** Associated Engineering  
Sameng Inc

**NAMETAG LANYARD:** Aquatera Utilities Inc

**STUDENT AWARD:** ASSET





## Conference Tours:

### Tour T1

#### City of Edmonton, Drainage Services – Belgravia Storm Tunnel

Website: [www.edmonton.ca](http://www.edmonton.ca)

Date: Tuesday, October 23, 2007

This tour will take participants to the Tunnel Portal Site at Belgravia and will focus on the design and construction of a 1.4 kilometre long storm tunnel.

### Tour T2

#### E.L. Smith Water Treatment Plant

##### – Upgrade Project & Instrumentation Perspective

Website: [www.epcor.ca/Communities/Alberta/Operations/Water+Treatment+Plants/Edmonton/ELSmith/](http://www.epcor.ca/Communities/Alberta/Operations/Water+Treatment+Plants/Edmonton/ELSmith/)

Date: Tuesday, October 23, 2007

This tour will take participants to the E.L. Smith Water Treatment Plant and will focus on the upgrades currently underway at the facility. Specific attention will be given to the instrumentation and control systems being utilized to operate the plant.

## Pre-Conference Workshops:

### Challenges in Monitoring Water Quality in the Distribution System

#### Emergency response protocol based on indicator organisms - Risk assessment and criteria for determining logical compliance sites - best management practices for monitoring potable water supply.

The overall goal of this session is to inform water professionals and policy makers on required criteria for compliance sites, monitoring programs, waterborne diseases (outbreaks) with the purpose of potentially applying these principles and information into the public health and provision of safe drinking water programs.

### Hands on Demonstration of On-Line Instrumentation Maintenance

This workshop focuses on the popular on-line instruments used in the water and wastewater treatment plants including chlorine analyzers, particle counters, turbidimeters, nutrient monitors, BOD/COD, %UVT and sludge blanket monitors.

Note: NAIT Water and Wastewater Treatment Technology students will be benefited by attending this seminar.

### Stormwater Best Management Practices:

#### Conveyance, Storage and Treatment

This half-day workshop will address the basis and background for why stormwater quality and quantity management is important for the protection of the receiving water bodies. It will discuss various BMPs including Source Control BMPs, Water Quality Treatment BMPs, Flow Control BMPs, and New and Emerging BMPs. Some focus will also be given to the design of structural best management practice (BMP) facilities. Experts from various background including regulators, academics and consultants will participate as guest speakers, ensuring a rewarding experience for those attending the workshop.

## Tradeshows:

As of June 13, 2007, 115 exhibition registrations have been confirmed for 2007: WCWWA 59th Annual Conference and Tradeshow.

## Young Professionals Program:

The Young Professionals in Western Canada will again be getting together in Edmonton to socialize, network, and possibly forge new relationships with other people in the industry. Remember: if you are under 35 years old and/or have less than 10 years in the water/wastewater industry, you are a 'young professional'. The AWWA WCS and WCWEA associations will be hosting get together during the conference, and would like to meet all, whether you are a YP, OF, or undecided on your MA. If you don't know what these terms mean, consider stopping by for an education and a good time.

## Water for People:

There will be "Water for People" Silent Auction during the trade show.

## Technical Programs:

Received 83 papers in the following topics:

- Water Treatment
- Wastewater Treatment
- Stormwater Management
- Regional Utility Planning
- General Management and Operations
- Water Resources
- Wastewater Collection
- Water Distribution
- Trenchless Technologies

## Facilities:

2007: WCWWA 59th Annual Conference and Tradeshow will be held at Shaw Conference Centre and Sutton Place Hotel, Edmonton.

The Sutton Place has reserved a block of rooms for WCWWA at a rate of \$129 (single or double). Call 780-428-7111 for reservations, identifying yourself as a WCWWA Conference attendee. The room block will be held until September 23.

## Conference Registration/Info/ Updates/Available CEU:

WCWWA is given 1.5 CEU credit, and all ALBERTA registrants will get a CEU form in their packages.

On-line Registration on WCWWA Website at

<http://www.wcwwa.ca/2007/2007wcwwa.htm>

# September 2007

October 2007

September 2007

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Monday

Tuesday

Wednesday

Thursday

Friday

Sat/Sun

Labour Day (Canada)

10:00am Meet with CAO (FV Office)  
2:00pm Updated Managers Meeting (RFD) (Fort Vermillion)

1:00pm Meet AIT (La Crete Ferry)  
2:00pm Travel to Edmonton

Meet with ISL (Edmonton)

10:00am Meet with Lawyers (Brownlee) (Edmonton)

12:00pm EXH Project Meeting (FV Office)

10:00am Council Meeting  
6:00pm Meet with ISL (High Level)

8:30am Meet with CAO (FV Office)  
10:00am Management Meeting (FV Office)

9:00am Wally Wiebe subdivision inspection (La Crete)  
11:00am Budget Review (MJ and Connie) (La Crete)

9:00am Operating Budget Review (MJ) (La Crete)

10:00am Manager's Meeting (RFD's) (Fort Vermillion)

Meet with ISL and Brownlee (Edmonton)

9:00am Special Council Meeting (FV Office)

24

12:00pm PW Meeting (FV Office)

10:00am Council Meeting (FV Office)

10:00am Preconstruction Meeting (Prairie Point Culvert) (FV Office)

28

10:00am Mackenzie Waste Meeting (High Level) (Sardust)

# October 2007

October 2007							November 2007						
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29	30	31											

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
October 1 10:00am Budget Planning Session (RV Office)	2 Council Road Tour (South) Meet with Taylor Green (RV Office)	3 Council Road Tour (North)	4	5	6
8 Thanksgiving Day (Canada)	9 12:00pm EXH Projects Meeting (La Crete)	10 10:00am Council Meeting (RV Office)	11	12	13
15	16	17	18	19 Chariller's Birthday Snack Day (La Crete)	20
22	23	24	25	26	27
		WCWWA Annual Conference (Edmonton)			
			10:00am Council Meeting (RV Office)		
29 Balaney's Birthday	30	31 Halloween (Canada)			28



**CAO REPORT TO COUNCIL**  
September 26, 2007

This report is a brief overview of major projects and events in Mackenzie County.

**1. Major Projects**

- a. La Crete 99<sup>th</sup> Street and North/South Access Overlay
  - This project is well underway and we expect to get the base and first lift of ACP done this year.
- b. Zama Tower Road
  - This project will be tendered in early October and should close on October 24, 2007.
- c. Resource Roads for 2008
  - Other resource road applications for 2008 will be completed for the November 30<sup>th</sup> deadline.

**2. Mackenzie Housing & 45<sup>th</sup> Street**

- This project will be tendered in early October and close October 24, 2007.
- On site surveying will start October 9, 2007 which includes finalizing the storm water control plan.

**3. Zama Water Plant**

- This project has been retendered and closes on October <sup>5</sup>9, 2007.
- There has been a lot of interest in this project and we expect good results.

**4. Highway 88**

- We have been working with AIT and our MLA to move this project up as a provincial Special Project.

**5. Intermunicipal Negotiations**

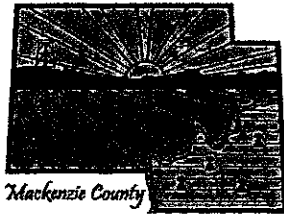
- This needs top priority attention and we meet with Municipal Affairs on Monday (in-camera).

In summary, I feel we have organized our people and projects to move forward very well in the balance of 2007 and into 2008. Thank you and I look forward to Council's directives.

William Kostiw  
CAO

Attachments:

	Page
a. Highway 88	3
b. BioEnergy Symposium	5
c. NW Mayors & Reeves Meeting	7
d. Pipelines	9
e. Town of High Level – Bylaw 637/07	13
f. Draft Organizational Chart	15



## Mackenzie County

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

September 20, 2007

# COPY

Mr. Frank Oberle, MLA  
Peace River Constituency  
Chief Government Whip  
P.O. Box 6299  
10003-99 Avenue  
Peace River, AB  
T8S 1S2

Dear Mr. Oberle:

Thank you for arranging time to meet us and for your commitment to support base and paving of Highway 88 as a Special Project.

Mackenzie County has had preliminary discussions with Alberta Infrastructure and Transportation officials; John Engleder, Regional Engineer and Jay Ramotar, Deputy Minister, in regards to advancing the base paving of Highway 88 as a Special Project.

Mackenzie County has engaged AMEC Engineering to evaluate the project and prepare cost estimates. We have also asked AMEC to call for construction tenders/proposals from Alberta paving contractors. We have confirmation from contractors that the basic base paving could be done as one project constructed over three to four years for less than \$200,000,000, which is substantially below the department or the engineer estimates. This should make the project financially attractive to the province and provide a full strength ban free paved road to the vast, valuable natural resources in the region.

The project is also essential in providing a safer and better access to the large agricultural and industrial area of northern Alberta.

Thank you for your consideration to move the project forward and we look forward to working with you to complete this project expeditiously.

Yours sincerely,

Bill Neufeld  
Reeve

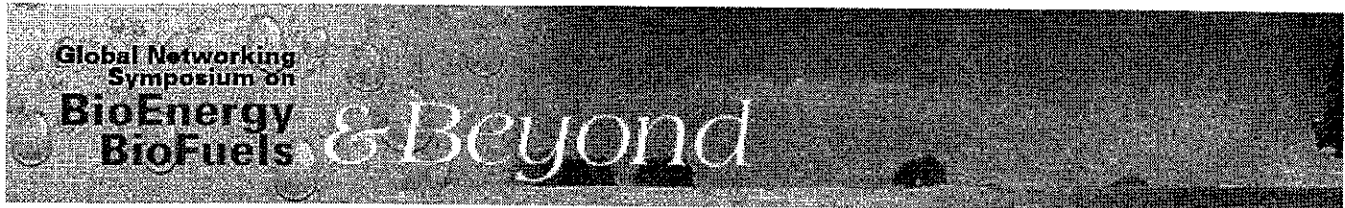
(



**Carol Gabriel**

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**From:** Dennis McKnight [dennis@theinnovators.net]  
**Sent:** Thursday, September 13, 2007 1:37 PM  
**To:** cgabriel@md23.ab.ca  
**Subject:** BioFuels & Beyond



**Please join us this fall for our 2nd annual  
Global Networking Symposium on BioEnergy: Biofuels & Beyond!**  
November 13th & 14th 2007 at the Roundup Centre, Stampede Park, Calgary, Alberta, Canada

Hosted by The Innovators Global Network, this year's symposium will provide you with the latest trends and valuable insights into:

- Making sense of carbon emission trading
- Opportunities for agriculture & forestry in BioEnergy
- Will it be food vs. fuel?
- Update on the next generation of biofuels
- Is green investing in green?
- Which clean technologies is smart money investing in?

[Click here for information about the topics.](#)

We have an impressive lineup of speakers including: **Dr. Manfred Kern**, Bayer CropScience (Germany); **Peter Tertzakian**, leading energy economist and best-selling author of "A Thousand Barrels a Second"; **Gerson Santos-Leon**, Executive Vice-President, Abengoa Bioenergy New Technologies (USA); **Petri Väisänen**, Business Manager, Renewable Energy Pöyry Energy Oy, (Finland); and, former California EPA secretary and leading environmental investment strategist **Winston Hickox**

[Click here for more information about our speakers.](#)

**For two days key global players will come together under one roof to connect, learn and share with each other and our impressive line-up of presenters from around the world.**

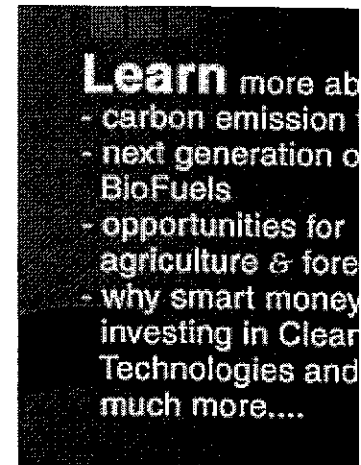
Join us and expand your knowledge, your network and your horizons! To learn more about the Symposium or visit our website at: [theinnovators.net/bioenergy2007](http://theinnovators.net/bioenergy2007)

**To register by phone, call toll free (US & Canada): 1-877-265-3350, or register by visiting our registration page. [Click here to visit the page now.](#)**

I look forward to seeing you there.

Regards,

Dennis McKnight  
President  
The Innovators Ltd.  
1-403-265-3441  
[dennis@theinnovators.net](mailto:dennis@theinnovators.net)



The Innovators, Calgary Place, PO Box 20099, Calgary, Alberta T2P 4J2, Canada

9/14/2007



## Carol Gabriel

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**From:** Jan Mazurik [Jan.Mazurik@gov.ab.ca]  
**Sent:** Friday, September 14, 2007 2:01 PM  
**To:** undisclosed-recipients  
**Subject:** NW Mayors and Reeves meeting  
**Importance:** High

Due to upcoming municipal elections, lack of agenda items, etc. the Chair of the NW Mayors and Reeves has postponed the upcoming September 28<sup>th</sup> meeting in Grande Prairie until the first part of December. An exact date will be announced at a later date.

*Jan Mazurik*

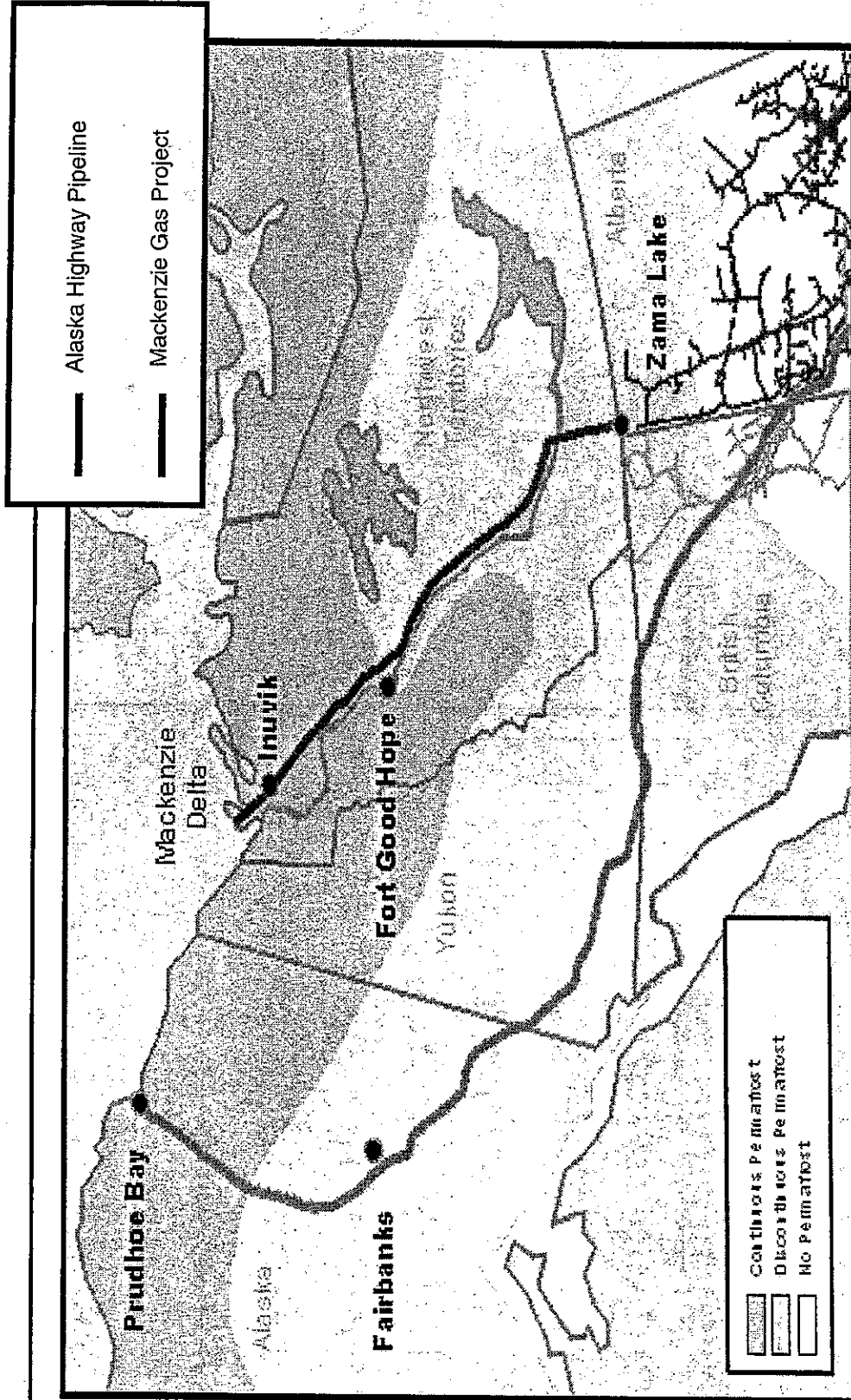
*Executive & Council Assistant*

Northern Alberta Development Council  
206 Provincial Building, 9621 - 96 Avenue  
Peace River, Alberta T8S 1T4  
Phone: (780) 624-6274 Fax: (780) 624-6184  
email: [jan.mazurik@gov.ab.ca](mailto:jan.mazurik@gov.ab.ca)  
[www.nadc.gov.ab.ca](http://www.nadc.gov.ab.ca)

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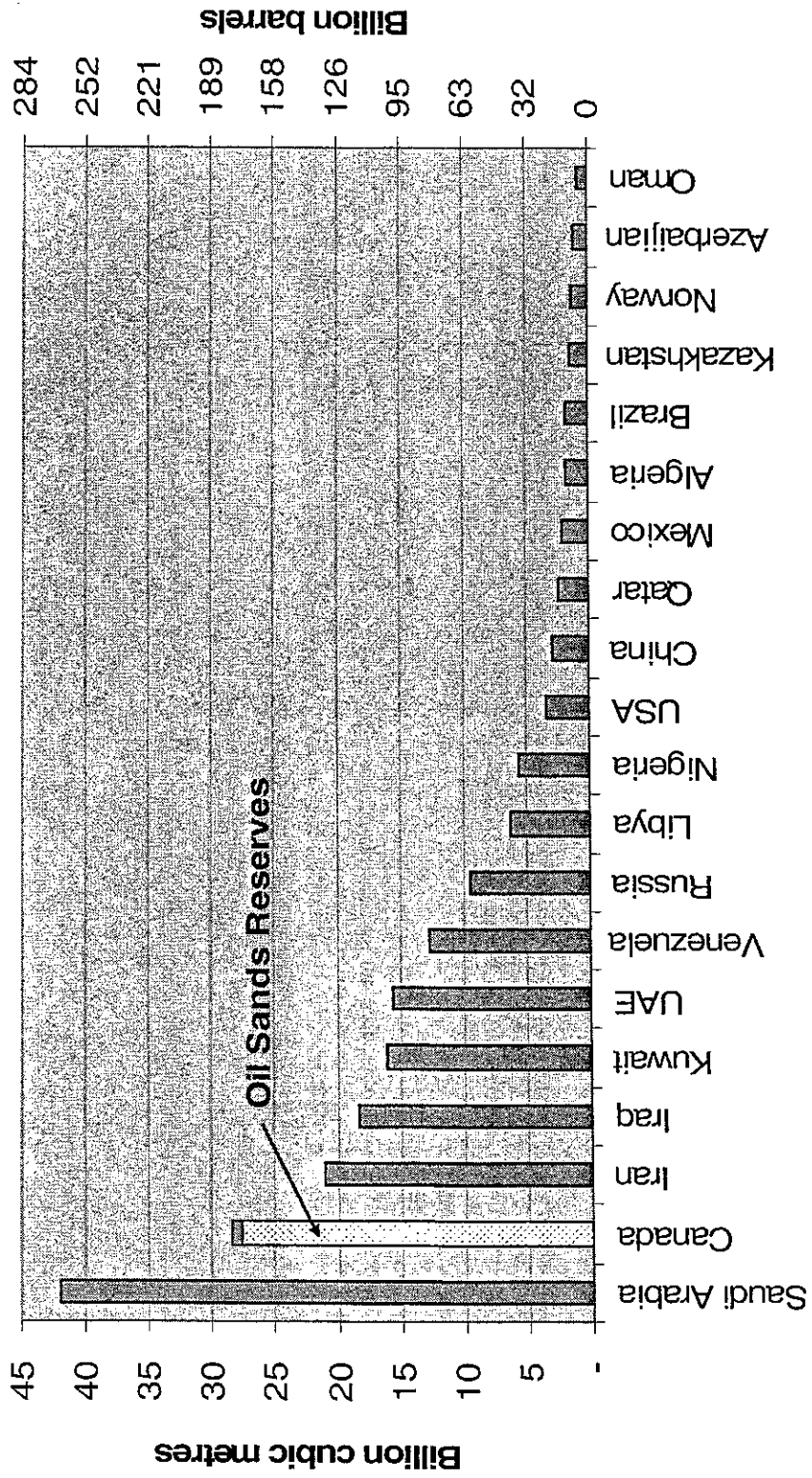


# What about Alaska gas?

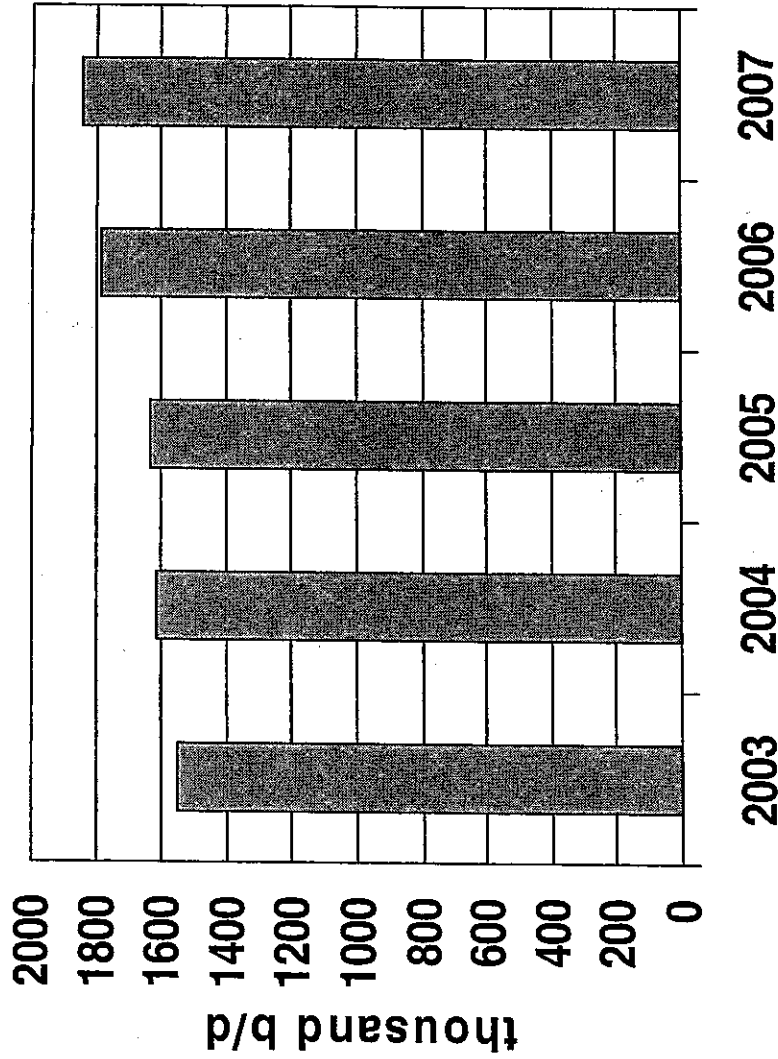


National Energy Board  
Office national de l'énergie

# Canada's oil reserves



# Exports of Canadian Crude to the U.S.



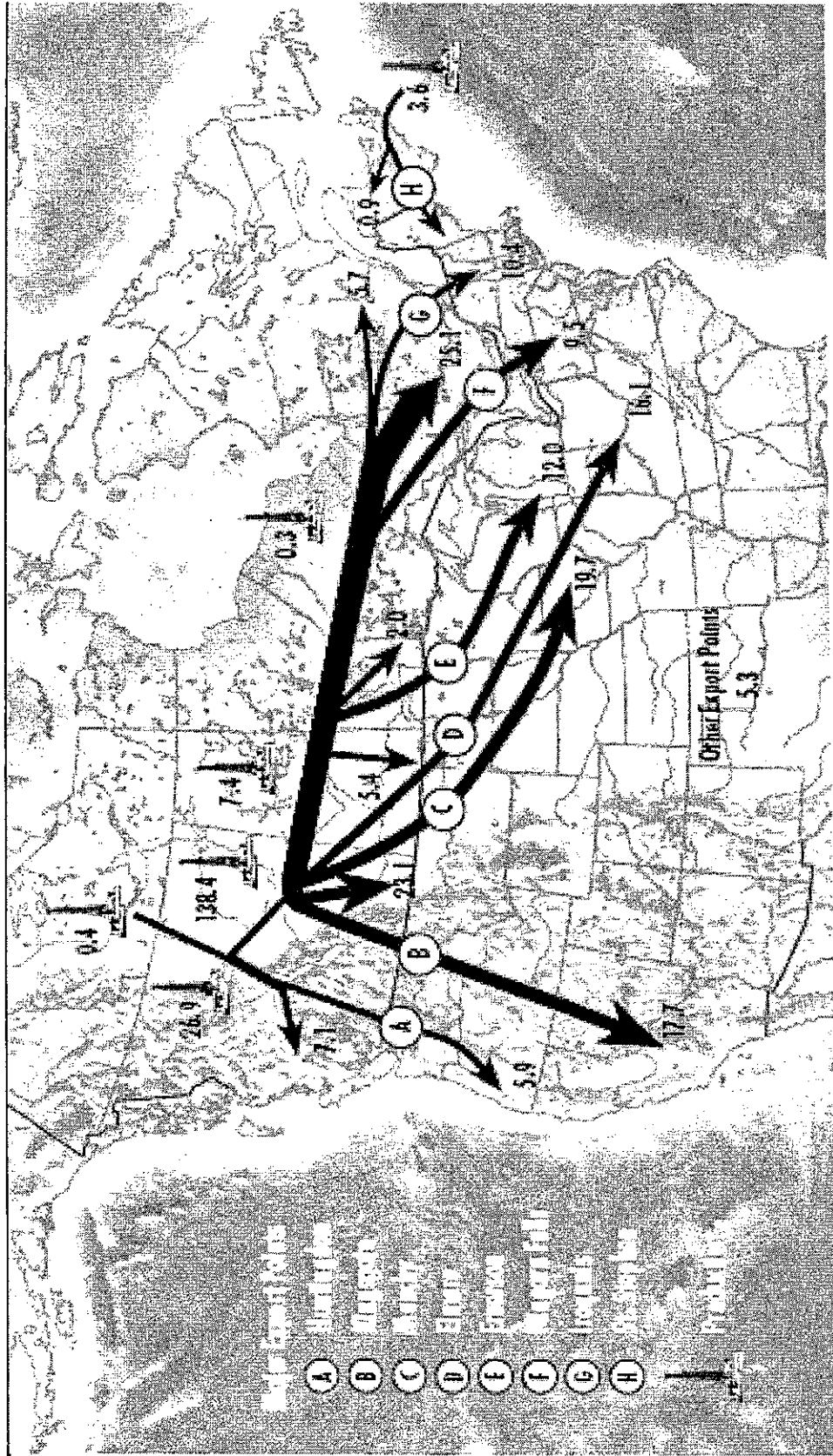
In 2006, Canada became the number one supplier of crude to the U.S. ahead of Mexico, Saudi Arabia and Venezuela.



National Energy Board  
Office national de l'énergie

# Where Canadian natural gas goes

(Billion Cubic Metres - 2006)



National Energy Board  
Office national de l'énergie





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

September 25, 2007

Mackenzie County  
Box 640  
Fort Vermilion AB T0H 1N0

Attention: Mr. Bill Kostiw

Re: Bylaw 637/07

Dear Mr. Kostiw:

The Town of High Level Council has reviewed the proposed County Bylaw 637/07 in accordance to the IDP.

Council is opposed to the bylaw as it creates higher residential density in the rural area and should be part of the upcoming negotiations between the County and the Town. As such, the Town respectfully requests that the bylaw be tabled until such time that negotiations are complete.

If you have any questions, please do not hesitate to call me.

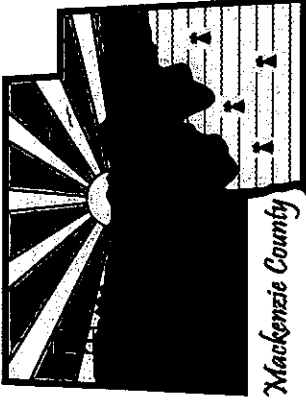
Sincerely,

Dean Krause  
Chief Administrative Officer

CC:  
Town Council

*Gateway to the South*



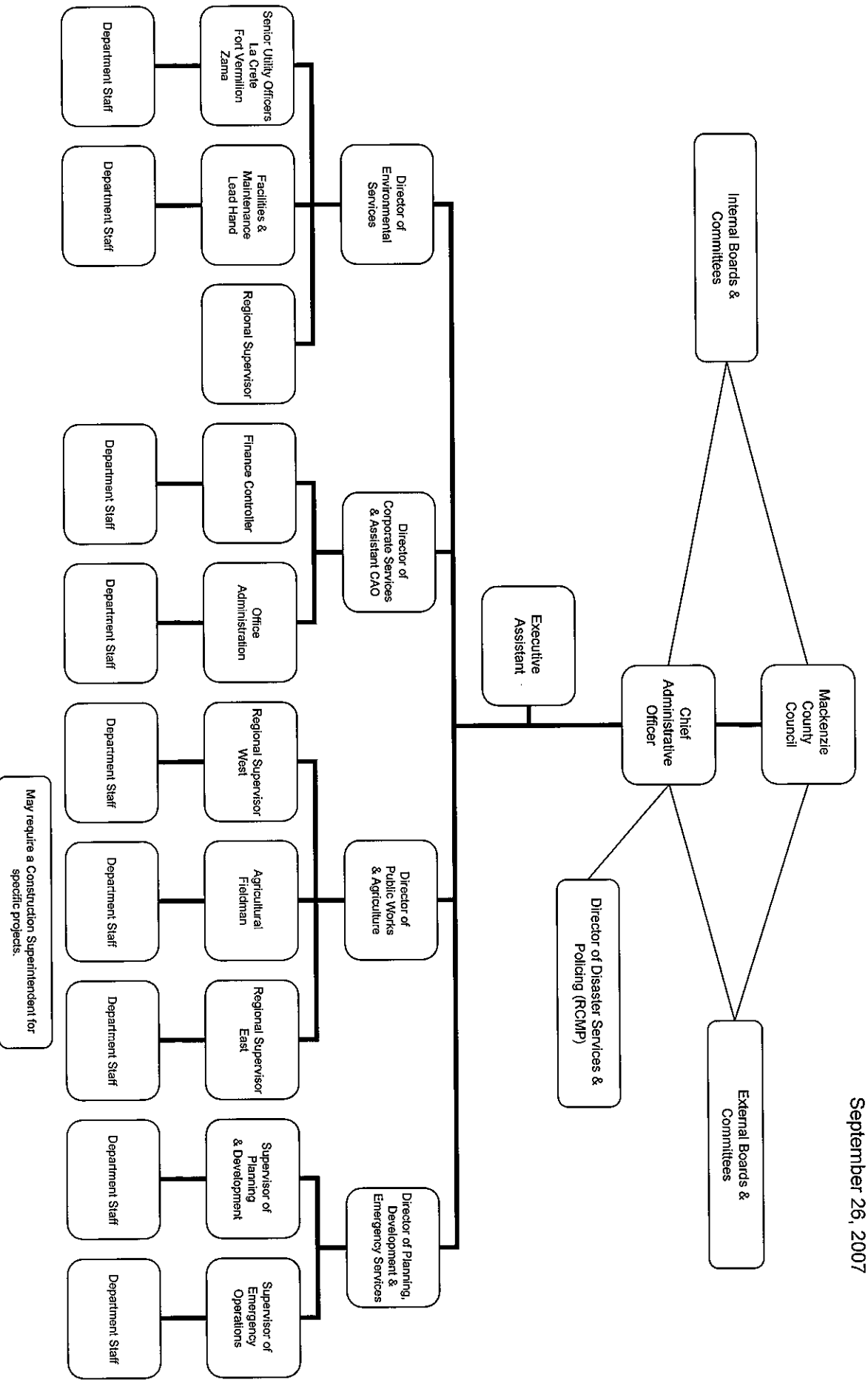


# **Mackenzie County Organizational Structure**

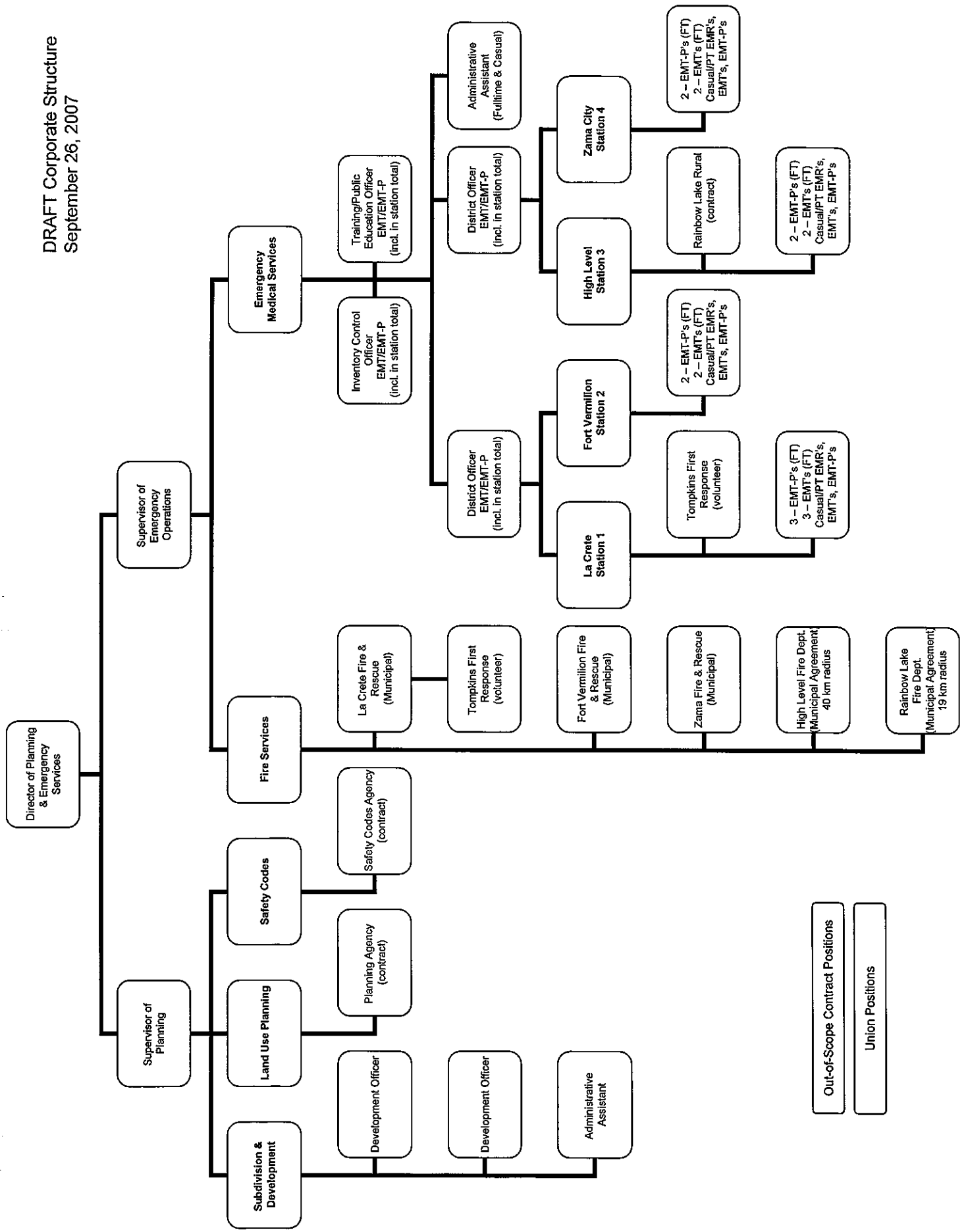
September 26, 2007

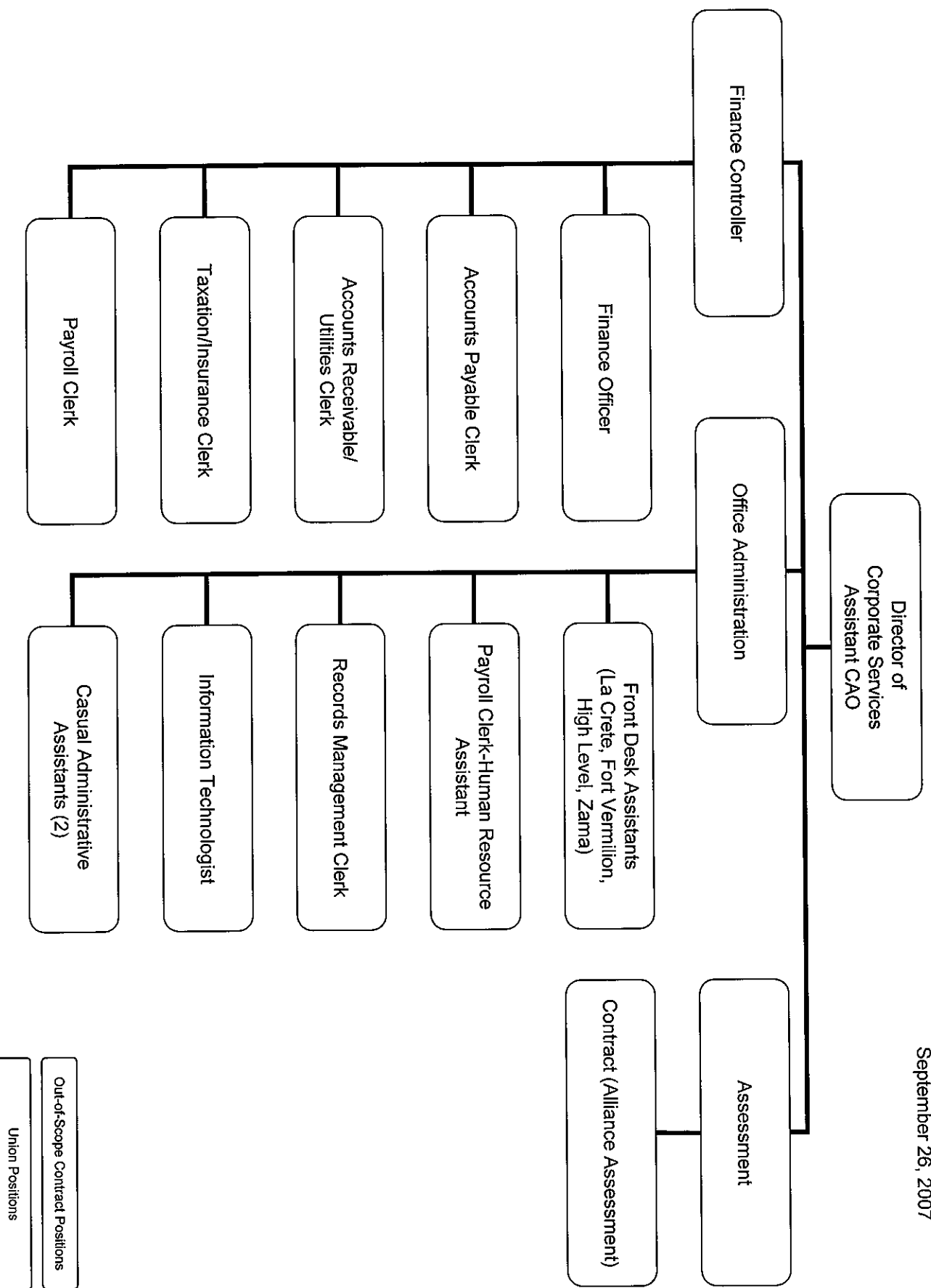
**DRAFT**

DRAFT Corporate Structure  
September 26, 2007



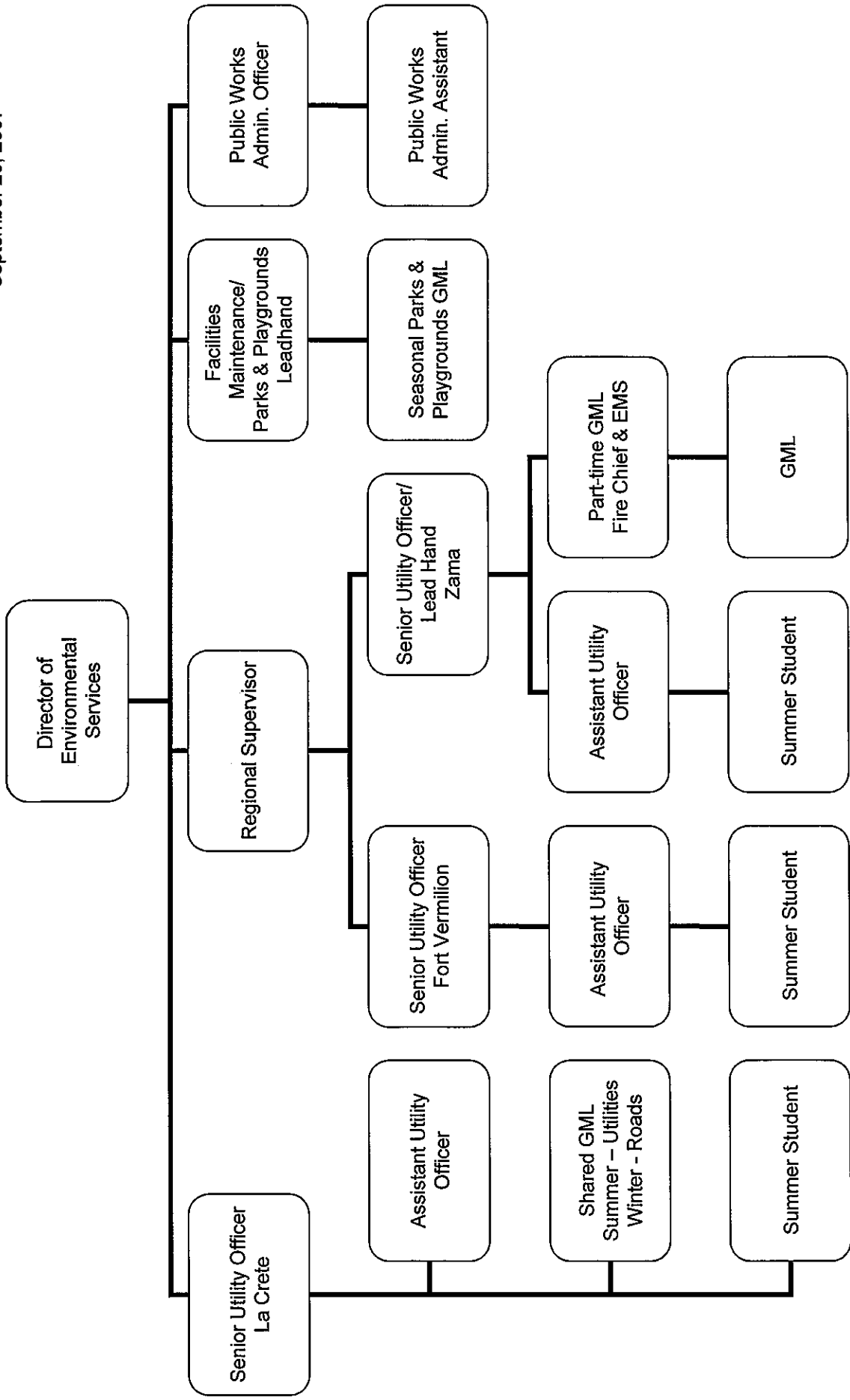
Contract, Out-of-Scope Positions





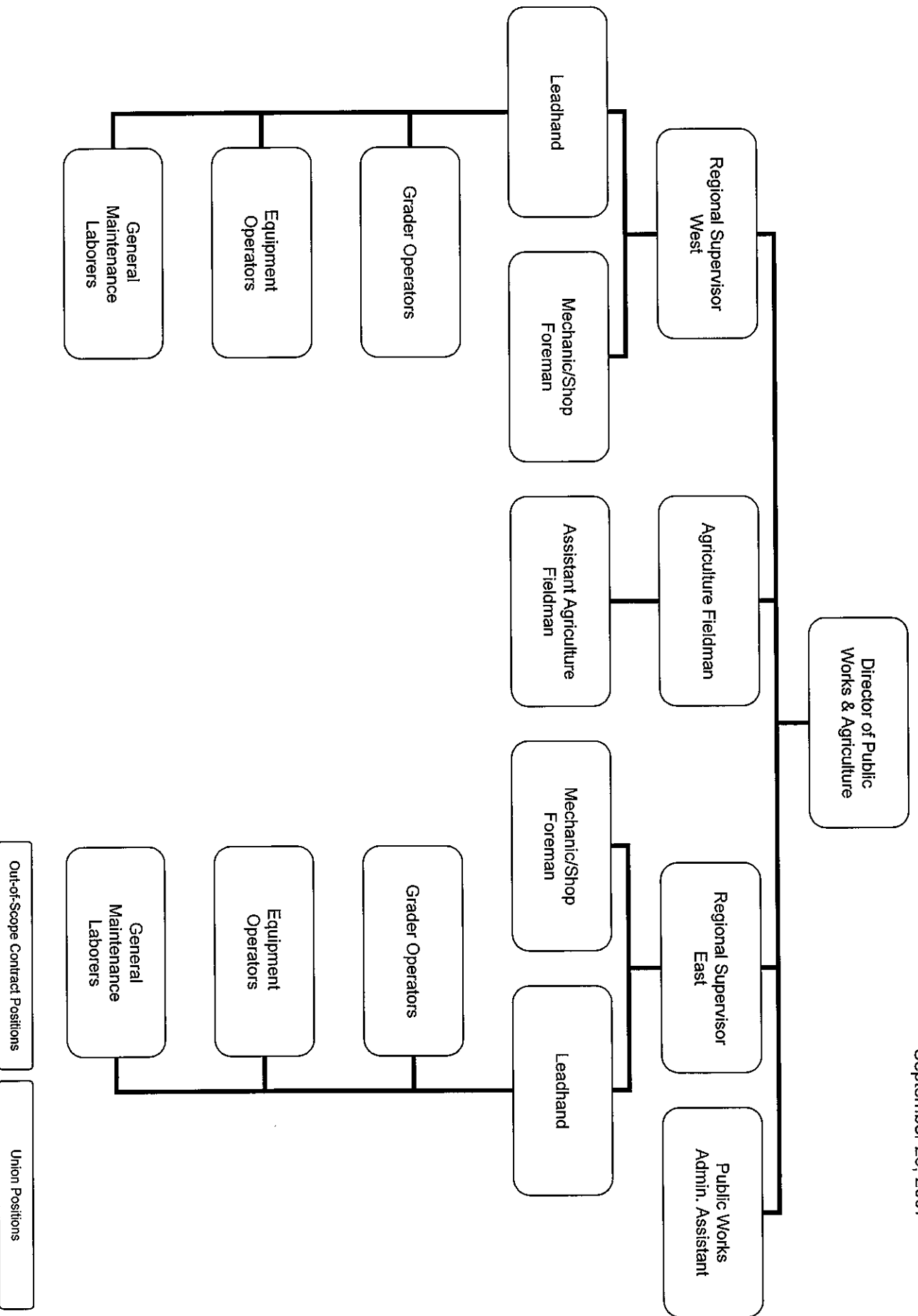
Out-of-Scope Contract Positions

Union Positions

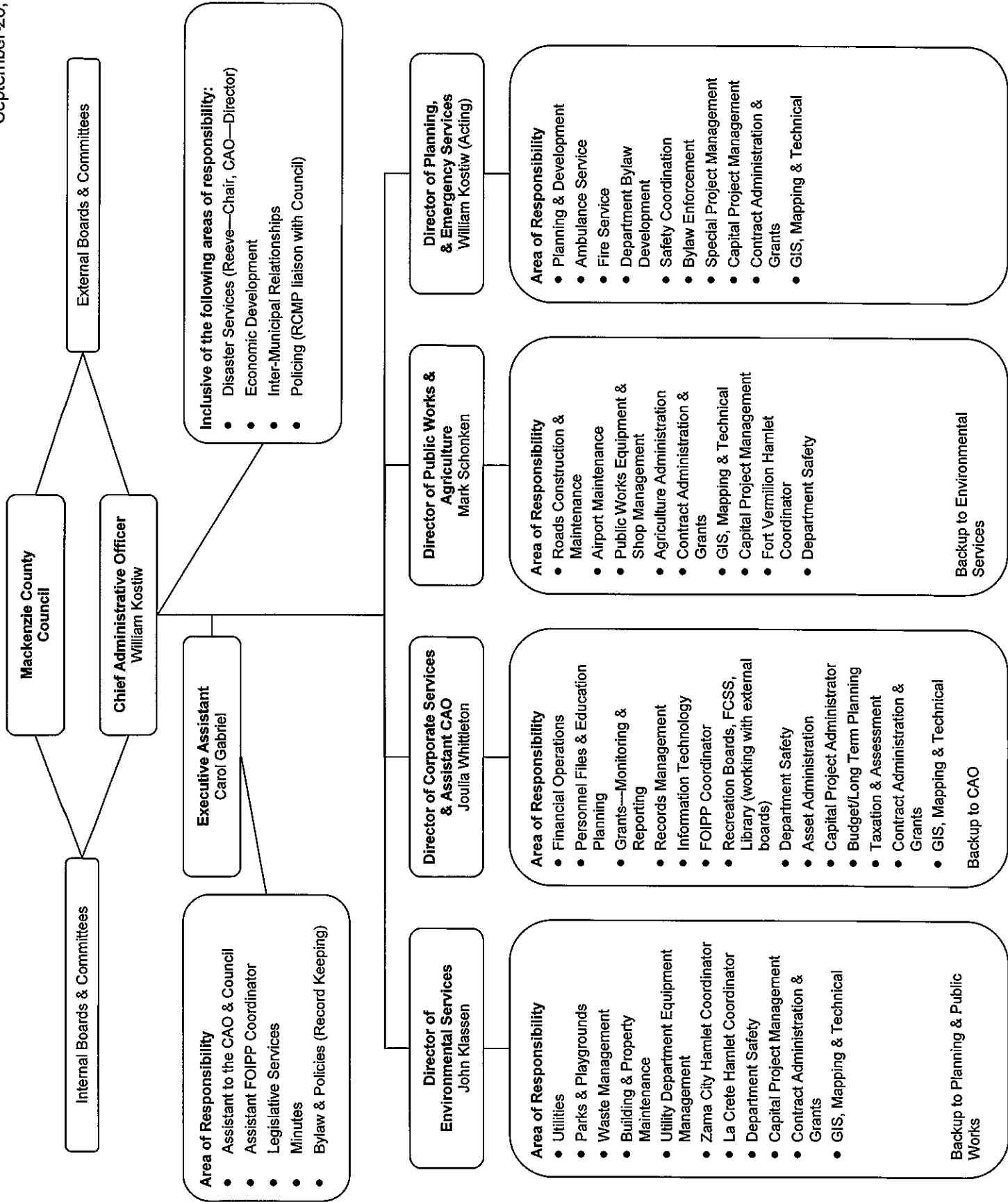


Out-of-Scope Contract Positions

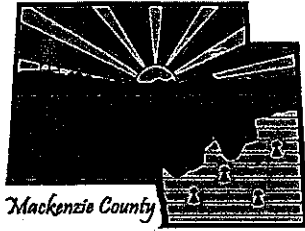
Union Positions











## MACKENZIE COUNTY REQUEST FOR DECISION

**Meeting:** Regular Council Meeting

**Meeting Date:** September 26, 2007

**Presented By:** Joulia Whittleton, Director of Corporate Services

**Title:** Assessment Services Contract

**BACKGROUND / PROPOSAL:**

Under MGA, s. 308, each municipality must annually prepare and send assessment notices for all property, other than linear property.

Under MGA, s 284, and s. 210 an assessor must be appointed by bylaw as a designated officer to carry out the duties and responsibilities of an assessor under the Act.

The County appointed Randy Affolder, President of Alliance Assessment Consulting, as the County's assessor.

The County entered into a four-year contract with Alliance Assessment Consulting for the provision of assessment services for the County. This agreement will expire on December 31, 2007. The current agreement covers preparation of the 2007 assessment for the 2008 taxation year.

**OPTIONS & BENEFITS:**

The current agreement states that the term may be extended if the parties sign a written agreement at least one month before the end of the term.

The County has two options: extend the existing agreement or issue a request for proposals (RFP).

The last time request for proposals were issued, three municipalities (Towns and the County) prepared and submitted a joint RFP. Administration contacted both Towns. Both Towns have their agreements signed for the five-year term (expiring next year).

Please note that the current assessor provides quality services in a timely manner.

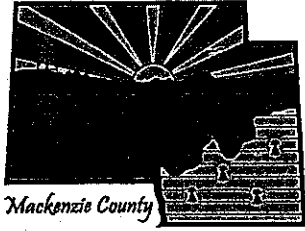
**Author:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_ *for CAO [signature]*

**COSTS & SOURCE OF FUNDING:**

Annual operating budget

**RECOMMENDED ACTION:**

That a request for proposals be prepared and advertised for the assessment services provision for a five-year contract.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Mustus Lake Centre Lease</b>

### BACKGROUND / PROPOSAL:

The County has signed a lease agreement for the Mustus Lake Centre that will expire on December 31, 2008.

### OPTIONS & BENEFITS:

We received a proposal from the current Mustus Lake Centre owner (please see attached).

### COSTS & SOURCE OF FUNDING:

The County is in the new building planning process.

### RECOMMENDED ACTION:

That the September 17, 2007 letter with respect to the Mustus Lake Centre lease be received for information and deferred to the Building Committee.

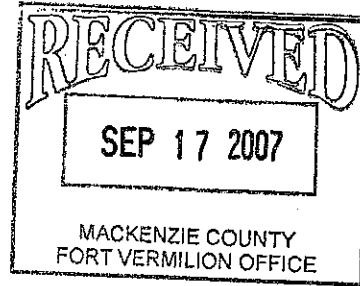
Author: \_\_\_\_\_

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

Per *AA*  
CAO



Mustus Lake Centre  
Box 1284  
La Crete, AB  
TOH 2H0



September 17, 2007

Municipal District of Mackenzie No. 23  
P.O. Box 640  
Fort Vermilion , AB  
TOH 1N0  
Attention : Bill

Dear Mr. Kostiw,

Re: Mustus Lake Center  
Lease Agreement

Your lease with the above mentioned center expires on December 31, 2008, at which time we were told you want to move to a new facility.

Your are presently renting 3,168 sq. feet from the "Mustus Lake Center". Would you consider renewing Your lease should an additional 7,000 sq. feet be added to the existing building.

If this is something that you would take into consideration, please call Henry Fehr at 821-3307 at your earliest convenience.

Sincerely,

Henry Fehr

Total 7850

6600 sq

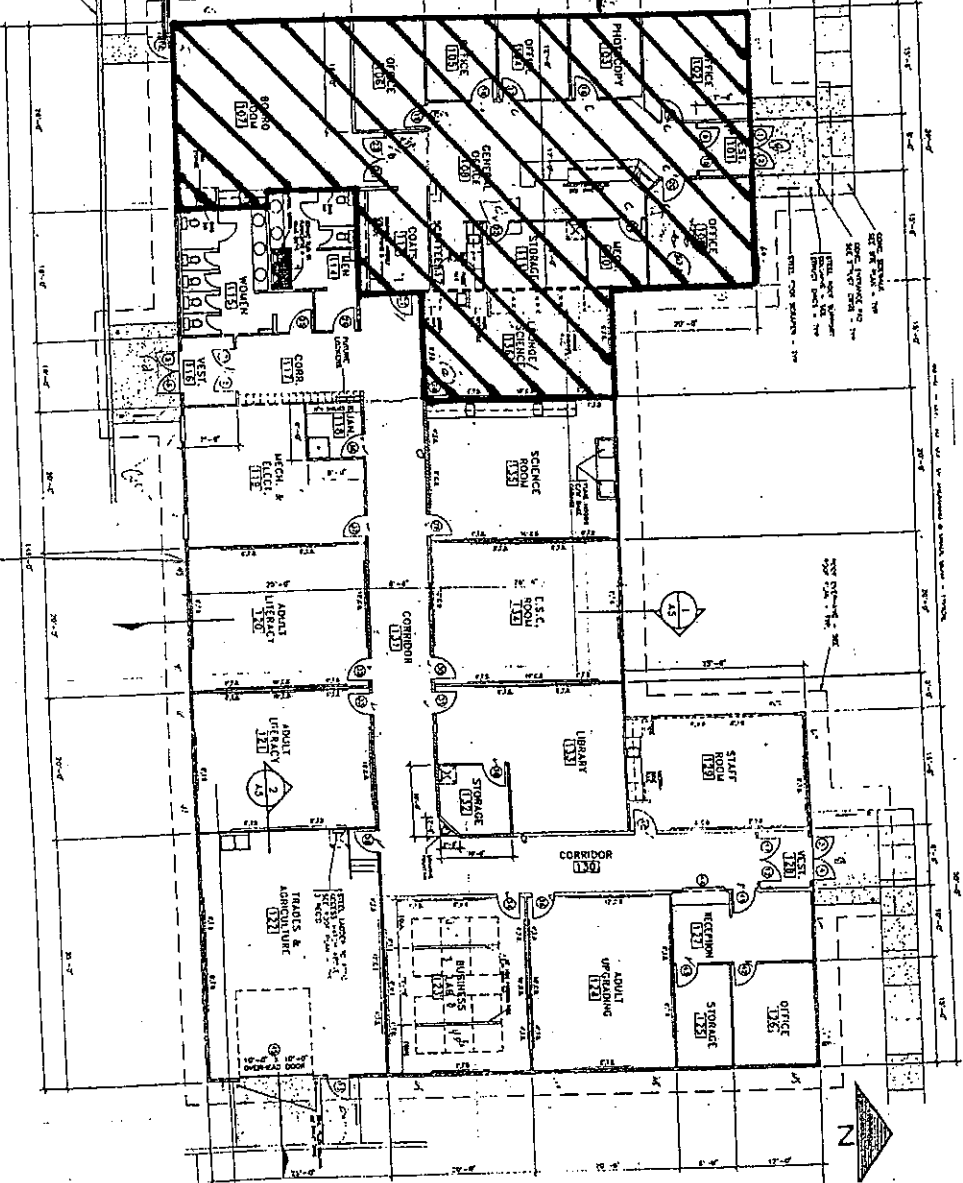
1250 sq

{02/02/2007;E0555935.DOC;3}

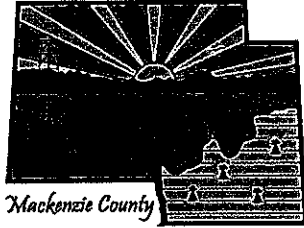


MCKENZIE COUNTY SPACE (3168.5 FT<sup>2</sup>)

149







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Stan Fitler Land Purchase</b>

**BACKGROUND / PROPOSAL:**

Council passed a motion for entering into negotiations for the purchase of Stan Fitler lands.

**OPTIONS & BENEFITS:**

A price was negotiated at \$700,000 plus GST (if applicable) for four quarters. This price accounts for an estimated value of raw materials in the gravel pit (currently the County has a royalty/lease agreement with the owner of land for this pit).

**COSTS & SOURCE OF FUNDING:**

Please see reserves estimated balances worksheet attached. These balances are based on assumption that all projects on the 2007 list will be completed as planned.

**RECOMMENDED ACTION:**

That the 2007 capital budget be amended as follows:

<b><u>Postpone the following to 2008:</u></b>	<b><u>Project cost:</u></b>
<b><u>Add the following to 2007</u></b>	
Fitler Lands Acquisition	\$700,000 from Roads Reserve

Author: \_\_\_\_\_ Review Date: \_\_\_\_\_ for  
CAO *[Signature]* 163



Mackenzie Col  
RESERVES  
Estimated December 31, 2007 balances

10.09

Account Name	ESTIMATED Transfers			Ending Balance	Target Minimum (based on current policies)
	Beginning Balance	Projects	Contribution from/(to) Operating Fund		
<b>Operating Fund Reserve</b>					
04-711-12 Operating Fund Reserve	\$2,199,846	(\$1,260,155)	(\$14,300)	\$925,391	\$500,000
04-714-32 Gravel Reclamation Reserves	\$22,377			\$22,377	
04-720-32 Gravel Crushing Reserve	\$787,886		(\$787,886)	\$0	\$200,000
04-712-41 Reserve-Off Site Levy - Water	\$480,264			\$480,264	
04-712-51 Grants to Other Organizations Reserve	\$58,545		\$34,750	\$93,295	
04-714-72 Municipal Reserve	\$64,971			\$64,971	
04-712-62 Reserve-P.T.O.A.G.	\$0			\$0	\$50,000
04-712-72 Recreation-Parks Reserve	\$47,893	(\$84,602)	\$50,000	\$20,515	\$100,000
04-713-72 Subdivisions Reserve	\$134,018		\$3,600	\$137,618	
	\$3,795,800	(\$1,344,757)	(\$713,836)	\$1,744,431	\$850,000
<b>Capital Fund Reserve</b>					
04-712-23 Incomplete Capital - Fire Department	\$106,744	(\$91,807)		\$14,937	
04-712-25 Incomplete Capital - Ambulance	\$41,856	\$0		\$41,856	
04-712-24 Incomplete Capital - Enforcement	\$123			\$123	
04-712-43 Incomplete Capital - Sewer	\$146,803		(\$146,803)	(\$0)	
04-712-31 Incomplete Capital - Development	\$45,146	(\$46,946)		\$67,253	
04-712-33 Incomplete Capital - Airport	\$77,253	(\$10,000)		\$50,000	NPARA building
04-712-63 Agriculture - Reserve	\$50,000			\$50,000	
04-712-71 Recreation Reserve - Zama	\$6,757			\$6,757	
04-713-71 Recreation Reserve - Fort Vermillion	\$54,810			\$54,810	
04-712-72 Incomplete Capital - Recreation	\$7,224			(\$7,224)	
04-713-32 Reserve-Roads(General)	\$2,642,128	(\$4,961,220)	\$4,960,722	\$2,641,629	\$1,000,000
04-714-37 Drainage Reserve	\$301,471	(\$464,740)	\$250,000	\$86,731	\$500,000
04-715-32 Walking Trails - Fort Vermillion	\$8,961			\$8,961	
04-716-32 Walking Trails - LaCrete	\$20,000		(\$20,000)	\$0	
04-717-32 Walking Trails - Zama	\$49,502	(\$49,502)		\$0	
04-719-32 Public Works - Incomplete Capital	\$1,475,138	(\$1,187,930)	\$963,000	\$287,208	\$500,000
04-761-31 Vehicle Replacement Reserve	\$140,221	(\$1,049,800)		\$53,421	
04-760-41 Reserve - Water Upgrading(Incomplete capita	\$46,410			\$46,410	\$500,000
04-713-41 Water Treatment Plant Reserve	\$814,803			\$214,803	\$500,000
04-760-42 Reserve - Sewer Upgrading	\$85,000	(\$200,852)		\$30,951	
04-760-43 Reserve-Waste	\$29,173			\$29,173	
04-760-97 General Capital Reserve	\$1,445,943	(\$1,056,958)		\$388,985	\$500,000
04-761-43 Reserves - Garbage Projects(Incomplete capi	\$8,500	(\$26,040)	\$275,000	\$8,500	
04-765-23 Emergency Services Reserves	\$238,628	(\$9,745,795)	(\$20,000)	\$487,588	\$300,000
	\$7,842,595	(\$9,745,795)	\$6,448,722	\$4,518,297	\$3,300,000
<b>TOTAL RESERVES</b>					
	\$11,638,394	(\$11,090,552)	(\$733,836)	\$6,262,728	\$4,150,000

In balance (\$1,090,552) \$0  
 20% of 2006 debt limit \$7,717,539  
 \$0 Drainage right of way  
 \$5,000 RL Ag. Society  
 \$5,000 LC Ag. Society  
 \$10,000 Ratepayers open houses  
 \$20,000 LC Walking trails  
 \$4,000 Sand Hills School



Account Name	Beginning		ESTIMATED Transfers		Ending		Target Minimum (based on current policies)
	Balance	Projects	Contribution from/(to) Operating Fund	Contribution from/(to) Capital Fund	Interfund transfers	Balance	
<b>Operating Fund Reserve</b>							
04-711-12 Operating Fund Reserve	\$2,199,846					\$925,391	\$500,000
04-714-32 Gravel Reclamation Reserves	\$22,377					\$22,377	
04-720-32 Gravel Crushing Reserve	\$787,886					\$0	\$200,000
04-712-41 Reserve-Off Site Levy - Water	\$480,264					\$480,264	
04-712-51 Grants to Other Organizations Reserve	\$58,545					\$93,295	
04-714-72 Municipal Reserve	\$64,971					\$64,971	
04-712-62 Reserve-P.T.O.A.G.	\$0					\$0	\$50,000
04-712-72 Recreation-Parks Reserve	\$47,893					\$20,515	\$100,000
04-713-72 Subdivisions Reserve	\$134,018					\$134,018	
	\$3,795,800	(\$1,344,757)	(\$717,436)	\$0	\$7,224	\$1,740,831	\$850,000
<b>Capital Fund Reserve</b>							
04-712-23 Incomplete Capital - Fire Department	\$106,744					\$14,937	
04-712-25 Incomplete Capital - Ambulance	\$41,856					\$41,856	
04-712-24 Incomplete Capital - Enforcement	\$123					\$123	
04-712-43 Incomplete Capital - Sewer	\$146,803					(\$0)	
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04-712-33 Incomplete Capital - Airport	\$77,253					\$67,253	
04-712-63 Agriculture - Reserve	\$50,000					\$60,000	NPARA building
04-712-71 Recreation Reserve - Zama	\$6,757					\$6,757	
04-713-71 Recreation Reserve - Fort Vermillion	\$54,810					\$54,810	
04-712-72 Incomplete Capital - Recreation	\$7,224					(\$0)	
04-713-32 Reserve-Roads(General)	\$2,642,128					\$1,837,343	\$1,000,000
04-714-37 Drainage Reserve	\$301,471					\$86,731	\$500,000
04-715-32 Walking Trails - Fort Vermillion	\$8,961					\$8,961	
04-716-32 Walking Trails - LaCrete	\$20,000					\$0	
04-717-32 Walking Trails - Zama	\$49,502					\$0	
04-719-32 Public Works - Incomplete Capital	\$1,475,138					\$287,208	
04-761-31 Vehicle Replacement Reserve	\$140,221					\$53,421	\$500,000
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04-760-42 Reserve - Sewer Upgrading	\$85,000					\$30,951	
04-760-43 Reserve-Waste	\$29,173					\$29,173	
04-760-97 General Capital Reserve	\$1,445,943					\$386,985	\$500,000
04-761-43 Reserves - Garbage Projects(Incomplete capi	\$8,500					\$8,500	
04-765-23 Emergency Services Reserves	\$238,628					\$487,588	\$300,000
	\$7,842,595	(\$9,745,795)	(\$20,000)	\$5,644,436	(\$7,224)	\$3,714,011	\$3,300,000
<b>TOTAL RESERVES</b>	\$11,638,394	(\$11,090,552)	(\$737,436)	\$5,644,436	\$0	\$5,454,842	\$4,150,000
				20% of 2006 debt limit		\$7,717,539	
						(\$46,300)	
						\$4,300	Drainage right of way
						\$3,000	RL Ag. Society
						\$5,000	LC Ag. Society
						\$10,000	Ratepayers open houses
						\$20,000	LC Walking trails
						\$4,000	Sand Hills School
						\$0	
In balance		\$0					

Municipal District of Mackenzie

		Total Project Cost	MD Cost	Grant	AMIP grant	Operating	Reserve	R-type	Other	Debtenture
	<b>ADMINIATRION</b>									
C	Furniture & Equipment	3,450	3,450			3,450				
C	NT Servers	9,700	9,700			9,700				
NC	PC's, Peripherals & Equip.	31,000	31,000			31,000				
C	Computer hardware and software	15,000	15,000			15,000				
NC	Municipal Heritage Program	60,000	30,000	30,000		30,000				
C	Records Storage System	26,000	26,000			26,000				
NC	Fixed Asset and Human Resource Modules	21,345	21,345			21,345				
NC	GIS - Land ownership Map/Land Parcel	38,000	38,000			38,000				
NC	GIS - Utilities, Rural Addressing, Transportation	104,668	-	104,668						
C	La Crete Office Building	1,500,000	1,500,000				1,500,000	1/2 GOR & 1/2 GCR		
CF	La Crete Office Building Study	46,946	46,946				46,946	ICR		
NC	Zama Office (renovation and engineering of new)	50,000	50,000			50,000				
C	FV Office Expansion (engineering)	50,000	50,000			50,000				
	Xerox for FV office	59,900	59,900			6,400	53,500	GCR		
new	Project Costing Software	60,000	60,000			60,000				
	Special Project Development	50,000	50,000			46,750	50,000	GOR		
	Contribution to Grants for Non-Profit Groups	46,750	46,750							
	<b>Total Administration</b>	<b>2,172,759</b>	<b>2,038,091</b>	<b>134,668</b>		<b>387,645</b>	<b>1,650,446</b>			
	<b>FIRE DEPARTMENT</b>									
C	LC Fire Hall - lot paving	-	-							
C	Vehicle Extraction Ram - Zama	3,080	3,080			3,080				
NC	Roof Repairs & Painting - Zama	12,000	12,000			12,000				
CF	FV Fire Hall Mezanine - CANCELLED JULY 25	29,943	29,943				29,943	IC		
CF	Zama Fire Break	60,000	60,000				60,000	IC		
CF	LCFD - Painting MCI unit	1,864	1,864				1,864	IC		
new	Zama Trailer (located by the Fire Hall in Zama on MC's property)	103,458	103,458				103,458	GCR		
	Aerial Fire Apparatus (High Level Rural)	150,000	150,000							
	Emergency Reserve (Tompkins Fire Hall)	50,000	50,000			50,000		GCR		
	Emergency Reserve (Fire)	150,000	150,000			150,000				
	<b>Total Fire Department</b>	<b>560,345</b>	<b>560,345</b>			<b>215,080</b>	<b>345,265</b>			
	<b>AMBULANCE DEPARTMENT</b>									
NC	Air conditioning units (4 - 12,000 BTU)	1,680	1,680			1,680				
	Ambulance Shop - FV (to be reviewed by Building Committee)	100,000	100,000			100,000				
C	Concrete pad & Sidewalk - FV	-	-							
C	Ambulance Station Drive-way Paving - HL	10,800	10,800			10,800				
C	Emergency Generators	12,300	12,300				12,300	ER		
C	One Fluid/Medication Infusion Pump - LC	7,300	7,300				7,300	ER		
C	One Automatic Transport Ventilator - LC	6,440	6,440				6,440	ER		
	Two-way Communications Equipment	205,000	205,000				205,000	GOR		
CF	Disaster Services Radio Broadcasting	75,000	75,000			75,000				
	Emergency Reserve (Ambulance)	418,520	418,520			187,480	231,040			
	<b>Total Ambulance</b>									
	<b>ENFORCEMENT</b>									
	Total Enforcement									

Municipal District of Mackenzie

		Total Project Cost	MD Cost	Grant	AMIP grant	Operating	Reserve	R-type	Other	Debtenture
<b>TRANSPORTATION</b>										
NC	GIS Hardware/Software	10,000	10,000			10,000				
NC	Gravel Exploration	100,000	100,000			100,000				
C	Street lighting	30,000	30,000			30,000				
C	PV Shop Upgrade	147,700	147,700			147,700				
C	La Crete Shop Upgrade	28,400	28,400			28,400				
C	La Crete Public Works Yard Sand/Asphalt Pad	22,000	22,000			22,000				
C	Fort Vermilion Shop major tools	7,800	7,800			7,800				
C	Fort Vermilion Sand Shed (was \$35,000) - postponed to 2008	-	-							
C	Four Graders Replacement	800,000	520,000	280,000			520,000	V&E		
C	Zama Equipment & Vehicles	42,500	42,500				42,500	V&E		
C	Fort Vermilion Equipment & Vehicles	65,000	65,000				65,000	V&E		
C	La Crete Equipment & Vehicles	59,800	59,800				59,800	V&E		
NC	Fort Vermilion Minor Small Equipment	15,000	15,000				15,000	V&E		
NC	La Crete Minor Small Equipment	15,000	15,000				15,000	V&E		
C	Shoulders Pulls	200,000	100,000	100,000			100,000	R&R		
C	Zama Access Paving	3,000,000	1,500,000	1,500,000			1,500,000	R&R		
NC	TWP 106-4 Reconstruction	150,000	-	150,000						
C	La Crete South Access Turning Lane	390,000	390,000			100,000	290,000	RR		
NC	Road Reconstruction	125,000	125,000				125,000	RR		
C	Road Construction Requests	250,000	250,000				250,000	RR		
NC	Non-Conforming Roads	50,000	50,000				50,000	RR		
NC	Prairie Point Culvert Replacement	400,000	160,000	240,000			160,000	RR		
NC	Bridge - BF 72702	140,000	40,000	100,000			40,000	RR		
NC	Ditch Clean out	10,000	10,000				10,000	RR		
C	La Crete 100th Street Crosswalk (traffic lights)	172,800	172,800				172,800	RR		
NC	La Crete 99th Street Reconstruction	3,300,000	1,800,000	1,500,000			1,800,000	1M RR & 800K PWIC		
NC	La Crete 89th Avenue from 101 to 100 Street Cold Mix	35,000	2,160	22,340			2,160	RR	10,500	
C	LC 98th Ave - 100th to 108th Street Sidewalk - to do engineering study	50,000	50,000				50,000	RR		
NC	La Crete 109 Avenue from 100 to 101 Street Storm Sewer Mains	100,000	-	100,000						
C	La Crete 102 Street and 92 Avenue curb, gutter and sidewalk	450,000	105,000	300,000			105,000		45,000	
NC	Fort Vermilion 44 Avenue Hot Mix	220,000	145,740	52,260			145,740	RR	22,000	
C	PV River Road - 50st to Catholic Church (46th to 50th street) (sidewalk, curb, gutter, paving)	-	-	-			-	RR		
NC	Fort Vermilion 45th Street from River Road to 46 Ave including Mackenzie Housing storm water	1,535,000	818,520	716,480			818,520	RR		
C	Zama Bears paw Crescent	820,000	42,000	778,000			42,000	RR		
CF	Road Construction Requests - 2006	49,992	49,992				49,992	IC		
CF	Paved Access on Access Roads	60,000	60,000				60,000	IC		
CF	SW 15-104-17-W&M Road Construction	16,138	16,138				16,138	IC		
CF	Bridge - BF 76738	-	-	-			-	IC		
CF	Bridge - BF 813368	-	-	-			-	IC		
CF	LC 101 Avenue - accesses from 102 to 107 Street	35,000	-	35,000				V&E		
new	John Deere AT Wheel drive grader	324,000	324,000				324,000	V&E		
new	John Deere Front Mount Mower	8,500	8,500				8,500	V&E		
new	Blumenort Intersection Upgrade	423,000	123,000	300,000			123,000	PWIC		
new	John Deere 7630 Tractor	138,800	138,800				138,800	PWIC		
	Road Reserve Annual Contribution	500,000	500,000			500,000				

Municipal District of Mackenzie

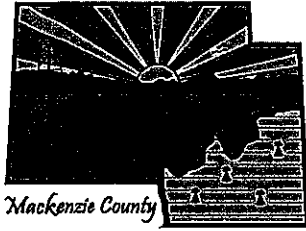
		Total Project Cost	MD Cost	Grant	AMIP grant	Operating	Reserve	R-type	Other	Debtenture
	Vehicle & Equipment Reserve Annual Contribution	485,000	485,000			485,000				
	<b>Total Transportation</b>	<b>14,781,430</b>	<b>8,529,850</b>	<b>4,214,600</b>	<b>1,959,480</b>	<b>1,430,500</b>	<b>7,098,950</b>	-	<b>77,500</b>	
	<b>AIRPORT</b>									
C	Fort Vermillion and La Crete Airport lights and landing counter	72,000	72,000			72,000				
NC	Airports Planning	100,000	100,000			100,000				
CF	REDI	99,032	-	99,032						
NC	FV Airport Terminal Building and site improvements	40,000	40,000			30,000	10,000	ICR		
	<b>Total Airport</b>	<b>311,032</b>	<b>212,000</b>	<b>99,032</b>		<b>202,000</b>	<b>10,000</b>	-		
	<b>WATER SERVICES DEPARTMENT</b>									
NC	Buffalo Head Water point Upgrade phase 2	27,500	27,500			27,500				
NC	Fort Vermillion Water line - 50 Street & 43 Avenue - Review and Planning	60,000	60,000			60,000				
C	Remote Meter Reader	12,500	12,500			12,500				
C	Regional SCADA (was \$562,000 in 2006)	737,000	-	552,750	184,250					
NC	Fort Vermillion WTP Upgrade	46,000	46,000			46,000				
NC	Hydrant & Valve Repair Program	195,333	195,333			195,333				
new	Fort Vermillion WTP and Lift Station - structures upgrade	600,000	600,000				600,000	WTPR		3,197,932
CF	Zama Water Treatment Plant	12,791,729	3,197,932	9,593,797						
CF	La Crete Water Treatment Plant	172,283	-	172,283						
new	High Level Water Well Drilling	140,000	140,000			60,000	80,000	GOR		
	<b>Total Water Services</b>	<b>14,782,345</b>	<b>4,279,265</b>	<b>10,318,830</b>	<b>184,250</b>	<b>401,333</b>	<b>680,000</b>	-		<b>3,197,932</b>
	<b>SEWER SERVICES</b>									
NC	Zama Wastewater System Repair	85,000	-	85,000						
CF	Zama Wastewater System - new construction	7,772,982	1,943,245	5,829,737						1,943,245
CF	FV Main Lift Station Upgrade	353,782	353,782				353,782	DR & GOR		
CF	La Crete Lagoon Study	22,225	22,225				22,225	ICR		
C	Camera & Video Wastewater Collection System	50,000	50,000			50,000				
	<b>Total Sewer Services</b>	<b>8,283,989</b>	<b>2,369,252</b>	<b>5,829,737</b>	<b>85,000</b>	<b>50,000</b>	<b>376,007</b>	-		<b>1,943,245</b>
	<b>SOLID WASTE DISPOSAL DEPARTMENT</b>									
C	Tire Bunkers	20,000	-	20,000						
	<b>Total Solid Waste Disposal</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>						
	<b>PLANNING &amp; DEVELOPMENT DEPARTMENT</b>									
NC	Country Residential Study	20,700	20,700			20,700				
NC	IDP Plan - High Level area	60,000	30,000			30,000			30,000	
NC	Municipal Development Plan Update	44,400	44,400			44,400				
NC	Zama Subdivision Development	50,000	50,000			50,000				
new	LIDAR Imaging	100,000	100,000				100,000	RR		
	<b>Total Planning &amp; Development</b>	<b>275,100</b>	<b>245,100</b>	<b>-</b>	<b>-</b>	<b>145,100</b>	<b>100,000</b>	-	<b>30,000</b>	
	<b>AGRICULTURE DEPARTMENT</b>									
NC	Blue Hills West - Phase 2	100,000	100,000				100,000	DR		
NC	Fort Vermillion South Drainage Phase 2	140,000	140,000				140,000	DR		
NC	Blue Hills Drainage Study	20,000	20,000				20,000	DR		
CF	Rosenberger Drainage - Lines 3&7	27,439	-	27,439						
CF	FV South Drainage	141,878	141,878				141,878	DR		
CF	Rosenberger Drainage - Lines 4&8	22,862	22,862				22,862	DR		
CF	Hugh Flett Drainage	40,000	40,000				40,000	DR		
new	Zama Surface Water Drainage Management Study	120,000	120,000			120,000				
new	High Level Drainage Project	50,000	50,000			50,000				
	<b>Total Agriculture</b>	<b>912,179</b>	<b>884,740</b>	<b>27,439</b>	<b>-</b>	<b>420,000</b>	<b>464,740</b>	-		
	<b>PARKS &amp; PLAYGROUNDS DEPARTMENT</b>									



	Total Project Cost	MD Cost	Grant	AMIP grant	Operating	Reserve	R-type	Other	Debtenture
C	21,000	21,000				21,000	PR		
C	45,000	45,000			25,000	20,000	PR		
CF	5,335	5,335				5,335	PR		
CF	38,267	38,267				38,267	PR		
CF	49,502	49,502				49,502	ZWR		
C	50,000	50,000			50,000				
	50,000	50,000			50,000				
	259,104	259,104			125,000	134,104			
<b>Total Parks &amp; Playgrounds</b>	<b>42,776,803</b>	<b>19,796,267</b>	<b>20,844,306</b>	<b>2,228,730</b>	<b>3,564,538</b>	<b>11,080,552</b>	<b>-</b>	<b>107,500</b>	<b>5,141,177</b>
<b>TOTAL</b>									

<b>Minimal Contributions to Operating and Capital Reserv</b>	<b>1,606,750</b>	<b>From Reserves</b>	
<b>Total Proposed Capital Expenditures</b>	<b>41,170,053</b>	<b>Schedule:</b>	<b>-10,151,818</b>
<b>In balance:</b>	<b>21,837,199</b>	<b>in balance:</b>	<b>938,734</b>
			<b>In balance:</b>
			<b>CF projects</b>
			<b>CF projects</b>





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Director of Corporate Services</b>
<b>Title:</b>	<b>Budget Meetings and Budget Public Hearing Dates</b>

**BACKGROUND / PROPOSAL:**

Council sets aside four days on average for budget deliberations.

In the past, Council would allot the first budget meeting for the grants applicants' presentations.

From the current policy FIN022 (attached):

The following timing and order will be set aside for the budget review:

- a. Grant requests – 2 days (includes any group delegations)
- b. Operating expenditures – 1 day
- c. Capital projects – 2 days

**OPTIONS & BENEFITS:**

Some changes to our meeting flow were suggested during the Activation Analysis sessions with the County Council during the past summer:

- Have a budget planning session in order to provide the County staff with clear directions for the upcoming year;
- Schedule Budget Public Hearings in each hamlet during the month of November (after the first draft of the operating and capital budgets is prepared and reviewed by Council);

- Schedule the non-profit groups and organizations to do their presentation during the Budget Public Hearing in each community.

Council will have their first budget planning session on October 1, 2007.

Council needs to set up dates for the following:

- Operating Budget review;
- Capital Budget review.

The current Budget Development Policy will need to be amended to reflect the approved changes.

**COSTS & SOURCE OF FUNDING:**

NA

**RECOMMENDED ACTION:**

That the following dates be set for the budget deliberations:

- Operating Budget \_\_\_\_\_;
- Capital Budget \_\_\_\_\_;
- Budget Public Hearing – Fort Vermilion \_\_\_\_\_;
- Budget Public Hearing – La Crete \_\_\_\_\_;
- Budget Public Hearing-Zama \_\_\_\_\_.

*Please note that if an additional day will be required, Council could schedule it as it becomes necessary.*

**Mackenzie County**

<b>Title</b>	<b>Budget Development</b>	<b>Policy No:</b>	<b>FIN022</b>
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**Purpose**

**To provide an efficient and effective process for the development of the yearly operating and capital budgets.**

**Policy Statement and Guidelines**

***Step 1 – Budget Guidelines***

Council will provide Administration, in September each year, with direction as to their expectation for the municipal tax rate; percent increase (or decrease) in operating or capital expenditures that is acceptable. This expectation will be based on factors such as assessment growth, union collective agreement, provincial funding, and ratepayers' wishes.

It is important to note, that the municipality has no control over the school and senior's lodge requisitions and has always "passed through" these expenditures to the ratepayers.

County's maximum debt limit not to exceed 40% of the total allowable debt limit and the minimum reserves be set at 20% of the total allowable debt limit.

Approval of budget guidelines by September 15.

***Step 2 - Management Review with each functional area***

Based on the guidelines established by Council, each functional group will prepare a draft budget which contains the following expenditures: operating, capital, updated 5 year capital summary, 25 year equipment summary.

The CAO will meet with each of the functional area to discuss their requests and needs and make appropriate changes where necessary.

Management review to be completed by October 15.

***Step 3 – Budget Compilation***

Finance to compile all the individual documents into a budget package that will contain the following:

1. Summary of budget guidelines adopted by Council for the proposed year.
2. Summary of assumptions made by Administration in the preparation of the proposed budget. Items such as:
  - a. Wages and benefits % and \$ increase
  - b. Estimated assessment % and \$ growth
  - c. General % factor used for utilities or typical expenditures
  - d. Major dollar increases for "special" or known issues (e.g. insurance/debentures)
  - e. Proposed staff additions and the corresponding wage and benefits etc costs
  - f. New reserves or recommended changes to existing reserves
  - g. The amount of engineering costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
  - h. Summary of major increases or decreases for each function
  - i. Any other items that would provide Council with information to make their decision making more effective and efficient
3. Budget package will contain the following:
  - a. Summary of total operating revenue and total expenditures
  - b. Revenue and expenditures by function
  - c. Grant requests
  - d. Five year capital project summary
  - e. Twenty five year capital equipment
  - f. Proposed capital project budget for up coming year
  - g. Summary of increases and decreases to reserve balances
  - h. Any capital projects carry forwards (if known at this time)
  - i. Supporting charts or graphs for information that will prove beneficial for budget review (e.g. assessment information)

Where appropriate, information will be provided that shows previous year information, available current year information and percentage increases or decreases from one year to next.

Budget compilation to be completed by November 1.

#### ***Step 4 - Budget Meetings***

The following timing and order will be set aside for the budget review:

- a. Grant requests – 2 days (includes any group delegations)
- b. Operating expenditures – 1 day
- c. Capital projects – 2 days

Budget meetings to be completed by December 21.

***Step 5 – Formal Budget Ratification by Council first meeting in January***

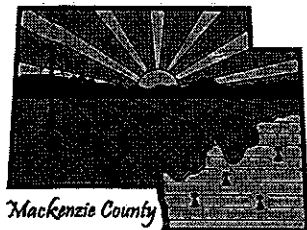
Administration will incorporate all changes/modifications that came about through the budget deliberations in step 4 and request formal budget ratification.

Budget ratification by January 10.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	September 24, 2002	02-681
<b>Amended</b>	April 11, 2007	07-349
<b>Amended</b>		







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>2007-08 Council Meeting Dates</b>

**BACKGROUND / PROPOSAL:**

At the Council workshop with Activation Analysis, it was recommended that Council set their next year's meeting dates prior to the election. Attached are the recommended dates for November 2007 to October 2008.

Generally the dates fall on the second Tuesday and the fourth Wednesday of the month. Where there is a statutory holiday on a Monday the meeting will be held on Wednesday to allow for a working day prior to the meeting.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**



*table to  
ORG. mtg.*

**RECOMMENDED ACTION:**

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

Date	Location	Time
Wednesday, November 14, 2007	Fort Vermilion	10:00 a.m.
Wednesday, November 28, 2007	Fort Vermilion	10:00 a.m.
Tuesday, December 11, 2007	Fort Vermilion	10:00 a.m.
Tuesday, January 8, 2008	Fort Vermilion	10:00 a.m.
Wednesday, January 23, 2008	Fort Vermilion	10:00 a.m.
Tuesday, February 12, 2008	Fort Vermilion	10:00 a.m.
Wednesday, February 27, 2008	Fort Vermilion	10:00 a.m.
Tuesday, March 11, 2008	Fort Vermilion	10:00 a.m.
Wednesday, March 26, 2008	Fort Vermilion	10:00 a.m.
Tuesday, April 8, 2008	Fort Vermilion	10:00 a.m.
Wednesday, April 23, 2008	Fort Vermilion	10:00 a.m.
Tuesday, May 6, 2008	Fort Vermilion	10:00 a.m.
Wednesday, May 28, 2008	Fort Vermilion	10:00 a.m.
Tuesday, June 10, 2008	Fort Vermilion	10:00 a.m.
Wednesday, June 25, 2008	Fort Vermilion	10:00 a.m.
Tuesday, July 8, 2008	Fort Vermilion	10:00 a.m.
Wednesday, July 23, 2008	Fort Vermilion	10:00 a.m.
Tuesday, August 12, 2008	Fort Vermilion	10:00 a.m.
Wednesday, August 27, 2008	Fort Vermilion	10:00 a.m.
Tuesday, September 9, 2008	Fort Vermilion	10:00 a.m.
Wednesday, September 24, 2008	Fort Vermilion	10:00 a.m.
Wednesday, October 15, 2008	Fort Vermilion	10:00 a.m.
Wednesday, October 29, 2008 (Organizational meeting)	Fort Vermilion	10:00 a.m.

# 2007

 Holidays  
 Council Meetings

## January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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## February

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## March

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## April

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## May

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## June

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## July

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## August

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## September

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## October

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## November

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## December




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# 2008




 Holidays

 Council Meetings





## January

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## February

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## March

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## April

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## May

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
## June

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
## July

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## August

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24	25	26	 27	28	29	30
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## September

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## October

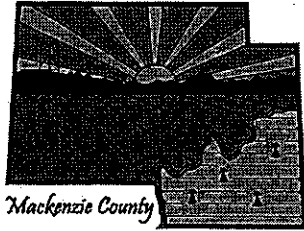
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## November

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## December

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28	29	30	31			



## MACKENZIE COUNTY REQUEST FOR DECISION

**Meeting:** Regular Council Meeting

**Meeting Date:** September 26, 2007

**Presented By:** William Kostiw, Chief Administrative Officer

**Title:** Information/Correspondence

**BACKGROUND / PROPOSAL:**

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

	Page
• Action List	185
• AAMD&C Northern District Four Zone Meeting Minutes – August 10, 2007	191
• Hay-Zama Lakes Wildland Provincial Park Invitation	201
• Project Porchlight	203
• Deh Cho Travel Connection	207
• Agricultural Service Board Act	213
• Mackenzie County Nomination Results	216
• Town of High Level Nomination Results	217

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

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

Author: C. Gabriel

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

*for*  
CAO *fw*



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

***Council Meeting Motions Requiring Action***

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
<b>April 11, 2006 Council Meeting</b>			
06-270	That the MD pursue an option to draft a memorandum of understanding for consultation with the First Nations.	Bill K. Joulia	Under review
<b>June 13, 2006 Council Meeting</b>			
06-420	That administration reviews available options and develop a plan to divert water from the Hamlet of Zama.	John Bill Dave	In progress
<b>October 10, 2006 Council Meeting</b>			
06-714	That the Wolfe Lake Water Point be referred to the Operations Committee for review.	John Ed/Bill N. Eva	In progress
06-727	That administration review health services in the municipality and report back to Council.	Bill N. Bill	Ongoing
<b>November 9, 2006 Council Meeting</b>			
06-831	That administration work with Apache on long term water and road agreements.	Bill K. John Joulia Lisa	In progress
06-835	That administration prepare a draft subdivision design for lots along Tower Road in Zama and other appropriate areas in conjunction with the storm water master plan.	Eva John Joulia Lisa	In progress
<b>December 11, 2006 Special Council Meeting</b>			
06-949	That administration investigate the purchase of the Fort Vermilion Medical Clinic.	Bill K. John D.	In progress
<b>January 24, 2007 Council Meeting</b>			
07-076	That the purchasing and tendering policy be moved to the Finance Committee for review.	Joulia	Finance Committee
07-080	That administration look at options for the La Crete and Zama airports.	Lisa, Peter Bill N., Bill K.	In progress

Motion	Action Required	Action By	Status
07-093	That administration and the local Councillor negotiate a final settlement for the access request to NW 23-109-12 W5M, as discussed in-camera.	Bill K. Walter Joulia	In progress
<b>March 28, 2007 Council Meeting</b>			
07-296	That Council review the 10 year infrastructure plans on an annual basis with engineers in each community.	LC – Bill, Peter, John K., Mark, Joulia FV – Bill K, Jim, Greg, Walter, Joulia, Dave Zama – Bill K, Lisa, Stuart, John K., Joulia	In progress
<b>May 8, 2007 Council Meeting</b>			
07-437	That administration and the Agriculture Service Board look into the High Level drainage project.	Bill K. Grant Stuart Walter	In progress
07-449	That Mackenzie County lobby the federal government and Assistant RCMP Commissioner in regards to the member shortage.	Bill K. Bill N. Greg	In progress
<b>May 23, 2007 Council Meeting</b>			
07-05-469	That administration investigate the issues regarding the St. Mary's Elementary School playground.	Ron John K. Jim Dave RCMP	In progress
<b>June 25, 2007 Council Meeting</b>			
07-06-592	That administration proceed with traffic counts on the identified list of possible resource road projects for 2008.	John K. Ron	In progress
<b>July 10, 2007 Council Meeting</b>			
07-07-673	That administration set up a meeting with the Town of Rainbow Lake regarding shared services.	Bill K. Bill N.	
07-07-675	That the Reeve and Chief Administrative Officer be authorized to negotiate with Alberta Transportation for paving of Highway 88 as soon as possible.	Bill K. Bill N.	In progress
<b>July 25, 2007 Council Meeting</b>			
07-07-690	That the review of hamlet boundaries be tabled for further information.	Bill K. Mark Joulia	In progress



Motion	Action Required	Action By	Status
07-07-720	That Council proceed with tasks 1, 2, 3, 6, 7, and 9 as indicated on the proposed Action Plan prepared by Activation Analysis.	Bill K.	In progress
August 14, 2007 Council Meeting			
07-08-730	That individual hamlet signage packages be developed in conjunction with a local Councillor for the use of off-highway vehicles within hamlet boundaries, with installation completed before this fall.	John Ron Dave	In progress
07-08-731	That first reading to Bylaw 644/07, being the Off-Highway Vehicles Bylaw be tabled for a period of two months.	Jason John	
07-08-732	That Sewer Lift Station for the new industrial subdivision in the Northeast Part of La Crete be referred to County's engineers for review and brought back to Council.	Eva John Bill K.	In progress
07-08-744	That administration allocates funds in the 2008 Operating Budget towards an office space lease in Mackenzie Place at 4601-46 Street.	Joulia Bill K. Mark	In progress
07-08-753	That administration install a couple of utility-right-of-way gates as described in each community.	John Dave Ron	In progress
07-08-758	That Lots 29 & 28, Block 4, Plan 962 4275 in Zama be sold to the highest bidder with a condition that these lots be consolidated and developed within one year from a land title transfer date.	Eva Bill K.	In progress
07-08-766	That the Road Protection Agreement be tabled to a subsequent meeting.	John	Sept. 26/07
07-08-772	That 2007 Capital Budget be amended to include construction of an emergency road access to Footner Forest Products as per the attached estimate with funding coming from Public Works Reserve.	Bill K. John K. Mark	In progress

Motion	Action Required	Action By	Status
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**August 29, 2007 Council Meeting**

07-08-737	That Bylaw 506/05, being the Municipal Parks Bylaw, be tabled to the next meeting.	Jason Eva	In progress
07-08-746	That administration discuss direct control with Footner Forest Products.	Bill K. Eva	In progress
07-08-747	That the proposed budget and work program/timeline with Urban Systems for the review and revision of the Municipal Development Plan and the Land Use Bylaw be approved as presented and apply for the Municipal Sponsorship Funding.	Joulia Eva	In progress
07-08-760	That a culvert be installed and look at a long term solution for the drainage issues at the Blumenort Old Colony Cemetery.	John K. Ed F.	In progress
07-08-761	That administration be authorized to prepare and issue request for proposals for the Tompkins Landing three-year ice bridge contract.	Mark	Sept. 26/07

**September 11, 2007 Council Meeting**

07-09-785	That the auction date be set for Wednesday, November 14 <sup>th</sup> , 2007 to be held in the Council Chambers at 4511-46 Ave, Fort Vermilion, Alberta.	Bill K. Joulia	In progress
07-09-799	That Bylaw 637/07 being a Land Use Bylaw Amendment to replace Land Use Bylaw 462/04 Section 7.3 Agricultural District 1 "A1" Section "C" and "E" be tabled and included in the Municipal Development Plan/Land Use Bylaw review and request comments from the Town of High Level.	Eva	
07-09-802	That the Chief Administrative Officer and Deputy Reeve Sarapuk proceed with negotiations regarding the gravel pit located at Sec. 8 Twp 110 Rge 15 W5 as discussed in-camera.	Bill K. Walter Joulia	In progress
07-09-808	That the Intersection Improvements at Blumenort Road Highway 697:04 Kilometre 53.67 tender be rejected and that administration bring back alternative options.	Bill K. John Mark	In progress

Motion	Action Required	Action By	Status
07-09-812	That administration proceed with the establishment of a fire service, including the purchase of appropriate equipment and staffing, for the High Level rural area to ensure that the level of service continues into the new year.	Paul Bill K.	In progress
07-09-813	That a letter be sent offering to purchase three quarters of land from Jake Elias subject to legal advice.	Bill K. John W. D.	In progress
07-09-814	That EXH Engineering be secured to complete all road projects in the Hamlet of Zama.	Bill K. Mark	In progress
07-09-815	That DCL Siemens Engineering be paid, in trust, in exchange for all electronic information relating to County projects.	Bill K. Joulia	In progress



**MINUTES OF A REGULAR MEETING OF THE  
A.A.M.D.&C. NORTHERN DISTRICT FOUR ZONE MEETING**

**held on Friday, August 10, 2007 in the  
Community Center, Jean Cote, Alberta**

Zone Director Rennie Cauchie called the meeting to order at 10:10 a.m. with approximately 75 people in attendance.

**WELCOMING ADDRESS:**

Reeve Don Dumont welcomed delegates on behalf of the M.D. of Smoky River and the hamlet of Jean Cote.

**ANNOUNCEMENTS:**

Director Cauchie acknowledged the following sponsors for today's meeting:

*EXH Engineering* for hosting refreshments  
*ATB Financial* for hosting coffee breaks  
*M.D. of Smoky River* for hosting lunch  
*Marval Promotions, M.D. of Smoky River, M.D. of Greenview and Alberta Financial Services Corporation* for contributing door prizes.

Agenda changes announced were:

- President's Report moved to later due to travel delays.
- Deletion of the FCM Representatives report due to absence.
- Deletion of the MLA's report due to absence.

Director Cauchie called on Reeves to introduce four new Chief Administrative Officers within our Zone: Reeve Tony Yelenik introduced Jim Squire, M.D. of Greenview; Reeve Mylar Savill introduced Gilles Lussier, M.D. of Big Lakes; Councilor Cheryl Wogan introduced Harvey Prockiw (absent), Interim Manager, M.D. of Opportunity; and Reeve Walter Doll introduced Ben Boettcher, M.D. of Fairview.

**ZONE DIRECTOR'S REPORT:**

Director Cauchie reported:

**1. AAMDC's Infrastructure Resources & Environment Standing Issues Committee:** With the retirement of John Eriksson, a new member needed to be elected to this position.

Carolyn Kolebaba nominated Bob Miles, CAO for Northern Sunrise County.

Director Cauchie called three times for other nominations - none were received.

Bob Miles was declared as representative to the AAMDCS's Infrastructure Resources & Environment Standing Issues Committee.

**2. Northwest Alberta Mayors, Reeves, Chief Administrative Officers, Chiefs & Chairpersons** meetings were being attended by the Director as an ex-officio member, and the delegation was questioned if zone members felt he should continue to attend to show rural municipalities are involved, even if we do not have an equal vote. It was explained how small towns and villages do not have an organization of their own, and this association provided them a voice. Since we have zone meetings, should we associate with this group, as any correspondence from or to them would perceive our participation.

It was clarified that if Director Cauchie attended he would be doing so as a non-voting member. Thus it was suggested they be asked to strike "Reeves" from their title. It was noted a few rural members had already paid membership fees. It was understood that Northern Alberta Development Council may back out (of their administrative role) if rural municipalities were not involved.

**Moved by Shirley Emerson, seconded by Tony Yelenik:**

That Director Rennie Cauchie 'not' attend any Northwest Alberta Mayors, Reeves, CAOs, Chiefs and Chairperson meetings.

3 OPPOSED

MOTION CARRIED

It was consensus that a letter be sent on behalf of the Zone that we will no longer attend as we are not in favor of the way they are structured, and ask they strike 'Reeves' from their title. It was to be further explained that as long as they continue as a lobby group under their Terms of Reference, then we did not want to belong.

**3. Rental equipment insurance coverage:** It was brought to members' attention the M.D. of Greenview had received a letter from Jubilee Insurance stating rental equipment owned by the M.D. may not have insurance coverage. This resulted from a renter having injured his hand during operation of a post driver. It was learned Jubilee Insurance had commented they were not aware that M.D.'s were renting out such equipment, so were now reviewing policy

This opened debated from the floor, and some municipalities felt they would not rent out equipment any more until this case is resolved. It was opined that even if a 'hold harmless' agreement was signed it would not be considered valid. Clarification from Jubilee Insurance was pending.

### ALBERTA INFRASTRUCTURE & TRANSPORTATION

Introduced from this department were Wayne Franklin, Acting Regional Director and Infrastructure Manager; Don Saunders, Bridge Manager; and Bill Gish, Operations Manager.

Mr. Franklin provided a progress report on projects currently underway or being planned in the near future. Of particular interest was the announcement that the twinning of Highway 43 was re-routed back through the Sturgeon Lake Indian Reserve (as opposed to north of the lake).

Planning initiatives to be concluded over the next few months were Highway 35 in High Level, Highway 58 extension from Rainbow Lake to the BC border, and Highway 2 freeway planning in Peace River area including East and West Hills as well as Nampa bypass and the interchange at Donnelly.

They were just commencing a study of Secondary Highway 717 and Peace Region is sponsoring a functional planning study for an East West Connector from Peerless Lake in the West to Fort McMurray, including a connection south to Wabasca.

Two studies will be started in Grande Prairie this fall: a twinning study for Highway 40 south of the City to south of the Wapiti River, and a Regional Transportation review in the Clairmont area.

Delegates were reminded to get their grant applications in to this department prior to deadline.

Water for Life projects had been reviewed and any new approvals should be known soon. Details on the Municipal Sustainability Initiative program were being worked out with Alberta Municipal Affairs. The department was currently developing a web-based system for the grant application and reporting process, involving several municipalities, the AAMDC and the AUMA.

Mr. Saunders gave a Power Point presentation on local road bridge funding, explaining the structure of funding programs and their requirements. It was noted the Peace Region had about 1,492 bridge structures and would receive in 2007 a projected allotment of \$10,200,000, or 46.4% of the provincial budget. This was due in part to two major bridges being constructed in this region. Delegates were asked to ensure they give high priority to bridge structures that were in poor condition.

The floor was opened for questions and INFTRA staff provided responses to each specific inquiry. As there was a resolution coming forth later in the day on GAP-01 Funding, the guests were asked for their opinions on funding for this area. It could not be projected what actual funding should be as there were too many factors to consider. Concerns brought forward at this meeting would be investigated further.

The guests were thanked for their presentations.

#### **A.A.M.D.C. REPORT:**

Director Cauchie introduced Andre Tremblay, Director of Advocacy, Policy and Communications, and who also was acting on behalf of the Executive Director (Gerald Rhodes). Mr. Tremblay provided a report on projects and events being worked on, one of which is an Elected Officials Training Program. The Small Airport Initiative, whereby the province desired to get a handle on the status of all small airports, hoped to ascertain standard and safety concerns province-wide.

The AAMDC was pleased to announce the official launch of the Rural Matters! Forging Healthy Canadian Communities website ([www.ruralmatters.ca](http://www.ruralmatters.ca)). The Rural Matters! website will serve as an excellent information source and marketing tool to promote the symposium nation-wide.

Rural Matters! focus was on rural sustainment and national development. Staff would be working on rural revitalization and sustainability through the website, and viewed this as an opportunity to put forward policies on rural sustainability.

Visit [www.ruralmatters.ca](http://www.ruralmatters.ca) to join their mailing list for ongoing updates on Rural Matters! If you wish to obtain a hard copy of the Rural Matters! brochure, please e-mail [info@ruralmatters.ca](mailto:info@ruralmatters.ca).

Delegates were reminded the RW Hay Award deadline was September 7<sup>th</sup>.

Mr. Tremblay was thanked for his presentation.

The meeting adjourned for lunch from 11:30 a.m. to 1:15 p.m., during which time door prizes were drawn for and awarded.

#### **A.A.M.D.&C. REPORT:**

Director Cauchie introduced Don Johnson, President, who apologized for being late due to travel arrangement complications, due in part to air service no longer being available in Peace River.

Mr. Johnson provided details on his involvement with various issues and committees, including:

- Water for Life Consultation - the government has developed a workbook to facilitate feedback. Members were encouraged to complete the workbook and submit responses by August 24<sup>th</sup>.
- Alberta Energy & Utilities Board - legislation was introduced to divide the AEUB into two bodies: the Energy Resources Conservation Board (ERCB) and Alberta Utilities Commission (AUC). ERCB will focus only on development of Alberta's resource wealth, while AUC will oversee the distribution and sale of electricity and natural gas. In addition the province will look at how interveners are paid. In most cases the Alberta Utilities Advocate will become sole intervener. AAMDC will work with ERCB to ensure impact does not hurt our membership.
- Land Use Framework - expressed appreciation for the four working groups involved with this discussion, being:
  - Growth and Resource Management.
  - Planning and Decision-Making Processes.
  - Conservation and Stewardship.
  - Monitoring and Evaluation.

Mr. Johnson emphasized the importance to be involved with this so rural Albertans know and understand the impact of urban sprawl.

- Municipal Sustainability Initiative (MSI) - regional consultation with Minister of Municipal Affairs coming to end, noting there had been 100% participation. MSI will not replace existing grants; this is new money over and above current sources. Key principles identified to date were highlighted as well as details of the program.
- Minister's Council on Municipal Sustainability: Through this initiative the province has responded to part of the recommendations for additional municipal revenues. The recommendations dealing with municipal roles and responsibilities, as well economic rent, were not accepted. Recommendations regarding regional service delivery agencies, municipal revenue sources and future of the Targeted Investment Program will be further reviewed.

Questions from the floor were entertained and responded to. Mr. Johnson was thanked for his presentation.

#### **SHOCK TRAUMA AIR RESCUE SOCIETY (STARS):**

Director Cauchie introduced Andy Stewart and Glenda Farnden, STARS employees from the Grande Prairie base. The guests provided delegates with an update on the development of a helipad for the QEII hospital in Grande Prairie, and a Power Point presentation on the area covered by their service. Statistics were provided on service calls and other data.

It was also learned a new helicopter, an AW 139, was forthcoming in the near future. The abilities of this new unit were highlighted and explained. High Level had been cleared for using the AW 139, and a plan was in place to have another pad located in Ft. McMurray. Both the Grey Nuns and Misericordia hospitals had been cleared to receive STARS.

AAMDC members were thanked for now being part of the team, and appreciation was expressed for their support. The guests were thanked for their presentation.

#### **ALBERTA ENVIRONMENT:**

Director Cauchie introduced Greg Smith, District Compliance Manager. Mr. Smith spoke on Municipal Development and Water Protection, providing an overview of his department's mandate and how municipal development can impact our surface and groundwater resources. Wells for other than household use must be licensed. Alberta Environment was no longer allocating licenses until they know the impact of what is already out there. Cooperation between municipalities and the department was imperative if we are to know future supplies and sources.

It was suggested the licensing of wells could be included as a condition in the development permit process, i.e. they have to show a water license before they could build a facility. It was opined municipalities refer development permits to Environment and never receive a response. Mr. Smith replied they probably thought the water source was already licensed via the driller, but this was often not carried out. Household usage was exempt, but land owners were responsible to license wells for commercial use. Director Cauchie thanked Mr. Smith for his presentation.

#### **NORTHERN ALBERTA DEVELOPMENT COUNCIL (NADC):**

Director Cauchie introduced Jennifer Bisley, Senior Officer in attendance on behalf of Dan Dibbelt, Executive Director, who provided an update, overview and changes for the NADC over the past year. Their organization as a regional development council covers 60% of Alberta's land mass but only 10% of the population, covering Northern Alberta (excluding Edmonton). The population of Northern Alberta is split almost in thirds between cities, small urban municipalities and rural residents. NADC endeavors to promote the potential of our industry, energy, forestry, agricultural and tourism sectors. Challenges faced include inadequate transportation infrastructure, sparse population and difficulty in attracting/retaining an adequate work force.

The NADC's mission statement is to advance northern development - economic, social and community issues - by identifying and implementing partnerships and advising government on opportunities and issues. Established in 1963, its' focus was on northern development.



It is now a division of Alberta Employment, Immigration & Industry with district offices in Peace River, Lac La Biche and Edmonton. Their goal was to increase awareness and support among government and other stakeholders for northern solutions.

The NADC recently commissioned a study to calculate the size of the shadow population in northern municipalities and identify whether there is a correlation between this shadow population and the demand for services. They were also involved in increasing awareness about the impacts of Mountain Pine Beetle (MPB) in our northern communities. They were one partner who hosted the recent seminar on MPB in Grande Prairie. Affordable housing continues to be an issue the NADC is working on via research papers, as well as health issues and water studies.

With reference to the North West Mayors and Reeves group, the NADC only serves as an administrative function for the group in assisting with meetings.

Other strategies being worked on included:

- Industry Consultation - an effort to form a regional industry consultation group.
- Transportation Strategy - improving the regions access to markets, resources and technology.
- Diversifying the Economy - promotion of the diversification of the northern economy with a focus on agriculture and tourism.
- Branding the Peace - partnering to engage a consultant to investigate the potential of Peace products.
- Dinosaur Museum - active member of working group for this Grande Prairie area project.
- Boreal Birding Initiative - exploring potential of developing an inventory of boreal birding attractions to support tourism.
- Deh Cho Travel Connection - a 2008 marketing campaign and mile post involvement.
- Conferences - i.e. Regional Stakeholders Forum and Challenge North Conference.
- Human Resources - strategies to address the lack of skilled people in the North.
- NADC Bursary - programs have expanded by increasing the amount from \$3,000 to \$3,500 and the addition of 25 students bringing the total to 150.
- Northern Links - funding to school boards, colleges, First Nations, etc.
- Youth Apprenticeship, Northern Clearinghouse, and Woodlands Operation - learning opportunities.
- Human Resources # 2 - increasing skill levels of Northerners.

Ms. Bisley was thanked for her presentation.

#### **NORTHERN ZONE BUSINESS:**

##### **1. Minutes:**

**Moved by Tony Yelenik, seconded by Cliff Travis:**

That the minutes of the District 4 Zone Meeting held February 9, 2007 be adopted with the following corrections:

Page 5 - should read "a document on revenue *cost* sharing will be ..."

Page 6 - should read "Veronica Bliska gave recognition to ..."

MOTION CARRIED

##### **2. Accounts Payable:**

**Moved by Everett McDonald, seconded by Don Gourlay:**

That the Accounts Payable be approved as listed:

Jean Cote Community Center hall rent / Aug. 10, 2007 meeting     \$ 240.00

CARRIED

##### **3. Members Business:**

3.1 *Brian Grant, M.D. of Peace:* Requested feeling of members with regard to Mountain Pine Beetle administration being downloaded to Agricultural Fieldmen, and hence a direct

expense in time and money to municipalities. This is a Sustainable Resource Development (SRD) issue and should be handled by them.

**Moved by Everett McDonald, seconded by Brian Grant:**

That the Northern Zone write a letter encouraging SRD to continue to pioneer programs in our Northern Zone and increase funding for surveys, and that SRD supply the manpower to do such surveys.

1 OPPOSED

MOTION CARRIED

3.2 *Brian Grant, M.D. of Peace:* Questioned how many municipalities were approached to put a Community Peace Officer position in place. It was found only a few.

3.3 *Gilles Lussier, M.D. of Big Lakes:* Informed they were in the middle of developing a 911 database, but were hearing from TELUS it may be up to two years before they have their database developed to the point required for 911 responses. TELUS is converting to a rural grid but that may take a couple of years to do so. Thus they have a sign up saying to call 911, but it may not do any good. He asked municipalities to put more pressure on TELUS. In response, delegates suggested they put a resolution forward on the matter, or email CAO's for each municipality.

3.4 F.C.M. Membership: It was inquired if Richard Harpe's appointment as FCM Member at Large was valid for one year or more. The matter was TABLED to the next meeting.

4. RESOLUTIONS (ATTACHED):

**Moved by Mike Radzick, seconded by Peter Nykolyshyn:**

That the 'Well Drilling Equipment Tax Rate Regulation' resolution submitted by Clear Hills County be adopted as presented.

CARRIED UNANIMOUSLY

**Moved by Carolyn Kolebaba, seconded by Evens Lavoie:**

That the 'Linear Property Assessments - Multi-Zone Wells' resolution submitted by Northern Sunrise County be adopted as presented.

CARRIED UNANIMOUSLY

**Moved by Agnes Knudsen, seconded by Evens Lavoie:**

That the 'Use of AEUB Records in Linear Property Assessment' resolution submitted by Northern Sunrise County be adopted as presented.

CARRIED UNANIMOUSLY

**Moved by Tony Yelenik, seconded by Don Dumont:**

That the 'Provincial Funding for Municipal Bridge Structures (GAP-01)' resolution submitted by the M.D. of Greenview be adopted as presented.

CARRIED UNANIMOUSLY

**Moved by Everett McDonald, seconded by Leanne Beupre:**

That the 'Timeline for Filing Objection to Well Site / Other Drilling Application or Pipeline Installation Application' resolution submitted by the County of Grande Prairie be adopted as presented.

CARRIED UNANIMOUSLY

**NEXT MEETING:** Friday, February 8, 2008, to be hosted by the M.D. of Opportunity in Wabasca.

This meeting adjourned at 3:22 p.m.

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VALERIE WEISS  
Recording Secretary

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RENNIE CAUCHIE  
Director

Clear Hills County Resolution

**Well Drilling Equipment Tax Rate Regulation**

**WHEREAS** the Municipal Government Act, Well Drilling Equipment Tax Rate Regulation 51/2002 sets the rate at which Municipalities can tax well drilling equipment;

**AND WHEREAS** this regulation expires on December 31, 2007;

**AND WHEREAS** municipalities earn a minimal amount of tax from wells drilled compared to the costs incurred to maintain infrastructure used in the process of drilling the wells;

**AND WHEREAS** the price of natural gas and oil has increase significantly since the enactment of this regulation.

**THEREFORE BE IT RESOLVED** that the Alberta Association of Municipal Districts and Counties request the Provincial Government of Alberta review this regulation and increase the rate of Well Drilling Equipment Tax considerably to help Municipalities offset the costs incurred for infrastructure maintenance resulting from well drilling.

Moved by: Mike Radzick

Seconded by: Peter Nykolyszyn

**RESOLUTION PASSED**

**BACKGROUND:**

Well Drilling Equipment Tax Rate Regulation

Jan/07 – Current regulation extended expires on December 31, 2007

Jan/02 - Current regulation passed expires on December 31, 2006

Jan/95 - Previous regulation came into force on January 1, 1995

There was no change in the rate between these two regulations

**Oil & Gas Prices**

Jun/07 Oil - \$US 66.14 / BBL Natural gas - \$US 8.167 / MMBTU

Jan/06 Oil - \$US 67.06 / BBL Natural gas - \$US 8.68 / MMBTU

Jan/02 Oil - \$US 20.37 / BBL Natural gas - \$US 2.27 / MMBTU

Jan/95 Oil - \$US 17.50 / BBL Natural gas – (unavailable)

Northern Sunrise County Resolution

**Linear Property Assessments - Multi-Zone Wells**

**WHEREAS** Alberta Municipal Affairs & Housing is required to apply the Alberta Linear Property Assessment Minister’s Guidelines in preparing assessments of linear property;

**AND WHEREAS** application of the Minister’s Guidelines results in certain multi-zone wells being assessed as “crude oil flowing” that should be assessed as “injection wells” or “gas wells”;

**THEREFORE BE IT RESOLVED** that the Alberta Association of Municipal Districts and Counties urge the Minister of Municipal Affairs and Housing to amend the Minister’s Guidelines to indicate that where the records of the AEUB show that a multi-zone well has production or injection hours in at least one of the zones, the Designated Linear Assessor SHALL prepare the assessment based on the well status description for the zone that has the greatest degree of production or injection.

Moved by: Carolyn Kolebaba

Seconded by: Evens Lavoie

**RESOLUTION PASSED**

**BACKGROUND:**

Each zone in a multi-zone well has its own well status description. The Minister's Guidelines indicate that in this case, the Designated Linear Assessor shall use the well status description that occurs first in Table 4.08 of the Guidelines. (4.008(b)(ii).

This approach results in certain wells receiving an assessment that does not accurately reflect the value of those wells, and further results in those wells receiving a depreciation of 90% or assessed at only 10% of value when they are in fact being used, (MGA section 284(1)(k)(iii)(B)(C)(D)(E) and (E.1) of the Act). This causes unfairness and inequitable assessments with some multi-zone wells assessed at 100%, verses others at 10% of value.

This violates two fundamental assessment principles: first that an assessment should reflect the value of all assessable property, and second, that similar properties should be assessed similarly.

We recommend the Designated Linear Assessor shall prepare the assessment based on the well status description for the zone that has the greatest degree of production or injection.

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Northern Sunrise County Resolution

**Use of AEUB Records in Linear Property Assessment**

**WHEREAS** Alberta Municipal Affairs & Housing uses the Alberta Energy & Utility Board (AEUB) records accumulated from the Oil and Gas Companies to determine the linear assessment, despite many errors in the Oil and Gas Company reporting;

**AND WHEREAS** the Municipal Affairs & Housing Designated Linear Assessor refuses to exercise his Authority under s. 295(1) of the Municipal Government Act despite being provided with evidence of errors in the AEUB records.

**THEREFORE BE IT RESOLVED** that the Alberta Association of Municipal Districts and Counties urge the Government of Alberta to amend the Municipal Government Act to indicate "where the records of the AEUB do not show the true physical status of a well as at the assessment date, the Municipal Affairs & Housing Designated Linear Assessor SHALL base the assessment on the true physical status of the well rather than on the physical status shown in the records of the AEUB".

Moved by: Agnes Knudsen

Seconded by: Evens Lavoie

**RESOLUTION PASSED****BACKGROUND:**

For the 2004, 2005 and 2006 taxation years, the County has obtained Rulings from the Municipal Government Board directing the Municipal Affairs & Housing Designated Linear Assessor to amend a number of well assessments to reflect the actual physical status of the wells rather than rely on the information in the AEUB records.

BOARD ORDER, MGB 057/07, page 11 of 17, third paragraph "There is nothing inequitable in sending RFI'S for properties concerning which a municipality has raised strong evidence that something is amiss with the property description used to assess it".

Nonetheless, in 2007 the Designated Linear Assessor continues to take the position that the legislation requires the Assessor to assess wells on the basis of the physical status shown in the AEUB records, and that the Assessor has no Authority to require the operators of the wells to provide him with confirmation of the physical status of the wells as at the assessment date. Furthermore, the Assessor for the County has completed a Request For Information (RFI) under sections (292(3), 294(1) and 295(1) of the Act) and has found that these well sites have been incorrectly reported to the AEUB.

Alberta Municipal Affairs & Housing should assess as per the municipality's findings when it is determined that the AEUB records are in error to arrive at a more fair and equitable assessment.

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 Municipal District of Greenview Resolution

**Provincial Funding for Municipal Bridge Structures (GAP-01)**

**WHEREAS** Alberta continues to experience tremendous growth and a robust economy which requires significant, predictable and sustainable infrastructure funding for municipalities;

**AND WHEREAS** the total estimated value of bridge structures that are located on municipal roads is estimated at \$3.5 billion;

**AND WHEREAS** the GAP-01 Funding Guidelines for Municipal Bridge Structures were created in 1991 to assist municipalities in the ongoing maintenance, upgrading and replacement of local road bridge structures;

**AND WHEREAS** the current level of funding for this program has not been meeting demands in many jurisdictions especially with inflation and cost escalation in Alberta;

**AND WHEREAS** many of the bridge structures in use today were constructed in the 1950s and 1960s and are nearing or have exceeded their 60-year life expectancy;

**AND WHEREAS** these critical structures pose a serious safety concern and public liability if not replaced in an appropriate time frame, especially in the case of catastrophic failures;

**AND WHEREAS** the annual contribution required to replace the existing 9,500 local structures based on the estimated remaining life of bridge structures is estimated at \$60 million;

**AND WHEREAS** the current level of funding of \$22 million is inadequate to meet the basic needs of municipalities;

**THEREFORE BE IT RESOLVED** that the Alberta Association of Municipal Districts and Counties urge the Government of Alberta to increase the level of funding for the replacement of bridges on municipal roads to a level that reflects the needs of the community, agricultural sector and local industry; and

That the existing Guidelines and Procedures (GAP-01) for Municipal Bridge Structure Funding be increased substantially from the present level of \$22 million per year to address this growing infrastructure deficit.

Moved by: Tony Yelenik

Seconded by: Don Dumont

**RESOLUTION PASSED**
**BACKGROUND:**

The Guidelines and Procedures (GAP-01) Funding for Municipal Bridge Structures were developed in 1991 to financially compensate for the work previously done by the Provincial Bridge Department. They were reviewed and revised in 1994 and 1998 with input from the AAMD&C. A resolution was submitted by Lacombe County in 2003 on this same subject and some program adjustments were made. It was suggested at that time that \$27 million was required to deal with replacement and upgrading costs.

In 2007 the Provincial GAP-01 Funding Program has a total budget of approximately \$22 million. Of this amount \$9 million is allocated to projects "under" \$300,000 and \$13 million for projects "over" \$300,000.

GAP-01 money is intended to be distributed on a priority basis. The Peace Region has approximately 15% of the total bridges in the Province and in 2007 received \$1.85 million for projects under \$300,000 and \$8.5 million for projects over \$300,000. Total received in 2007 in the Region was \$10.35 million out of a total of \$22 million or 47%. Assuming a total value of \$3.5 billion dollars and an average of a 60 year structure life about \$58 million dollars a year should be spent on replacing local road bridge structures to maintain the existing network. Fifteen percent of this amount would be nearly \$9 million for the Peace Region on an ongoing, consistent basis. In past years, allocations were much less than this and other regions experience

similar dramatic fluctuations and regional disparity. The "over" \$300,000 project amount is highly variable and "project specific" and seems to contribute to this unbalanced funding. Budget procedures that shift money between the four AIT regions to this extent do not appear to adequately deal with basic, stable, consistent funding requirements.

Annual funding allocations vary significantly depending upon the Bridge Inspection Maintenance (BIM) program priority ratings, provincial budgets and government policy. It is well known that many municipalities are facing infrastructure challenges in their bridge programs and so the BIM ratings are established in order of priority by AIT as:

- 1) *Safety and Emergency Issues*
- 2) *Rehabilitation and Maintenance of Existing Structures.*
- 3) *New Structures*

Some areas such as Northern Alberta have a much greater demand for new structures since their infrastructure has not been fully developed. This means that they may be in a position of funding new projects without any GAP-01 assistance.

It should be noted that there may be a case for some degree of rationalization of existing low-use remote structures and this could potentially assist in the overall budgeting and GAP-01 funding process.

AIT has stated that Bridge Structures on average have a life expectancy of 60 years. The Peace Region has 1,500 local GAP-01 funded structures. Based on the 60 year lifespan this means that at least 25 bridge structure replacements should be done in the region each year. Historically between 12-18 bridge replacements and 15-20 bridge repair projects have been completed. As previously noted, cost escalation and large scale projects continue to impact budget projections. A comprehensive, stable bridge replacement initiative and enhanced funding strategy should be established to deal with this critical infrastructure need.

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County of Grande Prairie Resolution

**Timeline for Filing Objection to Well Site / Other Drilling  
Application or Pipeline Installation Application**

**WHEREAS** Alberta Energy Utility Board (AEUB) regulations require that companies applying for oil, gas, coal methane drilling permits or permits to install pipelines must negotiate with landowners and submit proof to AEUB that an agreement has been reached including location of the facility and type of operation;

**AND WHEREAS** through the present process, a land owner has a time period of 14 days from notification that the completed application package is being submitted to AEUB to object to the any aspect of the application;

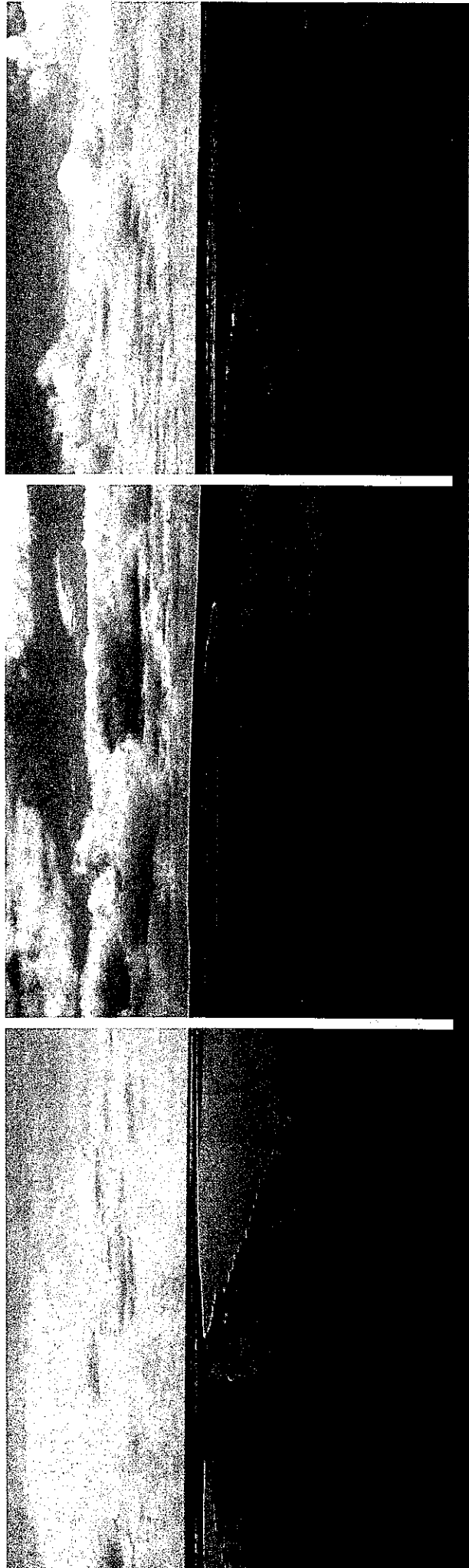
**AND WHEREAS** due to the multi faceted diversification of farms and other business operations in rural Alberta, land owners are not always being available to respond quickly to applications for AEUB permits and 14 days is not a sufficient time period for response.

**THEREFORE BE IT RESOLVED** that the Alberta Association of Municipal Districts and Counties work with the Government to have the time for filing of objections on an Alberta Energy and Utilities Board application amended from 14 days to 30 days.

Moved by: Everett McDonald

Seconded by: Leanne Beaupre

**RESOLUTION PASSED**



The Honourable Hector Goudreau, Minister of Tourism, Parks, Recreation and Culture  
and the Hay-Zama Committee cordially invite you join them at the:

## **Official Dedication and Twinning of Hay-Zama Lakes Wildland Provincial Park**

**Date:** October 12, 2007  
**Location:** Chateh School  
**Time:** Official Ceremony – 11:30 am

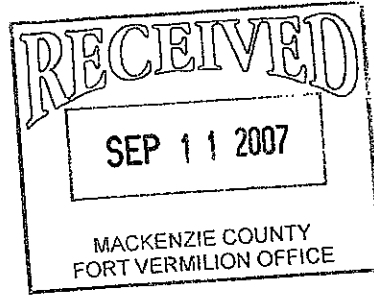
*Directly following the ceremony, the Dene Tha' First Nation invite you to join them for a celebratory lunch.*

*Please send your RSVP to [ken.zurfluh@gov.ab.ca](mailto:ken.zurfluh@gov.ab.ca) by September 21, 2007*





# PROJECT Porchlight



William Kostiw  
Chief Administrative Officer  
Mackenzie County  
Box 640  
Fort Vermillion T0H 1N0

September 4, 2007

Dear William Kostiw:

Project Porchlight is coming to Mackenzie County and invites you to be a part of this exciting green community initiative!

Project Porchlight is a not-for-profit campaign to promote energy efficiency. Our volunteers will be distributing compact fluorescent light (CFL) bulbs to households across Alberta over the coming year. Our Alberta campaign is partially funded by the Government of Alberta and EnCana Corporation.

We have had great success working with other municipalities and would like to invite Mackenzie County to become a partner in our community-based, grassroots campaign. We'd appreciate for your support in:

- Helping with volunteer recruitment
- Providing logistical support, such as the storage and transportation of bulbs

I will be calling to discuss Project Porchlight and how Mackenzie County can be involved. I've also enclosed an overview of our campaign for your information. I look forward to speaking with you!

Sincerely

A handwritten signature in black ink, appearing to read "Scott Payne".

Scott Payne  
Community Development Coordinator  
Project Porchlight  
(403) 645-4694  
scott@onechange.org



P750 150 9 Ave SW,  
PO Box 2850  
Calgary Alberta T2P 2S5  
onechange.org





## Project Porchlight Alberta

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Project Porchlight Alberta, thanks to funding from the Government of Alberta and EnCana Corporation, has set a goal to distribute one million energy-efficient light bulbs in Alberta. We need your help to bring Project Porchlight to your constituents!

Project Porchlight is an energy efficiency campaign run by One Change, a not-for-profit organization that advocates community engagement and environmental sustainability.

The campaign promotes a practical and realistic way to use less electricity. Volunteers and staff hand out energy-efficient light bulbs, door-to-door and through community events. The small change of switching to energy-efficient light bulbs can represent the first step in a lifetime of making energy conscious choices.

By working with a broad network of community groups, Project Porchlight makes proactive energy savings a topic of neighbourly conversation. And it goes a step further—it empowers residents with the immediate means to start saving energy for themselves.

Putting a free, energy-efficient bulb in someone's hand for them to install decreases energy consumption, lowers greenhouse gas emissions, and effectively communicates a critical message: **saving money and protecting the environment start with simple actions like changing a light bulb.** Independent analysis of the One Change approach confirms that getting someone to change even one bulb stimulates broader energy conservation action—more bulbs are purchased and installed, and consumers consider “energy efficiency” as a factor for other purchases and behaviours (Ekos Research, 2007).

## *Why is this campaign important to Albertans?*

The environment is the number one issue for Alberta voters today. Project Porchlight is giving the average person a realistic action that they can take, so they can participate in positive environmental behaviours.

Replacing even one 60-watt incandescent bulb with a 13-watt compact fluorescent light (CFL) bulb in each of Alberta's 1.3 million households can save up to \$65,000,000 in energy costs for Alberta residents over five years. It would also reduce greenhouse gas emissions by approximately 2.5 million tonnes - and save enough natural gas to heat 8,400 Alberta homes for a year.<sup>1</sup>

Albertans want to make a positive change for the environment. Help show Alberta residents that there's a practical and straightforward way to start!

### *You can respond to Albertans' concerns by:*

- Spreading the word about Project Porchlight—post a Project Porchlight volunteer recruitment poster in your office, include an article about Project Porchlight in your newsletter and web site, and send an email to your network.
- Gather community contacts—we work very closely with community associations, youth groups, and multicultural associations, among others.

Please visit our web site, [www.projectporchlight.com](http://www.projectporchlight.com), for detailed information about our program and how you can be involved. All of the benefits of the campaign are described in detail, and we also feature important information about disposal of CFL bulbs.

Please contact David Campbell for more information on how you can be involved with this exciting campaign: [david@onechange.org](mailto:david@onechange.org)

### *Project Porchlight Success to Date*

- Working with the Government of Alberta (Alberta Energy), and EnCana Corporation
- Project Porchlight Alberta team formed
- Partnership with the municipality of Medicine Hat
- Broad political, foundation and corporate support
- National and regional media coverage



1. Natural Resources Canada, [www.energystary.ca](http://www.energystary.ca)



Connecting the Mackenzie, Liard and Alaska Highways  
Alberta – Northwest Territories – British Columbia

[www.dehchotravel.com](http://www.dehchotravel.com)

September 4, 2007

Dear Deh Cho Travel Connection Partner

Thank you for your continued support of the Deh Cho Travel Connection. Your commitment in promoting your community and the destination has been key to our success in establishing the Deh Cho Connection as a viable alternative and add-on to the Alaska Highway touring route.

Travellers and the tourism industry are really taking notice. Campground operators have seen an increase in travellers armed with our distinctive green and gold brochures from Québec and Germany - two targeted markets. And next year *The Milepost - the essential Alaska Highway travellers' guide* – plans to include a mile-by-mile section on the Deh Cho route. This is exciting news and evidence of the growing awareness of and interest in the Deh Cho Connection.

To take advantage of this momentum, we are ramping up our marketing efforts for 2008. We will continue our core marketing activities - trade shows, brochures, print ads, and the website – and expand our exposure in *The Milepost* and develop a “passport” to encourage travellers to tour the entire Deh Cho route and stop in more communities. Travellers who prove they visited approved locations with a stamped Deh Cho “passport” will be eligible to win significant prizes. The Deh Cho will be working with our partners to identify interested communities and operators to participate in this initiative.

We are excited about the Deh Cho Travel Connection and the direction it is taking. As a partner, we know you share our enthusiasm in this spectacular route linking the Mackenzie, Liard and Alaska Highways. We hope you remain a valued participant as we launch our new marketing campaign for 2008. Please find enclosed a copy of the Deh Cho Travel Connection Backgrounder, brochure, and a partner contribution request.

The Deh Cho will be at the 2007 Hello North Tourism Rendezvous in Fort St. John. We invite our British Columbia partners to look for our booth or come to our session at 2:00 pm on September 19. We also welcome and encourage everyone's involvement at our annual fall meeting. We will contact you with a date and location shortly.

If you have any questions or want more information, do not hesitate to contact Jennifer Bisley at (780) 624-6274 or Tom Colosimo at (867) 875-5566.

Regards,

Jennifer Bisley, Co-lead  
Northern Alberta Development Council  
(780) 624-6274

Tom Colosimo, Co-lead  
NWT Industry, Tourism and Investment  
(867) 875-5566





# Deh Cho Travel Connection

## Connect with...

### The Mackenzie Highway

The Mackenzie Highway is a scenic touring route linking the Mackenzie, Liard and Alaska Highways through Northern Alberta, the Northwest Territories and Northern British Columbia.

### The Liard Highway

The Liard Highway is a scenic touring route linking the Mackenzie, Liard and Alaska Highways through Northern Alberta, the Northwest Territories and Northern British Columbia.

### The Alaska Highway

The Alaska Highway is a scenic touring route linking the Mackenzie, Liard and Alaska Highways through Northern Alberta, the Northwest Territories and Northern British Columbia.

## What is the Deh Cho Travel Connection?

### A destination:

The Deh Cho Travel Connection is a scenic touring route linking the Mackenzie, Liard and Alaska Highways through Northern Alberta, the Northwest Territories and Northern British Columbia.

### A collaborative marketing effort:

The Deh Cho Travel Connection is a group of communities and regional, provincial and territorial tourism organizations, working together to market the destination.

The success and strength of the Deh Cho Travel Connection lies in the commitment, and expertise of this diverse group, and the lure of northern nature, culture, heritage, hospitality and the unique experiences of the driveable wilderness.

## What are we selling?

### *The driveable wilderness where the drive is the experience.*

The Deh Cho Travel Connection is a way to draw tourist traffic to the region and the communities along the loop where local visitor information centres and tourism operators can encourage longer stays and sell tourists on more things to do.

To date, we have promoted:

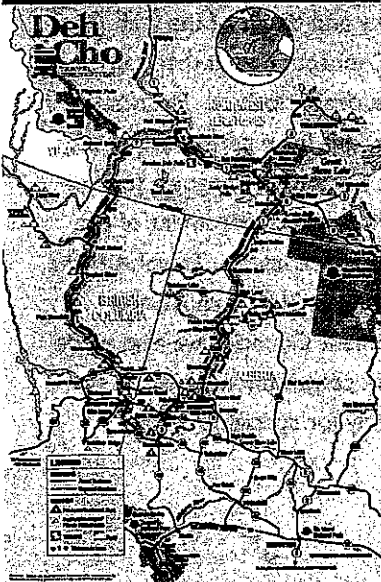
**Activities and wildlife:** A range of recreational, nature-based, historical and cultural opportunities including golf, fishing, hiking, canoeing, wildlife viewing, photography and experiencing local history and culture.

**'Menu' of side trips:** Unique experiences off the main highways.

## Who travels the Deh Cho Travel Connection?

Our primary market is the touring market—nature-lovers who want to get off the beaten path, who are independent and have freedom in their schedule and an inclination to explore. They may be new or experienced Alaska Highway travellers who view the Deh Cho Travel Connection as an alternative or add-on to that route. Typically, this tourist travels in a recreation vehicle (RV).

The Deh Cho Travel Connection is also sold as a fly/drive SUV experience and we are actively promoting the route to other international FIT (free and independent traveller) markets and caravan tour groups.



## A Brief History

The Deh Cho Travel Connection began in 1991 when individuals in Hay River and High Level decided to revive a joint promotional effort that had been tried sporadically in the past. As a clear leader in tourism marketing, the Northwest Territories was a strong partner actively looking for new hooks and means to market the region. The Deh Cho loop provided that hook. For others around the route who lacked the financial means to undertake such effort on their own, the value of riding those coattails was obvious.

## Organizational Overview

**Purpose:** To raise awareness of and to actively sell the Deh Cho Travel Connection circle tour as a viable northern tourism option.

### Structure:

A fluid team of stakeholders involved in tourism and/or economic development around the loop, works largely off the

Northwest Alberta, with a less developed tourism sector, and northeast British Columbia, with strong Alaska Highway traffic but looking for new angles to promote itself, both saw the benefit from any increase in traffic headed to the Northwest Territories from the flow-through traffic itself and from the opportunity of promoting side trips throughout their regions.

A partnership was launched to undertake a joint promotional effort

side of their desks through an informal committee to share tasks. In the interests of focusing our resources into marketing, we have not become an incorporated society, thus avoiding the administrative obligations that accompany that process and structure. This met with the approval of all partners at the local and provincial/territorial levels since the financial and administrative functions of the organization are in the hands of provincially accountable bodies.

An administrative committee and marketing committee, with a few key partners on each, provide the structure to support and implement the activities of the group. The group as a whole meets twice a year to report back, discuss issues, plan activities and spread work around. The marketing committee meets annually to develop and implement the marketing plan. The rest of the work is pulled together via telephone and email.

*The Deh Cho Travel Connection sells the experience at a broad level to bring traffic to the north.*

*We leave it to the tourism associations and operators to package and sell their products.*

to see what could be accomplished with some effort and little money. Over the past 15 years, the core structure and purpose of the collaborative marketing group have remained steady, but many of the faces and promotional activities have changed.

### Partners and Funding:

The group mainly consists of staff from the community-based tourism organizations, municipalities, and provincial and territorial government agencies and departments involved, and on occasion, includes local elected officials or community group volunteers. Partner organizations provide direct funding and/or in-kind contributions to the group. Some partners are more active as working members than others, which is largely dependent on their time availability and the fit of the Deh Cho Travel Connection with their current organizational priorities. Financial contributions from partners also vary with the majority of ongoing funding provided by the Government of the Northwest Territories. Travel Alberta North and the Northern Alberta Development Council have also made significant contributions in the past, particularly for special projects.

## Connect with...

### ...the land

*Pass through unbroken forest and Boreal plains, lush farmlands and stretches of fertile spruce bog, soaring mountains to the west, Precambrian Shield in the east, and magnificent wildlife that roam free.*

### ...northern people

*Visit northern communities to be introduced to a special way of life. From quiet hamlets to cosmopolitan towns, northerners welcome travelers. Discover what we mean by northern hospitality!*



## Five Year Marketing Plan (2006-2011)

*Deh Cho Travel Connection partners, their contacts, expertise and enthusiasm, are important contributions to our marketing activities.*

The Deh Cho Travel Connection has produced and circulated a range of promotional materials over the years. Early marketing tools included tabloids, passports, posters, bumper stickers, road signs, and glossy brochures intended to raise awareness of visitors already in the area. In 2001, following a strategic planning process, the focus shifted and the group decided to take a

more targeted and aggressive marketing approach to bring tourists to the region in its 2001-2005 Five-Year Marketing Plan. The results of concentrating efforts and resources on several core marketing activities was a success, an approach that has been refined and become even more focused in the 2006-2011 Five-Year Marketing Plan.

### Core Marketing Activities for 2006-2011

#### Website [www.dehchotravel.com](http://www.dehchotravel.com)

The website will be redeveloped in 2006-07 and will be the focal point of the group's marketing activities. It will serve as an interactive and key source of current information on the Deh Cho Travel Connection and as a link to activities, events and tourism attractions in our partner communities.

#### Brochure

The distinctive green and gold Deh Cho Travel Connection brochure is widely distributed at visitor information centres, domestic and international trade shows, and through international tour operators and agencies. Available in English, French and German, the brochure highlights attractions and side trips along the route and features a useful

map and distance calculator for the traveller. The English brochure is scheduled to be reprinted in 2006, 2008 and 2010 to ensure that the information is current and reflects the interests of our current partners.

#### Consumer Trade Shows

The Deh Cho attends the Quartzite RV Show in Arizona, an 8-10 day show that attracts more than 150,000 people within our primary target market, an important show to connect directly to the traveller. The Deh Cho also gets broad exposure at shared booths and information displays at consumer shows throughout Canada and the United States, including RV, adventure and outdoor shows in Florida, Houston, Dallas, Vancouver, Abbotsford, Toronto, Manitoba, Edmonton and Calgary.

#### Print Ads

The Deh Cho Travel Connection will advertise annually in *The Milepost*, an essential travel companion for northwest Canada and Alaska road travellers. *The Milepost* has widespread paid distribution and exceptional name recognition. The Deh Cho is also featured in the Northwest Territories Explorers' Map, the Northern BC Circle Tour map, and has featured in a number of editorials in tourism publications thanks to our partners' in-kind contributions.

Although the group has decided not to pay for advertising in other publications, partners have access to a series of full, half, and two quarter-page Deh Cho ads for their use in local visitor information guides or other advertising efforts and editorials.

#### Marketing materials available for partners use

Brochures-English, French, German

Vertical pull-up display banners

DCTC print advertisements

Downloadable pdf brochures and a link to the Deh Cho Travel Connection website

**Deh Cho Travel Connection Marketing Budget 2006-2011**

Activity	2006/07	2007/08	2008/09	2009/10	2010/11
Website	10,000	3,000	3,000	10,000	3,000
Brochure	19,500	1,500	21,500	1,500	21,500
Print Ads	4,500	4,500	4,500	4,500	4,500
Trade Show	5,000	5,000	5,000	5,000	5,000
Pull-up Banners		3,000		3,000	
<b>TOTAL</b>	<b>39,000</b>	<b>17,000</b>	<b>34,000</b>	<b>24,000</b>	<b>32,000</b>

## Connect with us!

Deh Cho Travel Connection  
c/o 206 Provincial Building  
9621-96 Avenue, Postal Bag 900-14  
Peace River, Alberta Canada T8S 1T4  
Phone: 780-624-6274  
Fax: 780-624-6184



The benefit of being part of the increasingly recognized Deh Cho Travel Connection "brand" is clear:

Local, national and international exposure through our marketing activities and the activities of our partners in Northern Alberta, the Northwest Territories, and Northeastern British Columbia.

## Looking ahead

### The focus of the group is marketing and will remain marketing.

However, we acknowledge the importance of product development and packaging to tourism marketing and recognize that as more tourism product develops along the route, more opportunities will arise to consider how the successful suite of Deh Cho marketing tools can help to promote your region's market-ready products.

To complement its four core marketing activities, the Deh Cho group has identified a number of potential projects to explore:

- ✓ A media kit to lure travel writers to explore the Deh Cho Travel Connection and its partner communities.
- ✓ Promotion to RV companies and caravan tour operators.
- ✓ Postcards, direct mail, display panels, and trade familiarization trips.
- ✓ Improving information available about communities, activities and attractions.

We would like to thank the following partners for their valued financial and in-kind contributions:

### ALBERTA

Mackenzie County  
MD of Northern Lights  
Town of Grimshaw  
Town of High Level  
Town of Manning  
Town of Peace River  
Grande Prairie Regional Tourism Assn  
Mighty Peace Tourist Association  
Alberta North TDR  
Northern Alberta Development Council

### BRITISH COLUMBIA

City of Fort St. John  
District of Taylor  
Northern Rockies Regional District  
Northern Rockies Alaska Highway  
Tourism Association  
Tourism Dawson Creek  
Northern British Columbia Tourism  
Association

## Get sidetracked on the Deh Cho Travel Connection ...

### ...in Alberta

Take in La Grange's Mennonite heritage, visit Fort Vermilion, one of Alberta's two oldest communities, get extreme with adventure tourism in Grande Cache, or learn about the legend of 12-Foot Davis in Peace River.

### ...in the Northwest Territories

Visit two UNESCO World Heritage Sites - Wood Buffalo National Park by way of Hay River and Fort Smith or fly into Nahanni National Park from Fort Simpson or Yellowknife.

### ...in British Columbia

Check out Muncie Lake and Land River Hot Springs west of Fort Nelson, or visit Tumbler Ridge and Hudson's Hope in BC's new "Dinosaur Country."

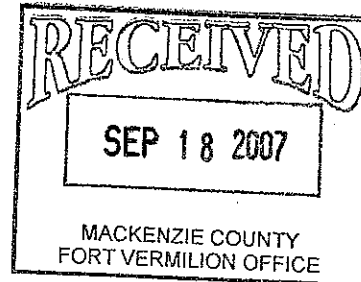
**Share your marketing and tourism product ideas with us!**

### NORTHWEST TERRITORIES

Town of Fort Smith  
Town of Hay River  
Government of the Northwest Territories  
Dept of Industry, Trade and Investment  
Headquarters  
Dehcho Region  
North Slave Region  
South Slave Region  
Northwest Territories Tourism  
Wood Buffalo National Park

September 13, 2007

Mr. Greg Newman  
ASB Chairman  
MacKenzie County  
Box 640  
Fort Vermilion, AB T0H 1N0



Dear Mr. Newman:

As part of the regulatory review process, Alberta Agriculture and Food is reviewing the *Agricultural Service Board (ASB) Act* and associated regulations. This Act provides for the establishment and operation of Agricultural Service Boards throughout the province. The intent is to provide a province-wide infrastructure for the delivery of agricultural programs and services through financial incentives and technical assistance to enable the administration of provincial acts and resulting programs at the municipal level.

Over the past few years there have been fairly substantial changes to the operation, roles and responsibilities and funding associated with ASBs governed by this legislation. There has also been an increased use of authority by municipalities for taking land under supervision or reclamation which is also under the jurisdiction of the *ASB Act*. Therefore the review of the Act is intended to ensure that the legislation is aligned with the responsibilities of the ASBs governed by the *ASB Act* and provide municipalities with the necessary tools to carry out these responsibilities.

To initiate the stakeholder consultation process, I have included the direct URL for the *ASB Act* for you to download and print at your convenience ([http://www1.agric.gov.ab.ca/\\$Department/deptdocs.nsf/all/acts6009](http://www1.agric.gov.ab.ca/$Department/deptdocs.nsf/all/acts6009)). Please review the Act and send me your initial comments, thoughts and/or any proposed changes or amendments.

Also as part of the stakeholder consultation process I will be providing an opportunity at each of the regional ASB conferences to discuss the function of the *ASB Act* and any issues or concerns. The Regional ASB Conference schedule is as follows:

- South Region, Medicine Hat – November 2, 2007
- Peace Region, High Prairie – November 6, 2007
- Central Region, Bashaw – November 7, 2007
- North East Region, Beaver County – November 8, 2007
- North West Region, Flatbush – November 15, 2007

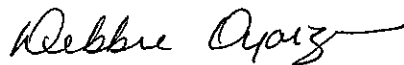
...../2

Input will be compiled throughout the process and presented as a draft document for further discussion at the Provincial ASB Conference being held in January 2008. Deadline for submission of input on the draft document presented at the 2008 Provincial ASB Conference will be April 1, 2008. Throughout the process there will be an ongoing exchange of information in order to ensure we have captured the intent of the stakeholders.

I have attached the intended schedule for the legislative review of the *Agricultural Service Board Act*. Your input throughout the process will be extremely important as municipalities, ASB members and staff are the key stakeholders for the *ASB Act*.

If you have any questions or concerns about the review process do not hesitate to contact me at 780-415-9930, toll-free by dialing 310-0000 or by email at [debbie.oyarzun@gov.ab.ca](mailto:debbie.oyarzun@gov.ab.ca).

Sincerely,



Debbie Oyarzun, M.Sc., P.Ag.  
Supervisor, Agricultural Service Board Program

## Schedule – Legislative Review of the *Agricultural Service Board Act*

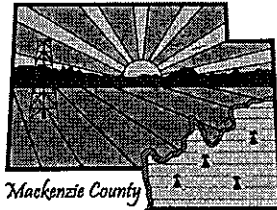
Timeline	Activities
September – October, 2007	<ul style="list-style-type: none"> <li>▪ Stakeholders review <i>ASB Act</i> and provide initial comments to Alberta Agriculture and Food (AF) and/or prepare to discuss at Regional ASB conferences.</li> </ul>
November 2007	<ul style="list-style-type: none"> <li>▪ Open discussion at Regional ASB conferences on function, issues, experiences with <i>ASB Act</i>.</li> </ul>
November – December, 2007 January 2008	<ul style="list-style-type: none"> <li>▪ Submission of further comments to AF.</li> <li>▪ AF to provide content to stakeholders for review and comment.</li> </ul>
January 2008	<ul style="list-style-type: none"> <li>▪ Open discussion at Provincial ASB Conference and review of draft document (based on compilation of input from stakeholders).</li> </ul>
February – March 2008	<ul style="list-style-type: none"> <li>▪ Submission of comments to AF.</li> <li>▪ AF to provide content to stakeholders for review and comment.</li> </ul>
April 1, 2008	<ul style="list-style-type: none"> <li>▪ Deadline for submission of comments from stakeholders on initial draft.</li> </ul>
May – June, 2008	<ul style="list-style-type: none"> <li>▪ AF develops the required documents (based on compilation of input from stakeholders) for submission to legislative officer for preliminary review.</li> </ul>

### NOTES:

\* Stakeholders include all Municipalities, Counties, Special Areas and First Nations that operate an ASB, ASB members and ASB staff.

\* Opportunities to review and provide input will be ongoing throughout the legislative review process.

\* Depending on the extent of change requested to the Act, there may be further consultation beyond June 2008.



*Mackenzie County*

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

## 2007 Municipal Elections Nomination Results

### FOR IMMEDIATE RELEASE

Monday, September 17, 2007

Contact: Joulia Whittleton – Acting Returning Officer  
 927-3718

Nominations closed at 12:00 noon for the position of Councillor for Mackenzie County. The results are as follows:

Ward	Location	Name of Nominee	Nominee Status
1	Tompkins Landing/Blue Hills	Driedger, Dicky	New - Acclaimed
2	Buffalo Head/West La Crete	Neufeld, Bill	Incumbent - Acclaimed
3	La Crete	Braun, Peter F.	Incumbent - Acclaimed
4	La Crete Rural/Hwy 88 Connector	Driedger, John W.	Incumbent
4	La Crete Rural/Hwy 88 Connector	Neufeld, Jake D.	New
4	La Crete Rural/Hwy 88 Connector	Wieler, Larry	New
5	Blumenort	Froese, Edward	Incumbent - Acclaimed
6	Fort Vermilion Rural	Newman, Gregory Alan	Incumbent
6	Fort Vermilion Rural	Ostrowski, Judy	New
7	Fort Vermilion	Thompson, Jim	Incumbent
7	Fort Vermilion	Toews, Raymond	New
8	Rocky Lane	Sarapuk, Walter	Incumbent – Acclaimed
9	High Level Rural	Watson, Stuart	Incumbent – Acclaimed
10	Zama	Wardley, Lisa	Incumbent - Acclaimed

Elections for municipal Councillors will be conducted on Monday, October 15, 2007 for Ward 4, Ward 6, and Ward 7.



## GENERAL ELECTION 2007

### NOMINATIONS

#### OFFICE of MAYOR:

<u>Candidate</u>	<u>Status of Candidate</u>
MIHALY, MIKE	Incumbent
MOUSTAFA, SAM	
SCHMIDT, GEORGE	

#### OFFICE of COUNCILLORS (6 vacancies):

<u>Candidate</u>	<u>Status of Candidate</u>
BROWN, CARRIE	
CALLHOO, SUSAN	Incumbent
CHANDLER, SCOTT	
CHOMIAK, JERRY	Incumbent
FOREST, ELLIS	Incumbent
JOHNSON, GARY	
LANG, TRUDI	
LONGARD, MONICA	
McASKILE, CLARK KENT	Incumbent
McATEER, CRYSTAL	Incumbent
PELENSKY, RON	
THOMPSON, MICHAEL A.	

#### NOTE:

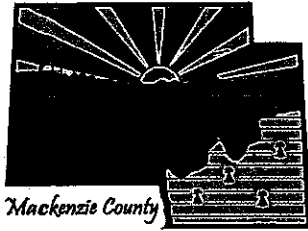
Candidates have 24 hours to withdraw their nomination pursuant to s. 32 of the Local Authorities Election Act, which is Tuesday September 18<sup>th</sup>, 2007 at 12 noon.

Dated September 17th, 2007 at 12 noon.

John Crisp  
Returning Officer







# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning and Emergency Services</b>
<b>Title:</b>	<b>Bylaw 649/07- Road Closure NW 29-106-15-W5M (Plan 042 4702) (La Crete Rural)</b>

### BACKGROUND / PROPOSAL:

At their May 9<sup>th</sup>, 2007 meeting the Municipal Planning Commission (MPC) reviewed an inquiry from residents of NW 26-106-15-W5M (Plan 042 4702) regarding a possible road closure of a portion of undeveloped road within the subdivision (see attached letters). The MPC directed the planning department to get written consent from each landowner within the subdivision for the proposed road closure.

A letter was sent to Mr. and Mrs. Peters informing them of the procedure for closing the subject portion of road, which includes a road closure bylaw. It was the intent of the planning department to send notices to the adjacent landowners after a road closure application was received. To date the planning department has not been received any response from the Peters however, Mr. Peters contacted Council members regarding the road closure and therefore a bylaw was prepared for first reading.

### OPTIONS & BENEFITS:

The road plan within this subdivision provides internal subdivision access to Lot 6, which is the most easterly lot within the subdivision. The road plan has existed since the subdivision was registered however at the time the subdivision was done the developer persuaded the subdivision authority to allow him to construct the portion of road along Lot 5. The developer was only made to construct the road up to and including the turn around on Lot 5 with the understanding that the rest of the road would be constructed at a later date and the turn around removed.

**Author:** Eva Schmidt,  
Planning Supervisor

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

*[Signature]*  
CAO

*[Signature]*

The current landowners of Lot 5 have told the Planning staff that the developer never told them of this road plan and sold them the property with the understanding that Lot 5 and 8 shared a boundary and they were never told about the existing road plan.

The current property owner applied for a yardsite development permit in March 2005. The first condition of the yardsite development permit states "prior to any new construction taking place on the subject property contact the Development Department for a Development Permit". The current property owner then proceeded to install pilings for a mobile home and moved the mobile home onto the said pilings prior to applying for a development permit. It was only when Northern Lights Gas Co-op wanted to install the gas line that the Planning department became aware of the existing mobile home and that it was located too close to the property line (road plan). The development authority approved the development permit with a 13 foot variance to allow the existing mobile home to remain in place. However if the road is ever constructed the mobile home will be 34 feet from the road.

The current property owner asked for a road closure when he found out about the road allowance and that request was considered and denied. One of the reasons being that Lot 6 is a long narrow lot and the road plan would provides access to an additional lot if the landowner ever decided to subdivide it.

The Planning department has no concerns regarding the requested road closure as long as all parties are aware that doing this will restrict any future subdivision of Lot 6.

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

**RECOMMENDED ACTION:**

**MOTION 1**

That first reading be given to Bylaw 649/07 being a Road Closure Bylaw for the closure of that portion of internal subdivision road of Plan 042 4702 lying adjacent to and south of Lot 7, Block 1, Plan 042 4702, adjacent to and north of Lot 5, Block 1, Plan 042 4702 and within and west of Lot 6, Block 1, Plan 042 4702, and that written consent be received from all the adjacent landowners indicating that they are in favor of the closure of the subject road. Further, that the applicant shall be responsible for all costs associated with the road closure, land purchase, and consolidation of the parcels.

Author: Eva Schmidt,  
Planning Supervisor

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

*for*  
CAO

*for*

**BYLAW NO. 649/07**

**BEING A BYLAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING A PORTION OF AN  
INTERNAL SUBDIVISION ROAD ALLOWANCE  
IN ACCORDANCE WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL  
GOVERNMENT ACT, CHAPTER M-26,  
REVISED STATUTES OF ALBERTA 2000.**

**WHEREAS**, Council of Mackenzie County has determined that the road allowance as outlined on Schedule A attached hereto, be subject to a road closure, and

**WHEREAS**, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County does hereby close and sell the road allowance described as follows, subject to the rights of access granted by other legislation or regulations:

1. Meridian 5 Range 15 Township 106  
All that portion of Internal Subdivision Road Allowance  
Adjacent to the north boundary of Plan 042 4702, Block 1, Lot 5,  
east of the westerly bulb within the subdivision road and continuing  
east to the easterly bulb within the subdivision road  
containing \_\_\_\_\_ hectares (\_\_\_\_\_ acres) more or less.  
Excepting thereout all mines and minerals.

First reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

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

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

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

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

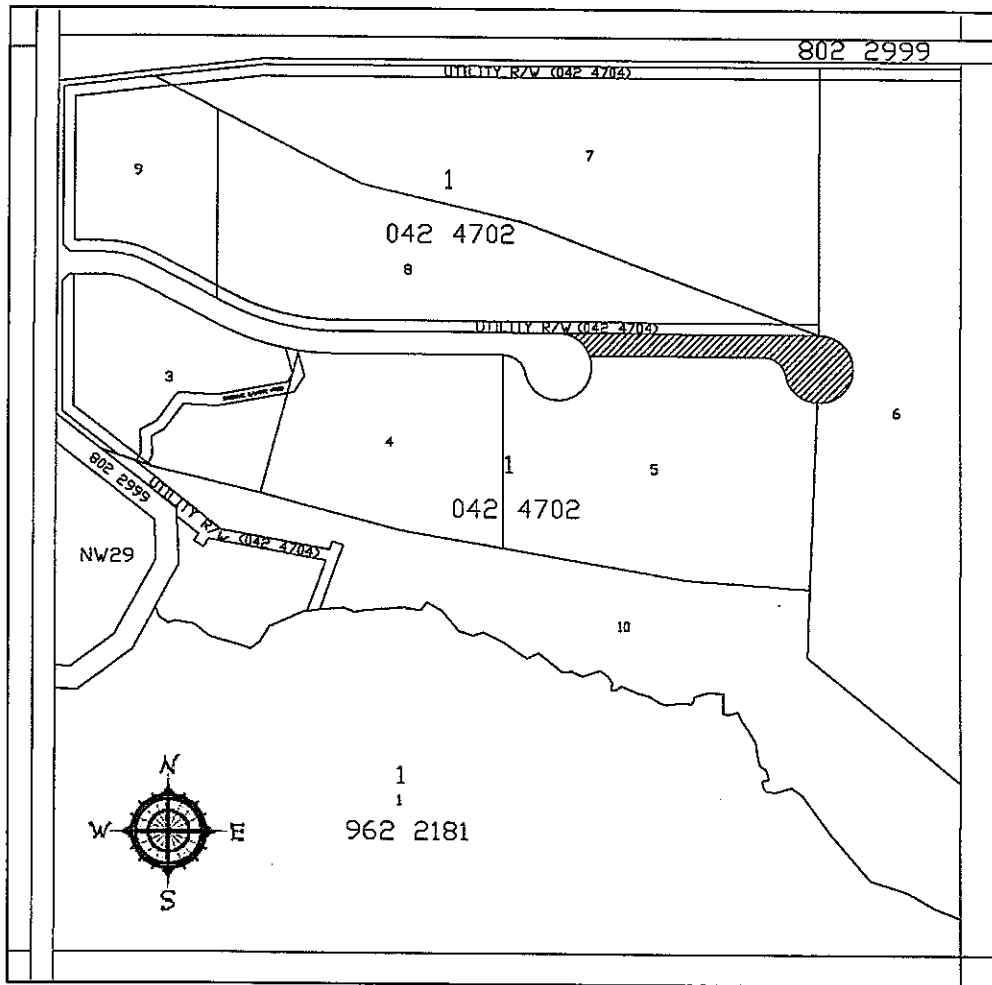
\_\_\_\_\_  
Carol Gabriel, Executive Assistant

BYLAW No. 649/07

SCHEDULE "A"

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

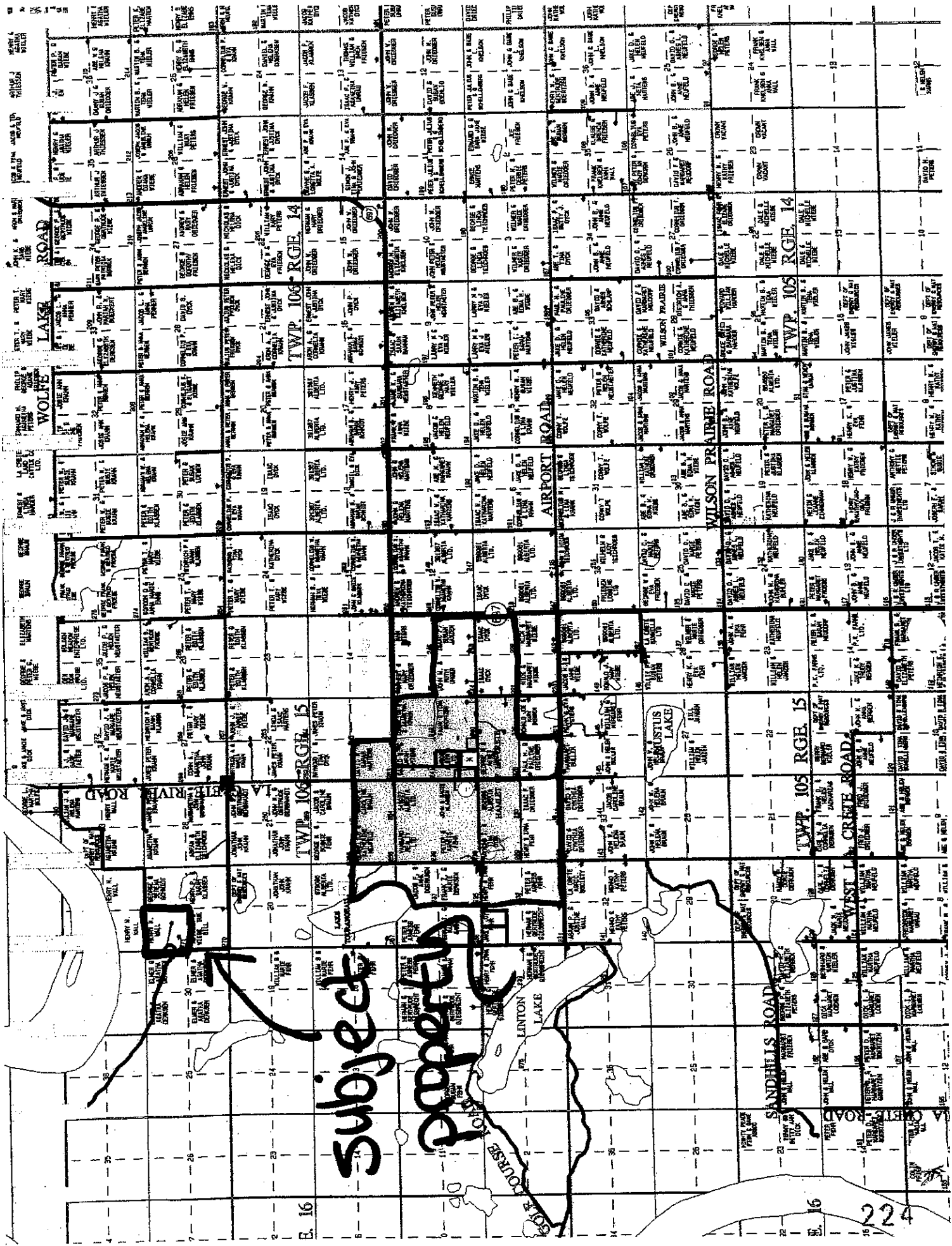
All that portion of Internal Subdivision Road Allowance adjacent to the north boundary of Plan 042 4702, Block 1, Lot 5, east of the westerly bulb within the subdivision road and continuing east to the easterly bulb within the subdivision road be subject to a road closure.



Bill Neufeld, Reeve

Carol Gabriel, Executive Assistant

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007.



**Subject Property**

TWP. 106 RGE. 14

TWP. 105 RGE. 14

TWP. 105 RGE. 15

E. 16

E. 16

224

Simon Peters  
Box 1728  
La Crete, AB  
T0H 2H0

MD of Machenzie #23

This letter is concerning the cancelation of a road allowance along Simon Peters' land. Now standing is a road with a bulb at the end, ending on the north west corner of Simon Peters' acerage. The road allowance then extends further from the bulb, to the north east corner. We hereby consent and agree that this road allowance be cancelled, so that the road now standing is the end of this road.

Signed: John Bucklet Date March 16/07

Signed: Elizabeth Bucklet Date March 16/07

Simon Peters  
Box 1728  
La Crete, AB  
T0H 2H0

MD of Machenzie #23

This letter is concerning the cancelation of a road allowance along Simon Peters' land. Now standing is a road with a bulb at the end, ending on the north west corner of Simon Peters' acerage. The road allowance then extends further from the bulb, to the north east corner. We hereby consent and agree that this road allowance be cancelled, so that the road now standing is the end of this road.

Signed: Gephard Krahn      Gerhard Krahn

Signed: Anna Krahn      Anna Krahn




Simon Peters  
Box 1728  
La Crete, AB  
T0H 2H0

MD of Machenzie #23

This letter is concerning the cancelation of a road allowance along Simon Peters' land. Now standing is a road with a bulb at the end, ending on the north west corner of Simon Peters' acerage. The road allowance then extends further from the bulb, to the north east corner. We hereby consent and agree that this road allowance be cancelled, so that the road now standing is the end of this road.

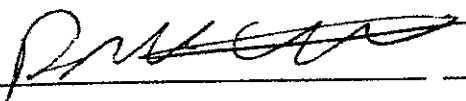
Signed:  \_\_\_\_\_ Johnny Neufeld

Signed:  \_\_\_\_\_ Elizabeth Neufeld

Simon Peters  
Box 1728  
La Crete, AB  
T0H 2H0

MD of Machenzie #23

This letter is concerning the cancelation of a road allowance along Simon Peters' land. Now standing is a road with a bulb at the end, ending on the north west corner of Simon Peters' acerage. The road allowance then extends further from the bulb, to the north east corner. We hereby consent and agree that this road allowance be cancelled, so that the road now standing is the end of this road.

Signed:  Bill Hiebert

Signed: Martha Hiebert Martha Hiebert

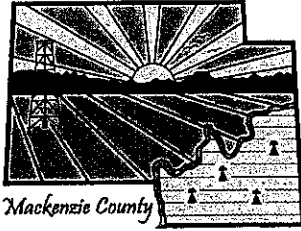
Simon Peters  
Box 1728  
La Crete, AB  
T0H 2H0

MD of Machenzie #23

This letter is concerning the cancelation of a road allowance along Simon Peters' land. Now standing is a road with a bulb at the end, ending on the north west corner of Simon Peters' acerage. The road allowance then extends further from the bulb, to the north east corner. We hereby consent and agree that this road allowance be cancelled, so that the road now standing is the end of this road.

Signed: Kevin Wiebe Kevin Wiebe

Signed: Mary Wiebe Mary Wiebe



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

September 19, 2007

File No. 48-SUB-07

1021538 Alberta Ltd.  
Box 1798  
High Level AB T0H 1Z0

Dear Sir/Madame

**Subdivision Decision on NW 17-109-19-W5M**

Your application for subdivision has been APPROVED subject to the conditions set out on the attached Decision Form.

If any of these conditions are unacceptable to you, you may file an appeal to Mackenzie County Subdivision and Development Appeal Board. This appeal must be filed within 14 days of the receipt of this letter. The date of receipt is deemed to be 5 days from the date of this letter. The appeal, along with a \$250 fee, must be submitted to:

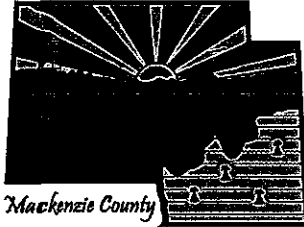
Secretary, Mackenzie County  
Subdivision and Development Appeal Board  
P.O. Box 640  
FORT VERMILION AB T0H 1N0

If you are satisfied with the above decision, you may proceed to comply with the attached conditions prior to getting your subdivision registered at the Land Titles Office. The approval is valid for 1 year only; therefore, prior to **September 19, 2008**, you should prepare and submit to this office a plan suitable for registering for final endorsement. Prior to proceeding with your subdivision, please contact Liane Lambert at (780)-927-3718 to review the subdivision procedure.

Yours truly,

Paul Driedger, Director  
Planning and Emergency Services

Pc: Telus  
ATCO Electric  
Northern Lights Gas Co-op  
Maltais Geomatics Inc.



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning and Emergency Services</b>
<b>Title:</b>	<b>Bylaw 650/07- Honorariums and Related Expenses For Councillors and Approved Committee Members</b>

### BACKGROUND / PROPOSAL:

The existing Bylaw 604/06 does not address honorariums paid to approved committee members for attending more than one meeting a day.

### OPTIONS & BENEFITS:

On Tuesday, September 18<sup>th</sup>, the MPC members attended their regular MPC meeting in Fort Vermilion in the afternoon and most of them also attended the Open House for the review of the County's Municipal Development Plan and Land Use Bylaw.

Proposed Bylaw 650/07 is an amendment to Bylaw 604/06 to add the following sentence to clause 3:

"When two or more meetings are attended in one day, a total of \$225 (1.5 per diems) shall be paid."

### COSTS & SOURCE OF FUNDING:

N/A

*table to org mtg*

**Author:** Eva Schmidt, Planning Supervisor

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

*for*  
CAO

*[Signature]*

**RECOMMENDED ACTION:**

**MOTION 1**

That first reading be given to Bylaw 650/07 being a bylaw to provide for honourariums and related expense reimbursement for councillors and approved committee members.

**MOTION 2**

That second reading be given to Bylaw 650/07 being a bylaw to provide for honourariums and related expense reimbursement for councillors and approved committee members.

**MOTION 3**

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

**MOTION 4**

That third reading be given to Bylaw 650/07 being a bylaw to provide for honourariums and related expense reimbursement for councillors and approved committee members.

**MOTION 5**

That Municipal Planning Commission members at large be reimbursed in accordance with Bylaw 650/07 for attending the Open House on September 18<sup>th</sup>, 2007.

Author: Eva Schmidt,  
Planning Supervisor

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

for  
CAO



**BYLAW NO. 650/07**

**BEING A BY-LAW OF THE  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

**TO PROVIDE FOR HONORARIUMS AND RELATED EXPENSE  
REIMBURSEMENT FOR COUNCILLORS  
AND  
APPROVED COMMITTEE MEMBERS**

**WHEREAS**, the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 1994, hereinafter referred to as the "M.G.A." provides for decisions of council to be made by resolution or bylaw, and

**WHEREAS**, the council is desirous of establishing compensation of Councillors and approved committee members for their meeting time and their out of pocket expenses while on official municipal business,

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

**Honorariums**

1. Monthly honorariums shall be paid to each Councillor for their time spent conducting the business of the municipality as follows:  
  
Reeve - \$900 per month  
Councillor - \$600 per month
2. Councillors in attendance at council meetings, approved council committee meetings, seminars and conventions shall be paid \$200.00 per day plus mileage and meal allowance, where applicable. When two or more meetings are attended in one day, a total of \$300 (1.5 per diems) shall be paid.
3. Members-at-large appointed to approved council committees shall be paid \$150.00 per day when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable. **When two or more meetings are attended in one day, a total of \$225 (1.5 per diems) shall be paid.**
4. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable. Councillors driving to a

seminar/convention shall be paid \$200.00 for one travel day there and one travel day back. Only one per diem per day shall be allowed.

5. A monthly communication allowance shall be paid
  - (a) equal to the actual cost of internet access, and
  - (b) a computer allowance of \$50, and
  - (c) a telephone allowance of \$60.

### **Transportation Expenses**

6. Mileage shall be paid at the current non-taxable rate (as allowed by Revenue Canada) for each kilometer travelled by each Councillor and member-at-large who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or member-at-large to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.
7. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt

### **Reimbursement for Accommodations and Meals**

8. Where a Councillor or committee member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status
  - (a) Either
    - (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or
    - (ii) an allowance of \$50.00 per night
  - (b) in respect of each breakfast, lunch, or dinner, either
    - (i) reimbursement of the cost of the meal, excluding alcoholic beverages, and of an amount equal to the



- (ii) amount of the gratuity paid on the meal to a maximum of 15% of the cost of the meal as shown on the receipt, or the appropriate meal allowance, without receipt, as follows:

breakfast - \$15 including GST  
(if time of departure is prior to 7:30 a.m.)

lunch - \$15 including GST  
(if time of return is after 1:00 p.m.)

dinner - \$25.00 including GST  
(if time of return is after 6:30 p.m.)

9. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
10. A Councillor and committee member may claim
- (a) an allowance of \$5.00 for personal expenses for each full 24-hour period on travel status.
  - (b) reasonable telephone expenses on Municipal District business.

### **Benefits**

11. A group benefits package shall be made available to each Councillor; should the Councillor choose to opt in the benefits shall be paid for entirely by the Councillor.

### **Signing Authority**

12. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:
- (a) Councillors have attended Council meetings in person or by teleconference (up to a maximum of three teleconferences per year).
  - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.

(c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.

13. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall forward the claim to the Reeve for final decision.
14. Council members will supply their expense claims and honorariums within 60 days after the incurrence of the expenditure. After this time, the expense claims will not be paid, unless there are special circumstances.
15. Council members will submit their December expense claim and honorarium by January 31 of the following year in order to expedite the closing of the year-end accounts.
16. No expenses other than those listed in this bylaw may be claimed.
17. This bylaw shall come into effect the day that it is passed and rescind Bylaw 559/06 and all amendments made thereto.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

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

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

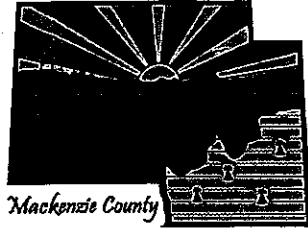
\_\_\_\_\_  
Bill Neufeld, Reeve

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

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Bill Neufeld, Reeve

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



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning and Emergency Services</b>
<b>Title:</b>	<b>Municipal Improvements in North Country Acres (Frank Goertzen Subdivision) and Sidewalk along 94<sup>th</sup> Avenue</b>

### BACKGROUND / PROPOSAL:

At the June 20<sup>th</sup> MPC meeting, a couple of residents from the North Country Acres subdivision in La Crete attended to discuss the proposed industrial development on the adjacent quarter section. They also discussed the need for street lighting and pavement within the subdivision as well as a sidewalk along 94<sup>th</sup> Avenue from the entrance to the subdivision west to 100<sup>th</sup> Street.

### OPTIONS & BENEFITS:

At the time of this subdivision was constructed the Municipal Urban Development Standards did not require paved roads or street lights for Hamlet Country Residential subdivisions. The current standards, which would apply to any new subdivisions, require cold mix roads and street lights with overhead power.

Both the Frank Goertzen subdivision on the north side of 94<sup>th</sup> Avenue and Isaac Dyck subdivision on the south side of 94<sup>th</sup> Avenue are residential subdivisions and many children within these subdivisions walk or bike to school. Due to the lack of a sidewalk along 94<sup>th</sup> Avenue, east of 100<sup>th</sup> Street, the children are walking or biking on the road which has been designated as truck route. Members of the public have expressed safety concerns regarding this matter.

The dust control concern could be alleviated by the application of cold mix or pavement to the roads within the subdivision. The cost of the pavement and the installation of

**Author:** Eva Schmidt,  
Planning Supervisor

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

street lights could be completed as a local improvement and then charged back to the landowners in the form of frontage.

The sidewalk along 94<sup>th</sup> Avenue should be constructed by the County as this is a safety concern.

**COSTS & SOURCE OF FUNDING:**

Subdivision improvements and a sidewalk along 94<sup>th</sup> Avenue are not currently included in the County's budget. Current policy FIN018 states that a 100% frontage assessment will be assessed to the landowners for projects initiated by the landowners. No petition has been received from the residents in this subdivision.

**RECOMMENDED ACTION:**

**MOTION 1**

That Administration provide rules of petition to the residents of the North Country Acres subdivision.

**MOTION 2**

That the sidewalk issue along 94<sup>th</sup> Avenue be referred to budget deliberations and be discussed during the October 2<sup>nd</sup>, 2007 road tour.

Author: Eva Schmidt,  
Planning Supervisor

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

*for*  
CAO *[Signature]*

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Urban Development Standards</b>	<b>Policy No:</b>	<b>DEV001</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 5</b>
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### **Purpose**

Establish urban development standards to ensure consistent development is maintained within the hamlets of the M.D. of Mackenzie.

### **Policy Statement**

The M.D. of Mackenzie and developers have a shared responsibility for defining and addressing the existing and future needs of the community by creating development policies consistent with community objectives. These policies should be applied equitably and fairly to all within that community. All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit. Municipal funded projects tend to encourage development while maintaining affordable lot prices.

### **Guidelines**

- 1 M.D. of Mackenzie will:
  - a) adopt development standard requirements for individual urban zoning as indicated in this policy.
  - b) determine who is responsible for installation of the infrastructure as indicated in this policy.
  - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy.
  - d) pay for the difference in costs when requiring the Developer to oversize the water or sewer mains.
  - e) pay for the difference in costs when requiring the Developer to construct main arterial roads (proportionate to a standard road).
  - f) at the request of the developer, pay for selected improvements via a 100% local improvement levied against the property owner over a 10 year period.
  - g) pay for the storm sewer trunk main.
  
- 2 The developer will be responsible for all costs except where otherwise indicated in this policy.

## Funding

- 1 Costs under \$100,000 accumulated throughout the year will be funded out of the General Capital Reserve, provided there is adequate funds in the reserve.
- 3 Costs exceeding \$100,000 accumulated throughout the year will be either out of the General Capital Reserve or funded through debentures at year-end and amortized over a 10 year period, provided that the M.D. has the ability to borrow these funds pursuant to the MGA.
- 4 Costs of all storm sewer collection facilities within subdivisions.
- 5 Developers shall notify the Municipal District of Mackenzie by October 31 annually of any subdivisions that will require local improvement plans in the following year. The developer shall be responsible for all local improvement charges unless a local improvement bylaw has been passed.

## Urban Development Standards

The following chart indicates the minimum standards on new development.

ZONING	Curb & Gutter	Sidewalk	Under Ground Power	St. Lights (under ground pwr)	Cold mix Roads	St. Lights (OH pwr)	Paved Roads	Storm Sewer Internal	Storm Sewer Trunk Main
MHP				√			√	√	MD
MHS	√*	√*		√			√	√	MD
HCR					√	√		√	MD
All other Residential	√*	√*	√	√			√	√	MD
Commercial	√*	√*	√	√			√	√	MD
Industrial						√			MD

## Definitions

(√) – means the requirement.

(\*) – means Local Improvement.

(MD) – means M.D. of Mackenzie

Zoning – As per the Land Use Bylaw

Storm Sewer Trunk Main – means storm sewer that benefits either present or future development areas as determined by the M.D.

Storm Sewer Internal – means storm sewer that only benefits the subdivision within the development agreement.

Storm Sewer Collection System – can include ditches, ponds and underground piping.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>June 18, 2002</b>	<b>02-460</b>
<b>Amended</b>	<b>Jan 13, 2004</b>	<b>04-009</b>
<b>Amended</b>	<b>June 23, 2004</b>	
<b>Amended</b>	<b>May 10, 2005</b>	<b>05-255</b>
<b>Amended</b>	<b>Dec 13, 2005</b>	<b>05-674</b>





## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Frontage for curb, gutter, pavement and sidewalks.</b>	<b>Policy No:</b>	<b>FIN018</b>
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### **Purpose**

To provide for the implementation of frontage to be assessed in all areas for the installation of road improvements such as curb, gutter, pavement and sidewalks. Frontage will be assessed in accordance with Division 7, Local Improvement Tax, of the Municipal Government Act.

### **Definitions**

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

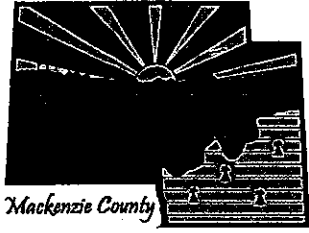
**Frontage** shall mean the side of the property that the Municipal District of Mackenzie has assigned the address of the property.

### **Policy Statement and Guidelines**

The Municipal District of Mackenzie No. 23 recognizes the need for a Local Improvement Tax to be charged for the upgrading of roads and streets in the residential, institutional, industrial and commercial areas within the hamlets. This Tax is needed to supplement the annual budget approvals so that all needed improvements can be made in a timely manner. The percentage of assessment assigned to frontage is to be the specified percentage of the total project costs defined below. These assessment costs will then be evenly distributed amongst the frontage as provided in the Municipal Government Act. The following frontage assessments are to be used:

- 1) A 30% frontage assessment will be assessed to the landowners for projects initiated by the Municipal District of Mackenzie No. 23. This will be charged in accordance with the Municipal Government Act.
- 2) A 100% frontage assessment will be assessed to the landowners for projects initiated by petition to the Municipal District of Mackenzie No. 23.
- 3) Improvements are defined as a structural enhancement such as ditch to curb and gutter, and no sidewalk to sidewalk.
- 4) Frontage for odd shaped or corner lots will be assessed on the average between the front and rear property lines.

	Date	Resolution Number
Approved	June 19, 2001	01-323
Amended	March 19, 2002	02-216
Amended	April 29, 2003	03-250
Amended	March 22, 2005	05-151
Amended	April 11, 2007	07-345



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning and Emergency Services</b>
<b>Title:</b>	<b>Encroachments</b>

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

*[Signature]*  
CAO

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:**

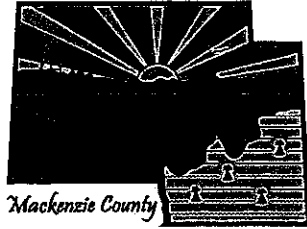
**MOTION**

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 



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning and Emergency Services</b>
<b>Title:</b>	<b>Town of High Level Referrals Plan 8323083, Block 5, Lot 12 &amp; 13 (High Level)</b>

### BACKGROUND / PROPOSAL:

Administration received a referral from the Town of High Level for a proposed subdivision application from Henry, Susan and Kevin Giesbrecht. This subdivision application is to reduce the size of lot 13 and add half of it to lot 12. Both lots are zoned as General Industrial (GI) and will remain as General Industrial (GI).

### OPTIONS & BENEFITS:

The Planning department has no objection to this development.

### COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

### RECOMMENDED ACTION:

That Mackenzie County has no concerns for Subdivision application S07-009 on Plan 8323083, Block 5, Lot 12 & 13 within the Town of High Level in the name of Henry, Susan and Kevin Giesbrecht, to enlarge lot 12 and reduce lot 13 in size.

**Author:** Eva Schmidt,  
Planning Supervisor

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

*for*  
CAO *[Signature]*





10511 – 103 Street  
High Level, Alberta  
T0H 1Z0  
Tel: (780) 926-2201  
Fax: (780) 926-2899  
E-mail: swiley@highlevel.ca

## Town of High Level

### Referral Agency Notice of Subdivision

Planning Department

File #: **S07-009**

Mackenzie County  
Box 1690  
LaCrete, AB  
T0H 2H0

**Re: Proposed Subdivision – Lot 12&13, Block 5, Plan 832 3083**

Attached is a copy of a subdivision application form and sketch proposing to subdivide the above described land. We request that you submit comments and any supporting information in response to the subdivision application. Unless we have heard from you by September 26, 2007 we will process this application as though you have no objections.

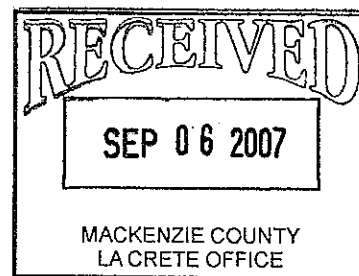
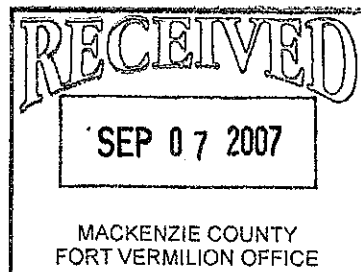
Please forward a copy/copies to other departments in your agency as you consider necessary.

Should you require further information, please contact the undersigned.

Sincerely,

Simone Wiley  
Development Officer  
Town of High Level

/sw  
attachment



*HIGH LEVEL... at the crossroads of northern opportunity  
...where the future of Alberta begins.*



DEVELOPMENT SERVICES  
 10803A - 96 Street, High Level, Alberta, T0H 1Z0  
 PH: 780-926-8825 FAX: 780-926-8847

SCHEDULE  
 FORM 1  
 APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY

Date of receipt of Completed Form:

File No.

Fee Submitted

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNERS BEHALF.

1. Name of registered owner of land to be subdivided:

Address and phone no:

Henry, Susan, and Kevin Giesbrecht

Box 1263 High Level, Alberta (780) 926-8878

2. Name of agent (person authorized to act on behalf of the registered owner)

Address and phone no:

Mark Bakalar (Barlow Surveying Inc.)

Box 190 La Crete, Alberta (780) 928-4890

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/part of the NW  $\frac{1}{4}$  Sec 33 twp. 109 range 19 west of 5 meridian. Being all/part of  
 Lots 12 and 13 Block 5 Reg Plan no. 832 3083 C.O.T. no. \_\_\_\_\_ Area of the above parcel of land to be  
 Subdivided 0.796 hectares \_\_\_\_\_ acres.

Municipal address if applicable \_\_\_\_\_

4. LOCATION OF LAND TO BE SUBDIVIDED

- a. The land is situated in the municipality of Town of High Level
- b. Is the land situated immediately adjacent to the municipal boundary? Yes \_\_\_\_\_ No X  
 if yes the adjoining municipality is \_\_\_\_\_
- c. Is the land situated within 0.8 kilometers (0.5 miles) of the right of way of a highway? Yes \_\_\_\_\_ No X  
 if yes the Highway No. is \_\_\_\_\_, the Secondary Road No. is \_\_\_\_\_
- d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal?  
 Yes \_\_\_\_\_ No X If yes state its name \_\_\_\_\_
- e. Is the proposed parcel within 1.5 kilometers (0.932 miles) of a sour gas facility? Yes \_\_\_\_\_ No X

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- a. Existing use of the land: General Industrial
- b. Proposed use of the land: General Industrial
- c. The designated use of the land as classified under a land use bylaw: G1

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPLICABLE)

- a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) Flat
- b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc. - sloughs, creeks etc.)  
None
- c. Describe the type of soil on the land (sandy, loam, clay, etc.) Gravel

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved See Tentative Plan

8. WATER AND SEWER SERVICES

Is the proposed subdivision to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal No

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I, Mark Bakalar hereby

Certify that: \_\_\_\_\_ I am the registered owner, or  
X I am the agent authorized to act on behalf of the registered owner

And that the information given on this form is full and complete and is to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Address Box 190 La Crete, AB

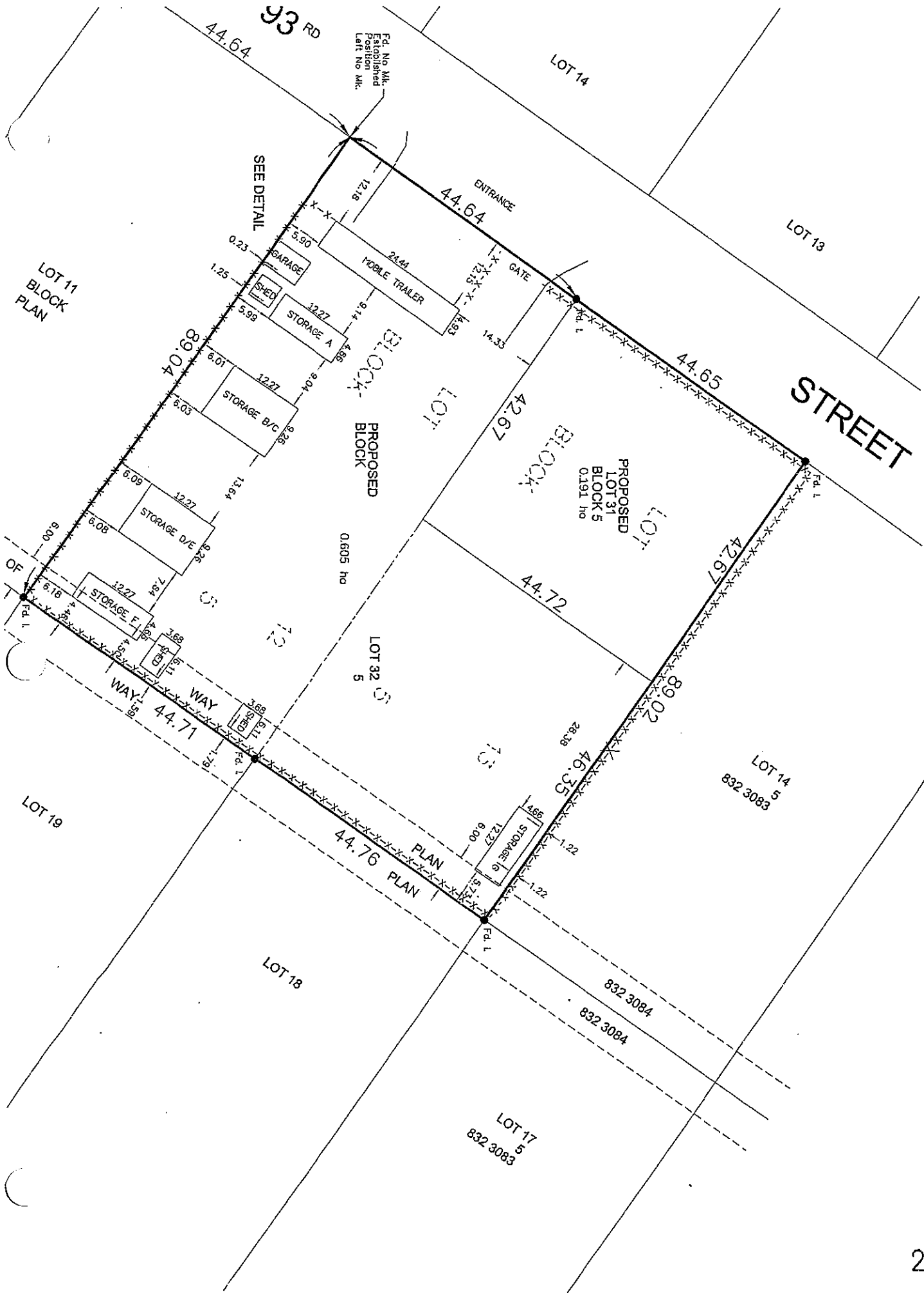
Signed \_\_\_\_\_

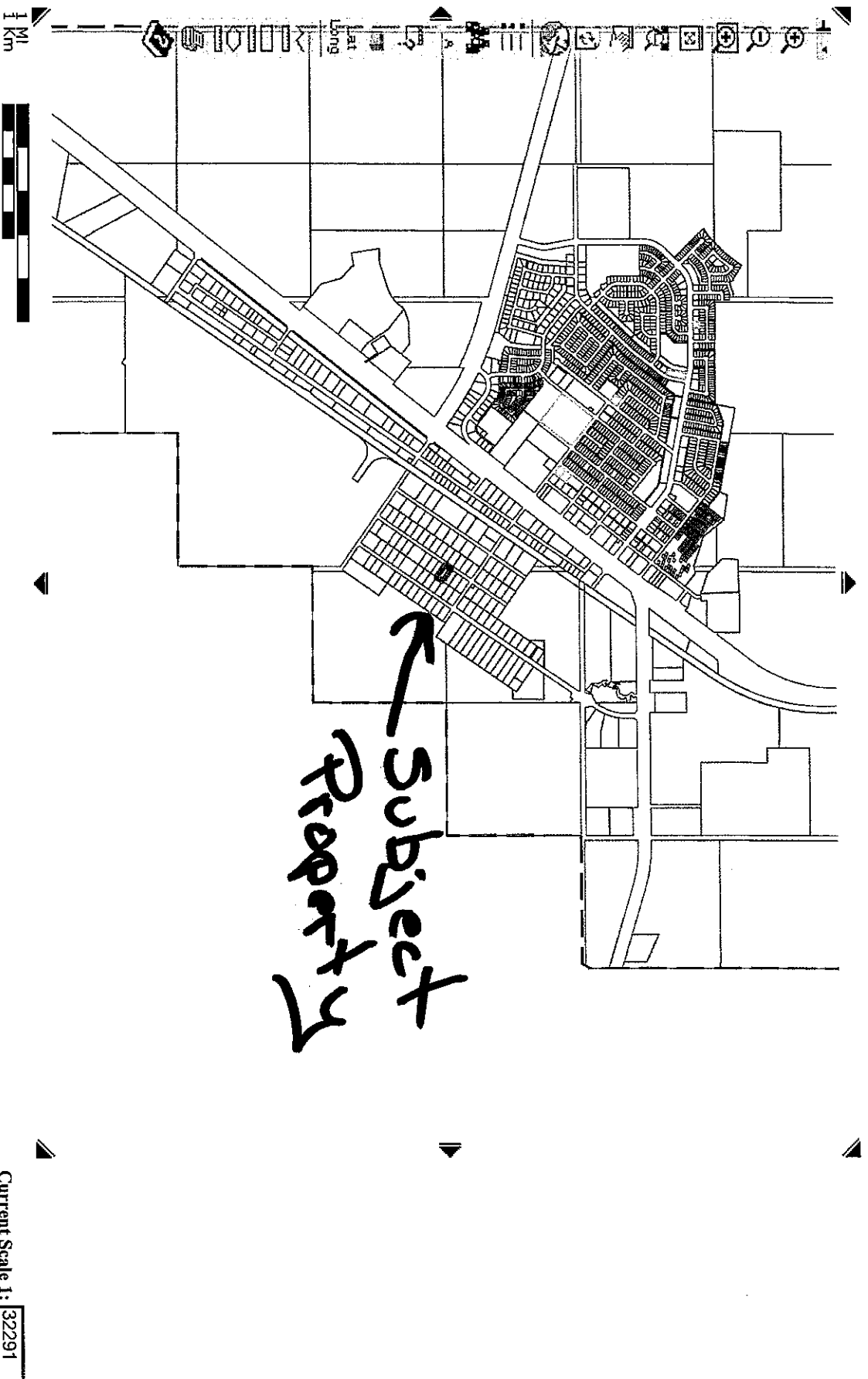
250

Phone No. (780) 928-4890

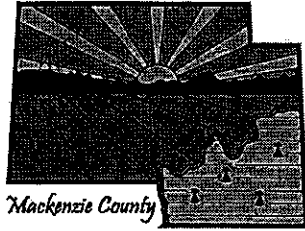
Date August 29, 2007







Current Scale 1: 32291



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger Director of Planning and Emergency Services</b>
<b>Title:</b>	<b>Mackenzie County School Zone Review</b>

**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.

*bring back*  
*per*  
*CAO*

<b>Author:</b>	R. Dyck	<b>Review Date:</b>	
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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.

ALBERTA TRANSPORTATION GUIDELINES FOR SCHOOL AND PLAYGROUND ZONES AND AREA

LA CRETE PUBLIC SCHOOL  
10001-100<sup>TH</sup> STREET

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 0.2
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 0.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.5
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 0.6
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 0.6
		School side	0.6	
		Both sides	0.0	
TOTAL SCORE (sum of T,F,C,L,E and S)				39

SCHOOL ZONE RESULTS MATRIX

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

OSTLAND BUFFALO HEAD MENNONITE SCHOOL  
NE 13-106-14-W5

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 0.5
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.0
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
TOTAL SCORE (sum of T,F,C,L,E and S)				80

SCHOOL ZONE RESULTS MATRIX

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

ALBERTA TRANSPORTATION GUIDELINES FOR SCHOOL AND PLAYGROUND ZONES AND AREA

PEACE MENNONITE SCHOOL  
NE 33-105-14-W5

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.5
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
<b>TOTAL SCORE (sum of T,F,C,L,E and S)</b>				<b>95</b>

SCHOOL ZONE RESULTS MATRIX

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

**BLUE HILLS SCHOOL  
SE 1-104-18-W5**

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.0
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
<b>TOTAL SCORE (sum of T,F,C,L,E and S)</b>				<b>90</b>

**SCHOOL ZONE RESULTS MATRIX**

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE



**BUFFALO HEAD MENNONITE SCHOOL  
SE 15-104-17-W5**

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.0
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
<b>TOTAL SCORE (sum of T,F,C,L,E and S)</b>				<b>90</b>

**SCHOOL ZONE RESULTS MATRIX**

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

**BUFFALO HEAD PRAIRIE SCHOOL  
SE 23-104-15-W5**

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 0.5
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 0.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.0
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
<b>TOTAL SCORE (sum of T,F,C,L,E and S)</b>				<b>60</b>

**SCHOOL ZONE RESULTS MATRIX**

TOTAL SCORE	AREA OR ZONE?
0 – 40	Nothing
41 - 80	SCHOOL AREA
81 – 100	SCHOOL ZONE

ALBERTA TRANSPORTATION GUIDELINES FOR SCHOOL AND PLAYGROUND ZONES AND AREA

FORT VERMILION PUBLIC SCHOOL  
4401-50<sup>TH</sup> STREET

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 0.2
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.5
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
<b>TOTAL SCORE (sum of T,F,C,L,E and S)</b>				<b>63</b>

SCHOOL ZONE RESULTS MATRIX

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

HILL CREST SCHOOL  
NE 23-107-14-W5

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 0.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 0.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.0
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 0.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
TOTAL SCORE (sum of T,F,C,L,E and S)				45

SCHOOL ZONE RESULTS MATRIX

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

ALBERTA TRANSPORTATION GUIDELINES FOR SCHOOL AND PLAYGROUND ZONES AND AREA

HILLTOP CHRISTIAN SCHOOL  
NE 11-108-13-W5

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.0
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
TOTAL SCORE (sum of T,F,C,L,E and S)				90

SCHOOL ZONE RESULTS MATRIX

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

**WILSON PRAIRIE MENNONITE SCHOOL  
SW 14-105-15-W5**

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.0
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
<b>TOTAL SCORE (sum of T,F,C,L,E and S)</b>				<b>90</b>

**SCHOOL ZONE RESULTS MATRIX**

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

**WILSON PRAIRIE PRIVATE SCHOOL  
NW 17-104-17-W5**

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.0
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
<b>TOTAL SCORE (sum of T,F,C,L,E and S)</b>				<b>90</b>

**SCHOOL ZONE RESULTS MATRIX**

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

**WILSON PRAIRIE PRIVATE SCHOOL (BLUMENORT)  
SW 8-107-13-W5**

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.5
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
<b>TOTAL SCORE (sum of T,F,C,L,E and S)</b>				<b>90</b>

**SCHOOL ZONE RESULTS MATRIX**

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE



ALBERTA TRANSPORTATION GUIDELINES FOR SCHOOL AND PLAYGROUND ZONES AND AREA

ZAMA SCHOOL  
1019-ASPEN DRIVER

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 1.0
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
TOTAL SCORE (sum of T,F,C,L,E and S)				100

SCHOOL ZONE RESULTS MATRIX

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

**RIDGEVIEW SCHOOL  
10402-94<sup>TH</sup> AVENUE**

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 0.4
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.5
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 0.6
		School side	0.6	
		Both sides	0.0	
<b>TOTAL SCORE (sum of T,F,C,L,E and S)</b>				<b>69</b>

**SCHOOL ZONE RESULTS MATRIX**

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

ROCKY LANE SCHOOL  
SE 16-109-14-W5

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.5
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
TOTAL SCORE (sum of T,F,C,L,E and S)				95

SCHOOL ZONE RESULTS MATRIX

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

ROSENFELD BUFFALO HEAD MENNONITE SCHOOL  
SW 30-104-14-W5

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.0
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 1.0
		School side	0.6	
		Both sides	0.0	
<b>TOTAL SCORE (sum of T,F,C,L,E and S)</b>				<b>90</b>

SCHOOL ZONE RESULTS MATRIX

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

ALBERTA TRANSPORTATION GUIDELINES FOR SCHOOL AND PLAYGROUND ZONES AND AREA

SANDHILLS ELEMENTARY SCHOOL  
10202-94<sup>TH</sup> AVENUE

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.5
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 0.6
		School side	0.6	
		Both sides	0.0	
TOTAL SCORE (sum of T,F,C,L,E and S)				93

SCHOOL ZONE RESULTS MATRIX

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

**ST. MARY'S SCHOOL  
4611-RIVER ROAD**

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School Type	40	Elementary	1.0	T = 1.0
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
Fencing	20	Fully Traversable	1.0	F = 1.0
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road Classification	20	Local	1.0	C = 1.0
		Collector	0.5	
		Arterial / Highway	0.0	
Property Line Separation	10	Abuts Roadway	1.0	L = 0.5
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School Entrance	5	Main	1.0	E = 1.0
		Secondary	0.6	
		None	0.0	
Sidewalks	5	None or non-school side	1.0	S = 0.6
		School side	0.6	
		Both sides	0.0	
<b>TOTAL SCORE (sum of T,F,C,L,E and S)</b>				<b>93</b>

**SCHOOL ZONE RESULTS MATRIX**

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

# **GUIDELINES FOR SCHOOL AND PLAYGROUND ZONES AND AREAS**

**Date of Issue: September 2004**

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## FOREWORD

The purpose of the Guidelines for School and Playground Zones and Areas document is to promote uniformity in the establishment and the signing and marking of School and Playground Zones and Areas in Alberta.

Section 107 of the Alberta Traffic Safety Act, revised in May 2003, prescribes a maximum speed limit of 30 kilometres per hour within School and Playground Zones, in both urban and rural environments. By bylaw, a municipality may prescribe a lower maximum speed limit than that prescribed under the Act but the speed limit so prescribed shall not be lower than 20 kilometres per hour. A municipality can also set the time periods when the speed limit in School Zones is in effect. A municipality cannot modify the effective period established under the Act for Playground Zones. Traffic control devices are used to mark the beginning and end of School and Playground Zones.

The previous version of these Guidelines, entitled Signing and Marking of School Zones and Playground Zones, was published in 1988. The previous Guidelines reflect the laws and practices of the time. These Guidelines build on the principles of the previous guidelines and prescribe a set of actions that is consistent with the Traffic Safety Act and the accompanying Use of Highway and Rules of the Road Regulation. They also generally adhere to the principles of the Manual of Uniform Traffic Control Devices for Canada (MUTCDC). The revised Guidelines include:

- The recognition of both Zones and Areas, as defined in the MUTCDC;
- A systematic, objective and quantitative procedure for assessing the need for a School Zone, a Playground Zone, a School Area or a Playground Area;
- A description of specific criteria to be considered in the assessment;
- Distinct and explicit guidelines for urban and rural environments;
- Guidelines for adjacent School and Playground Zones or Areas; and
- A set of signing and pavement marking plans covering sample combinations of the above conditions.

The Guidelines reflect the current best practices and are consistent where possible with neighbouring Provinces. They will continue to evolve to reflect future best practices and any future changes in the Traffic Safety Act or the Regulations. Any feedback is welcomed and may be sent to the Director of Highway Operations, Technical Standards Branch, Alberta Transportation, 4999-98 Avenue, Edmonton, Alberta, T6B 2X3.

Moh Lali, P. Eng.  
Director, Highway Operations  
Technical Standards Branch



## ACKNOWLEDGEMENT

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**D3 SCHOOL AND PLAYGROUND ZONES AND AREAS**

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**D3**

**SCHOOL AND PLAYGROUND ZONES AND AREAS**

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TCS-D-306	Playground ZONE on Urban Road
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TCS-D-309	Playground AREA on Rural Road
TCS-D-310	Playground ZONE Through Intersection
TCS-D-311	Adjacent School and Playground Zone

## D3 SCHOOL AND PLAYGROUND ZONES AND AREAS

### D3.1 Introduction

#### D3.1.1 Background

The Alberta Traffic Safety Act states that the speed limit in School and Playground Zones throughout the province is 30 km/h. By bylaw, a municipality may prescribe a lower maximum speed limit than that prescribed under the Act but the speed limit so prescribed shall not be lower than 20 km/h. A municipality can also set the time periods when the speed limit in School Zones is in effect. A municipality cannot modify the effective period established under the Act for playground zones.

The Manual of Uniform Traffic Control Devices for Canada allows for the creation of School and Playground Areas, without reduced speed zones. The purpose of this document is to provide a set of uniform guidelines towards the establishment of and the signing and marking of School and Playground Zones and areas in both rural and urban environments. The preparation of the Guidelines included consultation with road authorities and stakeholders around the Province. Application of the Guidelines form part of a more comprehensive strategy for providing safe operations for motorists and children near schools and playgrounds, supported by the road authority, the school, the parent group and the enforcement agency.

This document prescribes guidelines for the:

- Establishment of School Zones and Areas
- Establishment of Playground Zones and Areas

- Signing and Marking of School Zones and Areas
- Signing and Marking of Playground Zones and Areas

The guidelines are intended as a tool for practitioners, including Alberta Transportation and the municipalities, municipal districts and counties within the Province.

#### D3.1.2 Reference Documents

These Guidelines are intended to support and supplement the following documents:

- Alberta Traffic Safety Act ("The Act" - May 2003)
- Rules of the Road Regulations ("The Regulations" - May 2003)
- Manual of Uniform Traffic Control Devices for Canada ("the MUTCDC" - 1998)

#### D3.1.3 Definitions

The key definitions in the Guidelines, further to the definitions in the Act, are as follows:

##### *School*

Schools are educational institutions that are attended primarily by children. This includes elementary schools, middle schools, junior high schools and high schools. No distinction is made between public and private schools.

##### *Playground*

Playgrounds are recreational facilities utilized primarily by children. This includes outdoor playgrounds with play equipment, sports fields, ball diamonds, tot lots and indoor or enclosed facilities such as skating rinks and swimming pools.

##### *Zone (School Zone or Playground Zone)*

A section of roadway adjacent to a school or playground that is denoted by School Area or

Playground Area signage and a 30 km/h speed limit sign.

*Area* (School Area or Playground Area)

A section of roadway adjacent to a school or playground that is denoted by School Area or Playground Area signage only.

It may be advisable in certain circumstances to provide a reduced speed limit together with the School Area or Playground Area sign. A speed limit sign (MUTCDC RB-1) placed below the WC-1 or WC-3 denotes the start of a School Zone or Playground Zone.

**D3.2 Establishment of School and Playground Zones and Areas**

**D3.2.1 Introduction**

School and Playground Zones and Areas should be used sparingly, and in accordance with these Guidelines. Zones and Areas should not be provided in an attempt to increase the safety of crossing the roadway; other devices have been developed and should be applied for such a purpose.

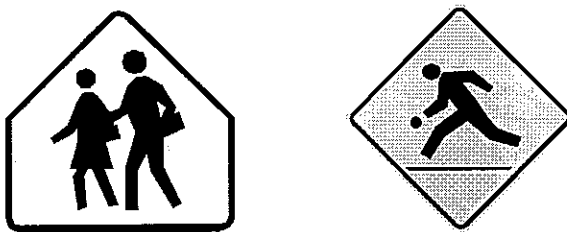
The WC-1 and WC-3 signs of the MUTCDC are to be provided to warn motorists of the presence of a school or playground, respectively, and hence the possibility of children entering the roadway. These signs denote the start of a School or Playground Area. These signs are depicted in FIGURE 2.1.



WC-1 and RB-1  
(School Zone)

C-3 and RB-1  
(Playground Zone)

**FIGURE 2.2 SCHOOL AND PLAYGROUND ZONE SIGNAGE**



WC-1 (School Area)

WC-3 (Playground Area)

**FIGURE 2.1 SCHOOL AND PLAYGROUND AREA SIGNAGE (MUTCDC)**

**D3.2.2 Use of these Guidelines**

These Guidelines represent an objective and quantitative engineering tool to assess the need for a School or Playground Zone or Area. They are to be treated as such, and must be considered along with stakeholder concerns and other factors, including sound engineering judgment. School or Playground Zones and Areas are not to be provided in place of physical features that are designed to reduce speeds (and are typically more effective in doing so).



These Guidelines are NOT to be used to determine the need for crosswalks (marked, signalized or patrolled). The need for such devices can be assessed using the Pedestrian Crossing Control Manual, published by the Transportation Association of Canada. While School or Playground Zones and Areas can potentially improve safety for children crossing the road, their primary objective is to warn motorists of the possibility of unexpected or unintentional children entering onto the roadway at undefined crossing locations.

A procedure was developed in which the need for a School or Playground Zone or Area could be evaluated for candidate roadways, according to a set of predefined criteria. The first street in each direction from the school or playground could be considered a candidate roadway. Therefore, there could be up to four candidate roadways for a school or playground located within a single block.

Where a school and playground are located adjacent to one another, the need to designate a Zone or Area for each facility should be reviewed separately, based on the fronting segment of the roadway. The same applies for a playground on the school grounds, unless the utilization of the playground is closely tied to school operations, accessed only from the school and used only during school hours.

Once a Zone or Area is found to be required, it should be implemented using the appropriate signing and marking plans provided in these Guidelines. The use of the appropriate plan will depend on whether the warranted zone is for a school or playground (or both), whether it is located in an urban or rural environment, and whether there is an intersection within the zone or area.

### D3.2.3 Establishment of School Zones and Areas

School Areas (warning signs) can be considered for roadways near Elementary and Middle schools, where there is a possibility of children entering the roadway. School Areas are generally discouraged for High Schools, Post Secondary Institutions and Pre-Schools, due to the widespread recognition of their limited effectiveness for these age groups.

School Zones (reduced speed limits near schools) are generally discouraged along "walk-to-school routes" away from the school vicinity, and on roadways where any of the following conditions exist:

- School is located on an arterial road or highway;
- School grounds are fully fenced;
- School is located an appreciable distance from the roadway;
- The roadway does not have a school entrance; and
- The length of the school frontage is minimal (e.g. less than 50 metres).

The factors to be considered in the establishment of School Areas and Zones are:

- School Type
- Road Classification
- Fencing Characteristics
- Property Line Separation
- Location of School Entrance
- Location of Sidewalks

These criteria are described and illustrated as follows, along with some of the possible descriptions and how they influence the need for a school zone. These criteria are to be evaluated according to the procedure presented following the criteria descriptions.

FIGURE 2.1 SCHOOL CRITERIA DESCRIPTIONS

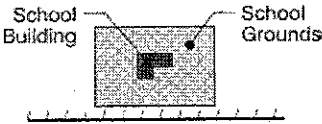
1. School Type



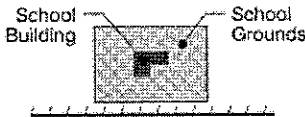
Elementary Middle/Jr.High High

Children of Elementary school age, when without parental supervision, are typically considered to be the most vulnerable due to their limited abilities to understand and anticipate vehicular traffic movements and their tendency to accidentally enter the roadway. Children of high school age are typically better able to understand traffic and to control their own movements. School Zones or Areas are unnecessary at post-secondary institutions.

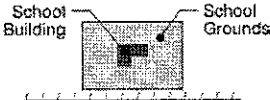
2. Road Classification



Local



Collector

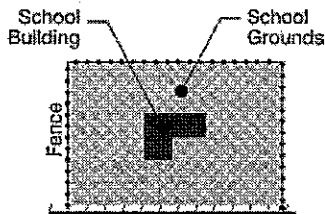


Arterial/Highway

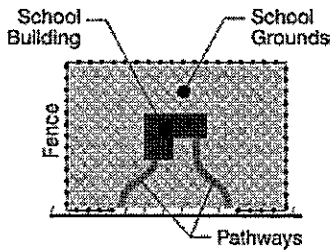
School Zones should be avoided on highways and arterial roads. They can appear to motorists as contradicting the roadway function, and hence may be unexpected and disrespected. School Zones can sometimes appear to provide children and parents a false sense of security on a potentially hazardous roadway.

Arterial roads and highways are typically multi-lane roads that carry high volumes of traffic, including trucks, and have posted speed limits of 50 km/h or greater. Collector roads are usually narrower and lower in traffic volumes, and provide direct frontage to developments including schools. Local roads are often still narrower, and are designed for lower speeds.

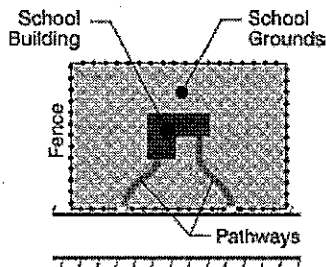
**3. Fencing**



**Fully Traversable**



**Partially Traversable**



**Non-Traversable**

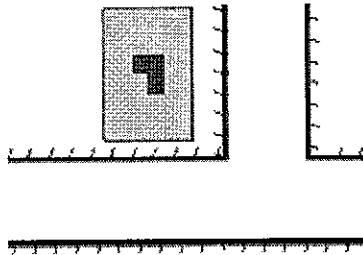
Fencing can significantly reduce the need for a School Zone, acting as a physical barrier that can prevent errant movements onto the roadway.

The effectiveness of fencing depends on its traversability, i.e. how easily it can be bypassed or traversed.

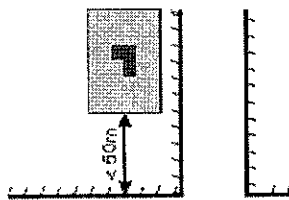
The traversability of fencing is governed by: extent of fencing between the roadway and the school, the effectiveness of the school's internal pathway system in guiding children to a safe opening in the fence, and the height and type of fencing. Post and cable type fencing or other low-height fencing, and fencing that contains openings or is easily damaged or mounted is more traversable.

Fully traversable describes fencing that is absent or easily traversed. Partially traversable can describe fencing that is low-mounted or has several openings (or, for example, widely spaced trees). Non-traversable describes high-mounted fencing with limited openings at defined points.

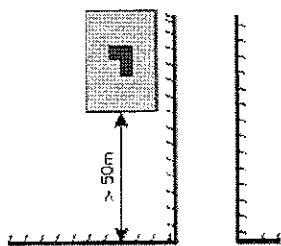
**4. Property Line Separation**



**Abuts Road**



**Less than 50 metres**



**Greater than 50 metres**

A school typically abuts at least one roadway. If the school is located near an intersection, it may also be located close

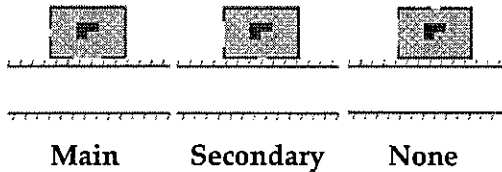
to an intersecting roadway.

When the need for a school zone on the intersecting roadway is assessed, the separation between the property line of the school and the roadway should be considered. The separation influences the likelihood of children entering the roadway, particularly if it is unfenced.

A roadway that is separated from the school grounds by only a sidewalk or fence is said to abut the roadway. A school that is separated from the intersecting roadway may or may not be within 50 metres.

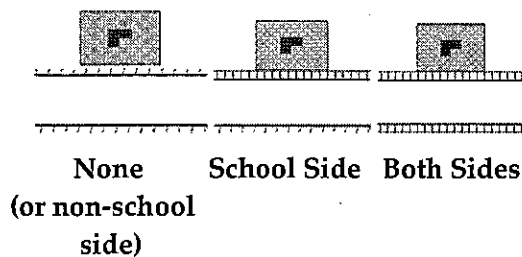
If it is located within 50 metres, there is a greater likelihood that children may enter the roadway. The school property line represents the most objective indication of the point where school activity involving children begins. If it is known that the property line is located well before the activity begins, then the latter can be used.

**5. School Entrance**



A school entrance can be a driveway to the school, the closest point along the road to the school's main door, or a designated on-street pick-up and drop-off area. The school entrance becomes a focal point of congestion and pedestrian activity, including vehicle turning movements at the driveway, manoeuvres within the parking lot, stoppages on the roadway and children crossing the road, particularly during pick-up and drop-off times. Where a school has multiple access points from the road, the activity is typically concentrated at one entrance, referred to as the main entrance. A secondary entrance, if it exists, typically has far less activity than the main entrance.

**6. Location of Sidewalks**



The purpose of sidewalks is to provide safe conveyance of children between the

school grounds or opening in the fence and a defined crossing point on the roadway, or to provide a link to the surrounding sidewalk network further from the school grounds. If sidewalks are provided between the school and the roadway, children are less likely to walk in the roadway. In rural areas, while raised curb sidewalks are rarely provided, wide shoulders or unpaved pathways or walkways are assumed to serve the same function as a sidewalk (although shoulders are not provided for this purpose).

A procedure was developed to systematically consider these six criteria, in order to establish the need for a School Zone or School Area. The procedure assigns a Maximum Point Value (MPV) to each criterion, reflecting its relative importance. It also assigns a weighting factor (WF) to each selection, with the higher values indicating a greater need for an Area or Zone. The result of the scoring is a total score, out of 100.

The worksheet to be completed is shown in TABLE 2.1. The procedure is as follows:

1. For each criterion, select the description that best represents the conditions of the subject roadway. Multiply the associated weighting factor by the maximum point value and enter the product in the far right column.
2. Add up the scores entered for each criterion. Enter the sum at the bottom of the far right column.
3. Using the Worksheet Results Matrix (TABLE 2.2), identify the need for a School Zone, a School Area or neither. Borderline cases should be carefully reviewed. In all

cases, engineering judgment, local conditions and community input should be considered.

4. Review the feasibility of providing new facilities or improving existing ones to reduce the need for a zone.
5. Identify, review and implement the signing and marking plan associated with the result.

**TABLE 2.1 SCHOOL ZONE INPUT WORKSHEET**

INSTALLATION CRITERION	MAXIMUM POINT VALUE (MPV)	DESCRIPTION	WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
School <u>T</u> ype	40	Elementary	1.0	T =
		Middle / Junior High	0.4	
		High-School / Post-Sec	0.2	
<u>F</u> encing	20	Fully Traversable	1.0	F =
		Partially Traversable	0.5	
		Non-Traversable	0.0	
Road <u>C</u> lassification	20	Local	1.0	C =
		Collector	0.5	
		Arterial / Highway	0.0	
Property <u>L</u> ine Separation	10	Abuts Roadway	1.0	L =
		Within 50 metres	0.5	
		Further than 50 metres	0.0	
School <u>E</u> ntrance	5	Main	1.0	E =
		Secondary	0.6	
		None	0.0	
<u>S</u> idewalks	5	None or non-school side	1.0	S =
		School side	0.6	
		Both sides	0.0	
TOTAL SCORE (sum of T,F,C,L,E and S)				

**TABLE 2.2 SCHOOL ZONE RESULTS MATRIX**

TOTAL SCORE	AREA OR ZONE?
0 - 40	Nothing
41 - 80	SCHOOL AREA
81 - 100	SCHOOL ZONE

**D3.2.4 Establishment of Playground Zones and Areas**

Playground Zones or Areas can be considered for play facilities used by children where there is a possibility of them entering the roadway. These include lots with play equipment and outdoor or indoor athletic facilities such as sports fields, ball diamonds, tot lots and skating rinks.

Playground Areas (warning signs) can be considered for playgrounds near the roadway, where there is a possibility of children entering the roadway. Playground Areas are generally discouraged for any other recreational uses and for walking routes to playgrounds that are not adjacent to the playground property itself.

Playground Zones (reduced speed limits near playgrounds) are generally discouraged along roadways where any of the following conditions exist:

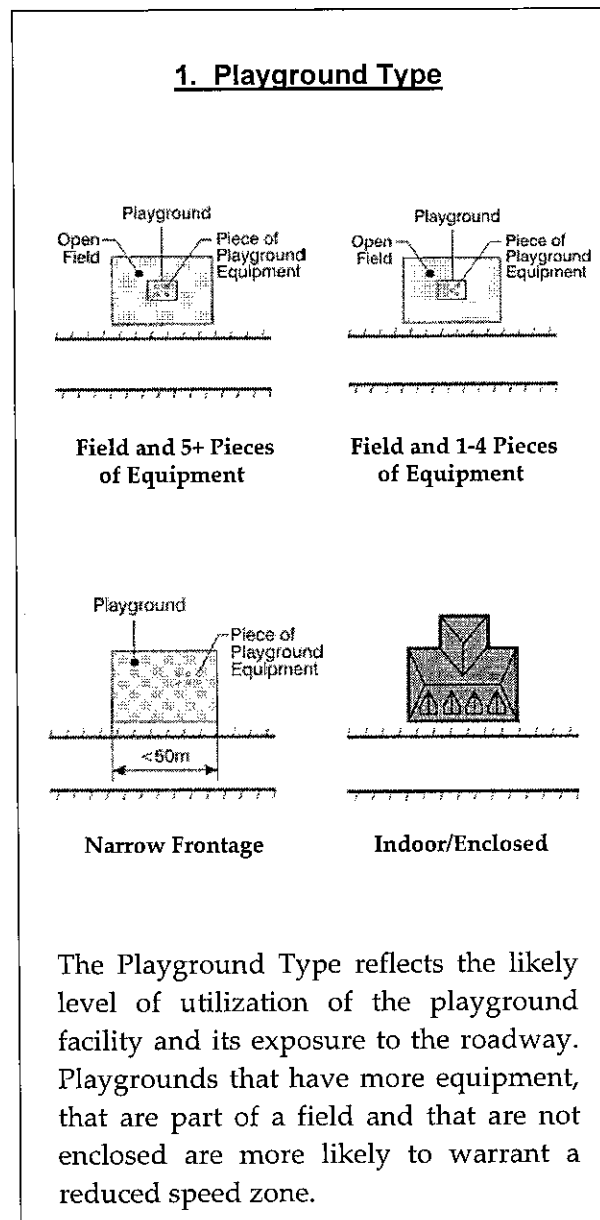
- Playground is located on an arterial roadway or highway
- Playground or field is fully fenced
- Playground is located an appreciable distance from the roadway
- The Playground entrance is not located along the subject roadway

The factors to be considered in the establishment of Areas and Zones are:

- Playground Type
- Road Classification
- Fencing Characteristics
- Property Line Separation
- Location of Playground Entrance
- Location of Sidewalks

These criteria are described as follows, along with some of the possible descriptions and how they influence the need for a Playground Zone. The illustrations attempt to generically depict the more common arrangements for playground facilities, but do not cover all possible layouts.

**FIGURE 2.2 PLAYGROUND CRITERIA DESCRIPTIONS**



The Playground Type reflects the likely level of utilization of the playground facility and its exposure to the roadway. Playgrounds that have more equipment, that are part of a field and that are not enclosed are more likely to warrant a reduced speed zone.

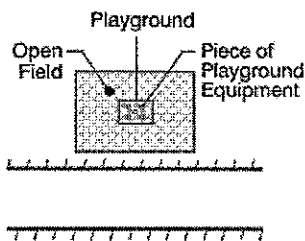


Outdoor facilities include play areas with play equipment, sports fields, ball diamonds, basketball courts, tot lots and sand boxes. Enclosed and indoor facilities can include lacrosse boxes, skating rinks and swimming pools.

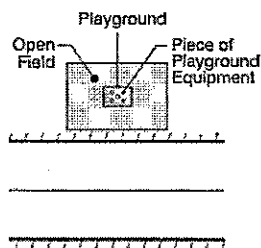
A piece of equipment is defined as a standalone piece, not connected with other pieces. Separate pieces are more likely to gain more use, and are typically part of a larger playground.

The scoring system presented following the criteria descriptions attempts to systematically consider all of these features: the extent of equipment and street frontage, how the facility is enclosed, the presence of a field, and the likely combinations.

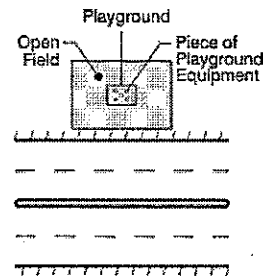
**2. Road Classification**



Local



Collector

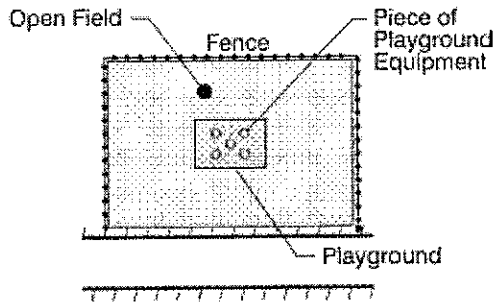


Arterial/Highway

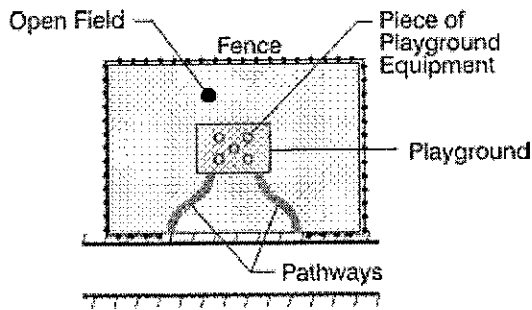
Playground Zones should be avoided on higher-class roads. They can appear to motorists as contradicting the roadway function, and hence may be unexpected and disrespected. They can sometimes provide children and parents a false sense of security on a potentially hazardous roadway.

Arterial roads and highways are typically multi-lane roads that carry high volumes of traffic, including trucks, and have posted speed limits of 50 km/h or greater. Collector roads are usually narrower, lower in traffic volumes and have direct frontage to developments including playgrounds. Local roads can contain traffic calming devices, and are lower speed roads.

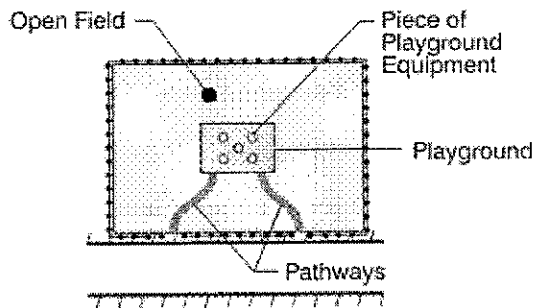
**3. Fencing**



**Fully Traversable**



**Partially Traversable**



**Non-Traversable**

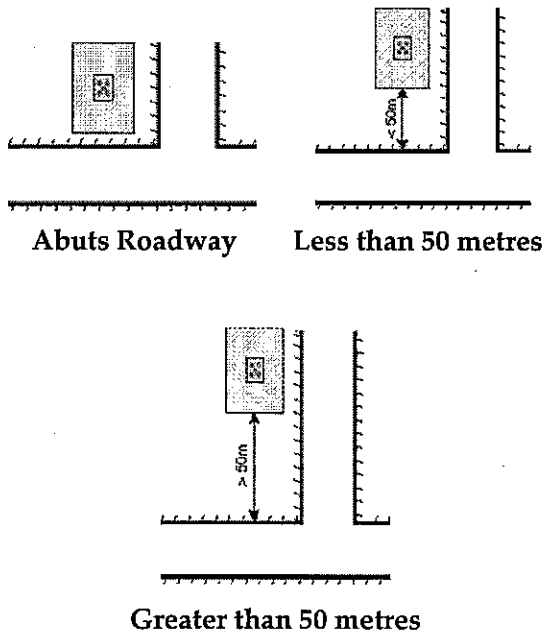
The presence of fencing can significantly reduce the need for a Playground Zone. Fencing acts as a physical barrier that prevents errant movements of children onto the roadway. For the purpose of this evaluation, fencing can be defined as any type of physical barrier between the play facility and the roadway. The effectiveness of fencing depends on its traversability, i.e. how easily it can be bypassed or traversed.

The traversability of fencing is governed by: extent of fencing between the roadway and the playground, the effectiveness of the playground's internal pathway system in guiding children to a safe opening in the fence, and the height and type of fencing. Low-height fencing (such as post and cable type), and fencing that has openings (such as widely spaced trees) or is easily damaged or mounted is considered more traversable.

Fully traversable fencing can include fencing that is absent or easily traversable. Partially traversable can describe fencing that is low-mounted or has several openings. Non-traversable describes high-mounted fencing with no openings or occasional openings at defined points.

If a play area with equipment is the focal point of activity within a much larger field, it may also be appropriate to consider the presence of fencing around the play area itself, particularly if fencing is not provided along the roadside.

**4. Property Line Separation**

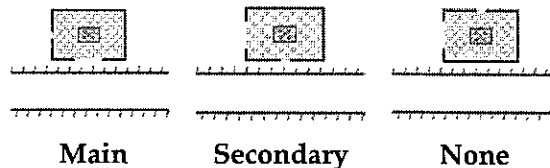


A playground often abuts at least one roadway. It may also be close to an intersecting roadway. The separation between the property line of the playground and the intersecting roadway influences the likelihood of children entering the roadway, particularly in the absence of fencing.

For a playground with play equipment, the distance between the play equipment itself and the roadway should also be taken into consideration. A roadway that is separated from the playground by only a sidewalk or fence is said to abut the roadway. A playground that is separated from the roadway by other land use may or may not be located within 50 metres.

If a play area with equipment is the focal point of activity within a much larger field, it may also be appropriate to consider the separation between the roadway and the play area itself. While the property line represents the most objective indication of the point where activity involving children begins, if it is known that the property line is located well before the activity begins, then the latter parameter can be used.

**5. Playground Entrance**



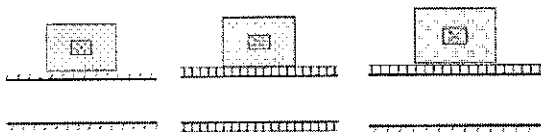
A playground entrance can be a driveway to the playground, the closest point along the road to an indoor facility's main door, or a designated on-street pick-up and drop-off area. The playground entrance can become a focal point of congestion and pedestrian activity. The activity includes vehicle movements at the driveway and within the parking lot and stoppages on the road, particularly during special events.

Where a playground has multiple access points from the road, the activity is typically concentrated at one entrance, referred to as the main entrance. A secondary entrance, if it exists, typically has less activity than the main entrance.

For a playground that is situated behind a school and can only be accessed from the front of the school, the playground can be said to have no entrance from any of the surrounding roadways.

For playgrounds that are unfenced between the play area and the roadway it can be said to have a main entrance along the subject roadway.

**6. Location of Sidewalks**



None (or non-playground side)      Playground Side      Both Sides

The purpose of sidewalks is to provide safe conveyance of children between the playground or opening in the fence to a defined crossing point on the roadway, or a link to the surrounding sidewalk network further from the playground. If sidewalks are provided between the playground and the roadway, children are less likely to walk in the roadway. In rural areas, while raised curb sidewalks are rarely provided, wide shoulders or unpaved pathways or walkways typically serve a similar function (although shoulders are not provided for this purpose).

A procedure was developed to systematically consider these six criteria, in order to establish the need for a Playground Zone or Playground Area. The procedure assigns a Maximum Point Value (MPV) for each criterion, reflecting its relative importance. It also assigns a Weighting Factor (WF) to each selection, with the higher values indicating a greater need for a Playground Area or Zone. The result of the procedure is a total score, out of 100.

The worksheet to be completed is shown in TABLE 2.3. The procedure is as follows:

1. For each criterion, select the description that best represents the conditions of the subject roadway. Multiply the associated weighting factor by the maximum point value and enter the product in the far right column.
2. Add up the scores entered for each criterion. Enter the sum at the bottom of the far right column.
3. Using the Worksheet Results Matrix (TABLE 2.4), identify the need for a playground area, a playground zone or nothing. Borderline cases should be carefully reviewed. In all cases, engineering judgment, local conditions and community input should be considered.
4. Review the feasibility of providing new facilities or improving existing ones to reduce the need for a zone.
5. Identify, review and implement the signing and marking plan associated with the result.

**TABLE 2.3 PLAYGROUND ZONE INPUT WORKSHEET**

INSTALLATION CRITERION	MAX. POINT VALUE (MPV)	DESCRIPTION			WEIGHTING FACTOR (WF)	SCORE (MPV * WF)
Playground Type	40	Children's Play Equipment	Open / Sports Field	Frontage	N/a	T =
		5+ pieces plus	Yes or no	> 50m	1.0	
		1-4 pieces	Yes or no	> 50m	0.4	
		None	Yes	> 50m	0.2	
		Any or none	Yes or no	< 50m	0.2	
Fencing	20	Fully Traversable			1.0	F =
		Partially Traversable			0.5	
		Non-Traversable/Indoor Facility			0.0	
Road Classification	20	Local			1.0	C =
		Collector			0.5	
		Arterial / Highway			0.0	
Property Line Separation	10	Abuts Roadway			1.0	L =
		Within 50 metres			0.5	
		Further than 50 metres			0.0	
Playground Entrance	5	Main			1.0	E =
		Secondary			0.6	
		None			0.0	
Sidewalks	5	None (or non-playground side)			1.0	S =
		Playground side			0.4	
		Both sides			0.0	
TOTAL SCORE (sum of T,F,C,L,E and S)						

**TABLE 2.4 PLAYGROUND ZONE RESULTS MATRIX**

TOTAL SCORE	AREA OR ZONE?
0 – 40	Nothing
41 – 80	PLAYGROUND AREA
81 – 100	PLAYGROUND ZONE

### D3.3 Signing and Marking for School and Playground Zones and Areas

#### D3.3.1 General Considerations

Once a School or Playground Zone or Area is established, it should be signed and marked in a way that is consistent with the desired objectives and the roadway context.

The beginning of all School and Playground zones and areas should be clearly indicated, according to the Manual of Traffic Control Devices for Canada. For school or playground zones denoted by flashing beacons (as described in the Act) similar signing and marking rules will apply. For flashing zones, the times of effectiveness of the zone will be indicated instead by a sign that reads "when flashing" below the warning sign. The proper signing and marking for School and Playground Zones and Areas is described as follows:

##### *School and Playground Areas*

All School Areas are to be marked with the School Area sign (WC-1 of MUTCDC) and Playground Areas with the Playground Area sign (WC-3 of MUTCDC). The signs should be posted at a distance that allows for adequate perception and reaction time for motorists. No specific signage is required at the end of a school or playground area.

##### *School and Playground Zones*

In addition to the appropriate Area warning sign, all School and Playground Zones are to be marked with a:

- Reduced speed limit sign. The RB-1 speed limit sign should be installed directly below the Area warning sign, several metres in advance of the property line, to

give motorists an opportunity to slow to 30 km/h prior to the start of the zone.

- Sign denoting the end of the zone. At the end of the zone, an RB-1 sign will re-instate the original speed limit. It should be provided several metres downstream of the desired end of zone location, such that motorists are unlikely to accelerate prior to leaving the zone. Alternately, for local roads only, an END SCHOOL ZONE or END PLAYGROUND ZONE sign can be provided. While this deviates from the MUTCDC, it can be considered in exceptional cases where there is deemed to be a greater risk of vehicles accelerating to an unsafe speed at the end of the zone.

Further signing details are provided specifically for School Zones and Areas in Section D3.3.2, for Playground Zones and Areas in Section D3.3.3, for adjacent School and Playground Zones in Section D3.3.4, and for zones through intersections in Section D3.3.5.

Some of the additional considerations that will affect the signing and pavement marking details for both School and Playground Areas and Zones are as follows. SAMPLE signing and marking plans are provided for different combinations of these factors, in DRAWINGS TCS-D-301 to TCS-D-311.

##### *Urban / Rural Context:*

The urban/rural context influences the probability and expectation of encountering a reduced speed zone, and hence a motorist's ability to react in a safe and timely manner. On rural roads, a significant speed reduction is less likely to be expected and tolerated. A rural road is typically located outside a municipality, in a less built-up area. Rural roads in Alberta adjacent to schools or playgrounds are typically two-lane highways with speed limits of

80 km/h or 100 km/h, and sometimes are located along the main street through smaller municipalities. Urban roads adjacent to schools or playgrounds are typically located within larger municipalities and are more densely developed. They are likely to have a lower speed limit and contain traffic signals and more pedestrian activity.

*Speed Limit:*

The speed limit of the subject roadway dictates the location of the required signs and pavement markings for the zone. The speed limit is used to determine the required perception and reaction time for all School and Playground Areas, and the additional braking distance required for the Zones. The required distances were calculated based on the stopping sight distance requirements published in the Geometric Design Guide for Canadian Roads (Transportation Association of Canada, 1999). The distances before and after the property line (or point representing the beginning and end of the pedestrian activity) are denoted by "d" on the enclosed plans and are given for 10 km/h speed limit increments. These sight distances should be provided wherever practicable, preferably without extending through intersections.

Speed transition should be provided further upstream of the speed limit ahead sign. In general, a speed limit reduction of greater than 30 km/h is discouraged without a transition zone. For roads posted at 70 km/h or more:

1. A 30 km/h Speed Limit Ahead sign should be provided in advance of the zone.
2. A transition zone of 50 km/h or 60 km/h should be provided well in advance of the Speed Limit Ahead sign.
3. Oversized signs should be used.

4. Within school zones on rural roads, pavement markings that read "SCHOOL", for added emphasis.

*Roadway Cross Section:*

The sample signing and marking plans show roads with a four lane cross-sections for urban areas and two-lane cross-sections for rural areas. While these represent a common scenario, similar signing rules apply for different lane combinations in a similar environment. Along wide roadways, divided roadways and one-way roads, signs should also be provided on the left side of the road, to overcome sign shadowing and be more conspicuous to motorists in the nearest lane. The details of the pavement markings through school and playground zones should be implemented in accordance with the Alberta Transportation Highway Pavement Marking Guide (March 2003).

For undivided, two-way, two-lane roads (except local roads), a double-yellow centre-line should be marked. This should extend from the start to the end of the zone, to limit passing within the zone. Signs restricting passing can also be provided for emphasis.

**D3.3.2 Guidelines for School Zones and Areas**

*School Areas:*

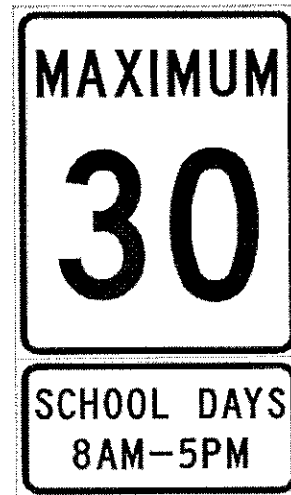
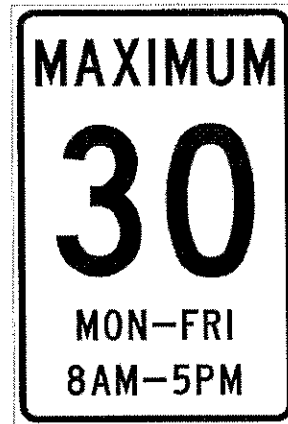
At the start, the WC-1 sign (MUTCDC), fluorescent yellow-green in colour, should be provided. The MUTCDC indicates that all new installations are to use the yellow-green sign and all existing installations are to be converted by January 2005.

*School Zones:*

All School Zones should display (in addition to the above guidelines for School Areas):

- RB-1 (full-size speed limit sign) below the WC-1 sign, displaying 30 km/h;
- RB-1 (full-size speed limit sign) at the end of the zone, reinstating the original speed limit (or alternatively, on local roads only, the END SCHOOL ZONE sign, yellow in colour);
- SCHOOL pavement markings in rural areas; and
- The times effectiveness, if these are different from the Regulations of the Traffic Safety Act. The hours MAY still be displayed if they are identical to the hours in the Act. Some indication of the applicable days should also be shown, or "SCHOOL DAYS". The days and times can be displayed either on a tab below the speed limit sign, or on the speed limit sign itself. To accommodate this, the RB-1 sign can be elongated or the spacing or text can be marginally reduced. Both sample designs are shown in FIGURE 2.3. On roads with speed limit of 70 km/h or greater, the separate tab should be provided for added visibility.

SAMPLE signing and marking plans for School Areas and Zones are provided in DRAWINGS TCS-D-301 through TCS-D-305, for different road class and land use scenarios.



**FIGURE 2.3 SAMPLE OPTIONS FOR DISPLAYING THE TIMES OF EFFECTIVENESS WITH THE RB-1 SIGN**



### D3.3.3 Guidelines for Playground Zones and Areas

#### *Playground Areas:*

At the start of the zone, Playground Areas should contain the WC-3 sign (MUTCDC), yellow in colour.

#### *Playground Zones:*

All Playground Zones should contain (in addition to the above guidelines for Playground Areas):

- RB-1 (full size speed limit sign) below the WC-3 sign, displaying 30 km/h;
- RB-1 at the end of the zone, reinstating the original speed limit (or alternatively, for local roads only, the END PLAYGROUND ZONE sign, yellow in colour);
- The hours of effectiveness (mandatory if different from the Act and optional if same as the Act). The hours can be displayed either on a tab below the speed limit sign, or on the speed limit sign itself. To accommodate the hours on the RB-1 sign, the sign can be elongated or the speed limit indication can be marginally reduced;
- On rural roads with speed limit of 70 km/h or greater, the separate tab should be provided for enhanced visibility.

SAMPLE signing and marking plans for Playground Zones are provided in DRAWINGS TCS-D-306 through TCS-D-310 for various scenarios.

### D3.3.4 Guidelines for Adjacent School and Playground Zones and Areas

Schools and playground are frequently located adjacent to one another. In these cases, if it is established that a School Zone and a Playground Zone are necessary for the adjacent fronting sections of the same roadway, then only a single zone should be provided, in order to convey a simple and unambiguous message to motorists. In general, it is suggested that a Playground Zone be installed, to provide coverage over a more extended period of the school day as well as on non-school days. For playgrounds for which the utilization and access is closely tied to the school operation, a School Zone can be considered to cover both the school and the playground.

A SAMPLE signing and marking plan for a school adjacent to a playground is shown in DRAWING TCS-D-311.

These guidelines can also be provided for a school that is located near but not immediately adjacent to a playground.

Where two schools are located adjacent to or within several hundred metres of one another, and it is established that both require School Zones, then again it is suggested that a single zone be provided.

The same principles apply to adjacent School and Playground Areas. If it is determined that one facility requires a Zone while an adjacent facility requires an Area, one Zone should be provided for both.

### D3.3.5 Guidelines for School and Playground Zones or Areas Through Intersections

School and playgrounds are sometimes located at or near intersections. Where this is the case, the need for a School or Playground Zone can be evaluated for each adjacent roadway, according to the preceding guidelines. Where it is established that a zone is required on one of the roadways and not on the cross street, motorists on the cross street and approaching from the other side of the intersection may still need to be informed of the upcoming School or Playground Zone. Similarly, motorists leaving the zone by turning at the intersection will need to be informed that they are departing the zone. Sample illustrations are shown as DRAWING TCS-D-305 for School Zones and in DRAWING TCS-D-310 for Playground Zones. In the sample, the facility is located on the corner of an intersection, the Zone is established on the uncontrolled roadway, and the intersecting street is STOP-controlled. In other cases, the zone may be located on the controlled street or near a signalized intersection. The signing and marking requirements for each of these three scenarios is briefly described as follows:

#### *Zone or Area on Uncontrolled Approach*

On the intersecting and opposing streets, install the standard start of zone signage as follows:

- On STOP controlled approaches: several metres in advance of the intersection to provide for adequate stopping sight distance.
- On uncontrolled approaches: at least 50 metres in advance of the intersection, in

order to avoid braking from occurring close to or in the intersection.

- On all the departure legs of the intersection and at the end of the school or playground, provide the RB-1 sign to reinstate the original speed limit (or the END ZONE sign on local roads).

#### *Zone or Area on STOP-controlled Approach*

In general, similar rules will apply. However, the zone may have to start or end more than 50 metres from the intersection if the school property extends further.

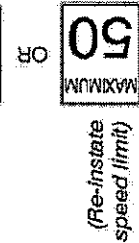
#### *Zone or Area on Signalized Approach*

It is strongly discouraged to continue a school or playground zone through a signalized intersection. If a zone must be provided through a signalized intersection, similar rules will apply as for the STOP controlled intersections.

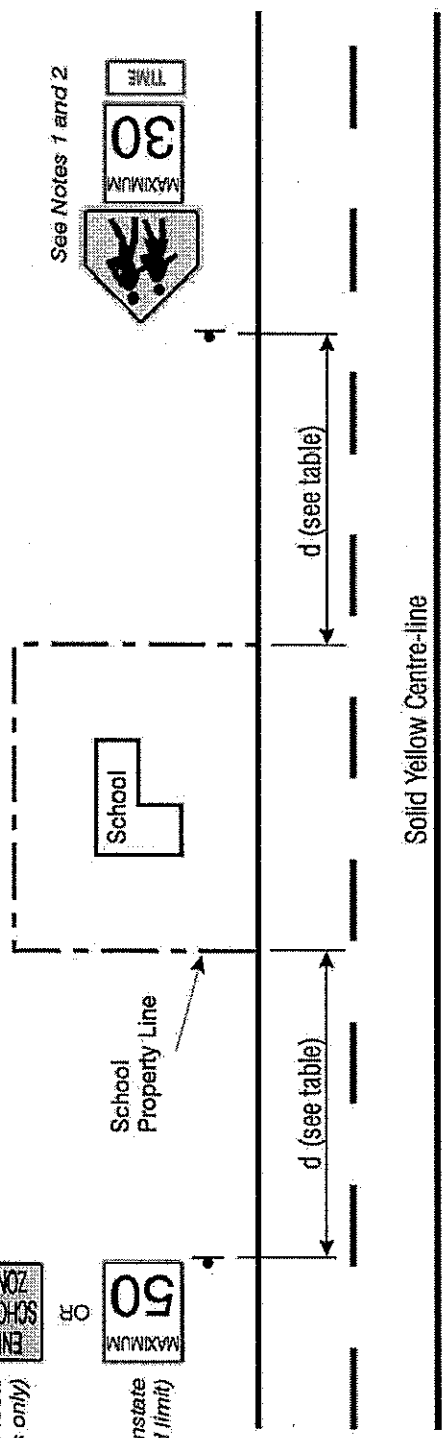
If a zone is provided through any intersection, signs should be installed with particular caution, to avoid from distracting drivers from the intersection traffic control and from causing visual obstructions to pedestrian and vehicular traffic at the intersection.

In all cases, the intent is to avoid surprising drivers by introducing a Zone immediately after an intersection, whereby vehicles turning into the Zone may miss the start-of-zone signs. If a zone can start close to the intersection but still be readily visible to turning drivers, there may be no need to sign the cross street.

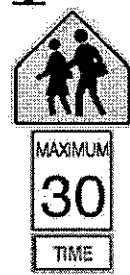
(Option for local roads only)



See Notes 1 and 2



Speed Limit	d
40 km/h	20 m
50 km/h	30 m
60 km/h	40 m

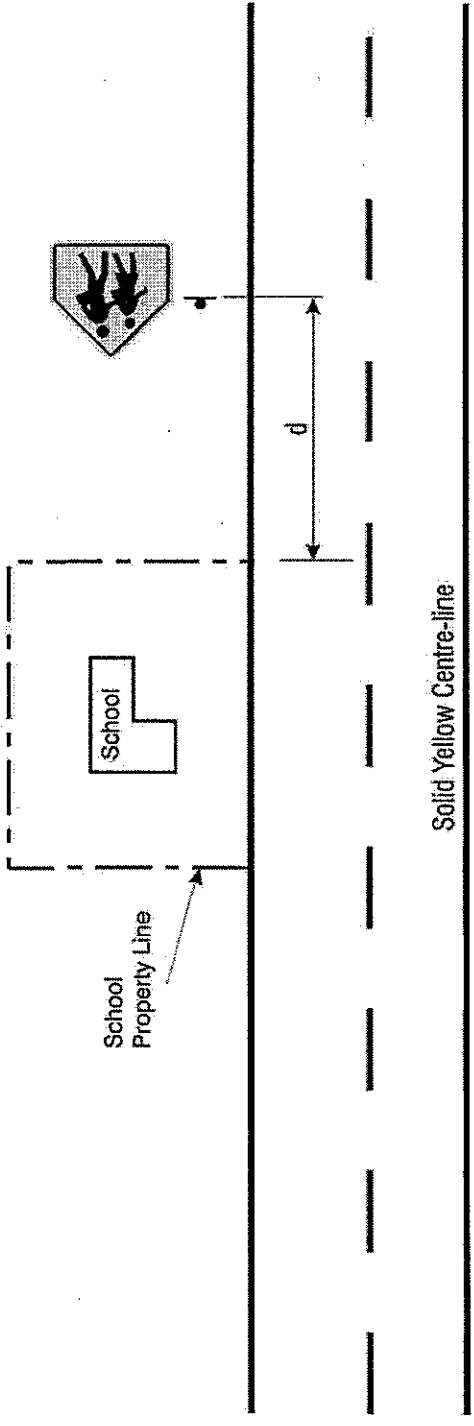


See Notes 1 and 2

Note 1: Time SHALL be shown if different from the Act, otherwise it MAY be shown  
 Note 2: Time can be shown as a tab, or on the RB-1 sign itself

No.	DESCRIPTION	BY	DATE
	<b>Alberta</b> TRANSPORTATION		
DRAWING TCS-D-301		Prep.	MAY 2004
SCHOOL ZONE ON URBAN ROAD			SECTION D3
Prepared By: DP	Checked By: RD	Scale: N.T.S.	

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Solid Yellow Centre-line

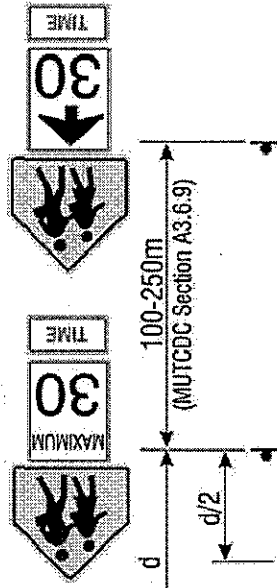
Speed Limit	d
40 km/h	10 m
50 km/h	20 m
60 km/h	30 m
70 km/h	40 m
80 km/h	50 m



No.	DESCRIPTION	BY	DATE
	<b>Alberta</b> TRANSPORTATION		
	DRAWING TCS-D-302		
	Date: MAY 2004		
SCHOOL AREA ON URBAN ROAD			
Prepared By: DP	Checked By: HD	Scale: N.T.S.	SECTION D3

THIS PAGE WAS INTENTIONALLY LEFT BLANK.

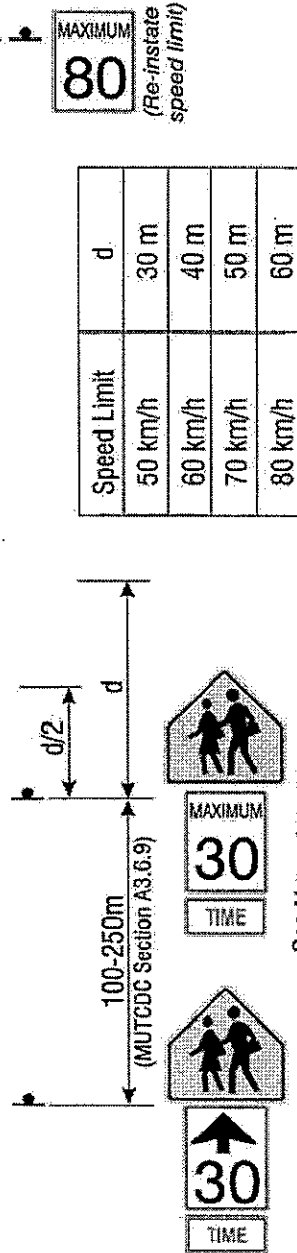
See Notes 1 and 2



SCHOOL

Solid Yellow Centre-line

SCHOOL



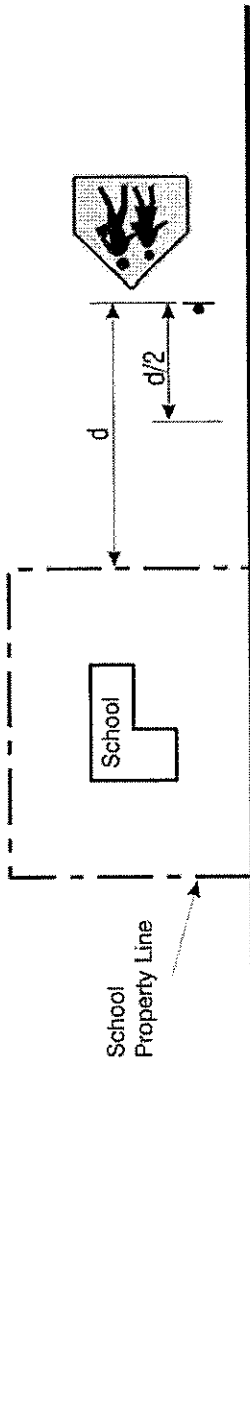
See Notes 1 and 2

Note 1: Time SHALL be shown if different from the Act, otherwise it MAY be shown

Note 2: Time can be shown as a tab, or on the RB-1 sign itself

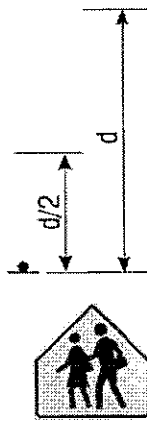
Note 3: All signs oversized for speed limits of 70 km/h or more

No.	DESCRIPTION	BY	DATE
	Albercia TRANSPORTATION		
DRAWING TCS-D-303		Date: MAY 2004	
SCHOOL ZONE ON RURAL ROAD			
Prepared By: DP	Checked By: RD	Scale: N.T.S.	SECTION D3



SCHOOL

SCHOOL

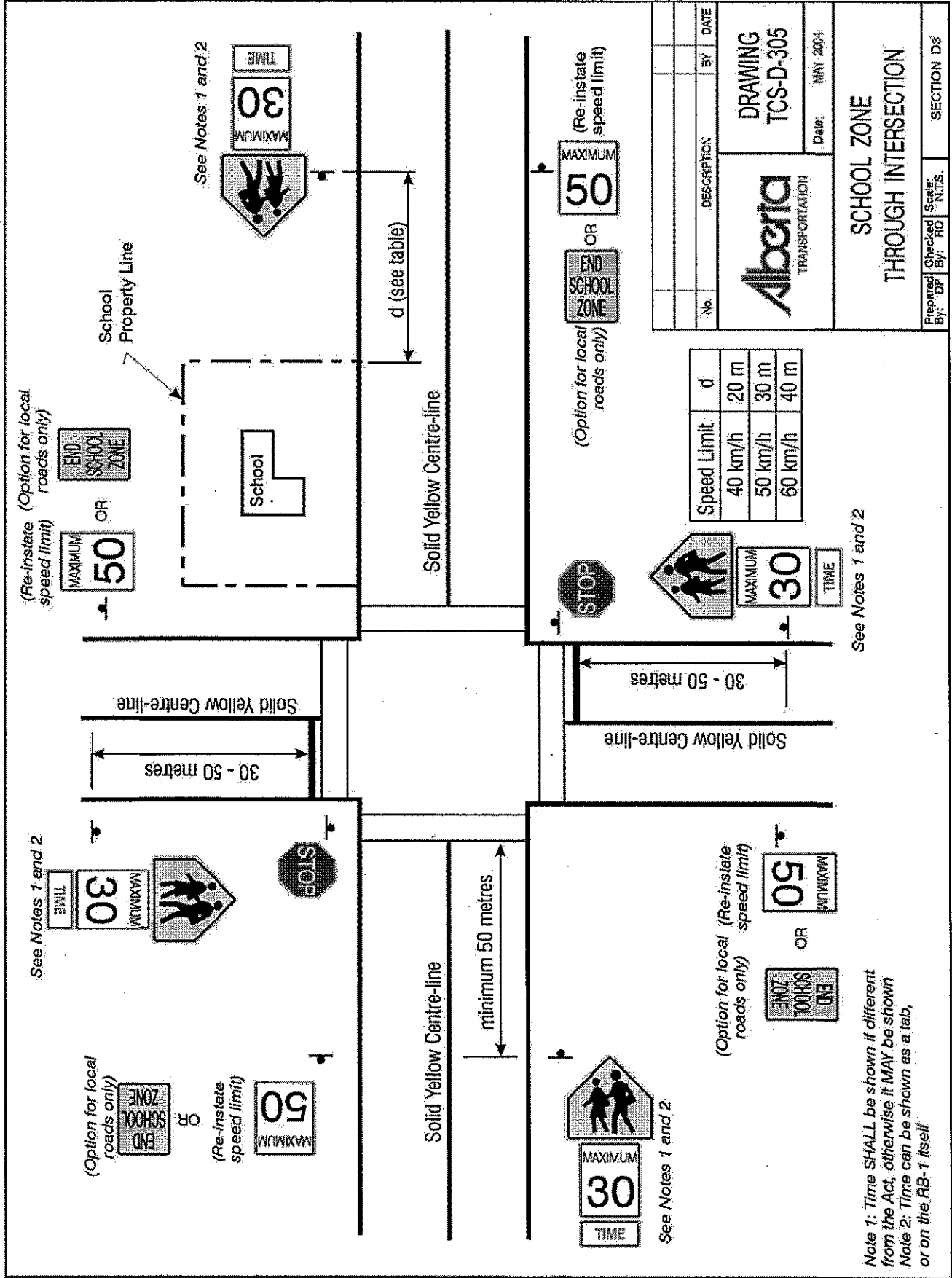


Speed Limit	$d$
50 km/h	20 m
60 km/h	30 m
70 km/h	40 m
80 km/h	50 m
90 km/h	60 m
100 km/h	70 m

Note: All signs oversized for speed limits of 70km/h or more

No.	DESCRIPTION	BY	DATE
	Alberta TRANSPORTATION	DRAWING TCS-D-304	MAY 2004
SCHOOL AREA ON RURAL ROAD		Prepared By: DP	Checked By: RD
		Scale: N.T.S.	SECTION D3





(Re-instate speed limit)  
(Option for local roads only)

See Notes 1 and 2

(Option for local roads only)

(Re-instate speed limit)

See Notes 1 and 2

(Option for local roads only)

See Notes 1 and 2

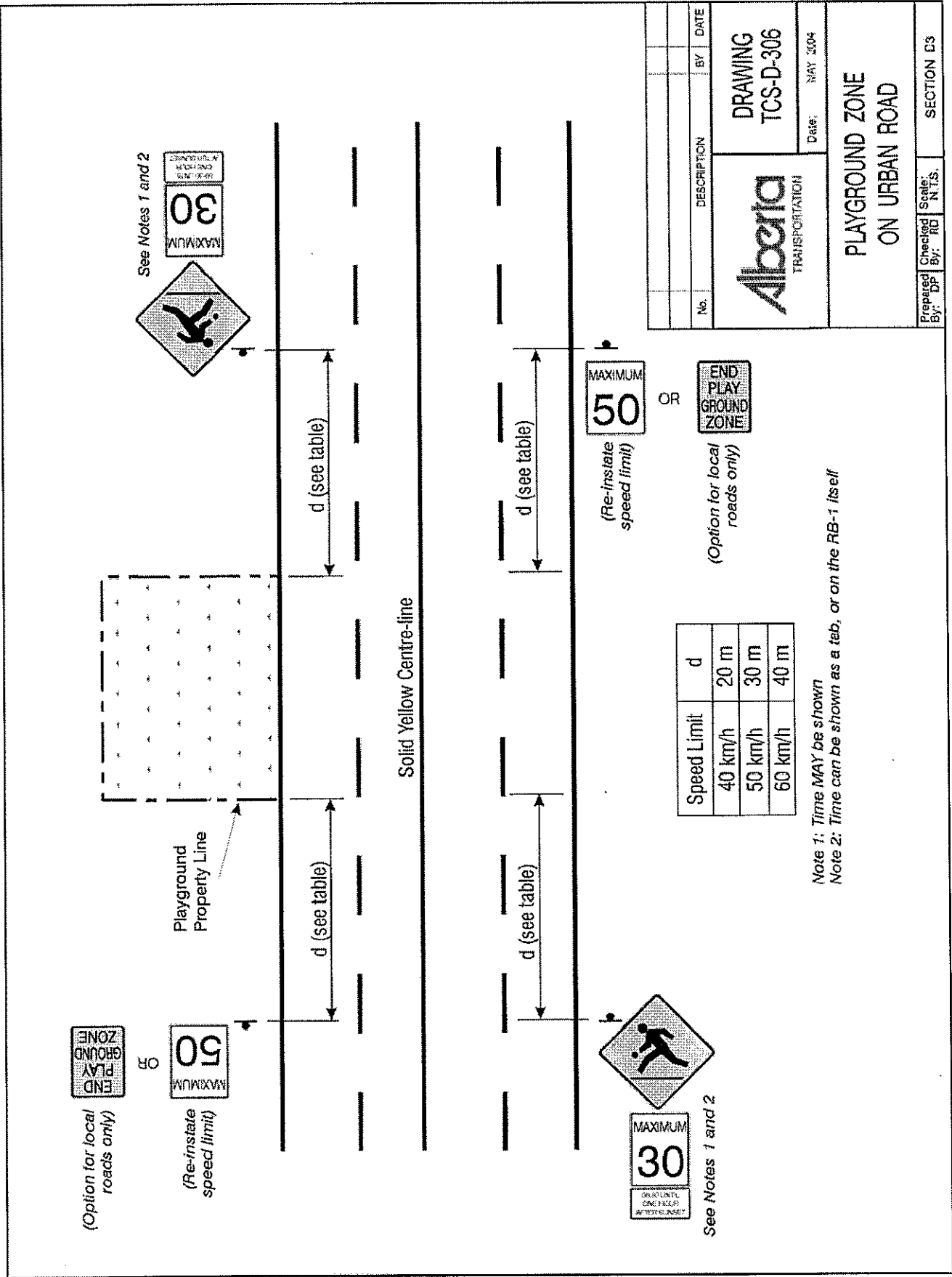
(Option for local roads only)

See Notes 1 and 2

Note 1: Time SHALL be shown if different from the Act, otherwise it MAY be shown  
 Note 2: Time can be shown as a tab, or on the RB-1 itself

Speed Limit	d
40 km/h	20 m
50 km/h	30 m
60 km/h	40 m

No.	DESCRIPTION	BY	DATE
	Alberta TRANSPORTATION		
DRAWING TCS-D-305			Date: MAY 2004
SCHOOL ZONE THROUGH INTERSECTION			SECTION D5
Prepared By: DP	Checked By: RO	Scale: N.T.S.	



(Option for local roads only)

OR

MAXIMUM 50  
(Re-instate speed limit)

See Notes 1 and 2

MAXIMUM 30  
SLOWLY AND CAREFULLY

Playground Property Line

d (see table)

d (see table)

Solid Yellow Centre-line

d (see table)

d (see table)

MAXIMUM 50  
(Re-instate speed limit)

OR

END PLAY GROUND ZONE  
(Option for local roads only)

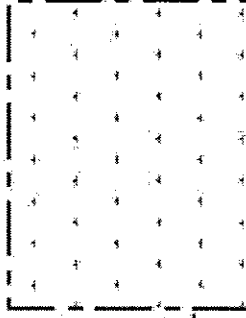
Speed Limit	d
40 km/h	20 m
50 km/h	30 m
60 km/h	40 m

MAXIMUM 30  
SLOWLY AND CAREFULLY

See Notes 1 and 2

Note 1: Time MAY be shown  
Note 2: Time can be shown as a tab, or on the RB-1 itself

No.	DESCRIPTION	BY	DATE
	Alberta TRANSPORTATION	DRAWING	
		TCS-D-306	
		Date:	MAY 2004
PLAYGROUND ZONE			SECTION E3
ON URBAN ROAD			
Prepared By: DP	Checked By: RD	Scale: N.T.S.	



d

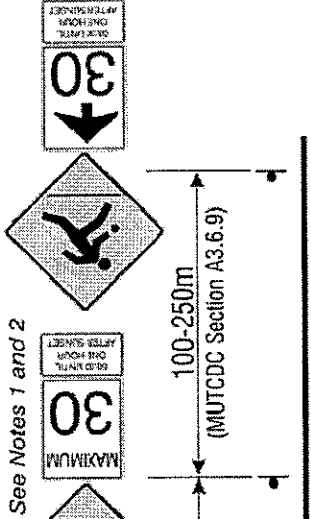
Solid Yellow Centre-line

d

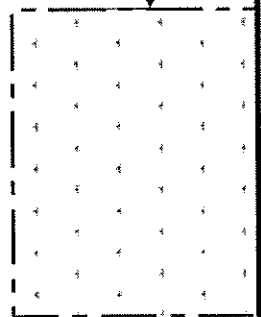


Speed Limit	d
40 km/h	10 m
50 km/h	20 m
60 km/h	30 m
70 km/h	40 m
80 km/h	50 m

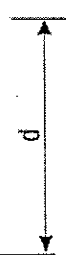
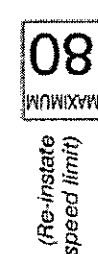
No.	DESCRIPTION	BY	DATE
	<b>Alberta</b> TRANSPORTATION		
DRAWING TCS-D-307		Date:	MAY 2004
PLAYGROUND AREA ON URBAN ROAD			
Prepared By: DP	Checked By: RD	Scale: N.T.S.	SECTION D3



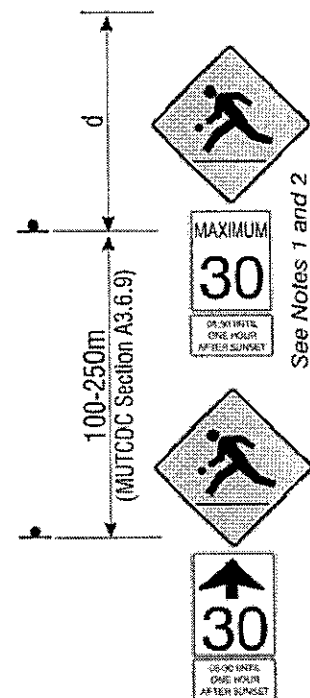
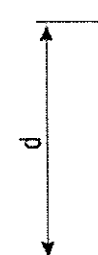
See Notes 1 and 2



Playground Property Line



Solid Yellow Centre-line



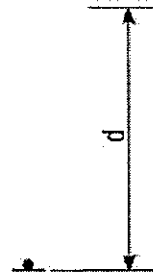
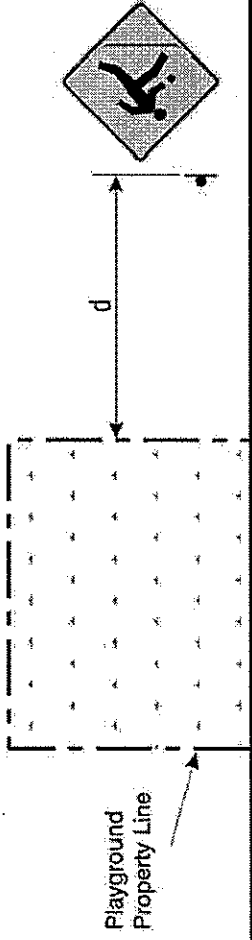
See Notes 1 and 2

Speed Limit	d
50 km/h	30 m
60 km/h	40 m
70 km/h	50 m
80 km/h	60 m



No.	DESCRIPTION	BY	DATE
		<b>DRAWING</b> <b>TCS-D-308</b>	
		Date: MAY 2004	
<b>PLAYGROUND ZONE</b> <b>ON RURAL ROAD</b>			
Prepared By: DP	Checked By: RD	Scale: N.T.S.	SECTION D3

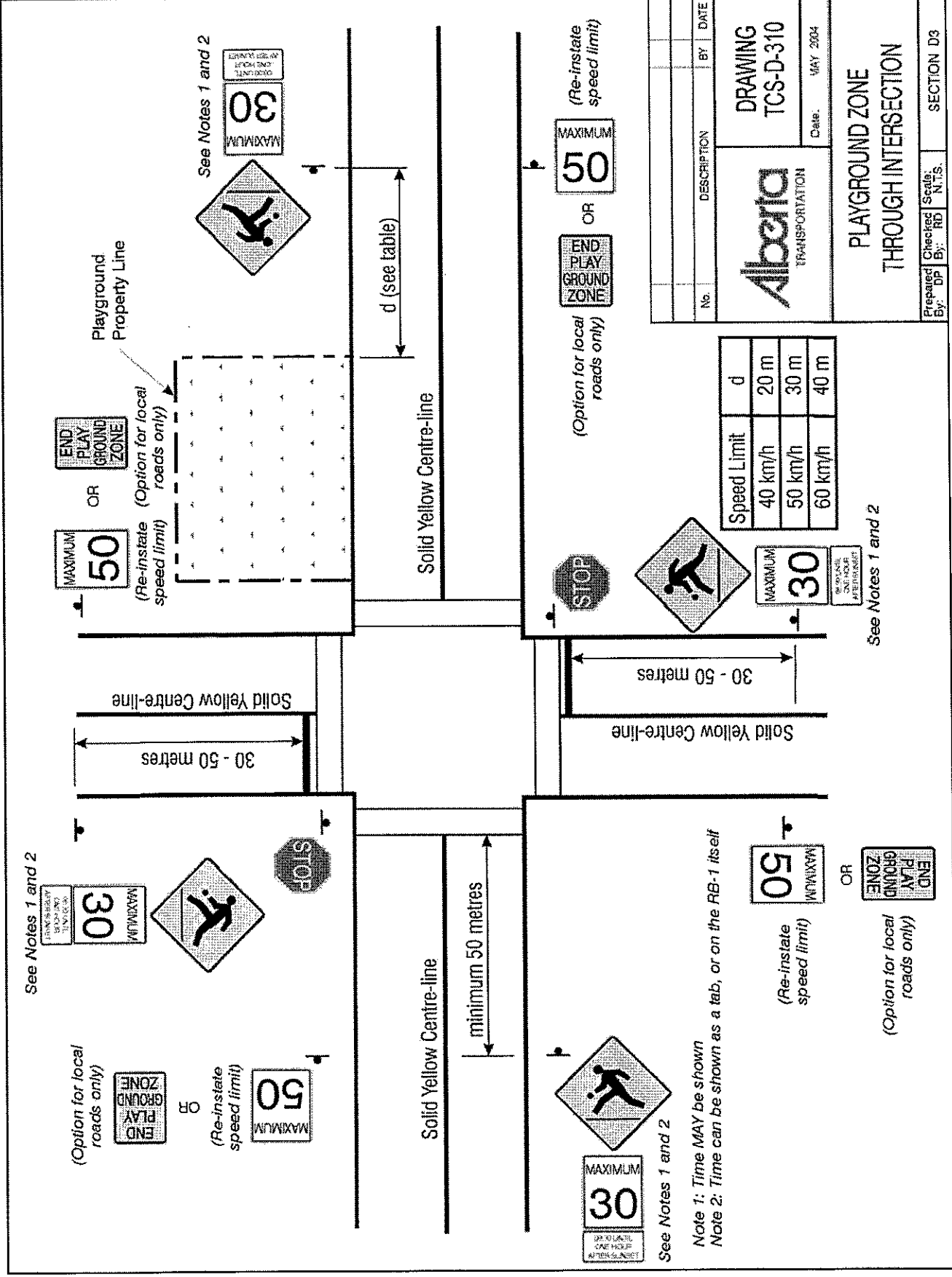
Note 1: Time MAY be shown  
 Note 2: Time can be shown as a tab, or on the RB-1 itself  
 Note 3: All signs oversized for speed limits of 70 km/h or more



Speed Limit	d
50 km/h	20 m
60 km/h	30 m
70 km/h	40 m
80 km/h	50 m
90 km/h	60 m
100 km/h	70 m

Note: All signs oversized for speed limits of 70 km/h or more

No.	DESCRIPTION	BY	DATE
	<b>Alberta</b> TRANSPORTATION	DRAWING TCS-D-309	
Prepared By: DP	Checked By: RD	Date: MAY 2004	Scale: N.T.S.
PLAYGROUND AREA ON RURAL ROAD			SECTION: D3



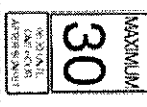
See Notes 1 and 2

(Option for local roads only)



OR

(Re-instate speed limit)



Solid Yellow Centre-line

minimum 50 metres



See Notes 1 and 2

Note 1: Time MAY be shown  
 Note 2: Time can be shown as a tab, or on the RB-1 itself



(Re-instate speed limit)

OR



(Option for local roads only)

Solid Yellow Centre-line  
 30 - 50 metres



OR

(Re-instate speed limit)

(Option for local roads only)



Property Line



See Notes 1 and 2



See Notes 1 and 2

d (see table)

Solid Yellow Centre-line



See Notes 1 and 2

Solid Yellow Centre-line  
 30 - 50 metres

(Option for local roads only)



OR



(Re-instate speed limit)

Speed Limit	d
40 km/h	20 m
50 km/h	30 m
60 km/h	40 m

No. DESCRIPTION BY DATE

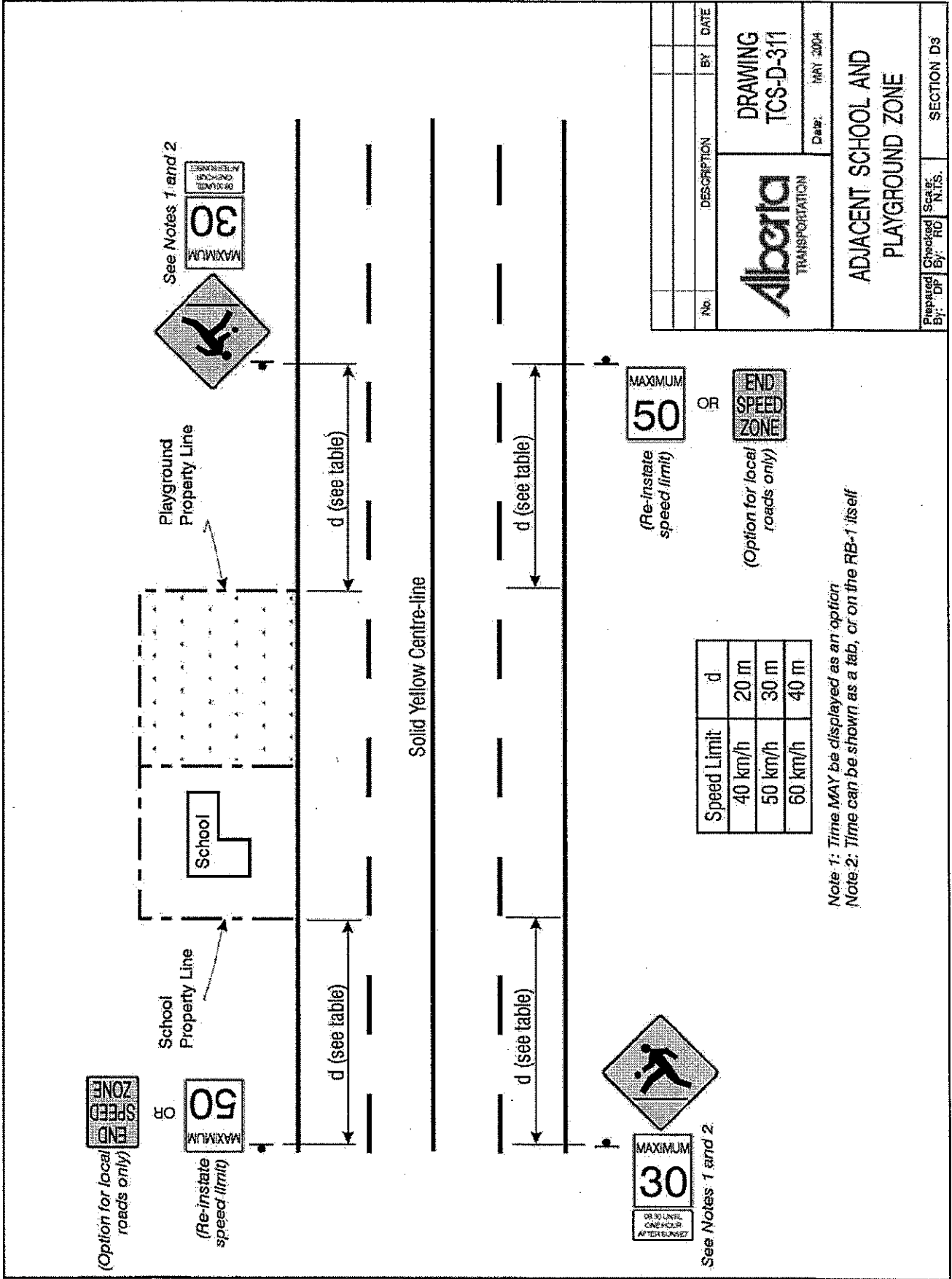
**Alberta**  
 TRANSPORTATION

**DRAWING**  
 TCS-D-310

Date: MAY 2004

**PLAYGROUND ZONE**  
**THROUGH INTERSECTION**

Prepared By: DP Checked By: RD Scale: N.T.S. SECTION D3



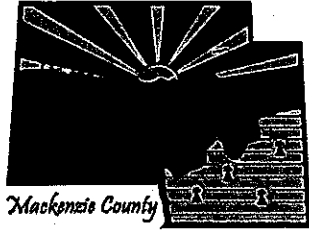
Note 1: Time MAY be displayed as an option  
 Note 2: Time can be shown as a tab, or on the RB-1 itself

No.	DESCRIPTION	BY	DATE
		DRAWING	TCS-D-311
		Date:	MAY 3004
<b>ADJACENT SCHOOL AND PLAYGROUND ZONE</b>			SECTION D3
Prepared By: DP	Checked By: RD	Scale:	N.T.S.

See Notes 1 and 2.







# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>John Klassen, Manager of Utilities and Facilities</b>
<b>Title:</b>	<b>Road Protection Agreement</b>

**BACKGROUND / PROPOSAL:**

At the August 14, 2007 Council meeting, Council made the following motion:

Motion 07-08-766

“That the Road Protection Agreement be tabled to a subsequent meeting.”

Previously, Council requested that administration review and revise the Counties road protection agreement. Administration then sent it to the County’s lawyers for review. Attached is the revised agreement that was received.

**OPTIONS & BENEFITS:**

For discussion.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

**Option 1**

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

**Option 2**

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

**Author:** John Klassen **Review Date:** for CAO [Signature] 255





**B R O W N L E E**  
L L P  
B a r r i s t e r s & S o l i c i t o r s

Suite 2200, Commerce Place  
10155 - 102 Street  
Edmonton, AB Canada T5J 4G8  
Telephone: (780) 497-4800  
Telecopier: (780) 424-3254  
E-Mail: [e-mail@brownleelaw.com](mailto:e-mail@brownleelaw.com)  
WebSite: [www.brownleelaw.com](http://www.brownleelaw.com)

Refer to : Lorne I. Randa  
Direct Line (780) 497-4832  
E-mail: [lrand@brownleelaw.com](mailto:lrand@brownleelaw.com)  
Your File#:   
Our File#: 71688-0161

August 1, 2007

Mackenzie County  
P.O. Box 640  
Fort Vermillion, Alberta  
T0H 1N0

Via Email: [jklassen@md23.ab.ca](mailto:jklassen@md23.ab.ca)

**Attention: John Klassen,**  
**Manager of Utilities and Facilities/ Acting Director of Public Works**

Dear Sir:

**Re: Road Protection Agreement**

As per your instructions, we have prepared a draft Road Protection Agreement for your review. We have attempted through this Agreement to bring in the elements found in your own previous Master Road Protection Agreement and Road Protection Agreement Policy, as well as address the concerns that we had indicated to you in our opinion letter of April 17, 2007.

**General Comments**

Note as per our earlier opinion of April 17<sup>th</sup>, 2007, the legal authority of a Municipality to enter into a road use agreement is questionable at law. This is based on the restrictions placed on Municipalities under the *Traffic Safety Act*, which specifically states that a Municipality does not have the power to impose any tax, fee, license or permit respecting the use of highways by pedestrians or vehicles. However, we believe it is a reasonable argument that a Municipality can enter into an agreement with a specific user of a road where that user of the road may cause extraordinary damage and that such agreements would be distinguishable from the prohibition against tolls and user fees found in the *Traffic Safety Act*. As well, if a road use agreement is entered into it arguably creates a binding contract and the operator could be sued for breach of contract and damages should it fail to abide by its terms. However, this position has not been considered by the Courts and it is uncertain how a Court would rule in this regard.

### Specific Comments Regarding Draft Agreement

In regards to the draft Road Protection Agreement, we provide the following comments:

1. Preamble – We have included spaces for the identification of the Route to be used by the Company as well as a description of the type of Shipment to be filled out for each operator.
2. Section 1 – This section deals with use of the road and is to specifically identify the maximum width, length, height and weight of the load.
3. Section 3 – In order to properly assess the condition of the road and determine any damage or determination that may be attributed to the Company, we have incorporated a requirement for the County to conduct both pre- and post-haul inspections. We have made it a requirement of the Company to initiate such inspections and to allow a Company representative to be present during such inspections to foster cooperation and agreement with road repair and maintenance required under the Agreement.
4. Sections 4 and 5 – These provisions permit the Company to request a temporary increase in the quantity or weight of a shipment per day by giving proper notification to the County. This replaces the self reporting of weight increases which was contemplated in the previous agreement.
5. Section 6 – This section sets out the covenants and obligations to be placed on the Company. It includes, among other obligations, the following: payment of all damages; reimbursement of any expenses on the County for making inspections of the road; providing dust control measures along the Route where residents are located; daily clean-up of tracking materials; requiring confirmation that there is no new or existing restrictions or road bans on the proposed Routes prior to use; and, requiring the Company to cease hauling operations if damages are evident, there are adverse weather conditions or simply at the request of the County, among other obligations. Please review to ensure that includes all the obligations that the County intends to impose of operators.
6. Section 7 – This section provides for the Company to indemnify the County. It is broadly worded so to include any damages, losses, claims, etc. that may arise as a result of any of the Company's actions or omissions related to this Agreement, whether due to negligence or not, the costs of repair, clean-up and restoration paid by the County, and for any breach of the Agreement.
7. Sections 8 to 11 – We have included provisions relating to insurance. We recommend that the County have their insurance provider review these provisions to ensure they adequately protect the County.
8. Sections 12 to 17 – These sections relate to the maintenance and restoration of the Route, including the aspects constituting restoration and the standard at which it is to be

performed. We attempted to incorporate those standards expressed in the County's policies. Please review to ensure these meet the County's intentions.

9. Sections 18 to 20 – We have also included provisions respecting the requirement of financial security from the Company. Although we have left the ability of the County to waive any requirement for security, we recommend that security always be required in advance of entering into this Agreement to ensure that the Company fulfill its obligations of restoration and maintenance of the highway. We have left blank the amount at which the County may request the security to be. Section 19 sets out the grounds upon which the County may invoke and demand payment of the security.
10. Sections 21 to 22 – These sections provide the County the ability to suspend the Agreement for failure to abide by the terms and conditions of the Agreement and to terminate upon reasonable notice.

We trust that the above has been of assistance to you. Should you have any questions or concerns, please do not hesitate to contact me or my colleague, Shari Boyd, (780-497-4837) directly.

Yours truly,

BROWNLEE LLP

PER:



LORNE I. RANDA

LIR/SLB/slb

Attachments: Road Protection Agreement

**Mackenzie County**  
**ROAD PROTECTION AGREEMENT**

Agreement No. RPA-LC-06-00-\_\_

This Agreement made this \_\_\_ day of \_\_\_ A.D. \_\_\_\_\_.

BETWEEN:

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

of the First Part

-and-

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

(hereinafter referred to as "the Company")

of the Second Part

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

AND WHEREAS the Company desires to transport \_\_\_\_\_ [description of the goods and materials] (the "Shipment") within the jurisdiction of the County at the following locations:

From: \_\_\_\_\_  
To: \_\_\_\_\_  
Route: \_\_\_\_\_

(hereinafter referred to as the "Route")

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

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

USE OF ROAD

1. Subject to the terms and conditions set out below, the Company may transport the Shipment as follows per day during the Term of the Agreement:

Description: \_\_\_\_\_  
Maximum Width per load: \_\_\_\_\_  
Maximum Length per load: \_\_\_\_\_  
Maximum Height per load: \_\_\_\_\_  
Maximum Weight per load: \_\_\_\_\_  
Maximum Weight per day: \_\_\_\_\_

TERM

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

PRE AND POST HAUL INSPECTIONS

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

INCREASE IN ROAD USE

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

COVENANTS AND OBLIGATION OF THE COMPANY

6. In consideration of the permission hereby granted by the County, the Company covenants and agrees to the following:
- a. To pay for any and all damages which may result to roads, ditchways, culverts, bridges or other property on or adjacent to the Route, as determined by the County, acting reasonably;
  - b. To pay any and all expenses or out-of-pocket disbursements which may be incurred by the County in connection with the terms and conditions of this Agreement whether they be for inspection, escort, video taping, supervision, monitoring or whatsoever;
  - c. To provide dust control measures for a length of 200 meters on the Route where the Route passes in front of any residence. The dust control measures will be at the expense of the Company and will be performed up to the standards prescribed by the County;
  - d. To provide daily clean-up of tracking material located on the Route;
  - e. To confirm that no restrictions have been placed on the Route by the County prior to commencing any hauling for that day. If restrictions have been placed on any part of the Route, it is the responsibility of the Company to apply for an exemption of the restriction for a specified period of time. The County upon consideration of the application will confirm with the Company if they are exempted from the restrictions and the period for which the exemption will apply. This will include, but is not limited

to, any axle loading restrictions or road bans that the County may, acting reasonably, place on the Route from time to time;

- f. To cease hauling operations if road damage is evident, during adverse weather conditions or at any time at the County's request, acting reasonably, and not to commence any further activities until the adverse weather conditions have passed or the Company has received notification from the County that they may recommence operations;
- g. To ensure that no tire chains are used on any of their equipment on paved or oiled roadways along the Route;
- h. To provide any special signing and traffic control persons as required by law to ensure the safety of others using the roads that comprise the Route; and
- i. To obtain and maintain all the necessary permits, licenses, approvals and authorizations and to comply with any restrictions or regulations as required by law, bylaw, regulation or policy.

#### INDEMNIFICATION BY THE COMPANY

7. The Company shall at all times and without limitation, indemnify and save harmless the County, its Councillors, directors, officers, employees, contractors, agents and representatives from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind which any of the County, its Councillors, 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 FIVE MILLION (\$5,000,000.00) DOLLARS per occurrence, inclusive and in respect of any claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
    - i. non-owned automobiles;
    - ii. independent subcontractors;
    - iii. contractual liability including this Agreement;
    - iv. broad form property damage endorsement; and
    - v. environmental liability.
  - c. Workers' Compensation coverage for all employees, if any, engaged by the Company in accordance with the laws of the Province of Alberta;
  - d. employers' liability insurance respecting employees, if any, of the Company with limits of liability not less than TWO MILLION (\$2,000,000.00) DOLLARS per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Company; and
  - e. such other insurance as the County may from time to time reasonably require.
9. The Company shall ensure that all insurance coverage maintained by the Company in accordance with this Agreement shall name the County and any other party designated by the County as an additional named insured, contain a severability of interests or cross liability clause, and shall provide that no such insurance policy may be cancelled without the insurer providing no less than thirty (30) days' written notice of such cancellation to the County.
10. All liability insurance shall be maintained continuously until twelve (12) months after the conclusion date of this Agreement.
11. The Company shall, upon request of the County, furnish written documentation, satisfactory to the County, evidencing the required insurance coverage. The cost of all the insurance required to be held by the Company as set forth herein shall be borne by the Company.

#### MAINTENANCE AND RESTORATION OF ROUTE

12. The Company accepts responsibility for all road damage caused as a result of its use. The Company further agrees to restore the roadways, road allowances, drainage ditches and bridges that comprise the Route to the condition they were in as of the commencement date of this Agreement.
13. As determined by any inspection of the Route contemplated pursuant to Section 3 above, the County, at its sole discretion and acting reasonably, shall determine what maintenance or restoration work, if any, is required of the Route to be completed by the Company, at the Company's sole expense. The restoration shall include maintenance of the road surface in a safe condition by adding surface material as well as restoration of the surface to an "as-found" condition prior to the expiry of this Agreement.

14. Such maintenance and restoration work to be undertaken at the Company's sole expense must be completed within thirty (30) days of the County providing notice of such repair and restoration and may be undertaken by the County at the Company's request or by a contractor, approved by the County, acting reasonably, hired by the Company.
15. If a grader and/or water truck, to be supplied at the expense of the Company, is required to maintain or restore the Route in good condition and provide dust control, any work performed by them must meet the standards so prescribed by the County.
16. The restoration as set out in Section 12 may include:
  - a. Surface and sub-base damage;
  - b. Road shoulder damage;
  - c. Road ditchway damage; and/or
  - d. Any other damage to infrastructure within the road right-of-way, including but not limited to signs, utility posts, drainage structures and any other property or infrastructure located along the Route.
17. The County may, but is not obligated to, perform any road maintenance and restoration it deems appropriate throughout the term of this Agreement to the Route based upon an inspection performed in accordance with Section 3 of this Agreement. The County may provide to the Company with an invoice and the Company agrees to pay within thirty (30) days of receipt any invoice for the work completed by the County that is attributable to the activities of the Company.

#### SECURITY

18. The Company will provide Security (bond, cheque, money order or irrevocable letter of credit) in the amount of \_\_\_\_\_ (\$\_\_\_\_\_) DOLLARS, payable to the County on demand by the County, to exhibit commitment to the above set out conditions. The County may waive the requirement of Security prior to the commencement of the Agreement or at any time during the term of the Agreement. If Security is waived by the County, the Company agrees to provide Security at a later date upon written request by the County.
19. The County may invoke the provisions of Section 18 regarding Security, and cash or make demands as payee and beneficiary under the Security provided by the Company to the County pursuant to the requirements of this Agreement in the event that the County is of the opinion that:
  - a. The Company by any act or omission is in default or breach of any term, condition or covenant of this Agreement;
  - b. The Company has been required to repair or restore any damage to the Route in accordance with the provisions of this Agreement and the Company has failed to undertake such repair or restoration or pay the costs and expenses of such repair and restoration within thirty (30) days after receipt from the County of an invoice; or
  - c. The Security to be provided by the Company to the County pursuant to this Agreement is due to expire within sixty (60) days and the Company has not deposited with the County a renewal or replacement of such Security in terms and form acceptable to the County.

- 20. In the event that the County has negotiated or called upon the Security to be deposited by the Company with the County, the County may, at its option and discretion, use any funds thereby obtained in any manner the County deems fits to discharge the obligations of the Company pursuant to this Agreement.

TERMINATION, DEFAULT AND SUSPENSION

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

GENERAL TERMS

- 23. The provisions of this Agreement shall survive the termination or expiration of this Agreement, as the context may require, and shall not be merged therein or herewith.
- 24. **The Company MUST have a copy of Page 1 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  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Attention: \_\_\_\_\_

TO the Company: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Attention: \_\_\_\_\_

- 26. No waiver of any breach of any representation, warranty, obligation, covenant, or condition in this Agreement shall be effective or binding unless made in writing and signed by the party purporting to give the same and unless otherwise provided, shall be limited to the specific breach which is waived.
- 27. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.

28. The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.

29. All of the provisions of this Agreement will be treated as separate and distinct any if any provision hereof is declared invalid, the other provisions will nevertheless remain in full force and effect.

30. This Agreement is non-transferable but shall enure 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**

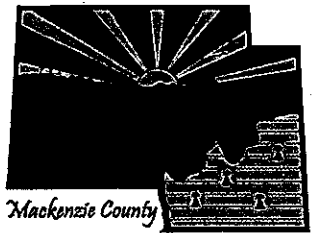
Per: \_\_\_\_\_ c/s

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

\_\_\_\_\_

Per: \_\_\_\_\_ c/s

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



# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>John Klassen, Manager of Utilities and Facilities</b>
<b>Title:</b>	<b>2008 Road Construction Requests</b>

**BACKGROUND / PROPOSAL:**

Policy PW019 Road Construction Eligibility and Prioritization (attached) states that applications for road construction must be received by August 31 annually.

Attached is a summary of all road construction requests received. Prioritizing these projects prior to budget deliberations will save time and assist with obtaining cost estimates for Council Budget Meetings.

**OPTIONS & BENEFITS:**

A presentation on all road construction requests will be brought forward at the Council meeting.

**COSTS & SOURCE OF FUNDING:**

To be included in the 2008 capital road construction requests budget.

**RECOMMENDED ACTION:**

That the following road construction requests be considered in the 2008 budget as per Policy PW019:

<u>Access to:</u>	<u>Along RR or TWP</u>	<u>Distance</u>
SW 31 & NW 30-109-18 W5M	TWP 109-5A	0.5 Miles
SW 30-109-18 W5M	TWP 109-4A	0.5 Miles
SW 29-109-18 W5M	RR 18-5	0.5 Miles

**Author:** M. Driedger      **Review By:** CAO [Signature]      267



## Municipal District of Mackenzie No. 23

Title	Road Construction Eligibility and Prioritization	Policy No.	PW019
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Legislation Reference	Municipal Government Act, Section 18
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<b>Purpose:</b>  To define road construction eligibility and priorities.  This policy rescinds and replaces Policy PW002 – 95.
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### **Policy Statement and Guidelines**

The Municipal District of Mackenzie No. 23 shall be solely responsible for new road construction within public road allowances. Landowners may build roads on municipal road allowances under the direct supervision of the M.D.

### **Definitions**

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

**Residence** – a residence in accordance with the Municipal Land Use Bylaw and subject to all approved permits.

### **General**

- 1.1 Construction of roads shall take place on statutory road allowances or road rights-of-way, wherein:
- a) The construction extends and forms part of the existing network of roads;
  - b) The construction meets all design, specifications and standards as determined by the Municipal District of Mackenzie;
  - c) The application has been made on a "Road Construction Request" form by the landowner(s) for Council's consideration;
  - d) The project has been approved by Council; and
  - e) The road to be constructed to privately owned land shall extend only to the nearest property line of the land owned by the applicant.
  - f) The road to be constructed shall not end in a wet area. The road shall be constructed until the applicant has access to dry ground.

- 1.2 Construction outside of the road right-of-way shall be generally accepted when:
- a) The construction is necessary to meet the design, specifications and standards as determined by the Municipal District of Mackenzie;
  - b) The construction along the road allowance is not cost effective;
  - c) The Municipal District of Mackenzie No. 23 derives either an economic and/or social benefit from the resulting development.
- 1.3 Applications for road construction must be received by August 31 annually. All applications will be reviewed and prioritized by Council. Only applications approved during budget deliberation will be constructed.

### **Eligibility**

- 2.1 Consideration shall only be given for the construction of roads to access agricultural lands provided:
- a) A minimum area of eighty (80) acres of the land on any one quarter is in:
    - i. Production, or
    - ii. Seedbed condition for the production of an agricultural crop, or
    - iii. Has been permanently fenced for livestock operations; and
  - b) That the property to be accessed is not accessible via an adjacent property that is under the ownership or direct control of the same person(s) or group. Title searches will be done as of September 30 of each year.
- 2.2 Consideration shall be given for the construction of roads for residential access provided:
- a) The applicant shall give the Municipal District of Mackenzie No. 23 an irrevocable letter of credit, certified cheque or other suitable financial commitment in the amount of \$10,000 per half mile. This shall be submitted by September 30<sup>th</sup>. If the property owner builds a residence on the subject property within a two-year period, the irrevocable letter of credit or certified cheque shall be returned. If a residence is not constructed within a two-year period the Municipal District of Mackenzie will use the \$10,000 to offset a portion of the cost of road construction.
  - b) That the property to be accessed is not accessible via an adjacent property that is under the ownership or direct control of the same person(s) or group. Title searches will be done as of September 30 of each year.



### 2.3 Industry/Commercial

Consideration shall be given for the construction of roads on a case-by-case basis.

### Prioritization

3.1 Prioritization shall be by road class in the following order:

- a) Collector
- b) Local Road
- c) Low Volume Farm Access
- d) Field Access

Within each classification consideration shall be given on a case-by-case basis. Where funding allows, due regard shall be given to through roads which benefit multiple land owners and road users. Approved applications for road construction will be considered and reviewed as part of the existing road network.

3.2 Council may approve construction of a road in the current year where:

- a) Costs are expected to accelerate significantly in the following year, and
- b) The landowner is willing to finance the project in the current year and provides the estimated costs up front, and
- c) Council is willing to reimburse the landowner in the following year.

Council reserves the right to modify the priority of a project when the distribution of costs for the construction of a road is presented as a cost shared project. Subject to the discretion of M.D. Council, the upgrading of any of the road infrastructure within the municipality may be given a higher priority.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	December 19, 2001	01-713
<b>Amended</b>	May 22, 2002	02-377
<b>Amended</b>	June 4, 2002	02-393
<b>Amended</b>	September 24, 2002	02-666
<b>Amended</b>	November 26, 2002	02-848
<b>Amended</b>	April 20, 2004	04-276

## 2008 ROAD CONSTRUCTION REQUESTS

Applicant	Access to following legal	TWP or RG Road	No. of Miles	Current use of Land	Acres	Additional Information	Qualify?
MYR Developments Ltd.	SW 31 & NW 30 -109-18-W5M			crop	307	Brought to Council Aug 29/07. Does not have access via municipal road	Yes
George D & Colleen Mantens	NE 30-109-18-W5M	RGE 18-5A	1	crop	150	Brought to Council Aug 29/07. Has access to this property via municipal road	No
Jake Wolfe	SW 30-109-18-W5M	RGE 19-0	1.5	hay & crop	120	Brought to Council Aug 29/07. Does not have access via municipal road	Yes
Jerry Krahn	SW 29-109-18-W5M	RGE 18-5	0.5	crop	140	Brought to Council Aug 29/07.	Yes
Jacob F Wall	NE 30-106-11-W5M	RGE 14-2	3.5	N/A		Application for shortcut purposes. Applicant does not own any land that would be directly benefited	No
William & Helen Janzen	SW 27-105-15-W5M	RGE 15-3 or TWP 105-4	0.5	pasture	160	Portion of quarter fenced with remainder to be fenced in 2008	No
William & Helen Janzen	SW 23-105-15-W5M	RGE 15-2 or TWP 105-3	0.5	pasture & hay	40	Portion of quarter fenced with remainder to be fenced in 2008	No
Henry & Kathy Fresen	NW 23-105-14-W5M	RGE 14-2	3.5	crop	160	Has access to this property via municipal road	No
John T & Mary Wolfe	NW 2-105-14-W5M	RGE 14-2	3.5	crop	?	Applicant lives on adjacent easterly quarter, which appears to be held in wife's name and which already has access via municipal road. Applicant would qualify if he has 80 acres of crop in seedbed and the easterly adjacent quarter is not held in his or his wife's name.	Possibly?
Jacob F. Thiessen	105-14-W5M	RGE 14-2 & RGE 13-0	5	N/A		Application for shortcut purposes. Applicant does not own any land that would be directly benefited.	No
Corny & Sarah Wall	W 1/2 28-105-13-W5M	RGE 13-4	1 or 1.5	N/A		Application for shortcut purposes. Applicant does not own any land that would be directly benefited.	No
Abe F Wall	W 1/2 28-105-13-W5M	RGE 13-4	1	N/A		Applicant does not own any land that would be directly benefited by this road.	No
Jacob F Wall	SW 28-105-13-W5M	RGE 13-4	1.5	N/A		Application for shortcut purposes. Applicant does not own any land that would be directly benefited.	No
Ernie & Tracy Dredger	SE 12-104-16-W5M	RGE 16-0	0.5	crop	85	Applicant currently has an offer to purchase for this property. If title to land is switched to his name prior to Sept 30, 2007, he would qualify.	Possibly?
Grandview Logging Ltd.	SE 10-104-15-W5M	RGE 15-2	0.5	pasture	160	The owner of Grandview Logging personally owns the property immediately north of this quarter, which has access via a municipal road. He would qualify if the company name is upheld as the entire requested quarter is fenced for pasture.	Possibly?
Diedrich & Mary Dredger	SW 9-104-15-W5M	RGE 15-4	0.5	pasture	80	is unable to access land and therefore not able to build fence for pasture	Possibly?
Peter & Lisa Wolfe	NW 35-104-14-W5M	RGE 14-2	3.5	N/A		Has access to this property via municipal road	No

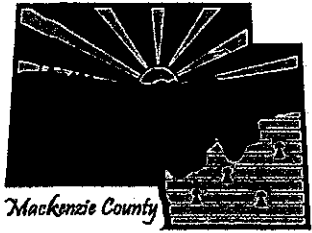
# 2008 Road Requests

Slide #	Qualify	Name	Location	Comments
1	Yes	MYR Developments	SW 31 & NW 30-109-18-W5M	They currently have 307 acres in crop and are requesting for farmland access.
2	No	George D & Colleen Martens	NE 30-109-18-W5M	They have current access to their property. They currently have 150 acres in crop. They are requesting for both farm access and residential access.
3	Yes	Jake Wolfe	SW 30-109-18-W5M	He currently has 90 acres in crop and 30 acres in hay. He is requesting for farmland access.
4	Yes	Jerry Krahn	SW 29-109-18-W5M	He currently has 140 acres in crop. He is requesting for both farm access and residential access. They are planning on residing on the property in 2008.
5	Possibly	William & Helen Janzen	SW 27-105-15-W5M	They currently have 160 acres for pasture and have started fencing with a completion date of 2008. They are requesting for farmland access.
6	No	William & Helen Janzen	SW 23-105-15-W5M	They currently only have 40 acres in pasture/hay and have started fencing the property with a completion date of sometime in 2008. They are requesting for farmland access.
7	No	Jake F Wall	Multiple locations in 105-14-W5M	He does not reside anywhere in the area mentioned above but on NE 30-106-11-W5M. They request this for a shortcut.
	No	Jacob F Thiessen	Multiple locations in 105-14-W5M	He does not reside anywhere in the area mentioned above but on SE 16-106-12-W5M. They request this as a shortcut to Grandmas.
	No	Henry & Kathy Friesen	NW 23-105-14-W5M & NE 27-104-14-W5M	He is currently farming 160 acres of crop on NW 23-105-14-W5M and resides on NE 27-104-14-W5M. They have current access to their property.
	No	Peter & Lisa Wolfe	NW 35-104-14-W5M	They have current access to their property at NW 35-104-14-W5M.
	No	John T & Mary Wolfe	NW 2-105-14-W5M	They currently reside on NE 2-105-14-W5M and it's title is in Mary Wolfe's name but with a different box #. It is in his wife's name. They currently have 120 acres in crop on NW 2-105-14-W5M. They have current access to their property.
8	No	Abe F Wall	W 1/2 28-105-13-W5M	He does not reside on the above property but on NE 22-105-13-W5M. They would like to see a road built through so it would be convenient to access HWY 88 Connector.
	No	Corny & Sarah Wall	W 1/2 28-105-13-W5M	They do not reside on the above property. They would like to see a road built through so it would be convenient to access HWY 88 Connector.
	No	Jake F Wall	W 1/2 28-105-13-W5M	He does not reside on the above property but on NE 30-106-11-W5M. They request this for a shortcut to his brothers' house, for farm and



				social purposes.
	No	Jacob F Thiessen	W 1/2 28-105-13-W5M	He does not reside anywhere in the area mentioned above but on SE 16-106-12-W5M. They request this as a shortcut to Grandma's.
9	Possibly	Ernie & Tracy Driedger	SE 12-104-16-W5M	They hold an offer to purchase the property from the landowner dated August 31, 2007. There is currently 85 acres in crop and they are requesting for farmland access.
10	Possibly	Grandview Logging	SE 10-104-15-W5M	He currently has the property (160 acres) fenced for cattle and is planning on selling his personal quarter (NE 10-104-15-W5M) to his son. He was advised by administration that he start the process of changing over title to his son's name. He is planning on moving onto the above quarter in 2009. They are requesting for both farm access and residential access.
11	Possibly	Diedrich & Mary Driedger	SW 9-104-15-W5M	They currently have 80 acres for pasture but are unable to fence it due to not having access to their property. They are not planning on moving there in the near future. They are requesting for farmland access.





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>John Klassen, Manager of Utilities and Facilities</b>
<b>Title:</b>	<b>Stop Sign Request</b>

**BACKGROUND / PROPOSAL:**

A local contractor contacted administration regarding the possible installation of a stop sign at the intersection of TWP 108-3a and RR 13-5 (see attached map).

**OPTIONS & BENEFITS:**

The contractor, Knelsen Sand & Gravel, is hauling gravel out of NW 20-108-13 W5M and LaPrairie Group Contractors has been hauling gravel out of NE 19-108-13 W5M. Both contractors created accesses onto municipal roads, Knelsen's onto RR 13-5 and LaPrairie onto TWP 108-3a, for this purpose. The east and west access is now being removed but the north and south access remains part of a heavy haul route running north and south along RR 13-5. With no stop sign for east and west traffic, this is also an extremely dangerous intersection, as gravel trucks continue travelling north along RR 13-5 onto the contractor's private access. A stop sign placed along TWP 108-3a would alleviate the safety concerns regarding this intersection.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

That Mackenzie County place a stop sign at the intersection of TWP 108-3a and RR 13-5, as per attached diagram.

**Author:** M. Driedger

**Review By:** \_\_\_\_\_

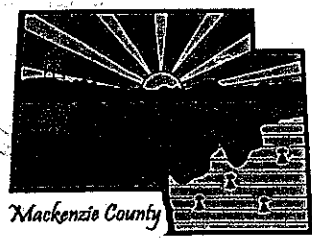
*for*  
CAO *[Signature]*





STOP





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>Mark Schonken</b>
<b>Title:</b>	<b>Tompkins Landing Ice Bridge Tender</b>

### BACKGROUND / PROPOSAL:

Alberta Infrastructure & Transportation has supplied the County with a new draft agreement for the construction and maintenance of the Ice Bridge. Two significant changes to that of the previous year seems to be:

- the 3 year term of the agreement; and
- the 15% administration fee that will also be considered.

### OPTIONS & BENEFITS

N/A

### COSTS & SOURCE OF FUNDING:

Funding will be supplied by Alberta Infrastructure & Transportation for the actual costs incurred by the County with an additional administration fee of 15%.

### RECOMMENDED ACTION:

#### **Motion 1**

Approve the proposed Request for Tender.

#### **Motion 2**

Approve the proposed advertisement.

Author: \_\_\_\_\_ Review Date: \_\_\_\_\_  
1

*for*  
CAO *hl*



# MACKENZIE COUNTY

## TOMPKINS LANDING ICE-BRIDGE CONSTRUCTION TENDER CALL

The Mackenzie County is requesting that interested contractors or individuals submit tenders for the construction of the Tompkins Landing Ice Bridge, for a three year period starting in the winter of 2007-2008.

Sealed tenders must be submitted no later than 1:00 pm on Thursday, October 25, 2007 at the Fort Vermilion office.

The tender opening will be held at 1:30 pm on October 25, 2007 in the Council Chambers at the Fort Vermilion office.

### **Special Conditions**

- a. The tender is all inclusive and the sole responsibility of the Contractor unless specified in the agreement or circumstances beyond the control of the contractor. Such circumstances will be determined by Alberta Infrastructure and Transportation and the Mackenzie County.
- b. The Mackenzie County and the Province of Alberta reserve the right to reject any or all tenders

Please clearly state on the outside of the sealed envelope "**Tompkins Landing Ice-Bridge Construction Tender**".

For further information please contact William Kostiw, CAO at (780) 927-3718.

To: Mackenzie County  
P.O. Box 640  
Fort Vermilion, AB T0H 1N0

ATTENTION: Chief Administrative Officer

**CONTRACT: CONSTRUCTION OF THE TOMPKINS LANDING ICE  
BRIDGE**

**CONTRACT NO.**

We, the undersigned, hereby agree to carry out the work of the Contract in accordance with the Tender Documents, for the unit prices, lump sums, if any, and allowance, if any, set out in the Unit Price Schedule integral herewith, the total amount per year, of which is:

(\$ \_\_\_\_\_) excluding Federal Goods and Services Tax.  
(Total Tender Amount Per Year)

This Tender is open to acceptance by the County until 5 days after the bid closing time. This bid and Contract Form, together with and subject to all the provisions of the Tender Documents including those contained in Section 2 shall, when accepted and executed by the Mackenzie County, constitute a binding contract between the Contractor and the Mackenzie County.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

**TENDERER:** \_\_\_\_\_  
Business Name (print or type)  
\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Tenderer's authorized representative

\_\_\_\_\_  
Name and status of person signing above (print or type)      \_\_\_\_\_  
Witness's signature or Corporate Seal

Accepted and executed this _____ day of _____, 200__ by an authorized representative of the Mackenzie County	
_____ Signature	_____ Witness's Signature
_____ Chief Administrative Officer	

**TENDER UNIT PRICE AND CONTRACT FORM**  
**PAGE 2 of 2**

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It is understood, and agreed that:

- a.) The unit prices, lump sums, if any, and allowances, if any, set out below, form the basis of the tender price and that the amount set out on page 1 of 2 will be checked and if necessary, arithmetically corrected by the County.
- b.) The unit prices include all cost and charges, including overhead and profit.
- c.) Every unit price requested shall be submitted, or the bid may be rejected.

PHASE	PRICE
Phase I – First 30 centimetres of Ice	
Phase II – Second 30 centimetres of Ice	
Phase III – Third 30 centimetres of Ice	
Phase IV – Last 30 centimeters of Ice	
Phase V – Maintenance of Ice Bridge	
<b>TOTAL TENDER PRICE: PER YEAR</b>	

Insurance	
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Goods & Services Tax included in Tender Price?	Yes	No
--	-----	----

1. Definitions

*In this Agreement the following words and phrases shall have the meanings as set forth below, unless the context otherwise requires:*

- a. *"Ice Bridge" means the Tompkins Landing Ice Bridge, a river crossing for the Peace River located in the NW 30-103-19-W5M on Highway 697, South of the Hamlet of La Crete in the Province of Alberta as shown on the map Schedule "A"- Tompkins Landing Ice Bridge as attached and forming part of this Agreement.*
- b. *"Work" means all matters related to the yearly construction and maintenance of the Ice Bridge including, but not limited to, clearing snow, smoothing rough ice, flooding, ice measuring and testing, recording the pertinent data, determining load limits, performing traffic accommodation measures, signing including the placing of traffic delineators, markers, reflectors and flags, performing inspections, performing supervision of any and all construction and maintenance activities, reporting, administration and consulting with the County.*
- c. *"Minister" shall mean the Minister of Infrastructure and Transportation for the Province of Alberta or his authorized representative.*

2. Materials and Equipment

- a. *The Contractor shall supply all materials, equipment and human resources necessary to complete the Work or shall arrange to provide equipment and personnel who are skilled in the construction and maintenance of ice bridges, in accordance with the requirements as described in the Agreement.*
- b. *A list of all equipment required for the contraction of the Ice Bridge shall also be supplied to the County as part of the tender process and this agreement.*

3. Permits and Approvals

*The County shall on behalf of the Minister, obtain any and all authorizations, permits or approvals necessary for the construction and maintenance of the Ice Bridge prior to commencement of the Work. Authorizations are required from the following agencies:*

- *Alberta Environment*
  - *Department of Fisheries and Oceans Canada (DFO)*
- b. *Notwithstanding the above, the Contractor must satisfy itself that the County has applied for and received all authorizations, permits or approvals.*
  - c. *The Contractor shall conduct its operations in accordance with the conditions of the authorizations, permits or approvals for construction and maintenance of the Ice Bridge.*
  - d. *The Contractor shall familiarize itself with and follow the conditions and measures set out within DFO's document titled Pacific Region Operational Statement Ice and Snow Fill Bridges (found at [www.heb.pac.dfo-mpo.gc.ca/decisionsupport/os/os-ice\\_bridge\\_e.htm](http://www.heb.pac.dfo-mpo.gc.ca/decisionsupport/os/os-ice_bridge_e.htm), so as to be in compliance with Subsection 35(1) of the Fisheries Act. For greater certainty, the Contractor must conduct the Work in such a manner*



as not to cause the harmful alteration, disruption or destruction (HADD) of fish habitat unless it has been authorized by DFO.

4. Contractor's Operating and Safety Plan

- a. The Contractor shall provide an Operating and Safety Plan satisfactory to the County. The Operating and Safety Plan shall be submitted to the County's Project Manager, for the County's review no less than seven (7) days prior to the commencement of any Work. The Operating and Safety Plan shall be based on, but not limited to, the requirements of:
  - The Government of the Northwest Territories, Department of Transportation Manual titled "A Field Guide to Ice Construction Safety".
  - The Alberta Occupational Health and Safety booklet titled "Traveling, Standing and Working on Ice Requires Extreme CAUTION".
- b. The Contractor's general construction and maintenance requirements contained herein will be supplemented and superseded by more specific and stringent requirements of the Contractor's Operating and Safety Plan where applicable.

5. Ice Measurement

- a. The Contractor shall assess ice thickness, weather conditions and the peculiarities of the Peace River as these factors are contributing factors that determine when construction of the Ice Bridge should commence.
- b. The Contractor shall measure and test the ice thickness to determine its ice bearing capacities. The Contractor shall strictly comply with such ice bearing capacities when choosing and deploying equipment and employees for the Work.

6. Commencing Construction Activities

- a. If the natural ice is not sufficient to safely support the construction of the Ice Bridge, the Contractor shall flood the ice crossing or suspend activities until sufficient ice thickness has developed to allow further construction activities.
- b. The Contractor shall ensure that all personnel wear appropriate flotation suits while working on the Ice Bridge.
- c. When it is unsafe to permit travel, the Contractor shall post and maintain signs and barricades at both entrances to the Ice Bridge stating that the Ice Bridge is closed.
- d. When there is sufficient ice bearing capacity the Contractor may:
  - Either remove snow or compact snow to accelerate ice thickness development.
  - Break down extremely rough ice using hand tools before heavier equipment can be used to complete the leveling process.
  - Use small pumps to flood areas that require strengthening. The depth of each flood should not exceed five (5) centimetres.
- e. The Contractor may use heavy equipment to level the ice only when there is sufficient ice thickness to support such equipment.

7. Minimum Requirements for the Fully Constructed Ice Bridge for Public Use
- a. The Contractor shall construct the Ice Bridge so that its complete surface width shall be thirty (30) metres. The Contractor shall construct the Ice Bridge to a standard capable of allowing one vehicle with a gross weight up to a maximum of seventy thousand (70,000) kilograms to travel safely at a speed of not greater than ten (10) km/hr. In the event warm weather conditions prevail for the winter season preventing the Contractor from constructing the Ice Bridge to the maximum load limit of seventy thousand (70,000) kilograms, the Minister has the discretion to adjust the maximum load limit for constructing the Ice Bridge.
8. Opening the Ice Bridge for Public Use
- a. When the surface of the Ice Bridge is smooth enough and the ice has sufficient strength to permit the safe passage of vehicles, the County will interpret ice test results and open the Ice Bridge at the calculated load limit. The County may initially open the Ice Bridge when there is sufficient ice thickness to safely permit travel of a vehicle having a gross vehicle weight up to two thousand five hundred (2,500) kilograms. The minimum width of travel surface required at this initial opening shall be no less than ten (10) metres.
- b. The County will be responsible for approving the opening date together with a load limit. Once the County has approved the opening date and load limit, the Contractor shall post the load limit and open the Ice Bridge for public use.
- c. Upon opening the Ice Bridge, the County shall immediately notify the Minister by contacting in writing the Peace River Operations Manager and the High Level Maintenance Contract Inspector. As well the County shall immediately notify the following local authorities:
- Law Enforcement Agency (RCMP)
  - EMS (Emergency Medical Service)
- d. The County shall also arrange for public service announcements through the local radio station(s) advising that the Ice Bridge is open for the season.
- e. Prior to opening the Ice Bridge, the Contractor shall supply and install all necessary regulatory, advisory and information signs at both of the Ice Bridge entrances. The Contractor shall only use sign materials in accordance with the Alberta Infrastructure and Transportation Approved Products List (found on the Alberta Infrastructure and Transportation website at [www.infratrans.gov.ab.ca](http://www.infratrans.gov.ab.ca)).
- f. The Contractor shall erect signs at both of the entrances to the Ice Bridge advising motorists:
- Of the maximum allowable vehicle weight.
  - To travel at a maximum speed no greater than ten (10) km/hr.
  - That only one maximum tonnage vehicle is permitted on the Ice Bridge at a time.
- \*\*\*During the winter season the Ice Bridge ice bearing capacity may exceed the seventy thousand (70,000) kilograms. In the event that ice measuring/testing indicates an ice bearing capacity greater than seventy

thousand (70,000) kilograms, the posted maximum allowable vehicle weight shall remain at 70 Tonnes.

- g. The Contractor shall supply and install suitable markers with delineator reflectors and fluorescent orange flags at fifty (50) metre intervals to delineate the edge of the Ice Bridge.

9. Ongoing Ice Bridge Maintenance

- a. The County shall perform a daily visual inspection of the Ice Bridge. The County shall observe and document all circumstances and conditions affecting the traveling public and the Ice Bridge.
- b. The Contractor shall perform ice measuring/testing and recording of data in accordance with the accepted procedures for ice bearing assessment as specified in the Contractor's Operating and Safety Plan. The Contractor shall measure and test the Ice Bridge's ice twice daily, once in the morning and once in the afternoon, excluding Sundays. An increased frequency of measurements and tests may be required due to ice/weather conditions. The increase in frequency of measurements and tests shall be at the discretion of the County.
- c. The Contractor shall report changes in the Ice Bridge's ice bearing capacity to the County by contacting in writing the County's Project Manager within two (2) hours and load limits increased or decreased accordingly. The Contractor shall change all applicable signs immediately.
- d. Should weather, river conditions or insufficient ice bearing capacities occur between the initial opening and the official closing of the Ice Bridge for the season, the County shall have the authority to close the Ice Bridge. Should closure be deemed necessary the Contractor shall immediately notify the County's Project Manager and in writing within two (2) hours.
- e. The Contractor shall
- Maintain the Ice Bridge to the desired width of thirty (30) metres and maintain markers identifying the Ice Bridge boundaries.
  - Flood to increase thickness to maintain the specified ice bearing capacity. The depth of each flooding should not exceed five (5) centimetres and should be restricted to half of the Ice Bridge surface width at a time to minimize traffic interruptions.
  - Remove snow as necessary and keep the snow berms sloped away to reduce the possibility of trapping snow unnecessarily until a time that the Ice Bridge's ice bearing capacity reaches thirty one thousand one hundred (31,100) kilograms.
- f. When the Ice Bridge's ice bearing capacity reaches thirty one thousand one hundred (31,100) kilograms, the Contractor will notify the County upon which the County will notify the Minister to instruct its Highway Maintenance Contractor to carry out the snow removal on the Ice Bridge.
- g. Should the Ice Bridge's ice bearing capacity decrease at anytime during the winter season below thirty one thousand one hundred (31,100) kilograms, the responsibility of snow removal shall revert back to the Contractor until such time as the Ice Bridge's ice bearing capacity again reaches thirty one thousand one hundred (31,100) kilograms.

;) approaches

- h. In the event that heavy equipment is required to repair the Ice Bridge due to conditions caused by the river including, but not limited to, pressure ridges, consultation is required with the County prior the commencement of such work. The County reserves the right to reject any or all payment for such work if prior consultation has not occurred. If such heavy equipment works have been agreed upon, the County shall pay for such approved works at the applicable hourly rates as outlined in the most current Alberta Roadbuilders and Heavy Construction Association Equipment Rental Rates Guide.

16. Ice Bridge End of Season Closing

In the later part of the winter season, it will be necessary for the County to close the Ice Bridge whenever the surface water exceeds a depth of fifteen (15) centimetres and/or the Ice Bridge's ice bearing capacity drops below two thousand five hundred (2 500) kilograms.

The County shall be responsible for determining closure dates of the Ice Bridge.

- c. The County shall also arrange for public service announcements through the local radio station(s) advising that the Ice Bridge is closed for the season.
- d. At the end of the season, just prior to when the surface becomes unfit for the safe usage by any vehicle, the Contractor shall retrieve all signs and other traffic control devices on the ice. The Contractor shall install road closed signs and barricades at both of the entrances to the Ice Bridge, at which time the Minister's Highway Maintenance Contractor shall monitor the closure of the Ice Bridge while performing its regular road inspections for the County. Should the Highway Maintenance Contractor identify a deficiency (missing or incorrect signs/barricades), the Contractor shall correct the deficiencies upon notification from the County.

17. Record Keeping

- a. The Contractor shall keep records of the ice thickness during the construction and maintenance of the Ice Bridge. All pertinent information such as date, time, names, temperature, weather condition, distances, test hole locations, ice condition, presence of cracks, details of load limits, and signature of inspector shall be recorded in a bound logbook (triplicate format). The records shall be filed as part of the permanent record and shall be forwarded to the County within seven (7) days of the final closure of the Ice Bridge for the season.

18. Prohibition Against the Use of Gravel, Sand, Salt, Dirt or Deleterious Materials

- a. The Contractor shall not deposit gravel, sand, salt, dirt or deleterious material into the river or on the Ice Bridge.

19. Insurance

- a. The Contractor shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances in compliance with the Alberta Insurance Act, and in forms and amounts acceptable to the County:

SECTION 2  
SPECIFICATIONS & CONDITIONS  
PAGE 6 OF 15

- *General Liability Insurance in an amount not less than five million dollars (\$5,000,000) inclusive per occurrence against bodily injury and property damage, including loss of use thereof. The County is to be added as an additional insured under this policy for any and all claims arising out of the Contractor's operations. The policy shall be endorsed as primary and will not require the pro rata sharing of any loss by any insurer of the County. Such insurance shall include products and completed operations liability.*
- *Automobile liability on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than five million dollars (\$5,000,000).*
- b. *The Contractor shall provide the County upon request, a certified true copy of each policy prior to execution of the Agreement, and upon request at any time thereafter within the Term of the Agreement, and the Contractor shall also provide certified true copies of the certificates of renewal of the policies, or certified true copies of the replacement policies, as evidence that these coverages have been continued for the duration of the Agreement.*
- c. *All required insurance shall be endorsed to provide the County with fourteen (14) days advance written notice of material change or cancellation.*
- d. *The Contractor is responsible for insuring its equipment against all risks of accidental loss or damage.*
- e. *The Contractor shall require and ensure that each sub-contractor provide evidence of comparable insurance to that set forth in the clauses above in an amount not less than five million dollars (\$5,000,000).*
- f. *The Contractor shall require and ensure that each sub-contractor maintain Worker's Compensation Insurance in the amount required by the Workers' Compensation Board for the term of this Contract. In the event the Contractor is performing work as defined in the Occupational Health and Safety Regulations and the Contractor is a proprietor or performs an exempt activity as defined by the Worker's Compensation Board, then the Contractor shall hold and maintain Worker's Compensation Insurance personal coverage throughout the length of this Contract.*

20. *Due Care, Claim Settlement and Hold Harmless*

- a. *The Contractor shall hold harmless the County and its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Contractor, its employees, agents or sub-contractors, in the performance of the Work. Such hold harmless shall survive this Agreement.*
- b. *The County shall hold harmless the Contractor and its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the County, its employees or agents, in the performance of the Work. This Hold Harmless shall survive this Agreement.*
- c. *The Contractor shall ensure that its forces and those of all sub-contractors use due care to ensure that no person is injured and no person's property is damaged in the prosecution of the Work. Without*

restricting the generality of the foregoing, the Contractor shall, at its own expense, make such provisions as may be necessary to avoid any such injury or damage.

- d. All claims for injury, loss or damage arising in connection with the Work will be referred to the Contractor who shall deal with each claim in a fair and reasonable manner. The Contractor shall respond to each claimant in writing, setting out the Contractor's position with respect to the claim.
- e. If the Contractor settles the claim, it shall provide the County with written proof that the claim has been resolved. If the Contractor is unable to settle the claim or considers the claim to be invalid, it shall provide the County with written reasons for rejecting the claim.

21. Conflicts Of Interest

- a. The Contractor and the Contractor's employees:
  - 1. Shall conduct their duties related to this Contract with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing within anyone with whom a relationship between them could bring the impartiality of the Contractor or its employees into question;
  - 2. Shall not influence, seek to influence, or otherwise take part in a decision of the County, knowing that the decision might further their private interests; and
  - 3. Shall not offer to the County's employees any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Contract, that causes, or would appear to cause, a conflict of interest.
- b. The County's employees shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Contract, and if such financial interest is acquired during the term of this Contract, the Contractor shall promptly declare it to the County.
- c. A breach of the conflict of interest clauses of this Contract constitutes grounds for termination of the Contract, should the County deem such action appropriate.

22. Inspection/Enforcement by the County

- a. The Minister and the County reserves the right to inspect the Work in whole or in part to confirm that it has been performed in accordance with the specifications and conditions set out in this Agreement.
- b. The Minister and the County will provide or make arrangements for enforcement of the Ice Bridge weight and speed restrictions when necessary. Enforcement will apply to commercial vehicles only.

23. Compliance with Laws and Regulations

- a. In performing the Work, the Contractor shall comply with all applicable statutes, regulations, by-laws, orders and directives of the respective government authorities having jurisdiction, and shall obtain any and all

permits, licenses, approvals or consents necessary for the Work or the Materials, and shall pay any tax, levy, fee or other like charges required to be paid in order for the Contractor to perform the Work or for the County to use the Materials.

24. Extension of Agreement

- a. The County and the Contractor may mutually agree to extend the expiry date of the Agreement

25. Scheduling of the Work

- a. The Contractor will be given the flexibility to schedule the Work to achieve efficiency in its operations.

26. Payment

- a. The County agrees to pay the Contractor for its costs to construct and maintain the Ice Bridge,
- b. Payment will be issued in 5 increments:  
Phase I - the first 30 centimetres of ice on the bridge;  
Phase II - the second 30 centimetres of ice;  
Phase III - the third 30 centimetres of ice;  
Phase IV - the final 30 centimetres of ice;  
Phase V - the maintenance of the ice bridge for the remainder of the season (optional), upon inspection by the County.  
**The County will retain payment from EACH of the five payments made to the Contractor until proof of WCB and Insurance have been received.**
- c. The County's payment for the construction and maintenance of the Ice Bridge will be made by invoices forwarded by the Contractor to the County at the following address:

Mackenzie County  
Attention: Bill Kostiw, CAO  
4511 - 46 Avenue  
Box 640  
Fort Vermilion, AB, T0H 1N0

- d. All Invoices submitted by the Contractor shall be itemized indicating:
- the service provide, manpower, equipment, materials, administration,
  - the billing quantity per service, manpower, equipment, materials, administration and the cost associated with each.
  - the monthly Invoices shall also indicate the total billable cost for the month, along with the total accumulated cost billed to the County to date.

27. Term

- a. The Agreement shall commence on 0:00:01 October 31<sup>st</sup>, 2007 and shall terminate on 23:59:59 April 30<sup>th</sup>, 2010.

28. Goods and Services Tax

- a. *The Contractor will be responsible for all Goods and Services Taxes paid to the Contractor.*

29. Termination Without Fault of Contractor

- a. *The County reserves the right to annul the Agreement at any time upon giving at least thirty (30) days notice in writing, to the Contractor, in which event the Contractor shall cease Work and shall be entitled to payment for the Work completed by the Contractor up to the time of the annulment.*

30. Confidentiality

- a. *The Contractor shall treat data and information concerning the County or third parties, or the business activities of them, as confidential and not disclose, copy, use, or permit the use of it at any time or in any way, other than for the purpose of performing this Agreement. The Contractor shall not communicate any matters concerning the Work to any member of the public or any news medium, whether the press or radio or television, without the prior written consent of the County.*
- b. *The Contractor shall limit the disclosure of confidential information to those persons to whom such disclosure is strictly necessary for the performance of the Agreement and shall ensure that those persons are bound by obligations of confidentiality equal to those contained in this section.*
- c. *The Contractor shall not use the name of the County in whole or in part, in publicity releases, advertising or promotion of the Contractor's business without the County's written consent.*

31. Freedom of Information

- a. *Any information collected or generated by the Contractor in the course of the performance of the Agreement, may be property of the Contractor and the County as public bodies and is subject to the Freedom of Information and Protection of Privacy Act, as well as all other regulatory requirements governing the management of personal information.*
- b. *Both the Contractor and the County, when dealing with requests received under the Freedom of Information Protection of Privacy Act, will contact the other party prior to releasing any information to a third party under this legislation.*

32. Occupational Health and Safety Act

- a. *The Contractor shall familiarize himself, its staff and its sub-contractors with the terms of the Occupational Health and Safety Act and the regulations thereunder to ensure complete understanding respecting the responsibilities given and compliance required. The Contractor acknowledges that it is and assumes all of the responsibilities and duties of the "prime contractor" as defined by the Occupational Health and Safety Act, and that it shall, as a condition of the Agreement, comply with the Occupational Health and Safety Act and the regulations thereunder.*



- b. *In the event that the worksites of two (2) or more Prime Contractors coincide, it shall be the responsibility of the Prime Contractor of this Agreement to liaise with all other Prime Contractors and jointly develop a health and safety system or process for the affected work site. If two (2) or more Prime Contractors of the County can not agree on a process or system that addresses the safety concerns of all parties, work at the affected work site shall cease and the matter shall be referred to the County or its representative. Upon review, the County or its representative will decide which Prime Contractor shall be responsible for resolving the disputed safety issue. Such decision shall be final and binding upon all Prime Contractors.*
- c. *Prime Contractor shall, to the extent required by the Occupational Health and Safety Act and Regulations, establish and maintain a health and safety system or process to ensure compliance with the Act by its employees, agents and sub-contractors/owner operators.*
- d. *The Contractor has the responsibility to identify work site hazards and develop operational and occupational safety policies, procedures and plans specific to the Work to ensure the safety of every person at the work site and of the public traveling through the site. When requested by the County, the Contractor shall provide copies of these safety policies, procedures and plans prior to the commencement of the Work, along with verification that they have been submitted to Alberta Human Resources and Employment, Workplace, Health and Safety.*
- e. *If the Alberta Human Resources and Employment, Workplace, Health and Safety conducts a work site inspection that results in orders being issued to the Contractor the Contractor shall immediately supply copies of these orders to the County's Project Manager.*
- f. *The County may suspend the Work in accordance with Condition 32 County's Authority to Suspend Work, in cases of recognized imminent danger or when the Contractor fails to comply with safety orders issued or to rectify previously identified work site hazards. The County's interpretation of a work site hazard will be considered final in all cases.*
- g. *In the event of an injury or accident, as defined by Occupational Health and Safety Regulations, involving employees of the Contractor or its sub-contractors, the Contractor shall immediately notify the County's Project Manager and conduct an accident investigation in accordance with provisions of the Occupational Health and Safety Act. In addition, the Contractor shall supply a copy of this investigation report to the County's Project Manager within forty-eight (48) hours of the occurrence.*
- h. *Upon Agreement award, a pre-commencement meeting will be conducted by the County. The Contractor shall ensure its project supervisor, the designated safety representative, and a representative from each sub-contractor is in attendance.*
- i. *While the Work is in progress, the Contractor's project supervisor shall conduct safety meetings monthly. The Minister and the County or their designate shall be invited to attend.*

33. Safety Certificate Of Recognition (COR)

- a. The Contractor shall, for the duration of this Contract, without limiting its obligations or liabilities herein and at its own expense, maintain a valid safety Certificate of Recognition from the Alberta Construction Safety Association or an approved equivalent. A Small Employer's Certificate of Recognition is not considered acceptable. The Contractor will provide a valid Safety Certificate of Recognition for his organization or company from an approved Safety Accreditation Program.
- b. Where it is not possible to retain a full COR vendor, the County may take an agreement directly with the Project Sponsor. In this case, the Agreement shall be approved by the Regional Director/Executive Director. Additionally, the Project Sponsor will be responsible for reviewing and accepting the Contractor's safety program, and or conducting and documenting a detailed pre-job safety meeting in accordance with Appendix A-S01 of the Engineering Consultant Guidelines for Highway and Bridge Projects – Volume 2.

34. Minister and County's Authority to Suspend Work

- c. The Minister and County shall have the authority to suspend the Work, in whole or in part, for such a period as it deems necessary, due to conditions that it considers unfavourable for the execution of the Work or due to the failure of the Contractor to comply with any provision of the Agreement.
- d. Upon receipt of the Minister and County's written notice to suspend the Work, the Contractor shall immediately suspend those operations as are specified in the notice. No such suspension shall vitiate or void the Agreement or any part thereof or any security or obligation for the performance thereof or relieve the Contractor of any other responsibility under the terms and conditions of the Agreement, including the preservation and care of the work site and materials used in the performance of the Work.
- e. Except in situations of imminent danger, the Contractor shall not suspend the Work without the consent of the County.

35. Third Party Accident Reporting

- a. The Contractor shall immediately notify the County of any accidents involving its or its sub-contractors equipment/vehicles that occur during the construction or maintenance of the Ice Bridge, and which involve a fatality, serious personal injury, or 3<sup>rd</sup> party property damage in excess of one thousand dollars (\$1,000) or as specified in the Traffic Safety Act, or any act or regulation that replaces the Traffic Safety Act. The Contractor shall investigate the accident (including those of its sub-contractors) and complete a detailed accident report in a form satisfactory to the County within forty-eight (48) hours of knowledge of the accident (report to include photographs, details of site conditions, records of signs, etc.) and shall provide the County with such accident report forthwith upon its completion.

36. Notices

a. Notices and other communications require or permitted to this Agreement shall be delivered personally, sent by facsimile, or mailed:

- To the Contractor at:

Contractor Name:

Attention:

Address:

Fax. No.:

- To the County at:

Mackenzie County

Attention: William Kostiw, Chief Administrative Officer

Box 640, Ft. Vermilion, AB, T0H 1N0

Fax. No.: (780) 927-4266

b. Daily notices shall also be sent by facsimile to:

- To the County at:

Mackenzie County

Attention: Ron Dyck

Fax. No.: (780) 928-4199

37. No Waiver

a. Failure or delay on the part of either of the parties in exercising any right, power or privilege hereunder shall not operate as a waiver thereof.

38. Waiver Not Affecting Rights on Breach

a. No waiver of any right, power or privilege by a party shall limit or affect that party's rights with respect to any breach of this Agreement by the other party.

39. Further Assurances

a. Each of the parties hereto shall execute such further documents and give such further assurances as are required to give effect to this Agreement.

40. Severability of Articles

a. It is intended that all Conditions of this Agreement shall be fully binding and effective between the parties, but in the event that any particular Condition or Conditions or a part of one is found to be void, voidable or unenforceable for any reason whatsoever, and the particular Condition or Conditions or part of the Condition shall be deemed severed from the remainder of this Agreement and all other Conditions shall remain in full force.

41. Time is of the Essence

a. Time is and shall continue to be of the essence in this Agreement.

42. Survival of Terms

- a. *Despite any other provision in this Agreement, those Conditions, which by their nature continue after the conclusion or termination of this Agreement, shall continue after such conclusion or termination of this Agreement.*

43. Choice of Law

- a. *This Agreement shall be construed and interpreted in accordance with the laws of the Province of Alberta, and the parties hereto attorn to the jurisdiction of the Courts of the Province for the interpretation and enforcement of the provisions hereof.*

44. Order of Precedence

- a. *In the event of a conflict or inconsistency among the Schedules, this document excluding the Schedules, and any of their respective amendments; the documents, as amended, shall take precedence and govern in the following order:*
- *This document excluding Schedules;*
  - *The Schedules;*

45. Fair and Liberal Interpretation

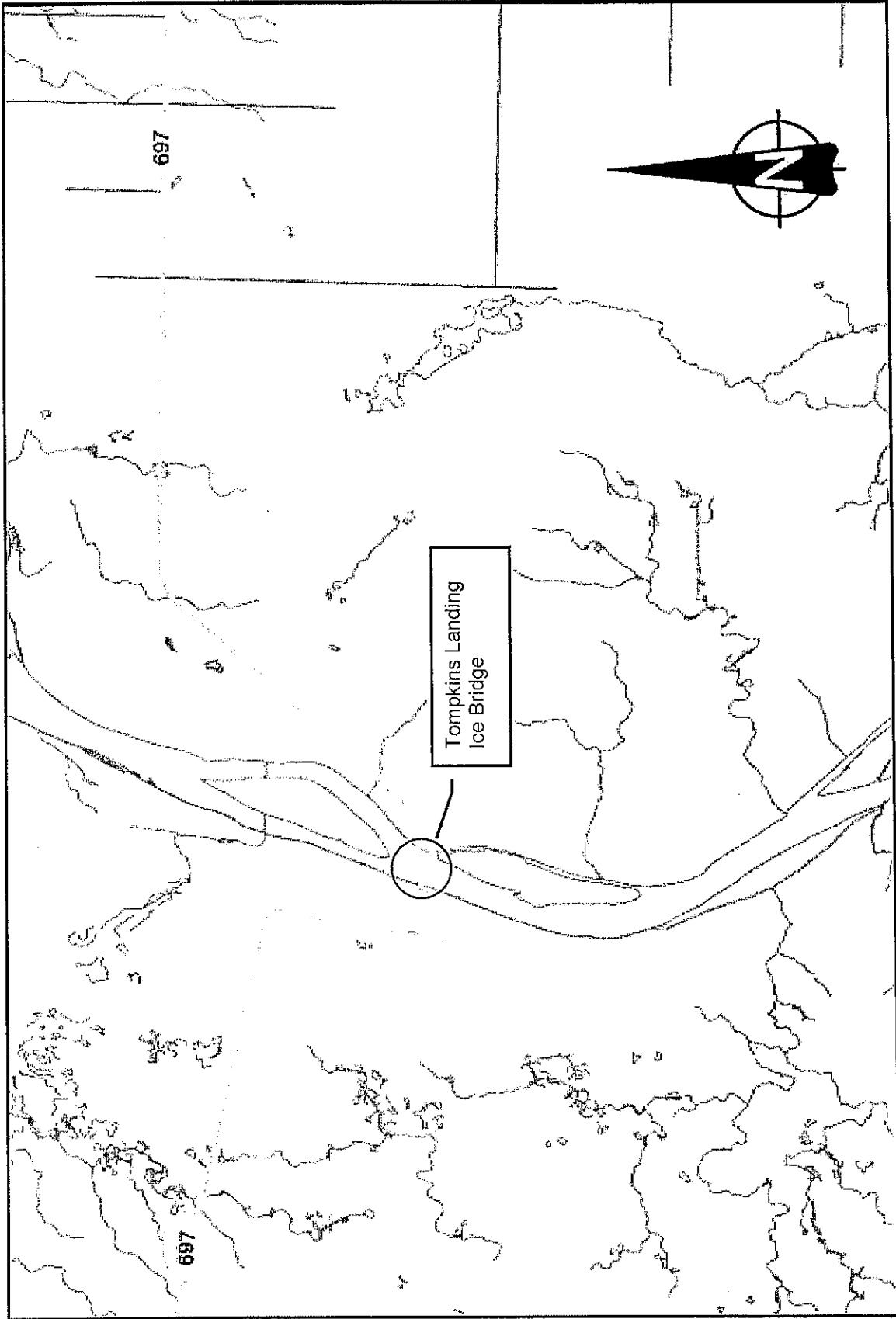
- a. *The Contractor and the Minister agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candour, any modification or alteration that may be rendered necessary by changing terms, conditions, or special provisions.*

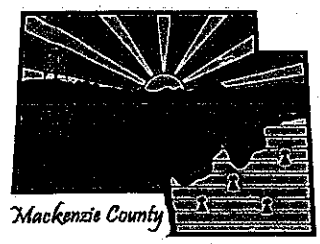
46. Department Name Change

*Due to government reorganization, Alberta has changed the name of the Department of Infrastructure and Transportation in recent years. As a result, some specifications, drawings, plans, and other documents in this Agreement may continue to reference Alberta Infrastructure or Alberta Transportation and Utilities. Please be advised that any references to Alberta Infrastructure or Alberta Transportation and Utilities shall mean Alberta Infrastructure and Transportation.*

SCHEDULE "A"

DRAFT





# MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 26, 2007</b>
<b>Presented By:</b>	<b>William Kostiw, Chief Administrative Officer</b>
<b>Title:</b>	<b>Rocky Lane Road – Contract Work Proposal</b>

**BACKGROUND / PROPOSAL:**

The County received a proposal (to be presented at the meeting) from a contractor to try out a different technology on one of our roads. Administration recommends trying this out on the Rocky Lane Road.

**OPTIONS & BENEFITS:**

Rocky Lane road is one of the busiest roads in the County. Approximately 230 students are being bussed to and from the school on daily basis.

The County is applying for a grant under Resource Road Program.

**COSTS & SOURCE OF FUNDING:**

Costs will be obtained and presented to Council during the 2008 budget deliberations

**RECOMMENDED ACTION:**

For discussion.







Box 297  
Fairview, Alberta T0H 1L0  
Phone: 780-494-2186 Fax: 780-494-2380

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September 20, 2007

Mackenzie County  
Box 640  
Fort Vermilion, AB  
T0H 1N0

Attention: **Mr. Bill Kostiw, CAO**

Dear Mr. Kostiw:

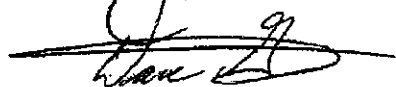
RE: **ROCKY LANE ROAD - 6.4 kms x 8 m top**

We are pleased to provide an "all in" cost for the supply and application of *Infracrete*, a soil stabilizing product for the above noted project in the amount of \$1,433,600.00.

If our bid is successful, our technicians from Germany will join our staff on-site to ensure quality control in the application of the product and to answer any questions you may have.

Thank you for the opportunity to quote on this worthwhile project and we appreciate your interest in new and innovative products and services.

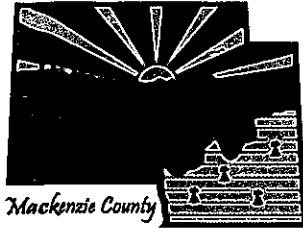
Sincerely,



Dave Godberson,  
President

/kne  
Encl.





# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 26, 2007</b>
<b>Presented By:</b>	<b>Paul Driedger, Director of Planning &amp; Emergency Services</b>
<b>Title:</b>	<b>Aerial Fire Apparatus – High Level Rural</b>

**BACKGROUND / PROPOSAL:**

With the proposal to provide municipal fire services to the rural High Level area; administration has reviewed several options for the purchase of an aerial apparatus for the department. The previously sought after aerial unit from Lombard, Illinois is no longer available, leaving two other acceptable used units for consideration.

**OPTIONS & BENEFITS:**

Supplier / Options	Fenton Fire	<i>Fenton Fire</i>	Fenton Fire
<b>Model</b>	1990 Spartan	1988 E-One	1988 Seagrave
<b>Kilometers</b>	32,000 miles	95,000	16,000 miles
<b>Ladder</b>	100' Platform with waterway	95' with platform and waterway	110' Ladder with waterway
<b>Location</b>	Hinsdale, Illinois	<i>Lombard, Illinois</i>	Newburg New York
<b>Price</b>	\$205,000.00 USD	\$95,000.00 USD	\$189,000.00 USD

\*Please note that these prices do not include equipment or shipping.

Council authorized administration to research available fire apparatus, based on the unit performance and inspections administration strongly recommends the purchase of the 1990 Spartan 100' aerial from Hinsdale, Illinois. The unit is in superior mechanical shape and has detailed records of maintenance; furthermore, this unit has dual water nozzles, platform, and additional optional equipment included.

Regardless of the outcome of negotiations with the Town of High Level, administration acknowledges that throughout the County there are several other large commercial and residential buildings including sawmills with log decks that would require this additional fire protection.

<b>Author:</b>	J. Gabriel	<b>Review by:</b>		<b>CAO</b>	
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**COSTS & SOURCE OF FUNDING:**

General Capital Reserve

**RECOMMENDED ACTION:**

Motion 1

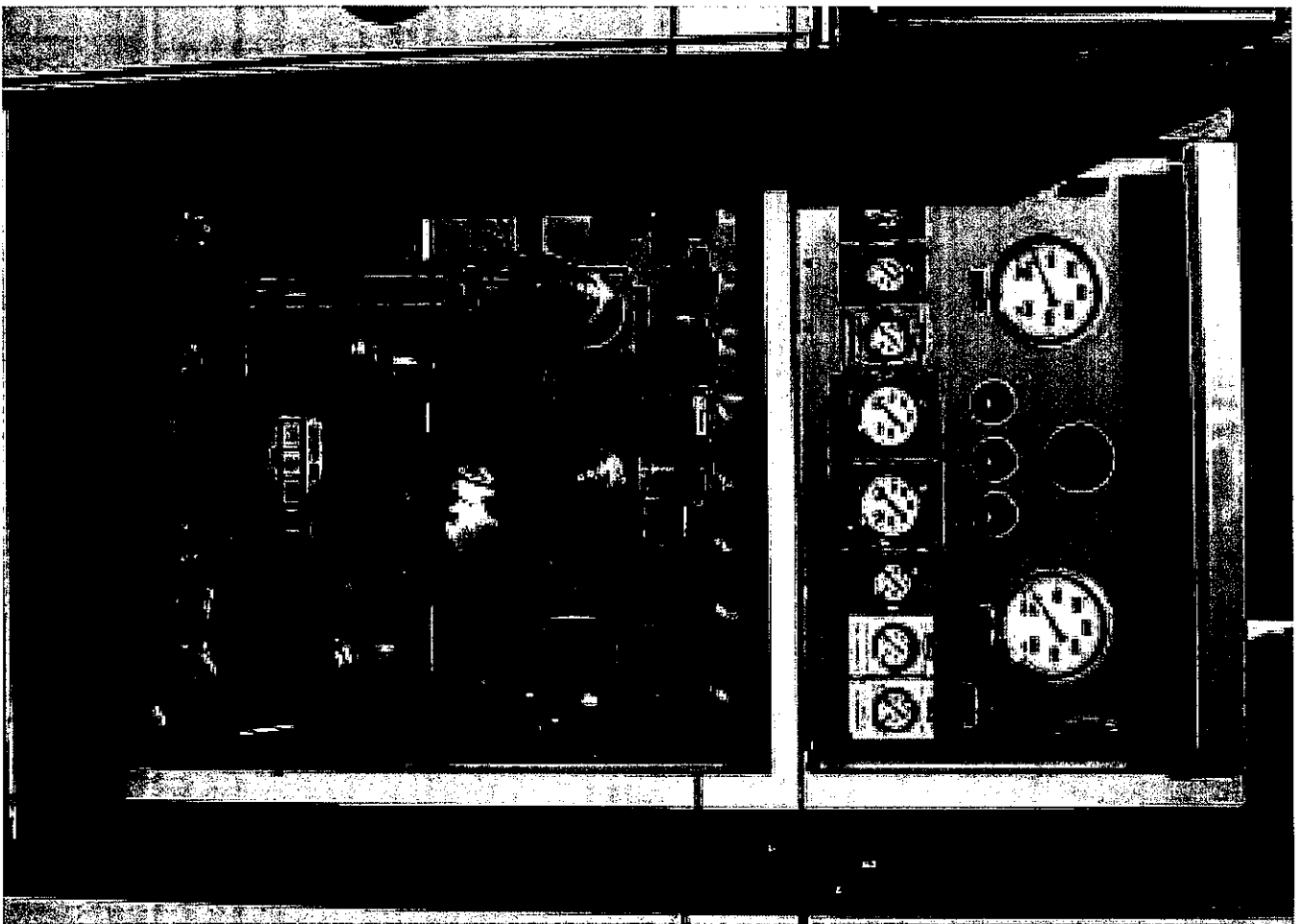
That administration be authorized to purchase the used 1990 Spartan 100' aerial fire apparatus from Hinsdale Illinois.

Motion 2

That the capital budget project code 06-23-30-04 be amended from \$150,000.00 to \$225,000.00 from the general capital reserve.

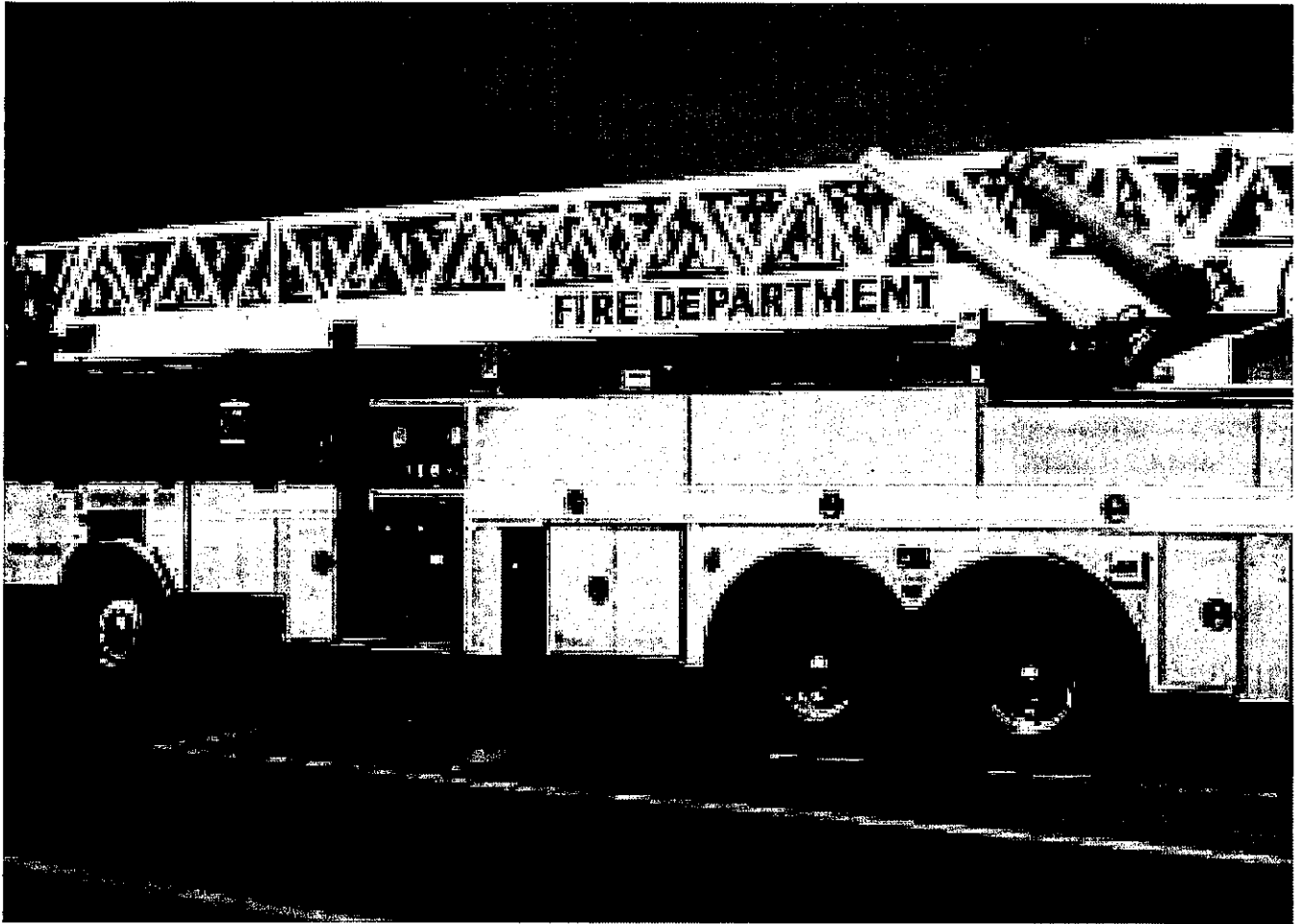
<b>Author:</b>	J. Gabriel	<b>Review Date:</b>		<b>CAO</b>	
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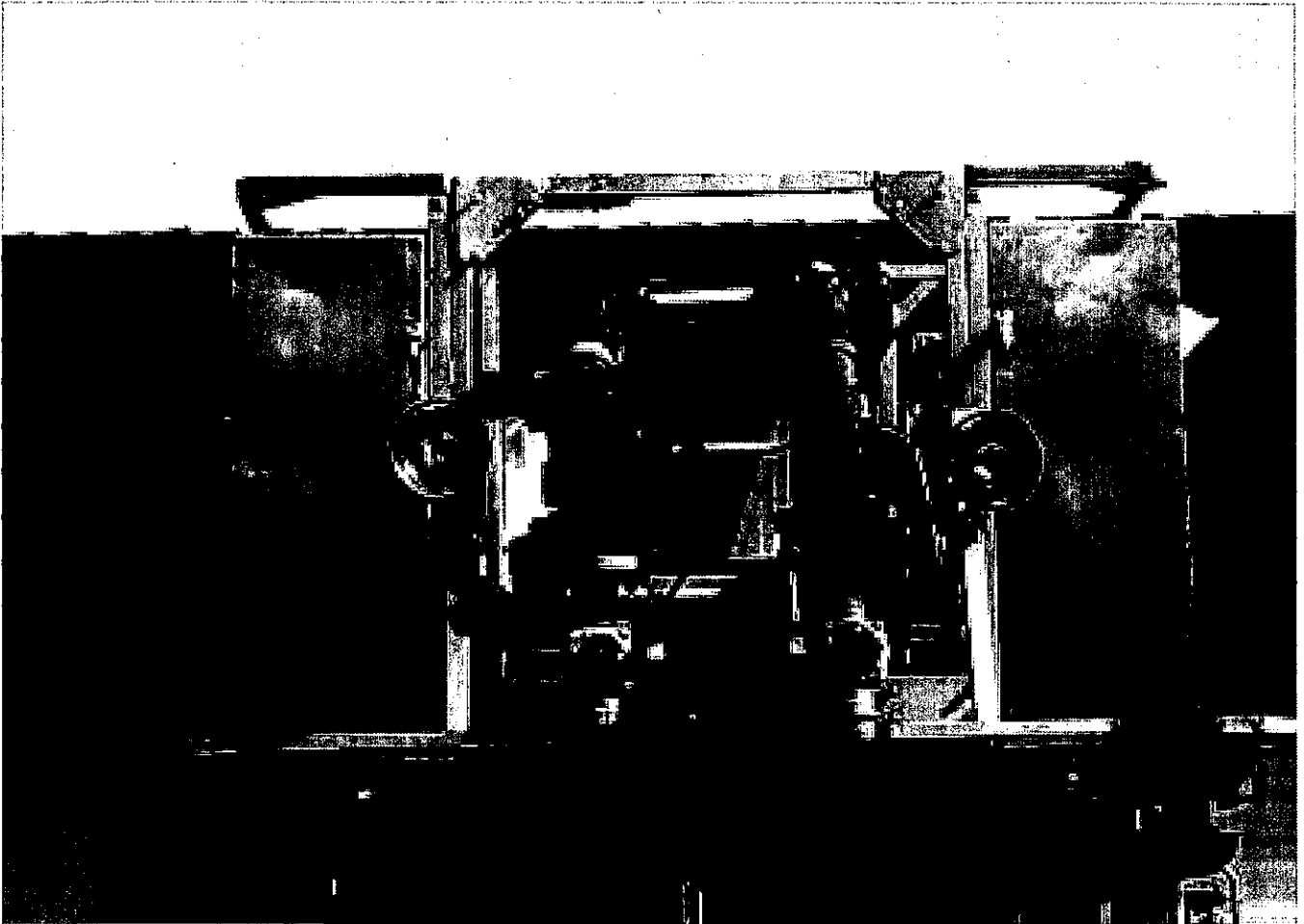




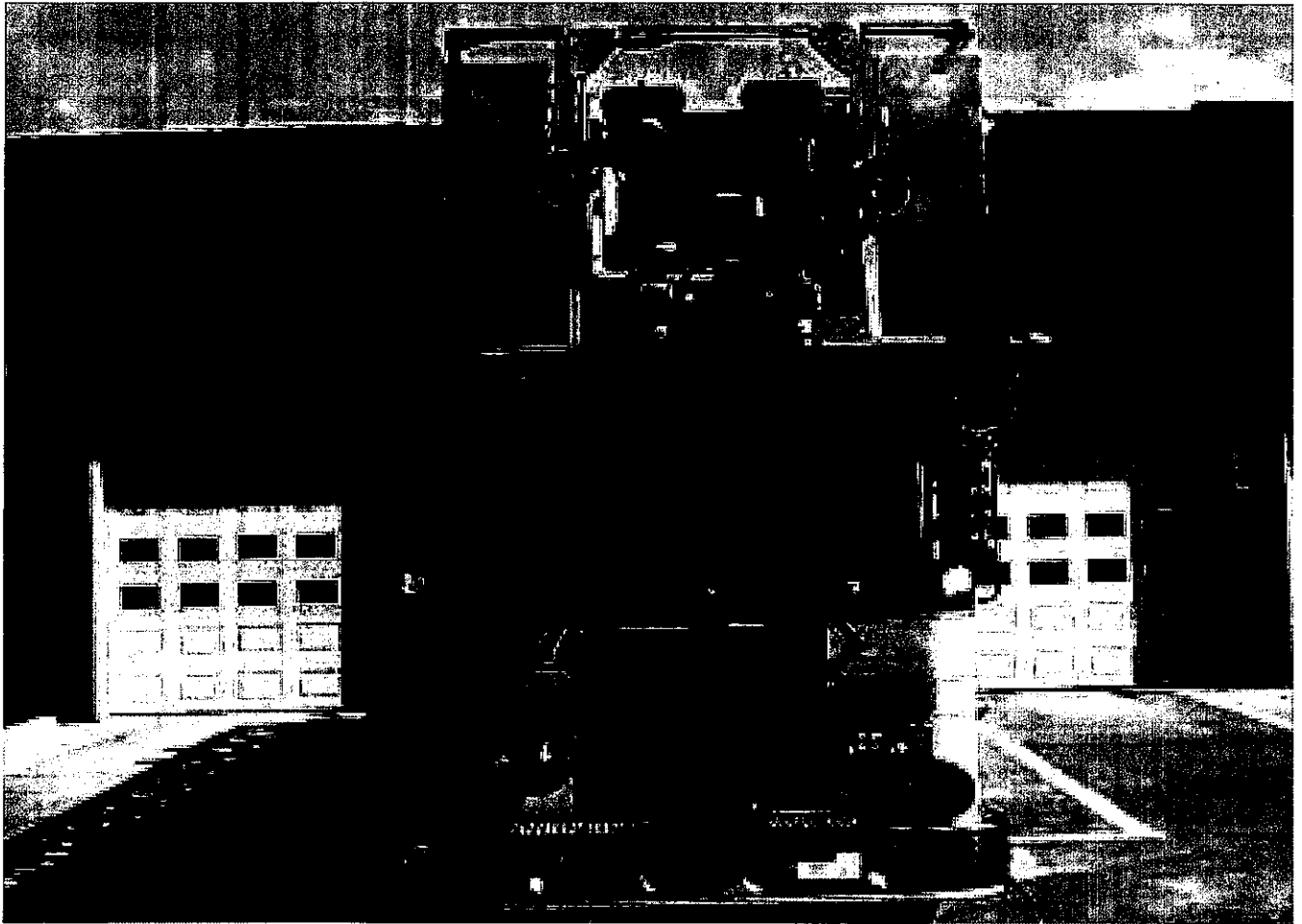




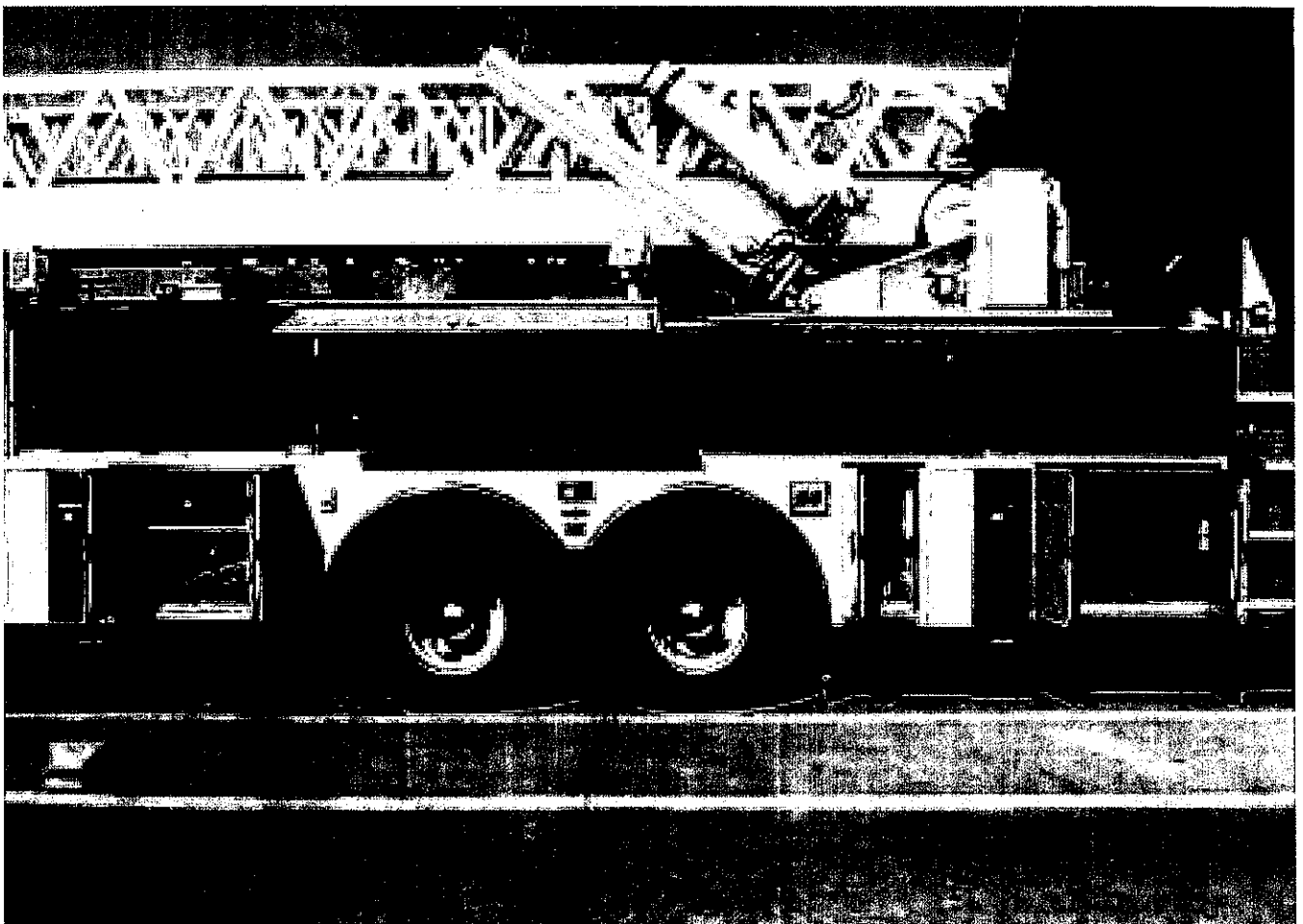
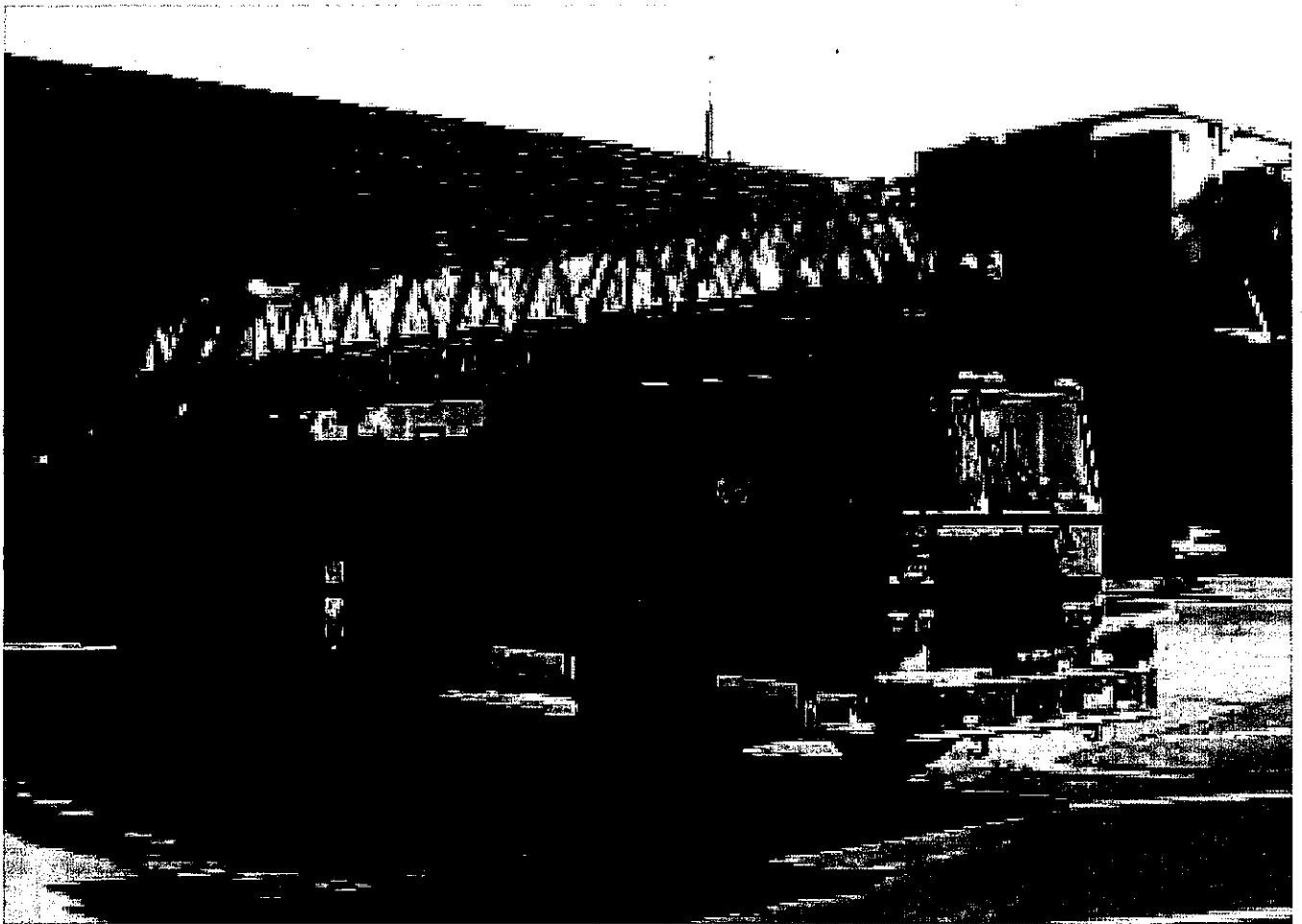










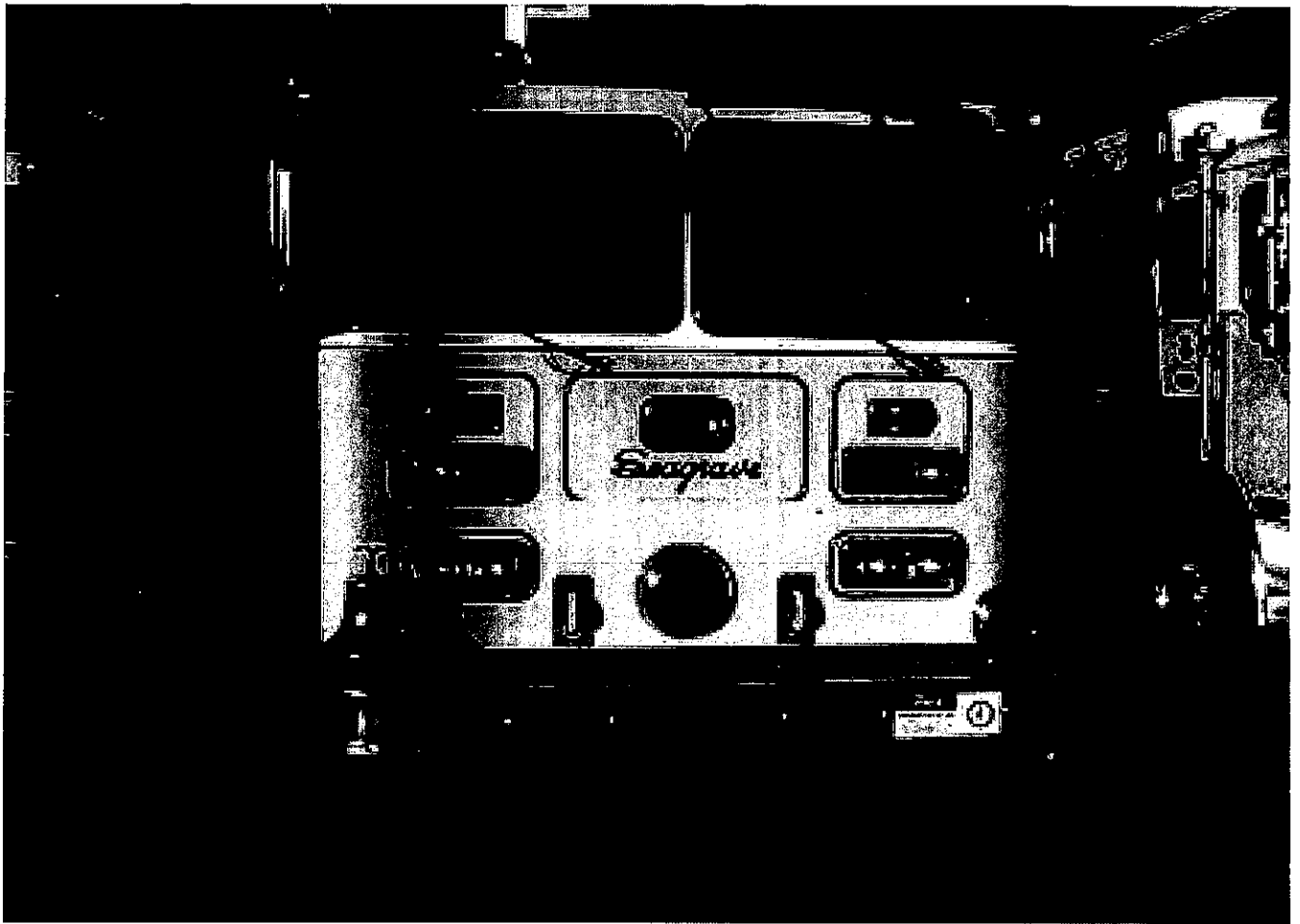




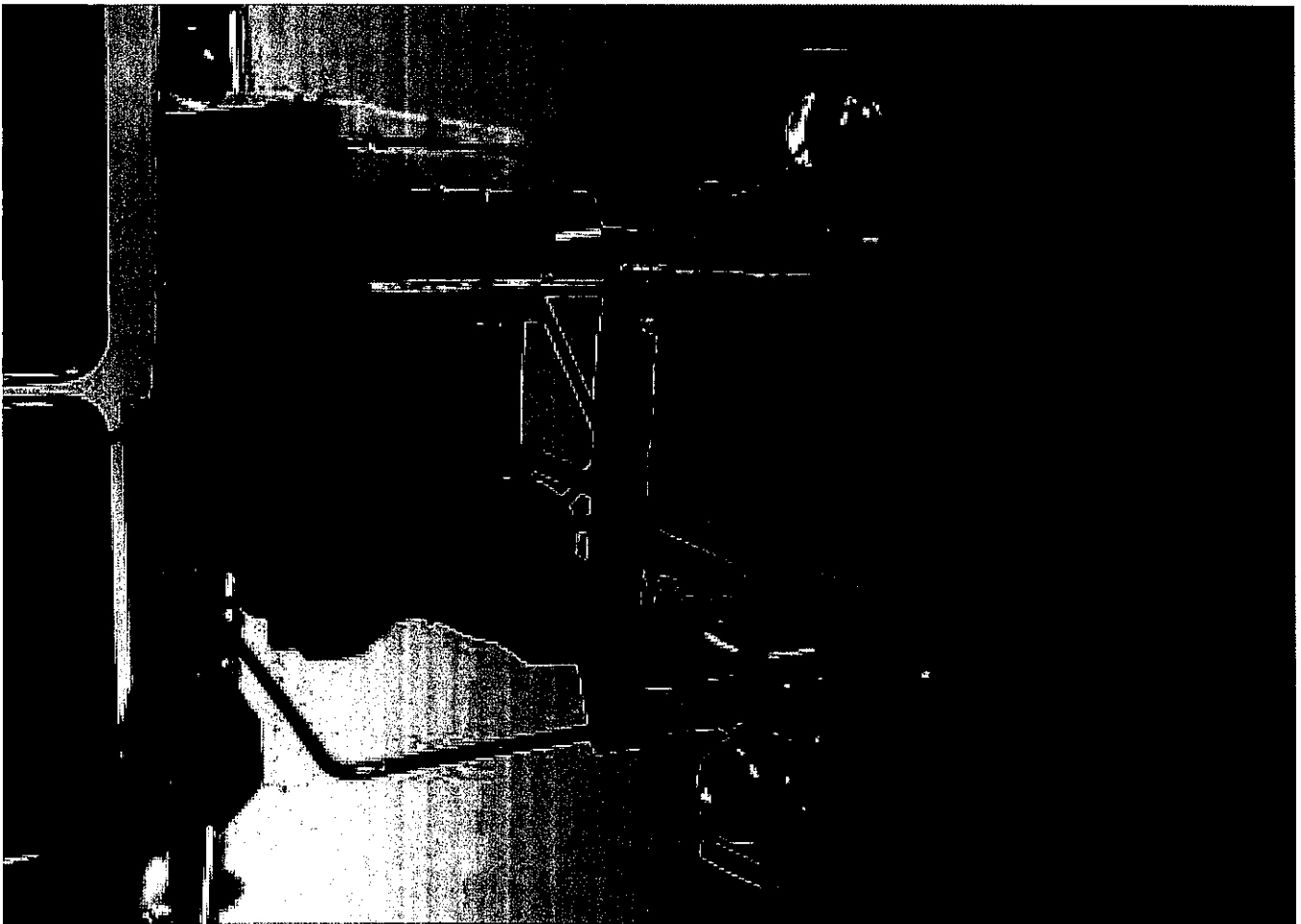
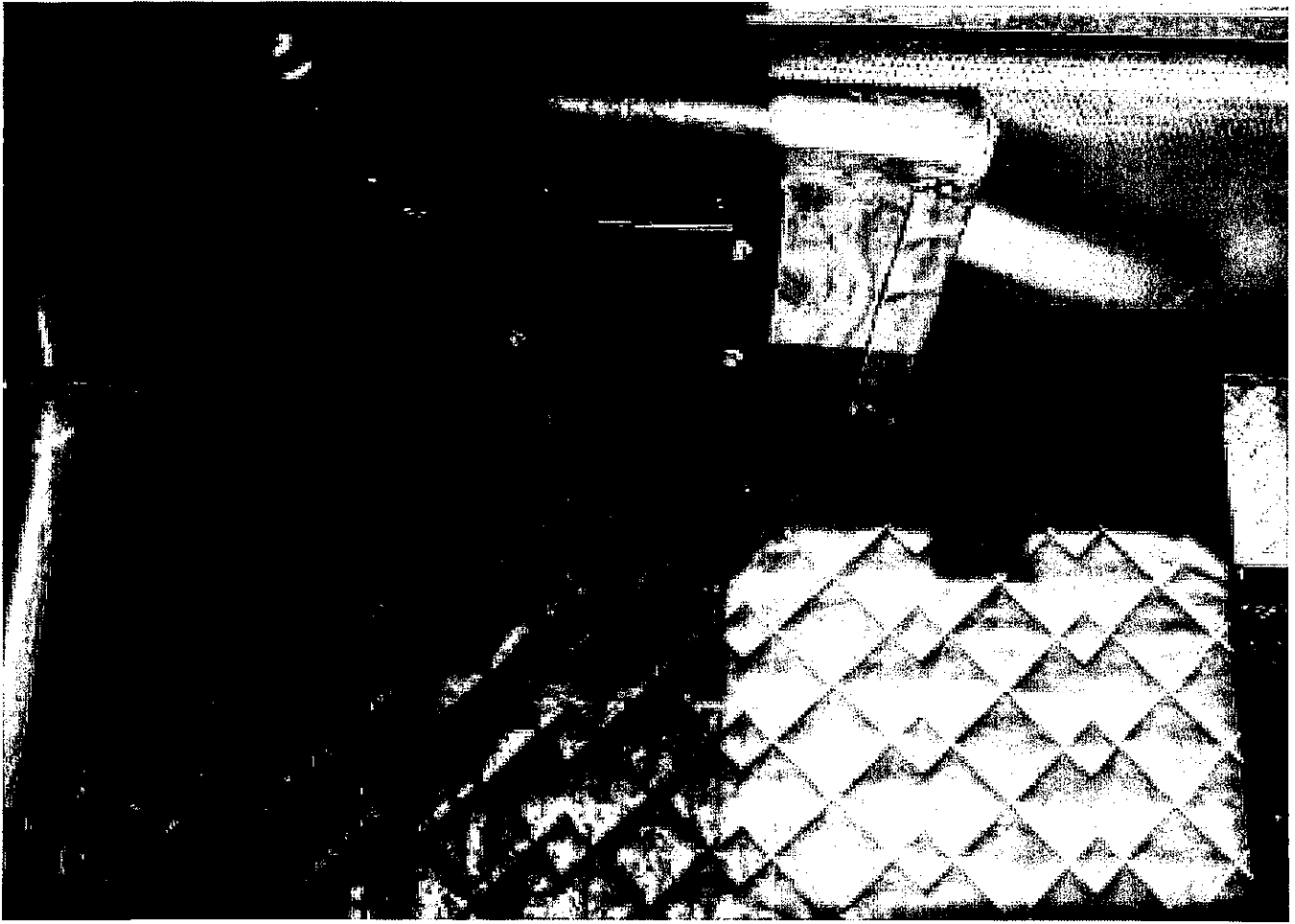










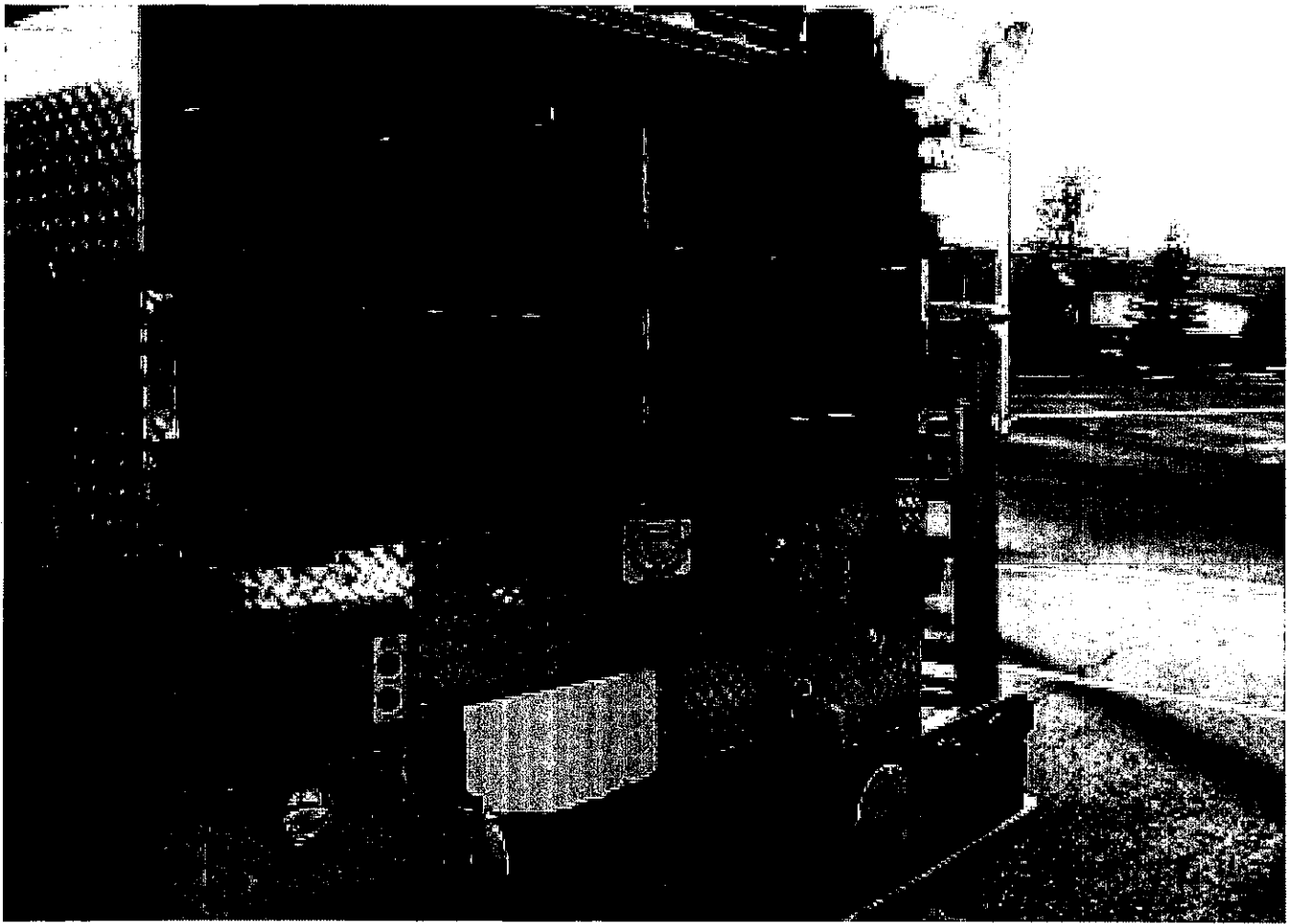














# **PLANNING AND EMERGENCY SERVICES DEPARTMENT REVIEW**

***(CONFIDENTIAL AND WITHOUT PREJUDICE)***

## **EXECUTIVE SUMMARY**

With the departure of the Director of Planning and Emergency Services it only makes sense to split the position into individual departments. Both departments are busy enough to warrant a Director for each department. This would allow the directors to work on more long term planning and goals rather than one director being inundated with the day to day operations of two departments. There a number of items that need to be addressed which I will comment on individually.

I am willing to continue working with the County on a contractual basis until some of the current projects are either completed or proceeding smoothly if Council or the CAO so desires.

## **PLANNING**

Currently you have the Municipal Planning Commission (MPC), Director of Planning, Supervisor of Planning, two (2) Development Officers (one in Fort Vermilion and one in La Crete), one (1) Administrative Assistant and jointly (with Operational Services) one GIS Coordinator.

The establishment of the MPC was an excellent step in the right direction. The communities definitely like the idea of having a committee reviewing their applications where previously the thought was that decisions were made by one or two individuals.

Overall the department is operating well although it is quite busy with development, subdivisions and now reviewing the Municipal Development Plan and Land Use Bylaw as well as working on a subdivision proposal for Zama. It would be beneficial to ensure that the front counter staff in all the County offices is capable of assisting customers with subdivision and development permit applications.

With ISL Engineering preparing all of our mapping it does not make economic sense to continue utilizing the GIS Coordinator position in La Crete Office for only printing maps unless other duties are assigned to that position. It would be easy to train some of the planning staff to print any maps required.

With the departure of the Director of Planning the department should still function well with the staff administrative functions and the Supervisor of Planning reporting to the CAO, it may be wise to check if additional items can be delegated to the MPC for review. I feel comfortable that Eva Schmidt, Supervisor of Planning could prepare and present items for Council meetings. *Please be aware that Eva Schmidt has indicated she would like to work a shorter week and not be placed in the Director of Planning position.*

I would recommend hiring a Planner to fill the Director of Planning position. Currently we utilize consultants to review and update our planning documents which could be done with a Planner on staff. With the amount of growth, our diverse communities and economic opportunities it would be beneficial to have a Planner on the management team.

## **EMERGENCY SERVICES**

Currently we have the Director of Emergency Services (casual EMT), Supervisor of Emergency Operations (casual EMT), two (2) District Officers (District 1 being

La Crete/Fort Vermilion and District 2 being High Level/Zama with both Officers also active EMT's), Training Officer (also active Paramedic), thirty fulltime/casual Paramedic's/EMT's/EMR's, one Special Constable, one fulltime Fire Chief/Special Projects, two Volunteer Fire Chief's, approximately seventy Fire Officers/Firefighters, one fulltime Administrative Assistant and one casual Administrative Assistant.

### **Emergency Medical Services**

Currently you are providing an excellent service to the ratepayers with a very professional group of practitioners. The staff is very passionate about their jobs and treats the patients with the highest level of care and respect. In District 1 (La Crete/Fort Vermilion), where the majority of the emergency responses are, you have the majority of the staff being home grown. This makes it a great benefit for the communities when the staff knows the culture and speaks the language of the patients. With home grown staff you have a better chance of keeping them long term.

The County needs to continue with the EMT and Paramedic training program so that eventually there will be a full complement of home grown practitioners. By 2009 there should be a minimum of 7 fulltime paramedics (with 5 being home grown staff) and 8 fulltime EMT's (with 4 being home grown staff).

*(currently there is 1 fulltime Paramedic, 14 fulltime EMT's, 4 casual Paramedics, 6 casual EMT's and 10 casual EMR's. By 2008 two of the EMT's will be Paramedics and by 2009 four more EMT's will be Paramedics.)*

There are four (4) practitioners in La Crete, two (2) practitioners in Fort Vermilion, two (2) practitioners in High Level and two (2) practitioners in Zama on call 24/7. We require having a large number of practitioners to ensure all the shifts are covered in advance and if we need to call in casuals to fill shifts as required.

The number of practitioners does not increase the cost as there is only ten (10) On Call at any given time.

The only area where we have a continual staff turnover is District 2 (High Level/Zama) due to the low call volume and the majority being casuals who live elsewhere in the province and travel up for shifts. I would recommend that if the County also has to establish a fire service for High Level rural that it become an integrated Fire/EMS service. This will open it up for more interest as the members will be able to be active with different responsibilities (fire/rescue/ems).

In discussions with Peace Country Health Region "PCHR" they have been inquiring if Mackenzie County would be interested in patient transfer meets with their crews doing ground ambulance transfers from Grande Prairie QE II Hospital to the Northwest Health Centre in High Level. The meet would be at Keg River as that is where PCHR ends and Northern Lights Health Region "NLHR" starts. This would increase the call volume for the High Level EMS crew and provide additional revenue for the County.

The County should also be pursuing additional contracts with the Northern Lights Health Authority for the transfers between Fort Vermilion Hospital and High Level Hospital, First Nations (both Assumption and Beaver First Nation have approached us) to increase the call volume and revenues.

The Fort Vermilion emergency medical services facility will either require major renovations or replacement as soon as possible (also identified in the engineers evaluation report) to accommodate both ambulances and practitioner living quarters. Should construct a facility similar (with one less bay) to the High Level EMS Station.

The La Crete Emergency medical services facility will need some renovations immediately to conform to building and fire codes (also identified in the engineers evaluation report) to accommodate both ambulances and practitioner living quarters. With the construction of a new county office Council should either also attach a new EMS facility including a residence as the EMS staff works in the office during the day as well or have the Emergency Services stand alone as it is currently.

The ambulances will need to be replaced as per the emergency services vehicle replacement schedule. I would recommend the first unit to be replaced be kept as a spare unit (licensed with the province) to utilize when the other units are out of service for repairs or additional resources are required. It should be placed in the High Level EMS Station to be readily available for either High Level or Zama.

With the departure of the Director of Emergency Services the department will still function well with a few changes to the current structure. The Supervisor of Emergency Services, Jason Gabriel has both the education and experience in both the emergency and enforcement services and has proven that he can take the helm and manage the Emergency Services.

I would recommend that Jason Gabriel's contract be renegotiated as the Director of Protective Services to oversee the Fire Services, Emergency Medical Services and Municipal Enforcement.

### **Fire Services**

There will always be a concern with fire service membership. We have a number of diverse communities which we draw from for our core group of fire service volunteers. There has been a large turnover of members so training must be continued to ensure the members are adequately trained to provide the

service. There is the new "OH&S Code of Practice for Firefighters" that needs to be incorporated into the Standard Operating Procedures "SOP". The recruitment of members should continue for all the fire services with brochures and advertisements in the local media.

A policy needs to be adopted for the use of vehicles for the Fire Chief's. If the County is providing a vehicle for the fire department and the Fire Chief is not a County employee the vehicle should be stationed at the firehall for response to emergency calls only and for use by any of the members when travelling for training (with approval from the Director of Emergency Services or designate).

Training will be a continued effort by the County to ensure the members are competent to operate the apparatus/equipment and respond to emergency responses. The SOP's need to be reviewed to ensure that there is minimum requirements for operating the apparatus (the County has invested a lot of \$\$\$ into the apparatus/equipment and there must be assurance that the operators are trained properly).

The County needs to amend the Organization Chart to assign Walter Krahn as the fulltime Fire Chief for the County with the pay range similar at least to that of the Leadhand as this position has a lot of responsibilities. Walter is a long time member of the fire service and worked his way up the ranks to being the Fire Chief over 8 years so he has a lot of experience and expertise and is committed to serving the County. Walter is also the only Safety Codes Officer for the Fire Discipline in the County. You have 3 volunteer departments (4 stations currently) that have to be looked after. The volunteers are willing to train and respond to emergencies but do not have the time to take care of all the office duties. Eventually Walter should be reviewing and signing off all the fire reports which have to be submitted to the province for the County (all fires with a dollar loss) as it requires a Safety Codes Officer to sign them. Walter completes all the fire



investigations (all fires with a dollar loss) or calls someone else in if additional expertise is required. Walter's responsibilities include (throughout the County) fire permit reviews/approvals, issuing building occupant certificates, school inspections, building inspections for fire code, firesmart program, industry emergency response plan reviews, school education programs, reviewing the standard operating procedures "SOP", and should be incorporating the "OH&S Code of Practice for Firefighters" into the SOP's, etc. This position should also assist the volunteer Fire Chiefs to schedule training for all the fire service members and keep a record of such training as part of the County's risk management.

#### Fort Vermilion Fire-Rescue (FVFR)

The department has a good group of fire service members committed to providing a high level of service to the community. The one concern is not having adequate member responses 24/7. The majority of the members are either teachers or pilots so at times during the day there is a shortage of members responding and La Crete Fire Service has to provide backup or be the initial service responding (ie. FV Hospital fire alarm where La Crete arrived on scene same time as Fort Vermilion). There needs to be additional members in the community recruited to step up to the plate to ensure their community has adequate coverage 24/7.

Currently FVFR responds to calls south on Hwy 88 toward Red Earth. It should be changed that La Crete Fire-Rescue respond to all calls on Hwy 88 south of the 88 Connector intersection as La Crete has more members to draw from and their response time is usually more efficient.

The department has adequate apparatus/equipment for the level of service Council has adopted via policy. You may want to eventually upgrade to a newer rescue boat as the current unit does not work very well (it is a quicksilver

hard bottom inflatable with a jet leg outboard on it which makes it safer for rescues but does not travel very fast). The equipment is well maintained by the fire service members and either County mechanic or private mechanical services.

Council needs to determine how to dispose of the 1977 pumper replaced in 2006. The unit is parked in the FV public works yard. Upon visual inspection it looks like the water was not drained properly when it was parked causing some damage but unsure how much without doing a pump test.

The firehall may need some work depending on what the engineering evaluation report indicates (should receive sometime in October). The facility is large enough to accommodate all the apparatus required for the level of service Council has adopted via policy.

#### La Crete Fire-Rescue (LCFR)

La Crete has two fire stations, Station 1 (La Crete) and Station 2 (Tompkins District).

#### Station 1 (La Crete)

You have a good group of enthusiastic members to respond day or night. The members are committed to providing a high level of service to the community. Currently there are a number of new members (only a few years experience) who require fire training.

The department has adequate apparatus/equipment for the level of service Council has adopted via policy. The equipment is well maintained by the fire service members and either County mechanic or private mechanical services.

The firehall may need some minor work depending on what the engineering evaluation report indicates (should receive sometime in October). The facility is large enough to accommodate all the apparatus required for the level of service Council has adopted via policy.

The parking area west of the firehall needs some work. It needs to be excavated and proper material hauled in to establish a firm base.

#### Station 2 (Tompkins District)

Tompkins District is a station under the auspices of La Crete Fire-Rescue. There are 10 very active members at that station. This department has shown what commitment is, they started with a vision in conjunction with their community and met all the requirements that the County for a Level 4 Fire Service. They have been first on scene for both fire (structure/grass fire extinguished by the time La Crete Station 1 arrived) and EMS on a number of calls and have been backup to La Crete calls on numerous occasions.

Currently we rent property and a shop in Tompkins and put \$50,000 annually towards the purchase of lands and construction of a firehall in a few years. I would recommend that land be acquired for the construction of a fire station in Tompkins within the next couple of years.

The 1979 pumper (replaced at LCFR in 2005) needs to be replaced with a new apparatus when Council decides to purchase land and construct a firehall. The unit is 28 years old and needs annual inspections and National Fire Protection Association "NFPA" recommends replacement of first line apparatus after 20 years. It should be replaced with a pumper truck with an enclosed pump panel.

The County should also provide Station 2 with another vehicle for transporting members to the incident scene instead of them responding in their personal

vehicles (a suburban would allow for members and additional hand tools or blankets, etc.). This department has more members than Zama Fire-Rescue has and only one club cab pumper truck.

The Tompkins Community has also established a "Tompkins Emergency Service Society" to assist with fund raising to purchase equipment for Station 2. The members are quite confident that they can meet all the requirements of a Level 6 Fire Service which would be similar to the other 3 fire services within the County.

### Zama Fire-Rescue (ZFR)

The department has a small core group of fire service members committed to providing a service to the community. There has been a large turnover of members over the years which create a challenge to ensure you have a competent group of members available to respond to emergencies.

The majority of the members are working in the oilfield so the response can be quite delayed. It is crucial that we train our EMS also as firefighters so they can assist on scene if required.

The department has adequate apparatus/equipment for the level of service Council has adopted via policy (FVFR Pumper 2 was switched with Zama Pumper 1 to provide an enclosed pump panel at each fire service). The equipment is well maintained by either the County mechanic or private mechanical services.

The firehall needs some work to bring it to a proper standard depending on what the engineering evaluation report indicates (should receive sometime in October). The facility is large enough to accommodate all the apparatus required for the level of service Council has adopted via policy.

### High Level Rural Fire-Rescue (HLRFR)

If the County cannot negotiate an agreement with the Town of High Level for Fire Service delivery in the County a fire service will need to be established. The December deadline is approaching rapidly and does not leave adequate time to construct an addition onto the EMS Station in High Level to accommodate the required fire apparatus or to recruit and train volunteers. The quickest and most effective service would be an integrated service (fire/ems). There has been a number of applicants for EMS that were also professional trained firefighters interested in working if they could do both fire/ems (even this will be a tight timeline). This will require an additional four fulltime staff on call 24/7 and additional volunteers to respond to emergencies.

The EMS Station needs to be expanded 40ft wide x 60ft deep (2 bays) to accommodate a ladder truck, pumper truck and a rescue unit. Currently there are three bays (2 with overhead doors installed) with one being available for a fire apparatus but the one without should be left for storage and equipment. The complete yard needs to be landscaped and pavement placed in the parking area / driving area for the fire apparatus and ambulances.

Council needs to make a decision on the purchase of an aerial apparatus, pumper truck and rescue truck. This will take some time to research for units and purchase them and the equipment required on the units. There is also a lot of member equipment (Personal Protective Equipment, Self Contained Breathing Apparatus, etc).

### **Enforcement Services**

Currently you have one Special Constable (Ron Dyck) in the process of being changed to a Community Peace Officer to conform to the new legislation. With only one member you must realize that you are very limited to what he can do

working alone dealing with the Alberta Traffic Safety Act and other provincial legislation infractions. He can only work during the day, must have communications available to contact someone if required, should only be making traffic stops if safe to do so (meaning not something that may be suspicious in nature). Ron is also responsible for all County bylaw enforcement (unsightly premises, noise bylaw, curfew bylaw, etc), the communications system (two-way radios and mike/cellular phones) as well as assisting with disaster planning.

Ron has extensive experience in enforcement services, was a member of the emergency medical services and works very well with the fire services.

With the County funding an Enhanced Policing position it may be more beneficial for Ron to assist with the emergency services, the school bicycle safety program (throughout the County) which he does an excellent job of, deal with the communications system, work on the County Health and Safety Program and work on the County disaster plan which needs to be reviewed and updated.

### **Disaster Services**

Currently the Disaster Services Bylaw appoints the CAO as the Director of Disaster Services "DDS" and the Director of Emergency Services as the Deputy Director of Disaster Services "DDDS". I would recommend Council amend the Bylaw to appoint Ron Dyck as the DDDS as he also has had the required disaster services training and would be an excellent resource for that position.

Council as a whole needs to review and update the Municipal Emergency Plan annually. As it has not been done for a few years it may be beneficial to invite the Emergency Management Alberta District Officer Brice Daly up to assist with the review.

## **Communications**

Glentel Communications is currently working on the complete two-way communications upgrade as approved by Council.

Peace Country Health Region is interested in providing dispatching services for Mackenzie County. Their dispatch centre is a fully functioning Computer Aided Dispatch "CAD" that records and tracks all the communications which will reduce the Counties Liability issues it currently has with the dispatching not being properly recorded and tracked.

*It has been a pleasure working with Council over the last 14 years and for some of you longer. I wish you all the best in your policy decision and direction for Mackenzie County.*

