

# MACKENZIE COUNTY

REGULAR COUNCIL MEETING

AUGUST 22, 2012

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, August 22, 2012  
10:00 a.m.**

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

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the July 25, 2012 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) AAMD&C Aggregate Energy Procurement Program Presentation – 2:00 p.m.	21
		b)	
<b>GENERAL REPORTS:</b>	5.	a) CAO Report	31
		b) Municipal Planning Commission Meeting Minutes	39
		c)	
<b>TENDERS:</b>	6.	a) None	
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	7.	a) Bylaw No. 865-12 Land Use Bylaw Amendment for the Creation of an Airport Land Use District (AP)	81
		b) Bylaw 868-12 Land Use Bylaw Amendment to Add Auction Mart to the Hamlet Commercial 2 “HC2” Zoning	97

**COMMUNITY  
SERVICES:**

- 8. a) Change of La Crete Waste Transfer Station Hours to Accommodate Dumping of La Crete Residential Waste 107
- b) Dispatch Services 109
- c) Fort Vermilion Fire Hall Upgrading 113
- d)
- e)

**ENVIRONMENTAL  
SERVICES:**

- 9. a)
- b)

**OPERATIONS:**

- 10. a) La Crete Rural Water Line Extension Tender 115
- b) La Crete Sewage Lagoon Clearing and Grubbing Tender 117
- c) High Level Flood Control Phase II & III Project Update 119
- d) 2012 Local Crushing and Stockpiling Tender Update 121
- e) Redundant Gravel Stockpile Site – NW16–108–16–W5 123
- f) 2012 Agricultural Disaster Declaration 125
- g) Zama Utility & Power Pole Relocations 127
- h) Recreation Facilities - Grounds Improvements 129
- i)
- j)

**PLANNING &  
DEVELOPMENT:**

- 11. a) Bylaw 870-12 Land Use Bylaw Amendment From Hamlet Commercial 2 “HC2” to in Urban Fringe “UF” Land Use District 131
- b) Bylaw 871-12 Land Use Bylaw Amendment to 147

Add Manufacturing Firm to Urban Fringe “UF”  
Zoning

		c)	Municipal Internship Program	161
		d)		
		e)		
<b>ADMINISTRATION/ CORPORATE SERVICES:</b>	12.	a)	Request from La Crete Residents	185
		b)	Wildfires – Compensation for Firefighters	187
		c)	Wildfires – Compensation for Out-of-Scope Personnel	189
		d)	Northwest Ports – Stakeholders Symposium	191
		e)	Organizational Meeting	193
		f)	Financial Report – July 31, 3012	195
		g)		
		h)		
<b>INFORMATION / CORRESPONDENCE:</b>	13.	a)	Information /Correspondence	205
<b>IN CAMERA SESSION:</b>	14.	a)	Legal <ul style="list-style-type: none"><li>• Inter-Municipal Relationship</li></ul>	
		b)	Labour <ul style="list-style-type: none"><li>• Mackenzie Municipal Services Agency</li></ul>	
		c)	Land <ul style="list-style-type: none"><li>• Mustus Energy</li></ul>	
<b>NEXT MEETING DATE:</b>	15.	a)	Regular Council Meeting Tuesday, September 11, 2012 10:00 a.m. Fort Vermilion Council Chambers	
<b>ADJOURNMENT:</b>	16.	a)	Adjournment	





## **MACKENZIE COUNTY REQUEST FOR DECISION**

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the July 25, 2012 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the July 25, 2012 Regular Council meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

That the minutes of the July 25, 2012 Regular Council meeting be adopted as presented.

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





**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, July 25, 2012  
10:00 a.m.**

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

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve (arrived @ 10:15 a.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Joulia Whittleton	Chief Administrative Officer
William (Bill) Kostiw	Director of Infrastructure Development & Government Relations
Louise Flooren	Finance Clerk (Recording Secretary)
Grant Smith	Agricultural Fieldman
Liane Lambert	Development Officer

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

Minutes of the Regular Council meeting for Mackenzie County held on July 25, 2012 in the Fort Vermilion Council Chambers.

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

Reeve Neufeld called the meeting to order at 10:05 a.m.

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

**MOTION 12-07-507** **MOVED** by Councillor J. Driedger

That the agenda be approved with the following additions:

- 12. e) Intermunicipal Relationships
- 12. f) Diabetic Association

12. g) Watershed Alliance

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the July 9, 2012 Regular Council Meeting**

**MOTION 12-07-508**

**MOVED** by Councillor Wardley

That the minutes of the July 9, 2012 Regular Council meeting be adopted as presented.

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. b) Minutes of the July 16, 2012 Special Council Meeting**

**MOTION 12-07-509**

**MOVED** by Councillor Wardley

That the minutes of the July 16, 2012 Special Council meeting be adopted as presented.

**CARRIED**

**DELEGATION:**

**4. a) None**

**GENERAL REPORTS:**

**5. a) Mackenzie Library Board Meeting Minutes – May 22, 2012**

**MOTION 12-07-510**

**MOVED** by Councillor D. Driedger

That the Mackenzie Library Board meeting minutes of May 22, 2012 be received for information.

**CARRIED**

Deputy Reeve Sarapuk joined the meeting at 10:15 a.m.

**PUBLIC HEARINGS:**

**7. a) None**

**COMMUNITY  
SERVICES:**

**8. a) None**

**ENVIRONMENTAL  
SERVICES:**

**9. a) None**

**OPERATIONS:**

**10. a) Spruce Road Drainage (Twp Rd 107-2)**

**MOTION 12-07-511**

**MOVED** by Councillor Bateman

That the Spruce Road Drainage be deferred to the 2013 budget and that administration proceed with the planning stage in time for the 2013 budget deliberations.

**CARRIED UNANIMOUSLY**

**PLANNING &  
DEVELOPMENT:**

**11. a) Development Permit 174-DP-12 for a Professional Office on Plan 072 2347, Block 4, Lot 31 (1018 Tower Road) Direct Control "DC" (Zama)**

**MOTION 12-07-512**

**MOVED** by Councillor Bateman

That Development Permit 174-DP-12 in the name of Noralta Inn West Ltd. on Plan 072 2347, Block 4, Lot 31 be APPROVED with the following conditions:

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

1. Minimum building setbacks:
  - a. 9.1 meters (30 feet) front yard facing Tower Road;
  - b. 9.1 meters (30 feet) rear yard;
  - c. 3.0 meters (10 feet) side yard, from the property lines.
2. The architecture, construction materials and appearance of the Professional Office shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
3. The Professional Office shall meet all applicable Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
4. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner/applicant/developer.
5. The municipality has assigned the following address to the noted property 1018-Tower Road. You are required

to display the address (1018) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

6. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 30 square meters of building area, 1 space per each full time employee and 1 space for every 2 part time employees
7. Sufficient lighting to light up the parking area and office entrance
8. The property must at all times be kept in a neat and orderly fashion. The Development Authority may, at its discretion, require privacy fencing or other suitable means of screening.
9. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-927-3718. Access to be constructed at the developers' expense.
10. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights of- way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
11. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**11. b) Development Permit Application 175-DP-12  
Hanger at the La Crete Airport (La Crete Rural)**

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

**MOTION 12-07-513**

**MOVED** by Councillor Braun

That Development Permit 175-DP-12 on Part of SW 1-106-15-W5M in the name of Jake Neustaeter be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit null and void.

1. Minimum aircraft hangar setbacks shall be:  
1.52 meters (5 feet) from the side property lines  
3.05 meters (10 feet) from the rear property line  
9.14 meters (30 feet) from the front property line facing the taxiway or setbacks required by Alberta Safety Codes and Alberta Transportation, whichever is greater. It is the responsibility of the developer to find out the Alberta Safety Codes and Alberta Transportation setbacks.
2. The highest point of the Aircraft Hanger shall be no more than 15 meters (49 feet) from grade to roof peak.
3. Where applicable, the applicant must obtain approval from NAV Canada. All the conditions and requirements set forth by NAV Canada, Transport Canada and/or any other Government Agencies shall be adhered to.
4. The Aircraft Hanger shall meet all applicable Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
5. Obtain approval from Alberta Transportation regarding the proposed development prior to commencement of the development. Contact Robert Lindsay at 780-624-6547.
6. All conditions and requirements by Alberta Transportation are to be met to their specifications and standards.
7. PRIOR to installation of a new access or changing location of existing access contact Alberta Transportation at 780-624-6280. Access to be constructed to Alberta Transportation standards at the

developer's expense.

8. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**ADMINISTRATION/  
CORPORATE  
SERVICES:**

**12. a) La Crete Recreation Society – Blumenort Tennis Courts**

**MOTION 12-07-514**

**MOVED** by Councillor Bateman

That the request for the La Crete Recreation Society be deferred to the 2013 budget deliberations.

**CARRIED**

**12. b) Fort Vermilion Research Facility**

**MOTION 12-07-515**

**MOVED** by Councillor Wardley

That administration take any and all necessary steps to secure the property for continual agricultural research because of the 100+ years of history and the importance of the Fort Vermilion Research Center to our region and to our agricultural industry.

**CARRIED**

**12. c) AUMA Convention**

**MOTION 12-07-516**

**MOVED** by Deputy Reeve Sarapuk

That Councillor Flett be authorized to attend the Alberta AUMA Convention from September 26-28, 2012 in Edmonton, Alberta.

**CARRIED**

**12. d) Financial Report – June 30, 2012**

**MOTION 12-07-517**

**MOVED** by Councillor Derksen

That the financial reports for the period ended June 30, 2012 be accepted for information.

**CARRIED**

**12. e) Intermunicipal Relationships (ADDITION)**

**MOTION 12-07-518**

**MOVED** by Councillor J. Driedger

That Mackenzie County requests the Minister of Municipal Affairs to provide a collaborative government initiative grant to develop intermunicipal cooperation protocol jointly with the towns of High Level & Rainbow Lake.

**CARRIED**

**MOTION 12-07-519**

**MOVED** by Councillor J. Driedger

That a letter be written to the Town of Rainbow Lake in response to the July 24, 2012 letter requesting a meeting between both councils to discuss financial challenges of the Rainbow Lake airport operations.

**CARRIED UNANIMOUSLY**

**12. f) Diabetic Association (ADDITION)**

**MOTION 12-07-520**

**MOVED** by Councillor Jorgensen

That a team of four be registered for the Canadian Diabetic Association golf tournament on September 6, 2012.

**CARRIED UNANIMOUSLY**

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

**12. g) Watershed Alliance (ADDITION)**

**MOTION 12-07-521**

**MOVED** by Deputy Reeve Sarapuk

That the Watershed Alliance information be received for information.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE**

**13. a) Information/Correspondence**

**MOTION 12-07-522**

**MOVED** by Councillor Wardley

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

**CARRIED**

**IN CAMERA SESSION:**

**MOTION 12-07-523**

**MOVED** by Councillor Derksen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 11:50 a.m.

14. b) Labour

**CARRIED**

**MOTION 12-07-524**

**MOVED** by Councillor Braun

That Council move out of camera at 12:05 p.m.

**CARRIED**

**14. b) Labour– AUPE Negotiations**

**MOTION 12-07-525**

**MOVED** by Councillor Bateman

That the Mackenzie County AUPE bargaining committee proceeds as follows:

- 1) Request another bargaining session date with the Union prior to agreeing to the mediation process;



- 2) If the Union does not agree to a meeting, advise the Director of Mediation Services for the Government of Alberta that the County will participate in the mediation process;
- 3) If the negotiation and/or the mediation process is not successful, administration be directed to prepare a report setting out possible options to consider for a future council meeting.

**CARRIED**

Reeve Neufeld recessed the meeting at 12:06 p.m. and reconvened the meeting at 1:00 p.m.

**TENDERS:**

6. a) **Bridge File 80938 (Tributary to Bear River – Highway 88 Connector Road) and Bridge File 80939 (Bear River – Highway 88 Connector Road) – 1:01 p.m.**

**MOTION 12-07-526**

**MOVED** by Councillor J. Driedger

That the tenders for the Bridge File 80938 (Tributary to Bear River – Highway 88 Connector Road) and Bridge File 80939 (Bear River – Highway 88 Connector Road) project be opened.

**CARRIED**

Formula Contractors Ltd	Schedule -A) \$264,500 Schedule- B) \$331,900
Innovative	Schedule -A) \$290,500 Schedule- B) \$335,120
Forest Trotter	Schedule -A) \$328,380 Schedule- B) \$340,760

**MOTION 12-07-527**

**MOVED** by Councillor Bateman

That the tender for the Bridge File 80938 (Tributary to Bear River – Highway 88 Connector Road) and Bridge File 80939 (Bear River – Highway 88 Connector Road) project be awarded to the lowest qualifying tender, subject to budget.

**CARRIED**

**MOTION 12-07-528**

**MOVED** by Councillor Bateman

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 1:15 p.m.

14. a) Legal

14. c) Land

**CARRIED**

**MOTION 12-07-529**

**MOVED** by Deputy Reeve Sarapuk

That Council move out of camera at 1:31 p.m.

**CARRIED**

**14. a) Legal – Emergency Fire Dispatch Services Agreement**

**MOTION 12-07-530**

**MOVED** by Councillor Wardley

That administration proceed with entering into an emergency fire dispatch fire agreement as presented.

**CARRIED**

**14. c) Land - None**

**6. b) 2012 Local Crushing and Stockpiling Tender**

**MOTION 12-07-531**

**MOVED** by Councillor Derksen

That the tenders for the 2012 Local Crushing and Stockpiling Tender be opened.

**CARRIED**

Tenders Received

Knelsen Sand & Gravel                      \$460,000

**MOTION 12-07-532**

**MOVED** by Councillor Wardley

That the tender for the 2012 Local Crushing and Stockpiling Tender be awarded to Knelsen Sand & Gravel subject to budget and material availability.

**MOTION 12-07-533**

**MOVED** by Councillor Bateman

That the vote on motion 12-07-532 regarding the 2012 Local Crushing and Stockpiling Tender be tabled to after an in-camera discussion.

**CARRIED**

**MOTION 12-07-534**

**MOVED** by Councillor Wardley

That Council move in-camera at 1:40 p.m.

**CARRIED**

**MOTION 12-07-535**

**MOVED** by Councillor Bateman

That Council move out of camera at 2:22 p.m.

**CARRIED**

**MOTION 12-07-532**

**MOVED** by Councillor Wardley

That the tender for the 2012 Local Crushing and Stockpiling Tender be awarded to Knelsen Sand & Gravel subject to budget and material availability.

**DEFEATED**

**MOTION 12-07-536**

**MOVED** by Councillor Braun

That administration review the 2012 Local Crushing and Stockpiling Tender results including budget review and material availability and bring a recommendation to the next council meeting.

**CARRIED**

**NEXT MEETING  
DATE:**

**15. a)** Regular Council Meeting  
Wednesday, August 22, 2012  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**16. a) Adjournment**

**MOTION 12-07-537**

**MOVED** by Deputy Reeve Sarapuk

That the meeting be adjourned at 2:25 p.m.

**CARRIED**

These minutes will be presented to Council for approval on August 22, 2012.

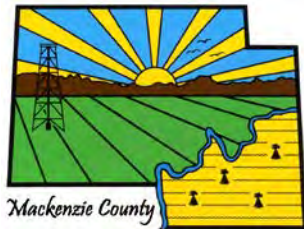
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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

UNAPPROVED



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION AAMD&amp;C Aggregated Energy Procurement Program</b>

### **BACKGROUND / PROPOSAL:**

The Alberta Municipal Services Corporation has been providing an aggregate energy program for a number of years to Alberta Urban Municipalities Association (AUMA) and Alberta Association of Municipal Districts & Counties (AAMD&C) members.

Mackenzie County currently is enrolled in AMSC's electrical program (County wide) and natural gas program for the Hamlet of Zama facilities. The current contract expires December 31, 2013.

AAMD&C has made a decision to introduce its own aggregate energy program. As such a letter was sent to all members (attached letter of May 2012 received July 17<sup>th</sup>) announcing the program. We have been contacted by 8760 Energy representatives regarding obtaining consumption and other data to assess our needs. Meanwhile, AMSC sent a letter to its users advising of restrictions under the existing contracts to release sensitive information (attached letter of July 4<sup>th</sup>). Further, a letter was received from AMSC announcing their 2014 Energy Program (attached letter of July 24<sup>th</sup>).

### **OPTIONS & BENEFITS:**

It is unclear at this point of advantages and disadvantages to continue with AMSC's program or to consider the new AAMD&C Aggregated Energy Procurement Program. It is our understanding that there is no cost to receive an analysis and a proposal from AAMD&C. It is also unclear whether the two programs will be competing with each other.

Kevin Knudsen of 8760 Energy will be making a presentation to Council at 2:00 p.m. during the Council meeting.

**Author:** J.Whittleton      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING**

The County’s annual utilities costs for the past three years were:

<b>Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Electrical	\$435,197	\$480,575	\$550,748
Natural Gas	\$107,520	\$115,773	\$102,962

**RECOMMENDED ACTION:**

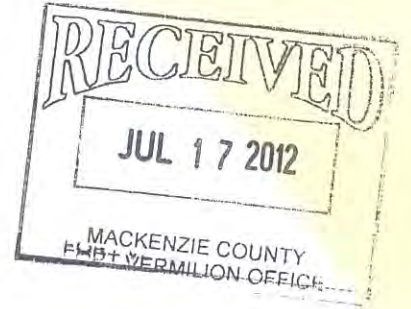
That administration be authorized to proceed with the aggregate energy analysis with 8760 Energy under the AAMD&C Aggregated Energy Procurement Program.

Author: J. Whittleton Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



Partners in Advocacy & Business

May 2012



Dear Member,

**RE: AGGREGATED ENERGY PROGRAM**

In the late summer of 2011, AAMDC had begun the process of forming a new energy program to deliver value based on the aggregation of our AAMDC Members and Associate Members electricity and natural gas future requirements. 8760 Energy has been hired to facilitate the aggregation and public tender process on our behalf. In weeks to come and throughout the summer, 8760 will be contacting you directly to ensure the success and efficiency of our program is known and realized.

Given the deficiency of similar energy programs offered by like organizations in Alberta, the AAMDC is committed to keep it simple, and get it right for our membership. The AAMDC philosophy of “strength in numbers” delivers discounts and savings based on mass procurement. This philosophy works well for our flagship programs of insurance, gasoline, tires, and other commodities. We are expecting the energy program will be delivering its value to a level reserved for only the largest organizations in Canada.

The AAMDC’s aim in bringing this program to you is as follows:

- to ensure our Members requirements are properly, and professionally assessed and;
- as a mass group, publically tender all aggregated requirements through the Alberta Purchasing Connection in the fall of this year
- comply with the AAMDC public procurement protocols and Government trade agreements
- all members receive the same price for each commodity, each individual future year

We are all very excited with this program; however it is heavily dependent on the fact that Member participation is critical to its success.

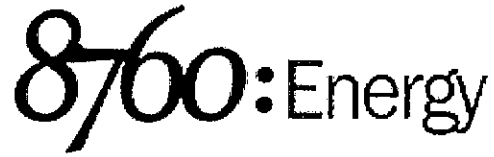
A representative from the AAMDC Trade Division, in concert with 8760 Energy will be contacting each and every AAMDC Member and Associate Member over the course of the summer to provide a full understanding of the program, and all the steps required to join in.

Warm regards,

Bob Barss  
AAMDC Board of Directors - AAMDC President  
bbarss@aamdc.com  
Phone: 780.842.7309

Gerald Rhodes  
AAMDC – Executive Director  
gerald@aamdc.com  
Phone: 780.955.3639

APPENDIX A – Information Form



**INFORMATION FORM - AAMDC Aggregated Energy Procurement Program**

**AAMDC Member Name:** \_\_\_\_\_

**AAMDC Member #:** \_\_\_\_\_

**Name of Signing Officer:** \_\_\_\_\_

**Title of Signing Officer:** \_\_\_\_\_

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

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

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Please submit documentation to the 8760 Energy head office location to the attention of:

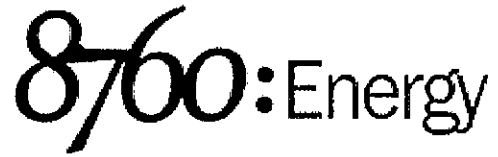
**“AAMDC ENERGY PROGRAM”**

#1620, Manulife Place 10180 101 Street, Edmonton Alberta T5J 3S4

Alternatively, an email with attached .pdf files may also be sent to  
**AAMDCENERGYPROGRAM@8760group.com**



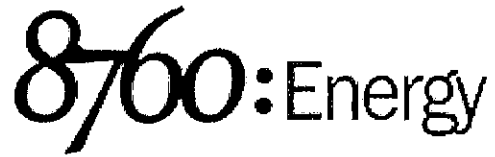
APPENDIX A – Information Form



Natural Gas - Site ID's to be included in the AAMDC Energy Program

	Site ID Number	Address	City	Postal Code
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

APPENDIX A – Information Form



Electricity – Site ID’s to be included in the AAMDC Energy Program

	Site ID Number	Address	City	Postal Code
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				



July 4, 2012



Ms. Joulia Whittleton, Chief Administrative Officer  
Mackenzie County, No. 23  
PO Box 640  
Fort Vermilion, AB T0H 1N0

Email: [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com) Plus Hard Copy

Dear Ms. Whittleton:

RE: **AMSC Energy Program**

You are a valued member of AMSC's Energy Program and we thank you for your participation. We are currently working hard behind the scenes to improve our 2014+ offering.

**It has come to our attention that some of our members are being solicited by various competitors in the energy retail industry. If you are contacted, we request that current energy program participants do not release any contracts or sensitive information including invoices as per Section 8.2 of the AMSC Member Master Agreement. Release of this commercial and financial information will harm AMSC and our current retail partner.**

The **AMSC Energy Program** for 2014+ will include a variety of improvements and offerings that we would like to highlight for you:

**You'll save with in-house retailing**

As an energy retailer, AMSC will have **direct control** of retailing functions and costs. That means **cost savings**, and enhanced **flexibility and customization** of products, reporting, customer service and program direction, while **strategic decisions** are made from a non-profit perspective.

As an energy retailer, AMSC will increase **efficiency**; functioning as an aggregator, energy marketer, customer care provider, billing provider and agent for commodity purchases on our customers' behalf. By combining all of these functions in one organization—that is not focused on profit maximization—we are **removing multiple layers** and parties that would otherwise receive profit and increase costs for our members. This results in **financial savings** for our customers.

**You'll always know exactly what you're paying for**

Typically margins and fees are added to a pure market price to cover various costs and generate profit. With the AMSC Energy Program, all of the fees will be **fully disclosed and transparent**, ranging from retail service charges to aggregation fees to procurement fees. This is not the case in many other programs where margin and fees are hidden into what is deemed a "market price" giving the **perception** of low retail fees where these markups are hidden into an **inflated market price**.

**You'll get the right product for your needs**

The AMSC Energy Program will carry a wide range of products to **balance cost and risk tolerance**, very similar to options available for mortgages. Our customers will be able to choose from a **variety of products** including load-following /full requirements products (which are marked up due to risk) as well as customized block products that do not carry this risk premium.

**Importantly, you'll be able to choose your own term**

It is well known in the utilities industry that commodity pricing is based on market conditions at a **point in time**, regardless of your choice of retailer. During a typical **bullish or rising market**, long term products tend to see a phenomenon known as backwardation—whereby a forward or futures contract trades below the expected spot price at maturity. In these situations, program participants can benefit significantly from long term products. However, in a **bearish or falling market**, long term products can lock in customers at prices that are higher than the spot market. Our new program offers flexibility in product term and customers will have the **ability to choose** long or short term products.

**Aggregation is the way to go**

Aggregated purchasing provides **economies of scale** to many customers who may otherwise not be able to access wholesale markets and reduced pricing. Aggregated purchases are also **fully compliant** with the New West Partnership Trade Agreement and the Trade Investment and Labour Mobility Agreement that require an open, transparent and competitive procurement process. All purchases for aggregated volumes will be posted on the Alberta Purchasing Connection. The AMSC Energy Program will manage the aggregated purchase procurement process **on your behalf, reducing administration costs** for our program members.

Customers who prefer to perform **non-aggregated** transactions based on market conditions will have options that are **shorter in term (1-5 years)** and priced at **"off the desk" retail pricing**. It should be noted that this pricing does not realize the benefits of aggregation, wholesale pricing and competitive procurement *and is thus not recommended unless you actively and regularly monitor the market for opportunities that meet your specific requirements.*

With a track record of responding to member needs, AMSC is continually evolving our energy program in ways that maximize value, increase customer service and reduce members' costs. As a trusted expert in the needs and issues of municipalities and municipally-related organizations, AUMA is the sole shareholder of AMSC and uses revenue generated for funding advocacy on behalf of its members.

I thank you for your participation in the AMSC Energy Program. Please contact Andrew Riley, AMSC Services Account Coordinator at 780-431-4541 or [ariley@auma.ca](mailto:ariley@auma.ca) to discuss your requirements. We look forward to ensuring that this enhanced retail program meets your current and future needs.

Yours Truly



John McGowan  
Chief Executive Officer



July 24, 2012

Mackenzie County, No. 23  
Ms. Joulia Whittleton, Chief Administrative Officer  
PO Box 640  
Fort Vermilion, AB T0H 1N0

Email: [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com) Plus Hard Copy

Dear Ms. Whittleton:

**RE: 2014 AMSC Energy Program**

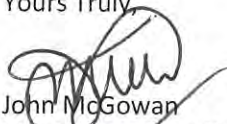
Further to the AMSC Energy Program Update on July 4, 2012, we believe it is important to remind our customers that we are currently in negotiations to establish the optimum strategy for our **2014 AMSC Energy Program**. We feel that, based on more than 10 years of experience in this field; these negotiations will best serve the long-term needs of our valued clients.

It is important to keep in mind:

- **The 2014 AMSC Energy Program provides tailor-made, competitive energy products.** Similar energy programs offered by like organizations in Alberta may not be able to offer similarly customer-focused programs, nor the competitiveness of increased efficiency with reduced administration and retailer costs.
- **The 2014 AMSC Energy Program procurement options** include the ability to pre-purchase blocks of fixed price natural gas or electricity to hedge future growth or to **sell back to the Pool at the Pool price**. Similar energy programs offered by like organizations in Alberta simply do not offer this flexibility.
- **The 2014 AMSC Energy Program offers terms of one year to 10 years!** Similar energy programs offered by like organizations in Alberta may only be able to offer short term contracts due to their finances.
- **The 2014 AMSC Energy Program will review market conditions and choose the best possible time to transact.** Similar energy programs offered by like organizations in Alberta may force customers to buy on a specific date, which may be unfavourable in the long-term.
- **The 2014 AMSC Energy Program is a fully member-owned program.** Similar energy programs offered by like organizations in Alberta may not be closely overseen by their memberships.
- **The 2014 AMSC Energy Program is supported by the political Advocacy of the AUMA.** AUMA was a strong voice in negotiating franchise agreements, street light costs, regulated energy issues and participates in all **industry initiatives** including those driven by Alberta Energy, Service Alberta, the AESO and the AUC. The goal of the AUMA is the same as the goal for the AMSC Energy Program; to see a **positive benefit for our members and their constituents.**

Please contact Andrew Riley, AMSC Services Account Coordinator at 780-431-4541 or [ariley@auma.ca](mailto:ariley@auma.ca) to discuss your requirements. We look forward to ensuring that this enhanced retail program meets your current and future needs.

Yours Truly,



John McGowan  
Chief Executive Officer

**AMP** ALBERTA MUNICIPAL PLACE

300 - 8616 51 Avenue Edmonton, AB T6E 6E6  
Toll Free: 310-AUMA (2862) Phone: 780-433-4431 Fax: 780-433-4454 [www.AMSC.ca](http://www.AMSC.ca)







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

### **BACKGROUND / PROPOSAL:**

CAO and Director reports are attached for information.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

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

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





# Mackenzie County

## Monthly CAO Report to Council – August 15 2012

The month of July has been extremely busy considering the wildfires and the Declaration of State of Emergency for the two areas in our municipality. It has been a relief that no structures were lost and reported injuries. This is of course due to diligent work of all parties involved in these unfortunate events. Despite these events, County projects are moving ahead, including many annual maintenance programs, etc.

The report provides highlights on some completed or ongoing initiatives.

1. **Organizational Structure & Personnel Update** - We have filled in the positions of Director of Corporate Services (Alison Kilpatrick starts September 17), Director of Planning & Development (Byron Peters starts August 27), Fire, Safety & Enforcement Coordinator (Matt MacFarlane starts September 13), Human Resource Coordinator (Louise Flooren started August 1), GIS Specialist (Jeff Sabine started August 15). We are in search of a Finance Clerk (Louise's replacement), two Administrative Assistants (both going back to school), Project Superintendent (Byron's replacement).  
As reported earlier, the Fire, Safety & Enforcement Coordinator will report to the Director of Community Services & Operations and the Safety Officer will report to the Coordinator.
2. **AUPE Negotiations** – AUPE made their decision not to meet with the County without a Mediator. Steve Morrison of Calgary was appointed as the Mediator by the Province. We have not received any correspondence at this point as to who is being appointed as a replacement to one of the members that has resigned off the negotiating committee.
3. **Highway 88 Connector Paving** - the contract was awarded with the project cost of paving 12 kilometers on the west end being \$7,983,039 including engineering (*April 11<sup>th</sup>, 2012 Motion 12-04-251: "That Council approve tendering base paving of the west 12 km of the Highway 88 Connector by May 2012 with construction to be completed by October 15, 2012".*) Please note that the County's borrowing bylaw for this project permits borrowing up to \$12.4M.
4. **Master Drainage Planning** – a meeting will take place on August 21 in Peace River to finalize the Expression of Interest and an update will be provided by Grant Smith and Bill Kostiw at the council meeting. This document's intent is to select up to three engineering firms to develop a Terms of Reference for the master plan. I've met with Terry Sawchuck of ESRD on August 15<sup>th</sup>. He has been meeting with Blue Hills area farmers – he's working with the local farmers on reporting their ditches as this will assist in future planning of local drainages.
5. **Infrastructure to New Lands** – The Reeve, Deputy Reeve, Bill Kostiw and I attended a scheduled meeting on July 23<sup>rd</sup> in Edmonton with the Ministers of Transportation, Minister of

Environment and SRD, and our MLA. This was a good meeting and the letters of follow up were sent to both Ministers (copied to Council and available on SharePoint).

6. **Seniors Housing in the Region** – waiting for the results of the Minister’s review of MHMB and recommendations from the consultant.
7. **Regional Collaboration Initiative** (Towns of High Level and Rainbow Lake) – a meeting was held on July 24th with representatives of the Municipal Affairs’ facilitating team and later with the Towns. As a result of this meeting, a joint letter was prepared by the County and the Towns and sent to Municipal Affairs requesting funding under the Collaborative Governance Initiative program. The County will be the managing partner for this project and Bill Sutherland of Beacon for Change Inc. was selected by the three municipalities as the facilitator for this initiative. The next step will be to draft and send the grant application to Municipal Affairs.
8. **Land Use Framework** – the joint meeting of the participating municipalities in the MMSA lead position paper preparation is scheduled for September 21, 2012 in Berwyn, AB. Only one representative (CAO or a Councillor) is invited to attend. I recommend that Lisa Wardley as the County’s selected LUF representative attends this meeting as I will be just returning from holidays.
9. **AAMD&C Zone 4 meeting** – I attended the meeting along with six Councillors at the Tangent Hall on August 10, 2012. Some of the Municipal Affairs highlights are:
  - a. Municipal Personnel can attend the Elected Officials training offered by Municipal Affairs and there are up to fifteen courses now available online;
  - b. Municipal Sustainability Strategy – the working group has reconvened and will be proposing changes to legislature as it is needed in order to carry out the strategy;
  - c. MGA review will be done with spring 2015 being identified as the target for taking the changes to legislature for approval. AAMD&C is invited to be on the review committee. The three areas identified for review are governing, assessment & taxation, and planning & development. These will be done concurrently. There is no information whether municipal elected officials will be invited to participate in the review committee.

A new position of Assistant Deputy Minister for Regional Services for Alberta Transportation was introduced since the most recent government changes. The ADM was at the meeting and provided highlights of the northern district projects. He had also stated that AT’s decisions to cost share on secondary highways will be majorly effected by the new guideline – promotion of economic growth.

A very good presentation was made by the Rural Physician Action Plan representative on their efforts to recruit doctors. Their latest efforts have been to recruit from the United Kingdom. Their efforts to recruit, educate and train “home grown” were highlighted as well.

A few resolutions were passed and these will be carried to the fall convention. For those Councillors that did not attend the Zone meeting, I could provide a copy of the full package if interested.

10. **Bursaries** – we have advertised the second intake for bursaries applications as there is \$8,000 in unallocated bursary funds left after the first intake. A finance committee meeting is being scheduled to review and award the applications.
11. **Wildfires** – we are in the process of sorting the bills from the three fires: Blue Hills, Wilson Prairie and Zama. We’ve met with Doug Smith of ESRD to clarify what costs will be covered directly by ESRD, what costs can be invoiced to ESRD under the mutual aid agreement, and what costs they will not cover. For the costs that ESRD will not cover, we are preparing and will be sending applications for reimbursement under the Disaster Recovery Program.
12. **Fire Departments** – I’ve attended multiple fire department meetings and met with the Fire Chiefs. An RFD is being presented to Council regarding a one-time compensation to the fire fighters for the extraordinary wildfires in our County this year. Through these meetings it became evident that our volunteer departments are in need of assistance from our main office with respect to training and training materials, budgets, guidance, etc. This led to the establishment of the Fire, Safety & Enforcement Coordinator position.
13. **Mustus Energy** – as many of you are aware, Mustus Energy has commenced the dirt work on their plant site. We had two meetings (one at the site and one at our office) to discuss their overall plans, site plans, their contribution to the intersection treatment on HWY88 connector to accommodate their traffic. It is critical to have all lines of communication open so that anything can be clarified upfront. This is a big development in our La Crete area and everyone is anxious to be “in the know” of what is happening.
14. **2013 Budget** – the 2013 Budget startup meeting will be held on August 24<sup>th</sup> prior to me going away on holidays.

Please note that I will be on holidays from August 28 to September 19. During this time, Bill Kostiw will be the Acting CAO. Peng Tian, the Finance Controller will be the Acting Director of Corporate Services from August 28 to September 16.

Please review the attached Directors reports and we will be happy to answer any questions Council may have.

Respectfully submitted,

Joulia Whittleton

## Monthly Report to CAO

For the month of August, 2012

From: John Klassen, Director of Environmental Services and Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Dust Control	June 2012	Completed
Regraveling	June/July 2012	Contract completed in my area of responsibility with the continuation of some spot graveling via County resources.
Drainage	Summer	Ongoing.
Hot Mix Patching	July, 2012	In progress
Crack sealing	July, 2012	Completed
Line Painting	July, 2012	Completed

### Capital Projects

Projects	Timeline	Comments
Rural Water Line	June/July 2012	3 connections to be done just south of FV this week, LC end we only have 1 customer paid and ready.
Rural Water Line Phase II	September 2012	Tenders Closed on Aug 9 <sup>th</sup> we are in the process of awarding.
88 Connector	October 2012	The tender was awarded and a subcontractor has started dirt work.
La Crete Lagoon Upgrade	2012/2013	Clearing & Grubbing tender closed and are in the process of awarding, then the survey, design and tender of the lagoon can commence.
Zama S Curve Services	2013	The Engineering estimate we received is higher than the budget therefore we will rebudget this project in 2013
Capital Bridge Repairs	2012	BF-80938 & 80939 (88 connector) tenders were received and a letter sent to AT for confirmation of funding.
Ponton Road	August 31 <sup>st</sup>	RFP was awarded and Atco should have the poles moved by the 17 <sup>th</sup> and road project to start on the 20 <sup>th</sup>
Road Requests	July, 2012	Completed.

### Personnel:

Peter Krahn has been hired as the grader operator to replace Peter Driedger who has retired.

We are currently advertising for the position of Project and Construction Superintendent.

## Monthly Report to CAO

For the month of August 2012

From: William (Bill) Kostiw, Director of Infrastructure Development and Government Relations

This report is a brief overview of activities in Community Services, Public Works, Planning & Development and dream projects. Of course the wildfires in the County took a lot of everyone's time and effort especially our C.A.O.

In Community Services we worked on Parks Rehabilitation, campsites at the lakes and installing & removing boat docks on the river. The Peace River high water lasted longer than usual and there was an extreme amount of debris on the river hence the docks in and out.

In Public Works the two main paving projects got under way with the installation of culverts, approaches and surveying. Both Highway 88 Connector and Zama Access should get base & paving underway in late August. The contractor has assured us that both projects will be complete this year. The intent on both is to apply for the resource road grants for 2013 as well as pursue Provincial designation. Highway 88 base paving is generally 2 weeks behind schedule but is looking good!

The roads & drainage ditches for the new lands is a major challenge with no current financial support from the Provincial or Federal Government. We are working on road master plans, drainage master plans and fish bearing streams plan. Most government departments are supportive in principal but no money. It seems the staff at both the Public Lands & Environment are discouraging the further drainage of lands. The finance problem and Bear Creek rehab need the most attention. The intent of administration is to have all of these plans ready for council perusal by November 1, 2012. We are also working on a policy paper to address the County's current involvement with access roads, culverts, engineering and survey needs.

Planning & Development has been steady with a good mix of large and small subdivisions, development permits and development agreements. There have

been significant staff changes over the last year and we have appointed Byron Peters as the new Director effective late August 2012. The significant problems across the County are unauthorized development, setbacks, encroachment on lanes on roads and standardizing development agreements. Administration certainly feels that the MPC has been very effective in implementing policy and resolving development matters. Enforcement of development permit conditions or terms also needs Council consideration. We are also working on the roof problems at the Fort Vermilion and Zama offices.

Large infrastructure and economic development projects being studied are:

- A. Mustus Energy is actively preparing their site and has indicated that an official opening would be held in September of 2012.
- B. Highway 58 extension to B.C. and Railhead at Fort Nelson.
- C. CO<sub>2</sub> EOR project development for Zama & Rainbow Oil fields.
- D. Ainsworth Rehabilitation of the Footner OSB mill.
- E. Tompkins Peace River Bridge.
- F. Tompkins Ferry Upgrade.

In summary we have been extremely busy with all the above. As we recruit the new staff our work load should get back to normal. I would be pleased to provide more info or answer any questions. Thank You.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes – June 28 and July 26, 2012</b>

### **BACKGROUND / PROPOSAL:**

Information item. The adopted minutes of the June 28 and July 26, 2012 meetings are attached.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

That the Municipal Planning Commission meeting minutes of June 28 and July 26, 2012 be received for information.

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





**Mackenzie County  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, June 28, 2012 @ 10:00 a.m.**

**PRESENT**

John W. Driedger	Chair, Councillor, MPC Member
Wally Schroeder	Vice-Chair, MPC Member
Jacque Bateman	MPC Member, Councillor
Beth Kappelar	MPC Member

**ADMINISTRATION**

Bill Kostiw	Executive Director of Infrastructure Development & Government Relations
Liane Lambert	Development Officer
Dallas Campbell	Development Officer
Samuel Wahab	Planner
Jennifer Braun	Administrative Assistant
Chelsea Derksen	Administrative Assistant

**1. CALL TO ORDER**

John W. Driedger called the meeting to order at 10:00 a.m.

**2. ADOPTION OF AGENDA**

**MOTION 12-108** **MOVED** by Beth Kappelar

That the agenda be adopted with the following additions;

**4g) Development Permit Application 132-DP-12  
Wayne Schmidt; Manufactured Home – Single Wide  
Plan 062 7138, Block 3, Lot 19**

**6b) Frontier Auto Lane**

**6c) 80 Acre Splits**

**6d) Airport Development**

**CARRIED**

**3. MINUTES**

a) **Adoption of Minutes**

**MOTION 12-109**    **MOVED** by Wally Schroeder

That the minutes of the June 7, 2012 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

b) **Business Arising from Previous Minutes**

There was no business arising from previous minutes.

4.    **DEVELOPMENT**

a) **Development Permit Application 134-DP-12  
Peter Martens; Cabin  
Part of SW 13-106-15-W5M (Plan 062 4963, Block 1, Lot 10)**

**MOTION 12-110**    **MOVED** by Jacquie Bateman

That Development Permit 134-DP-12 on Part of SW 13-106-15-W5M (Plan 062 4963, Block 1, Lot 10) in the name of Peter Martens be APPROVED with the following conditions:

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

1. Minimum building setbacks:
  - a. 15.24 meters (50 feet) front (east) yard;
  - b. 15.24 meters (50 feet) exterior side (north) yard;
  - c. 7.62 meters (25 feet) side (south) yards, and
  - d. 7.62 meters (25 feet) rear (west) yard, from the property lines.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority. The exterior of the Modular Home addition shall be similar in appearance and color to the Modular Home.
3. **The Cabin may be used only on a seasonal base, and shall not exceed 46.45 sq m (500 square feet).**

4. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.
5. Building to be connected to the Municipal water system and the cost of connection fees will be borne by the owner.
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. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing the location of an existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers’ expense.**
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- b) Development Permit Application 153-DP-12  
571950 AB Ltd. (Home Hardware Building Centre);  
Retail Store Addition (Vestibule)  
Plan 1160NY, Block 5, Lot 6 (9901-100 Street)**

**MOTION 12-111      MOVED** by Beth Kappelar

That Development Permit 153-DP-12 on Plan 1160NY, Block 5, Lot 6 in the name of 571950 Alberta Ltd. be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**
  - a. **30.5 meters (100 feet) front (west) yard;**
  - b. **3.05 meters (10 feet) rear (east) yard;**
  - c. **1.52 meters (5 feet) side yards (north and south), from the property lines.**
2. The Retail Store Addition (Vestibule) shall be constructed and finished with similar construction materials as the existing building.
3. 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.
4. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
5. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
6. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
7. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- c) **Development Permit Application 154-DP-12  
571950 AB Ltd. (Home Hardware Building Centre);  
Manufacture Home Sales & Services Addition  
Plan 052 6067, Block 2, Lot 5 (9107-94th Ave)**

**MOTION 12-112      MOVED** by Wally Schroeder

That Development Permit 153-DP-12 on Plan 052 6067, Block 2, Lot 5 in the name of 571950 Alberta Ltd. be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**
  - a) **9.14 meters (30 feet) north and west side yard;**
  - b) **1.52 meters (5 feet) east side yard;**
  - c) **3.05 meters (10 feet) rear (south) yard or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks. All setbacks are measured from the property lines.**
2. The Manufactured Home Sales and Services Addition shall be constructed and finished with similar construction materials as the existing building.
3. 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.
4. Provide adequate parking as follows: The minimum parking standards are 1 space per 400 square feet of building area 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).”*
5. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
6. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

8. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**d) Development Permit Application 162-DP-12  
Darin Braun; Business License  
Plan 0525689, Block 30, Lot 23 (10222 112 Street)**

**MOTION 12-113      MOVED** by Beth Kappelar

That Development Permit 162-DP-12 on Plan 0525689, Block 30, Lot 23 in the name of Darin Braun be APPROVED with the following conditions:

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

1. This permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business has become detrimental or otherwise incompatible with the amenities of the neighborhood.
2. The Home Based Business shall not involve the storage of goods or construction activity allowed on site.
3. Shall not employ any employees who do not reside on-site.
4. An unlighted sign to identify the Home Based Business may be placed on the exterior of the Single Detached Dwelling and the sign shall not exceed 1.1 meters (12 square feet).
5. At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.
6. The municipality has assigned the following address to the noted property **10222-112 Street**. You are required to display the address (**10222**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational

Services Department for Mackenzie County at 780-928-3983.  
Access to be constructed at the developers' expense.

8. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- e) **Development Permit Application 164-DP-12  
Frank Peters; Manufactured Home – Single Wide, and a Shop  
Part of NW 5-106-15-W5M (Plan 042 3012, Block 1, Lot 14)**

**MOTION 12-114**    **MOVED** by Beth Kappelar

That Development Permit 164-DP-12 on Part of NW 5-106-15-W5M (Plan 042 3012, Block 1, Lot 14) in the name of Frank Peters be APPROVED with the following conditions:

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

1. Minimum building setbacks:
  - a. 15.2 meters (50 feet) from internal subdivision road,
  - b. 7.62 meters (25 feet) from the rear or east property line,
  - c. 7.62 meters (25 feet) from north and south property lines.
2. **This Ancillary Building (Shop) is approved for personal purposes only and no commercial activity is permitted in this building. Should you require the shop for an Owner/Operator Business then a Business License will be required and commercial standards will have to be met as per Alberta Safety Code Legislation.**
3. A 142 square foot size variance for the Ancillary Building (shop) is hereby granted.
4. A 5 foot height variance for the Ancillary Building (shop) is hereby granted.
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.

6. All manufactured homes to be factory built with walls of pre-finished baked enamel aluminum siding, vinyl siding or the equivalent and peaked shingled roof, to the satisfaction of the Development Authority.
7. All manufactured homes to be placed upon a BASEMENT, solid footings and concrete or wood block foundation wall, skirting or an approved equivalent is required so that the appearance, design and construction will compliment the manufactured home. The undercarriage of the manufactured home shall be screened from view.
8. All ancillary structures to a manufactured home, such as patios, porches, additions, etc., shall be factory prefabricated units, or of a quality equivalent thereto, so that the appearance, design and construction will compliment the manufactured home.
9. No ancillary building erected/or moved onto the site shall be used as a dwelling.
10. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.
11. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner, when and if services become available.
12. 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.”*
13. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing the location of an existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
14. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
15. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.



16. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- f) **Development Permit Application 166-DP-12  
Darrell Derksen; Sign  
Plan 902 2145, Block 21 (10502 100 St.)**

**MOTION 12-115** **MOVED** by Jacquie Bateman

That Development Permit 166-DP-12 on Plan 902 2145, Block 21 be APPROVED with the following conditions:

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

1. **This permit may be revoked at any time, if, in the opinion of the Development Authority, the sign is detrimental to visibility and safety of vehicular and pedestrian traffic.**
2. This permit approval is for a sign as indicated on the attached site plan which shall be placed within the bounds of Plan 902 2145, Block 21.
3. The sign shall be located a minimum of:
  - a. 20 meters (66 feet) from regulatory signs, and
  - b. 1.5 meters (5 feet) from the curb/sidewalk
4. The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.
5. The sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
6. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.
7. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.

8. Wiring and conduits of the sign must be concealed from view.
9. The architecture, construction materials and appearance of sign shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
10. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**5. SUBDIVISION**

- a) **Subdivision Application 27-SUB-11  
Plan 832 0443, Block 3, Lot 1 (4605 - 48<sup>th</sup> Ave); Fort Vermilion  
Frank Rosenberger**

**MOTION 12-116    MOVED** by Wally Schroeder

That Subdivision application 27-SUB-11 in the name of Frank Rosenberger on Plan 832 0443, Block 3, Lot 1, be GRANTED A VARIANCE and APPROVED with the following Revised conditions;

1. This approval is for a 2 lot subdivision, 0.39 acres (0.16 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
  - b) **Developer shall enter into a Showhome agreement prior to the construction of any showhome.**

- c) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality,
- d) Provision of all water lines, including all fittings and valves as required by the County,
- e) Provision of municipal servicing (water and sanitary sewer) to each lot,
- f) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- (1) Drainage of internal road system,
  - (2) Erosion prevention systems, if required,
  - (3) Direction of site drainage, and
  - (4) Elevation plans for each lot
- g) Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision; **final pavement of the internal road shall be deferred. No Showhome shall be sold until the completion of the pavement and the lots are registered.**
  - h) Provision of access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Mackenzie County's Access Construction Policy No. PW037;
  - i) Provision of street lighting with underground wiring, design and location as required by the County, **overhead wiring shall be allowed on the north side as it, south side shall have underground.**
  - j) Engineered signage package,

- k) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- l) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- m) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure.
- n) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- o) Any outstanding property taxes shall be paid in full prior to registration of title,
- p) Provision of off-site levies as required by the County as follows:
  - i) Subdivision Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
    - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
    - b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
    - c) new or expanded storm sewage drainage facilities;
    - d) new or expanded facilities for the storage, transfer, or disposal of waste;
    - e) land required for or in connection with any facilities described in clauses (a) to (d); and
    - f) ongoing maintenance of the facilities described in

clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. 2 lots at \$1,000 equals \$2,000.00,

Total Levies = \$2,000.00

- q) Provision of municipal reserve in the form of money in lieu of land. Specific amount to be based on 10% of the market value of the subject land to be subdivided. **MR shall be deferred until the subdivision is registered at Alberta Land Titles.**
- r) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

**CARRIED**

- b) Subdivision Application 6-SUB-12  
NE 8-104-15-W5M; Buffalo Head Prairie  
Russell & Susie Friesen**

**MOTION 12-117**    **MOVED** by Beth Kappelar

That Subdivision Application 06-SUB-12 in the name of Russell and Susie Friesen, on NE 08-104-15-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 11.79 acres (4.77 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.

- c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

- c) **Subdivision Application 12-SUB-12  
NW 31-108-16-W5M; High Level Rural  
Vanya Glessing**

**MOTION 12-118**    **MOVED** by Beth Kappelar

That Subdivision Application 12-SUB-12 in the name of Vanya Glessing, on NW 31-108-16-W5M, be GRANTED A VARIANCE and APPROVED with the following conditions:

1. This approval is for two single lot subdivisions, 10.07 acres (4.07 hectares) in size, and 19.08 acres (7.72 hectares) in size. **Total of approximately 29.15 (11.79 hectares) actual size to be determined by new revised Tentative Plan.**
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to both parcels and to the balance of the lands in accordance with Mackenzie County standards at the developer's expense.

- c) A dedication of the most westerly 5.18 meters of the proposed subdivision is required for future road widening.
- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- e) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
- f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$2,500.00 per acre. Municipal reserve is charged at 10%, which is \$250.00 per subdivided acre.  
**10.07 acres times \$250.00 equals \$2,517.50.**
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

- d) **Subdivision Application 25-SUB-12  
NE 25-109-18-W5M; High Level Rural  
Henry Moorman**

**MOTION 12-119**    **MOVED** by Wally Schroeder

That Subdivision Application 25-SUB-12 in the name of Henry Moorman, on NE 25-109-12-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 15.47 acres (6.26 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) **Any activity that may impact the wetland in the proposed subdivision (including but not limited to infilling, draining, or excavation for the purpose of enlarging or deepening) will require prior authorization under the *Water Act*.**
- f) **Any changes or alterations proposed to the existing intermittent watercourse that runs through the southern portion of the proposed subdivision would require review by Alberta Environment and Sustainable Resource Development staff with the possibility that a *Water Act* authorization may be required.**
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

- e) **Subdivision Application 26-SUB-12  
NW 9-107-13-W5M  
William & Aganetha Unrau**

**MOTION 12-120      MOVED** by Wally Schroeder



That Subdivision Application 26-SUB-12 in the name of William and Aganetha Unrau on NE 9-107-13-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 15.71 acres (6.36 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) Enter into a Road Acquisition Agreement for the Northerly and Westerly 5.18 meters of the proposed subdivision for future road widening.
  - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
  - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
  - h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

- f) **Subdivision Application 27-SUB-12  
SE 16-106-13-W5M; La Crete Rural 88 Connector  
Peter & Annie Driedger**

**MOTION 12-121      MOVED** by Beth Kappelar

That Subdivision Application 27-SUB-12 in the name of Peter & Annie Driedger, on SE 16-106-13-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, approximately 55 acres (22.25 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision. \**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
  - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

- g) **Subdivision Application 28-SUB-12  
NE 19-107-13-W5M; Blumenort  
Daniel Dyck**

**MOTION 12-122      MOVED** by Wally Schroeder

That Subdivision Application 28-SUB-12 in the name of Daniel Dyck, on NE 19-107-13-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) Enter into a Road Acquisition Agreement for the easterly 5.18 meters of the proposed subdivision for future road widening.
  - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
  - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - f) **Any activity that may impact the wetland in the proposed subdivision (including but not limited to infilling, draining, or excavation for the purpose of enlarging or deepening) will require prior authorization under the *Water Act*.**
  - g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
  - i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

**h) Subdivision Application 31-SUB-12  
Part of SE 03-106-15-W5M; La Crete Rural  
Jake & Eva Elias**

**MOTION 12-123      MOVED** by Beth Kappelar

That Subdivision Application 31-SUB-12 in the name of Jake & Eva Elias, on Part of SE 03-106-15-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
  - d) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$5,000 per acre. Municipal reserve is charged at 10%, which is \$500.00 per subdivided acre. **10 acres times \$500 equals \$5,000.00.**
  - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - f) **Any activity that may impact the wetland in the proposed subdivision (including but not limited to infilling, draining, or excavation for the purpose of enlarging or deepening) will require prior authorization under the *Water Act*.**
  - g) Enter into a Road Acquisition agreement for the easterly 5.18 meters of the E1/2 SE 03-106-15-W5M that is required for future road widening.

- h) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- i) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- j) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

John W. Driedger recessed the meeting at 10:51 a.m. and reconvened the meeting at 10:59 a.m.

**6. MISCELLANEOUS ITEMS**

- a) **Bylaw 868-12 Land Use Bylaw Amendment to Add Auction Mart to the Hamlet Commercial 2 "HC2" Zoning**

**MOTION 12-124      MOVED** by John W. Driedger

Recommendation to Council for APPROVAL of Bylaw 868 -12, being a Land Use Bylaw Amendment to add Auction Mart to the Hamlet Commercial 2 "HC2" zoning as a discretionary use.

**CARRIED**

- b) **Frontier Auto Lane**

**MOTION 12-125      MOVED** by Jacquie Bateman

That the Frontier Auto Lane discussion be received for information.

**CARRIED**

- c) **Airport Development**

**MOTION 12-126      MOVED** by Beth Kappelar

That the Planning and Development Department review the survey plan from Focus, as well as research information regarding an envirotank at the La Crete Airport.

**CARRIED**

**d) 80 Acre Splits**

**MOTION 12-127**  
Requires unanimous

**MOVED** by John W. Driedger

That the Municipal Planning Commission recommend that Council revisit the 80 Acre Splits.

**DEFEATED**

John W. Driedger requested a recorded vote.

**For**

John W. Driedger  
Wally Schroeder  
Beth Kappelar

**Against**

Jacque Bateman

**e) Action List**

The Action List of June 25, 2012 was reviewed.

**7. NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ July 12, 2012 at 10:00 a.m. in La Crete
- ❖ July 26, 2012 at 10:00 a.m. in Fort Vermilion
- ❖ August 9, 2012 at 10:00 a.m. in La Crete
- ❖ August 23, 2012 at 10:00 a.m. in Fort Vermilion

**8. ADJOURNMENT**

**MOTION 12-128** **MOVED** by Beth Kappelar

That the Municipal Planning Commission meeting be adjourned at 11:48 a.m.

**CARRIED**

These minutes were adopted this 26<sup>th</sup> day of July, 2012.

**(Original Signed)**  
John W. Driedger, Chair





**Mackenzie County  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, July 26, 2012 @ 10:00 a.m.**

**PRESENT**

John W. Driedger	Chair, Councillor, MPC Member
Wally Schroeder	Vice-Chair, MPC Member (via teleconference)
Jacque Bateman	MPC Member, Councillor
Beth Kappelar	MPC Member
Danny Friesen	MPC Member

**ADMINISTRATION**

Bill Kostiw	Executive Director of Infrastructure Development & Government Relations
Liane Lambert	Development Officer
Dallas Campbell	Development Officer
Samuel Wahab	Planner
Chelsea Derksen	Administrative Assistant

**DELAGATIONS**

Bruce Harder (Hardy Construction)

**1. CALL TO ORDER**

John W. Driedger called the meeting to order at 10:10 a.m.

**2. ADOPTION OF AGENDA**

**MOTION 12- 129 MOVED** by Jacque

That the agenda be adopted with the following additions;

7b) Zoning Change P 2938RS B6

7e) Golf Course

7f) Vahneteen Property

**CARRIED**

**3. MINUTES**

a) **Adoption of Minutes**

**MOTION 12-130**    **MOVED** by Beth Kappelar

That the minutes of the June 28, 2012 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

b) **Business Arising from Previous Minutes**

Beth asked if the 80 Acre splits issue went to Council and it had.

4.    **DELEGATIONS**

a) **Development Permit Application 192-DP-12  
Hardy Construction; Dwelling - Apartment  
Plan 982 1128, Block 17, Lot 39**

**MOTION 12-131**    **MOVED** by Danny Friesen

That Development Permit 192-DP-12 on Plan 982 1128, Block 17, Lot 39 be APPROVED with the following conditions, but refuse the use of the lane to access the Apartment:

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

1. **This approval is for both Apartment Buildings. A separate development and building Permit is needed for each building.**
2. **The front of the building (including decks) shall be 7.6 meters (25 feet) from the front (north) property line; minimum building setbacks (including decks) for the side and rear yards are: 2.44 meters (8 feet) rear (south) yard; 1.52 meters (5 feet) west side yard; 3.05 meters (10 feet) east side yard, from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks. All setbacks are to be measured from your property lines.**
3. The Dwelling-Apartment (8-plex) shall meet all Alberta Safety Code requirements for Apartment buildings and any other

requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.

4. The architecture, construction materials and appearance of the Dwelling-Apartment (8-plex) shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. Where the lowest opening of the building is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the building is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
6. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
7. The Municipality has assigned an address to each unit as follows:
  - 10101 – 105<sup>th</sup> Ave, Unit 1
  - 10101 – 105<sup>th</sup> Ave, Unit 2
  - 10101 – 105<sup>th</sup> Ave, Unit 3
  - 10101 – 105<sup>th</sup> Ave, Unit 4
  - 10101 – 105<sup>th</sup> Ave, Unit 5
  - 10101 – 105<sup>th</sup> Ave, Unit 6
  - 10101 – 105<sup>th</sup> Ave, Unit 7
  - 10101 – 105<sup>th</sup> Ave, Unit 8

Each outdoor entrance must be identified and each internal unit must be identified. The numbers must 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. Provide adequate off street parking as follows: 1 stalls per 1 bedroom unit plus, 2 stalls per 3 bedroom unit, plus 3 additional stalls for visitor parking per Apartment complex. This is a total of 15 parking stalls. *“One parking space, including the driveway area, shall occupy 300 square feet.”*
9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.
12. In addition all development shall provide:
  - 12.52 Provision and access to garbage storage
  - 12.53 Lighting between dwelling units
  - 12.54 Orientation of buildings and general site appearance
  - 12.55 Safe pedestrian access to and from the public sidewalk fronting the building
  - 12.56 Parking areas adjacent to the streets must be paved

**CARRIED**

**MOTION 12-132** **MOVED** by Danny Friesen

That MPC recommend council closes the lane for resale.

**CARRIED**

Bruce Harder left the meeting at 10:40 and did not return.

**5. DEVELOPMENT**

- a) **Development Permit Application 176-DP-12  
Simon Peters, Sign in closed road allowance  
Plan 762 0380, Block 15, Lot 2 (9701-100 St.)**

**MOTION 12-133** **MOVED** by John W. Driedger

That Development Permit 176-DP-12 on Plan 762 0383, Block 15 Lot 2 be APPROVED with the following conditions:

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

1. **This permit may be revoked at any time, if, in the opinion of the Development Authority, the sign is detrimental to visibility and safety of vehicular and pedestrian traffic.**
2. The sign shall be located a minimum of:
  - a. 20 meters (66 feet) from regulatory signs, and
  - b. 1.5 meters (5 feet) from the curb/sidewalk

3. The sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
4. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.
5. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
6. Wiring and conduits of the sign must be concealed from view.
7. The architecture, construction materials and appearance of sign shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
8. Mackenzie County shall not be held liable for any concerns, issues or damages related to the sign or any part (s) thereof resulting from any work being done on or in the County's closed service road either by the County, any contractors hired by the County or any utility companies. Any removal and/or replacement of the sign required as a result of work being done on or in the closed service road shall be borne by the landowner.
9. Mackenzie County is allowing the placement of the sign on County lands with the understanding that the sign is allowed on a temporary long term basis and that the County may access the property at any time and if the property is needed for any reason by the County, 30 days notice will be provided prior to utilizing the property and prior to the removal of the sign. If removal of the sign is needed in order for the County to use the County lands, it shall be the responsibility of the developer/applicant/owner to remove the sign at no cost to the County.
10. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and

County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- b) Development Permit Application 185-DP-12  
Justin Friesen, Secondary Suite  
SE 29-107-11-W5M**

**MOTION 12-134** **MOVED** by Beth Kappelar

That Development Permit 185-DP-12 on SE 29-107-11-W5M be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**
  - a) **41.15 meters (135 feet) from any road allowances, and**
  - b) **15.24 meters (50 feet) from any other property lines.**
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
3. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
4. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-927-3718. Access to be constructed at the developers' expense.**
5. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
6. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
7. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and

County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- c) Development Permit Application 189-DP-12  
Andrew Teichroeb; Office Addition  
NW 12-106-15-W5M**

**MOTION 12-135**    **MOVED** by Wally Schroeder

That Development Permit 189-DP-12 on NW 12-106-15-W5M in the name of the Andrew Teichroeb be APPROVED with the following conditions:

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

1. **The Office addition shall meet all applicable Alberta Safety Code requirements for Commercial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
2. **Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines, or setbacks required by Alberta Transportation and Alberta Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Alberta Safety Codes setbacks and the requirements of Alberta Transportation.**
3. **Obtain written approval from Alberta Transportation regarding the proposed development prior to commencement of the development. Contact Philip Rough at 780-624-6547.**
4. **All conditions and requirements by Alberta Transportation and the Alberta Motor Vehicle Industry Council are to be met to their specifications and standards.**
5. **PRIOR to installation of a new access or changing location of existing access contact Alberta Transportation at 780-624-6280. Access to be constructed to Alberta Transportation standards at the developer's expense.**
6. **The exterior of the Office addition and the existing Repair Shop building shall be similar in appearance and color and shall compliment the natural features of the site to the satisfaction of the Development Authority.**

7. Provide adequate parking as follows: The minimum parking standards are 1 space per 45 square meters of building area 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).”*
8. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- d) Development Permit Application 196-DP-12  
1366261 Alberta Ltd. (Randy Derksen); Dwelling – Multiple  
(Condominiums)  
P 032 3561, B 07, L 2A**

**MOTION 12-136      MOVED** by Danny Friesen

That Development Permit 196-DP-12 on Plan 032 3561, Block 7, Lot 2A in the name of 1366261 Alberta Ltd. be APPROVED with the following conditions:

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

1. The front of the building (including decks) shall be 7.62 meters (25 feet) from the front (east) property line; minimum building setbacks (including decks) for the side and rear yards are: 2.44 meters (8 feet) rear (west) yard; 1.52 meters (5 feet) north and south side yard; from the property lines. A Municipal Reserve lot exists adjacent to the north property line and no construction or development is permitted in or on this Municipal Reserve lot. All setbacks are to be measured from your property lines.



2. The Dwelling – Multiple (Condominiums) shall meet all Alberta Safety Code requirements for Multiple Dwelling buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
3. The architecture, construction materials and appearance of the Dwelling – Multiple (Condominiums) shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
4. Where the lowest opening of the building is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the building is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
5. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
6. You are required to display the addresses 9210-1A, 9210-1B, 9210-2, 9210-3, 9210-4, 9210-5, 9210-6, 9210-7 and 9210-8 on the units (counting up from south to north) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. Provide adequate off street parking as follows: 2 stalls per dwelling unit plus 3 additional stalls for visitor parking. This would be a total of 21 parking stalls. *“One parking space, including the driveway area, shall occupy 300 square feet.”*
8. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

11. All DEVELOPMENT shall provide:

- i) Provision and access to garbage storage
- ii) Lighting between DWELLING UNITS
- iii) Orientation of buildings and general site appearance
- iv) Safe pedestrian access to and from the public sidewalk fronting the building
- v) Parking areas adjacent to streets must be paved

**CARRIED**

**6. SUBDIVISION**

- a) **Subdivision Application 29-SUB-12  
Part of NW 35-105-15-W5M and Part of SW 35-105-15-W5M  
Abe U. and Susan Banman**

**MOTION 12-137    MOVED** by Jacquie Bateman

That Subdivision Application 29-SUB-12 in the name of Abe & Susan Banman, on NW 35-105-15-W5M, be APPROVED with the following conditions:

- 1. This approval is for a single lot subdivision, 4.27 acres (1.73 hectares) in size.
- 2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
  - d) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$7,728.33 per acre. Municipal reserve is charged at 10%, which is \$772.83.00 per subdivided acre. 4.27 acres times \$772.83 equals **\$3,299.98.00**.

**e) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**

f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.

g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

**b) Subdivision Application 30-SUB-12  
NE 23-104-15-W5M; Buffalo Head Prairie  
Peter P. Wolfe**

**MOTION 12-138      MOVED** by Beth Kappelar

That Subdivision Application 30-SUB-12 in the name of Peter P. Wolfe on Part of NE 23-104-15-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 5.56 acres (2.25 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) Alberta Transportation requires a Dedication by caveat of a 30 meter road right-of-way across the highway frontage of the proposed parcel at no cost to the department.

- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$\_\_\_\_\_ per acre. Municipal reserve is charged at 10%, which is \$\_\_\_\_\_ per subdivided acre. **5.56 acres times \$\_\_\_\_\_ equals \$\_\_\_\_\_.**
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**CARRIED**

- c) **Subdivision Application 32-SUB-12  
SW 27-105-14-W5M;  
Kenneth Neufeld**

**MOTION 12-139**    **MOVED** by Wally Schroeder

That Subdivision Application 32-SUB-12 in the name of Kenneth Neufeld on SW 27-105-14-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, approximately 5 acres +- (2.02 hectares) in size. To be determined by survey plan.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- d) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
- e) Any activity that may impact the bed or banks of the creek in the proposed subdivision (including but not limited to infilling, draining, or excavation for the purpose of enlarging or deepening) will require prior authorization under the Water Act.
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**7. MISCELLANEOUS ITEMS**

- a) **Bylaw 871-12 Land Use Bylaw Amendment to Add Manufacturing Firm to Urban Fringe "UF" Zoning**

**MOTION 12- 140    MOVED** by Jacquie Bateman

That the MPC recommends to Council that the Planning and Development Department not amend the Land Use Bylaw to add **Manufacturing Firm to Urban Fringe "UF" Zoning.**

**CARRIED**

**MOTION 12- 141    MOVED** by Beth Kappelar

That MPC recommend to Council to establish Direct Control "DC" zone for the applicant business as permitted in the Land use Bylaw with terms and conditions attached to the Direct Control "DC" zone for a specified period of time to enable the applicant to relocate his business to appropriate zoning area.

**CARRIED**

b) **Zoning Change Plan 2938RS, Block 6**

**MOTION 12-142**    **MOVED** by Wally Schroeder

That the area be rezoned to HR1A.

**CARRIED**

c) **Safety Codes Council Building Certification Consultation**

**MOTION 12-143**    **MOVED** by Jacquie Bateman

That the Notice of Safety Codes Council Building Certification Consultation be received for information.

**CARRIED**

d) **80 Acre Splits**

**MOTION 12-144**    **MOVED** by John W. Driedger

That the MPC recommend that Council revisit the 80 Acre Splits.

**CARRIED**

e) **Golf Course**

**MOTION 12-145**    **MOVED** by Beth Kappelar

That golf course zoning be taken to council.

**CARRIED**

f) **Vahneteen Property**

**MOTION 12-146**    **MOVED** by John W. Driedger

That the Planning and Development Department researches the issue and brings recommendations to the next MPC meeting.

**CARRIED**

Wally Schroeder leaves the meeting via teleconference at 12:08pm

**g) Action List**

The Action List of July 12, 2012 was reviewed.

**8. NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ August 9, 2012 at 10:00 a.m. in La Crete
- ❖ August 23, 2012 at 10:00 a.m. in Fort Vermilion
- ❖ September 6, 2012 at 10:00 a.m. in La Crete
- ❖ September 20, 2012 at 10:00 a.m. in Fort Vermilion

**9. ADJOURNMENT**

**MOTION 12-139** **MOVED** by Danny Friesen

That the Municipal Planning Commission meeting be adjourned at 12:16 p.m.

**CARRIED**

These minutes were adopted this 9<sup>th</sup> day of August, 2012.

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John W. Driedger, Chair







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Liane Lambert, Development Officer</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw No. 865-12 Land Use Bylaw Amendment for the Creation of an Airport Land Use District (AP)</b>

### BACKGROUND / PROPOSAL:

Bylaw 865-12, being a Land Use Bylaw being a land use bylaw amendment to establish an Airport Land Use district as presented including provisions for parking requirements received first reading at the May 23, 2012 Council meeting.

Bylaw 865-12 was first presented and reviewed by the Municipal Planning Commission on May 10<sup>th</sup>, 2012, who passed the following motion:

*That MPC recommend to Council for the Planning and Development Department to amend the Land Use bylaw to create the proposed Airport District "AP" as outlined in Bylaw 8\_\_-12 hereto attached.*

Bylaw No. 865-12 has since been assigned to this proposed Bylaw.

After further review and consultation with stakeholders and administration staff, the Planning and Development Department also proposes to amend this Bylaw at first reading to include consideration for the on-site parking requirements as the current general parking requirements will require an excessive amount of parking spots for this use.

Then in accordance with the Inter-Municipal Development Plan; Bylaw 865-12 was circulated to the Town of High Level for review and comments. Their comments and recommendations were presented to the Inter-Municipal Planning Commission (IMPC) on July 5, 2012 where the IMPC passed the following motion:

*That the IMPC recommends to Council, to proceed with Bylaw 865-12 being a land use bylaw amendment to establish an Airport Land Use district as AMENDED including provisions for parking requirements.*

**Author:** L. Lambert      **Reviewed by:** B. Kostiw      **CAO** J. Whittleton

As a part of the ongoing revamp of Mackenzie County’s local airport policies (redesign of the La Crete Airport and creation of the AVPAs for the High Level, Fort Vermilion, La Crete, and Zama air facilities), the Planning and Development Department has decided that the current practice of utilizing Hamlet Commercial 1 (HC1) setbacks to determine the building footprints on airport properties is not a desirable practice.

This practice is not custom designed to meet the needs of our airports’ development and, as the land most of our airports are located on is currently zoned for agricultural purposes, the County is contradicting its own Land Use Bylaw by continuing this practice. Furthermore, this current practice would not likely stand up if challenged in an appeal board scenario.

As a result, the Planning and Development Department moved forward with the creation of an Airport District “AP” within the Mackenzie County Land Use Bylaw 791-10. This entails the creation of the zoning district as well as adding a definition to the Land Use Bylaw as outlined in Schedule ‘A’ of this proposed bylaw.

This proposed Airport District “AP” is based on a similar district from the City of Grande Prairie’s Land Use Bylaw which is included for background.

**OPTIONS & BENEFITS:**

**Benefits:**

The benefits of this proposed bylaw is that the Planning and Development Department would have a clearly defined definition of how to proceed with development of the County’s air facilities. This land-use district would also be much more likely to stand up to appeal as opposed to the current practice of using HC1 setbacks in areas zoned for Agriculture.

**COSTS & SOURCE OF FUNDING:**

N/A – Staff Time

**RECOMMENDED ACTION:**

Motion 1

That second reading be given to Bylaw 865-12, being a land use bylaw amendment to establish an Airport Land Use district as AMENDED including provisions for parking requirements.

Motion 2

That third reading be given to Bylaw 865-12, being a land use bylaw amendment to establish an Airport Land Use district as AMENDED including provisions for parking requirements.

**Author:** L. Lambert **Reviewed by:** B. Kostiw **CAO** J. Whittleton

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 865-12**

**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. 865-12**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009 by Bylaw 735-09, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw 791-10 in 2011, 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 establish a land-use district to permit the orderly development of the County's Aerodromes and Airports.

**NOW THEREFORE**, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. This Bylaw establishes an Airport District – "AP" Land Use District;
2. The definition and uses of "HANGARS AND TERMINAL FACILITIES", attached to and forming part of this bylaw as Schedule "A"; and
3. This bylaw shall come into force and take effect upon the date of third reading by Mackenzie County Council.

READ a first time this 23<sup>rd</sup> day of May, 2012.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2012.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2012.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 865-12**

**SCHEDULE “A”**

**3.3 Definitions**

“**HANGARS AND TERMINAL FACILITIES**” means a development, which provides services to aircraft, aircraft passengers and air freight usually located adjacent to the runway. Services provided within these facilities may include but not be limited to airport operations and administration, food and personal services, freight and baggage handling, as well as aircraft maintenance and repair.

**7.31 Parking**

**Table B – Minimum Parking Standards**

Use	Minimum Parking Requirements
HANGARS AND TERMINAL FACILITIES	1 stall per 162.6 sq m (1,750 sq ft) of gross FLOOR AREA plus 1 parking stall per full time employee and 1 parking stall per 2 part time employees.

**8.28 Airport District - AP**

The general purpose of this LAND USE DISTRICT is to regulate DEVELOPMENT and to provide for the orderly operation and development of **MUNICIPAL AIRPORTS within Mackenzie County.**

<b>A. PERMITTED USES</b>	<b>B. DISCRETIONARY USES</b>
a) ENVIRO - TANK b) HANGARS AND TERMINAL FACILITIES	a) <b>ACCESSORY BUILDING</b> b) AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES c) <b>COMMUNICATION TOWER</b> d) BULK FUEL/PROPANE SALES e) BUS DEPOT f) CONVENIENCE STORE g) PUBLIC USE h) RESTAURANT i) RETAIL STORE j) SERVICE STATION

**C. DISTRICT REGULATIONS**

In addition to the Regulations contained in Section 7, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

**(a) LOT Area:**

At the discretion of the Development Authority.

**(b) Minimum Setbacks:**

From a HIGHWAY, ROAD or undeveloped ROAD allowance:

41.2 m (135 feet) from right-of-way, or

64 m (210 feet) from centre line

**Or as specified by Alberta Transportation, whichever is greater**

From an INTERNAL SUBDIVISION ROAD:

6.1 m (20 feet)

All other property lines: 1.52 m (5 feet)

The Development Authority may require greater setbacks than the minimum as decided on a case-by-case basis.

- (c)** The maximum height for any use and development including all appurtenances and temporary construction equipment shall not penetrate the Approach/Departure Areas for each runway as established by each airport vicinity plan.

**D. ADDITIONAL REQUIREMENTS**

- (a)** In addition to Section 7.28 of this BYLAW. The Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other screening of a visually pleasing nature, satisfactory to the Development Authority;

- (b)** Uses and developments on airport property must comply with all other authorities, either Federal, Provincial or Municipal, each jurisdictions Airport Vicinity Protection Area.

- (c) Uses, which would cause excessive discharge of toxic, noxious or other particulate matter into the atmosphere; radiation or interference by the use of electric or electronic equipment; fire and explosive hazards; lighting , and accumulation of any material or waste edible by, or attractive to birds, shall not be approved;
- (d) Approval of development shall be at the discretion of the Development Authority. The impact of the proposed development on the operations of the airport, and the impact of the airport operations on the proposed development shall be the primary considerations of the Development Authority.

**E. OTHER REQUIREMENTS**

The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.



**BYLAW NO. 865-12**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009 by Bylaw 735-09, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw 791-10 in 2011, 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 establish a land-use district to permit the orderly development of the County's Aerodromes and Airports.

**NOW THEREFORE**, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. This Bylaw establishes an Airport District – "AP" Land Use District;
2. The definition and uses of "HANGARS AND TERMINAL FACILITIES", attached to and forming part of this bylaw as Schedule "A"; and
3. This bylaw shall come into force and take effect upon the date of third reading by Mackenzie County Council.

READ a first time this \_\_\_ day of \_\_\_\_\_, 2012.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2012.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2012.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 865-12**

**SCHEDULE “A”**

**3.3 Definitions**

“**HANGARS AND TERMINAL FACILITIES**” means a development, which provides services to aircraft, aircraft passengers and air freight usually located adjacent to the runway. Services provided within these facilities may include but not be limited to airport operations and administration, food and personal services, freight and baggage handling, as well as aircraft maintenance and repair.

**7.31 Parking**

**Table B – Minimum Parking Standards**

Use	Minimum Parking Requirements
HANGARS AND TERMINAL FACILITIES	1 stall per 162.6 sq m (1,750 sq ft) of gross FLOOR AREA plus 1 parking stall per full time employee and 1 parking stall per 2 part time employees.

**8.28 Airport District - AP**

The general purpose of this LAND USE DISTRICT is to regulate DEVELOPMENT and to provide for the orderly operation and development of Mackenzie County’s MUNICIPAL AIRPORTS.

A. PERMITTED USES	B. DISCRETIONARY USES
a) ACCESSORY BUILDING b) COMMUNICATION TOWER c) ENVIRO - TANK d) HANGARS AND TERMINAL FACILITIES	a) AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES b) BULK FUEL/PROPANE SALES c) BUS DEPOT d) CONVENIENCE STORE e) PUBLIC USE f) RESTAURANT g) RETAIL STORE h) SERVICE STATION i) TOURIST INFORMATION FACILITY

**C. DISTRICT REGULATIONS**

In addition to the Regulations contained in Section 7, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

**(a) LOT Area:**

At the discretion of the Development Authority.

**(b) Minimum Setbacks:**

From a HIGHWAY, ROAD or undeveloped ROAD allowance:

41.2 m (135 feet) from right-of-way, or

64 m (210 feet) from centre line

**Or as specified by Alberta Transportation, whichever is greater**

From an INTERNAL SUBDIVISION ROAD:

6.1 m (20 feet)

All other property lines: 1.52 m (5 feet)

The Development Authority may require greater setbacks than the minimum as decided on a case-by-case basis.

- (c)** The maximum height for any use and development including all appurtenances and temporary construction equipment shall not penetrate the Approach/Departure Surfaces for each runway.

**D. ADDITIONAL REQUIRMENTS**

- (a)** In addition to Section 7.28 of this BYLAW. The Development Authority may require any DISCRITIONARY USE to be screened from view with a vegetated buffer strip and/or other screening of a visually pleasing nature, satisfactory to the Development Authority;
- (b)** Uses and developments on airport property must comply with the respective airport plans as amended from time to time and the requirements of all other authorities, either Federal or Provincial, having jurisdiction;

- (c) Uses, which would cause excessive discharge of toxic, noxious or other particulate matter into the atmosphere; radiation or interference by the use of electric or electronic equipment; fire and explosive hazards; lighting , and accumulation of any material or waste edible by, or attractive to birds, shall not be approved;
- (d) Approval of development shall be at the discretion of the Development Authority. The impact of the proposed development on the operations of the airport, and the impact of the airport operations on the proposed development shall be the primary considerations of the Development Authority.

**E. OTHER REQUIRMENTS**

The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.

**Section 94 Airport District - AP**

94.1 Purpose

*To provide for the orderly operation and development of the Grande Prairie Airport.*

94.2 Permitted Uses	94.3 Discretionary Uses
<ul style="list-style-type: none"> <li>• Accessory Building and Use</li> <li>• Aircraft Sale/Rental</li> <li>• Bulk Chemical and Fuel Storage</li> <li>• Communication Tower</li> <li>• Essential Public Service</li> <li>• Fleet Service</li> <li>• Hangars and Terminal Facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Eating and/or Drinking Facility (Minor)</li> <li>• Extensive Agriculture</li> <li>• Gas Bar</li> <li>• Office (Minor)</li> <li>• Outdoor Storage</li> <li>• Public Utility</li> <li>• Restaurant</li> <li>• Retail Store (Convenience)</li> <li>• Surveillance Suite</li> </ul> <p style="text-align: right;">(Bylaw C-1100-87 - March 12, 2007)</p>

94.4 Site Provisions

In addition to the General Regulations contained in Part Seven and Part Eight, the following standards shall apply to every development in this district.

- (a) Minimum site area and yard setbacks are at the discretion of the Development Authority;
- (b) The maximum height for any use and development including all appurtenances and temporary construction equipment shall not penetrate the Approach/Departure Surfaces for each runway.

94.5 Additional Requirements

- (a) The Airport District is considered as within the Airport Vicinity Overlay (Schedule D) and, therefore, is subject to the provisions of such Overlay;
- (b) Uses and developments on airport property must comply with the Grande Prairie Airport Master Plan as amended from time to time and the requirements of all other authorities, either Federal or Provincial, having jurisdiction;
- (c) Uses, which would cause excessive discharge of toxic, noxious or other particulate matter into the atmosphere; radiation or interference by the use of electric or electronic equipment; fire and explosive hazards; lighting, and accumulation of any material or waste edible by, or attractive to birds, shall not be approved;
- (d) Approval of development shall be at the discretion of the Development Authority. The impact of the proposed development on the operations of the airport, and the impact of the airport operations on the proposed development shall be the primary considerations of the Development Authority.

# LEGAL, PUBLIC NOTICES, TENDERS, JOB OPPORTUNITIES, REAL ESTATE . . .

## ALTA APARTMENTS NOW AVAILABLE

Bachelor 1 & 2 Bedroom Suites  
Call Manager to view at 780-841-0208

### The Market Is GROWING And So Are We! Join Weatherford Today



Weatherford Canada Partnership, provides a wide range of oil and gas services to national, integrated and independent oil and gas companies around the world, using fit-for-purpose technologies. We are a dynamic, growing organization and offer a competitive salary, benefits with no waiting period and a matched RRSP plan. We are currently hiring the following positions for our base in High Level, Alberta.

#### Wireline Operator - Job# 16335

This position will be responsible for driving Wireline unit to and from various job locations, servicing of various down-hole tools and auxiliary equipment, cleaning and maintenance of Wireline units, shop vehicles and shop as well as rig up and rig out of all related Wireline Cased Hole or Open Hole equipment.

#### Qualifications:

- Valid Class 3 Drivers license with air brake endorsement
- Valid First Aid ticket an asset
- Valid H2S Alive ticket an asset
- Any other industry standard safety courses are a definite asset

This position is shift work with 24 hours on call and scheduled days off. Individual must be willing and able to travel with wireline crew and must work well individually and in a team environment.

These positions are considered a safety sensitive position and qualified candidates will be required to pass a Pre-employment Medical and Drug and Alcohol Testing.

### MACKENZIE COUNTY

#### NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO. 865-12



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. 865-12 for an amendment to Land Use Bylaw No. 791-10. The proposed amendment is:

That the Mackenzie County Land Use Bylaw be amended as follows:

1. This Bylaw establishes an Airport District – "AP" Land Use District;
2. The definition and uses of "HANGARS AND TERMINAL FACILITIES", attached to and forming part of this bylaw as Schedule "A"; and

The Public Hearing is to be held at 1:00 p.m. Wednesday, August 22, 2012 in the Mackenzie County Council Chamber in Fort Vermilion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to 4:30 p.m., Friday, August 17, 2012. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-929-3983.

Office Administrator

### Employment Opportunity **Bookkeeper Required** for two local companies

Part-time position

Applicants must have experience with Payroll, G.S.T. Remittance, Accounts Payable and Accounts Receivable. Flexible hours. References required.

Please call 780-926-4783.

Retail



**FLYING J  
CANADA, INC.**

At Pilot Flying J, the nation's largest travel center company and of the nation's largest restaurant franchise operators, teamwork is rooted in our business strategy. We are still growing! PFJ has plans to open 40-50 locations in the next 18 months! We are looking GREAT people to join our team!

**RETAIL CASHIERS, HOURLY MANAGERS/  
KEY HOLDERS**

#### Apply In Person:

Flying J Fuel Stop  
10529 - 96 Street

High Level, AB CA T0H 1Z0

Or Apply Online at: [www.pilotflyingj.com](http://www.pilotflyingj.com)



**Mackenzie County  
Employment Opportunity**

**FINANCE CLERK**

# Fantasy North hosts open tournament

Lisa Neufeld

Fantasy North golf course in Fort Vermilion held their 17th annual open qualifier tournament Saturday, August 4 and Sunday, August 5. Participants in the tournament were eligible to win a spot in the YL Country Caribou Cresting Tournament of Champions which will take place at Fox Haven Golf in High Level, September 8 & 9, 2012.

Chris Peters was the winner of the Men's Championship Flight with a total score of 150. Second place went to Rupert Meneen with 152 and third went to John Flett with 162.

First Flight winners were: first place Kean McLean with a score of 176; second place Manny Meneen with 180; and third was Mark Noskiye scoring a 182.

Second Flight winners were: Rickie Paul scoring 165; John Cardinal with a score of 177; and Everett Auger with 187.



Keith Badger makes a putt during the Fort Open held at Fantasy North Golf Course in Fort Vermilion last weekend. Badger placed 2nd in the third flight.

CONTINUED ON PAGE 7

## Friesen Accounting

### CAREER OPPORTUNITY

Friesen Accounting is looking to fill 1 full time bookkeeper / accountant position.

Qualifications include:

- working knowledge of Simply Accounting
- experience or education in bookkeeping / accounting

Qualities we are looking for in the potential candidate:

- detail oriented
- self motivated

To apply fax resume to Kevin Buhler at (780) 928-3211, e-mail to fal96@telusplanet.net, or drop resume off at our office. The position will remain open until suitable candidate is found. Only suitable applicants will be contacted.



## MACKENZIE COUNTY

Mackenzie County

### NOTICE OF PUBLIC HEARING PROPOSED LAND USE BYLAW NO. 868-12

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. 868-12 for a text amendment to Land Use Bylaw No. 791-10. The proposed amendment is:

That the following use be added to the Hamlet Commercial 2 "HC2" zoning as defined in the Land Use Bylaw, Section 8.5.A (B) - Discretionary Uses:

- a) Auction Mart

The Public Hearing is to be held at **1:00 p.m. Thursday, August 22, 2012** in the Mackenzie County Council Chamber in Fort Vermilion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to **4:30 p.m. Friday, August 17, 2012**. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-929-3983.



## MACKENZIE COUNTY

Mackenzie County

### NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO. 865-12

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## Mackenzie County Employment Opportunity

### FINANCE CLERK

Mackenzie County is currently inviting applications for the position of Finance Clerk. This position will be located in our Fort Vermilion Office.

Reporting to the Director of Corporate Services some of the duties the successful candidate will be responsible for are:

- Budget preparation and maintenance;
- Job costing project entry, balancing and reporting;
- Maintenance of capital projects (filing, balancing and reporting);
- Prepare reports for invoicing various granting agencies;
- Assist in preparation of year-end working files;
- Maintain bursary files( preparation & monitoring of agreements & letters);
- Provide assistance to financial and administrative clerks as required.

#### Qualifications

- Effective problem solving skills ;
- Excellent oral and written communication skills;
- Working knowledge of Microsoft Word and Excel is essential;
- Minimum of 3 years accounting experience;
- Post Secondary Education in Business Administration or an Accounting degree;
- Knowledge of Great Plain Dynamics Accounting Program would be an asset.

Salary Range: \$45,350-63,774 per annum. The County offers a comprehensive benefits package.

Submit resumes to:

Louise Flooren  
Human Resources Coordinator  
Mackenzie County  
Box 640,  
Fort Vermilion, AB T0H 1N0

Phone: 780-927-3718 Fax: 780-927-4266  
Email: [hr@mackenziecounty.com](mailto:hr@mackenziecounty.com)

This competition will remain open until a suitable candidate is found.



## MACKENZIE COUNTY Employment Opportunity

### ADMINISTRATIVE ASSISTANT (SAFETY CODES)

Mackenzie County is currently inviting applications for an Administrative Assistant (Safety Codes). This position will be part of our Planning & Development Department working out of the La Crete Office.

Reporting to the Director of Planning & Development, the successful candidate will be responsible for the following duties:

- Act as liaison between permit applicants and Superior Safety Codes/Inspectors;
- Providing assistance to applicants for specific building projects;
- Aiding applicants with development and other permit applications;
- Maintaining accurate and organized records of all permit applications;
- Maintaining and submitting monthly invoicing to contractors;
- Submitting monthly remittance to the Safety Codes Council;
- Other duties as assigned.

#### Qualifications

- Office Administration Certificate;
- Knowledge of Microsoft Office (Word, Excel, Access, Powerpoint);
- Excellent oral & written communication skills;
- Ability to work with minimal supervision;
- Ability to work in a team environment.

Salary Range: \$34,012-46,768 per annum. The County offers a comprehensive benefits package.

Submit resumes to:

Louise Flooren  
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Phone: 780-927-3718 Fax: 780-927-4266  
Email: [hr@mackenziecounty.com](mailto:hr@mackenziecounty.com)

This competition will remain open until a suitable candidate is found.







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Samuel Wahab, Planner</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 868-12 Land Use Bylaw Amendment to Add Auction Mart to the Hamlet Commercial 2 “HC2” Zoning</b>

### **BACKGROUND / PROPOSAL:**

The Planning and Development Department has received an application for Text Amendment to the Land Use Bylaw Hamlet Commercial 2 “HC2” zone. This being the addition of “Auction Mart” to accommodate this type of service in the Hamlet of La Crete along 109 Avenue - La Crete North Access Road in the Northpoint industrial subdivision.

During the revising of the new Land Use Bylaw 791-10, every effort was taken to ensure that all zonings meet the needs of all the hamlets within the County. The Hamlet of La Crete is a unique area with a diverse mix of industrial, commercial, and residential uses combined together in a small area.

### **8.5 HAMLET COMMERCIAL 2 “HC2”**

The general purpose of this LAND USE DISTRICT is to permit commercial Development on large, high visibility site in established Hamlets.

**Author:** Samuel Wahab, Planner      **Reviewed by:** Bill Kostiw,

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A. PERMITTED USES	B. DISCRETIONARY USES
a) AGRICULTURAL MACHINERY SALES AND SERVICES b) ANCILLARY BUILDING/SHED c) AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES d) CONVENIENCE STORE e) RESTAURANT f) SEA CAN g) SERVICE STATION h) TRADESMENS BUSINESS i) VEHICLE WASH ESTABLISHMENT	a) CARDLOCK b) ENVIRO – TANK c) GENERAL SERVICES ESTABLISHMENT d) LUMBER YARD e) MANUFACTURED HOME SALES AND SERVICES f) MOTEL OR HOTEL g) PROFESSIONAL OFFICES h) PUBLIC USE i) RECYCLING FACILITY j) RETAIL STORE

The application was presented to the Municipal Planning Commission (MPC) at their June 28, 2012 meeting where the following motion was made:

*Recommendation to Council for APPROVAL of Bylaw 868 -12, being a Land Use Bylaw Amendment to add Auction Mart to the Hamlet Commercial 2 “HC2” zoning.*

The application was presented to Council at their July 9, regular meeting where the following motion was made:

*First reading was given to Bylaw 868-12 Land Use Bylaw Amendment to add Auction Mart to the Hamlet Commercial 2 “HC2” zoning.*

The application was presented to the Inter-Municipal Planning Commission (IMPC) at their August 8, 2012 meeting where the following motion was made:

*Recommendation to Council to give 2<sup>nd</sup> and 3<sup>rd</sup> readings to Bylaw 868-12, being a Land Use Bylaw Amendment to Add Auction Mart to the Hamlet Commercial 2 “HC2” zoning.*

**OPTIONS & BENEFITS:**

Retail store, Lumber yard, and Recycling facility are some of the Discretionary uses in the Hamlet Commercial 2 “HC2” zone; it is felt that this should not be limited to these discretionary uses only. In addition, by adding Auction Mart will give the business owners more options and incentives to develop.

If retail store, lumber yard, and recycling facility are discretionary uses in this zoning it would seem logical that an Auction Mart be added to the zone as discretionary use for the purpose of Land Use compatibility. Commercial and Industrial Uses are either a

**Author:** Samuel Wahab, Planner    **Reviewed by:** Bill Kostiw    **CAO** \_\_\_\_\_

permitted or as a discretionary use in Hamlet Commercial 2 “HC2” however an Auction Mart is not allowed.

Because of the Hamlet of La Crete’s continuous growth, the supply of land that is serviced and zoned for commercial and industrial development is starting to become limited. To ensure that there is a support for this type of development for the community’s entrepreneurial and economic diversification in the near future, the Planning and Development Department supports this text amendment to the Hamlet Commercial 2 “HC2” district.

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

**RECOMMENDED ACTION:**

**Motion 1**

That second reading be given to Bylaw 868-12, being a Land Use Bylaw Amendment to add “Auction Mart” to Discretionary Uses in the Hamlet Commercial 2 “HC2” district.

**Motion 2**

That third reading be given to Bylaw 868-12, being a Land Use Bylaw Amendment to add “Auction Mart” to Discretionary Uses in the Hamlet Commercial 2 “HC2” district.

**Author:** Samuel Wahab, Planner **Reviewed by:** Bill Kostiw **CAO** \_\_\_\_\_

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 868-12**

**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. 868-12**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw No. 791-11 in 2011, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw by adding ‘Auction Mart’ to the Discretionary Use in the Hamlet Commercial 2 “HC2” zone.

**NOW THEREFORE**, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the Mackenzie County Land Use Bylaw Section 8.8 B, Hamlet Commercial 2 “HC2” Discretionary Uses, be amended to:

<b>A. PERMITTED USES</b>	<b>B. DISCRETIONARY USES</b>
<ul style="list-style-type: none"> <li>a) AGRICULTURAL MACHINERY SALES AND SERVICES</li> <li>b) ANCILLARY BUILDING/SHED</li> <li>c) AUTOMOTIVE EQUIPMENT ANDVEHICLE SERVICES</li> <li>d) CONVENIENCE STORE</li> <li>e) RESTAURANT</li> <li>f) SEA CAN</li> <li>g) SERVICE STATION</li> <li>h) TRADESMENS BUSINESS</li> <li>i) VEHICLE WASH ESTABLISHMENT</li> </ul>	<ul style="list-style-type: none"> <li>a) <b>AUCTION MART</b></li> <li>b) CARDLOCK</li> <li>c) ENVIRO - TANK</li> <li>d) GENERAL SERVICES ESTABLISHMENT</li> <li>e) LUMBER YARD</li> <li>f) MANUFACTURED HOME SALES AND SERVICES</li> <li>g) MOTEL OR HOTEL</li> <li>h) PROFESSIONAL OFFICES</li> <li>i) PUBLIC USE</li> <li>j) RECYCLING FACILITY</li> <li>k) RETAIL STORE</li> </ul>

READ a first time this 09<sup>th</sup> day of July, 2012.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2012.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2012.

---

Bill Neufeld  
Reeve

---

Joulia Whittleton  
Chief Administrative Officer

**8.5 HAMLET COMMERCIAL 2 “HC2”**

The general purpose of this LAND USE DISTRICT is to permit commercial Development on large, high visibility site in established Hamlets.

A. PERMITTED USES	B. DISCRETIONARY USES
<ul style="list-style-type: none"> <li>a) <i>AGRICULTURAL MACHINERY SALES AND SERVICES</i></li> <li>b) <i>ANCILLARY BUILDING/SHED</i></li> <li>c) <i>AUTOMOTIVE EQUIPMENT ANDVEHICLE SERVICES</i></li> <li>d) <i>CONVENIENCE STORE</i></li> <li>e) <i>RESTAURANT</i></li> <li>f) <i>SEA CAN</i></li> <li>g) <i>SERVICE STATION</i></li> <li>h) <i>TRADESMENS BUSINESS</i></li> <li>i) <i>VEHICLE WASH ESTABLISHMENT</i></li> </ul>	<ul style="list-style-type: none"> <li>a) <i>CARDLOCK</i></li> <li>b) <i>ENVIRO - TANK</i></li> <li>c) <i>GENERAL SERVICES ESTABLISHMENT</i></li> <li>d) <i>LUMBER YARD</i></li> <li>e) <i>MANUFACTURED HOME SALES AND SERVICES</i></li> <li>f) <i>MOTEL OR HOTEL</i></li> <li>g) <i>PROFESSIONAL OFFICES</i></li> <li>h) <i>PUBLIC USE</i></li> <li>i) <i>RECYCLING FACILITY</i></li> <li>j) <i>RETAIL STORE</i></li> </ul>

**C. DISTRICT REGULATIONS**

In addition to the Regulations contained in Section 7, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

**(a) LOT Area:**

At the discretion of the Development Authority

**(b) Minimum Setbacks:**

YARD - FRONT: 9.1 m (30 feet)

YARD - REAR: 3.1 m (10 feet)

**D. ADDITIONAL REQUIREMENTS**

(a) In addition to Section 7.28 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other screening of a visually pleasing nature, satisfactory to the Development Authority.

- (b) 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.

**E. OTHER REQUIREMENTS**

The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.



**LEGALS, PUBLIC NOTICES, TENDERS, JOB OPPORTUNITIES, REAL ESTATE . . .**



**MACKENZIE COUNTY**

**NOTICE OF PUBLIC HEARING  
PROPOSED LAND USE BYLAW NO. 868-12**

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- a) Auction Mart.

The Public Hearing is to be held at **1:00 p.m. Thursday, August 22, 2012** in the Mackenzie County Council Chamber in Fort Vermilion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to **4:30 p.m. Friday, August 17, 2012**. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-929-3983.



**MACKENZIE COUNTY  
Employment Opportunity**

**ADMINISTRATIVE ASSISTANT  
(SAFETY CODES)**

Mackenzie County is currently inviting applications for an Administrative Assistant (Safety Codes). This position will be part of our Planning & Development Department working out of the La Crete Office.

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- Act as liaison between permit applicants and Superior Safety Codes/Inspectors;
- Providing assistance to applicants for specific building projects;
- Aiding applicants with development and other permit applications;
- Maintaining accurate and organized records of all permit applications;
- Maintaining and submitting monthly invoicing to contractors;
- Submitting monthly remittance to the Safety Codes Council;
- Other duties as assigned.

**Qualifications**

- Office Administration Certificate;
- Knowledge of Microsoft Office (Word, Excel, Access, Powerpoint);
- Excellent oral & written communication skills;
- Ability to work with minimal supervision;
- Ability to work in a team environment.

Salary Range: \$34,012-46,768 per annum. The County offers a comprehensive benefits package.

Submit resumes to:

Louise Flooren  
Human Resources Coordinator  
Mackenzie County  
Box 640,  
Fort Vermilion, AB T0H 1N0

Phone: 780-927-3718 Fax: 780-927-4266  
Email: [hr@mackenziecounty.com](mailto:hr@mackenziecounty.com)

**FOR RENT IN HIGH LEVEL**

*Located near downtown!*

Bright, spacious, 3 bedroom accommodations. Separate entry, non-smoking. References please. Rent starts at \$700 per month. Please contact 780-821-0016 for more info.

**Employment Opportunity**

**Entry Level Gas  
Plant Operator**

Class 3 Driver license and H2S would be an asset.

Email resume to: [peterlucyk@hotmail.com](mailto:peterlucyk@hotmail.com)  
Fax: 403-252-8854

**STUDENT WELLNESS COACH**

Employment Opportunity

Fort Vermilion School Division #52 is accepting applications for **one part-time Student Wellness Coach position (0.8 FTE) to work 4 days a week** to work with children and youth in the La Crete and area schools. The coach will work collaboratively under the direction of one of the FVSD Mental Health therapists to provide group interventions as well as universal programs to help children and youth develop the skills needed to self-protect their mental and emotional well being.

Ideal candidates will possess the following qualifications and characteristics:

- A degree/diploma/certificate in Social Work/ Psychology/Counseling/Child and Youth Care Work or related health services field
- Experience in child and family counseling
- Ability to establish rapport with students and their families
- Strong interpersonal, communication and collaboration skills
- Strong organizational and case management skills
- A valid driver's license
- Knowledge of local cultures an asset
- Knowledge of area schools and communities an asset

**Salary Range & Work Year:**

- Up to \$46,408 per year, depending on qualifications and experience
- Applicable benefits following a successful probationary period of 3 months, may apply
- Maximum of 200 days per year around the school year calendar

Application Package should contain the following:

- Cover Letter
- Resume outlining educational background and experience
- Post-secondary education transcripts
- Names, addresses and contact numbers of at least 2 current references
- Current Criminal Record check and current Child and Youth Information Module (CYIM) check

Specific details regarding this position may be obtained from Kathryn Kirby, Assistant Superintendent, Fort Vermilion School Division.

Application Package should be submitted by **August 20, 2012** by email, mail, fax or dropped off to:



Human Resources Department  
Fort Vermilion School Division No. 52  
P.O. Bag #1, 5213 River Road  
Fort Vermilion, AB T0H 1N0  
Ph: 780-927-3766 Fax: 780-927-4625  
Email: [nvled@fvds.ab.ca](mailto:nvled@fvds.ab.ca)

**3 Bedroom Apartment in High Level  
AVAILABLE IMMEDIATELY**

Long term lease required.  
Call 780-927-330 or 780-927-3531  
Leave a message for Mark

**STUDENT WELLNESS COACH**

Employment Opportunity

Florence MacDougall Community School  
One full time position

Fort Vermilion School Division #52 is accepting applications for a **Student Wellness Coach position 1.0 FTE** to support the Division's **Mental Health Capacity Building Project for Children and Families** funded by Alberta Health Services. The aim of this project is to increase the coping behaviors, knowledge and skills of children to enable them to make better choices and adopt behaviors to protect their mental and physical health.

Fort Vermilion School Division #52 is the location of one of 38 projects in Alberta. The four schools in High Level are the focus of this project:

- Florence MacDougall Community School: a K-3 school with approximately 350 students
- Spirit of the North Community School: a grades 4 - 6 school with approximately 250 students
- High Level Public School: a grades 7 - 12 school with approximately 400 students
- High Level Learning Store: an outreach school providing services to approximately 100 students

Ideal candidates will possess the following qualifications and characteristics:

- A degree/diploma in Social Work/Psychology/ Counseling/Child and Youth Care Work or related health services field
- Experience in child and family counseling
- Ability to establish rapport with students and their families
- Strong interpersonal, communication and collaboration skills
- Strong organizational and case management skills
- A valid driver's license
- Knowledge of High Level schools and community an asset

**Salary Range & Work Year:**

- Up to \$58,010, depending on qualifications and experience
- Applicable benefits following a successful probationary period of 3 months
- Maximum of 200 days per year around the school year calendar

Application Package should contain the following:

- Cover Letter
- Resume outlining educational background and experience
- Post-secondary education transcripts
- Names, addresses and contact numbers of at least 2 current references
- Current Criminal Record check and current Child and Youth Information Module (CYIM) check

Specific details regarding this position may be obtained from Kathryn Kirby, Assistant Superintendent, Fort Vermilion School Division.

Application Package should be submitted by **August 17, 2012** by email, mail, fax or dropped off to:



Human Resources Department  
Fort Vermilion School Division No. 52  
P.O. Bag #1, 5213 River Road  
Fort Vermilion, AB T0H 1N0  
Ph: 780-927-3766 Fax: 780-927-4625  
Email: [nvled@fvds.ab.ca](mailto:nvled@fvds.ab.ca)

# Fantasy North hosts open tournament

Lisa Neufeld

Fantasy North golf course in Fort Vermilion held their 17th annual open qualifier tournament Saturday, August 4 and Sunday, August 5. Participants in the tournament were eligible to win a spot in the YL Country Caribou Cresting Tournament of Champions which will take place at Fox Haven Golf in High Level, September 8 & 9, 2012.

Chris Peters was the winner of the Men's Championship Flight with a total score of 150. Second place went to Rupert Meneen with 152 and third went to John Flett with 162.

First Flight winners were: first place Kean McLean with a score of 176; second place Manny Meneen with 180; and third was Mark Noskiye scoring a 182.

Second Flight winners were: Rickie Paul scoring 165; John Cardinal with a score of 177; and Everett Auger with 187.



Keith Badger makes a putt during the Fort Open held at Fantasy North Golf Course in Fort Vermilion last weekend. Badger placed 2nd in the third flight.

CONTINUED ON PAGE 7

## Friesen Accounting

### CAREER OPPORTUNITY

Friesen Accounting is looking to fill 1 full time bookkeeper / accountant position.

Qualifications include:

- working knowledge of Simply Accounting
- experience or education in bookkeeping / accounting

Qualities we are looking for in the potential candidate:

- detail oriented
- self motivated

To apply fax resume to Kevin Buhler at (780) 928-3211, e-mail to fal96@telusplanet.net, or drop resume off at our office. The position will remain open until suitable candidate is found. Only suitable applicants will be contacted.



## MACKENZIE COUNTY

Mackenzie County

### NOTICE OF PUBLIC HEARING PROPOSED LAND USE BYLAW NO. 868-12

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. 868-12 for a text amendment to Land Use Bylaw No. 791-10. The proposed amendment is:

That the following use be added to the Hamlet Commercial 2 "HC2" zoning as defined in the Land Use Bylaw, Section 8.5.A (B) – Discretionary Uses:

- a) Auction Mart

The Public Hearing is to be held at **1:00 p.m., Thursday, August 22, 2012** in the Mackenzie County Council Chamber in Fort Vermilion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to **4:30 p.m., Friday, August 17, 2012**. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-929-3983.



## MACKENZIE COUNTY

Mackenzie County

### NOTICE OF PUBLIC HEARING PROPOSED BYLAW NO. 865-12

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. 865-12 for an amendment to Land Use Bylaw No. 791-10. The proposed amendment is:

That the Mackenzie County Land Use Bylaw be amended as follows:

1. This Bylaw establishes an Airport District – "AP" Land Use District;
2. The definition and uses of "HANGARS AND TERMINAL FACILITIES", attached to and forming part of this bylaw as Schedule "A"; and

The Public Hearing is to be held at **1:00 p.m., Wednesday, August 22, 2012** in the Mackenzie County Council Chamber in Fort Vermilion (4511-46 Avenue). The proposed bylaw may be viewed at any Mackenzie County office during regular office hours. Please submit written submissions to the Planning and Development Department prior to **4:30 p.m., Friday, August 17, 2012**. If you have any questions regarding the hearing or the bylaw, please call the Planning and Development Department at 780-927-3718 or 780-929-3983.



## Mackenzie County Employment Opportunity

### FINANCE CLERK

Mackenzie County is currently inviting applications for the position of Finance Clerk. This position will be located in our Fort Vermilion Office.

Reporting to the Director of Corporate Services some of the duties the successful candidate will be responsible for are:

- Budget preparation and maintenance;
- Job costing project entry, balancing and reporting;
- Maintenance of capital projects (filing, balancing and reporting);
- Prepare reports for invoicing various granting agencies;
- Assist in preparation of year-end working files;
- Maintain bursary files (preparation & monitoring of agreements & letters);
- Provide assistance to financial and administrative clerks as required.

#### Qualifications

- Effective problem solving skills;
- Excellent oral and written communication skills;
- Working knowledge of Microsoft Word and Excel is essential;
- Minimum of 3 years accounting experience;
- Post Secondary Education in Business Administration or an Accounting degree;
- Knowledge of Great Plain Dynamics Accounting Program would be an asset.

Salary Range: \$45,350-63,774 per annum. The County offers a comprehensive benefits package.

Submit resumes to:

Louise Flooren  
Human Resources Coordinator  
Mackenzie County  
Box 640,  
Fort Vermilion, AB T0H 1N0

Phone: 780-927-3718 Fax: 780-927-4266  
Email: [hr@mackenziecounty.com](mailto:hr@mackenziecounty.com)

This competition will remain open until a suitable candidate is found.



## MACKENZIE COUNTY Employment Opportunity

### ADMINISTRATIVE ASSISTANT (SAFETY CODES)

Mackenzie County is currently inviting applications for an Administrative Assistant (Safety Codes). This position will be part of our Planning & Development Department working out of the La Crete Office.

Reporting to the Director of Planning & Development, the successful candidate will be responsible for the following duties:

- Act as liaison between permit applicants and Superior Safety Codes/Inspectors;
- Providing assistance to applicants for specific building projects;
- Aiding applicants with development and other permit applications;
- Maintaining accurate and organized records of all permit applications;
- Maintaining and submitting monthly invoicing to contractors;
- Submitting monthly remittance to the Safety Codes Council;
- Other duties as assigned.

#### Qualifications

- Office Administration Certificate;
- Knowledge of Microsoft Office (Word, Excel, Access, Powerpoint);
- Excellent oral & written communication skills;
- Ability to work with minimal supervision;
- Ability to work in a team environment.

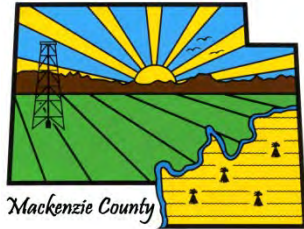
Salary Range: \$34,012-46,768 per annum. The County offers a comprehensive benefits package.

Submit resumes to:

Louise Flooren  
Human Resources Coordinator  
Mackenzie County  
Box 640,  
Fort Vermilion, AB T0H 1N0

Phone: 780-927-3718 Fax: 780-927-4266  
Email: [hr@mackenziecounty.com](mailto:hr@mackenziecounty.com)

This competition will remain open until a suitable candidate is found.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Change of La Crete Waste Transfer Station Hours to Accommodate Dumping of La Crete Residential Waste</b>

**BACKGROUND / PROPOSAL:**

Council approved the residential waste collection program in the Hamlet of La Crete.

In order to do the two-day pick-ups in the hamlet consecutively, the hours of the La Crete Waste Transfer Station would need to be changed. The present hours at the La Crete Waste Transfer Station are as follows:

Monday	4:00 pm – 8:00 pm
Wednesday	2:00 pm – 6:00 pm
Friday	9:00 am – 1:00 pm
Saturday	8:00 am – 6:00 pm

**OPTIONS & BENEFITS:**

After discussion with L&P Disposal, Frank Wieler (Caretaker La Crete Waste Transfer Station) and Dave Bergen of V&E Ventures, contractor for the La Crete Residential Waste Collection the following schedule was drafted:

Monday	2:00 pm - 8:00 pm
Thursday	8:00 am – 2:00 pm
Saturday	8:00 am – 6:00 pm

This would allow for the residential pick-up to proceed on Tuesdays and Wednesdays.

**Author:** C. Johnson      **Review By:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

NA

**RECOMMENDED ACTION:**

That the following La Crete Waste Transfer Station hours be approved effective October 1, 2012:

Monday	2:00 pm - 8:00 pm
Thursday	8:00 am – 2:00 pm
Saturday	8:00 am – 6:00 pm

**Author:** C. Johnson **Review By:** CAO



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Dispatch Services</b>

**BACKGROUND / PROPOSAL:**

On July 25, 2012 Council reconfirmed its commitment to proceed with the transition of fire dispatch services.

In order to complete this transition we must create a communications link with the new service provider. A Radio over IP (Internet) Connection (ROIP) communications link is required; the proposed solution will provide ROIP connectivity via 4 repeater locations that the County is currently renting from Glentel. The ROIP links will connect to the Grande Prairie E911 Console. The estimated cost for the ROIP communications link is \$51,756.60.

In addition to this, the County will also be required to install a tower for the antenna at the Fort Vermilion location. The estimated cost is \$5,000.00.

Please note that as a result of the budget amendment requirement for this project, the project will be delayed by 3 to 4 weeks. This means that there will be no radio communications until the ROIP link has been installed and will rely solely on text notifications and cell phone communication between the fire department and the dispatch centre.

**OPTIONS & BENEFITS:**

As previously discussed.

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

**COSTS & SOURCE OF FUNDING:**

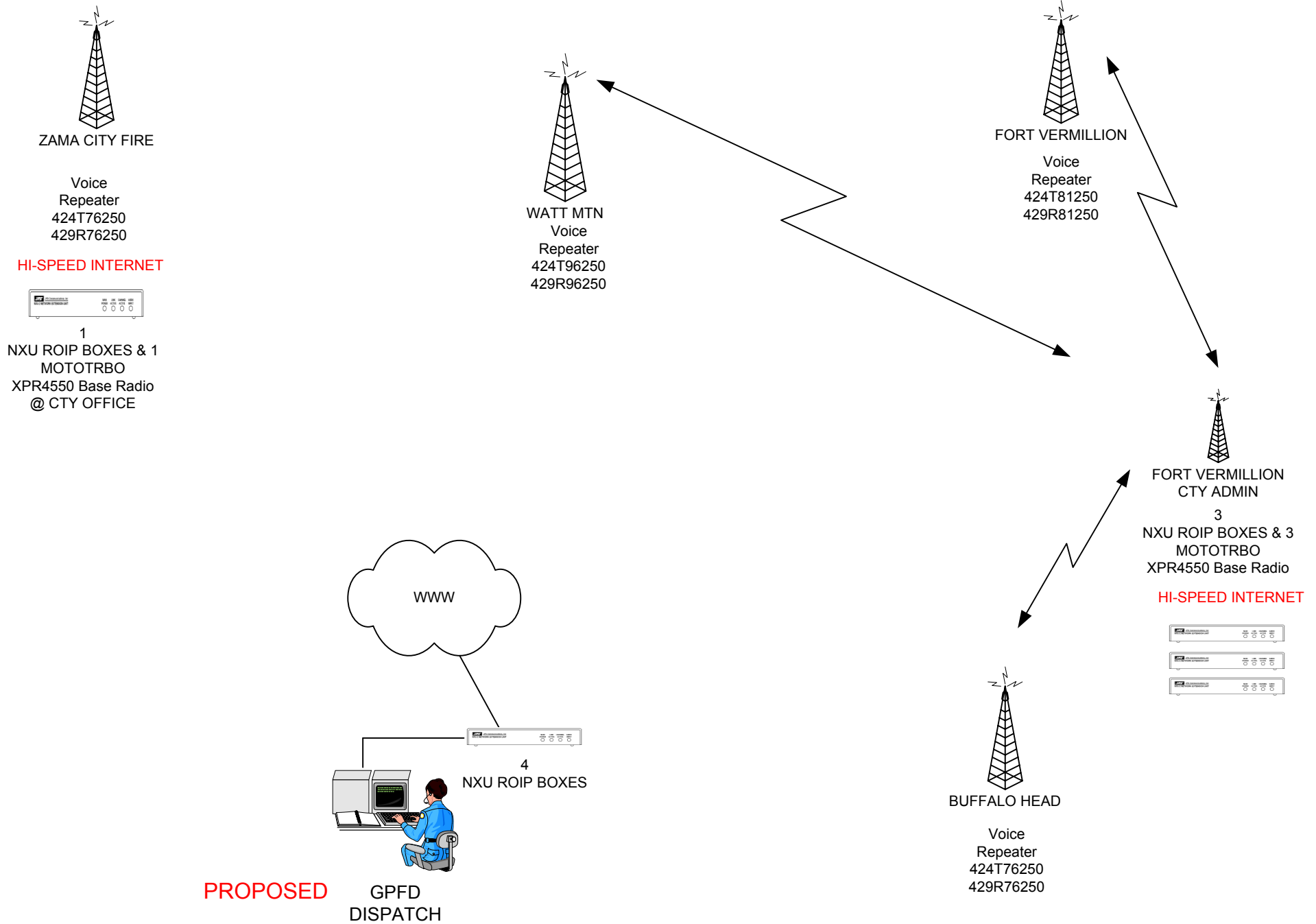
\$14,370.00 – 2012 Capital Budget  
Remainder to be funded from the Emergency Services Reserve.

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

That the County proceed with the installation of the Radio over IP (Internet) Connection (ROIP) communications link at an estimated cost of \$57,000.00 to be funded from the 2012 Capital Budget and the Emergency Services Reserve.

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

PROPOSED ROIP 911 NETWORK CONFIGURATION FOR MD OF MACKENZIE FIRE









## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>William Kostiw, Director of Infrastructure Development &amp; Government Relations</b>
<b>Title:</b>	<b>Fort Vermilion Fire Hall Upgrading</b>

**BACKGROUND / PROPOSAL:**

The Fort Vermilion Fire Department recently had the roof redone. This was a budgeted Capital project for 2012. The cost of this undertaking came well under the \$60,000 at close to \$7,000.00.

**OPTIONS & BENEFITS:**

Fire Chief Peter Wiebe is requesting that a portion of the remaining funds be used to paint the exterior of the old section of the fire hall to match the new section, including painting all doors and trim. Additionally, another portion of the money is being requested to be used to paint the interior of the building.

**COSTS & SOURCE OF FUNDING:**

The funding for this would come from the remaining \$53,000 capital budget (6-23-30-07-252 Roof Repair). The quoted cost of the painting is \$25,000. This quote was provided by Pete's Painting & Maintenance.

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

That administration be authorized to use the remaining funds from the Fort Vermilion Fire Hall Roof Repair project (6-23-30-07-252), and as per the quote of \$25,000, to paint the interior and exterior of the Fort Vermilion Fire Hall.

**Author:** Cindy Johnson      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services and Operations</b>
<b>Title:</b>	<b>La Crete Rural Water Line Extension Tender</b>

### **BACKGROUND / PROPOSAL:**

The tender for the rural water line extension closed on August 9, 2012 at 1:00 PM and was opened publicly at 1:01 PM in the Fort Vermilion office.

### **OPTIONS & BENEFITS:**

NA

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

The low tender was received from Northern Road Builders/Forrest Trotter Contracting in the amount of \$246,456.00

To be funded from the 2012 capital budget.

### **RECOMMENDED ACTION:**

That the La Crete Rural Water Line Extension contract be awarded to Northern Road Builders/Forrest Trotter Contracting in the amount of \$246,456.00.

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





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>John Klassen, Director of Environmental Services and Operations</b>
<b>Title:</b>	<b>La Crete Sewage Lagoon Clearing and Grubbing Tender</b>

### **BACKGROUND / PROPOSAL:**

The tender for the La Crete Sewage Lagoon Clearing and Grubbing closed on August 9, 2012 at 2:00 PM and was opened publicly at 2:01 PM in the Fort Vermilion office.

### **OPTIONS & BENEFITS:**

NA

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

The lowest and only tender was received from Northern Road Builders/Forrest Trotter Contracting in the amount of \$427,000.00.

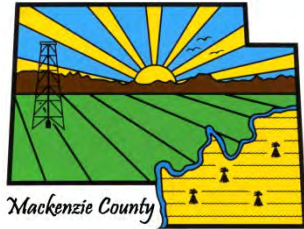
To be funded from the 2012 capital budget.

### **RECOMMENDED ACTION:**

That the La Crete Sewage Lagoon Clearing and Grubbing contract be awarded to Northern Road Builders/Forrest Trotter Contracting in the amount of \$427,000.00.

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





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>William (Bill) Kostiw, Director of Infrastructure Development &amp; Government Relations</b>
<b>Title:</b>	<b>High Level Flood Control Phase II &amp; III Project Update</b>

**BACKGROUND / PROPOSAL:**

This project tender was reworked and retendered which caused several months delay in the final approval of the combined phase II & III tenders. At the time of bidding the contractor was sure they could complete on time. Delaying some of the project may be acceptable and would also allow time for Alberta Transportation to install a C/L on Highway 88.

**OPTIONS & BENEFITS:**

The options are:

1. Hold the contractor to the terms of the tender;
2. Negotiate a middle ground and terms for completion in 2013;
3. Approve the request as per FTC Letter (attached) of August 13, 2012.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

That Council instruct administration to negotiate the High Level Flood Control Phase II & III Project to have substantial construction this fall and final completion by July 1, 2013.

**Author:** W. Kostiw      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_

*Forest Trotter*  
CONTRACTING LTD.

Bus: 780-928-4900

Fax: 780-928-4915

August 13, 2012

Ms. Joulia Whittleton  
PO Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Dear Ms. Whittleton:

**RE: Project No. 020200489  
Drainage Improvement Project – High Level East Drainage – Phase 2 & 3  
PROJECT COMPLETION EXTENSION**

---

As a follow up of our meeting this morning regarding the project completion extension on the High Level East Drainage we are requesting the project be postponed until spring 2013.

We would complete the brush clearing this fall and commence with the ditch construction in spring 2013. When this project was originally tendered and the low bidder withdrew his bid mid-May we would have been able to proceed with the construction had it been awarded to Forest Trotter as the 2<sup>nd</sup> lowest bidder but then it was re-tendered which extended the timeline to late July 2012 during which time we had committed our equipment to other projects.

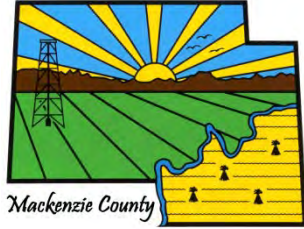
Our goal is to utilize our GPS equipped construction equipment (crawlers and excavator) to construct the drainage ditch but that equipment is currently being utilized on the Hwy 88 construction project.

Forest Trotter Contracting is also requesting that no penalties be assessed with the late commencement of the project since the County did not accept the negotiated price of the first tender thereby delaying the project with the re-tender while Forest Trotter Contracting committed to other projects.

Sincerely,

Philip Unrau,  
General Manager





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>William (Bill) Kostiw, Director of Infrastructure Development &amp; Government Relations</b>
<b>Title:</b>	<b>2012 Local Crushing and Stockpiling Tender Update</b>

### **BACKGROUND / PROPOSAL:**

One tender was received on July 25<sup>th</sup> for the gravel crushing at the Meander Pit and came in over budget by \$100,000. Council requested that administration meets with the contractor to discuss their tender and brings a recommendation to the next council meeting.

### **OPTIONS & BENEFITS:**

The contractor is reviewing the project terms as discussed. Administration is expecting their counter proposal by August 17, 2012.

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

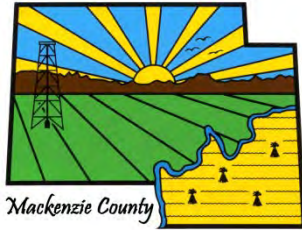
The project is included in the 2012 gravel budget. It is likely that the contract completion date would have to be extended to December 1, 2012.

### **RECOMMENDED ACTION:**

Administration will present their recommendation at the meeting, subsequent to receiving the contractor's updated documents.

Author: W. Kostiw Review Date: \_\_\_\_\_ CAO \_\_\_\_\_





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>William (Bill) Kostiw, Director of Infrastructure Development &amp; Government Relations</b>
<b>Title:</b>	<b>Redundant Gravel Stockpile Site – NW16–108–16–W5</b>

**BACKGROUND / PROPOSAL:**

This old I.D. stockpile site has not been used for many years and will not be needed in the foreseeable future. The landowner of the balance of the quarter is unhappy with the weeds and unsightly conditions as it is adjacent to his farm residence. This land is still in title to the Crown but unofficially leased to the County.

**OPTIONS & BENEFITS:**

The options are:

- A. To keep the lease.
- B. Acquire the title from the Province and incorporate the 3.67 acres back into the original quarter and sell at Market value of the agricultural land to the owner of the quarter.
- C. Advise the landowner that it is his responsibility to deal with the Province.

**COSTS & SOURCE OF FUNDING:**

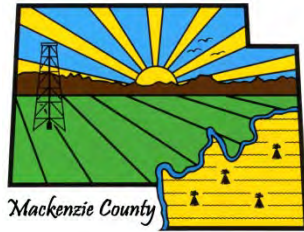
The funds would go to general revenue. The County would reserve right of access for years to salvage any gravel base.

**Author:** W. Kostiw      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

That the County acquire the leased land for the gravel stockpile site located at NW16–108–16–W5 from the Province and then revert the property into the original quarter section, subject to the landowner acquiring the land from the County at market value.

**Author:** William S Kostiw      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Agricultural Service Board</b>
<b>Title:</b>	<b>2012 Agricultural Disaster Declaration</b>

**BACKGROUND / PROPOSAL:**

There is widespread drought in Mackenzie County. Sub moisture levels are being depleted due to lack of rainfall resulting in poor crop yields, poor pastures and hay crops. Due to a combination of the above listed conditions area beef producers will be facing a major hay shortage with some producers having to feed prematurely. Dugouts will also be below average levels as fall approaches.

These drought conditions are some of the most severe in recent memory.

The Agricultural Service Board recommends to Council that they notify the Minister of Agriculture and declare Mackenzie County as an “Agricultural Disaster Zone”. As per Motion 12-045 of the August 14<sup>th</sup>, 2012 Agricultural Service Board Meeting.

**OPTIONS & BENEFITS:**

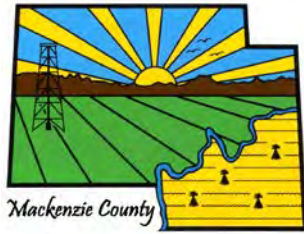
Declaring Mackenzie County as an “Agricultural Disaster Zone” will provide awareness to the Provincial Government, possibly convincing the Government to implement relief funding and assistance to area Agricultural producers such as a Hay Hauling Program and Acreage Payments.

**RECOMMENDED ACTION:**

That Council officially declares Mackenzie County an “Agricultural Disaster Zone”.

**Author:** Grant Smith      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>William (Bill) Kostiw, Director of Infrastructure Development &amp; Government Relations</b>
<b>Title:</b>	<b>Zama Utility &amp; Power Pole Relocations</b>

**BACKGROUND / PROPOSAL:**

The power and telephone poles on Aspen and Bearpaw Streets are very close to the edge of the road and are frequently damaged by vehicles and graders. This has been a problem for many years and needs attention.

**OPTIONS & BENEFITS:**

We have discussed this with ATCO and they have estimated the relocation and replacement as per the plan and can complete it this fall.

**COSTS & SOURCE OF FUNDING:**

The funding would come from reallocation funds from two 2012 approved projects:

- Zama S-Curve Sewer Services (\$47,456)
- Zama Bearpaw Crescent (\$15,000)

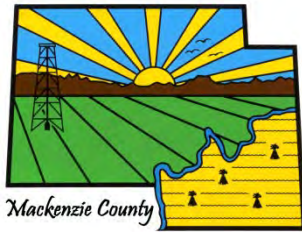
**RECOMMENDED ACTION:** (Requires 2/3)

That the 2012 budget be amended by reallocating \$47,456 from the Zama S-Curve Sewer Services and \$15,000 from Zama Bearpaw Crescent projects to the Zama Utility and Power Pole Relocation project.

**Author:** W. Kostiw      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>William (Bill) Kostiw, Director of Infrastructure Development &amp; Government Relations</b>
<b>Title:</b>	<b>Recreation Facilities - Grounds Improvements</b>

**BACKGROUND / PROPOSAL:**

The following was presented at the July 9, 2012 council meeting:

*As Council is aware, there are issues with the parking lot conditions at both the La Crete and Zama community arenas. Some storm water drainage work is being done at the La Crete community arena utilizing the County’s internal resources and some pavement at the front of the building is desirable. Zama is not requiring the whole lot improvement but is seeking to have a sidewalk along the building and connecting to the existing sidewalk leading to the school.*

*In addition, there is no sidewalk along the River Road in the Hamlet of Fort Vermilion from the 45<sup>th</sup> street intersection to the D.A. Thomas Park. As a result, there is a substantial volume of travelling public on this road. This road is a part of the County’s approved truck route. Therefore, there is a safety issue for traveling public on this road.*

Motion 12-07-476 – Council has requested that administration obtains cost estimates and presents these for Council’s consideration.

**OPTIONS & BENEFITS:**

The options are to pave portions or the whole parking lots at Zama and La Crete with extensions to the Fort Vermilion Walking Trail.

The proposed facilities improvement plan is:

1. To pave 3300 sq. meters at the La Crete Recreation Centre for an estimated cost of \$184,800.

**Author:** W. Kostiw      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_

2. To pave 900 sq. meters at the Zama Community Centre for an estimated cost of \$80,400.
3. To build & pave approximately 800 lineal meters of Walking Trail at an estimated cost of \$128,000. The County has approximately \$40,000 in reserves for this project.

**COSTS & SOURCE OF FUNDING:**

The estimated cost of the 3 projects is \$393,200 which will require a budget amendment (La Crete Arena \$184,800; Zama Community Hall \$80,400; Fort Vermilion Walking Trail \$128,000)

The potential source of funding is the Municipal Reserve with a balance of \$197,473 at December 31, 2011. These funds are dedicated towards parks and recreation improvements.

There is \$45,545 in the Fort Vermilion Walking Trail Reserve. Although these funds are allocated to the community towards the walking trails development on a 50/50 matching basis, administration is under the opinion that it is a municipal responsibility to provide a safe walking path along the River Road from 45<sup>th</sup> Street to the D.A. Thomas Park and therefore requests that either the County undertakes the construction of a sidewalk along this route or make the funding available for this portion of the walking trail to the community with no matching condition.

**RECOMMENDED ACTION:**

That administration submits applications under Western Economic Diversification fund by the deadline of November 19, 2012 for the La Crete Arena paving, Zama Community Hall paving and Fort Vermilion Walking Trail extension (from 45<sup>th</sup> Street to D.A. Thomas Park) with the municipal portion of funding to be taken from the Municipal Reserve and Fort Vermilion Walking Trails Reserve.

Author: William S Kostiw Review Date: \_\_\_\_\_ CAO \_\_\_\_\_



In the original discussions with the Planning Department, the area that the horses were to be maintained and housed in was that portion to the south of the tree line as shown on Map “A”.

The applicant is requesting to rezone all of the remainder of NW 3-106-15-W5M in order to allow his horses’ access to the grassed land directly south of 94<sup>th</sup> Avenue. If the County does not allow this, then he will remove the grassland and commence farming grain crops on this portion of land. If not allowed his first option, then he would like just the treed area of his land rezoned.

**8.27 URBAN FRINGE “UF”**

The general purpose of this LAND USE DISTRICT is to control DEVELOPMENT around urban centers to those uses which requires a larger Lot or parcel on which to operate, to protect future growth areas for urban centers, and to minimize conflicts between urban and rural uses in accordance with an approved INTER-MUNICIPAL DEVELOPMENT PLAN and/or MUNICIPAL DEVELOPMENT PLAN.

<b>A. DISCRETIONARY USES</b>	
a)	ANCILLARY BUILDING/SHED
b)	BED AND BREAKFAST BUSINESS
C)	CHURCH
d)	COMMUNICATION TOWER
e)	CEMETERY
f)	DWELLING – SINGLE FAMILY
g)	EXTENSIVE AGRICULTURE
h)	FARM SUBDIDIARY BUSINESS
i)	GARAGE – ATTACHED
j)	GARAGE – DETTACHED
k)	GARDEN SUITE
l)	HOME BASES BUSINESS
m)	INSTITUTIONAL USE
n)	INTENSIVE AGRICULTURE 1
<b>o)</b>	<b>Keeping of LIVESTOCK</b>
p)	MANUFACTURED HOME – SINGLE WIDE
q)	MANUFACTURED HOME – DOUBLE WIDE
r)	MANUFACTURE HOME - MODULAR
s)	TEMPORARY/PORTABLE UNIT
t)	VETERNIRAY CLINIC

Bylaw 870-12 was presented to the Municipal Planning Commission (MPC) at their August 09, 2012 meeting where the following motion was made:

***Option 4***

Allow the applicants request to rezone the entire remaining portion of NW 3-106-15-W5M as shown on Map “B”.

Author: S. Wahab Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

*That the Municipal Planning Commission recommendation to Council be, to approve Bylaw 870-12, being a Land Use Bylaw amendment to rezone Part of NW 3-106-15-W5M from Hamlet Commercial 2 (HC2) to Urban Fringe (UF), subject to public hearing input.*

## **OPTIONS & BENEFITS:**

The Land Use Bylaw does allow for the keeping of livestock as a discretionary use in Rural Country Residential land use districts (RC1, RC2 and RC3), on parcels as small as 3 acres. Recently, Council amended the Land Use Bylaw to accommodate the keeping of horses in Urban Fringe “UF” district to a maximum of six animals. Furthermore, the keeping of horses would also be in line with the MDP’s objective of keeping the rural character of the County as well as the objective of preserving the County’s agricultural heritage.

The applicants request to rezone the entire remaining portion of NW 3-106-15-W5M would allow horses to occupy an area of town with a high traffic volume that being directly adjacent to 94<sup>th</sup> Avenue.

### **Options**

#### **Option 1 - Recommended**

Allow the applicants request to rezone the entire remaining portion of NW 3-106-15-W5M currently zoned as Hamlet Commercial 2 “HC2” as shown on Map “B”.

#### **Option 2**

Rezone the applicant’s second option that being the southerly portion of Part of NW 3-106-15-W5M from the tree line south 1 as shown on Map “C”

#### **Option 3**

Rezone the applicants second option of the treed portion of the land with a 100 foot buffer zone on the east end between the residences of the Hamlet County Residential District as shown on Map “D”.

### **Conclusion**

While the keeping of horses in hamlet boundaries does present some concerns in terms of noise and waste, it is important to bear in mind that the ability to keep horses for recreational purposes is an attractive feature for a community to have and that several jurisdictions do allow equestrian properties within their boundaries.

Author: S. Wahab Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**RECOMMENDED ACTION:**

That first reading be given to Bylaw 870-12, being a Land Use Bylaw amendment to rezone Part of NW 3-106-15-W5M from Hamlet Commercial 2 (HC2) to Urban Fringe (UF), subject to public hearing input.

Author: S. Wahab Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

**BYLAW NO. 870-12**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, 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 horses within the Hamlet Boundaries on a large track of undeveloped land.

**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 NW 3- 106-15-W5M

Located within the Hamlet of La Crete, be rezoned from Hamlet Commercial 2 "HC2" to Urban Fringe "UF", as outlined in Schedule "A" hereto attached.

READ a first time this \_\_\_ day of \_\_\_\_\_, 2012.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2012.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2012.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

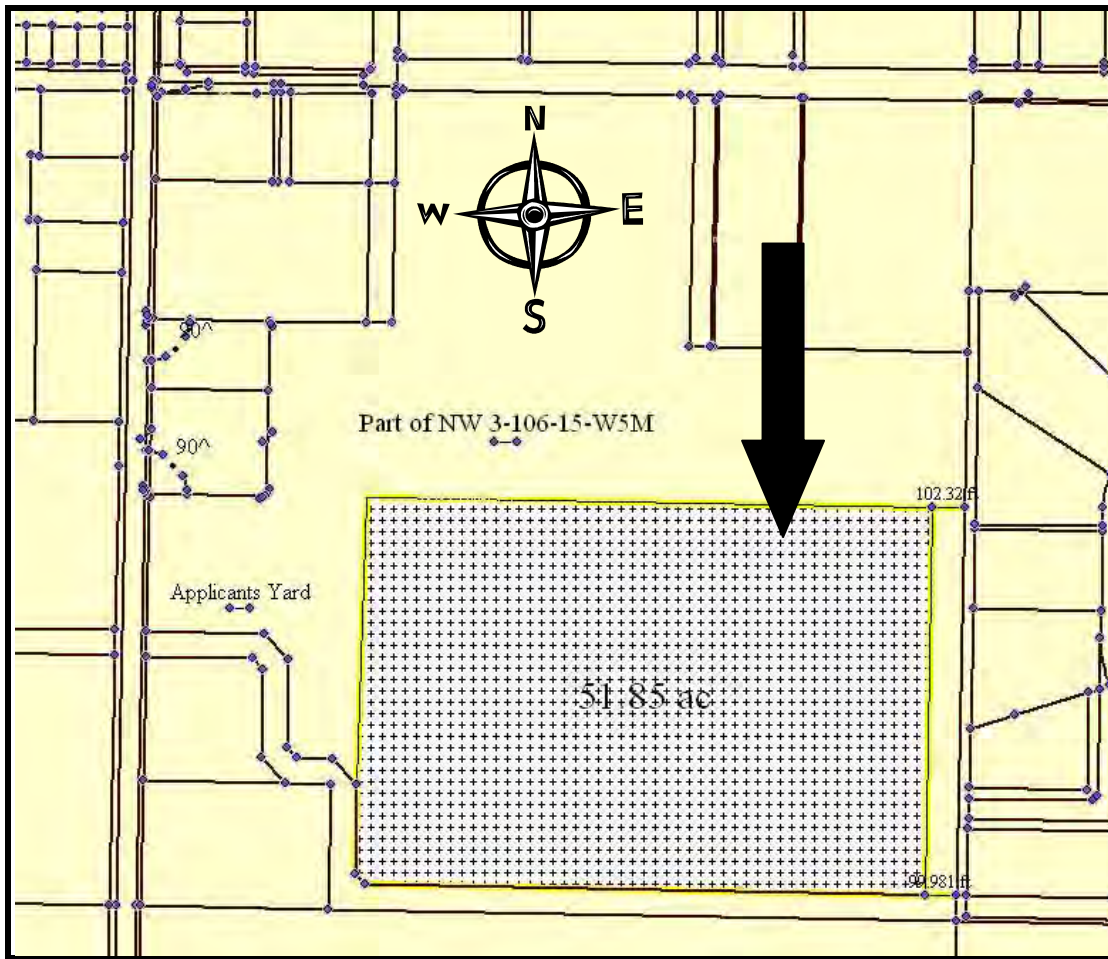
**BYLAW No. 870-12**

**SCHEDULE "A"**

1. That the land use designation of the subject parcel known as:

Part of NW 3- 106-15-W5M

Located within the Hamlet of La Crete, be rezoned from Hamlet Commercial 2 "HC2" to Urban Fringe "UF", as outlined in Schedule "A" hereto attached.



FROM: Hamlet Commercial 2 "HC2"

TO: Urban Fringe "UF"

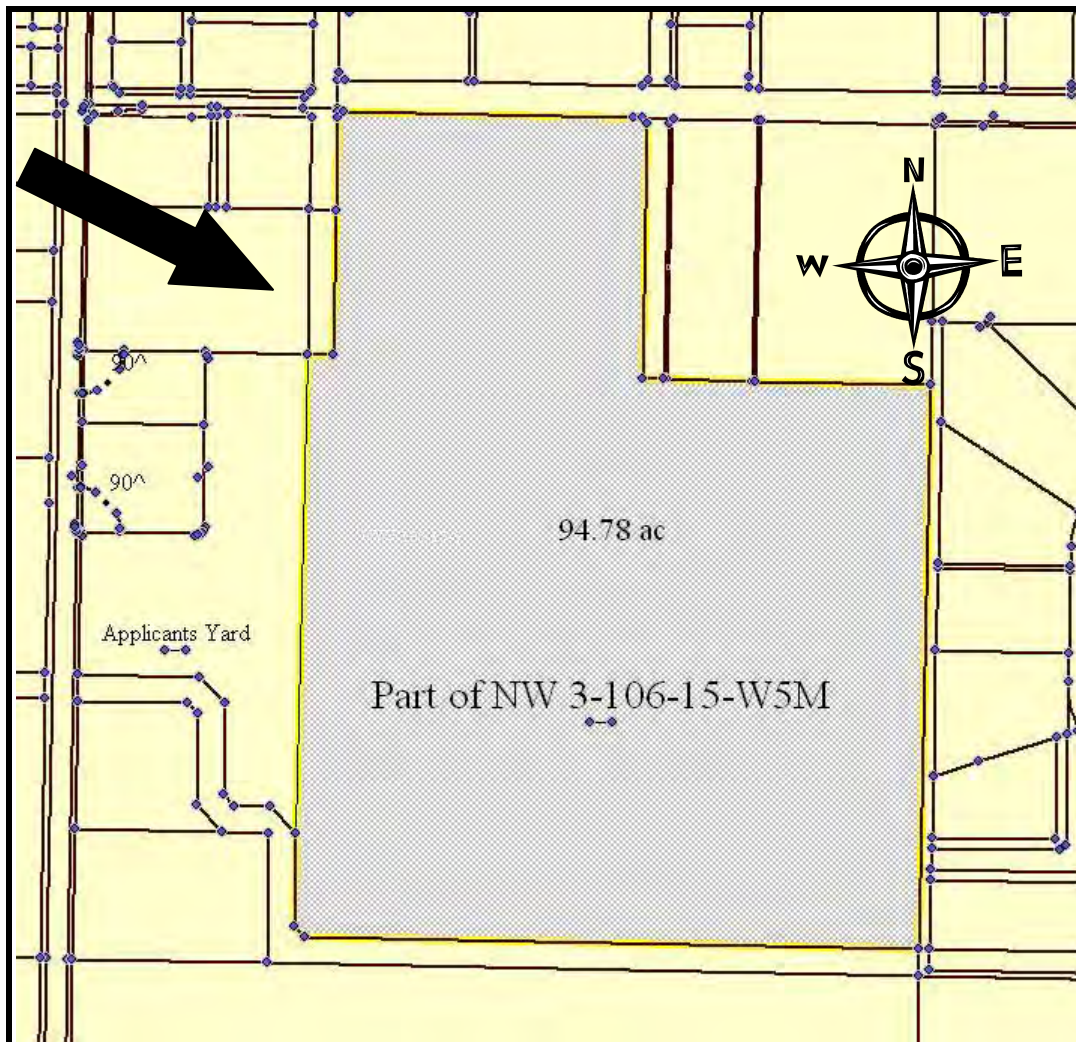


## OPTION 2

1. That the land use designation of the subject parcel known as:

Part of NW 3- 106-15-W5M

Located within the Hamlet of La Crete, be rezoned from Hamlet Commercial 2 "HC2" to Urban Fringe "UF", as outlined in Schedule "A" hereto attached.



FROM: Hamlet Commercial 2 "HC2"

TO: Urban Fringe "UF"



## 8.27 URBAN FRINGE “UF”

The general purpose of this LAND USE DISTRICT is to control DEVELOPMENT around urban centres to those uses which requires a larger Lot or parcel on which to operate, to protect future growth areas for urban centres, and to minimize conflicts between urban and rural uses in accordance with an approved INTER-MUNICIPAL DEVELOPMENT PLAN and/or MUNICIPAL DEVELOPMENT PLAN.

### **A. DISCRETIONARY USES**

- a) ANCILLARY BUILDING/SHED
- b) BED AND BREAKFAST BUSINESS
- C) CHURCH
- d) COMMUNICATION TOWER
- e) CEMETERY
- f) DWELLING – SINGLE FAMILY
- g) EXTENSIVE AGRICULTURE
- h) FARM SUBDIDIARY BUSINESS
- i) GARAGE – ATTACHED
- j) GARAGE – DETTACHED
- k) GARDEN SUITE
- l) HOME BASES BUSINESS
- m) INSTITUTIONAL USE
- n) INTENSIVE AGRICULTURE 1
- o) MANUFACTURED HOME – SINGLE WIDE
- p) MANUFACTURED HOME – DOUBLE WIDE
- q) MANUFACTURE HOME - MODULAR
- r) TEMPORARY/PORTABLE UNIT
- s) VETERNIRAY CLINIC

### **B DISTRICT REGULATIONS**

In addition to the Regulations contained in Section 7, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

#### **(a) Density (maximum):**

- i. COUNTRY RESIDENTIAL: 2 LOTS including the balance per Unsubdivided quarter section
- ii. All Other Uses: At the discretion of the Development Authority

#### **(b) LOT Area (maximum)**

- i. COUNTRY RESIDENTIAL: 2.0 ha (5 acres)
- ii. FARMSTEAD: Minimum size required to accommodate on-site improvements
- iii. All Other Uses: At the discretion of the Development Authority

**(C) Minimum Setbacks:**

From a HIGHWAY, ROAD OR undeveloped ROAD allowance:

41.2 m (135 feet) from right-of way, or

64 m (210 feet) from centre line

**Or as specified by Alberta Transportation, whichever is greater**

From an INTERNAL SUBDIVISION ROAD: 15.2 M (50 FEET)

YARD – EXTERIOR SIDE: Same as setback from HIGHWAY, ROAD or undeveloped ROAD allowance

YARD – INTERIOR SIDE: 15.2 M (50 feet)

YARD – REAR: 15.2 M (50 feet)

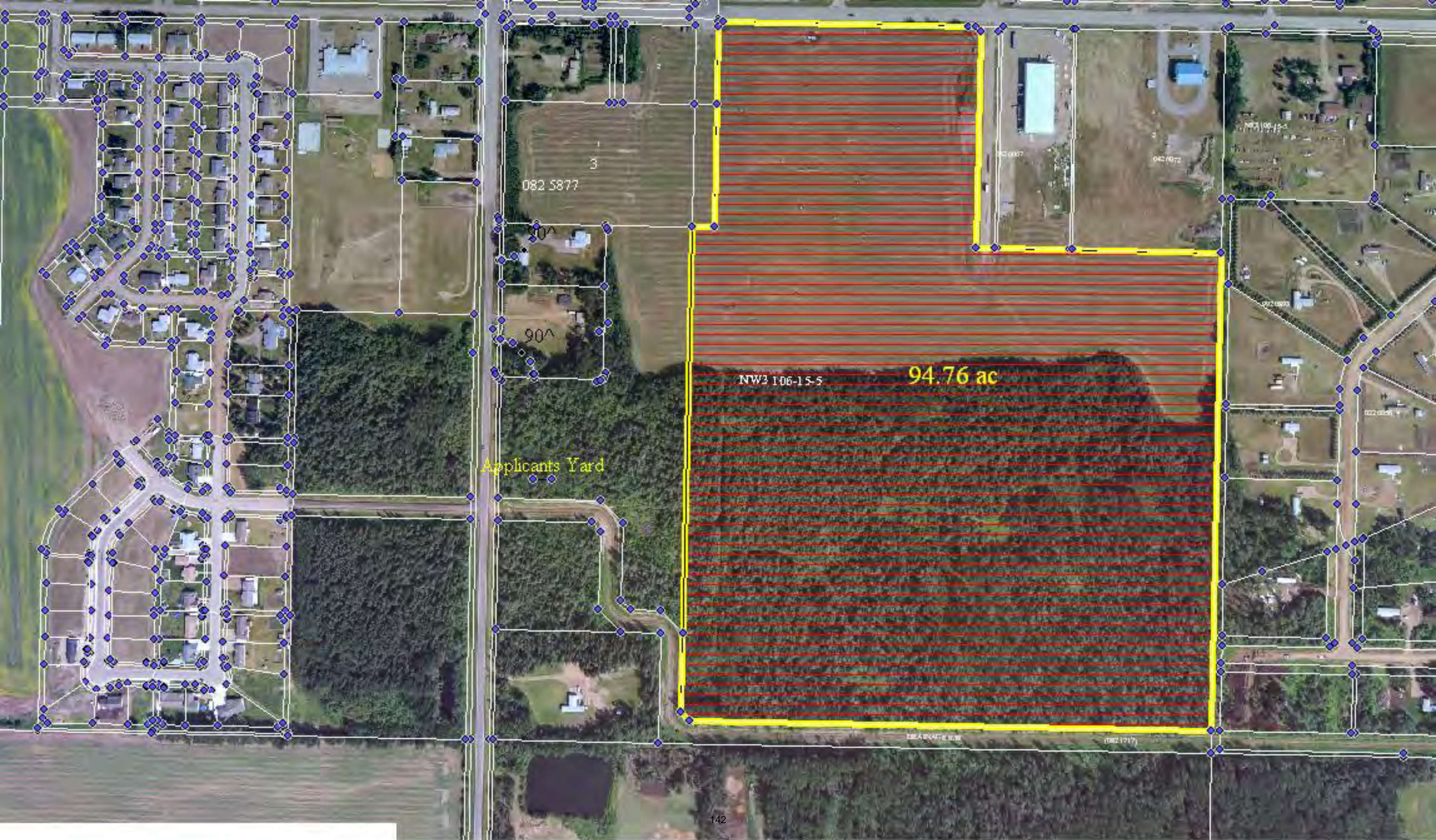
**D. ADDITIONAL REQUIREMENTS**

- (a) In addition to Section 7.28 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other screening of a visually pleasing nature, satisfactory to the Development Authority.
- (b) 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.

**E. OTHER REQUIREMENTS**

The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT and may be subject to that AREA STRUCTURE PLAN.





082 5877

3

90^

NW3 106-15-5

94.76 ac

Applicants Yard

042 6071

042 6072

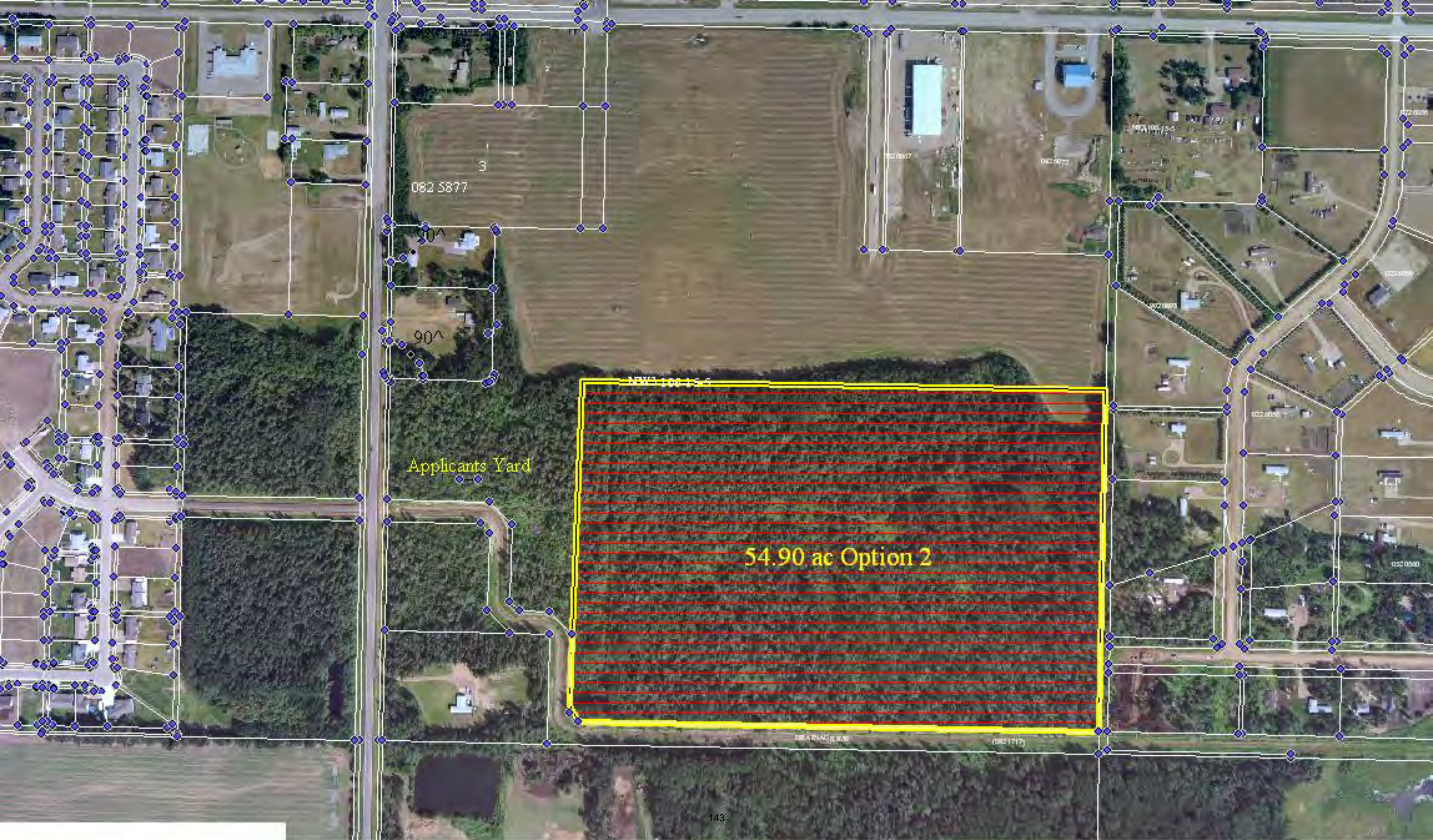
NW3 106-15-5

042 6073

042 6074

042 6075

042 6076



082 5877

3

90^

Applicants Yard

100^1 100 15 5

54.90 ac Option 2

082 0807

082 0872

082 0850

082 0860

082 1710

082 1717



082 5877

3

90^

Applicants Yard

1001 106 15 5

102.32 ft

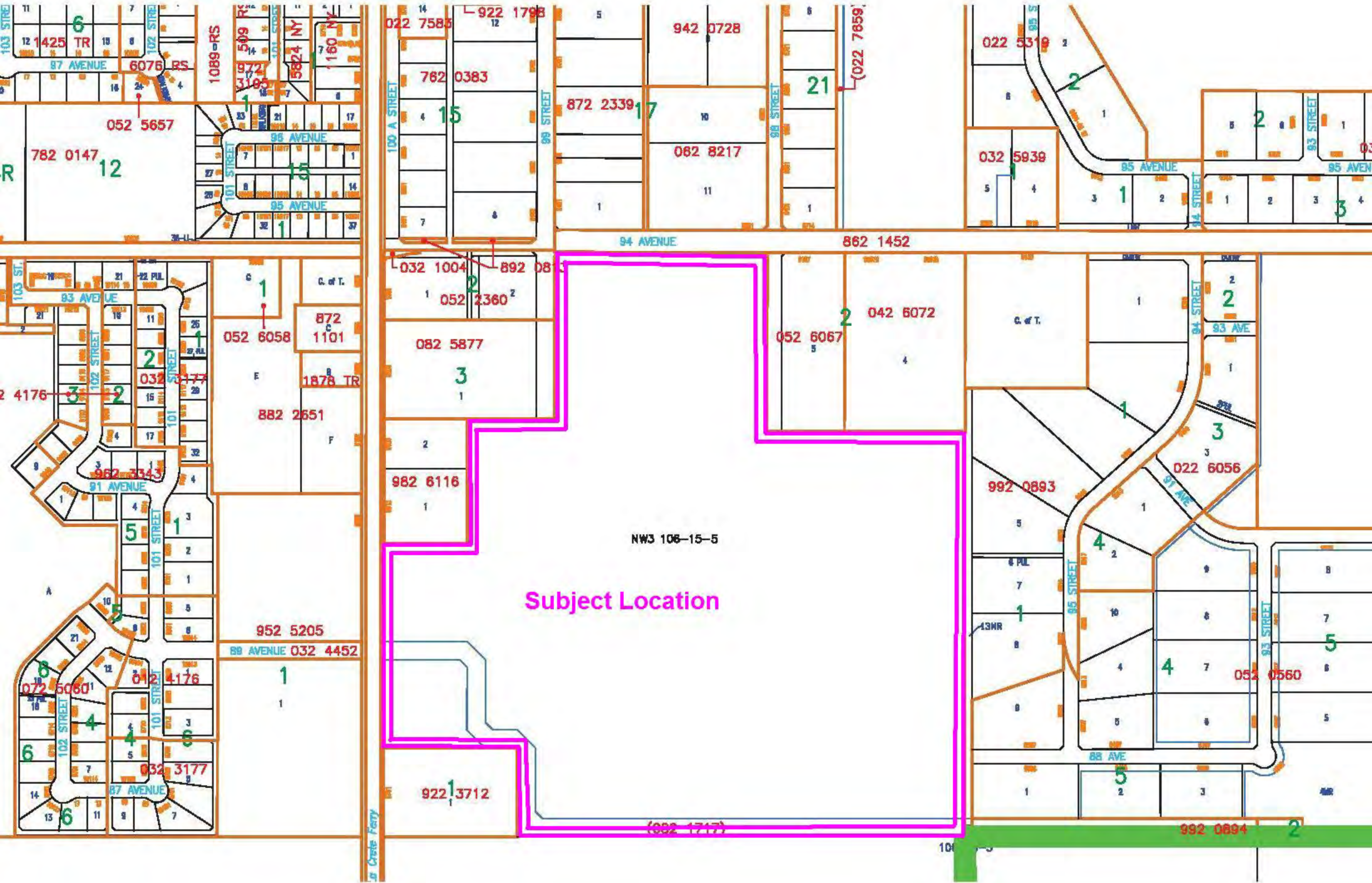
51.85 ac

99.981 ft

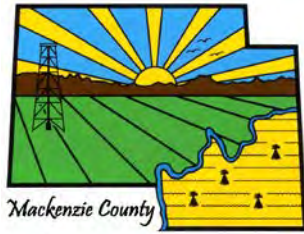
1001 106 15 5

082 1717









## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Samuel Wahab Planner</b>
<b>Title:</b>	<b>Bylaw 871-12 Land Use Bylaw Amendment to Add Manufacturing Firm to Urban Fringe “UF” District</b>

### **BACKGROUND / PROPOSAL:**

The Planning and Development Department has received an application for Text Amendment to the Land Use Bylaw Urban Fringe “UF” District. This being the addition of “Manufacturing Firm” in order to accommodate this type manufacturing firm in the Hamlet of La Crete Urban Fringe “UF” District.

The Planning and Development Department is reluctant to consider the idea of Adding “Manufacturing Firm ”as a discretionary Use in the Urban Fringe “UF” District. The Planning and Development Department believes that Manufacturing Firms should be location in Hamlet Industrial I “HI1” or in Hamlet Industrial 2 “HI2” in order to avoid land use incompatibility in the Hamlet and avoid further request for similar types of development.

The Municipal Development Plan objectives as regard to industrial development are to support a concentrated pattern of industrial development and minimize the negative impacts of rural industrial development.

### **8.27 URBAN FRINGE “UF”**

The general purpose of this LAND USE DISTRICT is to control DEVELOPMENT around urban centres to those uses which requires a larger Lot or parcel on which to operate, to protect future growth areas for urban centres, and to minimize conflicts between urban and rural uses in accordance with an approved INTER-MUNICIPAL DEVELOPMENT PLAN and/or MUNICIPAL DEVELOPMENT PLAN.

**Author:** Samuel Wahab,  
Planner

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

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

**A. DISCRETIONARY USES**

- a) ANCILLARY BUILDING/SHED
- b) BED AND BREAKFAST BUSINESS
- C) CHURCH
- d) COMMUNICATION TOWER
- e) CEMETERY
- f) DWELLING – SINGLE FAMILY
- g) EXTENSIVE AGRICULTURE
- h) FARM SUBDIDIARY BUSINESS
- i) GARAGE – ATTACHED
- j) GARAGE – DETTACHED
- k) GARDEN SUITE
- l) HOME BASES BUSINESS
- m) INSTITUTIONAL USE
- n) INTENSIVE AGRICULTURE 1
- o) Keeping of LIVESTOCK
- p) MANUFACTURED HOME – SINGLE WIDE
- q) MANUFACTURED HOME – DOUBLE WIDE
- r) MANUFACTURE HOME - MODULAR
- s) TEMPORARY/PORTABLE UNIT
- t) VETERNIRAY CLINIC

The application was presented to the Municipal Planning Commission (MPC) at their July 26, 2012 meeting where the following motions were made:

**Motion 1**

Recommended to Council that the Planning and Development Department not amend the Land Use Bylaw to add Manufacturing Firm to Urban Fringe “UF” zoning.

**Motion 2**

Recommended to Council to establish Direct Control “DC” zone for the applicant business as permitted in the Land Use Bylaw with terms and conditions attached to the Direct Control “DC” zone for a specified period of time to enable the applicant to relocate his business to appropriate zoning area.

**Author:** Samuel Wahab,  
Planner

**Reviewed by:** L. Lambert  
Development Officer

**CAO**

## **OPTIONS & BENEFITS:**

All property in Mackenzie County is assigned a zoning designation, which allows certain uses, and contains development standards such as building setbacks and parking requirement. In each zoning designation some uses are permitted, or prohibited while others are designated as discretionary uses.

It is important to note that the objective of the Land Use Bylaw is to regulate the use and development of land and buildings within the boundaries of the County to achieve the orderly and economic development of land. The addition of Manufacturing Firm to the Urban Fringe “UF” as a discretionary use may create land use conflict and incompatibility with other uses. Since bed and breakfast business, Dwelling – Single Family home and Institutional uses are listed as discretionary use in this zone; it would be against good planning principle to add Manufacturing Firm among the listed discretionary uses. Importantly, the Planning and Development Department do not want to set precedence for the amendment of the Land Use Bylaw without considering the conformance with the Municipal Development Plan, the Land Use Bylaw and the La Crete Area Structure Plan. Since the County already designated certain areas for industrial development activities, it makes logical sense that manufacturing firms should be located in these districts.

### **OPTION 1**

That first reading of Bylaw 871-12 be REFUSED, being a Land Use Bylaw amendment to add Manufacturing Firm to Urban Fringe “UF” District.

### **OPTION 2**

That first reading be given to Bylaw 871-12, being a Land Use Bylaw amendment to add ‘Manufacturing Firm’ to Urban Fringe “UF” District.

### **OPTION 3**

That first reading be given to Bylaw 8\_\_-12, being a Land Use Bylaw to rezone Part of FORTVER, Range 2, Lot 7A from Urban Fringe “UF” to Direct Control “DC” to accommodate a Natural Resources Extraction Industry, subject to public hearing input.

## **Costs and Source of Funding**

All costs will be borne by the applicant.

**Author:** Samuel Wahab,  
Planner

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**Reviewed by:** L. Lambert  
Development Officer

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**CAO**

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**RECOMMENDED ACTIONS:**

**Motion 1**

That first reading of Bylaw 871-12 be REFUSED, being a Land Use Bylaw amendment to add 'Manufacturing Firm' to Urban Fringe "UF" District.

**Motion 2**

That first reading be given to Bylaw 8\_\_-12 being a Land Use Bylaw to rezone Part of Plan 062 1497, Block 1, Lot 2 from Urban Fringe "UF" to Direct Control "DC" to accommodate a Manufacturing Firm, subject to public hearing input.

**Author:** Samuel Wahab,  
Planner

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**Reviewed by:** L. Lambert  
Development Officer

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**CAO**

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**BYLAW NO. 8\_\_-12**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw No. 791-11 in 2011, 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 Manufacturing Firm.

**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 Plan 062 1497, Block 1, Lot 2  
be rezoned from Urban Fringe "UF" to Direct Control "DC" District.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2012.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2012.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2012.

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Bill Neufeld  
Reeve

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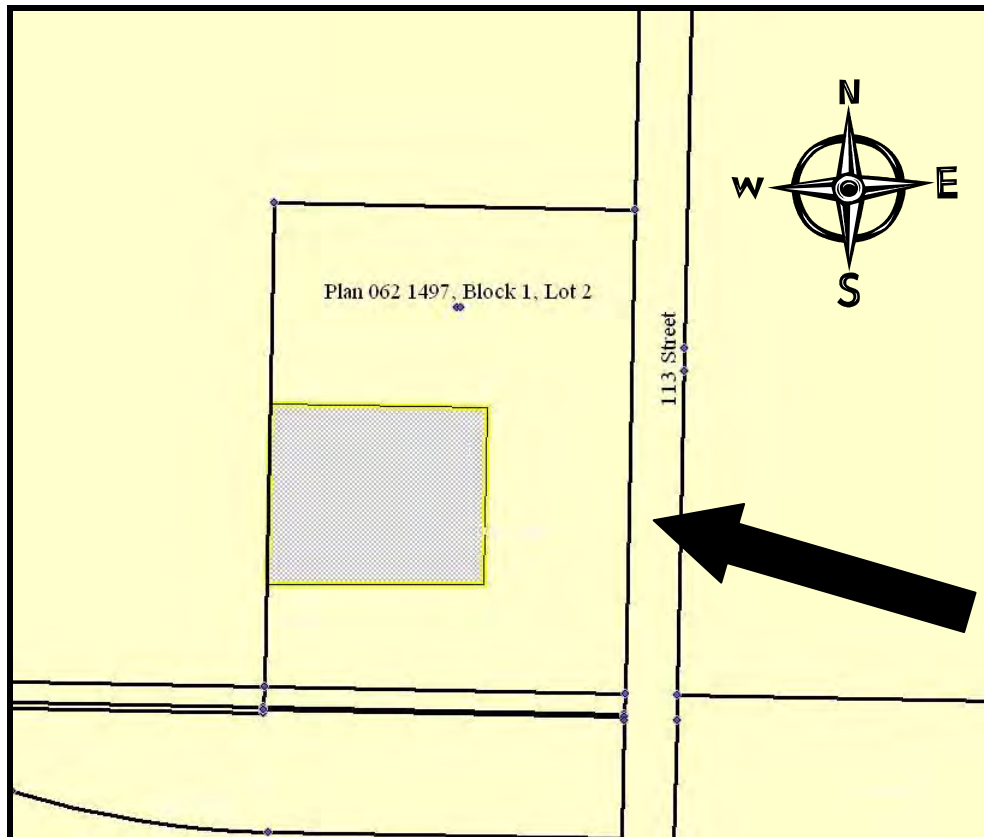
Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 8\_\_-12**

**SCHEDULE "A"**

1. That the land use designation of the subject parcel known as:

Part of Plan 062 1497, Block 1, Lot 2 within the Hamlet of La Crete be rezoned from Urban Fringe "UF" to Direct Control "DC" District to accommodate a Manufacturing Firm.



FROM: Urban Fringe "UF"

TO: Direct Control "DC"



**BYLAW NO. 871-12**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw No. 791-11 in 2011, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw by adding 'Manufacturing Firm' to the Discretionary Use in the Urban Fringe "UF" District.

**NOW THEREFORE**, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the Mackenzie County Land Use Bylaw Section 8.27 URBAN FRINGE "UF" be amended to:

**8.27 URBAN FRINGE "UF"**

The general purpose of this LAND USE DISTRICT is to control DEVELOPMENT around urban centers to those uses which requires a larger Lot or parcel on which to operate, to protect future growth areas for urban centers, and to minimize conflicts between urban and rural uses in accordance with an approved INTER-MUNICIPAL DEVELOPMENT PLAN and/or MUNICIPAL DEVELOPMENT PLAN.

<b>A. DISCRETIONARY USES</b>	
a)	ANCILLARY BUILDING/SHED
b)	BED AND BREAKFAST BUSINESS
C)	CHURCH
d)	COMMUNICATION TOWER
e)	CEMETERY
f)	DWELLING – SINGLE FAMILY
g)	EXTENSIVE AGRICULTURE
h)	FARM SUBDIDIARY BUSINESS
i)	GARAGE – ATTACHED
j)	GARAGE – DETTACHED
k)	GARDEN SUITE

- l) HOME BASES BUSINESS
- m) INSTITUTIONAL USE
- n) INTENSIVE AGRICULTURE 1
- o) Keeping of LIVESTOCK
- p) MANUFACTURING FIRM**
- p) MANUFACTURED HOME – SINGLE WIDE
- q) MANUFACTURED HOME – DOUBLE WIDE
- r) MANUFACTURE HOME - MODULAR
- s) TEMPORARY/PORTABLE UNIT
- t) VETERINIRAY CLINIC

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2012.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2012.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2012.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer



# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. 871-12

NAME OF APPLICANT <u>Henry Giesbrecht</u>		
ADDRESS <u>Box 723</u>		
TOWN <u>La Crete AB</u>		
POSTAL CODE <u>T0H 2H0</u>	PHONE (RES.) <u>780 928 2360</u>	BUS.

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
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Add. Manufacturing Use TO: Urban Fringe

REASONS SUPPORTING PROPOSED AMENDMENT:

Technical change to all a manufacturing use to the UF Area to stabilize large tracks of land. (Fabricating)

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 700.00 RECEIPT NO. \_\_\_\_\_

[Signature]  
APPLICANT

July 20 2012  
DATE

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

REGISTERED OWNER

DATE

**8.27 URBAN FRINGE “UF”**

The general purpose of this LAND USE DISTRICT is to control DEVELOPMENT around urban centres to those uses which requires a larger Lot or parcel on which to operate, to protect future growth areas for urban centres, and to minimize conflicts between urban and rural uses in accordance with an approved INTER-MUNICIPAL DEVELOPMENT PLAN and/or MUNICIPAL DEVELOPMENT PLAN.

<b>A. DISCRETIONARY USES</b>	
a)	ANCILLARY BUILDING/SHED
b)	BED AND BREAKFAST BUSINESS
c)	CHURCH
d)	COMMUNICATION TOWER
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q)	MANUFACTURED HOME – DOUBLE WIDE
r)	MANUFACTURE HOME - MODULAR
s)	TEMPORARY/PORTABLE UNIT
t)	VETERNIRAY CLINIC

**B DISTRICT REGULATIONS**

In addition to the Regulations contained in Section 7, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

**(a) Density (maximum):**

- |     |                      |   |
|-----|----------------------|---|
| i.  | COUNTRY RESIDENTIAL: | 2 LOTS including the balance per Unsubdivided quarter section |
| ii. | All Other Uses:      | At the discretion of the Development Authority                |

**(b) LOT Area (maximum)**

- |      |                      |   |
|------|----------------------|---|
| i.   | COUNTRY RESIDENTIAL: | 2.0 ha (5 acres)  |
| ii.  | FARMSTEAD:           | Minimum size required to accommodate on-site improvements |
| iii. | All Other Uses       | At the discretion of the Development                      |

**(C) Minimum Setbacks:**

From a HIGHWAY, ROAD OR undeveloped ROAD allowance:

41.2 m (135 feet) from right-of way, or

64 m (210 feet) from centre line

**Or as specified by Alberta Transportation, whichever is greater**

From an INTERNAL SUBDIVISION ROAD: 15.2 M (50 FEET)

YARD – EXTERIOR SIDE: Same as setback from HIGHWAY, ROAD or undeveloped ROAD allowance

YARD – INTERIOR SIDE: 15.2 M (50 feet)

YARD – REAR: 15.2 M (50 feet)

**D. ADDITIONAL REQUIREMENTS**

- (a) In addition to Section 7.28 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other screening of a visually pleasing nature, satisfactory to the Development Authority.
- (b) 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.

**E. OTHER REQUIREMENTS**

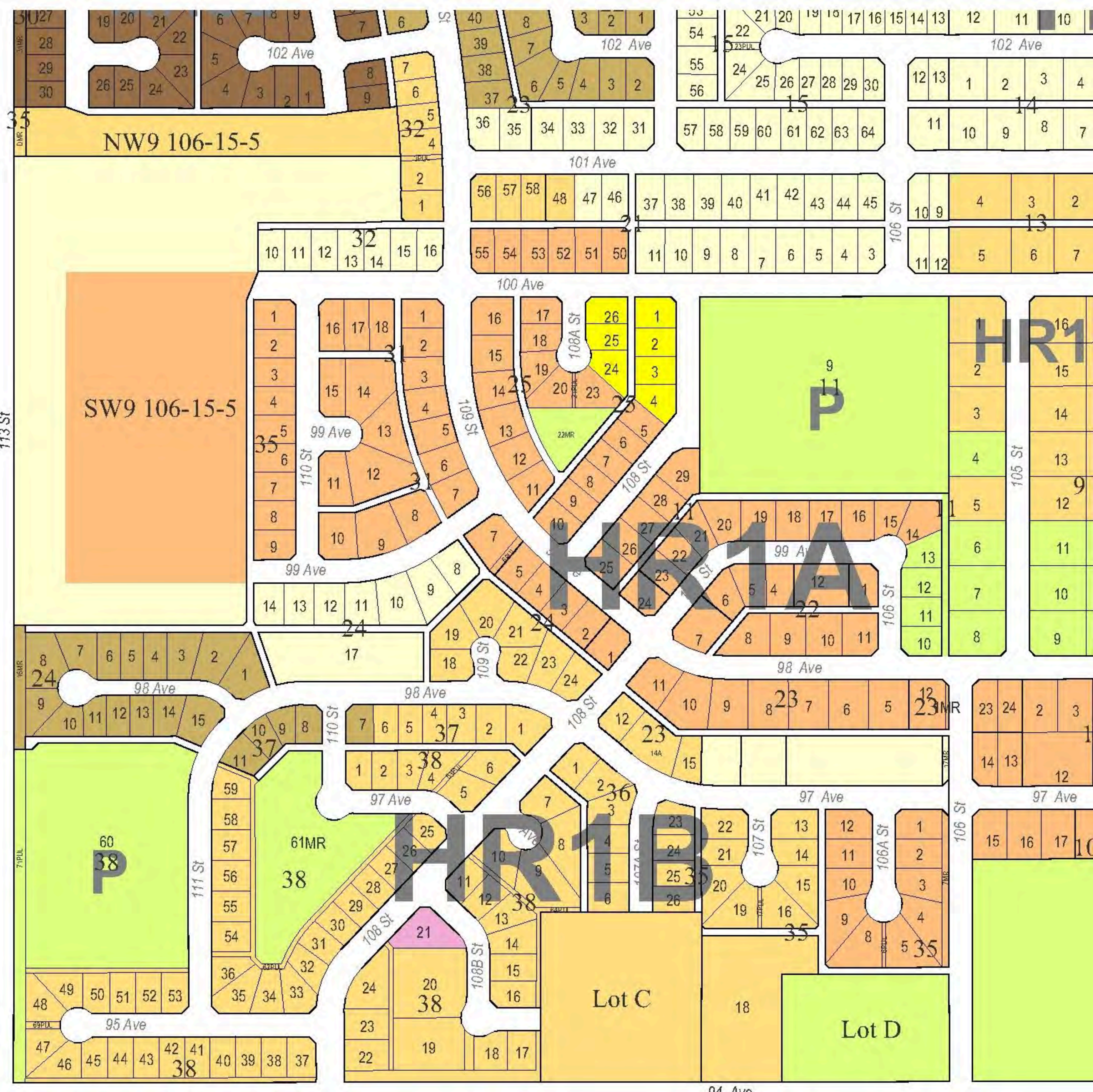
The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT and may be subject to that AREA STRUCTURE PLAN.

Plan 062 1497, Block 1, Lot 2

113 Street



UP



SE8 106-15-5

1  
1

3  
1

2  
1

3

**Subject Property**

MR

15-5

160





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Internship Program</b>

### **BACKGROUND / PROPOSAL:**

Municipal Affairs offers the Municipal Internship Program.

### **OPTIONS & BENEFITS:**

Please see the attached information about the program and the County's draft application.

Administration recommends submitting an application for a Land Use Planner Intern.

Municipal Affairs provides \$43,000 in the first year and \$19,000 in the second year of the program to cover the Intern's wages and other costs.

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

Mackenzie County will be required to fund the remainder of salary, benefits, professional development and conference fees (please see the details in the attached draft application). The County's portion for both years will have to be included in the County's annual operating budgets for 2013 and 2014.

### **RECOMMENDED ACTION:**

That Mackenzie County submit an application under the Municipal Internship Program for a Land Use Planner Intern.

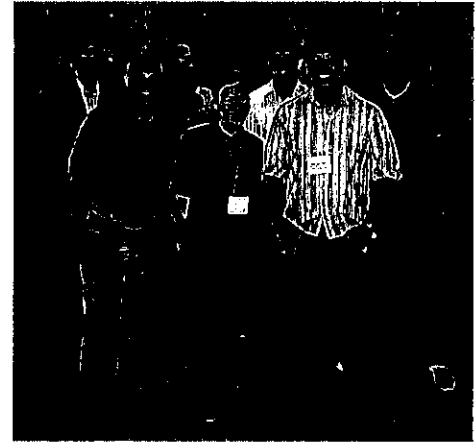
**Author:** J. Whittleton      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_



## About the Program

The Municipal Internship Program for Land Use Planners is sponsored by Municipal Affairs in partnership with Alberta's municipalities and planning service agencies. It is designed to attract recent post-secondary graduates to the field of municipal planning. Its objective is to assist in the training and development of competent, well-rounded municipal planners. It is expected that upon successful completion of the program, interns will be better prepared to enter the municipal planning field in Alberta's municipalities.

The program provides funding to municipalities and planning services agencies in Alberta so that they can hire and train an intern for a two-year period. During the first year of the program, the intern will be exposed to many different aspects of municipal planning and administration. They will be mentored and coached by a senior planner in their host organization. Program scope is broad so interns have the opportunity to explore many of the key functions of municipal governments and to understand them from a planning perspective. In the second year, interns will have the opportunity to take on more responsibility and gain further experience through involvement in planning projects and issues in their host organization.



## PROGRAM OBJECTIVES

The objectives of the Municipal Internship Program for Land Use Planners are:

- to assist Alberta municipalities and planning service agencies in their succession planning efforts to recruit, train, and retain competent municipal employees who can progress into leadership positions;
- to encourage more individuals to enter the local government field and offer recent graduates who are interested in a career in municipal planning the opportunity to have first hand, real life, practical experience and training in the Alberta municipal environment; and
- to assist Alberta Municipal Affairs in meeting its goal of fostering a responsive, cooperative, accountable and well managed local government sector which is sustainable by encouraging and providing Alberta municipalities with the tools and programs to improve self-sufficiency.

## PROGRAM TIMELINE

The program is designed to provide 24 months of training for each intern. The program starts in May 2013 and ends in April 2015. The month of May is the opportune time to begin the program as, by and large, the spring graduation class from post-secondary institutions is the largest of the year. This provides a wider field of potential applicants than other possible start dates.

Please Note: Alberta Municipal Affairs may change any or all of the dates listed below should it become necessary to do so.

June 2012	Letters sent to municipalities and planning service agencies inviting them to apply to be hosts for 2013-15.
October 1, 2012	Deadline for interested municipalities and planning service agencies to submit their <u>Program Grant Application</u> .
December 2012	Eight host organizations will have been selected and notified in writing.
February 1, 2013	Interested internship candidates must have submitted their intern application package.

February 2013      Municipal Affairs will review applications and create a shortlist of candidates. Candidate application packages are provided to host organizations.

February - March, 2013      Hosts will conduct interviews, negotiate with candidates, and select interns.

March 29, 2013      Hosts must have their intern selected.

## **PROGRAM RECRUITING**

### **Recruiting Host Organizations**

The intent of this program is to help train interns so that they may pursue a career in municipal planning. Having the opportunity to work closely with staff and council in a municipality or service agency is a valuable experience. It is important to ensure that interns gain the greatest benefit possible from their internship. Hosts are expected to meet the following criteria:

- The municipality has a population between 5,000 and 100,000;
- The planning service agency (which must be municipally-owned) works with between one and three of its member municipalities to provide first-hand planning experience;
- The organization must have a planning department that undertakes in-house the full range of planning services outlined in the Workplan or partner with a neighbouring municipality to be able to do so;
- A strong relationship exists between the administration and planning department and there is strong commitment from CAO/Director, council, board, and management team to have an intern;
- There is an organizational commitment to the Internship Program for Land Use Planners' vision and goals;
- The senior planner must agree to serve as the intern supervisor for the duration for the program and support the intern in pursuing his/her Registered Professional Planning accreditation through completion and signoff of responsible, professional ; and
- There is an interest in sharing knowledge and experiences with the intern and working with the intern to complete the Workplan.

### **Recruiting Interns**

The ministry will be responsible for the promotion and marketing of the Internship Program for Land Use Planners. Information will be provided to career centres in post-secondary institutions. Interested candidates will be asked to submit an intern application package to the ministry by February 1, 2013.

The ministry will review all the submissions and provide a short-list of suitable candidates to the eight selected host organizations. Although flexibility in selection is desired, the establishment of some basic criteria for interns will ensure candidate suitability. Such criteria include:

- A recently completed (within the last two years) planning degree or a related degree with a minimum of two senior-level planning classes. Individuals graduating in April 2013 are eligible;
- A desire to experience and learn about municipal planning;
- Work or volunteer experience that is related to the skills needed in municipal planning and administration;
- Willingness to relocate to host municipality, if necessary; and
- Work, educational, or volunteer-related references.

## **INTERN SELECTION**

The final matching of an intern to a host organization will be through an interview. Hosts will review the

applications from the short-listed candidates and select those they wish to interview. Hosts will be responsible for arranging interviews with the eligible candidates. The ministry will not conduct any interviews with interested candidates.

Beyond the initial short-list provided by the ministry, host organizations will be responsible for all aspects of intern selection. Hosts will compete to offer the best possible remuneration package to interns. Various determinants may impact an intern's decision to select a particular offer, with salary only being one factor. Other issues to consider may include:

- location and cost of living in the municipality or community in which the service agency is located;
- size of the municipality or community;
- services available within the municipality or community;
- quality of the host's Workplan;
- calibre of proposed supervisor; and
- non-monetary compensation.

Organizations that have been selected to host interns must have their final intern selection complete by March 29, 2013.

## INTERN FUNDING AND SUPPORT

### Funding Arrangements

The ministry will be providing grants of \$43,000 to ten municipal organizations for the purposes of hosting an intern in the first year. Of that, \$30,000 will be designated as part of the intern's wages, \$2,000 toward benefits and \$10,000 will be allotted for expenses incurred by the intern for things such as courses and travel to Municipal Affairs' sponsored training. An additional \$1000 is available to cover expenses incurred by supervisors to attend program workshops. For the second year, \$19,000 is provided to help cover salary (\$15,000), benefits (\$2,000) and expenses (\$2,000).

Hosts may supplement the intern's wage above the base amount provided by the ministry. The final wage offer should reflect the cost of living in the municipality as well as the relevant staff pay scales. In 2012-14, the average salary ranged from \$43,000 to \$55,000.

### Internship Workplan and Workbook

The Workplan provides a solid starting point while affording a great deal of flexibility. It provides each host with a structure to guide the training and learning of the intern and helps ensure that interns are exposed to the key aspects of municipal administration, specifically planning, and to gain an understanding of municipal structure, management, and operations. It also sets standards in terms of the requirements to complete the Internship Program and helps the intern develop competencies essential to municipal planning.

Interns are also provided with a Guidebook based on the Workplan. The Guidebook contains modules covering various topics related to municipal planning. Each module contains information, exercises, and activities to undertake to gain first-hand experience in the core areas of planning.

### Orientation Session and Workshops

As part of the internship program, Alberta Municipal Affairs provides a four-part series of training workshops. Orientations are held for both supervisors and interns at the beginning of the internship. An Executive Week for the interns is held approximately half-way through the year. Interns are introduced to numerous ministry staff who present short information sessions on their area of expertise. This is an opportunity for the interns to become more familiar with Municipal Affairs and other provincial ministries



and allows them to make contact with key resources they may need to draw on as part of their work. At the end of the first year there will be a Transition session. This session covers topics that will be relevant as the intern transitions from their first year and into their second year. A Wrap-Up session is held toward the end of the second year to discuss what the interns have learned during the internship, their future plans, and their recommendations for changes to the program based on their experiences.

Date

Dear Chief Administrative Officer:

As followup to the invitation to apply to the Municipal Internship Program I sent on July 9, 2012 (copy attached), I want to inform you of a change to the application deadline and provide you some additional information to consider if you intend to apply for an intern in the 2013 program.

The Program Guidelines and Application Form are expected to be posted by the end of August. The deadline to apply for the Municipal Internship component of the Regional Collaboration Program has been **extended to Monday, October 1, 2012.**

To assist you in preparing to complete the Application Form once it is available online, you may wish to refer to the 2011/12 Application Form, a copy of which is attached as a sample only.

A notification will be posted on the Internship Program website once the new grant guidelines and form are available. Instructions for completing the form will also be posted on the site [www.municipalaffairs.alberta.ca/ms/internship](http://www.municipalaffairs.alberta.ca/ms/internship).

If you have any questions about the Municipal Internship Program, please refer to the website or contact ministry staff toll-free by dialing 310-0000, then 780-427-2225 and ask for:

- Ms. Valerie Hope
  - Municipal Internship Program for Administrators
- Ms. Melanie Wood
  - Municipal Internship Program for Land Use Planners

Yours truly,

Gary Sandberg  
Executive Director  
Municipal Services Branch

Attachments

Dear Chief Administrative Officer:

The Municipal Internship Program is being offered for a twelfth year, starting in May 2013. To date, more than 175 interns have participated in or are currently part of this program. It brings highly educated, enthusiastic individuals interested in pursuing a career in municipal government into the field and provides these recent graduates first-hand experience and knowledge. For municipalities and planning service agencies, this is a unique opportunity to help develop the future leaders of Alberta's municipal sector.

You are invited to be a part of the program by applying to be one of the 20 hosts who will be selected for the May 2013 program. Host organizations receive a grant to assist with costs and are supported in their efforts to train and mentor their interns by a team of ministry staff.

The objective of the Municipal Internship Program is to work with Alberta municipalities and planning service agencies to help address succession issues. To respond to these issues, the program offers two streams:

#### **Municipal Internship Program for Administrators**

- 12 municipalities or municipal partnerships will be selected to host an intern for a 12-month period.
- **Municipalities must have a population between 700 and 100,000.**
- Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement.
- The Chief Administrative Officer/senior manager must agree to serve as the intern supervisor for the duration of the program.
- Hosts will provide experience in all major functional areas of the municipality.
- This program helps interns prepare for senior administrative positions in Alberta's municipal governments.
- Hosts receive a grant of \$43,000 to help cover the costs of hosting an intern.

#### **Municipal Internship Program for Land Use Planners**

- Eight municipalities, municipal partnerships or intermunicipal planning service agencies will be selected to host an intern for a 24-month period.
- **Municipalities must have a planning department that undertakes in-house the full range of planning services and must serve a population between 5,000 and 100,000.**
- Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement and collectively the partners must provide the full range of planning services.
- The senior planner must agree to serve as the intern supervisor for the duration of the program and support the intern in pursuing his/her Registered Professional Planning accreditation through completion and signoff of responsible, professional planning experience.
- This program helps interns to be better prepared to enter the municipal planning field in Alberta's municipalities.
- Hosts receive a grant of \$62,000 over two years to help cover the costs of hosting an intern (\$43,000 in the first year, \$19,000 in the second year).

.../2



### **Municipal Partnerships**

If your municipality feels that it may not have the capacity to host an intern on its own, we encourage you to consider partnering with another municipality or planning service agency. Municipal partnerships enable interns to gain a broader understanding of municipal administration and/or planning, and help develop a wider variety of skills.

For the Administrator stream, partnerships are particularly important if your municipality does not have a specific department or function, such as planning or human resources. In this case, your intern could spend time in another municipality that has these departments. For the Land Use Planner stream, partnerships may allow municipalities that receive their planning services from an intermunicipal planning service agency the opportunity to partner with that agency to provide an intern with direct municipal planning experiences.

You may formally or informally partner to host an intern as long as one of the organizations meets the eligibility requirements and is designated as the project manager for the initiative. The project manager is required to submit the municipal grant application on behalf of the partnering organizations. The application should clearly outline what role each of the municipalities or planning service agency would play in hosting an intern. For more information on municipal partnerships and eligibility requirements, refer to the program website or contact ministry staff.

### **To Apply**

The Municipal Internship Program is part of the Regional Collaboration Program. Details about the Municipal Internship Program, the eligibility requirements and the application information can be obtained through the Municipal Grants Web Portal **later in July**. Check the Internship Program website [www.municipalaffairs.alberta.ca/ms/internship](http://www.municipalaffairs.alberta.ca/ms/internship) for the specific date. Once the Web Portal is updated with the Program Guidelines and Application Form for 2013, the instructions to apply for the 2013/14 Administrator stream and 2013-15 Land Use Planner stream are:

1. Go to the Municipal Grants Web Portal [www.municipalaffairs.alberta.ca/municipalgrants.cfm](http://www.municipalaffairs.alberta.ca/municipalgrants.cfm).
2. On the left side of the page, select "**Programs Supporting the Viability and Long-Term Sustainability of Municipalities.**"
3. Scroll down the page and select **#5 – Regional Collaboration Program**.
4. Find **Documents** on the right hand side and refer to the ***Application Guidelines*** and ***Application Form 1***.
5. You can link to the Municipal Internship Program website by selecting "Visit Program Website" and then choosing the Municipal Internship Program, or you can go to the website directly at [www.municipalaffairs.alberta.ca/ms/internship](http://www.municipalaffairs.alberta.ca/ms/internship).

To ensure your application is considered, please have your completed documentation returned to the ministry no later than **September 10, 2012**. The Minister will select the hosts for the 2013/14 Administrator stream and 2013-15 Land Use Planner stream by November 2012. Applications can be submitted via email, regular mail or by fax. Mail and fax information is provided on the application form.

If you have any questions about the Municipal Internship Program, please refer to the website at [www.municipalaffairs.alberta.ca/ms/internship](http://www.municipalaffairs.alberta.ca/ms/internship) or contact ministry staff toll-free by dialing 310-0000, then 780-427-2225 and ask for:

- Ms. Valerie Hope
  - Municipal Internship Program for Administrators
  
- Ms. Melanie Wood
  - Municipal Internship Program for Land Use Planners

Thank you for your interest in helping build strong local governments.

Yours truly,

Gary Sandberg  
Executive Director  
Municipal Services Branch



Freedom To Create. Spirit To Achieve.

# Regional Collaboration Program

## Application Form 2011/12

<http://municipalaffairs.gov.ab.ca/municipalgrants.cfm>

This program supports strategic activities that improve the viability and long-term sustainability of municipalities through regional collaboration and capacity building.

## 1. Program Highlights

The objective of the Regional Collaboration Program is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building by 2020/21. Strategic activities should demonstrate that they clearly respond to shared provincial and municipal priorities.

- 1.1 Grant Application Deadline**

The deadline for Municipal Internship is September 9, 2011.  
It is recommended that applications be submitted before November 30, 2011 for the Regional Collaboration component.  
Applications for other components can be submitted throughout the program year.
- 1.2 Eligibility Criteria**

Refer to the eligibility criteria at <http://municipalaffairs.gov.ab.ca/municipalgrants.cfm> for additional information.

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## 2. Applicant Information

- 2.1 Legal name of entity
- 2.2 Legal status of entity
- 2.3 Contact name and title
- 2.4 Contact primary phone number
- 2.5 Contact email address
- 2.6 Contact mailing address
- 2.7 Contact fax number

### 3. Project Information

**3.1 Under which program component does your project apply? Only check one.**

- Regional Collaboration
- Mediation and Cooperative Processes
- Municipal Internship
- Strategic Initiatives

**3.2 Is this an amendment?**

- Yes  No

**3.3 Name of project**

**3.4 Project description (maximum of 250 words).**

Applicants may attach additional information to the project description provided here if necessary (additional information is not required).

**3.5 Project completion date (Month/DD/YYYY)**

**3.6 If you are not collaborating with other municipalities/organizations to administer the project, are there other municipal beneficiaries of the program funds? If so, please describe (maximum 100 words).**

Complete the following table with project cost information. Please include dates along with the project phase milestones.

3.7 Project Milestones and Costs (see Appendix 2 of the Program Guidelines for sample)						
Project Phase Milestone	{A}	{B}	{C}	{D}		{E}
	Estimated eligible project cost (\$)	Other provincial grants expected		Non-provincial sources of funding (\$)		Funding request under this grant program [A-(C+D)]
		Grant Name	Amount (\$)	Source	Amount (\$)	
<b>Total</b>	\$	N/A	\$	N/A	\$	\$

**Identify the functional categories of the project.**

3.8 Functional category of the project	% of Total Project Costs
Government-wide Objective 1: Project supporting the viability and long-term sustainability of municipalities. Governance  Planning and Development	
Government-wide Objective 4: Project supporting capacity building within municipalities.  Municipal Careers	
<b>TOTAL</b>	<b>100%</b>
3.9 Will the project involve the use of municipal forces to carry out the project?	N/A
If you have answered yes to this question, please attach a brief business case with this profile (refer to Program Guidelines Appendix 2) – NOT APPLICABLE TO THIS PROGRAM	

## 4. Functional Category Details

**Identify the outputs expected from this project.**

Output	Expected Quantity		Unit
	Category	Quantity	
Governance			
Agreements	Resolved conflict		Number of resolved conflicts
	Cooperation protocols		Number of cooperation protocols established
	Other _____		Number of agreements
Policy development	New		Number of policies developed
	Revised		Number of policies revised
Revenue/cost-sharing models	Models		Number of models developed

Planning and Development			
Reports or studies	Capacity building		Number of reports/studies
	Regional collaboration		Number of reports/studies
	Cooperation assessment		Number of reports/studies
	Other _____		Number of reports/studies
Regional plans	Land Use		Number of plans developed
	Service delivery		Number of plans developed
	Business Plan		Number of plans developed
Start-up activities	Communications		Number of activities undertaken
	Information management systems		Number of systems established
Consultation	Consultations		Number of consultations undertaken
Municipal Careers			
Placement of municipal intern in a participating municipality or service agency	Administrator		Number of municipal interns
	Land Use planner		Number of municipal interns
For any of the above Functional Categories (Governance, Planning and Development, or Municipal Careers)			
Other output _____	_____		Number of _____



## 5. Collaboration Information

5.1 Will you be collaborating with another municipality/ organization?

Yes  No

5.2 If yes, provide the names of the eligible municipalities / organizations with whom you are collaborating.

5.3 Briefly describe the nature of the collaboration (maximum of 100 words).

5.4 If there is a resulting asset, please indicate who will own the asset.

N/A

## 6. Supporting Documentation and Application Submission

### 6.1 Application Form Checklist

Did you:

Check

Ensure that the application was signed by the Chief Administrative Officer or Duly Authorized Signing Officer.

### 6.2 Program Component

Did you:

Check

Regional Collaboration

Complete all sections of the application form;  
Complete Supplementary Form 1 (Table 1 – Participant Contributions and questions 1, 2 and 3 only), at the end of this application; and  
Ensure resolutions are in place for all participating municipalities.

6.2 Program Component	Did you:	Check <input checked="" type="checkbox"/>
Mediation and Cooperative Processes	Send a letter from your municipality’s Chief Elected Official to the Minister of Municipal Affairs, describing the nature of the issue and a request for provincial government support;	<input type="checkbox"/>
	Contact Municipal Dispute Resolution Services Staff for assistance in completing the application; and	<input type="checkbox"/>
	Complete all sections of the main application form.	<input type="checkbox"/>
Municipal Internship	Complete all of Section 2 (Applicant Information);	<input type="checkbox"/>
	Complete Section 3 (Project Information) subsections:	<input type="checkbox"/>
	3.1: in full;	
	3.3: insert “hire an intern”;	
	3.8: insert 100% in “Municipal Careers”;	
	Complete Section 4 by checking either Administrator or Land Use Planner under “Municipal Careers”;	<input type="checkbox"/>
	Complete Section 5 if formally collaborating with another municipality to host an intern;	<input type="checkbox"/>
Complete Sections 6 and 7;	<input type="checkbox"/>	
Complete Supplementary Forms 2 and 3 at the end of this application; and	<input type="checkbox"/>	
Ensure that resolutions are in place for collaborative projects.	<input type="checkbox"/>	
Strategic Initiatives	Complete all sections of the application form; and	<input type="checkbox"/>
	Complete Supplementary Form 1 in full.	<input type="checkbox"/>

**6.3 Method of submission** Submit the grant application via mail, fax or email. Please submit your application using only one method.

**6.4 Submission address**  
 Alberta Municipal Affairs  
 Municipal Services Branch  
 Municipal Grants Unit  
 17<sup>th</sup> Floor, 10155-102 Street  
 Edmonton AB T5J 4L4  
 Fax: 780-422-9133  
 Email: [rcp.grants@gov.ab.ca](mailto:rcp.grants@gov.ab.ca)

**Reminder: Applications for the Municipal Internship component are due by September 9, 2011. It is recommended that applications be submitted before November 30, 2011 for the Regional Collaboration Component. Applications for the other components can be submitted throughout the program year.**

## 7. Application Certification

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Chief Administrative Officer or Duly Authorized Signing Officer

I certify that the information contained in this application form is correct, that all Regional Collaboration Program funds will be used in accordance with the Regional Collaboration Program Guidelines and that the allocated grant amount will be applied in the year(s) and manner described above should this application form be accepted by the Minister.

## 8. Useful Resources

Office of program contact	Contact phone number	Contact email address
Municipal Services Branch Municipal Affairs	780-427-2225 (dial toll-free 310-0000)	rccp.grants@gov.ab.ca

Resource	Website address
Regional Collaboration Program guidelines and application form	<a href="http://www.municipalaffairs.alberta.ca/mc_municipal_grants.cfm">www.municipalaffairs.alberta.ca/mc_municipal_grants.cfm</a>
Municipal Internship	<a href="http://www.municipalaffairs.alberta.ca/ms/internship/">www.municipalaffairs.alberta.ca/ms/internship/</a>
Collaborative Governance Initiative	<a href="http://www.municipalaffairs.alberta.ca/1488.cfm">www.municipalaffairs.alberta.ca/1488.cfm</a>
Mediation Services for Municipalities	<a href="http://www.municipalaffairs.gov.ab.ca/ms/mediation">www.municipalaffairs.gov.ab.ca/ms/mediation</a>
Government of Alberta Strategic Business Plan	<a href="http://www.finance.alberta.ca/publications/budget/budget2011/goa-business-plan.pdf">www.finance.alberta.ca/publications/budget/budget2011/goa-business-plan.pdf</a>
Municipal Affairs Vision, Mission, Core Business and Goals	<a href="http://www.municipalaffairs.alberta.ca/mc_mah_vision.cfm">www.municipalaffairs.alberta.ca/mc_mah_vision.cfm</a>

**9. Legal Statements**

The personal information being collected on this form will be used to administer the Regional Collaboration Program. The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director, Municipal Grants, Alberta Municipal Affairs, 17<sup>th</sup> floor, 10155-102 Street, Edmonton AB T5J 4L4.

**Provide vendor information only if it is not on file with Municipal Affairs**

**10. Vendor Profile**

Required information	Vendor profile information collection
Financial institution name	
Address	
City	
Province	
Postal code	
Transit number	
Account title	
Type of account	

**Is your Application Complete?**

Has your application been signed?

If necessary, are the completed supplementary forms attached?

## Supplementary Form 1 – Regional Collaboration or Strategic Initiatives Supplementary Questions

**Table 1 - Participant Contributions**

Eligible and Non-Eligible Participants	Resources Committed (both financial and in-kind contributions)

1. What are the benefits that the project will provide? How significant are these benefits and how do they respond to municipal and regional needs?
  
2. How will project benefits be shared and used to further overall municipal sustainability?
  
3. Explain how the benefits realized will continue beyond the term of the project?

If this project falls under the **Strategic Initiatives Component**, also answer the following:

4. How do the project outcomes respond to provincial priorities?

**Supplementary Form 2 – Municipal Internship – Project Financial Allocations**

Refer to the instructions in Appendix 2 of the guidelines for completing these tables.

**Table 1 - Salary and Benefits**

	Provincial Grant	Municipal Contribution	Total
Salary	\$30,000	\$	\$
Benefits	\$2,000	\$	\$

**Table 2 - Expenses**

Expenses	Minimum	Maximum	Municipal Request	Municipal Contribution	TOTAL
Required: Recruitment	\$1,000	\$1,000	\$1,000		
Required: Relocation Costs	\$1,000	\$1,000	\$1,000		
Required: Ministry Workshops	\$1,000	-			
Required: Professional Development Courses	\$1,000	-			
Required: Conference Fees	\$1,000	-			
Required: Supervisor's travel expenses for Ministry workshops	\$1,000	\$1,000	\$1,000		
Optional: Laptop Computer (Returning hosts: Printer, Projector, Chair, Desk, Filing Cabinet)		\$2,500			
Optional: Association Membership or Meeting Fees		-			
Optional: Safety Gear		-			
<b>TOTAL</b>			\$11,000		









## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Request from La Crete Residents</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County encourages public participation and appreciates receiving feedback from its citizenry.

### **OPTIONS & BENEFITS:**

Please see the attached letter signed by a number of La Crete residents.

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

There is no municipal funding in the 2012 budget to accommodate this request, although some suggestions may not involve municipal funds (for example, paving approaches going onto main street).

### **RECOMMENDED ACTION:**

That the request from the La Crete residents regarding beautification of the Hamlet of La Crete be considered during the 2013 budget deliberations.

Author: J. Whittleton Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

To: the county counselors,

July 31/12



We would like to bring a few ideas to your attention. In having done some traveling this summer, we have notice how other towns have taken the time and money to beautify their towns it was so nice to see. Than coming home it was a bit of a disappointment to see our main street. It looks more like an industrial street. We think that if we would beautify our main street it would reflect our community, for most of our yards and farms are very well taken care of. For the most part we take pride in what we do.

Here are some suggestions:

- It needs to be a paid position or contracted out for this will take more than Volunteer work.
- In front of the school we would have a short brick wall and flower patches placed strategically.
- In front of Knelsen Sand and Gravel we could build a rock pile 3 to 4 feet high 20 or more feet long.
- In another spot we could have smaller rocks on a slop/ hill with flower pots or bed or shrubs 10 feet apart.
- Plant mature trees
- If we have grass which looks very nice make sure it is grass not weeds?
- Hanging baskets from lights poles
- Other areas we could put down bark or rubber as ground cover with shrubs
- Mount cameras and if vandalism happens, fines should be high enough that they won't want to do it again. (We should not have to cater to the youth in this, just like at home the youth or small children should not dictate how we decorate our yard or home neither should they here in our town as we the parents and business owners are the tax payers).
- Maybe pave all approaches going onto Main Street. (This would give a very clean look )



I am sure there would be many more ideas that could be used. Here are only a few

Thank you for taking the time to look at this. Look forward to hearing from you.

Sincerely Yours,

Tom Miller  
Mark Miller  
Doreen Neubold

Helen Harder  
Barbara  
Justinie Guineus  
John Siemens  
Sarah Siemens  
Marianne (Benny)  
Sisie Orledge



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Wildfires – Compensation for Firefighters</b>

**BACKGROUND / PROPOSAL:**

The wildfire activity in Mackenzie County has been extreme and rare. Considering the substantial amount of hours our volunteer firefighters spent on structure protection during the Blue Hills, Wilson Prairie areas and in the Hamlet of Zama, Council directed administration to bring forward a recommendation regarding one time compensation for these extraordinary events.

**OPTIONS & BENEFITS:**

The responsibility for wildfires within Mackenzie County lies with the Provincial Government – Environment and Sustainable Resource Development (ESRD). ESRD requested mutual aid for structural protection during these three wildfires.

Under the Mutual Aid Agreement, the County is reimbursed at \$25/hour for an officer and at \$20/hour per a firefighter.

Administration recommends that the County uses the Mutual Aid Agreement rates to provide one-time compensation to the officers and firefighters that were engaged in these fire fighting activities.

**COSTS & SOURCE OF FUNDING**

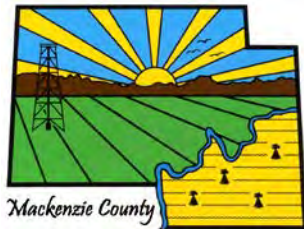
The County will be invoicing ESRD under the Mutual Aid Agreement for these wildfires.

**Author:** J.Whittleton      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

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

That one-time compensation be provided to the firefighting personnel involved in the Blue Hills, Wilson Prairie & Hamlet of Zama wildfire incidents using the Mutual Aid Agreement rates (\$25/hour for officers and \$20/hour for firefighters).

Author: J. Whittleton Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Wildfires – Compensation for Out-of-Scope Personnel</b>

**BACKGROUND / PROPOSAL:**

The wildfire activity in Mackenzie County has been extreme and rare. Due to the substantial amount of hours spent by many municipal personnel during the firefighting efforts at the Blue Hills, Wilson Prairie areas and in the Hamlet of Zama, Council passed a motion in consideration to compensate the out-of-scope personnel. Please note that out-of-scope personnel’s overtime compensation is limited to one week (five working days) vacation per year.

**OPTIONS & BENEFITS:**

The responsibility for wildfires within Mackenzie County lies with the Provincial Government – Environment and Sustainable Resource Development (ESRD). ESRD requested mutual aid for structural protection during these three wildfires.

Under the Mutual Aid Agreement, the County is reimbursed at \$25/hour for an officer and at \$20/hour per a firefighter. It may be appropriate to use the officer rate to compensate the out-of-scope personnel for overtime hours as one-time compensation.

**COSTS & SOURCE OF FUNDING**

These costs will qualify under the Disaster Recovery Program. The County is submitting the DRP applications for these fires for the costs not covered under the Mutual Aid Agreement with ESRD.

**Author:** J.Whittleton      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

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

That out-of-scope personnel receive one-time compensation at \$25/hour for the overtime hours (straight time) incurred due to the wildfire duties.

Author: J. Whittleton Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Northwest Ports – Stakeholders Symposium</b>

### **BACKGROUND / PROPOSAL:**

Northwest Corridor Development Corporation will be hosting a Northwest Port – Stakeholders Symposium during the week of October 8, 2012 in Prince Rupert, BC.

### **OPTIONS & BENEFITS:**

Northern transportation routes are critical to the northern development. It is important for the County to stay connected with the key organizations that support continuing development of the northern transportation corridors.

Administration recommends that the Reeve be authorized to attend this symposium.

Administration also recommends that the October 9, 2012 Council meeting be cancelled as the CAO will also be attending.

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

Registration Fee – unknown at this time

Mileage - \$1,651.35

Meals/Incidentals - \$345.00

Accommodations - \$875.00

Per Diems - \$1,000.00

Total Cost – Approximately \$4,000.00 - \$4,500.00

This conference has not been included in the 2012 council budget.

**Author:** J. Whittleton **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

That the Reeve be authorized to attend the Northwest Ports – Stakeholders Symposium hosted by the Northwest Corridor Development Corporation in Prince Rupert, BC during the week of October 8, 2012.

Author: J. Whittleton Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Organizational Meeting</b>

### **BACKGROUND / PROPOSAL:**

As per the Municipal Government Act (s. 192 (1)), Council must hold an organizational meeting annually not later than 2 weeks after the 3<sup>rd</sup> Monday in October.

The organizational meeting will include the election of the Reeve and Deputy Reeve, review of the Honorariums & Expense Bylaw, review of the Organizational/Procedural Bylaw, an in-depth review of Council committees and their Terms of Reference, appointment of council members and members at large to various committees/boards, and the establishment of the 2013 council meeting dates.

Administration recommends that the meeting be held on Tuesday, October 23<sup>rd</sup>.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

That the Organizational meeting be scheduled for October 23, 2012 at 10:00 a.m. in the Fort Vermilion Council Chambers.

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





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 22, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Financial Report – July 31, 3012</b>

### **BACKGROUND / PROPOSAL:**

Finance department provides financial reports to Council as per policy.

### **OPTIONS & BENEFITS:**

Please review the following financial reports for the period ended July 31, 2012:

- Investment Report
- Operating Statement
- Projects Progress Report

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

NA

### **RECOMMENDED ACTION:**

That the financial reports for the period ended July 2012 be accepted for information.

Author: P. Tian Review Date: \_\_\_\_\_ CAO \_\_\_\_\_



## Investment Report for July 2012

### CHEQUING ACCOUNT on July 31, 2012

Bank account balance 3,735,746

### INVESTMENT VALUES on July 31, 2012

Short term investments (EMO-0377-A) 25,789,539  
 Short term T-Bill (1044265-26) 233,116  
 Long term investments (EMO-0374-A) 4,764,915  
30,787,570

These balances include  
'market value changes'.

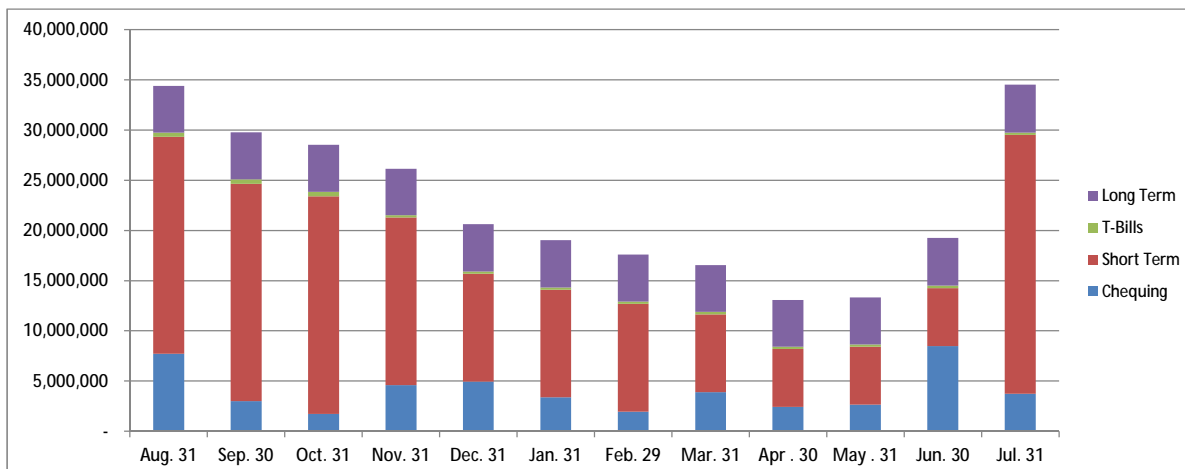
### REVENUES

	Total	Short Term	Long Term
Interest received	176,006	78,656	97,351
Interest accrued	33,237	0	33,237
	<b>209,243</b>	<b>78,656</b>	<b>130,587</b>
Market value changes	(28,342)	n/a	(28,342)
Interest received, chequing account	28,607	28,607	n/a
<b>Grand total revenues before investment manager fees</b>	<b>209,509</b>	<b>107,263</b>	<b>102,246</b>
Deduct: investment manager fees for investments	-12,300	-4,062	-8,238
<b>Grand total revenues after investment manager fees</b>	<b>197,208</b>	<b>103,201</b>	<b>94,007</b>

Note: The monthly investment reports for July 2012 have not been received. The interest income for EMO-0377 & EMO-0374 and the market value change for EMO-0374 for July 2012 were estimated based on the Portfolio Evaluation Reports as of July 31, 2012.

### BALANCES IN THE VARIOUS ACCOUNTS - LAST 12 MONTHS

	Chequing	Short Term	T-Bills	Long Term	Total
Aug. 31	7,705,389	21,620,728	431,518	4,651,678	34,409,313
Sep. 30	2,994,365	21,648,353	431,760	4,697,256	29,771,735
Oct. 31	1,743,367	21,671,035	431,980	4,687,186	28,533,568
Nov. 31	4,593,708	16,695,743	232,183	4,634,626	26,156,261
Dec. 31	4,960,346	10,715,760	232,302	4,729,599	20,638,007
Jan. 31	3,372,860	10,725,874	232,420	4,700,349	19,031,503
Feb. 29	1,957,148	10,738,223	232,531	4,678,861	17,606,764
Mar. 31	3,895,524	7,752,071	232,649	4,666,929	16,547,173
Apr. 30	2,434,491	5,759,186	232,764	4,653,003	13,079,444
May 31	2,653,232	5,766,432	232,883	4,684,900	13,337,446
Jun. 30	8,492,171	5,773,900	232,998	4,761,953	19,261,021
Jul. 31	3,735,746	25,789,539	233,116	4,764,915	34,523,317



**MACKENZIE COUNTY  
STATEMENT OF OPERATIONS**

July 31, 2012

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2012</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
	<b>Total</b>	<b>Total</b>	<b>Budget</b>		
<b>OPERATIONAL REVENUES</b>					
Property taxes	\$29,509,060	\$30,089,163	\$30,093,261	\$4,098	0%
User fees and sales of goods	\$2,327,164	\$1,968,191	\$3,204,882	\$1,236,691	39%
Government transfers	\$1,296,307	\$481,394	\$1,414,325	\$932,931	66%
Investment income (operating)	\$422,701	\$227,696	\$346,500	\$118,804	34%
Penalties and costs on taxes	\$115,552	\$151,089	\$115,000	(\$36,089)	-31%
Licenses, permits and fines	\$354,142	\$282,947	\$255,880	(\$27,067)	-11%
Rentals	\$74,858	\$52,235	\$61,211	\$8,976	15%
Insurance proceeds	\$8,729	\$0	\$0	\$0	
Development levies	\$10,437	\$32,847	\$0	(\$32,847)	
Municipal reserve revenue	\$24,601	\$17,550	\$0	(\$17,550)	
Sale of non-TCA equipment	\$1,500	\$0	\$0	\$0	
Other	\$345,352	\$312,721	\$220,000	(\$92,721)	-42%
<b>Total operating revenues</b>	<b>\$34,490,403</b>	<b>\$33,615,832</b>	<b>\$35,711,059</b>	<b>\$2,095,227</b>	<b>6%</b>
<b>OPERATIONAL EXPENSES</b>					
Legislative	\$669,581	\$316,476	\$675,209	\$358,733	53%
Administration	\$4,590,964	\$2,450,276	\$5,302,847	\$2,852,571	54%
Protective services	\$960,786	\$590,283	\$1,547,832	\$957,549	62%
Transportation	\$12,881,821	\$2,969,528	\$15,216,344	\$12,246,816	80%
Water, sewer, solid waste disposal	\$3,933,057	\$1,374,303	\$4,832,689	\$3,458,386	72%
Public health and welfare (FCSS)	\$622,969	\$555,064	\$671,041	\$115,977	17%
Planning, development, agriculture	\$1,564,630	\$780,915	\$2,254,807	\$1,473,892	65%
Recreation and culture	\$1,470,713	\$1,040,277	\$1,813,438	\$773,161	43%
School requisitions	\$6,295,112	\$3,076,350	\$6,157,364	\$3,081,014	50%
Lodge requisitions	\$719,088	\$291,715	\$291,715	\$0	
Non-TCA projects	\$341,735	\$98,592	\$766,114	\$667,522	87%
<b>Total operating expenses</b>	<b>\$34,050,456</b>	<b>\$13,543,779</b>	<b>\$39,529,400</b>	<b>\$25,985,621</b>	<b>66%</b>
<b>Excess (deficiency) before other</b>	<b>\$439,946</b>	<b>\$20,072,053</b>	<b>(\$3,818,341)</b>	<b>(\$23,890,394)</b>	<b>626%</b>
<b>CAPITAL REVENUES</b>					
Government transfers for capital	\$2,193,446	\$318,254	\$12,116,720	\$11,798,466	97%
Other revenue for capital	\$1,498,632	\$19,885	\$625,000	\$605,115	97%
Proceeds from sale of TCA assets	\$1,003,616	\$611,000	\$634,001	\$23,001	4%
	<b>\$4,695,694</b>	<b>\$949,139</b>	<b>\$13,375,721</b>	<b>\$12,426,582</b>	<b>93%</b>
<b>EXCESS (DEFICIENCY) - PSAB Model</b>	<b>\$5,135,640</b>	<b>\$21,021,192</b>	<b>\$9,557,380</b>	<b>(\$11,463,812)</b>	<b>-120%</b>
<b>Convert to local government model</b>					
Remove non-cash transactions	\$6,540,031	\$0	\$8,651,973	\$8,651,973	100%
Remove revenue for capital projects	(\$4,695,694)	(\$949,139)	(\$13,375,721)	(\$12,426,582)	93%
Long term debt principle	\$2,032,234	\$1,013,119	\$2,421,974	\$1,408,855	58%
Transfers to/from reserves	\$4,897,743	\$0	\$2,411,658	\$2,411,658	100%
<b>EXCESS (DEFICIENCY) - LG Model</b>	<b>\$50,000</b>	<b>\$19,058,934</b>	<b>\$0</b>	<b>(\$19,058,934)</b>	

Mackenzie County  
Summary of All Units  
For the Seven Months Ending July 31, 2012

	2011 Actual	2012 Actual	2012	\$ Remaining	% Remaining
	Total	Total	Budget		
<b>OPERATING REVENUES</b>					
100-Taxation	\$29,249,181	\$29,861,575	\$29,847,076	(\$14,499)	0%
124-Frontage	\$247,129	\$227,587	\$272,549	\$44,962	16%
420-Sales of goods and services	\$303,843	\$314,103	\$223,135	(\$90,968)	-41%
421-Sale of water - metered	\$1,522,444	\$1,231,083	\$2,333,142	\$1,102,059	47%
422-Sale of water - bulk	\$500,878	\$423,005	\$648,605	\$225,600	35%
424-Sale of land	\$13,922	\$55,214	\$0	(\$55,214)	
510-Penalties on taxes	\$115,552	\$151,089	\$115,000	(\$36,089)	-31%
511-Penalties of AR and utilities	\$35,870	\$21,402	\$30,000	\$8,598	29%
520-Licenses and permits	\$11,704	\$11,665	\$12,600	\$935	7%
521-Offsite levy	\$10,437	\$32,847	\$0	(\$32,847)	
522-Municipal reserve revenue	\$24,601	\$17,550	\$0	(\$17,550)	
526-Safety code permits	\$263,848	\$215,750	\$185,000	(\$30,750)	-17%
525-Subdivision fees	\$37,586	\$37,849	\$25,000	(\$12,849)	-51%
530-Fines	\$29,836	\$9,153	\$25,880	\$16,727	65%
531-Safety code fees	\$11,168	\$8,530	\$7,400	(\$1,130)	-15%
550-Interest revenue	\$422,701	\$181,910	\$346,500	\$164,590	48%
551-Market value changes	\$0	\$45,786	\$0	(\$45,786)	
560-Rental and lease revenue	\$74,858	\$52,235	\$61,211	\$8,976	15%
570-Insurance proceeds	\$8,729	\$0	\$0	\$0	
592-Well drilling revenue	\$22,903	\$63,968	\$15,000	(\$48,968)	-326%
597-Other revenue	\$182,468	\$140,814	\$175,000	\$34,186	20%
598-Community aggregate levy	\$90,189	\$31,324	\$0	(\$31,324)	
630-Sale of non-TCA equipment	\$1,500	\$0	\$0	\$0	
840-Provincial grants	\$1,296,307	\$481,394	\$1,414,325	\$932,931	66%
990-Over/under tax collections	\$12,750	\$0	(\$26,364)	(\$26,364)	100%
<b>TOTAL REVENUE</b>	<b>\$34,490,403</b>	<b>\$33,615,832</b>	<b>\$35,711,059</b>	<b>\$2,095,227</b>	<b>6%</b>
<b>OPERATING EXPENSES</b>					
110-Wages and salaries	\$4,436,777	\$2,844,788	\$5,961,874	\$3,117,086	52%
132-Benefits	\$803,760	\$552,270	\$1,129,676	\$577,406	51%
136-WCB contributions	\$46,075	\$9,295	\$41,094	\$31,799	77%
142-Recruiting	\$17,653	\$4,671	\$10,000	\$5,329	53%
150-Isolation cost	\$57,009	\$28,594	\$66,000	\$37,406	57%
151-Honoraria	\$548,907	\$221,026	\$518,400	\$297,374	57%
211-Travel and subsistence	\$292,020	\$206,898	\$293,758	\$86,860	30%
212-Promotional expense	\$15,163	\$13,643	\$45,806	\$32,163	70%
214-Memberships & conference fees	\$94,517	\$54,779	\$116,635	\$61,856	53%
215-Freight	\$94,534	\$48,271	\$109,950	\$61,679	56%
216-Postage	\$22,130	\$19,807	\$37,050	\$17,243	47%
217-Telephone	\$165,370	\$84,374	\$159,822	\$75,448	47%
221-Advertising	\$61,461	\$43,457	\$60,040	\$16,583	28%
223-Subscriptions and publications	\$3,932	\$2,610	\$7,922	\$5,312	67%
231-Audit fee	\$54,690	\$49,250	\$56,000	\$6,750	12%
232-Legal fee	\$124,423	\$66,233	\$95,000	\$28,767	30%
233-Engineering consulting	\$88,981	\$18,491	\$101,000	\$82,509	82%
235-Professional fee	\$1,317,904	\$761,395	\$1,425,534	\$664,139	47%
236-Enhanced policing fee	\$282,846	\$130,000	\$340,000	\$210,000	62%
239-Training and education	\$50,008	\$28,132	\$129,450	\$101,318	78%
242-Computer programming	\$41,992	\$23,307	\$48,360	\$25,053	52%
251-Repair & maintenance - bridges	\$174,036	\$27,061	\$507,000	\$479,939	95%
252-Repair & maintenance - buildings	\$151,369	\$70,652	\$204,225	\$133,573	65%
253-Repair & maintenance - equipment	\$244,211	\$93,067	\$385,710	\$292,643	76%
255-Repair & maintenance - vehicles	\$100,413	\$64,263	\$89,250	\$24,987	28%
258-Contract graders	\$105,911	\$61,700	\$160,000	\$98,300	61%
259-Repair & maintenance - structural	\$948,792	\$177,317	\$1,697,320	\$1,520,003	90%
261-Ice bridge construction	\$83,365	\$72,899	\$120,000	\$47,101	39%
262-Rental - building and land	\$36,933	\$13,378	\$15,450	\$2,072	13%
263-Rental - vehicle and equipment	\$98,143	\$32,477	\$81,878	\$49,401	60%
266-Communications	\$68,041	\$44,258	\$77,760	\$33,502	43%
271-Licenses and permits	\$8,753	\$7,899	\$12,039	\$4,140	34%
272-Damage claims	\$1,000	\$0	\$5,000	\$5,000	100%
273-Taxes	\$13,382	\$990	\$15,000	\$14,010	93%
274-Insurance	\$241,106	\$0	\$273,110	\$273,110	100%
342-Assessor fees	\$252,483	\$131,662	\$234,520	\$102,858	44%
290-Election cost	\$0	\$0	\$1,500	\$1,500	100%
511-Goods and supplies	\$723,152	\$423,651	\$916,379	\$492,728	54%
521-Fuel and oil	\$719,646	\$248,946	\$657,940	\$408,994	62%
531-Chemicals and salt	\$215,575	\$108,741	\$325,450	\$216,709	67%
532-Dust control	\$328,956	\$296,981	\$390,800	\$93,819	24%

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2012</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
	<b>Total</b>	<b>Total</b>	<b>Budget</b>		
533-Grader blades	\$153,301	\$12,832	\$150,000	\$137,168	91%
534-Gravel (apply; supply and apply)	\$1,957,622	\$32,030	\$1,474,700	\$1,442,670	98%
535-Gravel reclamation cost	\$621,903	\$0	\$50,000	\$50,000	100%
543-Natural gas	\$102,962	\$58,856	\$145,440	\$86,584	60%
544-Electrical power	\$549,748	\$389,680	\$557,900	\$168,220	30%
710-Grants to local governments	\$1,598,790	\$792,700	\$2,006,600	\$1,213,900	60%
735-Grants to other organizations	\$1,498,132	\$1,449,690	\$1,565,356	\$115,666	7%
747-School requisition	\$6,295,112	\$3,076,350	\$6,157,364	\$3,081,014	50%
750-Lodge requisition	\$719,088	\$291,715	\$291,715	\$0	0%
800-Emergency Expenses	\$2,062	\$0	\$0	\$0	
810-Interest and service charges	\$32,418	\$26,812	\$27,000	\$188	1%
831-Interest - long term debt	\$484,236	\$222,667	\$691,036	\$468,369	68%
921-Bad debt expense	(\$1,119)	\$0	\$10,500	\$10,500	100%
922-Tax cancellation/write-off	\$11,732	\$4,624	\$60,000	\$55,376	92%
992-Cost of land sold	\$7,286	\$0	\$0	\$0	
993-NBV value of disposed TCA	\$1,094,979	\$0	\$166,696	\$166,696	100%
994-Change in inventory	(\$956,123)	\$0	\$729,314	\$729,314	100%
995-Depreciation of TCA	\$6,401,174	\$0	\$7,755,963	\$7,755,963	100%
<b>TOTAL</b>	<b>\$33,708,721</b>	<b>\$13,445,187</b>	<b>\$38,763,286</b>	<b>\$25,318,099</b>	<b>65%</b>
<b>Non-TCA projects</b>	<b>\$341,735</b>	<b>\$98,592</b>	<b>\$766,114</b>	<b>\$667,522</b>	<b>87%</b>
<b>TOTAL EXPENSES</b>	<b>\$34,050,456</b>	<b>\$13,543,779</b>	<b>\$39,529,400</b>	<b>\$25,985,621</b>	<b>66%</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$439,946</b>	<b>\$20,072,053</b>	<b>(\$3,818,341)</b>	<b>(\$23,890,394)</b>	<b>626%</b>
<b>OTHER</b>					
830-Federal transfers for capital	\$103,235	\$0	\$0	\$0	
840-Provincial transfers for capital	\$2,090,211	\$318,254	\$12,116,720	\$11,798,466	97%
570-Insurance Proceeds	\$31,000	\$0	\$0	\$0	
575-Contributed TCA	\$1,442,832	\$0	\$0	\$0	
597-Other capital revenue	\$24,800	\$19,885	\$625,000	\$605,115	97%
630-Proceeds of sold TCA asset	\$1,003,616	\$611,000	\$634,001	\$23,001	4%
	<b>\$4,695,694</b>	<b>\$949,139</b>	<b>\$13,375,721</b>	<b>\$12,426,582</b>	<b>93%</b>
<b>EXCESS (DEFICIENCY) - PS MODEL</b>	<b>\$5,135,640</b>	<b>\$21,021,192</b>	<b>\$9,557,380</b>	<b>(\$11,463,812)</b>	<b>-120%</b>
<b>CONVERT TO LG INCOME STATEMENT</b>					
Remove non-cash transactions associated with PSAB changes					
993-NBV value of disposed TCA	\$1,094,979	\$0	\$166,696	\$166,696	100%
994-Change in inventory	(\$956,123)	\$0	\$729,314	\$729,314	100%
995-Amortization of TCA	\$6,401,174	\$0	\$7,755,963	\$7,755,963	100%
Remove TCA revenues					
Total of OTHER per above	(\$4,695,694)	(\$949,139)	(\$13,375,721)	(\$12,426,582)	93%
Add LTD principle paid					
832-Principle Payments	\$2,032,234	\$1,013,119	\$2,421,974	\$1,408,855	58%
Add/Deduct LG model TF to/from reserves					
930-Contributions from Operating Reserve	(\$157,190)	\$0	(\$258,162)	(\$258,162)	100%
940-Contribution from Capital Reserve	(\$26,452)	\$0	\$0	\$0	
762-Contribution to Capital (funding TCA projects)	\$528,231	\$0	\$382,830	\$382,830	100%
763-Contribution to Capital Reserves	\$3,407,328	\$0	\$2,186,990	\$2,186,990	100%
764-Contribution to Operating Reserves	\$1,145,826	\$0	\$100,000	\$100,000	100%
<b>EXCESS (DEFICIENCY) - LG MODEL</b>	<b>\$50,000</b>	<b>\$19,058,934</b>	<b>\$0</b>	<b>(\$19,058,934)</b>	



Code for 2012	Project Name	Total costs	Costs in prior years	Costs in current year up to Jul 31, 2012	2012 Budget	2012 Budget Remaining on Jul 31, 2012	Status Update on Jul 31, 2012	Percentage of Completion (%)
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**Administration Department**

6-12-30-01-xxx	ZA-Distance Communication & Training (CF)	2,519	-	2,519	10,000	7,481	In progress	
6-12-30-02-xxx	FV Building Alarm System (CF)	6,161	-	6,161	13,128	6,967	In progress	
6-12-30-03-xxx	Zama Paving Corenerstone/Library Parking Lot (was postponed in 2011)	-	-	-	300,000	300,000	Will be done in conjunction with Zama access paving	
6-12-30-04-xxx	Office Roof Repair in Fort Vermilion	-	-	-	150,000	150,000	The project was quoted at \$70,000 and is scheduled to commence this fall.	0%
6-12-30-05-xxx	Virtual City Hall (CF)	15,585	15,585	-	4,415	4,415	In progress	
6-12-30-06-xxx	Office Parking Lot & Salt&Sand Pad Paving in Fort Vermilion	181,817	-	181,817	180,000	(1,817)	Completed	50%
6-12-30-07-xxx	Two Vans replacement	54,460	-	54,460	60,000	5,540	Completed	
6-12-30-08-xxx	CAO Vehicle	40,865	-	40,865	47,000	6,135	Completed	
6-12-30-09-xxx	Landscaping at Fort Vermilion Office	21,754	-	21,754	25,000	3,246	In progress	0%
6-12-30-10-xxx	Electronic Records Management System	20,190	-	20,190	100,000	79,810	In progress - Xerox unit was purchased.	
6-12-30-11-xxx	Xerox Replacement for Fort Vermilion Office	65,105	-	65,105	65,000	(105)	Completed	
6-12-30-12-xxx	Building Maintenance Truck, Cargo Trailer	42,838	-	42,838	55,000	12,162	Completed	100%
6-12-30-15-xxx	Land Purchases from AB SRD (CF)	53	53	-	174,948	174,948	An offer was received from ESRD and signed. We are waiting for ESRD's responses.	
6-12-30-17-xxx	County's CAO House Capital Repairs (CF)	72,267	70,024	2,243	15,000	12,757	In progress	
<i>Total department 12</i>				437,952	1,199,491	761,539		

**Fire Department**

6-23-30-01-xxx	Command Truck for Fort Vermilion	40,998	-	40,998	40,000	(998)	Completed	100%
6-23-30-02-xxx	Tompkins Fire Hall Construction (CF)	553,297	548,776	4,521	17,755	13,233	Telus landline is being installed. In progress	10%
6-23-30-03-xxx	Fire Dispatch System (CF)	-	-	-	24,370	24,370	In progress	10%
6-23-30-04-xxx	Tompkins Fire Hall Landscaping	4,470	-	4,470	20,000	15,530	In progress	10%
6-23-30-05-xxx	LC-Furniture/Fixtures for Blue Hills Fire hall (CF)	31,188	29,068	2,120	10,932	8,812	In progress	80%
6-23-30-06-xxx	LC - Fire Tanker (CF)	318,364	-	318,364	316,347	(2,017)	Completed	90%
6-23-30-07-xxx	Fire Hall Roof Repair in Fort Vermilion (re-shingling)	-	-	-	40,000	40,000	The roof repair was done. RFD is being presented to council regarding interior and exterior painting.	5%
<i>Total department 23</i>				370,473	469,404	98,931		

**Bylaw Enforcement Department**

6-26-30-01-xxx	Bylaw Enforcement Officer Truck	30,192	-	30,192	31,000	808	Completed	100%
6-26-30-02-xxx	Safety Officer Truck	30,982	-	30,982	31,000	18	Completed	100%
6-26-30-03-xxx	Director of Community & Protective Services Truck	30,992	-	30,992	31,000	8	Completed	100%
<i>Total department 26</i>				92,167	93,000	833		

Code for 2012	Project Name	Total costs	Costs in prior years	Costs in current year up to Jul 31, 2012	2012 Budget	2012 Budget Remaining on Jul 31, 2012	Status Update on Jul 31, 2012	Percentage of Completion (%)
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**Transportation Department**

6-32-30-01-xxx	Grader Replacement Program (three graders: units 2126, 2127, 2119)	1,062,687	-	1,062,687	1,070,961	8,274	Completed	
6-32-30-02-xxx	15' Mower & Arm (New for La Crete)	-	-	-	50,000	50,000	Was delivered on August 11, 2012	
6-32-30-03-xxx	Skidsteer Program (La Crete)	-	-	-	-	-		
6-32-30-04-xxx	Truck for PW Department (replacement of units 1844 & 1532)	87,447	-	87,447	90,001	2,554	Completed	
6-32-30-05-xxx	La Crete 101 Street Pave to Rural Standard & 103rd Avenue (Engineering)	-	-	-	100,014	100,014	Focus has been engaged. In progress.	
6-32-30-06-xxx	La Crete 94th Avenue Recap (Engineering)	-	-	-	47,330	47,330	Focus has been engaged. In progress.	
6-32-30-07-xxx	Fort Vermilion Paving Overlay (53rd Street) & (48th Ave) (Engineering)	-	-	-	128,935	128,935	Focus has been engaged. In progress.	
6-32-30-08-xxx	Zama Aspen Drive Pave to Rural Standard (Engineering)	-	-	-	42,412	42,412	Focus has been engaged. In progress.	
6-32-30-09-xxx	Road Construction Requests	57,431	-	57,431	230,000	172,569	In Progress	
6-32-30-10-xxx	Transmission Flusher Pump/Cleaner (La Crete)	-	-	-	5,500	5,500	On order	
6-32-30-12-xxx	Bridge Rebuild (BF 81336)	-	-	-	390,000	390,000	Postponed to 2013 as it was not approved by AT	
6-32-30-14-xxx	Underhood Air Compressor for Service Truck in Fort Vermilion	7,900	-	7,900	8,000	100	Completed	
6-32-30-15-xxx	Salt & Sand Shelter for Fort Vermilion	25,025	-	25,025	20,000	(5,025)	Completed	
6-32-30-16-xxx	Pressure Washer System - Upgrades for Fort Vermilion	-	-	-	5,000	5,000		
6-32-30-17-xxx	Picker for Service Truck for Fort Vermilion	11,700	-	11,700	12,000	300	Completed	
6-32-30-18-xxx	Zama Bears paw Crescent (CF)	511,261	511,261	-	30,633	30,633		
6-32-30-19-xxx	Sander Plow Truck Equipment for Zama	-	-	-	165,000	165,000	Ordered. Expected delivery is at end of August.	
6-32-30-20-XXX	Bridge Rebuild (BF 76279 & 76506)	261,908	-	261,908	311,343	49,435	Completed	
6-32-30-33-xxx	Hamlet of Zama Entrance Beautification Project (CF)	-	-	-	10,000	10,000	In Progress	
6-32-30-75-xxx	AJA Friesen Road Reconstruction (CF)	1,674,445	1,505,192	169,253	194,727	25,474	Final cleanup and registration in progress	
6-32-30-80-xxx	Zama Access Road (Paving) (CF)	37,676	-	37,676	6,000,000	5,962,324	Project was tendered and awarded. In Progress.	
6-32-30-81-xxx	Highway 88 Connector (Phase I Paving) (CF)	99,212	20,572	78,640	7,807,000	7,728,361	Project was tendered and awarded. In Progress.	
<i>Total department 32</i>				1,799,667	16,718,856	14,919,189		

**Airport Department**

6-33-30-01-xxx	La Crete Airport Development (CF)	2,664,302	2,659,396	4,906	35,085	30,179	In progress	30%
6-33-30-02-xxx	Fort Vermilion Airport Development (CF)	1,351,590	1,351,590	-	28,016	28,016	In progress	30%
6-33-30-03-xxx	Airport Drainage Ditch at La Crete Airport	-	-	-	10,000	10,000	In review	0%
6-33-30-04-xxx	Airport Instrument Approach at La Crete Airport	-	-	-	50,000	50,000	In review	50%
<i>Total department 33</i>				4,906	123,101	118,195		

**Water Treatment & Distribution Department**

Code for 2012	Project Name	Total costs	Costs in prior years	Costs in current year up to Jul 31, 2012	2012 Budget	2012 Budget Remaining on Jul 31, 2012	Status Update on Jul 31, 2012	Percentage of Completion (%)
6-41-30-01-xxx	Truck for La Crete (new addition to the fleet)	34,182	-	34,182	35,000	818	Completed	
6-41-30-02-xxx	Steps for Reservoir in La Crete	-	-	-	7,000	7,000	Has not been started	
6-41-30-03-xxx	Wolfe Lake Water Point Building Replacement	-	-	-	16,000	16,000	Has not been started	
6-41-30-04-xxx	Raw Water Reservoir Cleaning and/or Aeration System Improvement in Fort Vermilion	5,380	-	5,380	300,000	294,620	In Progress	
6-41-30-05-xxx	Replacement of Chlorine Gas Equipment & Analyzer in Fort Vermilion	-	-	-	15,000	15,000	Investigating options	
6-41-30-06-xxx	Truck for Fort Vermilion (replacement of unit1126)	34,950	-	34,950	36,000	1,050	Completed	
6-41-30-07-xxx	Land Purchase (lot next to FV WTP)	35,000	-	35,000	35,000	-	Completed	
6-41-30-09-xxx	Zama Water Treatment Plant Upgrades (Distribution System Updates)	-	-	-	50,000	50,000	In Progress	
6-41-30-10-xxx	LC-Hydrant Replace Program (CF)	92,310	55,510	36,800	44,490	7,690	Completed	
6-41-30-15-xxx	FV WTP - Capacity & Expansion Assessment (CF)	204	-	204	50,000	49,796	In Progress	
6-41-30-16-xxx	Rural Water - Phase I	88,700	-	88,700	300,000	211,300	In Progress	
6-41-30-17-xxx	Rural Water - Pumping Station	-	-	-	450,000	450,000	A meeting is scheduled with engineers.	
6-41-30-18-xxx	Rural Water - Phase II	-	-	-	290,376	290,376	In Progress	
<i>Total department 41</i>				235,216	1,628,866	1,393,650		

**Sewer Disposal Department**

6-42-30-01-xxx	Lagoon Upgrade in La Crete	15,404	-	15,404	4,396,353	4,380,949	In Progress	
6-42-30-02-xxx	ZA-S-Curve Sewer Services (East Side) (CF)	2,544	2,544	-	47,456	47,456	Rebadged in 2013; RFD is coming to council to redirect funds to Utilities & Poles relocation project	
6-42-30-03-xxx	Main Lift Station Upgrade in Zama	-	-	-	-	-		
<i>Total department 42</i>				15,404	4,443,809	4,428,405		

**Solid Waste Disposal**

6-43-30-01-xxx	Bin Replacement	-	-	-	18,700	18,700	Most bins have been received, and we are waiting for additional three bins.	80%
6-43-30-02-xxx	Land Purchase (NW 11-104-17-W5) (Tompkins Waste Transfer Station) (CF)	-	-	-	39,000	39,000	In Progress, Waiting for SRD	30%
<i>Total department 43</i>				-	57,700	57,700		

**Agricultural Services Department**

6-63-30-01-xxx	High Level Rural Drainage Phase II	30,723	-	30,723	225,000	194,277	Tender Awarded. Construction to commence August 29th, 2012. Completion Date October 31st, 2012	10%
6-63-30-02-xxx	High Level Rural Drainage Phase III	-	-	-	616,000	616,000	Tender Awarded. Construction to commence August 29th, 2012. Completion Date October 31st, 2012	10%
<i>Total department 63</i>				30,723	841,000	810,277		

**Recreation Department**

6-71-30-02-xxx	Fort Vermilion Recreation Board (CF)	38,429	38,059	370	217,941	217,571	CIMCO is working on the ice plant.	
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Code for 2012	Project Name	Total costs	Costs in prior years	Costs in current year up to Jul 31, 2012	2012 Budget	2012 Budget Remaining on Jul 31, 2012	Status Update on Jul 31, 2012	Percentage of Completion (%)
6-71-30-03-xxx	La Crete Recreation Board (CF)	220,321	220,321	-	88,500	88,500		
6-71-30-06-xxx	Zama Recreation Board (CF)	-	-	-	75,000	75,000		
<i>Total department 71</i>				369	381,441	381,071		

**Parks & Playgrounds Department**

6-72-30-01-xxx	ZA-Park Landscaping (CF)	7,054	7,054	-	2,946	2,946	In Progress	
6-72-30-02-xxx	Bobcat for La Crete (new addition)	-	-	-	35,000	35,000	Unit has been ordered.	10%
6-72-30-03-xxx	Water Spray Park (Fort Vermilion) (CF)	-	-	-	130,000	130,000	FV Recreation Board applied for a grant under WED program.	
6-72-30-04-xxx	Zero Turn Mower & Tiller for Fort Vermilion	15,795	-	15,795	18,300	2,505	The mower was purchased, and we are waiting for delivery of tiller.	80%
6-72-30-05-xxx	Zero Turn Mower for La Crete	11,876	-	11,876	15,000	3,124	Completed	100%
6-72-30-06-xxx	Dump Trailer for Fort Vermilion	14,000	-	14,000	15,000	1,000	Completed	100%
6-72-30-07-xxx	La Crete Arena Walkway	2,462	-	2,462	15,000	12,538	Walkway has been surveyed, and we are waiting for title documents.	30%
6-72-30-14-xxx	RV Dump - Hutch Lake (CF)	-	-	-	6,600	6,600	In review.	
6-72-30-15-xxx	La Crete - Water Spray Park (CF)	-	-	-	120,000	120,000		
6-72-30-19-xxx	Hutch Lake - Shelter & Playground Equipment (CF)	36,461	36,461	-	3,539	3,539	Playground is being assembled.	80%
6-72-30-20-xxx	Hutch Lake - Stairs (CF)	17,791	17,791	-	2,749	2,749	In review.	80%
<i>Total department 72</i>				44,133	364,134	320,000		

**TOTAL 2012 Capital Projects**

<b>3,031,012</b>	<b>26,320,802</b>	<b>23,289,790</b>
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## Mackenzie County Action List as of July 25, 2012

### *Council Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>August 11, 2009 Council Meeting</b>			
09-08-643	That administration pursue the federal government in order to acquire a portion of the land for the third phase of the Fort Vermilion Walking Trail project as discussed.	Joulia	In progress
<b>February 8, 2011 Regular Council Meeting</b>			
11-02-129	That administration investigate options for a snow dump area in the La Crete area before the 2011-12 winter season.	John	In progress
<b>March 8, 2011 Regular Council Meeting</b>			
11-03-249	That the Finance Committee be authorized to discuss fire invoicing issues with the Town of High Level.	Joulia Finance	(Regional Collaboration)
<b>April 12, 2011 Regular Council Meeting</b>			
11-04-369	That the Finance Committee be authorized to meet with the Town of High Level representatives to discuss the <b>Airport Vicinity Protection Area, potable water line arrangements</b> , the Annexation Agreement and the Regional Mutual Aid Agreement.	Joulia	In progress
<b>May 10, 2011 Regular Council Meeting</b>			
11-05-447	That administration be authorized to assist the La Crete Agricultural Society in their pursuit of acquiring a space for the purpose of developing a "Jubilee Plaza".	Joulia	In progress Meeting was held on June 26, 2012
11-05-451	That Council request that staff work with the La Crete Swimming Pool Committee to assist them in the development of a business plan approach for the La Crete Swimming Pool project.	Joulia	In progress
<b>February 13, 2012 Regular Council Meeting</b>			
12-02-103	That Policy RESV018 Water Reserve Fund be TABLED to the next meeting.	John Joulia	
<b>February 29, 2012 Regular Council Meeting</b>			
12-02-144	That administration and the Municipal Planning Commission obtains public input to permit a minimum lot size of 55' X 100' for single family residential lots and a minimum lot size 60' X 100' for multiple family lots as well as altering the side yard setbacks to maximize useable yard area in conjunction with the Area Structure Plan reviews.	Joulia Bill	To be completed during review of ASP's

Motion	Action Required	Action By	Status
April 20, 2012 Special Council Meeting			
12-04-277	That the dust control fees be reviewed during 2013.	John	2013 Budget Review
May 23, 2012 Council Meeting			
12-05-332	That administration be authorized to proceed with obtaining regulatory approvals for establishing a crossing at the Little Buffalo in order to access new lands and connect to the East Peace road.	Bill John Joulia	Scheduling a meeting
12-05-333	That administration takes the lead in obtaining all regulatory approvals for crossings installation in the County's road allowances for all fish bearing channels (as determined by the Department of Fisheries and Oceans) as necessary to service new agricultural lands.	Bill John Joulia	Scheduling a meeting
12-05-347	That administration be authorized to proceed with the negotiations for the purchase of Section 27-106-13-5 as authorized in Council Motion 12-03-177. (landfill site)	Bill	In progress
12-05-350	That administration be instructed to proceed with the Resource Road Grant application on the Highway 88 Connector and the Zama Access.	Bill John	In progress (GENIVAR)
12-05-352	That administration be instructed to proceed with the design and tendering of the rural water extension and pumping station project as budgeted.	Bill John	Tender closed August 9 <sup>th</sup> (DCL)
12-05-368	That administration be authorized to enter into leases with Alberta Health Services for the ambulance buildings as presented.	Joulia Carol	Awaiting Signatures
June 12, 2012 Council Meeting			
12-06-398	That administration be authorized to proceed with a request to Alberta Transportation to provide funding and install the culverts at the intersection of AJA Road and Highway 697 along the Seven Mile Road on Highway 58.	Bill John	In progress
12-06-399	That administration be authorized to proceed with requesting at least three firms to provide their engineering cost for an "A" estimate for the Tompkins Crossing Bridge Project and instruct the most suitable engineering firm to proceed if within budget.	Bill John	In progress
June 27, 2012 Council Meeting			
12-06-423	That administration and the Agricultural Land Use Planning Committee review accesses off provincial roads and bring back options.	Joulia John Bill Grant	In progress
12-06-424	That administration develop a plan for accesses off	Joulia	In progress



Motion	Action Required	Action By	Status
	municipal roads and bring back options.	John Bill Grant	
12-06-426	That administration bring back a cost estimate and policy for supplying culverts and gravel for the non-refundable cost share proposals for roads to new lands, for budgeting purposes.	Joulia John Bill Grant	In progress
12-06-431	That administration be instructed to proceed with an Expression of Interest/Request for Proposals for the water management for development of new lands project and review with Council to determine next steps.	Bill Grant	August 21, 2012
<b>July 9, 2012 Council Meeting</b>			
12-07-466	That the Collection of La Crete Residential Waste contract be awarded to D&E Ventures with a start date of October 1, 2012 subject to an approval granted from the Alberta Utilities Commission as per the Municipal Government Act.	Joulia Bill	Letter was issued to successful bidder and application was submitted to the AUC for approval.
12-07-467	That administration prepares and distributes an information letter to all affected ratepayers regarding the residential waste collection procedure and pricing.	Joulia	Letter drafted.
12-07-473	That \$135,000 be included in the 2013 budget for the Fort Vermilion Spray Park (recirculating system) project based on a 50/50 share of the estimated cost of \$350,000.00.	Joulia	In progress FV Rec Board applied for WED grant.
12-07-476	That administration be instructed to obtain quotes for parking lot improvements at the La Crete Arena and Zama Community Hall, and walking path extension in the Hamlet of Fort Vermilion along River Road from 45 <sup>th</sup> street to D.A. Thomas Park, and bring these to Council for a decision at the next meeting.	Bill John	In progress August 22, 2012
12-07-490	That administration draft a letter regarding Bill C-38 Amendments to the Fisheries Act.	Joulia	Under review
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	Bill John	In progress
<b>July 16, 2012 Special Council Meeting</b>			
12-07-503	That administration bring back a Mackenzie County volunteer fire fighter compensation proposal in regards to the 2012 wildfires.	Joulia	August 22, 2012
12-07-505	That consideration be given to compensate out of scope personnel for overtime in extraordinary circumstances.	Joulia	August 22, 2012

Motion	Action Required	Action By	Status
<b>July 25, 2012 Council Meeting</b>			
12-07-511	That the Spruce Road Drainage be deferred to the 2013 budget and that administration proceed with the planning stage in time for the 2013 budget deliberations.	Bill Grant	ASB Meeting August 14, 2012 2013 Budget
12-07-514	That the request for the La Crete Recreation Society be deferred to the 2013 budget deliberations.	Joulia	2013 Budget
12-07-515	That administration take any and all necessary steps to secure the property for continual agricultural research because of the 100+ years of history and the importance of the Fort Vermilion Research Center to our region and to our agricultural industry.	Grant Joulia	In progress MARA Meeting being scheduled for August 22, 2012
12-07-525	That the Mackenzie County AUPE bargaining committee proceeds as follows: <ol style="list-style-type: none"> <li>1) Request another bargaining session date with the Union prior to agreeing to the mediation process;</li> <li>2) If the Union does not agree to a meeting, advise the Director of Mediation Services for the Government of Alberta that the County will participate in the mediation process;</li> <li>3) If the negotiation and/or the mediation process is not successful, administration be directed to prepare a report setting out possible options to consider for a future council meeting.</li> </ol>	Joulia	Request as per item 1 was denied. Mediator has been appointed.
12-07-536	That administration review the 2012 Local Crushing and Stockpiling Tender results including budget review and material availability and bring a recommendation to the next council meeting.	Bill Mark	August 22, 2012

Motion	Action Required	Action By	Status
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Community Sustainability Plan – Action Items

Tasks	Responsibility	Approximate Deadline
<b>Sustainable governance items:</b>		
Citizen-engagement plan, formal avenues for active citizen involvement in strategic planning, long-term planning; undertake citizen satisfaction surveys;	CAO	
Local elections – collect, keep and report to Council voter data from municipal elections (comparative between elections);	Carol	
Review and/or establish Council Policy/Procedure on media communications, responding to citizens, contact with Government, etc.;	CAO, Carol	
Establish a Council Library in the Corporate Office (make a variety of municipal government related books and magazines available);	CAO, Carol	Completed
<b>Service delivery items:</b>		
Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards;	Management Team	
<b>Infrastructure items:</b>		
Review and recommend options regarding an infrastructure management system;	Management Team	
Review/develop a plan for maintaining municipal infrastructure;	Management Team	
<b>Economic vitality items:</b>		
Bring options regarding establishing an annual business licensing;	Joulia	
<b>Risk management items:</b>		
Review and report to Council regarding a municipal service continuity plan;	Management Team	
Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status).	CAO	



July 25, 2012

Our File: 1560-FGTF-MACK

Mr. Bill Neufeld  
Reeve  
Mackenzie County  
PO Box 640  
Fort Vermillion, AB  
T0H 1N0


Dear Reeve Neufeld:

**Re: Federal Gas Tax Fund 2012 Allocation**

Please be advised that a grant in the amount of \$557,412 is being electronically transferred to Mackenzie County under the Federal Gas Tax Fund. This represents the full amount of the 2012 installment payment under this program.

We look forward to working with the municipality in continuing to meet your capital infrastructure needs.

Yours truly,



Ranjit Tharmalingam, P. Eng.  
Acting Regional Director

CB/ljl

cc: Honourable Frank Oberle, MLA, Peace River





MINUTES  
February 27, 2012  
La Crete Support Services  
Pine Centre  
12:00 p.m.

Present: Betty Doerksen, Joyce Fehr, Judy Penner, George Wiebe, Mary Bartsch  
Regrets: Betty Doerksen, Betty Wieler, Lisa Martens, Peter Braun, Anne Knelsen  
Missing:  
Recording Secretary: Mary Driedger  
Staff: Mary Driedger

1. Call to Order at 12:15 p.m.

2. Approval of Agenda

Judy Penner approved the Agenda.

3. Approval of the minutes from the January 16, 2012 meeting.

Joyce Fehr approved the minutes from the January 16, 2012 meeting.

4. Business arising from Minutes

5. New Business

- 5.1 AGM: The AGM is scheduled for March 19<sup>th</sup> at 7:30 at the Pine Centre.
- 5.2 Community Sign: LCSS provided \$5000.00 in funding to the Chamber of Commerce for a Community Sign which was to be returned if it was not used by December 31, 2011. The Community Sign project has not gone ahead.

Motion: Joyce Fehr moves that La Crete Support Services invoice the Chamber of Commerce for a refund of the \$5000.00 that was allocated for the Community Sign.

- Carried

5.3 Revised Budget:

Motion: Mary Bartsch moves that the La Crete Support Services Revised 2012 Budget be approved as presented.

- Carried

- 5.4 FCSS Regional Conference: The Northwest Regional FCSS Spring Conference will be hosted by La Crete Support Services on May 10 & 11, 2012. The conference is open to all FCSS Staff; Board Members; and Mackenzie County Staff and Councilors.

## 6. Information Items

- 6.1 Family Day: Activities were held at the Northern Lights Recreation Centre on February 20<sup>th</sup> from 1-4 p.m. Attendance was low due to activities sponsored by another organization. For this reason, LCSS will not be organizing Family Day Activities in the future.
- 6.2 Canada Day Meeting: The Canada Celebrations are planned for Friday, June 29<sup>th</sup> at the La Crete Heritage Centre. LCSS will be selling hotdogs as a fundraiser for LCSS programs. LCSS will also help with setup and cleanup.
- 6.3 Senior's Around Town Bus: The program is run by La Crete Home Care every Tuesday morning. Seniors can call to LCSS to sign up for the program.

## 7. Upcoming Programs

- 7.1 Parent Conference: The conference is planned for March 17<sup>th</sup> in partnership with the Youth Activity Centre. The Keynote Speaker will be Alvin Law.
- 7.2 Men's Wellness Session: An evening informational session on April 13<sup>th</sup> at the Heritage Centre regarding Prostate Cancer. The session is open to all adults, not limited to men.

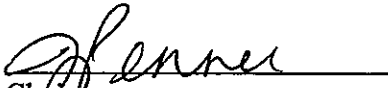
## 8. Financial Report

## 9. Acceptance of Financial Statements

Joyce Fehr accepted the Financial Statements as presented.

10. Next Meeting Date: March 19, 2012

11. Adjournment at 12:56 p.m.

  
Chairperson



MINUTES  
March 19, 2012  
La Crete Support Services  
Pine Centre  
12:00 p.m.

Present: Betty Doerksen, Judy Penner, George Wiebe, Ann Knelsen, Betty Wieler  
Regrets: Joyce Fehr, Peter Braun, Mary Bartsch,  
Missing: Lisa Martens  
Recording Secretary: Betty Doerksen  
Staff: Mary Driedger and Jeanette Wolfe

1. Call to Order at 7:04 p.m.

2. Approval of Agenda

Betty Wieler approved the Agenda with the addition of 5.3 Signing Authority

3. Approval of the minutes from the February 27, 2012 meeting.

Judy Penner approved the minutes from the February, 2012 meeting.

4. Business arising from Minutes

5. New Business

5.1 Board Member Terms: Joyce Fehr, Betty Doerksen, George Wiebe, and Judy Penner's terms are up. Joyce Fehr will not let her name stand.

5.2 FCSS Northwest Regional Conference: LCSS will be hosting the Northwest FCSS Regional Conference on May 10, 2012. This will be a one day conference held at the Heritage Centre. The conference is open to all FCSS staff, board members, and county councilors. We expect to have approximately 60 people attend. Registration fees will be collected to cover the cost.

5.3 Signing Authority:

Motion: Betty Wieler moves that Mary Driedger be given signing authority at the bank for La Crete Support Services.

- Carried

6. Information Items

6.1 Parent Conference: The conference was held at the Heritage Centre on March 17, 2012. 61 people were registered. This program was run in partnership with the La Crete Youth Activity Centre.

6.2 Director's Network: The Director's Network will be held in Lethbridge on March 28-30, 2012. The Director is registered to attend.

7. Upcoming Programs

- 7.1 Men's Wellness Session: An evening informational session on April 13<sup>th</sup> at the Heritage Centre regarding Prostate Cancer. The session is open to all adults, not limited to men. This program is in partnership with Public Health.
- 7.2 Mobile Diabetes Screening Clinic: The team will be coming up to from May 14-16, 2012 to run a screening clinic.

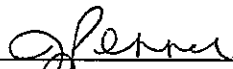
8. Financial Report

9. Acceptance of Financial Statements

Judy Penner accepted the Financial Statements as presented.

10. Next Meeting Date: April 16, 2012

11. Adjournment at 7:25 p.m.

  
\_\_\_\_\_  
Chairperson

## MINUTES

April 16, 2012

La Crete Support Services

Pine Centre

12:00 p.m.

Present: Peter Braun, Mary Bartsch, Judy Penner, George Wiebe, Mary Janzen

Regrets: Betty Doerksen, Betty Wieler

Missing: Lisa Martens, Ann Knelsen

Recording Secretary: Mary Driedger

Staff: Mary Driedger

1. Call to Order at 12:20 p.m.

2. Approval of Agenda

Mary Bartsch approved the Agenda

3. Approval of the minutes from the March 19, 2012 meeting.

Judy Penner approved the minutes from the March 19, 2012 meeting.

4. Business arising from Minutes

5. New Business

5.1 Election of Officers: Tabled to the May 22, 2012 meeting due to low attendance.

5.2 Signing Authority: Tabled to the May 22, 2012 meeting.

6. Information Items

6.1 Director's Network: The director attended the Director's Network in Lethbridge on Mar. 28-30, 2012. The FCSSAA reported that they had submitted letters to all municipalities requesting that they petition the Government of Alberta to increase the provincial FCSS budget.

6.2 Outcome Measures Training: The director and director's assistant attended Outcome Measures Training in High Level on Apr. 11 & 12, 2012. The provincial government is requesting that FCSS programs report on the outcomes of their programs in addition to the financial reports that they already submit. The Program Logic Model for one LCSS program has already been completed and is ready to submit when requested.

6.3 Men's Wellness Session: On April 13, 2012 a volunteer from the Canadian Cancer Society provided a public information session regarding prostate cancer.

## 7. Upcoming Programs

- 7.1 Mobile Diabetes Screening Initiative: The team from the University of Alberta will be coming to La Crete from May 10-14, 2012. They will provide screen testing which includes; blood sugar levels, cholesterol, blood pressure, height, and weight, as well as eye tests for diabetics. La Crete Support Services provides the space and schedules appointments.
- 7.2 FCSS Northwest Regional Spring Meeting: Registration brochures have been sent out to the FCSS programs in the Northwest Region. The conference will be held at the Heritage Centre and will run from noon on May 10<sup>th</sup> to noon on May 11<sup>th</sup>.


## 8. Financial Report

## 9. Acceptance of Financial Statements

Mary Bartsch accepted the Financial Statements as presented.

10. Next Meeting Date: May 22, 2012

11. Adjournment at 1:00 p.m.

  
\_\_\_\_\_  
Chairperson

**MINUTES**  
May 22, 2012  
La Crete Support Services  
Pine Centre  
12:00 p.m.

Present: Peter Braun, Mary Bartsch, Judy Penner, George Wiebe, Mary Janzen, Ann Knelsen

Regrets: Betty Doerksen, Betty Wieler, Lisa Martens

Missing:

Recording Secretary: Mary Driedger

Staff: Mary Driedger

1. Call to Order at 12:10 p.m.

2. Approval of Agenda

Judy Penner approved the Agenda

3. Approval of the minutes from the April 16, 2012 meeting.

Mary Bartsch approved the minutes from the April 16, 2012 meeting.

4. Business arising from Minutes

5. New Business

5.1 Election of Officers:

Chairperson: Mary Bartsch was nominated by Ann Knelsen. In by acclamation.

Vice Chairperson: Judy Penner was nominated by Mary Janzen. In by acclamation.

Secretary/Treasurer: Betty Doerksen was nominated by Judy Penner. In by acclamation.

Directors: Betty Wieler, Ann Knelsen, George Wiebe, Mary Janzen

Resignation: Lisa Martens resigned as a director on the La Crete Support Services board.

5.2 Signing Authority:

Motion: Judy Penner moves that Joyce Fehr no longer be authorized to sign and that all current board members and the Director, Mary Driedger, be granted signing authority for banking purposes. -Carried

6. Information Items

6.1 Mobile Diabetes Screening Initiative: The team was in La Crete from May 10-14<sup>th</sup> and they saw between 60-65 patients.

6.2 Northwest Regional Spring Meeting: La Crete Support Services hosted the Northwest Regional Spring Meeting at the La Crete Heritage Centre on

May 10<sup>th</sup> & 11<sup>th</sup>. There were 38 people who attended the conference including, FCSS board members and staff, municipal councilors, and a municipal CEO. Sessions included; a provincial update and Social Policy Framework update by Ken Dropko, Human Services, Government of Alberta; Youth Engagement by Dale Tiedemann, County of Grande Prairie; Poverty Reduction by Lisa Watson, County of Grande Prairie; and the Business Meeting led by Mary Ann Eckstrom.

- 6.3 Primary Pathways: the preschool program is done for this year. There were 44 children registered in this year's program.
- 6.4 Swim Program: We are currently working with the High Level pool to make arrangements to have one-week sessions available to accommodate children from La Crete.

#### 7. Upcoming Programs

- 7.1 Bike Rodeo: The Bike Rodeo will held at the Northern Light Recreation Centre on June 7<sup>th</sup> from 2-4 p.m. This program is in partnership with the La Crete Youth Activity Centre, Alberta Health Services, and Regional Traffic Safety Consultant. La Crete Support Services ran a Child Find clinic.
- 7.2 Big Bike for Stroke: The Big Bike will be coming to La Crete on June 20<sup>th</sup> at 7:00 p.m.
- 7.3 Canada Day: Celebrations will be held on June 29<sup>th</sup>. La Crete Support Services will help with setup and will be selling hotdogs for \$1.00 each as a fundraiser for FCSS programming.

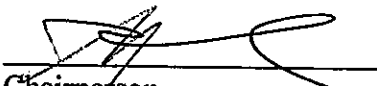
#### 8. Financial Report

#### 9. Acceptance of Financial Statements

George Wiebe accepted the Financial Statements as presented.

#### 10. Next Meeting Date: June 18, 2012

#### 11. Adjournment at 1:00 p.m.

  
Chairperson

# 13th Annual Alberta Recycling Conference

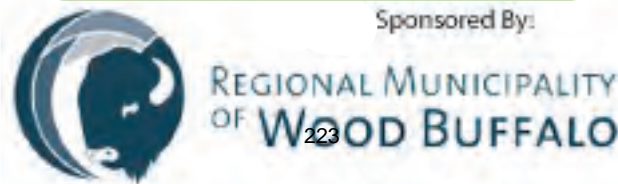
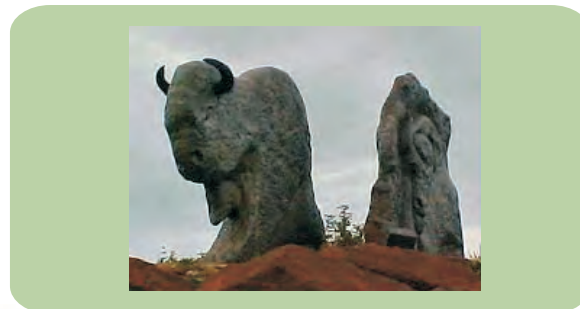
September 5th-7th

# 2012

## Accommodations

**Sawridge Inn and Conference Centre**  
530 Mackenzie Boulevard  
Fort McMurray, AB  
(780) 791-7900  
# ID - ACI-04A

**Raddison Inn**  
435 Gregoire Drive  
Fort McMurray, AB  
(780) 743-2400



# 13th Annual Alberta Recycling Conference

September 5th-7th

# 2012

**Sawridge Inn and Conference Centre**  
530 Mackenzie Boulevard,  
Fort McMurray AB



Please forward registrations & payment to:  
**ALBERTA C.A.R.E.**  
Linda McDonald, Executive Director  
5212-49 Street  
Leduc, AB T9E 7H5  
Toll Free: 1.866.818.CARE (2273)  
Fax: 780.980.0232  
Email: [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)  
Web: [www.albertacare.org](http://www.albertacare.org)

## Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

**Silent Auction**  
Going once...  
Going twice...

Beginning September 5/12

# Wednesday, September 5th

- 9:00 a.m. Registration and Exhibit Set-up
- 11:00 a.m. Light Lunch and Refreshment to go
- Noon **TOUR**  
**SUNCOR ENERGY TOUR** *(Photo ID Required)*
- Mining
  - Extraction
  - Tailing Ponds
  - Upgrading and Reclamation
- (Buses Provided for Tour)*
- OR
- 11:00 a.m. **GOLFING at the Fort McMurray Golf Course**  
**Tee Time** (18 or 9 holes, with carts)
- 5:00 p.m. **Cocktails (Cash Bar)**
- 5:45 p.m. **Greetings from Mayor Melissa Blake**  
**Greetings from Don Scott, MLA**
- 6:30 p.m. **BUFFET BANQUET**
- 8:00 p.m. **"DEAL OR NO DEAL" (10 cases with \$\$\$)**



Alberta CARE

Register 3 or more  
Delegates  
and receive a....

**10% Discount!**

# Thursday, September 6th

- 8:00 a.m. Exhibit Viewing & Buffet Breakfast
- 8:45 a.m. **Welcome** - Rob Smith, Chairman, Alberta CARE
- 9:00 a.m. **Working Your Environmental Footprint/Rural Landfills & Recycling**  
 Rob Smith, Manager, Athabasca Regional Waste Services Commission
- 9:45 a.m. **COFFEE BREAK**
- 10:15 a.m. **Waste Resource Initiative**  
 Combined with technologies such as gasification, transesterification, and indoor agriculture to promote sustainable diversification across the RM of Wood Buffalo  
 Kevin Scoble, Director of Environmental Services
- 11:00 a.m. **Landfill Gas Project**  
 Adopting an aerobic approach to landfill closures / review of various alternatives  
 John Baxter, Salt Canada Inc.
- Noon **BUFFET LUNCH**
- 1:00 p.m. **Cogeneration - Green Power**  
 Small scale methane cogeneration solutions  
 Dan Cloutier - Power Eco Systems



# Thursday September 6th

- 1:45 p.m. **Alberta Environment & Sustainable Resource Development**  
 Changes and Updates  
 Christine Della Costa, Team Leader, Waste Policy
- 2:30 p.m. **COFFEE BREAK**
- 3:00 p.m. **TOUR**  
**R.M. of Wood Buffalo Regional Waste Facility**
- Bio Diesel Plant
  - Composting Facility
  - Material Recovery Facility
  - Regional Landfill
  - Old Landfill - Anaerobic Digestion
- (Buses Provided for Tour)*
- 5:00 p.m. **Cocktails (Cash Bar)**
- 6:30 p.m. **BUFFET BANQUET**
- 9:30 p.m. **"Hospitality Evening" - Hosted by K & K Recycling**

# Friday September 7th

- 7:30 a.m. Exhibit Viewing / Hot Buffet Breakfast
- 8:30 a.m. **NEW Alberta Sphagnum Peat Moss - Hazmat Absorbent**  
 Closed Loop Recycling Initiative  
 Jim Donaldson, Environment Consultant
- 9:15 a.m. **North Country Fair**  
 Jule Asterik, Enviro Coordinator
- 10:00 a.m. **Closed Loop Styrofoam Recycling Initiative**  
**EPS Unit Results**  
 Tim Conrad, Aquatera, Grande Prairie, AB
- 10:45 a.m. **Closing Remarks**  
 Rob Smith, Chairman, Alberta CARE
- 11:00 a.m. **Conference Ends**



Alberta CARE



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

ALBERTA Coordinated Action for  
Recycling Enterprises (CARE)  
 1-866-818-2273 Toll Free  
 1-780-980-8089 Phone  
 1-780-980-0232 Fax





# Conference Registration Information

## 13th ANNUAL ALBERTA RECYCLING CONFERENCE 2012

September 5th - 7th @ Sawridge Inn, Fort McMurray Alberta

Names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

### CONFERENCE FEES:

**\$300.00 each** = \_\_\_\_\_

**Less 10% (if 3 or more register)** \_\_\_\_\_

**G.S.T. (5%)** = \_\_\_\_\_

**Subtotal** = \_\_\_\_\_

Please indicate if attending the tours (yes/no) **TOURS (no charge)** = \_\_\_\_\_

**GOLF FEES (18 Hole with ½ cart)** **\$98.00** = \_\_\_\_\_

**GOLF FEES (9 Hole with ½ Cart)** **\$65.00** = \_\_\_\_\_  
*(includes GST)*

### EXTRA MEAL COSTS FOR GUEST/SPOUSES

Banquet \$50.00 each = \_\_\_\_\_

Luncheon \$25.00 each = \_\_\_\_\_

Breakfast \$22.00 each = \_\_\_\_\_  
*(includes GST)*

**TOTAL** = \_\_\_\_\_

Special Dietary needs: \_\_\_\_\_

FAX TO: 780-980-0232

MAIL PAYMENT TO: Alberta CARE, 5212-49 Street, Leduc, Alberta T9E 7H5

EMAIL: [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org) 225



215 - 50 Brentwood Boulevard  
Sherwood Park, AB T8A 2H5

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www.ardn.ca



## Creating Rural Connections 2012 Conference & Tradeshow October 11-13, 2012 Olds College, Olds Alberta

### Expand Your Network in Alberta and across Canada

The Alberta Rural Development Network (ARDN) has partnered with the Canadian Rural Revitalization Foundation (CRRF) and Olds College to present *Regional Realities & Approaches*, the theme of the Creating Rural Connections 2012 Conference & Tradeshow.

This annual ARDN conference is now bigger and better than ever. You now have the opportunity to connect with other individuals involved with rural development on a national scope and benefit from their research and experience. You can also expand your network within Alberta, both with people from organizations similar to yours and with different organizations that have something new to offer.

Our conference keynote speakers, exhibitors and participants come from all three levels of government, all types of public post-secondary institutions, a variety of organizations and many Alberta communities. Their common ground is a commitment to rural development in whatever form a community defines it.

We hope you will join us at this conference to meet, greet, learn, share, explore and collaborate. If you can't attend this event, you can enter the dialogue in other ways:

- Attend an event in your region — check out our event calendar on the website
- Review the ARDN website [www.ardn.ca](http://www.ardn.ca)
- Join the ARDN online research forum to view and comment on the latest research and projects
- Subscribe to ARDN's [e-newsletter](#)
- Send us an email at [operations@ardn.ca](mailto:operations@ardn.ca) or call us at 1-780-449-1006 or toll-free at 1-877-987-1006

A Conference registration form is enclosed. You can also [register online](http://www.ardn.ca) at [www.ardn.ca](http://www.ardn.ca). We hope to see you there.

Best Regards,

Dee Ann Benard  
Executive Director

Enclosure

CREATING RURAL CONNECTIONS  
THROUGH...

EDUCATION RESEARCH COLLABORATION NETWORKING

# CREATING RURAL CONNECTIONS CONFERENCE AND TRADESHOW

2012

## Program Schedule ~ Subject to changes-updated July 31, 2012

### Thursday, October 11, 2012

Time	Activity
11:00-12:00pm	CRRF Annual General Meeting
<b>12:00 – 1:00pm</b>	<b>Lunch (Registration starts)</b>
1:00 – 2:15pm	Opening talks, Welcome from President of Olds College, Opening Keynote <b>Rob Greenwood</b> , Rural Development in a Changing Canada: <i>What the Hell is Going On?!</i>
<b>2:15 – 2:45pm</b>	<b>Networking Break</b>
2:45 – 4:15pm	<b>Concurrent Sessions – A</b>
	<ul style="list-style-type: none"> <li>• Dave Ivan – <i>Title -TBA</i></li> <li>• Martin Shields and Molly Douglass ~ <i>Creating Crossroads with Regional Approaches</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Ken Duncan and Ray Reckseidler ~ <i>Regional Collaboration Boomtown Style</i></li> <li>• Bob Davis and Monica Knight ~ <i>“Making it Real” in the Canadian Badlands</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Jim Sellers ~ <i>Considering the Options</i></li> <li>• Victoria Calvert &amp; Kalinga Jagoda ~ <i>Rural Business Retention and Expansion: The Alberta Project</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Vanessa Lodermeier ~ <i>Stories From Around the Water Tower: Immigrant Experiences in Rural Alberta and the Communities that Welcome Them</i></li> <li>• Maurice Buffel and Paul DuVal ~ <i>Exploring Our Island: Connecting with Partners in church and community</i></li> </ul>
4:30 – 5:30pm	<ul style="list-style-type: none"> <li>• Olds College Tours</li> <li>• Or free time</li> </ul>
6:00 – 10:00pm	Reception (with roving entertainment) - Hosted by the ARDN Board Presentation – About the ARDN

### Friday- October 12, 2012

7:00-8:30am	New Researchers Forum This is an opportunity for new and potential researchers to mix and mingle with established researchers. Ask experts or share experiences. Coaching, contacts help addresses, and practical tips. If you are doing research on your own or in your community or have an interest, this is a must-attend session.
<b>8:00 am</b>	<b>Registration</b>
8:15 – 8:30am	Entertainment – TBA
8:30 – 8:45am	Dave Ivan: Recap of where we've been ~ <i>Regional Strategies for Success</i>
8:45 – 10:15am	<b>Concurrent Sessions – B</b>
	<ul style="list-style-type: none"> <li>• Cheryl Whitelaw and Patti Lefebvre ~ <i>Collaborating for Capacity Development: Stewarding access to learning with 100 (and counting) partners.</i></li> <li>• Terri MacDonald ~ <i>Research Supporting Regional Collaboration: Lessons Learned from Year One of the Columbia Basin Rural Development Institute</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Monica Kreiner ~ <i>Indigenous Governance and Leadership Education Coalition:</i></li> <li>• Lisa Carter and Priscilla Campeau and Lois Edge and Lois Shaw ~ <i>Learning Communities Project: Indigenous Communities</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Laura McGowan and Bev Thornton ~ <i>Beyond Borders: Crown of the Continent</i></li> <li>• Brenda Hanson &amp; Alexis Nelson ~ <i>Clustering and Collaboration</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Laura Ryser and Greg Halseth ~ <i>Opportunities and Challenges to Address Poverty in Rural Regions</i></li> <li>• Brian McGaffigan and Kim Pasula ~ <i>Connect Regionally, Act Locally – A Regional Approach to Poverty Reduction and Improved Access</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Brent Barootes and Randy Sageman ~ <i>Generating Revenue Through Sponsorship: Determining What You Have to Sell and its Value</i></li> </ul>
<b>10:15 – 10:45am</b>	<b>Networking Break</b>
10:45 – 2:15pm	<b>Concurrent Sessions – C</b>
	<ul style="list-style-type: none"> <li>• Ken Duncan and Ray Reckseidler ~ <i>Regional Collaboration Boomtown Style</i></li> <li>• Bob Davis and Monica Knight ~ <i>“Making it Real” in the Canadian Badlands</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Jon Sookocheff and Ryan Jackson ~ <i>The Summer Company Program: Supporting youth Entrepreneurs at Medicine Hat College</i></li> <li>• Darrell Toma ~ <i>Northern Alberta Colleges- Innovative Practices Review</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Kelly Vodden ~ <i>Understanding Regionalism and Regional Development in Canada: Highlights from a National Research Initiative</i></li> <li>• Heather Hall ~ <i>The Emerging "New Regionalist" Approach to Development and what it means for Rural Policy</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Laura Ryser and Greg Halseth ~ <i>Opportunities and Challenges to Address Poverty in Rural Regions</i></li> <li>• Brian McGaffigan and Kim Pasula ~ <i>Connect Regionally, Act Locally – A Regional Approach to Poverty Reduction and Improved Access</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Barb Mulholland and Dorothy Negropontes and Jason Dewling ~ <i>The Community Learning Campus: A Regional Approach to Collaborative Partnerships</i></li> <li>• Corinne Finnie and Teri McKinnon ~ <i>Assessing and Improving Access to Rural Workplace Training: Research Project Outcomes</i></li> </ul>
<b>12:15 – 1:15pm</b>	<b>Lunch</b>
1:15 – 2:45pm	<b>Concurrent Sessions – D</b>
	<ul style="list-style-type: none"> <li>• Bill Ashton ~ <i>Reconciling Regional Initiatives with Local Autonomy: Examining Winkler, Manitoba</i></li> <li>• Martin Shields and Molly Douglass ~ <i>Creating Crossroads with Regional Approaches</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Dee Patriquin and Glen Lawrence ~ <i>Building Trust: Reflections from a 10 year Collaboration</i></li> <li>• Israel Dunmade ~ <i>Sustainability Issues in Rural-Urban Partnerships: A Study on Regional Collaboration between some Southern Alberta Municipalities</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Kim Kennedy ~ <i>Collaboration for Rural Business Growth</i></li> <li>• John Devlin ~ <i>Evaluating Regional Economic Development Collaborations in the Food Sector: Comparative Cases from the Okanagan and Sacramento Valleys</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Sonya L. Jakubec ~ <i>Regional Linkages and Capacity Building to Improve Rural Women’s Sexual Assault Services</i></li> <li>• Jane Ross and Marilyn Buffalo and Jack Ross and Ted Wigglesworth ~ <i>Inspiring creativity for rural health through landscape, communities and the arts in Battle River Country</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Terri MacDonald ~ <i>Research Supporting Regional Collaboration: Lessons Learned from Year One of the Columbia Basin Rural Development Institute</i></li> <li>• Jon Doan ~ <i>When Research subjects (i.e. tourists) come to town: Regional Events as Gateway to Rural Research</i></li> </ul>

2:45 – 3:15pm	<b>Networking break</b>
3:15 – 4:45 pm <i>KeyNote Sponsored by:</i> 	<b>Keynote Speaker Peter Kenyon</b> <i>"Regional Realities and Approaches- lessons from Downunder"</i>  <i>Potential Regional Groups: General discussion (20 minutes)</i> <ul style="list-style-type: none"> <li>• Pacific: TBA</li> <li>• Prairie: Hwy 16 TBA</li> <li>• Eastern/ Ontario: TBA</li> <li>• Atlantic: TBA</li> </ul>
6:00 – 7:00pm 7:00 – 10:00pm	Poster Session/Cash Bar BBQ/Networking /Entertainment- The Boomtown Dessert Theater
<b><i>Saturday, October 13, 2012</i></b>	
8:45am	Entertainment – TBA
9:00 – 9:45am	<b>Keynote Speaker June Holley</b> ~ <i>Weaving Regional Networks: case studies and lessons from the field</i>
<b>9:45 – 10:15am</b>	<b>Networking Break</b>
10:15 – 12:15pm	Facilitated Workshop – Sub-Theme 4. Building our own region – A participatory learning workshop. Options for facilitated workshops <ul style="list-style-type: none"> <li>- Skills needed for collaboration</li> <li>- How do you know who the right partners are</li> <li>- How to build networks</li> </ul>
10:15 – 12:15pm	<b>Concurrent Sessions – E</b>
	<ul style="list-style-type: none"> <li>• Colin Gosselin ~ <i>Alberta's Rural Communities: Their Economic Contribution to Alberta and Canada</i></li> <li>• Ray D. Bollman ~ <i>Where in the rural was the economic downturn? Rural Canada in the OECD context</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Kelly Vodden ~ <i>Understanding Regionalism and Regional Development in Canada: Highlights from a National Research Initiative</i></li> <li>• Heather Hall ~ <i>The Emerging "New Regionalist" Approach to Development and what it means for Rural Policy</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Desiree R Casson ~ <i>Social Capital and Rural Regional Development: A case study of the Northern Lakes Region</i></li> <li>• Mimi Lee and Karen Goad and Eileen Kotowich ~ <i>Local Food Supply Chains in Rural Alberta – Creating Dynamic Regional Communities</i></li> </ul>
<b>12:15 – 1:00pm</b>	<b>Lunch</b>
1:00 – 2:00pm	Report back and discussion by workshop groups
2:00 – 3:00pm	<b>Closing Keynote Cornelia Butler Flora</b> ~ <i>Moving the Region Forward based on our Assets</i>



# CREATING RURAL CONNECTIONS CONFERENCE AND TRADESHOW

2012

## October 11- 13, 2012 Registration Form

Name (as to be on name tag) \_\_\_\_\_  
 Company or Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_

**Registration fee** : includes 1 reception, 3 lunches, 4 coffee breaks, program  
 (Banquet and Breakfast are a separate fee)

	Price/person	# attending	Total
<b>Early Bird-Registration: (before September 14, 2012)</b>			
• Not for Profit Rate	250.00		
• Government/Industry	285.00		
• Student rate	175.00		
<b>Registration After September 14, 2012 (All)</b>	<b>\$325.00</b>		
One day- Please specify which date: <input type="checkbox"/> Oct 11 <input type="checkbox"/> Oct 12 <input type="checkbox"/> Oct 13	\$175.00		
Banquet Tickets are separate – Includes, BBQ Networking & Boomtown Trail Dessert Theatre	\$50.00		
Optional Breakfast vouchers ( to use in Olds College Cafeteria: \$5.75 per breakfast Oct 12 <input type="checkbox"/> Oct 13 <input type="checkbox"/>	Cost per voucher \$ 5.75		
<b>Total:</b>			

Please specify any allergies:

Please invoice me \_\_\_\_\_ Cheque Included \_\_\_\_\_

### Event Selection ( this is included in your registration)

To assist us with logistical planning, please indicate which events you plan to attend:

Lunch Oct 11, 2012	Reception Oct 11	Lunch Oct 12	Lunch Oct 13

Will you require English presentations to be translated into French? Yes \_\_\_ No \_\_\_

Will you require French presentations to be Translation into English? Yes \_\_\_ No \_\_\_

I **DO NOT** agree to have my name, title, organization included in the delegate list and conference report.  
 (A blank box means we **DO** have your permission)

#### Cancellation Policy

Refunds will be made available less \$50.00 handling fee, for written cancellation received before September 21, 2012.  
 Absolutely no refunds will be made AFTER September 21, 2012.

#### For more information Contact:

Alberta Rural Development Network – Joy Vonk

Phone 780-449-1006 ext 221 or email [operations@ardn.ca](mailto:operations@ardn.ca) Website: [www.ardn.ca](http://www.ardn.ca) Fax 780-449-0054