

# MACKENZIE COUNTY

REGULAR COUNCIL MEETING

OCTOBER 9, 2012

4:00 P.M.

CONFERENCE ROOM  
LA CRETE COUNTY OFFICE



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, October 9, 2012  
4:00 p.m.**

**Conference Room – La Crete County Office  
La Crete, Alberta**

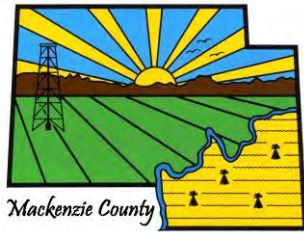
**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the September 24, 2012 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) b)	
<b>GENERAL REPORTS:</b>	5.	a) CAO Report	19
		b) Municipal Planning Commission Meeting Minutes	29
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		d)	
<b>TENDERS:</b>	6.	a) None	
<b>PUBLIC HEARINGS:</b>	7.	a) None	
<b>COMMUNITY SERVICES:</b>	8.	a) b) c)	

<b>ENVIRONMENTAL SERVICES:</b>	9.	a)		
		b)		
		c)		
<b>OPERATIONS:</b>	10.	a)	Water & Sewer System Bylaw and Fee Schedule Bylaw (to be presented at the meeting)	
		b)		
		c)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)		
		b)		
		c)		
<b>ADMINISTRATION/ CORPORATE SERVICES:</b>	12.	a)	Bylaw 874-12 Rescinding Designated Officer Bylaws 704/09 and 747/09	49
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		e)	Write off Property Taxes and Penalties on roll 077119	79
		f)	Write off Property Taxes and Penalties on roll 307091	81
		g)	Write off Property Taxes and Penalties on rolls 082634, 082635, 082813, and 082855	83
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		l)	AAMD&C Aggregated Energy Procurement Program	93
		m)		
		n)		
<b>INFORMATION / CORRESPONDENCE:</b>	13.	a)	Information/Correspondence	97
<b>IN CAMERA SESSION:</b>	14.	a)	Legal <ul style="list-style-type: none"><li>• Seniors Housing</li><li>• Inter-municipal Relationships</li></ul>	
		b)	Labour <ul style="list-style-type: none"><li>• AUPE Negotiations</li></ul>	
		c)	Land	
<b>NEXT MEETING DATE:</b>	15.	a)	Organizational Council Meeting Wednesday, October 24, 2012 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Regular Council Meeting Tuesday, October 30, 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>October 9, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the September 24, 2012 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the September 24, 2012 Regular Council meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

That the minutes of the September 24, 2012 Regular Council meeting be adopted as presented.

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Monday, September 24, 2012  
10:00 a.m.**

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

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve (arrived at 10:03 a.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor (arrived at 11:15 a.m.)
Odell Flett	Councillor (via teleconference)
Eric Jorgensen	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Joulia Whittleton	Chief Administrative Officer
William (Bill) Kostiw	Director of Infrastructure Development & Government Relations
Alison Kilpatrick	Director of Corporate Services
John Klassen	Director of Environmental Services & Operations
Carol Gabriel	Manager of Legislative & Support Services
Liane Lambert	Development Officer

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

Minutes of the Regular Council meeting for Mackenzie County held on September 24, 2012 in the Fort Vermilion Council Chambers.

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

Reeve Neufeld called the meeting to order at 10:00 a.m.

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

**MOTION 12-09-605 MOVED** by Councillor Wardley

That the agenda be approved with the following additions:

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



12. d) Sale of Agricultural Land

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the September 11, 2012 Regular Council Meeting**

**MOTION 12-09-606**

**MOVED** by Councillor Wardley

That the minutes of the September 11, 2012 Regular Council meeting be adopted as presented.

**CARRIED**

Deputy Reeve Sarapuk joined the meeting at 10:03 a.m.

Joulia introduced Alison Kilpatrick, Director of Corporate Services.

**GENERAL REPORTS:**

**5. a) Agriculture Service Board Meeting Minutes – August 14, 2012**

**MOTION 12-09-607**

**MOVED** by Councillor Bateman

That the Agriculture Service Board meeting minutes of August 14, 2012 be received for information.

**CARRIED**

**TENDERS:**

**6. a) None**

**COMMUNITY  
SERVICES:**

**8. a) Mighty Peace Watershed Alliance**

**MOTION 12-09-608**

**MOVED** by Councillor Derksen

That the Mighty Peace Watershed Alliance be received for information.

**CARRIED**

**ENVIRONMENTAL  
SERVICES:**

**9. a) Fort Vermilion Waterline Incident Update**

**MOTION 12-09-609**

**MOVED** by Councillor Jorgensen

That the Fort Vermilion waterline incident update be received for information.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**11. a) Bylaw 873-12 Land Use Bylaw Amendment to Add Dwelling Show Home to Land Use Bylaw**

**MOTION 12-09-610**

**MOVED** by Councillor Jorgensen

That first reading be given to Bylaw 873-12, being a Land Use Bylaw amendment to add Dwelling- Show Homes to Mackenzie County Land Use Bylaw as presented, subject to public hearing input.

**CARRIED**

**ADMINISTRATION/  
CORPORATE  
SERVICES:**

**12. a) Land Use Framework / Lower Peace**

**MOTION 12-09-611**

**MOVED** by Councillor Jorgensen

That a joint regional Ad Hoc Land Use Framework Committee be established with a mandate to promote interests of the Lower Peace Region while working with industry leaders.

**CARRIED**

**OPERATIONS:**

**10. a) Policy ASB020 Construction in County Road Allowances for the Purpose Draining Water Policy**

**MOTION 12-09-612**

**MOVED** by Councillor Bateman

That Policy ASB020 Construction in County Road Allowances for the Purpose of Draining Water be TABLED to the in-camera discussion.

**CARRIED**

Reeve Neufeld recessed the meeting at 11:01 a.m. and reconvened the meeting at 11:17 a.m.

Councillor J. Driedger joined the meeting at 11:15 a.m.

**MOTION 12-09-613**

**MOVED** by Councillor Bateman

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

That Council move in-camera at 11:18 a.m.

**CARRIED**

Councillor Flett left the meeting at 11:32 a.m.

**MOTION 12-09-614**

**MOVED** by Councillor Jorgensen

That Council move out of camera at 11:59 a.m.

**CARRIED**

**OPERATIONS:**

**10. a) Policy ASB020 Construction in County Road Allowances for the Purpose of Draining Water Policy**

**MOTION 12-09-615**

**MOVED** by Councillor J. Driedger

That Policy ASB020 Construction in County Road Allowances for the Purpose of Draining Water be TABLED for further review.

**CARRIED**

Reeve Neufeld recessed the meeting at 12:12 p.m. and reconvened the meeting at 12:59 p.m.

**DELEGATIONS:**

**4. a) Mackenzie Charity Golf Presentation to Heart & Stroke Foundation and STARS**

Margaret Bell, Area Manager, Grande Prairie Heart and Stroke Foundation and Glenda Farnden, Manager Major Gifts - Grande Prairie STARS Foundation joined the meeting to receive their donation from Mackenzie Charity Golf.

The Heart & Stroke Foundation was presented with a cheque in the amount of \$25,000.00 and STARS (Grande Prairie) with a cheque in the amount of \$10,000.00 from the proceeds of the Mackenzie Charity Golf tournament held on June 20, 2012.

**PUBLIC HEARINGS:**

**7. a) Bylaw 870-12 Land Use Bylaw Amendment Part of NW 3-106-15-W5M From Hamlet Commercial 2 "HC2" to Urban Fringe "UF" Land Use District (La Crete)**

Reeve Neufeld called the public hearing for Bylaw 870-12 to order at 1:04 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 870-12 was properly advertised. Liane Lambert, Development Officer, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Liane Lambert, Development Officer, presented the Development Authority's submission and indicated that first reading was given on August 22, 2012.

Reeve Neufeld asked if Council has any questions of the proposed Land Use Bylaw Amendment. Discussion regarding whether discretionary uses allow for stables, shelters, etc. Ancillary buildings are allowed.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 870-12. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 870-12. There was no one present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 870-12 at 1:07 p.m.

**MOTION 12-09-616** **MOVED** by Councillor Derksen

That second 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".

**CARRIED**

**MOTION 12-09-617** **MOVED** by Councillor J. Driedger

That third 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".

**CARRIED**

**7. b) Bylaw 872-12 Land Use Bylaw Amendment rezone Part of Plan 062 1497, Block 1, Lot 2 from Urban Fringe “UF” to Direct Control District 2 “DC2” (La Crete)**

Reeve Neufeld called the public hearing for Bylaw 872-12 to order at 1:08 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 872-12 was properly advertised. Liane Lambert, Development Officer, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Liane Lambert, Development Officer, presented the Development Authority's submission and indicated that first reading was given on August 22, 2012.

Reeve Neufeld asked if Council has any questions of the proposed Land Use Bylaw Amendment. Discussion regarding “temporary basis”. Details are defined in the Development Permit stage which are brought back to Council under a Direct Control zoning.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 871-12. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 871-12. There was no one present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 871-12 at 1:13 p.m.

**MOTION 12-09-618**

**MOVED** by Councillor J. Driedger

That second reading be given to Bylaw 872-12, 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.

**CARRIED**

**MOTION 12-09-619**

**MOVED** by Councillor Braun

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

That third reading be given to Bylaw 872-12, 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.

**CARRIED**

**COMMUNITY  
SERVICES:**

**8. b) La Crete Residential Waste Pickup**

**MOTION 12-09-620**

**MOVED** by Councillor D. Driedger

That the La Crete Residential Waste Collection proceed following the approval by the Alberta Utilities Commission and receipt of waste receptacles.

**CARRIED**

Councillor Flett rejoined the meeting at 1:27 p.m.

**OPERATIONS:**

**10. c) Roads and Drainage to New Lands**

**MOTION 12-09-621**

**MOVED** by Councillor Bateman

That administration proceeds with the development of the Rural Road Policy by following the process outlined in the Mackenzie County Policy Paper – Rural Road Development and that the Agriculture Service Board and Agriculture Land Use Planning Committee be involved in the development of this policy as well as the drainage policy.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**11. b) 80 Acre Splits**

**MOTION 12-09-622**

**MOVED** by Councillor Derksen

That administration be directed to open up the Municipal Development Plan to review the possibility of allowing the option of two parcels out of a quarter at variable size in addition to the current practice.

Councillor Derksen requested a recorded vote.

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

In Favor  
Councillor Derksen  
Councillor J. Driedger  
Councillor Braun  
Reeve Neufeld

Opposed  
Councillor Flett  
Councillor Wardley  
Deputy Reeve Sarapuk  
Councillor Bateman  
Councillor D. Driedger  
Councillor Jorgensen

**DEFEATED**

**ADMINISTRATION/  
CORPORATE  
SERVICES:**

**12. b) Financial Report – August 31, 2012**

**MOTION 12-09-623**

**MOVED** by Councillor Wardley

That the financial reports for the period ended August 31, 2012 be accepted for information.

**CARRIED**

Reeve Neufeld recessed the meeting at 2:11 p.m. and reconvened the meeting at 2:21 p.m.

**MOTION 12-09-624**

**MOVED** by Councillor Bateman

That Council move in-camera at 2:34 p.m.

**CARRIED**

Councillor Flett left the meeting at 2:53 p.m.

**MOTION 12-09-625**

**MOVED** by Councillor J. Driedger

That Council move out of camera at 3:26 p.m.

**CARRIED**

**DELEGATION:**

**4. c) S/Sgt. Tom Love, Fort Vermilion RCMP**

**MOTION 12-09-626**

**MOVED** by Councillor Bateman

That the presentation by S/Sgt. Tom Love, Fort Vermilion RCMP, be received for information.

**CARRIED**

**DELEGATION:**

**4. b) Ranjit Tharmalingam, Alberta Transportation**

**MOTION 12-09-627**

**MOVED** by Councillor D. Driedger

That the presentation by Ranjit Tharmalingham, Alberta Transportation Acting Regional Director, be received for information.

**CARRIED**

**ADMINISTRATION/  
CORPORATE  
SERVICES:**

**12. c) Economic Developers Alberta Course – Supporting  
Agriculture**

**MOTION 12-09-628**

**MOVED** by Councillor Jorgensen

That the Economic Developers Alberta Course – Supporting Agriculture be TABLED to the next meeting.

**CARRIED**

**12. d) Sale of Agricultural Land**

**MOTION 12-09-629**

**MOVED** by Councillor Derksen

That Council accepts Alberta Environment & Sustainable Resource Development's map received September 24, 2012 for the summer 2013 agricultural land sale.

**CARRIED**

Reeve Neufeld recessed the meeting at 3:50 p.m. and reconvened the meeting at 3:57 p.m.

Councillor Flett rejoined the meeting at 3:57 p.m.

**12. e) Metis Nation of Alberta (ADDITION)**

**MOTION 12-09-630**

**MOVED** by Councillor Flett

That Odell Flett be authorized to attend and represent the Region VI Metis Nation of Alberta at their Annual General Meeting on Friday, September 28, 2012 in Peace River.



**DEFEATED**

**INFORMATION/  
CORRESPONDENCE**

**13. a) Information/Correspondence**

**MOTION 12-09-631**

**MOVED** by Councillor Braun

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

**CARRIED**

**OPERATIONS:**

**10. b) 2012 Agriculture Disaster Update**

**MOTION 12-09-632**

**MOVED** by Deputy Reeve Sarapuk

That the agriculture disaster update be received for information.

**CARRIED**

**IN CAMERA SESSION:**

**MOTION 12-09-633**

**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 4:10 p.m.

- 14. a) Legal
- 14. b) Labour
- 14. c) Land

**CARRIED**

**MOTION 12-09-634**

**MOVED** by Councillor Jorgensen

That Council move out of camera at 4:29 p.m.

**CARRIED**

**14. a) Legal**

**14. b) Labour**

**14. c) Land**

**NEXT MEETING**

**DATE:**

**15. a)** Regular Council Meeting  
Tuesday, October 9, 2012  
4:00 p.m.  
Conference Room – La Crete County Office

**ADJOURNMENT:**

**16. a) Adjournment**

**MOTION 12-09-635**

**MOVED** by Deputy Reeve Sarapuk

That the meeting be adjourned at 4:30 p.m.

**CARRIED**

These minutes will be presented to Council for approval on October 9, 2012.

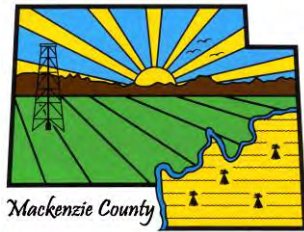
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Bill Neufeld  
Reeve

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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>October 9, 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 October 2012 be received for information.

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



# Mackenzie County

## Monthly CAO Report to Council – October 2012

It has been about seven weeks since my last report to Council. Bill Kostiw was the Acting CAO during my vacation from August 28 to September 20.

The report provides highlights on some completed or ongoing initiatives.

1. **Organizational Structure & Personnel Update** - one Director position remains unfilled, being the Director of Community Services and Operations. We have one promising applicant and hopefully we will have someone in place towards the end of year.
2. **AUPE Negotiations** – Councillor Braun and I participated in the union negotiations meetings held on September 26 and 27 in Edmonton with the assistance of our legal counsel. The committees have reached a tentative agreement and we are awaiting the results of the AUPE members vote.
3. **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 Minister of Transportation, Minister of Environment and SRD, and our MLA. We received a letter from AB ESRD in response to our July 23<sup>rd</sup> follow-up letter to the Minister and it was distributed to Council via email. Council needs to discuss further strategy, continue lobbying for financial assistance and request meetings with the appropriate government officials.
4. **Rural Road Development Policy** – a meeting has been scheduled with the Agricultural Land Use Planning Committee and the Agricultural Service Board with assistance from DCL Siemens to develop a draft policy for Council’s consideration.
5. **Seniors Housing in the Region** – waiting for the results of the Minister’s review of MHMB and recommendations from the consultant.
6. **Regional Collaboration Initiative** (Towns of High Level and Rainbow Lake) – a grant application was drafted and submitted to Municipal Affairs as discussed at the tri-council meeting. We received approval from Municipal Affairs as indicated in their letter of August 29<sup>th</sup> which was distributed to Council on September 4<sup>th</sup>. We are waiting for the Conditional Grant Agreement as indicated in the letter.
7. **Land Use Framework** – an invitation to participate in a joint ad hoc committee was sent to the Towns of High Level and Rainbow Lake. We have a positive response from the Town of High Level. Councillors Gladders and Forsyth have been appointed. We are still waiting for a response from Rainbow Lake. As it was emphasized at the last meeting, it is highly critical for our Region to fully understand and participate in the land use framework development process.

8. **Wildfires** – the following costs have been identified so far for the three fires of the past summer:

- a. Blue Hills - \$140, 098.62
- b. Wilson Prairie - \$191,210.35
- c. Zama - \$1,215,837.30

Mackenzie County has submitted Disaster Recovery Program applications to AEMA (Municipal Affairs); some costs have been invoiced to ESRD as per the Mutual Aid Agreement.

9. **Fire Departments** – considering challenges and some shortfalls recognized during the past summer fire events, one of the County’s administrative priorities for the upcoming year will be to assist our volunteer departments with their training programs, reassess their needs and requirements. The County’s Emergency Response manual will be reviewed and revised as applicable to our current situation.
10. **Mustus Energy** – Mustus Energy was invoiced for their contribution to the intersection treatment on the Highway 88 connector to accommodate their traffic as agreed.
11. **2013 Budget** – the 2013 Budget startup meeting was held on August 24<sup>th</sup> and our new Director of Corporate Services has been holding budget review meetings with individual departments. Council needs to establish dates for the 2013 budget reviews.
12. **Seniors Housing** – Councillors Bateman, J.W. Driedger, Reeve Neufeld and I participated in a conference call with the Towns and representatives from Municipal Affairs (seniors housing branch) to discuss the consultant’s report regarding our regional seniors’ housing solutions. The document was emailed late to the participants; hence most of the participants did not have a chance to read it prior to the meeting. A meeting has been scheduled for November 7<sup>th</sup> in High Level to continue the discussion.

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 October 2012

From: John Klassen, Director of Environmental Services and Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Dust Control	Ongoing	Is now wrapped up
Operating Budget	Oct 30/12	In Progress
Winter Sand	Oct 2012	Mix sand and salt to prepare for winter
Drainage	Summer	We still have a few culverts to replace.
Road Maintenance	Fall 2012	We have started to prepare the roads for winter freeze up.
Capital Budget	Nov 2012	Started to develop the 2013 capital budget

### Capital Projects

Projects/Tenders	Timeline	Comments
Rural Water Line	September 2012	FV-2 connections complete and 1 serviced to the property line. LC- We now have a little more interest, from Mustus corner to LC there are 4 paid with one more considering.
Rural Water Line Phase II	Oct, 2012	Startup meeting is scheduled for Oct 9 <sup>th</sup> .
88 Connector	October 2012	The contractor plans to start on the GBC in the second week of October.
La Crete Lagoon Upgrade	2012/2013	Clearing & Grubbing is virtually complete which will allow the consultant to complete the survey and design of the lagoon in order to develop the tender.
Capital Bridge Repairs	2012	BF-80938 & 80939 (88 connector) The road is currently closed as the bridges are under construction, the most easterly bridge has been completed and they have started on the west one, anticipated completion is end of October.
Ponton Road	August 31 <sup>st</sup>	Complete

**Personnel:** We are advertising for multiple positions within the department;

- 1) Public Works Admin Officer.
- 2) Equipment Operator
- 3) Project and Construction Superintendent

Dave Siemens – Out on sick leave, return is unknown (Equipment Operator)

Kevin Siemens – Resigned (Equipment Operator)

Daniel Banman – Started Oct 1<sup>st</sup> as an equipment operator in La Crete area.

**Other :** As it shows above we are not only shorthanded in the field but in the office as well, and thus it being budget season plus trying to wrap-up projects prior to winter seems to be putting some additional pressure on the staff, therefore if our response time seems a little slow please remember we are a bit short handed.

Thanks and I'll be happy to answer any questions you may have.

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



## Monthly Report to CAO

For the Month of October 2012

From: Byron Peters, Director of Planning & Development

Here is a brief report of the events of the past month and a brief look ahead to the coming weeks.

- Knelsen subdivision warranty has expired and deficiencies have been corrected. Have issued the FAC (Final Acceptance Certificate)
- Conducted Construction Completion inspection for North Country Acres subdivision, still waiting for pressure test reports and some other documentation before issuing CCC (Construction Completion Certificate)
- Scheduling CCC inspections for Pineridge Logging Phase 1A and North Point Business Park Phase 1A, to be completed by mid-October
- Scheduling FAC inspection for Greenwood Acres subdivision, to be completed by mid-October
- Attended MMSA's LUF position paper meeting in Berwyn on September 21<sup>st</sup>. I believe you have already been briefed on the outcome of this meeting, main highlight is that the position paper for the Upper and Lower Peace Regions will be two separate documents so that each areas concerns can be better portrayed.
  - Will be working with MMSA and the other Lower Peace municipalities over the next few months to finalize the position paper
- Attended the Alberta Development Officer Association Annual Conference in Drumheller from September 23 -26. Great networking and very informative. Expect more changes to private sewage regulations in the coming years, and also likely regulations regarding sewage haulers. Sessions ranged from Freeman on the Land issues to private sewage to FOIPPA to Offsite Levies, and I have many pages of notes!
- Attended a Community Investment Readiness workshop in Peace River on October 1<sup>st</sup>. Based on prior homework, the County's score is average across the province for our Investment Readiness, at 54% "ready". The big picture that the province has in mind is for each region to work together to attract development, but there are many small steps that the County should take now in order to make our region more Investment Ready.
- Have filled some staffing holes, but still looking for a Development Officer, and planning on hiring an Economic Development Officer in the new year.

- We have received a creative proposal to update the Area Structure Plans for the County, currently deciding if we accept this approach or if we will take the more traditional approach. Either way, hopefully work on the new ASP's begins before the new year.
- We are hoping to get a contract awarded in the next couple of months for the Infrastructure Master Plans. Still deciding on the approach for this project, and how closely we tie this in with the ASP update.
- Overall, it is currently very busy due to the fall rush, and everyone wants their agreements/approvals/permits before the snow flies.

## **Monthly Report to CAO**

For the month of October 2012

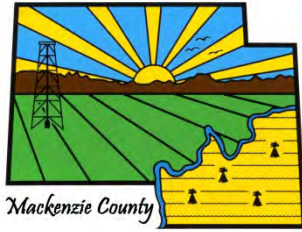
From: Alison Kilpatrick, Director of Corporate Services

Since starting in this position on September 17<sup>th</sup>, most of our attention in Corporate Services has been directed towards the 2013 budget development process. This objective will continue to be our primary focus until the Management Team presents the budget package to Council for its consideration in December.

Employing a participative approach, to date we have met with all of the budget managers to review their draft operating budgets, taking into account departmental challenges in the current and prospective operating cycles. Next steps include fine-tuning those drafts with further research for quotes and volumes, and confirmation of operating data. Later this month, the Management Team will review the global draft of the County's operating budget for completeness, cost-effectiveness, and compliance with County objectives.

Council and County Staff have been most welcoming, and I look forward to becoming better acquainted with everyone, in particular, the Corporate Services team. I hope to squeeze in visits to the Zama, High Level, and La Crete offices in the near future, as the budget development process permits.





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes – August 23, 2012</b>

### **BACKGROUND / PROPOSAL:**

Information item. The adopted minutes of the August 23, 2012 meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

That the Municipal Planning Commission meeting minutes of August 23, 2012 be received for information.

Author: B. Peters Review Date: \_\_\_\_\_ CAO \_\_\_\_\_

**Mackenzie County  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, August 23, 2012 @ 9:00 a.m.**

**PRESENT**

John W. Driedger	Chair, Councillor, MPC Member
Wally Schroeder	Vice-Chair, MPC Member
Beth Kappelar	MPC Member
Danny Friesen	MPC Member

**ADMINISTRATION**

Bill Kostiw	Executive Director of Infrastructure Development & Government Relations
Byron Peters	Project/Construction Superintendent
Liane Lambert	Development Officer
Dallas Campbell	Development Officer
Samuel Wahab	Planner
Chelsea Derksen	Administrative Assistant

**ABSENT**

Jacque Bateman	Councillor, MPC Member
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**1. CALL TO ORDER**

John W. Driedger called the meeting to order at 9:00 a.m.

**2. ADOPTION OF AGENDA**

**MOTION 12-148** **MOVED** by Beth Kappelar

That the agenda be adopted with the following additions;

- 4f) Development Permit Application 207-DP-12  
Mark Dick; Manufactured Home Sales and Services (Office)  
Plan 062 7695, Bloc 24, Lot 4
- 6b) Shelley McAteer

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MOTION 12-149    MOVED** by Wally Schroeder

That the minutes of the August 9, 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 PERMITS**

**a) Development Permit Application 208-DP-12  
Johan and Maria Klassen; Dwelling–Single Family  
Plan 052 0560, Block 1, Lot 9**

**MOTION 12-150    MOVED** by Beth Kappelar

That Development Permit 208-DP-12 on Plan 052 0560, Block 1, Lot 9 in the name of Johan and Maria Klassen 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: 15.24 meters (50 feet) front (east) yard; 7.62 meters (25 feet) rear (west) yard; 4.57 meters (15 feet) north and south side yards; from the property lines.
2. **The lowest opening of the building shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.**
3. **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the basement and/or flooding of the basement.**

4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring houses to the satisfaction of the Development Authority.
5. Building to be connected to the Municipal water and sewer and the cost of connection fee will be borne by the owner where applicable.
6. The Municipality has assigned the following address to the noted property 8806-95 Street. You are required to display the address (8806) 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. **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.**
8. **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.**
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 214-DP-12  
John Krahn; Natural Resources Extraction Industry (Gravel Pit)  
N ½ 4-105-17-W5M**



**MOTION 12-151      MOVED** by Wally Schroeder

That Development Permit 214-DP-12 on N ½ 4-105-17-W5M in the name of John Krahn be tabled until an approved road built to County Standards is built to the site.

**CARRIED**

- c) **Development Permit Application 216-DP-12**  
**La Crete Municipal Nursing Association; Medical Facility**  
**(Mobile Clinic)**  
**Plan 752 1580, Block 11, Lot 4**

**MOTION 12-152      MOVED** by Beth Kappelar

That Development Permit 216-DP-12 on Plan 752 1580, Block 11, Lot 4 in the name of La Crete Municipal Nursing Association 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. **Provide adequate off street parking as follows: The minimum parking standards are 1 space per 323 square feet of building area, which in this case is 6 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”***
2. **Minimum building setbacks: 7.62 meters (25 feet) front (east) yard; 7.62 meters (25 feet) rear (west) yard; 1.52 meters (5 feet) north and south side yards, from the property lines.**
3. **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.**
4. **The Medical Facility (Mobile Clinic) shall meet all Alberta Safety Code requirements for Public/Health Services buildings and any other requirements specified by Superior**

**Safety Codes. Failure to do so shall render this permit Null and Void.**

5. **Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 780-841-3275.**
6. Prior to commencement of any construction or placement of the Medical Facility (Mobile Clinic), contact John Klassen, Director of Operations (South) at 780-928-3983 to identify water line size for service and fire protection.
7. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner where applicable.
8. The Municipality has assigned the following address to the noted property 9818-105 Street. You are required to display the address (9818) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
9. The architecture, construction materials and appearance of the Medical Facility (Mobile Clinic) shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
10. 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 to Mackenzie County standards at the developer's expense.
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.

**CARRIED**

- d) **Development Permit Application 218-DP-12  
ATCO Electric; Contractor's Business/Yard (Generation Station Expansion)  
Plan 6199 MC, Block 1, Lot 1 (Pt. of SE 3-126-18-W5M)**

**MOTION 12-153**     **MOVED** by Danny Friesen

That Development Permit 218-DP-12 on Plan 6199 MC, Block 1, Lot 1 (Pt. of SE 3-126-18-W5M) in the name of ATCO Electric 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: 41.14 meters (135 feet) from any road allowance; 15.24 meters (50 feet) rear yard; 15.24 meters (50 feet) side yard, from the property lines;
2. **PRIOR** to installation of a new access or changing location of existing access contact Alberta Transportation at 624-6280. Access to be constructed to Alberta Transportation standards.
3. All setbacks from property lines adjacent to the Provincial Highway shall meet Alberta Transportation setback requirements.
4. All conditions and requirements by Alberta Transportation are to be met to their specifications and standards.
5. All conditions set out by the Petroleum Tank Management Association of Alberta shall be adhered to.
6. Must meet all requirements of the Alberta Fire Safety Code. Contact the local fire chief for required conditions.
7. **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.**
8. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring 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**

- e) **Development Permit Application 220-DP-12  
Country Corner Furniture Ltd.; Ancillary Building Expansion  
with Size Variance  
Plan 762 0383, Block 15, Lot 7**

**MOTION 12-154    MOVED** by Wally Schroeder

That Development Permit 220-DP-12 on Plan 762 0383, Block 15, Lot 7 in the name of Country Corner Furniture Ltd. be APPROVED with the following conditions as amended, omitting the condition to side or paint the principal building to match the ancillary building:

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

1. Approval of a size variance as noted in condition 2.
2. The combined square footage of all the Ancillary Buildings/Sheds on site shall not exceed the square footage of the principal building (Retail Store). The Principal Building is 3000 square feet in size. The total Ancillary Building with new Addition is 3200 square feet. **Therefore, a Variance of 200 square feet is granted.**
3. Minimum building setbacks:
  - a. 30.5 meters (100 feet) front (east) yard;
  - b. 3.1 meters (10 feet) rear (west) yard;
  - c. 1.5 meters (5 feet) north side yard;
  - d. 4.57 meters (15 feet) south 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.**
  - e. The south side yard setback is required in order to align the Ancillary Building/Shed Addition with the existing building.
4. The **Ancillary Building Addition** shall be constructed and finished with the same color and construction materials as the **existing Ancillary building**.
5. 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.
6. **No Ancillary Building/Shed Addition erected/or moved onto the site shall be used as a dwelling.**
7. 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.

8. 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.
9. The total site area 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**

- f) **Development Permit Application 207-DP-12**  
**Mark Dick (L.A. Homes and RV Sales); Manufactured Home**  
**Sales and Services (Office)**  
**Plan 062 7695, Block 24, Lot 4**

**MOTION 12-155**    **MOVED** by John W. Driedger

That Development Permit 207-DP-12 on Plan 062 7695, Block 24, Lot 4 in the name of Mark Dick 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 setbacks are: 9.1 meters (30 feet) front (east) yard; 3.0 meters (10 feet) rear (west) yard, from the property lines.
2. *Renovations to the exterior of the Well Site Unit (New Siding) is required. Renovations are to be completed by October 31, 2012.*
3. *A guaranteed security in the amount of \$1500.00 is required to ensure completion of the renovations within 7 business days of issuance of this permit.*
4. Any merchandise being moved on or off of the property shall be via the east access off of 99<sup>th</sup> Street.
5. **This permit approval is subject to the construction of an access to the property to County standards.** PRIOR to installation of any 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 developer's expense.

6. **PRIOR to any new construction taking place on the subject property contact the Development Department for a Development Permit.**
7. **Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45 square meters of office area, which in this case is 1 public parking stall, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”***
8. The municipality has assigned the following address to the noted property 10604-99<sup>th</sup> Street. You are required to display the address (10604) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
9. The 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**

**5. SUBDIVISION**

- a) **Subdivision Application 36-SUB-12  
SW 32-105-14-W5M  
David & Linda Neufeld**

**MOTION 12-156      MOVED** by Wally Schroeder

That Subdivision Application 36-SUB-12 in the name of David & Linda Neufeld on SW 32-105-14-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 5 acres (2.03 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 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**

- b) **Subdivision Application 37-SUB-12  
SW 14-105-15-W5M  
Jake & Trudy Bergen**

**MOTION 12-157      MOVED** by Beth Kappelar

That Subdivision Application 37-SUB-12 in the name of Jake and Trudy Bergen on SW 14-105-15-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) **The panhandle accessing the subdivision must be 66 feet (20 meters) in width.**
  - 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 \$3000.00 per acre. Municipal reserve is charged at 10%, which is \$300.00 per subdivided acre. **10.00 acres times \$300.00 equals \$3000.00**
  - 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**

**6. MISCELLANEOUS ITEMS**



**a) Bylaw 8\_\_-12 Land Use Bylaw Amendments to Add Dwelling Show Home to the Agricultural “A” District**

**MOTION 12-158**    **MOVED** by Beth Kappelar

That the MPC recommends to Council to approve Bylaw 8\_\_-12, being a Land Use Bylaw amendment to add Show Homes to the Land Use Bylaw as amended, changing the security amount from \$20,000 to \$10,000.

**CARRIED**

**b) Shelley McAteer**

**MOTION 12-159**    **MOVED** by Wally Schroeder

Inquiry from Shelly MacAteer received for information.

**CARRIED**

**MOTION 12-160**    **MOVED** by Beth Kappelar

That the Planning and Development Department review and provide options for the development of the southwest corner of Fort Vermilion, and invite the landowners to an information session.

**CARRIED**

**c) Action List**

The Action List of August 22, 2012 was reviewed.

**CARRIED**

**7.    NEXT MEETING DATES**

**MOTION 12-161**    **MOVED** by John W. Driedger

Municipal Planning Commission meeting dates to be scheduled as follows:

- ❖ September 6, 2012 at 9:00 a.m. in La Crete
- ❖ September 20, 2012 at 9:00 a.m. in Fort Vermilion
- ❖ October 11, 2012 at 10:00 a.m. in La Crete

**CARRIED**

**8. ADJOURNMENT**

**MOTION 12-162** **MOVED** by John W. Driedger

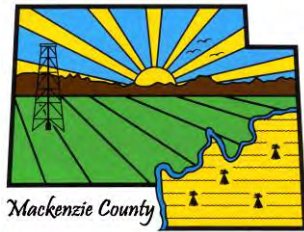
That the Municipal Planning Commission meeting be adjourned at 10:40 a.m.

**CARRIED**

These minutes were adopted this 6th day of September, 2012.

(original signed)

\_\_\_\_\_  
John W. Driedger, Chair



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Mackenzie Housing Management Board Meeting Minutes – August 27, 2012</b>

### **BACKGROUND / PROPOSAL:**

Information item. The adopted minutes of the August 27, 2012 meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **RECOMMENDED ACTION:**

That the Mackenzie Housing Management Board meeting minutes of August 27, 2012 be received for information.

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



**MACKENZIE HOUSING MANAGEMENT BOARD  
REGULAR BOARD MEETING  
August 27, 2012 – 10:00 A.M.  
Fireside Room – Heimstaed Lodge**

**In Attendance:**

George Friesen, Chair  
John W. Driedger, Vice Chair  
Wally Olorenshaw  
Ellis Forest  
Dave Neufeld  
Peter H. Wieler

**Regrets:**

Jack A. Eccles  
Abe Peters  
Mike Kowal

**Administration:**

Barb Spurgeon, Chief Administrative Officer  
Scott Shelton, Housing Manger  
Dorothy Klassen, Lodge Manager

**Call to Order:**

Chair George Friesen called the Board meeting to order at 10:00 a.m.

**Agenda:**

**Approval of Agenda**

12-072

Moved by Ellis Forest

That the agenda be approved as distributed.

Carried

**Minutes:**

**June 25, 2012 Board Meeting**

12-073

Moved by Dave Neufeld

That the minutes of the June 25, 2012 Regular Board Meeting be approved as amended.

Carried

**Reports:**                      **CAO Report**

12-074                              Moved by Ellis Forest

That the Chief Administrative Officer report be received for information.

Carried

**Financial Reports**                      **Housing – July 31, 2012**

12-075                              Moved by Peter Wieler

That the July 31, 2012 Housing financial report be received for information.

Carried

**Lodge – July 31, 2012**

12-076                              Moved by John Driedger

That the July 31, 2012 Lodge financial report be received for information.

Carried

**Assisted Care – July 31, 2012**

12-077                              Moved by Wally Olorenshaw

That the July 31, 2012 Assisted Care financial report be received for information.

Carried

**Arrears Report**

12-078

Moved by Dave Neufeld

That the July 2012 arrears report be received for information.

Carried

**New Business:**

**AHS Staff Housing**

12-079

Moved by John Driedger

That a proposal be put forward to Alberta Housing and Municipal affairs to provide staff housing at market rent.

Carried

Chairman Friesen called a recess at 11:20 a.m,  
Chairman Friesen reconvened the meeting at 11:25 a.m.

**Program Expansion**

12-080

Moved by Peter Wieler

That Alberta Health Services be allowed to place clients who require assisted living to the maximum of 70 rooms.

Carried

**North Peace Zone Meeting**

12-081

Moved by John Driedger

That board members be approved to attend the October 10, 2012 North Peace Zone meeting in High Level.

Carried

**Information:**

12-082

Moved by Peter Wieler

That the following be accepted for information.

- Bank reconciliation for June 2012

- Bank reconciliation for July 2012

Carried

**In Camera:** **No Items**

**Next Meeting Date:** Regular Board Meeting -  
September 24, 2012 at 10:00 am  
Fireside Room – Phase I  
Heimstaed Lodge

**Adjournment:**

12-083 Moved by Ellis Forest  
That the board meeting of August 27, 2012 be adjourned at  
11:35 a.m. .

Carried

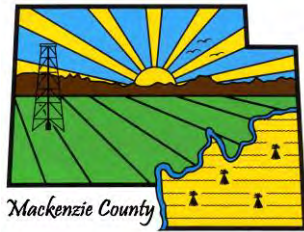
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George Friesen, Chair

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Barbara Spurgeon  
Chief Administrative Officer





# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw 874-12 Rescinding Designated Officer Bylaws 704/09 and 747/09</b>

**BACKGROUND / PROPOSAL:**

The Municipal Government Act (MGA) outlines the delegation by council process:

*203 (1) A council may by bylaw delegate any of its powers, duties or functions under this of any other enactment or a bylaw to a council committee, the chief administrative officer or a designated offer, unless this or any other enactment of bylaw provides otherwise.*

*(2) A council may not delegate*

- (a) its power of duty to pass bylaws*
- (b) its power to make, suspend or revoke the appointment of a person to the position of chief administrative officer,*
- (c) its power to adopt budget under Part 8,*
- (d) its power with respect to taxes under section 347, and*
- (e) a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to a council committee and authorized by bylaw.*

*(3) The Council when delegating a matter to a council committee, the chief administrative officer or a designated officer may authorize the committee or officer to further delegate the manner.*

In 2009 Mackenzie Council established Designated Officer bylaws 704/09 and 747/09.

**OPTIONS & BENEFITS:**

Mackenzie County has undergone some organizational changes. The approved Organizational Chart no longer includes the positions of “Director of Corporate Services/Assistant CAO” and “Director of Operations (South)”.

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

It is being recommended that Council rescinds Bylaws 704/09 and 747/09.

MGA, s. 209 permits delegation by chief administrative officer:

*209 A Chief administrative officer may delegate any of the chief administrative officer's powers, duties or functions under this or any other enactment or bylaw to a designated officer or an employee of the municipality.*

Once the bylaws are rescinded, a delegation of authority letter from the Chief Administrative Officer will be signed as appropriate with each Director. This does not relieve the CAO of responsibilities to Council for any chief administrative officer duties as outlined in the MGA. This will improve the line of command and responsibilities for each member of our management team.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

**Motion 1:**

That first reading be given to Bylaw 874-12 being a bylaw to rescind the Designated Officer Bylaws 704/09 and 747/09 of Mackenzie County.

**Motion 2:**

That second reading be given to Bylaw 874-12 being a bylaw to rescind the Designated Officer Bylaws 704/09 and 747/09 of Mackenzie County.

**Motion 3:** (requires unanimous)

That consideration be given to go to third reading of Bylaw 874-12 being a bylaw to rescind the Designated Officer Bylaws 704/09 and 747/09 of Mackenzie County.

**Motion 4:**

That third reading be given to Bylaw 874-12 being a bylaw to rescind the Designated Officer Bylaws 704/09 and 747/09 of Mackenzie County.

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

**BYLAW NO. 874-12**

**BEING A BY-LAW OF  
MACKENZIE COUNTY,  
IN THE PROVINCE OF ALBERTA,**

**TO RESCIND DESIGNATED OFFICER BYLAWS 704/09 and 747/09**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, the the Council must establish by bylaw, a position of Chief Administrative Officer; and

**WHEREAS**, the Chief Administrative Officer may delegate any of the Chief Administrative Officer's powers, duties or functions under this or any other enactment or bylaw to an employee of the municipality;

**NOW THEREFORE**, the Council of Mackenzie County, in the Province of Alberta, duly assembled, enacts as follows:

**Purpose**

1. The purpose of this bylaw is to rescind the following bylaws creating designated officer positions:
  - (a) Bylaw 704/09 Director of Corporate Services/Assistant CAO
  - (b) Bylaw 747/09 Director of Operations (South)
2. This Bylaw shall come into effect upon the third and final reading thereof.

First Reading given on the    day of            , 2012.

Second Reading given on the    day of            , 2012.

Third Reading and Assent given on the    day of            , 2012.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

**BY-LAW NO. 704/09**

**BEING A BY-LAW OF  
MACKENZIE COUNTY,  
IN THE PROVINCE OF ALBERTA,  
  
TO ESTABLISH THE POSITION OF  
DESIGNATED OFFICER**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, the Council may by Bylaw, establish a position of Designated Officer and outline the powers, duties and functions of that position;

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

1. The position of Designated Officer for Mackenzie County and that the position be titled "**DIRECTOR OF CORPORATE SERVICES / ASSISTANT CAO**"
2. In this bylaw, unless the context otherwise requires,

"**ACT**" means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto;

"**COUNCIL**" means the Council of Mackenzie County, elected pursuant to the Local Authorities Election Act, Revised Statutes of Alberta;

"**MUNICIPALITY**" means Mackenzie County, incorporated in the Province of Alberta;

"**DIRECTOR OF CORPORATE SERVICES / ASSISTANT CAO**" means an employee of the Municipality as such who is responsible to carry out the powers, duties and functions of a designated officer under this bylaw;

"**CAO**" means the Chief Administrative Officer appointed by the Council of Mackenzie County.

"**CHIEF ELECTED OFFICIAL**" means the person appointed to a position under section 205;

3. The Director of Corporate Services / Assistant CAO shall be appointed by the CAO and is subject to and is accountable to the CAO.

4. The Director of Corporate Services / Assistant CAO shall carry out the following powers, duties and functions or cause same to happen:
  - a) open or close the accounts that hold money of the Municipality;
  - b) ensure all money belonging to or held by the Municipality is deposited in a bank, credit union, loan corporation, treasury branch, or trust corporation designated by Council;
  - c) ensure money invested by the Municipality is invested in accordance with Section 250 of the Act;
  - d) pay all accounts which are proper charges against the Municipality and for which payment has been properly authorized in accordance with Section 248 of the Act;
  - e) in conjunction with Chief Elected Official or another person authorized by Council, sign or authorize agreements, cheques and other negotiable instruments on behalf of the Municipality;
  - f) ensure assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 of the Act are prepared;
  - g) certify the date the tax notices of the Municipality are sent;
  - h) ensure accurate records and accounts of the financial affairs of the Municipality are kept, including the things on which the Municipality's debt limit is based and the things included in the definition of the debt of the Municipality;
  - i) compare the actual revenues and expenditures of the Municipality with the estimates in the operating or capital budget approved by Council and report to Council as often as Council directs;
  - j) prepare and recommend to the CAO the operating and capital budget of the Municipality and prepare financial statements;
  - k) perform the duties and exercise the powers and functions assigned by the CAO;
  - l) assist the CAO in the general operations of the Municipality and assume the duties of the CAO in his/her absence;
5. In the absence of the Director of Corporate Services / Assistant CAO, the CAO will assume the powers, duties and/or functions delegated to the Director of Corporate Services / Assistant CAO as Designated Officer.

6. The Director of Corporate Services / Assistant CAO shall not:
- a) fail to discharge the duties of the office imposed by this bylaw;
  - b) sign any statement, report or return required by this bylaw knowing that it contains false statements;
  - c) fail to hand over to a successor in office, or to persons designated in writing by the Council or to the Minister, all money, books, papers and other property of the Municipality.
7. This bylaw comes into force at the beginning of the day of final passing.

First Reading given on the 10<sup>th</sup> day of February, 2009.

Second Reading given on the 10<sup>th</sup> day of February, 2009.

Third Reading and Assent given on the 10<sup>th</sup> day of February, 2009.

(original signed)

\_\_\_\_\_  
REEVE

(original signed)

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**BY-LAW NO. 747/09**

**BEING A BY-LAW OF  
MACKENZIE COUNTY,  
IN THE PROVINCE OF ALBERTA,**

**TO ESTABLISH THE POSITION OF  
DESIGNATED OFFICER**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, the Council may by Bylaw, establish a position of Designated Officer and outline the powers, duties and functions of that position;

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

1. The position of Designated Officer for Mackenzie County and that the position be titled "**DIRECTOR OF OPERATIONS (SOUTH)**"
2. In this bylaw, unless the context otherwise requires,

"**ACT**" means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto;

"**COUNCIL**" means the Council of Mackenzie County, elected pursuant to the Local Authorities Election Act, Revised Statutes of Alberta;

"**MUNICIPALITY**" means Mackenzie County, incorporated in the Province of Alberta;

"**DIRECTOR OF OPERATIONS (SOUTH)**" means an employee of the Municipality as such who is responsible to carry out the powers, duties and functions of a designated officer under this bylaw;

"**CAO**" means the Chief Administrative Officer appointed by the Council of Mackenzie County.

"**CHIEF ELECTED OFFICIAL**" means the person appointed to a position under section 205;

3. The Director of Operations (South) shall be appointed by the CAO and is subject to and is accountable to the CAO.

4. The Director of Operations (South) shall carry out the following powers, duties and functions or cause same to happen:
  - a) Ensures that the policies and programs of the municipality are implemented;
  - b) Advises and informs the Council on the operation and affairs of the municipality;
  - c) Ensure adequate records are kept of all committee meetings;
  - d) Advise Council in writing of its legislative responsibilities specific to your department;
  - e) Ensure accurate records and accounts of the department affairs are kept, including things on which the Municipality's debt limit is based and the things included in the definition of the budgets of the Municipality;
  - f) Prepare and recommend to the CAO the operating and capital budget of the Municipality specific to your department;
  - g) In conjunction with the Chief Elected Official and in the absence of the Chief Administrative Officer or other Designated Officer or another person authorized by Council, sign or authorize agreements and other negotiable instruments on behalf of the Municipality.
5. In the absence of the Director of Operations (South), the CAO will assume the powers, duties and/or functions delegated to the Director of Operations (South) as Designated Officer.
6. The Director of Operations (South) shall not:
  - a) fail to discharge the duties of the office imposed by this bylaw;
  - b) sign any statement, report or return required by this bylaw knowing that it contains false statements;
  - c) fail to hand over to a successor in office, or to persons designated in writing by the Council or to the Minister, all money, books, papers and other property of the Municipality under his control if required.
7. This bylaw comes into force on the day of final passing.



First Reading given on the 10<sup>th</sup> day of November, 2009.

Second Reading given on the 10<sup>th</sup> day of November, 2009.

Third Reading and Assent given on the 25<sup>th</sup> day of November, 2009.

(original signed)

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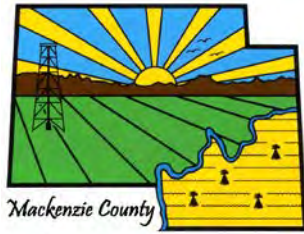
Greg Newman  
Reeve

(original signed)

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William Kostiw  
Chief Administrative Officer





# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Policy FIN025 Purchasing Authority Directive and Tendering Process</b>

**BACKGROUND / PROPOSAL:**

Policy FIN025 Purchasing Authority Directive and Tendering Process was reviewed at the Finance Committee Meeting on October 1<sup>st</sup> and the following modifications to the policy are being recommended to reflect:

- (a) changes to the Organizational Structure for the County were approved June 12, 2012 (affects delegation of purchasing authority and purchasing limits), and
- (b) updates with respect to COR/SECOR.

**OPTIONS & BENEFITS:**

Changes to the policy will provide updated guidelines regarding appropriate delegation of purchasing authority, specification of purchasing limits, and compliance with COR/SECOR requirements.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

That Policy FIN025 Purchasing Authority Directive and Tendering Process be approved as amended.

**Author:** Alison Kilpatrick      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_



## Mackenzie County

<b>Title</b>	<b>Purchasing Authority Directive and Tendering Process</b>	<b>Policy No:</b>	<b>FIN025</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 209 and 248 (1) and Part 5</b>
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### **Purpose**

- To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.
- To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.

### **Policy Statement, Definitions and General Guidelines**

#### **1. Policy Statement**

Policy will provide guidelines for the purchase of goods and services and for the tendering process.

#### **2. Definitions**

##### **Recurring expenditure:**

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

##### **Tender:**

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

##### **Bidder:**

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

##### **Local Supplier:**

- For the purpose of this policy, “local supplier” means a business located within the Mackenzie County including Towns of High Level and Rainbow Lake.

**Council:**

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

**Designated Officer:**

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

**COR:**

- The Certificate of Recognition (COR) in safety is issued to employers who develop and implement health and safety programs that meet established standards. COR is an essential component of WCB's Partners in Injury (PIR) program. Certificates for the Alberta construction industry are issued by the Alberta Construction Safety Association and are co-signed by Alberta Human Resources and Employment.

**SECOR**

- Small employer COR. Specifically designated for organizations with 10 employees or less.

**3. Responsibilities**

**Chief Administrative Officer (CAO) and/or Designated Officer will:**

- a) Provide requisition forms and procedures to support the implementation of this policy.
- b) Reserve the right to remove or amend the purchasing authority for any staff position of the municipality.

**Chief Administrative Officer (CAO) and/or Designated Officer and the Reeve and/or Deputy Reeve will:**

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

**Director of Corporate Services will:**

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

**CAO, Directors and Managers will:**

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.

- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

#### 4. Purchasing from Local Suppliers

Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing, where permitted, from the local suppliers where costs and quality are competitive and comparable, considering travel time, specifications and investment in local communities.

#### Purchasing Authority

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

a) Chief Administrative Officer	As approved by Budget
Director of Infrastructure Development and Government Relations	\$10,000
Director of Corporate Services & Assistant CAO	\$10,000
Director of Community and Protective Services	\$10,000
Director of Environmental Services & Operations	\$10,000
Supervisor Director of Planning & Development	\$10,000
Hamlet of Zama Supervisor Zama Site Manager	\$10,000
Agricultural Field Man	\$10,000

#### b) Delegated Expenditure Authority:

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

## **6. Spending Authority in a Disaster Situation**

- a) In a disaster situation, defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Disaster Services. During the disaster, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or the Director of Disaster Services without the need to tender.

## **7. Regulations**

Notwithstanding the above authorizations, the following regulations shall apply:

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

## **8. Tendering Process and Proposal Call Process**

- a) Tenders shall be requested from not less than the number of sources listed below, all tender documents to be retained for a period of not less than two years and copies to be submitted to the Finance Department. In addition, the following criteria shall be used for determining if Council decision is required in awarding a tender:



<b>Purchase Scale</b>	<b>Minimum Approval Level on Invoice for Budgeted Expenditures</b>	<b>Tender Requirement</b>	<b>Council Approval Requirement</b>
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
>\$500 to \$5,000	Leadhand or Controller via written authorization from an appropriate Director and Directors	Phone quotes or catalog pricing for price comparison is required	No
<b>Purchase Scale</b>	<b>Minimum Approval Level on Invoice for Budgeted Expenditures</b>	<b>Tender Requirement</b>	<b>Council Approval Requirement</b>
>\$5,000 to \$10,000	Directors	Three written quotations	No
>\$10,000 to \$74,999 for goods and materials; and  >\$10,000 to \$199,999 for construction projects	Directors and CAO	Three written quotations	No
\$75,000 and up for goods and materials; and \$200,000 and up for construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)	Yes (tender contract to be signed by CAO and Reeve)

- b) Where tenders are received that do not comply with Section 8(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
- i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and for construction projects under \$199,999,
  - ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and
  - iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.
- c) Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.

- d) No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be conducted.
- e) Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

### **9. Request for Tender Process (excludes quotes)**

- a) Sealed tenders shall be processed in the following manner:
  - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
  - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
  - iii. The tender opening shall be held at the Fort Vermilion Corporate office in a presence of CAO or designated officer or Council and be recorded using a Tender Document Form.
  - iv. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

### **10. Information to Bidder**

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

### 11. Security, Bonding and Other Requirements

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

A Performance Bond must be obtained for all projects per the following threshold:

Road Infrastructure Projects	Water/Sewer Infrastructure (underground construction)	Buildings
\$200,000 and up	\$75,000 and up	\$100,000 and up

- d) All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.
- e) ~~COR is required for construction tenders of \$200,000 or greater, up to July 31, 2012.~~
- f) Effective August 1, 2012; COR/SECOR is required for all tenders, ~~request for proposals, bids submitted and contracts/work awarded~~ with the exception of Waste Transfer Station Operators and Campground Caretakers. **Exceptions may be made for work under \$5,000, or for emergent situations, as authorized by the Chief Administrative Officer.**
- g) Administration will maintain an approved list of contractors.

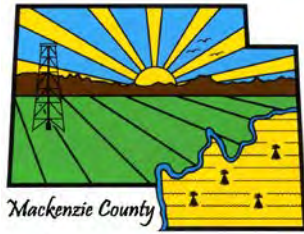
## 12. Analysis of Tenders

- a) The following factors, presented without any priority, shall be used to evaluate all bids received:
  - i. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
  - ii. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
  - iii. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
  - iv. **Standardization** of goods to reduce inventory and future costs.
  - v. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.
  - vi. **Life Cycle Costs** of goods or services.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

## 13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council.
- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or designated officer or Council.

	Date	Resolution Number
Approved	11-Dec-07	07-12-1120
Amended	09-Dec-08	08-12-979
Amended	30-Mar-11	11-03-278
Amended	12-Dec-11	11-12-970
Amended	09-Oct-12	
Amended		



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Policy FIN028 Credit Card Use</b>

### **BACKGROUND / PROPOSAL:**

Policy FIN028 Credit Card Use was reviewed at the Finance Committee Meeting on October 1<sup>st</sup>. Since Council approved the amended organizational chart on June 12, 2012, Credit Card Use Policy should also be amended to reflect the changes in the new organizational chart.

The Committee recommends that modifications to the policy be made to reflect the organizational structure changes.

### **OPTIONS & BENEFITS:**

Proposed amendments to the Credit Card Use Policy FIN028 reflect recent changes to organizational structure.

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

N/A

### **RECOMMENDED ACTION:**

That Policy FIN028 Credit Card Use be approved as presented.

**Author:** Alison Kilpatrick      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_

## Mackenzie County

<b>Title</b>	<b>Credit Card Use</b>	<b>Policy No:</b>	<b>FIN028</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Part 6, Section 248</b>
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### **Purpose**

To establish a policy and procedure for the use of County credit cards.

### **Policy Statement:**

The County issues credit cards to facilitate certain minor purchases such as authorized traveling arrangements and associated costs, authorized conference registration fees, training fees, specialized equipment parts etc. The County credit cards shall only be used for the purchase of goods and services for official business of Mackenzie County. Credit cards shall be used only in warranted circumstances.

### **Guidelines/Procedures:**

#### **1. Approval authority**

A credit card shall only be issued to an employee on approval by the Chief Administrative Officer and in accordance with this policy.

The personnel that may receive an authorization to hold a County credit card are listed in Schedule A.

#### **2. Authorized credit limit**

The total combined authorized credit limit of all credit cards issued by the County shall not exceed \$50,000.

#### **3. Allowable Purchases**

The allowable purchase limits shall be within the individual's purchasing authorities as outlined in the Purchasing Authority Directive and Tendering Policy FIN025 and/or as authorized by the Chief Administrative Officer and as approved in the County's budgets.

#### **4. Responsibility of Credit Cardholders**

4.1 An employee shall be required to enter into a Cardholder Agreement presented as Schedule B.

- 4.2 The employee shall ensure that all credit card purchases are in compliance with the County's Purchasing Authority Directive and Tendering Policy FIN025.
- 4.3 A credit card shall only be used by the employee to whom the card is issued.
- 4.4 The employee issued the credit card is responsible for its protection and custody.
- 4.5 The employee using the credit card must submit receipts, including documentation detailing the goods and services purchased, the associated costs, date of the purchase and the official business explanation.
- 4.6 The above said receipts and documentation must be submitted to the Corporate Services Department in a timely manner to reconcile against the monthly credit card statement.
- 4.7 A credit card shall not be used for cash advances, personal use or any other type of purchase not permitted under the County's purchasing ordinance.
- 4.8 Lost or stolen credit card shall be immediately reported to both ATB Financial and the Chief Administrative Officer.
- 4.9 An employee must immediately surrender the card upon termination of employment. The County reserves the right to withhold the final payroll payout until the card is surrendered.

## **5. Non-Compliance**

- 5.1 Violation of the policy may result in revocation of a credit card use privileges.
- 5.2 An employee found guilty of unauthorized use of a County credit card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes.
- 5.3 An employee shall be required to reimburse the County for all costs associated with improper use through direct payment and/or payroll deduction.

## 6. Internal Controls

- 6.1 The County Chief Administrative Officer is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned credit cards to personnel and generally for overseeing compliance with this policy.
- 6.2 Director of Corporate Services shall be responsible for :
- a) Assisting and maintaining record of issuance and retrieval of credit cards and overseeing compliance with this policy.
  - b) Accounting and payment of expenses.
  - c) Reconciliation of receipts and documentation to the monthly statements.
  - d) Presentation of the monthly credit cards statements to the Finance Committee.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	14-Dec-10	10-12-1109
<b>Amended</b>		
<b>Amended</b>		



Schedule A

The following employees may be authorized by Chief Administrative Officer and Director of Corporate Services to hold a County credit card:

<b>Position</b>	<b>Credit Card Limit</b>
Chief Administrative Officer	<del>\$7,500</del> <b>\$5,000</b>
<b>Director of Infrastructure Development &amp; Government Relations</b>	<b>\$5,000</b>
Director of Corporate Services/Assistant CAO	\$5,000
<del>Director of Operations (North)</del> <b>Director of Community Services &amp; Operations</b>	\$5,000
<del>Director of Operations (South)</del> <b>Director of Environmental Services &amp; Operations</b>	\$5,000
<b>Director of Planning &amp; Development</b>	<b>\$5,000</b>
<del>Executive Assistant</del> <b>Manager of Legislative &amp; Support Services</b>	<b>\$5,000</b>
<b>IT Specialist</b>	<b>\$5,000</b>
<del>Supervisor of Planning &amp; Development</del>	<del>\$2,500</del>
Agricultural Fieldman	\$2,500
Supervisor of the Hamlet of Zama	\$2,500
Administrative Assistant (High Level) <i>(for travelling arrangements)</i>	\$5,000
<del>Public Works Administrative Officer/La Crete Office Manager</del>	<del>\$2,500</del>
<del>Taxation and Assessment Clerk</del> <i>(for approved promotional advertising)</i>	<del>\$2,500</del>
<b>TOTAL</b>	<b>\$45,000</b>

Schedule B

**Credit Cardholder Agreement**

Requirements for use of the County Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of Mackenzie County.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by Mackenzie County, as attached hereto.

*Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the County for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Mackenzie County will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.*

Credit Card Number: \_\_\_\_\_

Received by: \_\_\_\_\_  
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

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

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

*(Below, for Corporate Services Department Use Only)*

**Credit Card Returned**

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

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



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Policy FIN031 Methods of Payment</b>

**BACKGROUND / PROPOSAL:**

One of the methods of payment permitted under this policy includes credit cards, with a two percent (2%) service fee charged to the customer.

Many credit card companies prohibit municipalities from imposing these surcharges.

Policy FIN031 Methods of Payment was reviewed at the Finance Committee Meeting on October 1<sup>st</sup> and the Committee recommends the changes as identified in the attached policy.

**OPTIONS & BENEFITS:**

Transaction processing fees represent a convenient method of payment for some taxpayers and customers; however, these fees also represent a considerable cost to the County.

**COSTS & SOURCE OF FUNDING:**

N/A

**RECOMMENDED ACTION:**

That Policy FIN031 Methods of Payment be approved as presented.

**Author:** Alison Kilpatrick      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_



## Mackenzie County

<b>Title</b>	<b>Methods of Payment Policy</b>	<b>Policy No:</b>	<b>FIN031</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act</b>
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### **Purpose**

To define the methods of payments accepted by Mackenzie County.

### **Policy Statement:**

The Policy defines the methods of payments accepted by Mackenzie County.

### **Guidelines/Procedures:**

1. The following methods of payment shall be accepted by Mackenzie County:

- 1.1 Cash or cheque in Canadian currency
- 1.2 US currency cheques may be accepted and the exchange rate will be applied to the account
- 1.3 Debit Cards
- 1.4 On-line payments
- 1.5 Pre-authorized payment plans
- 1.6 Electronic Banking services including telephone and internet banking
- 1.7 Payroll deduction for employees (a written authorization from an employee is required)
- 1.8 Credit Cards (see Section 2)

2. Credit Card Payments

- 2.1 ~~A two percent (2%) service fee shall be charged to the customer for Credit Card payments.~~ **Credit cards will be accepted, with the exception of Property Tax payments.**

3. NSF Cheques or NSF Preauthorized Payment Fees

- 3.1 Thirty Five Dollars (\$35.00) fee shall be charged for each NSF cheque. The amount of the NSF cheque plus the \$35.00 NSF fee will be due immediately. NSF cheques not collected in a reasonable length of time (normally within 30 days) may be referred to a collection agency or taken to small claims court, or transferred to taxes if permitted under the Municipal Government Act.

#### 4. Administrative Responsibilities

4.1 The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	12-Jun-12	12-06-408
<b>Amended</b>	09-Oct-12	
<b>Amended</b>		



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Write Off Property Taxes and Penalties on Roll 077119</b>

**BACKGROUND / PROPOSAL:**

This property is located at Footner Lake and has been vacant since 2009. Property taxes were written off in 2010. There was a further assessment for the 2011 tax year of \$618.97 with penalties levied in July, 2011 of \$37.14 and again in January 2012 of \$78.73 bringing the total outstanding balance to \$734.84. There was no assessment for the 2012 tax year.

**OPTIONS & BENEFITS:**

That property taxes of \$618.97 and penalty for 2011 of \$37.14 be written off and that the 2012 penalty of \$78.73 be voided.

**COSTS & SOURCE OF FUNDING:**

Tax Write Offs

**RECOMMENDED ACTION:**

That Council authorize writing off property taxes of \$618.97 and the penalty of \$37.14 be written off for tax roll 077119 and that the penalty of \$78.73 levied in January 2012 be voided.

**Author:**  D. Pawlik  **Review Date:** \_\_\_\_\_ **CAO** \_\_\_\_\_







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Services</b>
<b>Title:</b>	<b>Write off Property Taxes and Penalties on Roll 307091</b>

### **BACKGROUND / PROPOSAL:**

There has been no payment on the property taxes for this grazing lease since 2009. As a result of nonpayment of property taxes this Grazing Lease was cancelled effective December 31, 2011.

### **OPTIONS & BENEFITS:**

That property taxes totaling \$14.28 and penalties totaling \$3.71 be written off and that the 2012 penalty levied on January 5, 2012 of \$1.93 be voided.

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

Tax Write Offs

### **RECOMMENDED ACTION:**

That Council authorize writing off property taxes of \$14.28 and the penalty of \$3.71 be written off for tax roll 307091 and that the penalty of \$1.93 levied in January 2012 be voided.

**Author:** D. Pawlik      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Alison Kilpatrick, Director of Corporate Service</b>
<b>Title:</b>	<b>Write off Property Taxes and Penalties on Rolls 082634, 082635, 082813, and 082855</b>

**BACKGROUND / PROPOSAL:**

Airborne Energy Solutions Ltd vacated all property they were leasing at the High Level Airport and advised that they cancelled their lease on or before March 31, 2012. We have confirmed with the Town of High Level that no new firm has taken over the lease. As Airborne Energy no longer leases this property they will not pay the 2012 tax levy. This property was leased from the Town of High Level and we are unable to collect arrears from them.

**OPTIONS & BENEFITS:**

That property taxes totaling \$1,209.10 be written off and July penalties totaling \$72.55 be voided.

**COSTS & SOURCE OF FUNDING:**

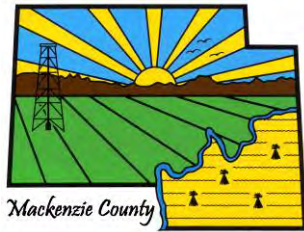
Tax Write Offs

**RECOMMENDED ACTION:**

That Council authorize writing off property taxes of \$332.48 for roll 082634; \$328.99 for roll 082635; \$328.99 for roll 082813 and \$218.64 for roll 082855 and void July penalties of \$19.95 for roll 082634; \$19.74 for roll 082635; \$19.74 for roll 082813 and \$13.12 for roll 082855.

**Author:**  D. Pawlik  **Review Date:** \_\_\_\_\_ **CAO** \_\_\_\_\_





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Economic Developers Alberta Course – Supporting Agriculture</b>

### **BACKGROUND / PROPOSAL:**

An EDA Course (Supporting Agriculture) is being hosted by Lac Ste. Anne on October 29, 2012.

This item was brought forward at the September 24<sup>th</sup> Council meeting where it was tabled to the October 9<sup>th</sup> meeting.

### **OPTIONS & BENEFITS:**

It appears as this program is geared towards administrative personnel and not elected officials.

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

Registration Fee - \$115.00

Travel Costs – \$1,218.00

Per Diems - \$600.00

Total Cost - \$1,933.00

### **RECOMMENDED ACTION:**

For discussion.

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

## CEDTP Courses

Economic development is an intensely competitive field and a wide variety of community economic development organizations exist in Alberta.

Regardless of the size of the community or region served, or the size of the budget, using best practices and established tools can be used to achieve success in growing and maintaining strong communities.

The CEDTP course series has been designed to:

- Broaden and deepen the awareness and knowledge of economic development.
- Provide knowledge, tools, resources, and support systems for those practicing economic development.
- Define the function and applications of economic development, as well as direct links to sustainable and balanced growth.
- Deliver educational opportunities to those interested in certification and professional development in the field of economic development.
- Provide skill development for those practicing economic development.

### Courses Offered:

The following courses are available:

**Economic Development – Establishing the Foundation** - Learn the principles, theories, and fundamentals of economic development that form the basic foundation of every community.

**Business Retention and Expansion** - Integrate effective assessment and planning tools in order to help you build and retain a strong business community.

**Business and Investment Attraction** - Discover the important role business and investment attraction plays in advancing your economic development strategy.

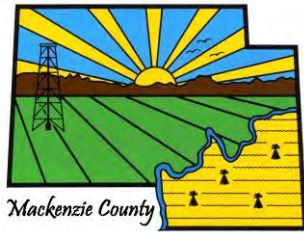
**Marketing and Branding Your Community** - (**NEW**) To provide a basic understanding of marketing and branding principles as they apply to community economic development

**Opportunity Identification** - Uncover fundamental principles that will help you identify, assess, and nurture potential opportunities for economic growth.

**Project Management** - Learn how to adopt a project management framework to plan and execute successful economic development activities in your community.

**Supporting Agriculture through Community Economic Development** - Adopt assessment and planning tools to support and expand your agriculture sector by implementing collaborative economic development activities.

For more information, or to book a training session, contact us at [admin@edaalberta.ca](mailto:admin@edaalberta.ca) or phone us at 1.866.671.8182.



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>2013 Budget Meeting Dates</b>

### **BACKGROUND / PROPOSAL:**

Under the MGA each council must approve annual operating and capital budgets.

### **OPTIONS & BENEFITS:**

Administration recommends setting the following dates for 2013 budget reviews:

- November 5
- November 27
- December 10

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

N/A

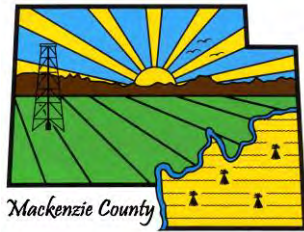
### **RECOMMENDED ACTION:**

That the 2013 budget review dates be scheduled for November 5, 27 and December 10, 2012 at 10:00 a.m. in the Fort Vermilion Council Chambers.

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







## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>2013-2015 Business Planning Session</b>

**BACKGROUND / PROPOSAL:**

Council establishes a three year business plan. The currently approved business plan is for 2011-2014. Ideally, Council should be revisiting the plan annually. The last business planning session took place in November 2010.

**OPTIONS & BENEFITS:**

As previously discussed, administration has engaged Gordon McIntosh, PhD & CLGM, Local Government Leadership Institute in facilitating Mackenzie County business planning session on December 18 & 19, 2012.

**COSTS & SOURCE OF FUNDING:**

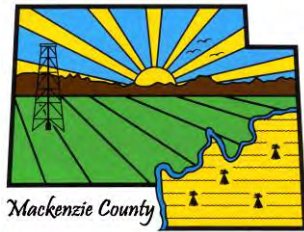
2012 Operating Budget – Professional Fees and Council Honorariums

**RECOMMENDED ACTION:**

That a business planning session be scheduled for December 18 & 19, 2012 in the Fort Vermilion Council Chambers with facilitative assistance by Gordon McIntosh.

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





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>AAMDC Fall Convention Minister Meetings</b>

### **BACKGROUND / PROPOSAL:**

Discussion regarding the potential meetings with various cabinet Ministers during the AAMDC fall convention in November and suggested topics for discussion.

### **OPTIONS & BENEFITS:**

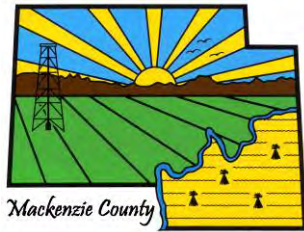
### **COSTS & SOURCE OF FUNDING:**

### **RECOMMENDED ACTION:**

For discussion.

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





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 9, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>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. A presentation was made to Council at their August 22, 2012 council meeting. Administration was directed to proceed with the aggregate energy analysis with 8760 Energy under the AAMD&C Aggregated Energy Procurement Program.

**OPTIONS & BENEFITS:**

See attached proposed rates.

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

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

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

**COSTS & SOURCE OF FUNDING**

Operating Budget

**RECOMMENDED ACTION:**

That administration be authorized to enter into an agreement with under the AAMD&C Aggregated Energy Procurement Program for the provision of natural gas and electricity for a three year term beginning January 1, 2014.

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



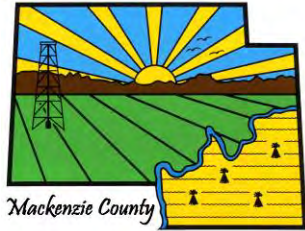
**Mackenzie County- Energy summary**  
**Indicative comparison of energy rates and expense**

Natural Gas		Volume (GJs)	Cost
Mackenzie County Current Natural Gas Cost		4,849	\$ 41,120
Mackenzie County AAMDC Proposed Cost			\$ 14,312
Electricity		Volume (kWhs)	Cost
Mackenzie County Current Electricity Cost		4,449,354	\$ 394,435
Mackenzie County Proposed AAMDC Cost			\$ 288,247
Total Current Rates			\$ 435,555
Total AAMDC Indicative Rates			\$ 302,559
<b>Total Annual Savings</b>			<b>\$ 132,996</b>
<b>Total Three Year Savings</b>			<b>\$ 398,988</b>

*\*All information, including consumption and financial views expressed in this report is Unified Energy 8760 Ltd. Presumption of what the client requirements make no representation, nor accept any liability, regarding its accuracy or completeness, unless expressly stated to the contrary.*







# MACKENZIE COUNTY REQUEST FOR DECISION

**Meeting:** Regular Council Meeting

**Meeting Date:** October 9, 2012

**Presented By:** Joulia Whittleton, Chief Administrative Officer

**Title:** Information/Correspondence

## BACKGROUND / PROPOSAL:

The following items are attached for your information, review, and action if required.

- Action List
- La Crete Recreation Board Meeting Minutes
- Jubilee Medal Program
- Managing Disease Risk in Alberta’s Wood Bison – 2011-12 Progress Report
- Let’s Resolve Workshops
- TransCanada Proposed Bootis Hill Pipeline Project
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## RECOMMENDED ACTION:

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

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

**Mackenzie County  
Action List as of September 24, 2012**

***Council Meeting Motions Requiring Action***

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
<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 Bill	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 Alison Finance	Meeting scheduled for October 18
<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	Meeting scheduled for October 18
<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	Communications have been received from Esso
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 Alison	Budget Deliberations
<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.	Byron	To be completed during review of ASP's
<b>April 20, 2012 Special Council Meeting</b>			
12-04-277	That the dust control fees be reviewed during 2013.	John	2013 Budget Review

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
<b>May 23, 2012 Council Meeting</b>			
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	Report completed by All North. RFD to Council 30-Oct-12
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) Bring draft application to Council on 30-Oct-12
12-05-368	That administration be authorized to enter into leases with Alberta Health Services for the ambulance buildings as presented.	Joulia Carol	In progress
<b>June 12, 2012 Council Meeting</b>			
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 Grant	In progress
<b>June 27, 2012 Council Meeting</b>			
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 Preparing decision paper to present to the LUF Committee
12-06-424	That administration develop a plan for accesses off municipal roads and bring back options.	Joulia John Bill Grant	In progress Preparing decision paper to present to the LUF Committee
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 Preparing decision paper to present to the LUF Committee
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	30-Oct-12 RFD draft was done and waiting for budget consideration

Motion	Action Required	Action By	Status
<b>July 9, 2012 Council Meeting</b>			
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.	Alison	In progress FV Rec Board applied for WED grant.
12-07-490	That administration draft a letter regarding Bill C-38 Amendments to the Fisheries Act.	Bill	30-Oct-12
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	Bill John Byron	30-Oct-12
<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.	John Grant Joulia	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. (Blumenort tennis courts)	Alison	2013 Budget
<b>August 22, 2012 Council Meeting</b>			
12-08-550	That administration continue to work with Alberta Transportation to secure a long term lease in the Meander area. (gravel)	Bill	Under review
12-08-551	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, all associated costs to be borne by the landowner.	Bill	Under review
12-08-563	That the request from the La Crete residents regarding beautification of the Hamlet of La Crete be considered during the 2013 budget deliberations.	Alison John	2013 Budget Deliberations
12-08-574	That administration advise the Mackenzie Municipal Services Agency of the County's interest in their subdivision services as a stand-alone service and requests clarification of fees as discussed.	Joulia Byron	Options being discussed.
<b>September 11, 2012 Council Meeting</b>			
12-09-582	That Mackenzie County allows implementation of volunteer User Steering Committees with a minimum of 5 members in lieu of Co-op's and that	John Bill	In progress

Motion	Action Required	Action By	Status
	administration draft a Terms of Reference for approval by Council.		
12-09-583	That Mackenzie County construct a temporary flushing/fill station at the intersection of Airport Road and Range Road 14-3.	John	In progress
12-09-584	That Mackenzie County engages DCL Siemens to complete draft plans for the Fort Vermilion Booster Station at the predetermined location with future plans for a truck fill at this location.	Bill John	In progress
12-09-585	That the County continue lobbying for provincial funding for roads and drainage to new lands.	Joulia	
12-09-588	That Council approves administration negotiating a short term lease of the Fort Vermilion Research Station and present it to Council for approval.	Bill Grant	In progress
<b>September 24, 2012 Council Meeting</b>			
12-09-611	That a joint regional Ad Hoc Land Use Framework Committee be established with a mandate to promote interests of the Lower Peace Region while working with industry leaders.	Joulia Byron Bill	
12-09-615	That Policy ASB020 Construction in County Road Allowances for the Purpose of Draining Water be TABLED for further review.	Grant	In progress
12-09-621	That administration proceeds with the development of the Rural Road Policy by following the process outlined in the Mackenzie County Policy Paper – Rural Road Development and that the Agriculture Service Board and Agriculture Land Use Planning Committee be involved in the development of this policy as well as the drainage policy.	Joulia	
12-09-628	That the Economic Developers Alberta Course – Supporting Agriculture be TABLED to the next meeting.		09-Oct-12

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	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
AUGUST 16, 2012**

**Northern Lights Recreation Centre  
La Crete, Alberta**

Present: Abe Fehr, President  
Terry Tosh, Vice-President  
Darlene Bergen, Secretary-Treasurer  
Simon Wiebe, Director  
George Fehr, Director  
Wendy Morris, Director  
George Derksen, Director  
John Zacharias, Director  
Philip Doerksen, Arena Manager  
Lori Bergen, Bookkeeper/Administrative Assistant

Absent: Peter F. Braun, MD Rep

Call to Order: Chair Fehr called the meeting to order at 6:10 p.m.

Approval of Agenda

1. Terry Tosh moved to accept the Agenda as amended.  
Revise 8.5 to Softball Tournament CARRIED

Approval of Previous Meeting's Minutes

1. George Fehr moved to accept the June 14, 2012 Regular Meeting Minutes as presented. CARRIED
2. Wendy Morris moved to accept the July 23, 2012 Special Meeting Minutes as presented. CARRIED

Business from the Minutes

1. CIIP Grant has been submitted.

Review of Action Sheet

1. Reviewed items for information only.

Financial Report

1. Reviewed financial reports.
2. John Zacharias moved to accept the Financials as presented. CARRIED

Manager's Report – Philip Doerksen

1. Manager's Report was reviewed for information.
2. Quash board has all been installed and project completed.
3. Can't find the brine leak.
4. Olympia has been repaired.

CARRIED

New Business

- 8.1 Capital Projects – Capital project totals have been summarized.
- 8.2 Bill Martens Memorial Bursary – Philip left due to conflict of interest. Simon Wiebe moved to award the Bill Martens Memorial Bursary to Candace Froese. CARRIED
- 8.3 Grant – CIIP Grant has been submitted for the lobby renovation and moving the concession.
- 8.4 YAC Rent – Have requested a reduction in rent. Discussion was held and the request was denied.
- 8.5 Softball Tournament – Discussed if the grounds will be ready to host a softball tournament in September.

Wendy Morris moved to go in camera at 7:25 p.m.

Darlene Bergen moved to go out of camera at 7:30 p.m.

Abe Fehr moved that the meeting be adjourned at 7:30 p.m.

Next Meeting: September 13, 2012



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Présidente

Karen Leibovici  
Councillor,  
City of Edmonton, AB

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Brock Carlton  
Ottawa, ON

September 24, 2012

Reeve Bill Neufeld  
Mackenzie County  
4511-46 Avenue  
Po Box 640  
Fort Vermilion, AB, T0H 1N0

Dear Reeve Neufeld:

The Diamond Jubilee marks the 60<sup>th</sup> anniversary of Her Majesty Queen Elizabeth II's accession to the Throne as Queen of Canada. The Medal Program is the centrepiece of a year-long series of Jubilee year celebrations organized by the Government of Canada. It is anticipated that some 60,000 deserving Canadians will be recognized with a Jubilee medal.

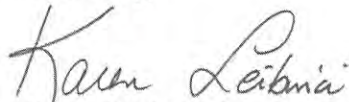
Now, in consultation with the Government of Canada, we are launching a second round of nominations with a new deadline in order to open this honour to more Canadians. All members of council and all municipal officials may nominate as many additional candidates as they consider deserving of the Queen's Diamond Jubilee Medal.

Nominations already submitted are unaffected. In addition, those nominated as alternates will also receive a medal, providing they meet the criteria which can be found at [www.fcm.ca/eligibility](http://www.fcm.ca/eligibility). If you have any objections to your alternate candidate receiving a medal, please contact FCM at [diamondjubilee@fcm.ca](mailto:diamondjubilee@fcm.ca).

The new deadline for nominations is December 31, 2012. I urge you to advise all members of council and all municipal officials of this expanded opportunity to honour deserving members of your community.

Nominations are made by completing the nomination form at [www.fcm.ca/jubilee](http://www.fcm.ca/jubilee). To learn more about the Jubilee Medal Program, please visit the Governor General's website using this link:  
[www.fcm.ca/diamondjubilee](http://www.fcm.ca/diamondjubilee).

Sincerely,



Karen Leibovici  
President, FCM  
Councillor, City of Edmonton



24, rue Clarence Street,  
Ottawa, Ontario K1N 5P3

T. 613-241-5221  
F. 613-241-7440

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



September 17, 2012

Joulia Whittleton  
Chief Administration Officer  
MD of McKenzie  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0



Dear Ms. Whittketon:

**Subject: Managing Disease Risk in Alberta's Wood Bison with Special Focus on Bison to the west of Wood Buffalo National Park – Progress Report 2011/12 and Fall/Winter 2012/13 Work Plan**

I am writing to provide you with an update on last year's activities as contained in the enclosed report. The report is also available at;  
<http://www.srd.alberta.ca/FishWildlife/WildlifeDiseases/documents/ManagingDisease-WoodBison-ProgressReport-Aug2012.pdf> . I also want to update you on the proposed bison work planned for the fall and winter of 2012/13.

We will continue to fly surveillance flights along Highway 35 and the agricultural area near Ft. Vermilion this winter. Typically the flights begin in December, once snow conditions are adequate to detect bison tracks and feeding activity. Flights will continue once per month until March or April.

Public reporting of bison sightings remains an important priority. We encourage anyone sighting a bison east of Highway 35 to report that sighting immediately to the local Fish and Wildlife Office in Ft. Vermilion 780-927-4488, High Level 780-926-2238 or after hours 1-800-642-3800.

During December 2011, we sampled bison from the Wabasca/Mikkwa and Wentzel Lake herds for bovine tuberculosis and brucellosis. Brucellosis was confirmed in bison from the Wentzel Herd about 20 kilometres west of Wood Buffalo National Park. Sampling will continue in December 2012 (snow conditions permitting) of up to eight bison to determine the presence of bovine tuberculosis or brucellosis in the Wabasca-Mikkwa herd. We were only able to collect a small sample size of four bison from that herd last winter.



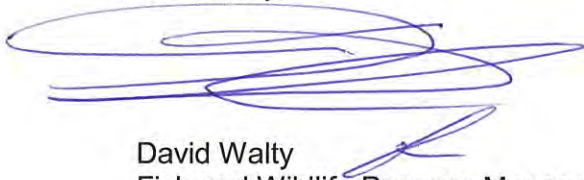
We hope to undertake detailed bison surveys in the Ponton River and the Buffalo Head Hills (Wildlife Management Unit 528) beginning in January.

The Government of Alberta is considering amending regulations to facilitate hunting of bison in the Caribou Mountains Wildland Park as a mechanism to restrict the range distribution and numbers of animals in the Wentzel Lake wood bison herd. This would allow for controlling expansion of this diseased herd to the west and south to protect livestock and the disease-free Hay-Zama bison herd.

For more information on the "Managing Disease Risk in Alberta's Wood Bison with Special Focus on Bison to the west of Wood Buffalo National Park" program, please visit the website: <http://www.srd.alberta.ca/FishWildlife/WildlifeDiseases/WoodBisonDiseaseManagement.aspx>.

We trust you will communicate this information to your membership. Should you have any questions on the program, the August 2012 Progress Report, or the 2012/13 Work Plan please do not hesitate to contact Lyle Fullerton, Special Projects Coordinator, Wildlife Management at 780 624-6496 or [Lyle.Fullerton@gov.ab.ca](mailto:Lyle.Fullerton@gov.ab.ca).

Yours truly,



David Walty  
Fish and Wildlife Program Manager  
Peace and Upper Hay Areas

Enclosures

cc: Lyle Fullerton

**Managing Disease Risk in Alberta's Wood Bison  
with Special Focus on Bison to the West of  
Wood Buffalo National Park**



**2011 - 2012  
Progress Report**

**August 2012**

ISBN No. 978-0-4601-0457-6 (Online Version)  
Posted August 2012

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## Introduction

Alberta has long recognized that the key issue regarding the management of wild bison is the threat of tuberculosis and brucellosis spreading from infected animals in and around Wood Buffalo National Park to livestock (cattle and domestic bison) and to healthy wild bison.

These introduced cattle diseases represent an ongoing threat to Alberta's livestock industry since they could result in trade restrictions and significant economic losses. In addition, wood bison are listed nationally as "threatened" and by Alberta as "endangered." It will be impossible to fully restore healthy, wild bison populations until these livestock diseases are eradicated, since recovery herds will need to be kept small and relatively confined to reduce their risk of becoming infected. There is also a risk of disease transmission to humans and to other wildlife species. In 1990, a federal Environment Assessment Panel recommended completely eradicating all bison from Wood Buffalo National Park (WBNP), followed by restocking with disease-free animals. This recommendation was not implemented by the federal government.

Alberta's long-term goal is to eliminate the disease risk. This would remove the risk to Alberta's livestock industry and would allow the restoration of wild populations of wood bison across northern Canada. The restoration of wood bison populations would fill a key ecological role and provide substantial cultural and economic benefits to Alberta. Until this long-term goal can be achieved, the interim approach is to prevent the spread of tuberculosis and brucellosis from diseased wild bison to domestic livestock and disease-free wild bison.

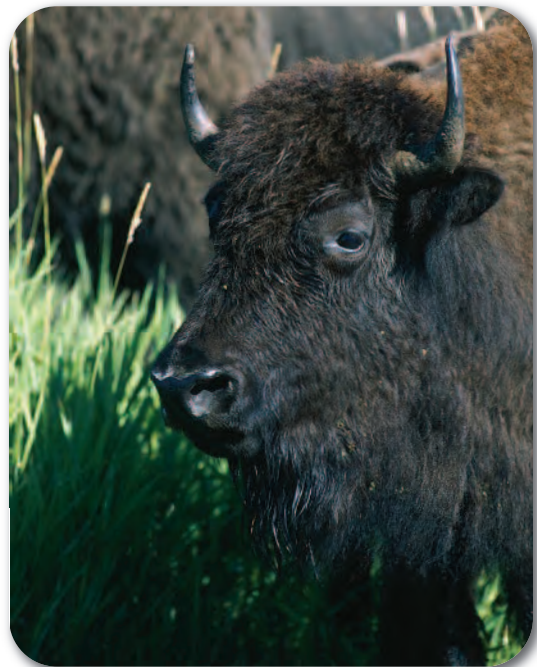
Alberta's approach for managing the disease risk to both domestic livestock and free-ranging wood bison is detailed in "Managing Disease Risk in Alberta's Wood Bison with Special Focus on Bison to the West of Wood Buffalo National Park." This approach implemented by Environment and

Sustainable Resource Development (ESRD) and Agriculture and Rural Development (ARD) is focused on the area to the west of the park, as the Wentzel or Wabasca-Mikkwa bison pose a greater threat for transferring diseases to either domestic livestock or the wild Hay-Zama bison herd than do the Ronald Lake bison herd to the south of the park.

The approach has three broad components:

- Hay-Zama wild bison herd management;
- disease surveillance and risk reduction east of Highway 35; and
- monitoring populations of wild bison east of Highway 35.

The following is a progress report on that approach and includes work undertaken during 2011 and the winter of 2012. The June 2011 Progress Report is available at: [srd.alberta.ca/FishWildlife/WildlifeDiseases/WoodBisonDiseaseManagement.aspx](http://srd.alberta.ca/FishWildlife/WildlifeDiseases/WoodBisonDiseaseManagement.aspx)





# 1.0 Hay-Zama Wild Bison Management

**Objective** - To maintain the wild Hay-Zama wood bison herd free of bovine tuberculosis and brucellosis by limiting their numbers and distribution, particularly east toward Highway 35, thereby reducing the opportunity for exposure to diseased bison from the vicinity of Wood Buffalo National Park (WBNP).

The Hay-Zama wood bison reintroduction program was started in 1983 to re-establish a healthy population of wood bison in northwestern Alberta. This was a significant element in the

national wood bison management plan, which called for at least one self-sustaining herd in each of Alberta, BC, Yukon, Northwest Territories and WBNP. The Hay-Zama bison herd has grown rapidly in numbers and distribution since 1994. A goal of the 2008 draft recovery strategy for wood bison in Canada was to protect “clean” recovery herds from contact with diseased animals. Hay-Zama bison are disease-free, while bison populations in and around WBNP are known or assumed to be infected.

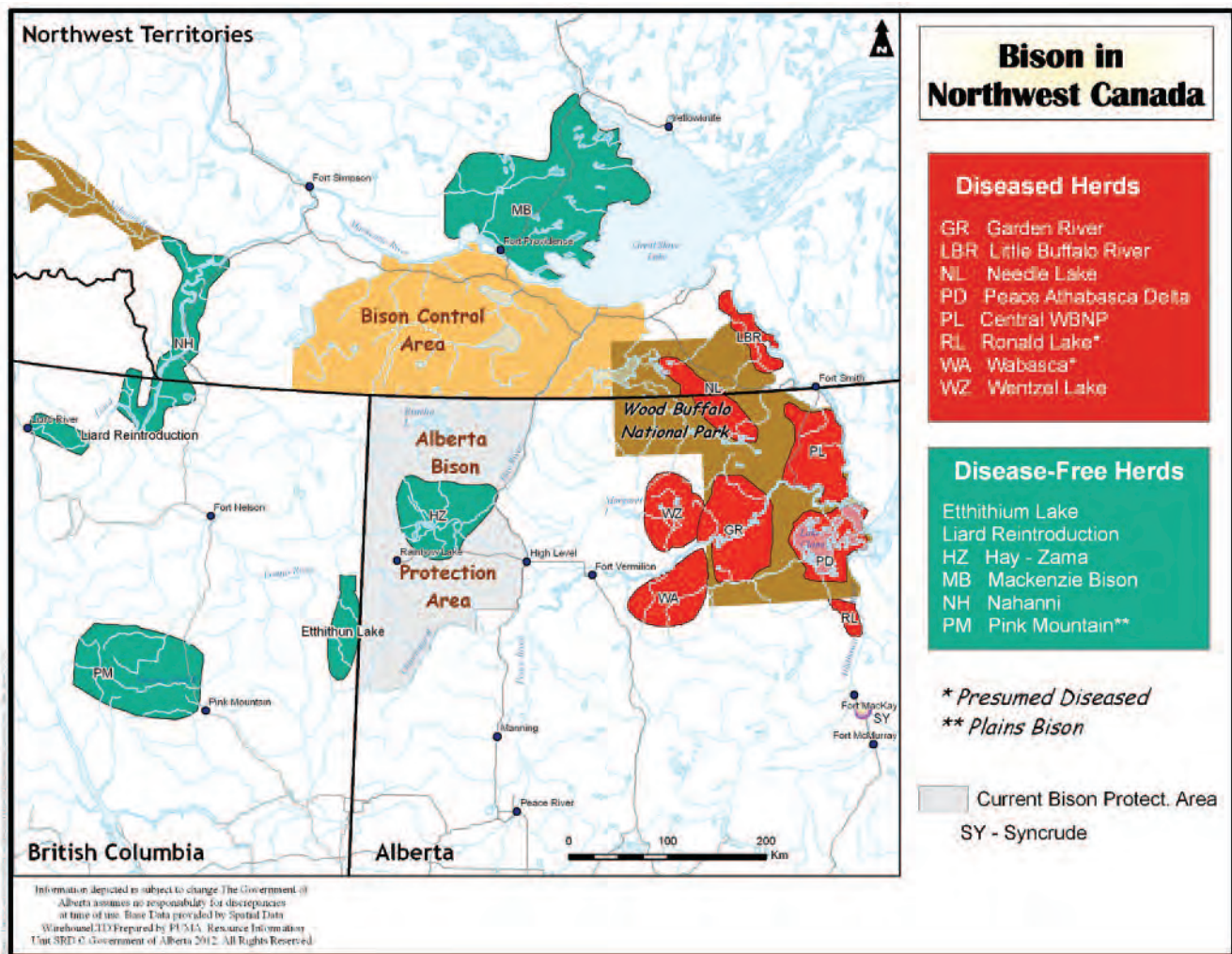


Figure 1. Bison Herds Currently Classified as Diseased or Disease-Free

The Hay-Zama bison herd has been monitored since the original release. The total number of bison peaked in the winter of 2008 when 652 animals were seen in 63 different groups. Observed range expansion raised concerns over bison moving east toward diseased bison from WBNP. In particular, there was specific concern over several instances of bison moving east along the Zama road to and beyond Highway 35. In the spring of 2008, it was determined that a highly regulated hunting season would be instituted and scheduled annually to stop the Hay-Zama herd from continuing to increase in numbers and distribution. The hunt serves two objectives relevant to this strategy:

- It protects the Hay-Zama herd from the near-inevitability of becoming infected as their numbers and distribution increased. **If this happened, there is a strong probability that the whole herd would have to be culled.**
- It allows for a significant amount of disease testing.

### Update

From 2008/09 to the end of the 2011/12 bison hunting season, a total of 423 bison were harvested and 279 samples collected for disease surveillance of tuberculosis and brucellosis (Table 1). All samples submitted to date have been negative for both diseases.

**Table 1. Hay-Zama Bison Harvest and Samples from all Seasons**

Season	Hunters	Harvest	Tested Samples
2008/09	Aboriginal	74	58
	Non-Aboriginal	54	39
2009/10	Aboriginal	98	81
	Non-Aboriginal	57	43
2010/11	Aboriginal	34	8
	Non-Aboriginal	21	13
2011/12	Aboriginal	47	19
	Non-Aboriginal	38	18
<b>Total</b>		<b>423</b>	<b>279</b>

### Hay-Zama Bison Population Status

A population survey was conducted from March 6 to 10, 2012, for the Hay-Zama herd. A total of 587 bison in 30 groups were found. The survey confirms the current Hay-Zama bison range has not grown and the population remains within the target of 400 to 600 bison (Figure 2). The population reduction and maintenance strategy is maintaining the Hay-Zama herd range at 3,500 square kilometres.

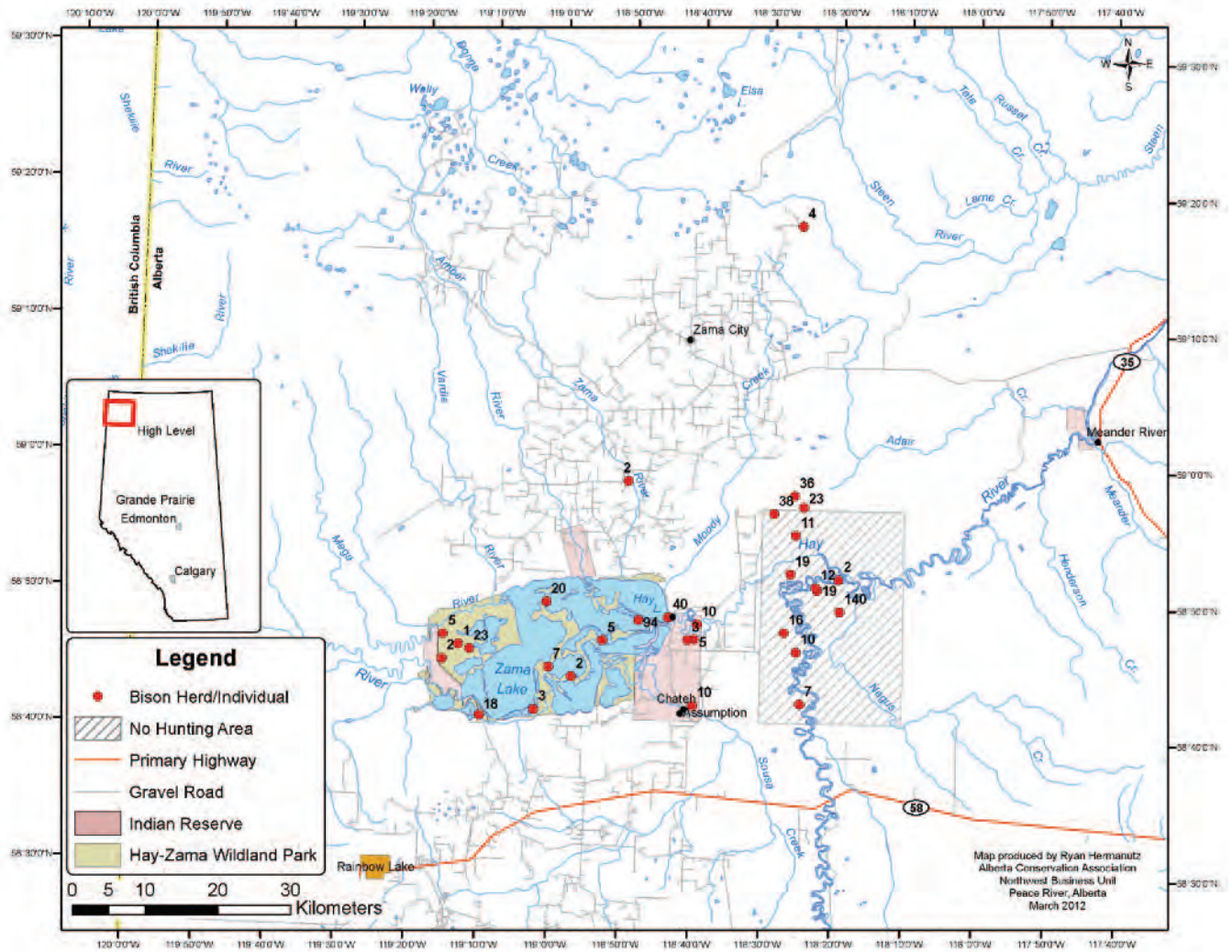


Figure 2. Hay-Zama 2012 Bison Survey Herd Locations



## 2.0 East of Highway 35 Disease Surveillance and Risk Reduction

The probability of bison moving west from the Wentzel herd or from the populations in the Wabasca-Mikkwa area is high. Gates et al. (2001) identified several routes that bison would likely use to move west. As well, bison from the Hay-Zama herd would most likely move east along these same routes. Most of the favourable travel routes pass through the agriculture zones in and around Ft. Vermilion and La Crete, and therefore pose the greatest threat to domestic livestock.

### 2.1 Detection Approach

Objective - To detect any wild bison on private agriculture lands near Ft. Vermilion and La Crete and the Agricultural and Highway 35 Surveillance Zones.

Surveillance areas have been identified along Highway 35 and around the Agricultural Area Zone. The Highway 35 Surveillance Zone stretches 10 km on both sides of Highway 35 from the High Level airport north to the Alberta – N.W.T. boundary. The Agricultural Area Zone contains farmland along Highway 58 from High Level to Fort Vermilion and farmland in the La Crete – Fort Vermilion area. Ongoing surveillance flights also explore associated areas that are potential movement corridors.

The purpose of the Highway 35 surveillance zone is to detect animals that: (i) may be moving from the east (high risk of infection) toward the Hay-Zama herd, or (ii) Hay-Zama animals moving from the west toward the high risk area. The purpose of the Agricultural Area Surveillance Zone is to detect bison (presumed infected) that may be moving from known population areas in WBNP, Wabasca-Mikkwa and Wentzel Lake areas.

#### 2.1.1 Update

##### Highway 35 Surveillance Zone

A surveillance flight was flown in the Highway 35 Surveillance Zone on January 9, 2012, by ESRD staff. No bison or bison sign was detected during this flight. Routine surveillance flights throughout the winter were not conducted this year due to numerous additional surveys flown in and around the Highway 35 Surveillance Zone by ESRD. (See Additional Flights Highway 35 Surveillance Zone.)

##### Agricultural Area Surveillance Zone

From December 9, 2011, to March 5, 2012, four surveillance flights were flown in the Agricultural Area Surveillance Zone. No bison or bison sign was detected within the Agricultural Area Surveillance Zone.

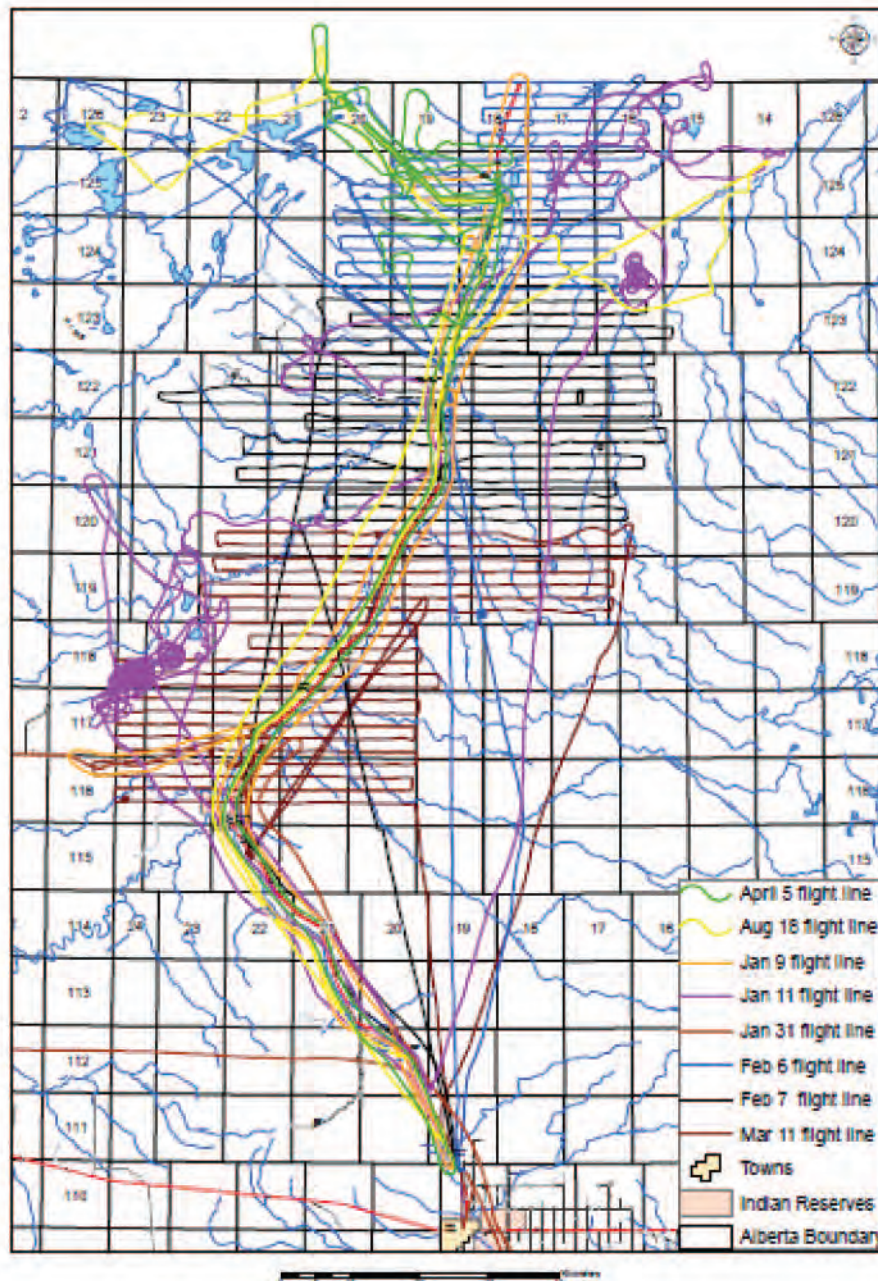
##### Additional Flights

##### Additional Flights – Highway 35 Surveillance Zone

Additional surveys were conducted to search for bison April 5 and August 18, 2011, and January 31, 2012, in response to public reports of bison sightings in the area and on January 11, and March 16 and 19, 2012, during caribou surveys.

An additional detailed transect survey was conducted in February/March to ensure a thorough investigation of the entire area encompassing the seven public reports of bison since 2007 (Figure 3).

No bison or bison sign was detected on any of these flights.



**Figure 3. Additional Flights Highway 35 Surveillance Zone**

### **Additional Flights - Agricultural Area Surveillance Zone**

During the four routine Agricultural Zone Surveillance flights, key bison movement habitat was flown outside the zones to determine if bison were moving toward the Agricultural Zone (Figure 4). Three more flights, which provided additional opportunity to search for bison, were flown in and around the Agricultural Area Surveillance Zone on January 12, and March 17 and 20, 2012, during ESRD caribou surveys (Figure 5).

There has been no change from earlier reporting as the closest bison to this zone is 58 kilometres away in the Harper Creek drainage of the Wabasca/Mikkwa herd area.





Figure 4. Additional Flights Agricultural Area Surveillance Zone

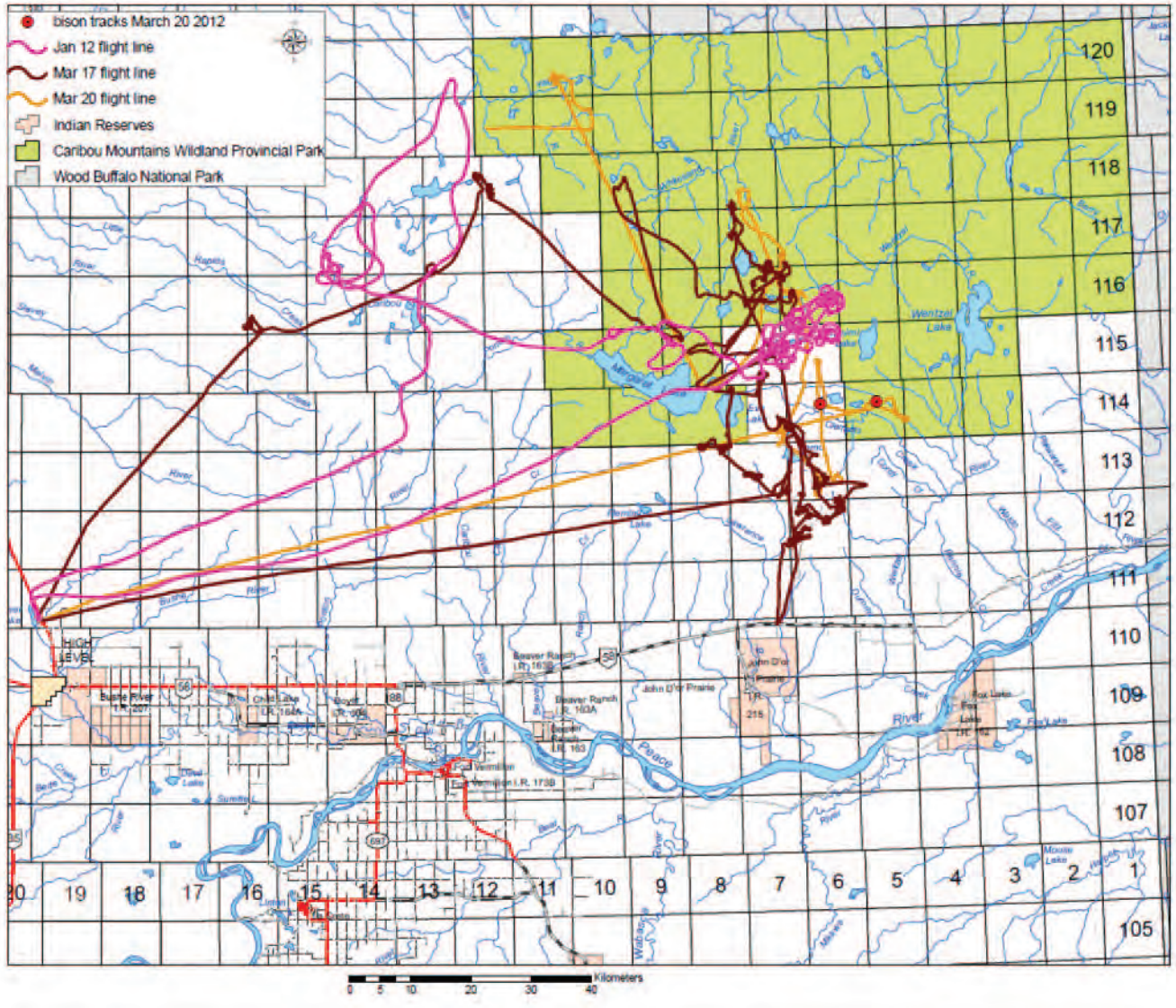


Figure 5. Additional Flights Agricultural Area Surveillance Zone, Caribou Surveys



### 2.1.2. Public Reporting

**Objective** - To encourage client groups associated with government, as well as the general public, to report wood bison sightings in the surveillance zones.

#### Update

Public communication/consultation has continued with respect to part of this initiative. In April and January 2012, posters were delivered to the gas station at Indian Cabins, as well as industrial work sites on main access routes west of Indian Cabins, Steen River and the maintenance yard of LaPrairie Contracting.

In November 2011, annual Fish and Wildlife District public meetings in High Level and LaCrete were used to encourage stakeholders and the public to report sightings of bison within a 10-kilometre strip along either side of Highway 35. Aircraft companies were provided information regarding the need to report bison sightings.

The Government of Alberta's (ARD/ESRD), "Managing Disease Risk in Alberta's Wood Bison with Special Focus on Bison to the West of Wood Buffalo National Park" June 2011 Progress Report was sent to First Nation, Métis, agricultural, local municipal, hunting and outfitting stakeholders in July 2011.

Posters and advertisements to encourage agriculture producers to report bison sightings were developed and placed in local newspapers and agriculture notice boards by the Alberta Beef Producers.

Additional use of posters and public contacts were used to ask the public to report bison sightings east of Highway 35.

### 2.2 Response Plan

**Objective** - To remove all wild bison detected on private agricultural lands near Ft. Vermilion and La Crete and in any of the Agricultural and Highway 35 Surveillance Zones. Wherever possible, meat should be salvaged and tissue samples for disease detection should be collected.

**2.2.1** Response efforts will involve active removal by shooting and killing of any bison detected through surveillance activities. Tissue sampling and disease testing will be an integral component of these efforts.

**2.2.2** Sustainable Resource Development staff from High Level and Ft. Vermilion Districts will action bison reports. Reports outside normal office hours will be investigated through 1-800-642-3200 RAP line. Government will engage aboriginal and non-aboriginal hunters, outfitters, landowners, etc. to facilitate removal and salvage of meat where feasible and to ensure blood and tissue samples are collected and tested. Remote access by helicopter may be required in some instances.

#### Update

On April 3, 2011, a public report of bison seen west of Indian Cabins in mid-March was received. On April 5, the area was flown and no bison or bison tracks were found. On August 18, Wildlife and Enforcement Field Services staff were able to accompany a Wildfire Management flight in that area and looked for bison. No bison or bison sign was located.

On January 27, 2012, there was a public report of bison east of Highway 35 two to three kilometres north of Meander River. On January 31, Wildlife Management staff flew the area and did not locate any bison or bison tracks.

In response to these and historical possible bison sightings, an intensive survey of the Highway 35 Surveillance Zone was conducted. No bison or bison tracks were located during this intensive search effort (see Additional Flights – Highway 35 Surveillance Zone).



### 3.0 Population Monitoring Plan East of Highway 35

The number of bison east of Highway 35, their movements and distribution over time is unknown and remains a significant factor in our assessment of disease risk. To our knowledge, most bison reside in two herds, referred to as the Wentzel and Wabasca-Mikkwa herds. This program initiated a survey to estimate the entire bison population in Alberta outside WBNP, and will subsequently survey every three years to assess population changes over time. As noted earlier with respect to the Hay-Zama population, herd size is an important risk factor. In addition, a program confirming the disease status of these herds will be needed before establishing long term goals and strategies for them. Currently, bison east of Highway 35 are offered no conservation protection with the exception of bison found within Caribou Mountains Wildland Provincial Park.

#### 3.1 Population Estimate and Distribution

Objective - To determine with some precision the numbers and distribution of wild bison in northern Alberta in areas surrounding Wood Buffalo National Park.

##### 3.1.1 Aerial Survey

The area outside of WBNP has been divided into three areas to facilitate and prioritize bison surveys (Figure 6). It is proposed to survey all areas over a three-year period in order of priority, and then conduct monitoring surveys of each herd on a three-year cycle to evaluate size and distribution changes over time.

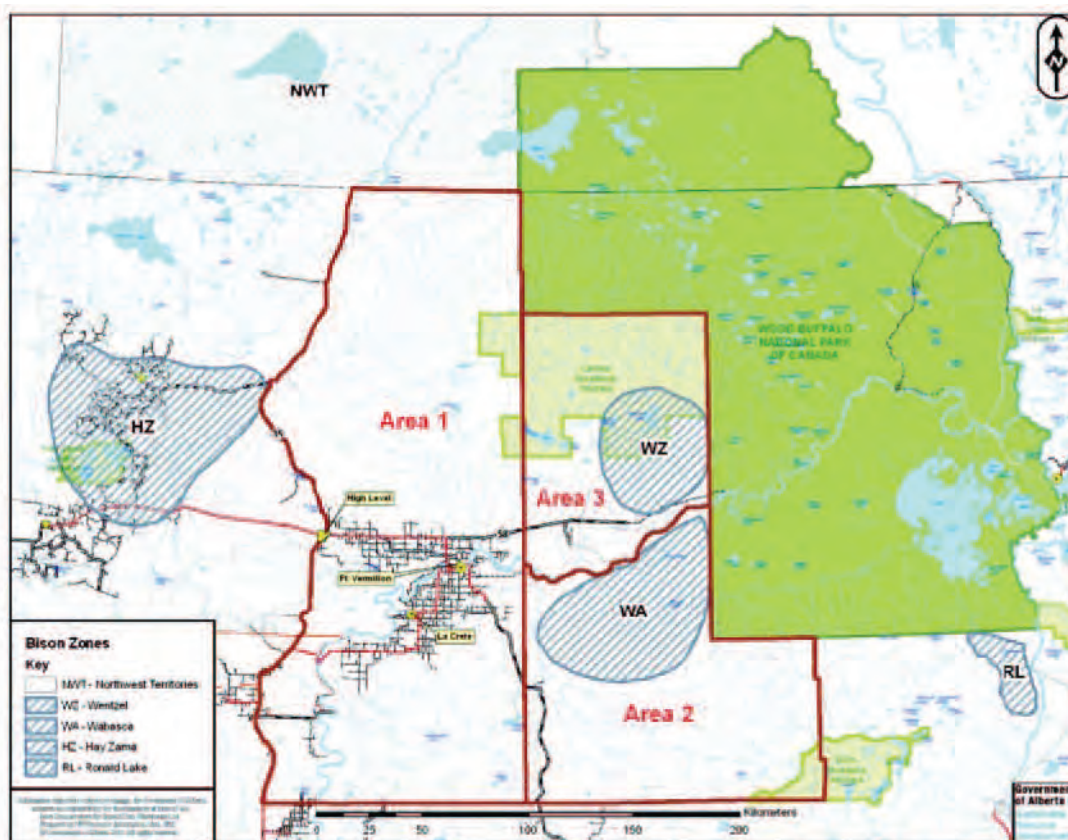


Figure 6. Aerial Survey Areas for Bison Population Estimates

There are no confirmed sightings of bison in Area 1, and it is assumed there is no resident population of bison in Area 1.

### Update

The bison survey for Area 1 was planned for the winter of 2011/12; however, it was not undertaken due to a lack of adequate snow. Surveying for bison in this area is a lower priority and is very costly. Plans are to combine it with a moose survey in the future to maximize efficiency.

Surveys of Areas 2 and 3 were reported in an earlier progress report (June 2011).

### 3.1.2 Public Reporting

Encourage the public, bison hunters, trappers and outfitters, First Nation bands and aboriginal harvesters to report bison sightings and local knowledge regarding preferred habitat use and seasonal movements in each of the three areas.

### Update

As with public reporting in the surveillance zones, posters and information were provided to the public. (See section 2.2. update.)

## 3.2 Disease Status of Bison Outside of Wood Buffalo National Park

Objective - To determine the disease status of bison in northern Alberta to the west and southeast of Wood Buffalo National Park.

Data on the prevalence of brucellosis and tuberculosis in the outlier herds (Wentzel and Wabasca-Mikkwa) is incomplete and inconclusive. There are no data concerning rates of infection in the Ronald Lake herd to the southeast of WBNP, which anecdotally may be growing and ranging farther south. However, outlier herds are assumed to be associated with bison from the park, which are known to harbour these diseases. Bison east of Highway 35 are assumed diseased and are classified as non-wildlife under the *Wildlife Act*. As a result, they are not protected and can be hunted year-round except in the Caribou

Mountains Wildland Provincial Park. Alberta Health issued a public advisory for the area in 1992, urging anyone handling, processing and consuming potentially diseased bison to take precautions. Regardless of current status, the proximity to the parent WBNP disease reservoir puts all outlier herds at a high risk of infection.

To ultimately assess the risk of disease transmission to livestock and disease-free wild bison and to plan surveillance and containment programs in the future, efforts will be made to determine the disease status for each outlier herd. Sampling will generally be conducted by government staff, but if the opportunity presents itself through the ongoing harvest of bison by hunters in the area, the samples collected voluntarily may still be tested. Hunters may be supplied with a limited number of sampling kits and be provided with information on the two diseases suspected to be in the bison so that the risks can be assessed and the proper precautions can be taken.

### 3.2.1 Disease Sampling

The proposed disease sampling is a phased approach, with each progressive phase increasing in cost, statistical precision and sample size. Bison will be salvaged opportunistically where interested individuals and ground access are available. The disease-testing program for a given herd will be terminated as soon as one of the two diseases (bovine tuberculosis or brucellosis) is detected. The herd will then be ranked as diseased. The disease sampling is based on the following assumptions:

- that outlier herds have similar prevalence of bovine tuberculosis or brucellosis to that occurring in WBNP (40 to 50 per cent);
- that it may take small sample sizes to detect disease presence if it is at high prevalence; and
- that detection of either disease is enough evidence to classify a bison herd as diseased.

## Phase One

Phase one will use Government or contract collection of two to four animals from each herd for each year of the program, or until the presence of disease is detected. All collection efforts will focus on sampling older bulls wherever possible. With potentially high prevalence, we may be able to establish disease status in one or two years. This phase will run no more than three years.

### **If there are no diseased bison detected in phase one, Government will evaluate the option of implementing higher precision sampling phases.**

Note: Genetic material will be archived for each bison sample to support any investigations into the origin of these populations.

## Update

Disease-sampling kits for individuals hunting bison east of Highway 35 were made available to local Fish and Wildlife offices and to Martin Braat, local Alberta Beef Producers' representative in the Ft. Vermilion area. In March 2011, an outfitter was provided disease-sampling kits. Three separate blood samples and one lung sample were submitted to the High Level Fish and Wildlife office by this outfitter successfully hunting bison in Area 3. Serology tests conducted by the Canadian Food Inspection Agency (CFIA) revealed that two adult female bison tested positive for exposure to brucellosis. These results were provided to the public in an Information Bulletin July 28, 2011 (Appendix 1). Although these results were evidence of exposure, confirmation of disease status of the herd requires tissue cultures to confirm that the bacteria is present.

Consequently, a disease sampling program was conducted in December 2011 to confirm disease status in each herd. The Canadian Bison Association and Alberta Beef Producers partnered with the Government of Alberta in this program due to their interest in improving the knowledge of disease status for these wild, free-ranging wood bison. Due to the significant costs associated with disease sampling in remote areas, the sample size

was increased from the originally planned two to four bison. A total of four bison from the Wabasca/Mikkwa and seven bison from the Wentzel herds were sampled (Figure 7). Sampling was conducted by an ESRD disease specialist and area staff, as well as a veterinarian with the CFIA. The disease sampling protocol required the animals be killed to collect an extensive number of tissue samples from organs, respiratory and reproductive tracts. The test results are as follows:

### Wabasca/Mikkwa Herd – Harper Creek

- Laboratory tests conducted on the four samples were negative for both tuberculosis and brucellosis.
- These results do not mean that the Wabasca herd is not infected with either of these diseases as the number tested does not provide a large enough sample to indicate the herd is disease-free.

### Wentzel Herd – Caribou Mountains Wildland Provincial Park

- Laboratory tests were conducted on seven samples, all were negative for tuberculosis.
- Three samples had evidence of exposure to brucellosis.
- *Brucella abortus* bacteria was isolated in two of the three samples.
- The third sample continues to be tested.

The results were provided to the public in an Information Bulletin June 29, 2012 (Appendix 2).

These findings confirm that the Wentzel Herd is diseased. Further testing will be undertaken in December 2012 for the Wabasca/Mikkwa herd.

Genetic material was obtained from each bison sampled and will be added to a provincial database.

It is recommended that two new strategies be incorporated into the approach “Managing Disease Risk in Alberta’s Wood Bison With Special Focus on Bison to the West of Wood Buffalo National Park.”

1. ESRD will work with Tourism, Parks and Recreation (TPR) to amend regulations to facilitate hunting bison in the Caribou Mountains Wildland Park as a mechanism to restrict range distribution and numbers of animals in the Wentzel Lake wood bison herd.
2. Include the Ronald Lake bison herd south and east of WBNP as part of the disease management program. This would include bringing local stakeholders and aboriginal groups up-to-date on the disease management program, establishing good estimates for herd size and distribution, and determining the herd’s disease status. Note: Although this herd does not pose any risk to domestic animals nor disease-free bison herds, the status of all herds is required for any long-term solution to eliminating disease sources.

#### Literature cited:

Gates, C. C., J. Mitchell, J. Wierzchowski and L. Giles. 2001. A landscape evaluation of bison movements and distribution in northern Canada. AXYS Environmental Consulting Ltd. 115 pp.

#### References

To find more information on bison disease management, go to:

[srd.alberta.ca/FishWildlife/WildlifeDiseases/WoodBisonDiseaseManagement.aspx](http://srd.alberta.ca/FishWildlife/WildlifeDiseases/WoodBisonDiseaseManagement.aspx)



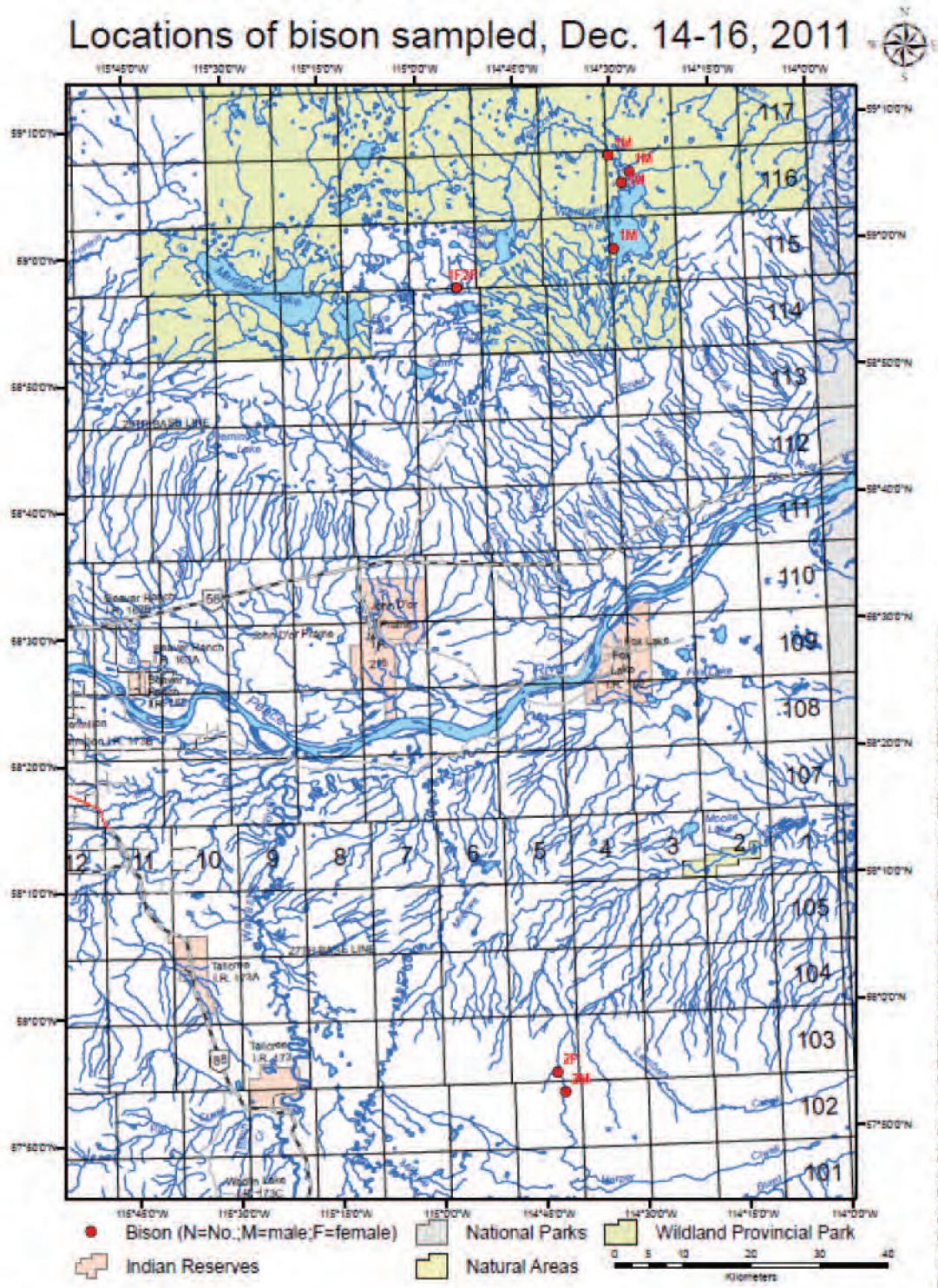


Figure 7. Locations of Bison Sampled Dec. 14-16, 2011

**Building a better Alberta**

**Government  
of Alberta ■**

*Alberta* ■

**Information bulletin**

July 28, 2011

## **Disease detected in wood bison outside Wood Buffalo National Park**

### ***Hunters informed of the risks associated with brucellosis***

*Edmonton...* For years it has been suspected that brucellosis and bovine tuberculosis, introduced diseases that are common in wood bison in Wood Buffalo National Park, also occur in bison immediately west of the park. Evidence of brucellosis exposure has now been detected in two bison about 20 km west of Wood Buffalo National Park. Hunters, ranchers, Métis Settlements and First Nations in the area will continue to be informed on risks of disease and future bison management.

Under provincial legislation, wood bison east of Highway 35 and west of Wood Buffalo National Park can be hunted without a licence, except in Caribou Mountains Wildland Provincial Park. Some hunters participate in disease surveillance by providing samples for testing. An outfitter, provided with information and sample kits by Sustainable Resource Development, harvested two adult female bison in February and March that tested positive for exposure to brucellosis. The Canadian Food Inspection Agency verified the results on July 22.

The risk of disease transmission to humans remains very low and those who continue to harvest bison west of Wood Buffalo National Park are encouraged to contact the local Fish and Wildlife office for information on the risks associated with brucellosis and tuberculosis. As a precaution:

- any bison harvested should be handled carefully with gloves and examined for signs of disease, obvious lesions or other unusual features; and
- if the meat is to be eaten, it must be cooked thoroughly—smoking the meat is not sufficient to kill the bacteria that cause these diseases.

The Alberta government has a disease-management program to protect the province's agriculture industry and disease-free wood bison in northwestern Alberta. All free-ranging wood bison detected on private agricultural lands near Fort Vermilion, La Crete and within 10 kilometres of Highway 35 will be removed. Bison populations west of Wood Buffalo National Park will continue to be surveyed to confirm numbers, location and whether they carry any disease. This effort will continue until a long-term solution is applied to the bison in and around Wood Buffalo National Park.

For more information on brucellosis, bovine tuberculosis and the disease-management program for wood bison, please visit <http://srd.alberta.ca/FishWildlife/WildlifeDiseases/>.

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#### **Media inquiries may be directed to:**

Dave Ealey  
Communications  
Sustainable Resource Development  
780-427-8636  
To call toll-free within Alberta dial 310-0000.

Mark Evans  
Communications  
Alberta Health Services  
780-538-6181.

Ag Media Line  
Agriculture and Rural  
Development  
780-422-1005

June 29, 2012

## Disease detected in bison outside Wood Buffalo National Park

### ***Management strategy in place to protect wild bison and livestock***

*Edmonton...* The Government of Alberta is taking steps to monitor and manage the spread of infectious diseases in wood bison near Wood Buffalo National Park.

Bovine tuberculosis and brucellosis have been present in the wild wood bison population of Wood Buffalo National Park for decades. Recent samples, taken from bison located outside the park boundaries, have tested positive for bovine brucellosis.

Four wood bison were sampled from the Wabasca herd near Harper Creek and seven bison were sampled from the Wentzel Lake herd in the Caribou Mountains Wildland Provincial Park. While none of the animals tested positive for tuberculosis, two of the seven samples from the Wentzel Lake bison herd tested positive for brucellosis and a third continues to be tested.

The Alberta government has in place a disease-management and monitoring strategy to protect disease-free wood bison in northwestern Alberta and domestic livestock such as cattle.

All free-ranging wood bison detected near private agricultural lands around Fort Vermillion, La Crete and within 10 kilometres of Highway 35 will be removed. Bison populations west of Wood Buffalo National Park will continue to be surveyed and tested to confirm numbers, location and disease status of each herd.

Members of the public are encouraged to report all bison sightings in the area west of Wood Buffalo National Park and east of Highway 35. Please notify local Fish and Wildlife offices. Under provincial legislation, wood bison east of Highway 35 and west of Wood Buffalo National Park can be hunted without a licence, except in Caribou Mountains Wildland Provincial Park.

The risk of disease transmission to humans remains very low and those who continue to harvest bison west of Wood Buffalo National Park are encouraged to contact the local Fish and Wildlife office or government web pages for information on the risks associated with bovine brucellosis and tuberculosis. As a precaution:

- any bison harvested should be handled carefully with gloves and examined for signs of disease, obvious lesions or other unusual features; and
- meat to be eaten should be cooked thoroughly—smoking the meat is not sufficient to kill the bacteria that cause these diseases.

Wood bison are currently designated as threatened species by the Government of Canada and are listed as endangered species within a designated Hay-Zama area in northwestern Alberta under the provincial *Wildlife Act*.

Further information on the wood bison disease management program is available at <http://www.srd.alberta.ca/FishWildlife/WildlifeDiseases/WoodBisonDiseaseManagement.aspx>.

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#### **Media inquiries may be directed to:**

Agriculture and Rural Development  
Media Line  
780-422-1005

Dave Ealey  
Communications  
Environment and Sustainable  
Resource Development  
780-427-8636

Susan Johnson  
Communications  
Tourism, Parks and  
Recreation  
780-427-1828

To call toll-free within Alberta dial 310-0000.





*info*

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

August 24, 2012

Ms. Joulia Whittleton  
Chief Administrative Officer  
Mackenzie County  
PO Box 640  
Fort Vermilion, AB T0H 1N0

*John*  
Dear Ms. Whittleton:

Building on the past success of the *Let's Resolve* training program, Alberta Municipal Affairs, in partnership with the Alberta Urban Municipalities Association and the Alberta Association of Municipal Districts and Counties, is pleased to announce the fall start of the 2012-13 workshop season.

The program, which is specifically designed for **municipal staff, elected officials, and community leaders**, is committed to supporting local governance through a series of workshops that enhance skills in negotiation, public input, and workplace conflict management. Workshops combine practical training with skills building exercises and allow participants the opportunity to test their learning.

We always strive to provide training that is cost-effective and relevant to the municipal context. Once again we have partnered with municipalities across Alberta to expand the reach of our program and provide even better access to training. Consistently past participants have praised our workshops and reported on how valuable the learning is, saying:

*Excellent presenters!..... "Very interactive..."  
"Great instructor, good venue, great value for time and money"  
"Excellent networking opportunity" ".... very relevant to my needs."*

Registration information and an electronic version of the workshop brochure can be found at [www.municipalaffairs.alberta.ca/MDRS.cfm](http://www.municipalaffairs.alberta.ca/MDRS.cfm). Workshops cost \$125 and include materials, snacks and lunches. Workshop sessions have limited seats so we encourage early registration.

If you require additional information, please contact Irene Black, Municipal Dispute Resolution Services, Municipal Affairs, directly by dialing 310-0000 toll-free in Alberta, then 780-644-3124.

We encourage you to forward this information to your staff and council, and we look forward to seeing you at the workshops!

*[Signature]*  
Bill Diepeveen  
Manager, Municipal Dispute Resolution Services

Attachments





## 2012-13 Schedule

### 2012

Oct 4-5	Lloydminster	Finding Agreement
Oct 10-11-12	Manning	Negotiating Effectively
Oct 23-24	Edmonton	Finding Agreement
Oct 31-Nov 1-2	Okotoks	Public Input/Digital Engagement
Nov 6-7-8	Edmonton	Workplace Conflict
Nov 22-23	Edmonton	Coaching for Conflict
Nov 28-29-30	Lacombe	Workplace Conflict
Dec 6-7	Edmonton	Labour Relations

### 2013

Jan 14	Edmonton	Conflict Styles
Jan 23-24-25	Edmonton	Negotiating Effectively
Feb 5-6	Lethbridge	Finding Agreement
Feb 21-22	Fairview	Coaching for Conflict
Feb 27-28-Mar 1	Fort Saskatchewan	Public Input/Digital Engagement
Mar 7-8	Edmonton	Negotiation Skills Refresher
Mar 13-14-15	Edmonton	Group Facilitation

Workshops run from 8:30am-4:30pm daily and participants are asked to arrive 15 minutes early. For more information on workshops go to: [www.municipalaffairs.alberta.ca/MDRS.cfm](http://www.municipalaffairs.alberta.ca/MDRS.cfm)

## Registration

Registration closes 5 business days prior to workshop start dates. Register for workshops online at [www.municipalaffairs.alberta.ca/MDRS.cfm](http://www.municipalaffairs.alberta.ca/MDRS.cfm)

Workshops cost \$125 per participant and include lunch and snacks. Payment must be made in advance of workshops as per the instructions on the registrant invoice.

## Cancellation policy:

All withdrawals must be received 5 working days prior to the course start date and are subject to a \$25 administration fee.

## Alberta Municipal Affairs The Let's Resolve Program

The *Let's Resolve* program offered by Municipal Dispute Resolution Services at Alberta Municipal Affairs encourages collaborative governance, provides mediation and dispute resolution support, and offers education courses on interest-based principles of negotiation. The goal is to build municipal capacity and support local solutions to local issues.

The education program is intended for municipal officials and community leaders and offers three streams: negotiation, workplace, and public input.

## Contact Us

For more information about the workshops listed in this brochure, please contact:

Irene Black  
Intermunicipal Mediation Advisor  
E [irene.black@gov.ab.ca](mailto:irene.black@gov.ab.ca)  
T 780-644-3124, toll free by dialing 310-0000 first

Alberta Municipal Affairs  
17th Floor Commerce Place  
10155 - 102 Street NW  
Edmonton, Alberta T5J 4L4

## The workshops are sponsored by:

Alberta Association of Municipal Districts and Counties  
Alberta Urban Municipalities Association  
Alberta Municipal Affairs

## In partnership with:

Town of Fairview  
City of Fort Saskatchewan  
City of Lacombe  
County of Lethbridge  
City of Lloydminster  
Town of Okotoks  
County of Northern Lights

# Workshops

## 2012 – 2013

## NEGOTIATION SERIES

Finding Agreement  
Negotiating Effectively  
Negotiation Skills Refresher

## WORKPLACE SERIES

Workplace Conflict  
Coaching for Conflict Resolution  
Labour Relations and Conflict Management  
Conflict Styles *NEW*

## PUBLIC INPUT SERIES

Public Input with Digital Engagement *NEW*  
Group Facilitation



Municipal Dispute  
Resolution Services  
Municipal Collaboration

Government  
of Alberta ■  
Municipal Affairs

## NEGOTIATION SERIES

### Finding Agreement (2-day course)

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

#### Instructor

Barbara McNeil brings a wealth of knowledge and experience in teaching a variety of conflict management courses, such as mediation, negotiation, and effective communication.

Lloydminster October 4-5, 2012  
Edmonton October 23-24, 2012  
Lethbridge February 5-6, 2013

### Negotiating Effectively (3-day course)

This three-day workshop introduces participants to the principled, interest-based negotiation model and delves into the communication skills introduced in Finding Agreement. Building on theory articulated by Harvard educators Fisher and Ury in their book *Getting to Yes*, this workshop provides hands-on negotiation training. This model is based on clarifying and understanding the issues, interests and feelings of parties involved in negotiation or conflict.

#### Instructor

The instructors at ADR Education are nationally recognized in the field of dispute resolution and have developed and taught workshops for federal and provincial governments, the RCMP, major law firms and First Nations. They are effective, engaging and highly interactive instructors.

Manning October 10-11-12, 2012  
Edmonton January 23-24-25, 2013

### Negotiation Skills Refresher (2-day course)

This workshop is designed for those looking to refresh their skills and build on the interest-based principles learned in Finding Agreement and Negotiating Effectively. Ample time will be given to participants to sharpen their negotiation micro skills with particular attention spent on providing feedback in practice sessions.

**Recommended prerequisites:** Finding Agreement and Negotiating Effectively

#### Instructor

ADR Education (see Negotiating Effectively)  
Edmonton March 7-8, 2013

## WORKPLACE SERIES

### Workplace Conflict (3-day course)

This workshop is intended to develop skills in resolving personnel conflicts where a participant is either a party to the conflict or is responsible for the staff involved in the conflict. The workshop provides the necessary skills to enable managers and staff to create a collaborative conflict resolution process to resolve human resource issues, and the workshop looks at conflict dynamics in the workplace.

#### Instructor

The nationally recognized Instructors with ADR Education offer this workshop (see Negotiating Effectively).

Edmonton November 6-7-8, 2012  
Lacombe November 28-29-30, 2012

### Coaching for Conflict Resolution (2-day course)

Conflict resolution coaching is an informal approach in situations where people are drawn into conflict as third parties. They typically become involved because they are close to the conflict and one of the conflicted parties has approached them for help. This informal role is the most common third party role played in conflict and yet few people have had the opportunity to focus on this role and learn what works effectively. Participants will learn and hone the skills and attitudes needed to coach, not mediate, someone through a conflict.

#### Instructor

Michael Scheidl and the team at Alberta Municipal Affairs—have extensive experience in workplace coaching and facilitation promoting municipal collaboration.

Edmonton November 22-23, 2012  
Fairview February 21-22, 2013

### Labour Relations and Conflict Management

(2-day course)

This workshop provides an introduction to labour relations and conflict management and is geared to municipal human resource professionals. Some of the topics include supervisor-employee conflict, supervisor-union representative conflict, integrating collective agreements into conflict management, and presenting a model for conflict management.

#### Instructors

High Clouds Incorporated specializes in dispute resolution and training. Instructors have municipal, provincial, tribunal and business experience, and they are familiar with union and non-union settings and collective bargaining disputes involving municipalities.

Edmonton December 6-7, 2012

### Conflict Styles (1-day course) **NEW**

Go to [www.municipalaffairs.alberta.ca/MDRS.cfm](http://www.municipalaffairs.alberta.ca/MDRS.cfm) for more information

Edmonton January 14, 2013 132

## PUBLIC INPUT SERIES

### Public Input with Digital Engagement

(3-day course) **NEW**

This workshop is designed to provide municipal leaders with the tools and skills to design, deliver, and facilitate effective public input and events within a municipal setting. The toolkit is particularly relevant for use by small and mid-sized Alberta municipalities' staff involved in land-use planning, development approvals, recreation, or areas where there is the need for a high level of public interest and involvement in a project. Participants will explore in-person and digital engagement methods (including social media) available for public input. Copies of the toolkit will be provided to all participants. Laptops are recommended on the 3rd day of this workshop.

#### Instructor

Susanna Haas Lyons is an internationally renowned public engagement specialist who develops strategy and provides training for better conversations between the public and decision-makers. Bridging online and face-to-face methods, Susanna has worked on some of North America's largest and most complex engagement projects and she teaches dialogue and civic engagement skills for provincial and municipal employees, non-profit organizations and businesses across Canada.

Okotoks October 31, November 1-2, 2012  
Fort Saskatchewan February 27-28, March 1, 2013

### Group Facilitation (3-day course)

This workshop begins with a one day refresher on facilitation principles. Days two and three provide in-depth information and use a participative and interactive format to discuss the focused conversation and the consensus workshop methods in detail. The course gives participants ample opportunity to practice what they have learned and will be of specific interest to municipal staff that are called upon to lead/facilitate public forums.

#### Instructor

Gene Roach brings experience in the area of public engagement and is an associate with the Institute of Cultural Affairs, an international organization specializing in organizational and community development in over 35 countries worldwide.

Edmonton March 13-14-15, 2013



Oct 1st, 2012



Dear Stakeholder and Community members,

**Subject: TransCanada's Proposed Bootis Hill Pipeline Project**

In July, 2012, TransCanada informed stakeholders of NOVA Gas Transmission Ltd.'s (NGTL), a wholly owned subsidiary of TransCanada, plans to submit an application in September to the National Energy Board (NEB) to construct and operate the Bootis Hill pipeline. The proposed pipeline is a 5.2 kilometre, 20 inch diameter pipeline located approximately 130 kilometres (km) northwest of Rainbow Lake, Alberta. The pipeline is being proposed in order to meet incremental demand for transportation of sweet natural gas.

Because of wildfires which have been burning in the area of the proposed pipeline route throughout August and September, NGTL has been unable to conduct certain studies in association with this application. As such, NGTL intends to complete these studies in October and to submit our application for the Bootis Hill pipeline in the fourth quarter of 2012.

NGTL has been engaging with potentially affected Aboriginal communities and other stakeholders about the project since the fall of 2011, and information gathered as part of this engagement will be incorporated into our Bootis Hill application.

If you have any questions about this proposed project, please don't hesitate to contact the project team by calling Project Manager Cameron Mahmood at 403.920.5908 or toll free at 1.800.361.6522.

Yours truly,

**Bootis Hill Pipeline Project**  
Rebecca McElhoes, Community Relations Advisor  
TransCanada



# TransCanada's Proposed Bootis Hill Pipeline Project



## Project Details:

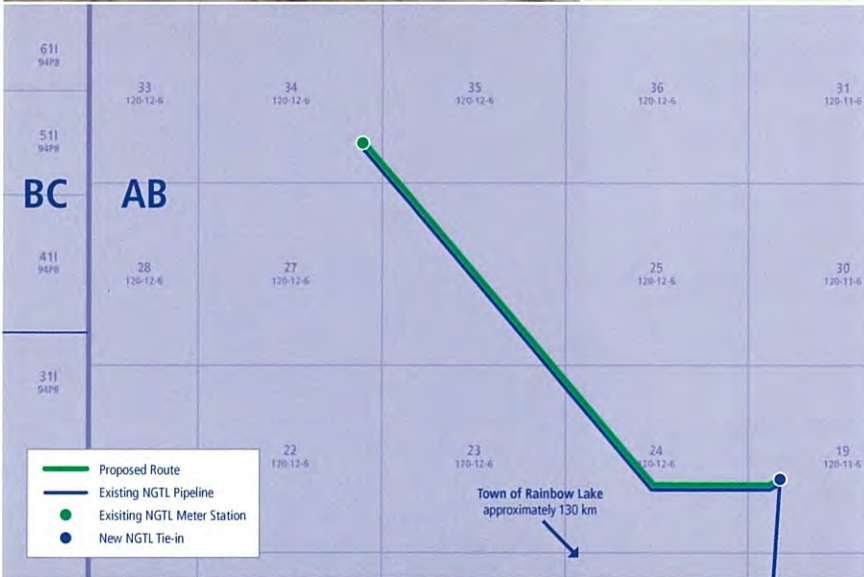
- 5.2 kilometres in length
- 20 inches in diameter
- Parallels existing pipeline for approximately 100% of route
- Located between the existing Bootis Hill Meter Station (SE 34-120-12W6M) and a tie-in-point on the existing NGTL system (SW 19-120-11W6M)
- Approximately 130 kilometres northwest of Rainbow Lake, Alberta

## Project Schedule:

- Aboriginal and stakeholder engagement – Ongoing
- Begin environmental field studies – second quarter 2011
- Begin survey activities – fourth quarter 2011
- Expect to submit section 58 application to the NEB – fourth quarter of 2012
- Begin construction (pending regulatory approvals) – fourth quarter of 2013
- Expect construction to be completed and facility to be in service – first quarter of 2014

## Stakeholder Engagement:

TransCanada is proud of the relationships we have built with our neighbours for the last 50 years. Our proactive approach to community engagement is based on communication, engagement and commitment. We believe it's important to continually communicate with affected communities, engage on our activities and follow through on our commitments. We invite public input on our proposed activities and encourage interested parties to contact our project manager (contact information listed on the back).



TransCanada's wholly owned subsidiary, NOVA Gas Transmission Ltd. (NGTL), is proposing to construct and operate the Bootis Hill pipeline, a 5.2 kilometre, 20 inch diameter pipeline located approximately 130 km northwest of Rainbow Lake, Alberta near the Alberta/British Columbia border. The proposed pipeline, which would parallel an existing pipeline, is required to meet incremental demand for transportation of sweet natural gas. NGTL anticipates applying for this project in an application pursuant to section 58 of the National Energy Board (NEB) Act in fourth quarter of 2012.





## TransCanada's Proposed **Bootis Hill Pipeline Project**

### Aboriginal Engagement:

Building and maintaining relationships with Aboriginal communities near our proposed projects and existing facilities is an integral part of TransCanada's business and has been for over 30 years. It is TransCanada's policy to work with communities to identify potential effects of company activities on each community's values and needs in order to find mutually satisfactory solutions and benefits.

### Route Selection:

In determining a potential route for the proposed pipeline, TransCanada considers a number of factors, including but not limited to, safety, constructability, environmental sensitivities, land use compatibility, economics, vegetation, archaeological and historical sites, as well as stakeholder and Aboriginal community input. To minimize project footprint, TransCanada tries to parallel or utilize existing linear disturbances where possible. This proposed pipeline will parallel an existing pipeline for the entirety of its route.

### Environmental Considerations:

As part of its regulatory process, TransCanada collects and analyzes site-specific environmental information to understand the potential environmental effects of the proposed project and to develop an Environmental and Socio-economic Assessment (ESA). This assessment considers, but is not limited to, potential effects on soil, vegetation, wildlife, aquatic resources, protected areas, heritage resources, traditional land and resource uses, infrastructure and services, communities and their economies. An Environmental Protection Plan (EPP) will also be developed to identify specific measures to prevent or mitigate any effects of the proposed project during and following construction activities. The ESA and the EPP will be included in the section 58 application to the NEB.

TransCanada is committed to identifying and preserving important natural and cultural landscapes near the proposed development. Aboriginal Traditional Land Use studies are an important element in our project development process. TransCanada strives to involve local Aboriginal communities in Traditional Land Use and Traditional Ecological Knowledge studies where projects may impact traditional lands.

### Traffic and Noise:

During construction, there will be an increase in traffic flow in and around the area. After the facility has been built, there will be nominal traffic associated with ongoing operations and maintenance. Construction operations typically generate a certain amount of noise. TransCanada will meet applicable limits on noise throughout construction and the ongoing operations of the proposed projects.

### Equipment On-Site:

During construction, there will be heavy equipment on-site for use in earth moving, excavation material handling/hauling, welding and testing. Equipment may include bulldozers, backhoes, graders, wheel ditchers, sidebooms, trucks, generators and compressors.

### Clean-Up and Reclamation:

Once construction has been completed, the land surface will be reclaimed to an equivalent land capability. Measures will be taken to prevent topsoil/surface material loss from wind and water erosion, and to establish a vegetative cover that is compatible with existing surrounding vegetation and land use.

### Operations:

Once the facility has been constructed, there will be minimal impacts to people or the environment. Operations of the proposed pipeline will comply with Federal and Provincial regulations. There are no restrictions to development adjacent to the pipeline right-of-way. However, authorization from NGTL is required for any crossing or construction on the right-of-way.

### Emergency Preparedness and Response:

The proposed facility will be designed, built and operated in a safe and environmentally responsible manner. In the unlikely event of an emergency, our comprehensive Emergency Response Program would be activated. We train our staff to know exactly what to do in the event of an emergency, both during construction and ongoing operations. We collaborate and work with area emergency responders to ensure a coordinated response in the event of an incident.

**In case of emergency, call TransCanada's  
Emergency Line 1.888.982.7222**

**We invite you to contact TransCanada  
with any questions or comments you have  
in reference to the proposed projects:**

Cameron Mahmood, Project Manager  
TransCanada  
450 1st Street SW  
Calgary, Alberta T2P 5H1

Phone 403.920.5908 or 1.800.361.6522  
Email: [cameron\\_mahmood@transcanada.com](mailto:cameron_mahmood@transcanada.com)  
[www.transcanada.com](http://www.transcanada.com)

If you would like further information regarding the National Energy Board's approval process, we would be pleased to provide you with information or you can contact the regulator directly:

National Energy Board  
444, Seventh Avenue S.W.  
Calgary, Alberta T2P 0X8

Phone 1.800.899.1265  
Email: [info@neb-one.gc.ca](mailto:info@neb-one.gc.ca)  
[www.neb-one.gc.ca](http://www.neb-one.gc.ca)