

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

APRIL 11, 2012

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, April 11, 2012
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
STRATEGY & POLICY SESSION:	3.	a) None	
ADOPTION OF PREVIOUS MINUTES:	4.	a) Minutes of the March 28, 2012 Regular Council Meeting	7
DELEGATIONS:	5.	a) River Road Cable	21
		b) Wilde & Company – Presentation of Audited Financial Statements – 1:30 p.m.	
GENERAL REPORTS:	6.	a) Municipal Planning Commission Meeting Minutes – March 8, 2012	23
		b) CAO Report	37
COMMUNITY & PROTECTIVE SERVICES:	7.	a) La Crete Community Library Society Estimated Annual Operating Costs	49
		b)	
		c)	
OPERATIONAL SERVICES:	8.	a) Highway 88 Connector	53
		b) Tender - High Level Flood Control Phase II (2:00 p.m.)	59

		c)	Tender - Sander/Plow Dump Truck (Zama)	61
		d)	La Crete Lagoon Upgrade	65
		e)		
		f)		
PLANNING & DEVELOPMENT:	9.	a)	Tender - Sale of Land – Plan 052 2048, Block 4, Lot 3 (Lakeside Estates, La Crete) – 1:00 p.m.	67
		b)		
		c)		
PUBLIC HEARINGS:	10.	a)	None	
CORPORATE SERVICES:	11.	a)	Application to Repay In Part the Debenture under Bylaw 756-10 to Alberta Capital Finance Authority	73
		b)	2011 Audited Financial Statements	85
		c)	Seniors Housing	109
		d)	2012 Budget, LUF Workshop and Council Workshop Meeting Dates	113
		e)	2012 Ratepayer Meetings	117
		f)	FCM Conference	119
		g)		
		h)		
		i)		
INFORMATION / CORRESPONDENCE:	12.	a)	Information /Correspondence	121

**IN CAMERA
SESSION:**

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

**NEXT MEETING
DATE:**

- 14. a) Regular Council Meeting
Tuesday, May 1, 2012
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

- 15. a) Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the March 28, 2012 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 28, 2012 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the minutes of the March 28, 2012 Regular Council meeting be adopted as presented.

Author: C. Gabriel **Review by:** _____ **CAO** _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, March 28, 2012
4:00 p.m.**

**Zama County Office
Zama, Alberta**

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve (arrived at 4:27 p.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Interim CAO/Director of Corporate Services
Al Hoggan	Director of Community & Protective Services
Chris Wilcott	Planner
Liane Lambert	Development Officer
Grant Smith	Agricultural Fieldman
Carol Gabriel	Executive Assistant

ALSO PRESENT:

Minutes of the Regular Council meeting for Mackenzie County held on March 28, 2012 in the Zama County Office.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 4:00 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 12-03-205 MOVED by Councillor J. Driedger

That the agenda be adopted as presented.

CARRIED

**STRATEGY & POLICY
SESSION:**

3. a) None

**ADOPTION OF
PREVIOUS MINUTES:**

4. a) **Minutes of the March 15, 2012 Regular Council Meeting**

MOTION 12-03-206

MOVED by Councillor Bateman

That the minutes of the March 15, 2012 Regular Council meeting be adopted as presented.

CARRIED

DELEGATIONS:

5. a) None

GENERAL REPORTS:

6. a) None

**COMMUNITY &
PROTECTIVE
SERVICES:**

7. a) None

**OPERATIONAL
SERVICES:**

8. a) **Henry Klassen Flood Control (SE 29-106-15-W5)**

MOTION 12-03-207

MOVED by Reeve Neufeld

That Council approve the flood control project on SE 29-106-15-W5 at a maximum cost of \$30,800.00 to be funded from the ASB operating budget.

Councillor Derksen requested a recorded vote.

In Favor

Councillor Derksen
Councillor Braun
Reeve Neufeld
Councillor J. Driedger

Opposed

Councillor Jorgensen
Councillor D. Driedger
Councillor Bateman
Councillor Wardley
Councillor Flett

DEFEATED

MOTION 12-03-208

MOVED by Councillor Bateman

That the flood control project on SE 29-106-15-W5 be referred to the Agriculture Service Board.

CARRIED

**PLANNING &
DEVELOPMENT:**

9. a) **Bylaw 855-12 Amendment to Bylaw 818-11
Partial Subdivision Plan Cancellation Part of NE 7-
107-13-W5M (Plan 082 9052, Block 1, Lot 1)
(Spruce Road)**

MOTION 12-03-209

MOVED by Councillor Braun

That first reading be given to Bylaw 855-12, being an amendment to Bylaw 818-11 for the Partial Subdivision Plan Cancellation Part of NE 7-107-13-W5M (Plan 082 9052, Block 1, Lot 1) in accordance with Alberta Land Titles recommendation.

CARRIED

MOTION 12-03-210

MOVED by Councillor Wardley

That second reading be given to Bylaw 855-12, being an amendment to Bylaw 818-11 for the Partial Subdivision Plan Cancellation Part of NE 7-107-13-W5M (Plan 082 9052, Block 1, Lot 1) in accordance with Alberta Land Titles recommendation.

CARRIED

MOTION 12-03-211
(Requires Unanimous)

MOVED by Councillor Flett

That consideration be given to proceed to third reading of Bylaw 855-12, being an amendment to Bylaw 818-11 for the Partial Subdivision Plan Cancellation Part of NE 7-107-13-W5M (Plan 082 9052, Block 1, Lot 1) in accordance with Alberta Land Titles recommendation.

CARRIED UNANIMOUSLY

Deputy Reeve Sarapuk joined the meeting at 4:27 p.m.

MOTION 12-03-212

MOVED by Councillor Jorgensen

That third reading be given to Bylaw 855-12, being an amendment to Bylaw 818-11 for the Partial Subdivision Plan Cancellation Part of NE 7-107-13-W5M (Plan 082 9052, Block 1, Lot 1) in accordance with Alberta Land Titles

recommendation.

CARRIED

9. b) Bylaw 856-12 Land Use Bylaw Amendment to Increase the Agricultural "A" Zoning Maximum Subdivision Size to 80 Acres

MOTION 12-03-213

MOVED by Councillor J. Driedger

That first reading of Bylaw 856-12 be TABLED until the Municipal Development Plan is amended to allow the fragmentation of Better Agricultural Lands into 80 acre splits, prior to amending the Land Use Bylaw.

Councillor J. Driedger requested a recorded vote.

In Favor

Councillor Derksen
Councillor Braun
Councillor J. Driedger
Reeve Neufeld

Opposed

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

DEFEATED

MOTION 12-03-214

MOVED by Councillor Bateman

That the Municipal Development Plan conditions with respect to the fragmentation of agricultural land will be upheld and that the applicant be notified.

Councillor Derksen requested a recorded vote.

In Favor

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

Opposed

Councillor Derksen
Councillor Braun
Councillor J. Driedger
Reeve Neufeld

CARRIED

Reeve Neufeld recessed the meeting at 5:00 p.m. and

reconvened the meeting at 5:12 p.m.

PUBLIC HEARING:

10. a) Bylaw 847-12 Land Use Bylaw Amendment to Amend Subdivision Security Provisions

Reeve Neufeld called the public hearing for Bylaw 847-12 to order at 5:12 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 847-12 was properly advertised. Christopher Wilcott, Planner, 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. Christopher Wilcott, Planner, presented the Development Authority's submission and indicated that first reading was given on January 10, 2012.

Reeve Neufeld asked if Council has any questions of the proposed Land Use Bylaw Amendment. Clarification was requested regarding the exact amendment.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 847-12. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 847-12. There was no one present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 847-12 at 5:17 p.m.

MOTION 12-03-215

MOVED by Councillor Bateman

That second reading be given to Bylaw 847-12, being a Land Use Bylaw amendment to amend the County Land Use Bylaw (791-10) as presented.

CARRIED

MOTION 12-03-216

MOVED by Councillor Braun

That third reading be given to Bylaw 847-12, being a Land Use Bylaw amendment to amend the County Land Use Bylaw (791-10) as presented.

CARRIED

PUBLIC HEARING:

10. b) Bylaw 853-12 Land Use Bylaw Amendment to Add Manufactured Home – Double Wide, Manufactured Home - Modular Home, Garage – Attached, Garage – Detached and Shop to the Hamlet General “HG” Zoning

Reeve Neufeld called the public hearing for Bylaw 853-12 to order at 5:17 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 853-12 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 February 13, 2012.

Reeve Neufeld asked if Council has any questions of the proposed Land Use Bylaw Amendment. Clarification regarding shops.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 853-12. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 853-12. There was no one present to speak to the proposed bylaw.

Reeve Neufeld closed the public hearing for Bylaw 853-12 at 5:21 p.m.

MOTION 12-03-217

MOVED by Councillor Wardley

That second reading be given to Bylaw 853-12, being a Land Use Bylaw Amendment to add Manufactured Homes – Double Wide, Manufactured Home – Modular Homes, Garage-Attached, Garage-Detached and Shop to the Hamlet General “HG” zoning.

CARRIED

MOTION 12-03-218

MOVED by Councillor Derksen

That third reading be given to Bylaw 853-12, being a Land Use Bylaw Amendment to add Manufactured Homes – Double Wide, Manufactured Home – Modular Homes, Garage-Attached, Garage-Detached and Shop to the Hamlet General “HG” zoning.

CARRIED

Reeve Neufeld recessed the meeting at 5:21 p.m. and reconvened the meeting at 6:00 p.m.

9. c) Bylaw 857-12 Land Use Bylaw Amendment Permitting Equestrian Uses in Urban Fringe (UF) Land Use District

MOTION 12-03-219

MOVED by Councillor Derksen

That first reading be given to Bylaw 857-12, being a Land Use Bylaw amendment to amend the County Land Use Bylaw (791-10), to permit equestrian uses in the Urban Fringe (UF) Land Use District as amended.

CARRIED

MOTION 12-03-220

(Requires 2/3)

MOVED by Councillor Bateman

That the Land Use Bylaw Amendment applicant for Bylaw 857-12 be refunded the application fee in the amount of \$150.00.

CARRIED

9. d) Bylaw 858-12 Plan Cancellation for Consolidation Purposes Plan 962 4275, Block 4, Lots 28 and 29 (Zama)

MOTION 12-03-221

MOVED by Councillor Bateman

That first reading be given to Bylaw 858-12, being a Plan Cancellation Bylaw to cancel and consolidate Plan 962 4275, Block 4, Lots 28 and 29 into one lot in the Hamlet of Zama, subject to public hearing input.

CARRIED

9. e) Development Permit Application 20-DP-12 Dwelling-Single Detached Development within One Mile of the La Crete Airport (La Crete Rural)

MOTION 12-03-222 **MOVED** by Councillor Braun

That Development Permit Application 20-DP-12, in the name of William and Gertrude Schmidt, on Plan 902 3717, Block 1, Lot 1 (Part of SE 1-106-15-W5M), be APPROVED as presented.

MOTION 12-03-223 **MOVED** by Councillor J. Driedger

That the vote on Motion 12-03-222 for the Development Permit Application 20-DP-12, in the name of William and Gertrude Schmidt, on Plan 902 3717, Block 1, Lot 1 (Part of SE 1-106-15-W5M), be TABLED for further information.

CARRIED

MOTION 12-03-224 **MOVED** by Councillor Braun

That items 11. a) CAO Contract and 11. b) Bylaw 859-12 CAO Appointment be TABLED to the in-camera session.

CARRIED

11. c) Bylaw 841-11 Organizational and Procedural Bylaw

MOTION 12-03-225 **MOVED** by Councillor Wardley

That the organizational and procedural bylaw be brought back to include the recording of all council motions.

Deputy Reeve Sarapuk requested a recorded vote.

In Favor

Councillor Jorgensen
Councillor J. Driedger
Reeve Neufeld
Councillor Bateman
Councillor Flett

Opposed

Councillor Wardley
Deputy Reeve Sarapuk
Councillor D. Driedger
Councillor Derksen
Councillor Braun

DEFEATED

11. d) Canada Post Office – Hamlet of La Crete

MOTION 12-03-226

MOVED by Councillor Derksen

That Councillor Braun be authorized to attend the meeting with Canada Post on April 5, 2012 in Grande Prairie along with the Reeve and CAO.

CARRIED

MOTION 12-03-227

MOVED by Councillor J. Driedger

That the following issues be discussed with Canada Post at the meeting on April 5, 2012:

- Size of facility
- Waiting times for postal box
- Parking issues
- Building condition
- Tompkins postal facility

CARRIED

11. e) Postponement of April 25, 2012 Alberta Sustainable Resource Development Land Sale

MOTION 12-03-228

MOVED by Councillor Bateman

That Alberta Sustainable Resource Development (AB SRD) be advised of Council's support to postpone the April 25, 2012 agricultural land sale to on or before June 15, 2012 subject to AB SRD using the existing appraisals to set the reserved bids.

CARRIED

MOTION 12-03-229

MOVED by Councillor Wardley

That the Agricultural Land Use Planning Committee continue to work with Alberta Sustainable Resource Development.

CARRIED

Reeve Neufeld recessed the meeting at 7:20 p.m. and reconvened the meeting at 7:30 p.m.

11. f) Seniors' Housing in Mackenzie Region

The vote on Motion 12-03-193 was tabled from the March 15, 2012 council meeting.

MOTION 12-03-193

MOVED by Councillor Jorgensen

That the Mackenzie County Council support a new housing board consisting of 4 representatives from the County, 2 from the Town of High Level, 2 from the Town of Rainbow Lake and 1 from the First Nations (once a funding commitment has been made) with quorum being 6 and all financial matters requiring 2/3 majority. The new housing board shall also ensure that the Heimstaed Lodge in La Crete maintain its current service level or above.

Councillor Braun requested a recorded vote.

In Favor

Councillor Jorgensen
Deputy Reeve Sarapuk
Councillor Bateman
Councillor Flett

Opposed

Councillor Derksen
Councillor Braun
Councillor J. Driedger
Reeve Neufeld
Councillor Wardley
Councillor D. Driedger

DEFEATED

MOTION 12-03-230

MOVED by Reeve Neufeld

That the County's Tri-Council Committee members bring forward a recommendation to the Tri-Council Seniors Committee for the Mackenzie Housing Management Board to submit an application for seniors lodges.

CARRIED

MOTION 12-03-231

MOVED by Councillor Wardley

That the County's Tri-Council Committee members take forward on April 3, 2012 an option for discussion of a two tiered structure, with the top tier being the requisitioning board made up of municipally appointed members and the second tier being the two separate operating entities.

Councillor Derksen requested a recorded vote.

In Favor
Councillor Bateman
Councillor Wardley
Councillor Flett
Deputy Reeve Sarapuk
Councillor D. Driedger
Councillor Jorgensen

Opposed
Councillor Derksen
Councillor Braun
Councillor J. Driedger
Reeve Neufeld

CARRIED

**INFORMATION/
CORRESPONDENCE:**

12. a) Information/Correspondence

MOTION 12-03-232

MOVED by Councillor Braun

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

CARRIED

IN CAMERA SESSION:

MOTION 12-03-233

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 8:29 p.m.

- 11. a) CAO Contract
- 11. b) Bylaw 859-12 Appointment of Chief Administrative Officer
- 13. a) Legal
- 13. b) Labour
- 13. c) Land

CARRIED

MOTION 12-03-234

MOVED by Councillor Jorgensen

That Council move out of camera at 9:33 p.m.

CARRIED

**CORPORATE
SERVICES:**

11. a) CAO Contract (In-Camera)

MOTION 12-03-235

MOVED by Councillor Bateman

That the CAO contract be approved in principle and that the Reeve and Deputy Reeve be authorized to negotiate and finalize the CAO contract and bring it back to Council for information.

CARRIED UNANIMOUSLY

11. b) Bylaw 859-12 Appointment of Chief Administrative Officer

MOTION 12-03-236
(requires 2/3)

MOVED by Councillor Wardley

That first reading be given to Bylaw 859-12 being a bylaw to appoint Joulia Whittleton to the position of Chief Administrative Officer effective March 28, 2012.

CARRIED UNANIMOUSLY

MOTION 12-03-237
(requires 2/3)

MOVED by Councillor D. Driedger

That second reading be given to Bylaw 859-12 being a bylaw to appoint Joulia Whittleton to the position of Chief Administrative Officer effective March 28, 2012.

CARRIED UNANIMOUSLY

MOTION 12-03-238
(Requires Unanimous)

MOVED by Deputy Reeve Sarapuk

That consideration be given to go to third reading of Bylaw 859-12 being a bylaw to appoint Joulia Whittleton to the position of Chief Administrative Officer.

CARRIED UNANIMOUSLY

MOTION 12-03-239
(requires 2/3)

MOVED by Councillor Braun

That third reading be given to Bylaw 859-12 being a bylaw to appoint Joulia Whittleton to the position of Chief Administrative Officer effective March 28, 2012.

CARRIED UNANIMOUSLY

13.a) Legal

MOTION 12-03-240

MOVED by Councillor Braun

That the County explore emergency services options as discussed.

CARRIED UNANIMOUSLY

MOTION 12-03-241

MOVED by Councillor Jorgensen

That all Councillors be authorized to attend the gravel pit public meeting on April 4, 2012 in Fort Vermilion.

DEFEATED

NEXT MEETING

DATE:

14. a) Regular Council Meeting
Wednesday, April 11, 2012
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

15. a) Adjournment

MOTION 12-03-242

MOVED by Councillor Braun

That the meeting be adjourned at 9:42 p.m.

CARRIED

These minutes will be presented to Council for approval on April 11, 2012

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Al Hoggan, Director of Community and Protective Services
Title:	DELEGATION River Road Cable

BACKGROUND / PROPOSAL:

Council Motion 11-90-773 (September 23, 2011) approved River Road Cable to rent the office space allocated in the La Crete Fire Hall for \$150.00 per month plus utilities. On October 3, 2011 administration met with the owner who at that time indicated that their preference would be to vacate the premises as they would be unable to afford the rent and the utilities. It was agreed to allow them 90 days to vacate with an agreed termination of occupancy of February 1, 2012. River Road Cable did not vacate as previously agreed upon and a further conversation was had with the owner with a follow up letter of February 15, 2012 indicating that administration would require them to vacate April 1st of 2012.

The letter to River Road Cable also indicated that back rent to October 1, 2011 would be charged to March 31, 2012 or their actual vacate date whichever was earlier.

Subsequently the owner indicated that River Road Cable would be interested in entering into a medium to long term lease with the County on the office space. Administration then began working on the lease but it was brought to our attention that there is a tax notification on River Road Cable property. This combined with the rental arrears caused administration to discontinue the lease process until such time as all arrears were brought to date or an agreement to clear the arrears was signed. To this date neither has occurred.

OPTIONS & BENEFITS:

N/A

Author: Al Hoggan **Reviewed By:** _____ **CAO** JW

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That a lease with River Road Cable not be entered into until such time as either the arrears are brought up to date or an agreement is reached to bring the arrears up to date.

Author: Al Hoggan Reviewed By: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes – March 8, 2012

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the March 8, 2012 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of March 8, 2012 be received for information.

Author: C. Gabriel **Review by:** _____ **CAO** _____

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, March 8, 2012 @ 10:00 a.m.

PRESENT

John W. Driedger	Chair, Councillor, MPC Member
Wally Schroeder	Vice-Chair, MPC Member
Beth Kappelar	MPC Member (via teleconference, left at 11:23 a.m.)
Jacque Bateman	MPC Member, Councillor
Danny Friesen	MPC Member

ADMINISTRATION

Joulia Whittleton	Director of Corporate Services
Liane Lambert	Development Officer
Christopher Wilcott	Development Officer
Jennifer Braun	Administrative Assistant

DELEGATIONS

John Bergen	Left at 10:21 a.m. (Subdivision Proposal)
Joe Froese	Left at 10:21 a.m. (Subdivision Proposal)

ALSO PRESENT

Elmer Derksen	Left at 10:54 a.m.
Henry Martens	Left at 10:54 a.m. (La Crete Motel 280-DP-12)

1. CALL TO ORDER

John W. Driedger called the meeting to order at 10:05 a.m.

2. ADOPTION OF AGENDA

MOTION 12-025 **MOVED** by Jacque Bateman

That the agenda be adopted with following addition;

7c) Organizational and Procedural Bylaw 841-11

CARRIED

3. MINUTES

a) **Adoption of Minutes**

MOTION 12-026 **MOVED** by Wally Schroeder

That the minutes of the February 16, 2012 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) **Business Arising from Previous Minutes**

No business arising from the previous Minutes.

4. **DELEGATIONS**

a) **Subdivision Proposal**
NE 36-105-13-5; La Crete Rural
John Bergen

MOTION 12-027 **MOVED** by Beth Kappelar

That the Subdivision Proposal for NE 36-105-13-5 be received for information.

CARRIED

John Bergen and Joe Froese left the meeting at 10:21 a.m.

George Neudorf called in via teleconference at 10:21 a.m.

5. **DEVELOPMENT**

a) **Development Permit Application 280-DP-12**
Target Construction/ La Crete Motel; Motel Addition
Plan 792 1881, Block 18, Lot 4; La Crete

MOTION 12-028 **MOVED** by Jacquie Bateman

That Development Permit 280-DP-12 on Plan 792 1881, Block 18, Lot 4 in the name of Target Construction 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: 9.14 meters (30 feet) front (south) yard, 1.52 meters (5 feet) (west and east) side yards, 3.0 meters (10 feet) rear (north) yard, from property lines, or setbacks required by Safety Codes, whichever is greater. It is the developers' responsibility to find out the Safety Codes setback requirements.
2. The Motel shall meet all applicable Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
3. The lowest opening of the Motel shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.
4. The architecture, construction materials and appearance of building 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.
5. The municipality has assigned the following address to the noted property 10101-101 Avenue. Once the lots have been consolidated, you are required to display the address (10101) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
6. **Provide adequate off street parking as follows: The minimum parking standards are one stall per guest room, 1 space per each full time employee, and 1 space for every 2 part time employees. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."**
7. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for**

Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.

10. This permit approval is subject to the placement of concrete barricades along the east side of the property, adjacent to the lane way, to the north side of the southernmost building.

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

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

CARRIED

George Neudorf, Elmer Derksen and Henry Martens left at 10:54 a.m. and did not return.

John W. Driedger recessed the meeting at 10:55 a.m. and reconvened the meeting at 10:58 a.m.

**b) Development Permit Application 18-DP-12
Byron Peters; Home Based Business (Computer Drafting Business)
Plan 052 3965, Block 36, Lot 6; La Crete**

MOTION 12-029 MOVED by Jacquie Bateman

That Development Permit 18-DP-12 on Plan 052 3965, Block 36, Lot 6 in the name of Byron Peters be APPROVED with the following conditions:

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

1. This permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business has become detrimental or otherwise incompatible with the amenities of the neighborhood.
2. The Home Based Business shall not involve the storage of goods in the public view, a change in appearance of the residence or its accessory buildings.

3. Shall not employ any employees who do not reside on-site.
4. The Home Based Business is approved to be operated out of the existing Dwelling – Single Detached only and the area for it shall not exceed an area of 200 square feet (18.58 square meters).
5. An unlighted sign to identify the Home Based Business may be placed on the exterior of the Dwelling – Single Detached and the sign shall not exceed 1.1 meters (12 square feet).
6. Provide adequate off street parking as follows: the minimum Home Based Business parking standards are 1 space per 30 square meters of the Home Based Business area (200 square feet), which in this case is 1 public parking stall plus the minimum residential parking standards of be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*
7. At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.
8. The municipality has assigned the following address to the noted property 9602-107A Street. You are required to display the address (9602) 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. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
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

6. SUBDIVISION

a) Subdivision Application 01-SUB-12

**NW 16-106-17-W5M; La Crete Rural
Jake Krahn (Landowner)**

MOTION 12-030 MOVED by Jacquie Bateman

That Subdivision Application 01-SUB-12 in the name of Jake Krahn (Landowner), on NW 16-106-14-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.
2. 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 in accordance with Mackenzie County standards at the developers' expense.
 - c) **The access to the subdivision is required to be constructed off of Range Road 14-4. Where Range Road 14-4 is only constructed to the south property line of the subject lands, the developer is required to extend that portion of road 75 meters northward to provide access to the proposed subdivision and the balance of the quarter section built to County standards at the developer's expense.**
 - d) A dedication of the most westerly 5.18 meters of the proposed subdivision is required for future road widening.
 - e) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - f) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
 - 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

- b) **Subdivision Application 04-SUB-12
NW 28-106-15-W5M; La Crete
Abe Teichroeb (Landowner)**

MOTION 12-031 **MOVED** by Beth Kappelar

That Subdivision Application 04-SUB-12 in the name of Abe Teichroeb on NW 28-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a. Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - b. **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 \$3,750.00 per acre. Municipal reserve is charged at 10%, which is \$375.00 per subdivided acre. 10 acres times \$375.00 equals \$3,750.00.**
 - c. Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense.
 - d. **The access to the subdivision is required to be constructed off of Range Road 15-4 or Township Road 106-5. Where both Range Road 15-4 and Township Road 106-5 are constructed to the northwest corner of the property line of the subject lands, the developer is required to extend one of the abovementioned roads 55 meters to provide access to the proposed subdivision built to County standards, at the developer's expense.**

- e. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- f. Provision of a storm water management plan. Please contact Christopher Wilcott, Development Officer, at (780) 780-928-3983 to discuss the requirements for your subdivision.
- g. Dedication of the most westerly and northerly 5.18 meters of the proposed subdivision for future road widening.
- h. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- i. Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- j. Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

CARRIED

**c) Subdivision Application 05-SUB-12
SW 36-106-14-W5M; La Crete Rural
Sheldon Krahn (Landowner)**

MOTION 12-032 **MOVED** by Wally Schroeder

That Subdivision Application 05-SUB-12 in the name of Martin Friesen (Landowner)/Sheldon Krahn (Agent), on SW 36-106-14-W5M, be APPROVED with the following conditions:

- 1. This approval is for a single lot subdivision, 14.1 acres (5.71 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) A dedication of the most westerly 5.18 meters of the proposed subdivision is required for future road widening.
- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- e) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
- f) 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

- d) **Subdivision Application 06-SUB-12
NE 8-104-15-W5M; Buffalo Head Prairie
Russell & Susie Friesen (Landowner)**

MOTION 12-033 **MOVED** by Jacquie Bateman

Table until applicant provides a detailed site plan showing existing & proposed grade alterations and report on the type of sewage system that can be approved for this location.

CARRIED

- e) **Subdivision Application 07-SUB-12
SW 25-107-13-W5M; Blumenort East
David P. & Anna Doerksen (Landowners)**

MOTION 12-034 **MOVED** by Jacquie Bateman

That Subdivision Application 07-SUB-12 in the name of David P. and Anna Doerksen, on SW 25-107-13-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 11.91 acres (4.82 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

CARRIED

Beth Kappelar left at 11:23 a.m. and did not return.

7. **MISCELLANEOUS ITEMS**

- a) **Bylaw __-12
Land Use Bylaw Amendment to Increase the
Agricultural "A" Zoning Maximum Subdivision**

Size to 80 acres

MOTION 12-035 **MOVED** by Danny Friesen

That the MCP's Recommendation to Council be that Bylaw ___-12 be TABLED and that administration advise the applicant to apply for a Municipal Development Plan amendment to allow the fragmentation of Better Agricultural Lands, prior to amending the Land Use Bylaw.

CARRIED

- b) **Bylaw ___-12**
Equestrian Uses in Urban Fringe
"UF" Land Use District

MOTION 12-036 **MOVED** by Wally Schroeder

That the MPC recommend to Council for the Planning and Development Department to amend the Land Use Bylaw to permit equine animals within the Hamlet boundaries on a very limited basis.

CARRIED

- c) **Organizational and Procedural Bylaw 841-11**

MOTION 12-037 **MOVED** by Jacquie Bateman

Accepted for information.

CARRIED

- d) **Action List**

The Action List of February 16, 2012 was reviewed and be received for information.

8. IN CAMERA

MOTION 12-038 **MOVED** by Danny Friesen

The Municipal Planning Commission go in camera at 11:46 a.m.

CARRIED

MOTION 12-039 MOVED by Wally Schroeder

The Municipal Planning Commission go out of camera at 11:48 a.m.

CARRIED

No actions were made during the in camera session.

Danny Friesen left at 11:53 a.m. and did not return.

9. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ March 29, 2012 at 10:00 a.m. in Fort Vermilion
- ❖ April 12, 2012 at 10:00 a.m. in La Crete
- ❖ April 26, 2012 at 10:00 a.m. in Fort Vermilion
- ❖ May 10, 2012 at 10:00 a.m. in La Crete
- ❖ May 24, 2012 at 10:00 a.m. in Fort Vermilion

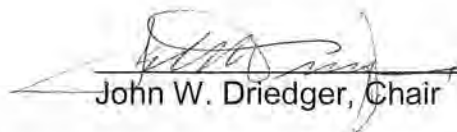
10. ADJOURNMENT

MOTION 12-040 MOVED by Jacquie Bateman

That the Municipal Planning Commission meeting be adjourned at 11:56 a.m.

CARRIED

These minutes were adopted this 29th day of March, 2012.



John W. Driedger, Chair



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

CAO and Director reports are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

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

Author: C. Gabriel **Review by:** _____ **CAO** _____

Mackenzie County

Monthly CAO Report to Council – April 2012

First of all, thank you for entrusting the CAO responsibilities to me. I am excited to ascertain a good working relationship with all involved: councilors, staff, communities, business partners, and other governments.

Since my initial appointment, a general staff meeting was held and the organizational changes were introduced. The roles of council and staff were discussed. My focus is to continue enhancing our municipal services, customer services, improving communications (internal and external), and being a fiscally responsible and progressive organization.

As Council is well aware, we have multiple large projects and initiatives scheduled for 2012 and/or carried over from 2011:

1. **Long Term Financial Planning** – having a fiscally stable and financially responsible municipality is one of my main priorities.

As Council is well aware, our major revenues are derived from taxes with a large portion of these being from linear assessments. Therefore, having a stable assessment base is most crucial to our municipality. In today's world, global economic downturns do affect our County. Having solid financial and sustainability plans is therefore a necessity to survive the downturns while minimizing impacts on our communities and maintaining our level of service.

The departments have been working on the multi-year capital plans. These were initially drafted by the Finance Department. The Finance Department has been drafting a long term financial plan and will be using the multi-year capital plans data as reviewed and recommended by the departments. The first draft is scheduled to be presented to Council by the end of May 2012. I am committed to work through this challenge with Council and with support of ratepayers.

2. **Communication Protocol** – I am in the process of developing a communication protocol policy between councilors, CAO, and management team members. My commitment is to establish clear communication routes that will improve working relationships for all. As the first step to reestablish our communications, monthly CAO and Directors reports will be presented to Council. The Directors will be attending all regular council meetings.
3. **Policies** – I am committed to continue reviewing the County's policies with Council and administrative team to assure transparency - having clear Council directions through strong policies adds to productivity of all; policies ensure uniform levels of services across the County are provided.
4. **Project list** – Bill Kostiw was hired as the Executive Director of Infrastructure Development & Government Relationships on a temporary basis to assist with moving some projects and initiatives ahead as is or will be prioritized by Council and myself. I feel it is necessary as we have experienced a significant staff turnover and organizational changes in the last ten months and some positions remain open today (it will take up to three months to find a suitable individual to fill in the Director of Corporate Services position). Bill along with the management

team and I have discussed the list of projects and initiatives during the past week. The list is attached for your information and input (not listed in order of priority).

5. **2011 Audit and Financial Statements** were completed and scheduled for presentation to Council by the auditors at the April 11, 2012 meeting.
6. **AUPE negotiations** are being scheduled in May (tentative dates are May 3-4 or 17-18).
7. **2012 Budget** is being reviewed with the management team for final presentation to Council at their May 1st meeting along with the 2012 tax bylaw.
8. **AB Agriculture and Rural Development** – I have contacted Brent Patterson as a follow up on a discussion between our Council and the previous CAO regarding establishing a steering committee to review/establish comprehensive surface water management master plans for the new agricultural lands. I was advised that their intent is to set up an initial meeting with our municipality sometime in mid-April.
9. **Fort Vermilion Gravel Pit** – public meeting was held April 4, 2012. Administration is doing their due diligence to ensure all potential issues are addressed with respect to this proposed development. We are in the process of engaging a professional environmental reclamation specialist to assist the County with this task.
10. **Seniors Housing in the Region** – a meeting of the Tri-council Committee was held on April 3, 2012 in High Level. Mike Leathwood, Assistant Deputy Minister (Municipal Affairs and Housing) was present. A consultant will be appointed by the Ministry to assist the municipalities with establishing a suitable organizational structure.

Please review the attached Directors reports and we will be happy to answer any questions Council may have. The CAO and Director's reports will be presented to Council monthly during the first meeting of each month.

I am looking forward to working with all involved in delivering services to the County's ratepayers and developing our municipality and the Region.

Respectfully submitted,

Joulia Whittleton

Monthly Report to CAO

For the month of April, 2012

From: Al Hoggan, Director of Community and Protective Services

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Residential Waste Pickup	Committee/Late April, 2012 Council/ Early May, 2012	The draft By-law and contractor RFP have been completed and will go to the Committee in several weeks. Pending any changes and the Committees approval the program will come to the Council table in early May. Should the program receive approval from council we will publish the request for Proposal and open bids early June with an anticipated start date of July 15, 2012.
Parks and Recreation	Ongoing	The Parks department is having its pre-season meeting with the caretakers later in April. Firewood has been purchased and plans are continuing for a busy summer.
Emergency/Disaster Planning	Ongoing	Numerous members of staff have completed both the Basic Emergency Management training provided by Alberta Emergency Management Agency. As well several senior administration members have completed the EOC, and Advanced Emergency Management training. There is an emergency training "tabletop" exercise planned for Zama for April 12. This will allow us to amend and repair our Municipal Emergency Plan as required.
La Crete Community Library annual operating costs	Completed	The La Crete Library Society request for assistance for their future library building has been completed. The operating costs have been forwarded on to the Society and the Library Board.
La Crete Airport	In Progress	A user meeting was held April 2, 2012 to discuss the new proposed lot development. A consensus was reached with the user group and administration is working towards the surveying and lot plans with a view to allow construction mid-May 2012.

		<p>The Instrument approach is currently in progress and we should have it functional by the fall.</p> <p>Tree clearing at the east end has been completed and we are currently putting a plan to clear the west end shelter belt as well. PAPI lights should be operational by the fall.</p>
La Crete Swimming Pool	On going	Administration is investigating good business plan templates and will continue assisting the pool committee with creating a useable business plan.
Fire Departments	On going	<p>Our fire departments continue to train to meet the province's anticipated minimum training standard.</p> <p>Haz mat training has been scheduled as per the MOU.</p> <p>I have met with the CAO of Rainbow Lake and the Director of Emergency Management for the Town of High Level to begin working on a long term Haz Mat Mutual Aid agreement.</p>
Facilities	On going	We continue to maintain our buildings and as witnessed, several of our buildings have sprung a leak with the spring melt and the facilities department is taking steps to resolve these issues.
Fort Vermilion Airport	On going	The trees at the west end will come down later this spring and that will allow the PAPI lights to be activated at the Fort airport. There has been some interest for additional leases
Occupational Health & Safety	On going	We continue to make progress with our OH&S program and our well on track to COR certification for the fall of 2013. Numerous site/building inspections have been completed and we have resolved multiple safety issues in our County operations.

Capital Projects

Projects	Timeline	Comments
Fort Vermilion Office Paving	August 1, 2012	We are currently tendering out the project and hope to open bids in mid May. Depending on contractor availability we hope to have this project completed by the 1 st of August.
Fort Vermilion Ice Plant Overhaul	Sept. 15, 2012	The ice plant is now shut down and SYMCO Refrigeration will be arriving in late April to disconnect and remove the Compressor units. We will be required to ship the units to Edmonton. The anticipated date for re-installation is late August.

Other capital projects	On going	There are a variety of other capital projects that will begin later this year. Many are in the early planning stages.
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Personnel

We have recently hired Corny Wiebe as our building and facility maintenance technician. His first day on the job was April 10, 2012.

The By-law Enforcement Officer position is in the interview process and we hope to have this position filled by June 1, 2012.

The Fort Vermilion Fire Chief has resigned effective April 15, 2012 and we are currently reviewing our options in this matter.

Other

My staff and I continue to have our weekly planning meetings and are anticipating a busy but productive summer season.

Monthly Report to CAO

For the month of April, 2012

From: John Klassen, Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Dust Control Adds	April 30 th	Application deadline end of April
Regraveling	June 2012	There were no trucks available during the window of opportunity therefore we plan to start late May or early June
Ponton Road	August 31 st	We have negotiated a 20 meter ROW with the land owner and plan to have the road moved by the end of August
Drainage	April 15 th	Currently opening culverts and ditches as required to allow spring runoff

Capital Projects

Projects	Timeline	Comments
Rural Water Line	April 15 th	Compiling results of the surveys which will indicate the number of interested parties currently adjacent to the water line
Zama Access Tender	May 1 st	Tender closing date
88 Connector		To be discussed at the April 11 th Council meeting
La Crete Lagoon Upgrade		RFD at the April 11 th Council Meeting
Grader Replacement	April 2012	The first grader should arrive and be delivered to Zama by the 13 th
Truck replacements	April 30 th	Operations department purchased 1 half ton, 2 - ¾ ton trucks and 1 – 550 cab & chasse of which we still need to mount the deck
15' mower and side arm	April 15 th	Currently obtaining quotes

Personnel

We are currently advertising for a PW's Admin Assistant and the vacant equipment operator positions, one in LC and one in FV. There is also one equipment operator from LC that is on medical leave and the timeline is yet to be determined.

Other

Monthly Report to CAO

For the month of April, 2012

From: Grant Smith, Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Drainage Policy	Spring 2012	This policy has been under review from the ASB, Alberta Environment and Public Works. Changes have been drafted and will be reviewed at next ASB meeting.
Draft Road Ditch Policy	Spring/summer 2012	This policy is being created to help administration deal with numerous requests from ratepayers who want to direct runoff water down County road ditches.
Rental Pump & Pipe	Spring /summer/fall	Activity has begun as we are receiving requests. Rental rate is \$300 + GST for 48 hrs. There is 1 mile of pipe on trailer. Pump is tractor powered.
Roadside Spraying Contract	April 17 ASB mtg.	RFP's were publicly advertised. ASB will review on April 17 th .

Capital Projects

Projects	Timeline	Comments
High Level Drainage Phase II		Publicly tendered. Tenders will be opened on April 11, 2012. Construction will commence in June and completion is October 31, 2012. Length of project is 3 miles. Project is located 6 miles east of High Level and will run south from Hwy 58 at Rge Rd 18-4.

Personnel

Other

Monthly Report to CAO

For the month of April, 2012

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

The intent of this project list is to determine the status & priority of the major infrastructure projects in Mackenzie County as of May 1, 2012. These are not necessarily in order of Council priority but are for discussion purposes. The April provincial election could be a serious factor in future development.

1. Highway 88 Base & Paving

Project is scheduled for completion in the fall of 2012. The risk of not completing this fall is twofold. The contractor's schedules may not allow enough time or resources for completion this fall. Secondly the province may drag on final approvals and funding. Council should continue to lobby the province to ensure completion this fall.

2. Highway 88 Connector Base/Paving Project

This project has become a key link to the south with Highway 88 getting asphalt. Alberta Transportation is providing some support and the project could be completed over the next two years if council is willing.

Completion of this project would save the County a significant amount of maintenance funds and open up resource road funds for other County projects. Estimated cost all in is \$20,000,000.00 over the next 2 years.

3. Zama Access Base Paving Project

This project is the road to the vast resources in the NW part of the County as well as Alberta. The known oil & gas extraction to date is estimated at less than 25% of the overall reserves. The operating strategy for the extraction is shifting from conventional to E.O.R. either with CO2 or other processes. In any event the resources can still provide the County with significant taxes over the next decades. The County should continue to develop the infrastructure and lobby government for enhanced oil recovery and the Mackenzie pipelines. We should also continue lobbying for provincial status on this road.

Estimated cost for 2012 – 2013 is \$3,006,000.00.

4. Roads to New Agriculture Lands

This is an essential development project that will help sustain and enhance Agriculture in the County. Project development & planning is ongoing with scope of project to be

determined by Council. The County should continue a strong lobby to secure a large portion of the land sale revenue for road construction.

5. Rural Water Supply Project

This project will enhance quality of life and stimulate economic development especially in our rural areas. The intent is to develop the project in phases which has started with the installation of the line from Fort Vermilion to La Crete. The next proposed phase is to go south of La Crete to the sawmill or Buffalo Head area. Council will need to review the overall project to determine next steps.

Estimated Costs T.B.D.

6. High Capacity Power Lines

The development of high capacity power grids are crucial to the economic development in the whole County. The line west of High Level will likely continue on south of Rainbow Lake to the Fontas road area. The development of a connector from Highway 35 across the Peace River at Tompkins then to La Crete is much needed and the County should continue to lobby ATCO and the Province. The line from Blumenort to Mustus is being developed. These developments produce both economic opportunity and immediate tax revenue. The County should make every effort to move these projects forward.

7. Railway Development & Upgrading

The main rail system in our County runs from Peace River to High Level and on to Hay River. This line is in desperate need of upgrading. There is tremendous opportunity for industrial development along this line. The other two rail systems that could affect Mackenzie County are the Watino rebuild and the Fort Nelson to Prince Rupert line. It would be very desirable to have County members on both NADC and NCDC as well as other provincial boards to lobby for these projects.

8. Tolko & Footner (Ainsworth)

These forestry developments currently provide several hundred jobs and property taxes to the municipalities. The Footner project has been shut down for the last years for several reasons the economy, competition, rail freight costs, etc. In my recent discussions with Ainsworth they indicated that new technology and product development may give them the incentive to reopen in the near future. The site is currently being used for a rail transfer site and some product development.

We have been invited to a “brainstorming” meeting to discuss opportunities for the future and to see if there is some mutual benefit or action we can take to get the plant back into production.

9. Highway 58 West / East

This is a long term project that when complete will provide great economical opportunities to all sectors of Mackenzie County. The road connection to Fort Nelson will also give us access to high capacity rail with connections to the ports in Prince Rupert & Vancouver. This could really benefit our agriculture & forestry industries. The connection to the East of 88 is graded to Garden River and the construction from Garden River to Peace Point has not been committed by the Feds at this time. REDI has been lobbying for this project with support from NADC & NCDC as well as the Alberta Government.

10. Airports

There are at least nine airports in the overall County area. The County is directly responsible for the Fort Vermilion and La Crete airports. Two of the other airports are Rainbow Lake and High Level which are operated by the towns of Rainbow Lake & High Level. Other airports are Zama, Fox Lake, Garden River, John D'or Prairie & Indian Cabins. The challenge is to get viable commercial air service. There are some preliminary discussions happening with the Edmonton Airport authority about competitive alternate service to High Level. The High Level Airport could be security ready if funding was available.

11. Tompkins Ferry Upgrade & New Bridge

Alberta Transportation has indicated that there will be some upgrades to the ferry this spring. They also indicated that they have budgeted \$1,700,000.00 for upgrading in 2013. This should increase the ferry capacity on the short term. On the long term the County should continue to lobby for a new bridge by 2020.

12. Other Projects of Interest are:

- A) La Crete Lagoon Upgrade
- B) La Crete Library
- C) Swimming Pools
- D) Water Management (ASB)
- E) Rocky Lane Access Upgrade
- F) La Crete North Access Upgrade
- G) La Crete South Access Upgrade
- H) Truck Access Fort Vermilion (Tall Cree)
- I) Gravel Supply Long Term & Reclamation
- J) High Level Golf Course Road Paving
- K) Hamlet Water & Sewer Upgrades
- L) Railside Industrial Development
- M) Mustus Energy
- N) Boyer River Bridge (Boyer FN)

In summary any projects that could enhance our tax base, create jobs and are complementary to our citizens should be pursued. Perhaps Council could schedule a strategic planning workshop to fully explore these opportunities.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Al Hoggan, Director of Community and Protective Services
Title:	La Crete Community Library Society Estimated Annual Operating Costs

BACKGROUND / PROPOSAL:

Council Motion 11-11-948 "That administration assist the La Crete Community Library Society in compiling cost information for a stand alone facility in conjunction with the Mackenzie Library Board".

Administration has completed the operation cost estimates and has provided the same to the La Crete Community Library Society and to the Mackenzie Library Board. The estimated annual operational cost is attached for your review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That the La Crete Library estimated annual operating costs be received for information.

Author: Al Hoggan Reviewed By: _____ CAO JW



Mackenzie County Library Board
La Crete Library Society
Mackenzie County

April 2, 2012

Proposed La Crete Library Operational Costs:

Chairperson Beth Kappelar,

As directed by Mackenzie County Municipal Council, administration has been pleased to assist in the compilation of the anticipated operational costs of the proposed 4,900 square foot library style building. These costs are approximations and have been calculated by comparing and interpolating the operational costs of similar sized buildings and libraries in northern and central Alberta. As much as possible we have attempted to make this a realistic document but as there are many variables in operational costs we can only provide estimates based on our findings.

Some of the variables included salaries, the rising cost of electricity, building maintenance, and the method of heating and cooling the building. In particular these figures have been generated using the following assumptions:

1. Approximately 4,900 square feet;
2. Hourly wage figures of \$16.50/hour for two full-time staff;
3. Hourly wage figures of \$14.00/hour for two part-time staff;
4. Hourly wage figures of \$12.50/hour for one part-time book distribution staff;
5. Total salary figure includes the additional (approximate) 25% for WCB, health/dental and Group Plan benefits.

These calculations do not include the cost of inventory, computer systems, shelving units, or other capital style expenditures that would be included in the building project.

COSTS

<u>Expense</u>	<u>Annual Cost</u>
Salaries	\$111,807.80
Telephone/Fax	\$2,441.94
Internet	\$1,272.32
Office Supplies	\$5,000.00
Natural Gas	\$2,641.96
Electrical Power	\$4,094.59
Water	\$1,200.00
Security (Alarm System)	\$1,500.00
IT Services	\$2,500.00
Janitorial	\$20,400.00 (\$20/hour x 4 hour/day x 5 days a week)
Janitorial Supplies	\$1,500.00
Maintenance	\$12,000.00 (operational, not capital maintenance projects)
Snow Removal/Grass cutting	\$3,000.00
Promotional	\$1,500.00
Total	\$170,858.61

I would be pleased to discuss this matter with you or the Board at any time and should you have any questions please feel free to contact myself at your convenience.

Regards,

Al Hoggan
Director of Community and Protective Services
Mackenzie County
(780) 927-3718
(780) 841-5102



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	William (Bill) Kostiw – Executive Director of Infrastructure Development and Government Relations
Title:	Highway 88 Connector

BACKGROUND / PROPOSAL:

Council has identified two major Resource Road Projects, the Zama Access and the Highway 88 Connector. Zama Access has been tendered and closes on the May 1, 2012 Council Meeting. Council has budgeted \$12,400,000 through a Borrowing Bylaw for the Highway 88 Connector. Alberta Transportation supports the project and has committed to provide the gravel, fund the two bridges, and provide \$75,000 in general engineering.

As Highway 88 nears completion we expect a significant increase in traffic on all our local roads especially the 88 Connector.

At the March 5, 2012 Special Council meeting the following motion was made:

That Mackenzie County advertise for public tender engineering services for the Highway 88 Connector in its entirety for the tendering process, grading and construction as per the detail design to pavement ready state.

OPTIONS & BENEFITS:

Administration has reviewed several options and price structures. The increase in traffic volumes on the 88 Connector will certainly have a significant impact on the annual maintenance costs. Therefore administration is proposing base paving of 12 km on the west end, replacing/repairing the two bridges and completing the grading on the East 15 km all in 2012. The east end 15 km of base paving could then proceed in 2013 with Resource Road Funding.

Author: B. Kostiw **Reviewed by:** _____ **CAO** JW

COSTS & SOURCE OF FUNDING:

- The estimated cost of the 12 km of base paving is 6.8 million. To be funded from borrowing as approved by Council.
- The estimated cost of the East grading is 4.0 million. To be funded from borrowing as approved by Council.
- The estimated cost for the bridges is approximately \$650,000 with the County's share being approximately \$75,000.00.
- Engineering is included in the above estimates.
- The total estimated cost for all three schedules are \$10,875,000 + 5% contingency of \$600,000 for a total of \$11,475,000.

The intent is to tender the west end base paving as a stand alone contract ASAP. The bridges and the grading would be a separate tender with the two schedules as recommended by Alberta Transportation. Further to this, the base paving of the east end would be applied for under the Resource Road Program this fall for construction in 2013.

RECOMMENDED ACTION:

Note: Council may choose to postpone the final decision making on this project until the subsequent budget meeting at the end of April 2012.

Motion 1

That Council approve tendering base paving of the west 12 km of the Highway 88 Connector by May 2012 with construction to be completed by October 15, 2012.

Note: GENIVAR would provide engineering and awarding would be subject to tenders meeting our estimates.

Motion 2

That Council approve the tendering of grading and bridge rehabilitation on the east portion of the Highway 88 Connector by June 12, 2012 with construction completion by October 15, 2012.

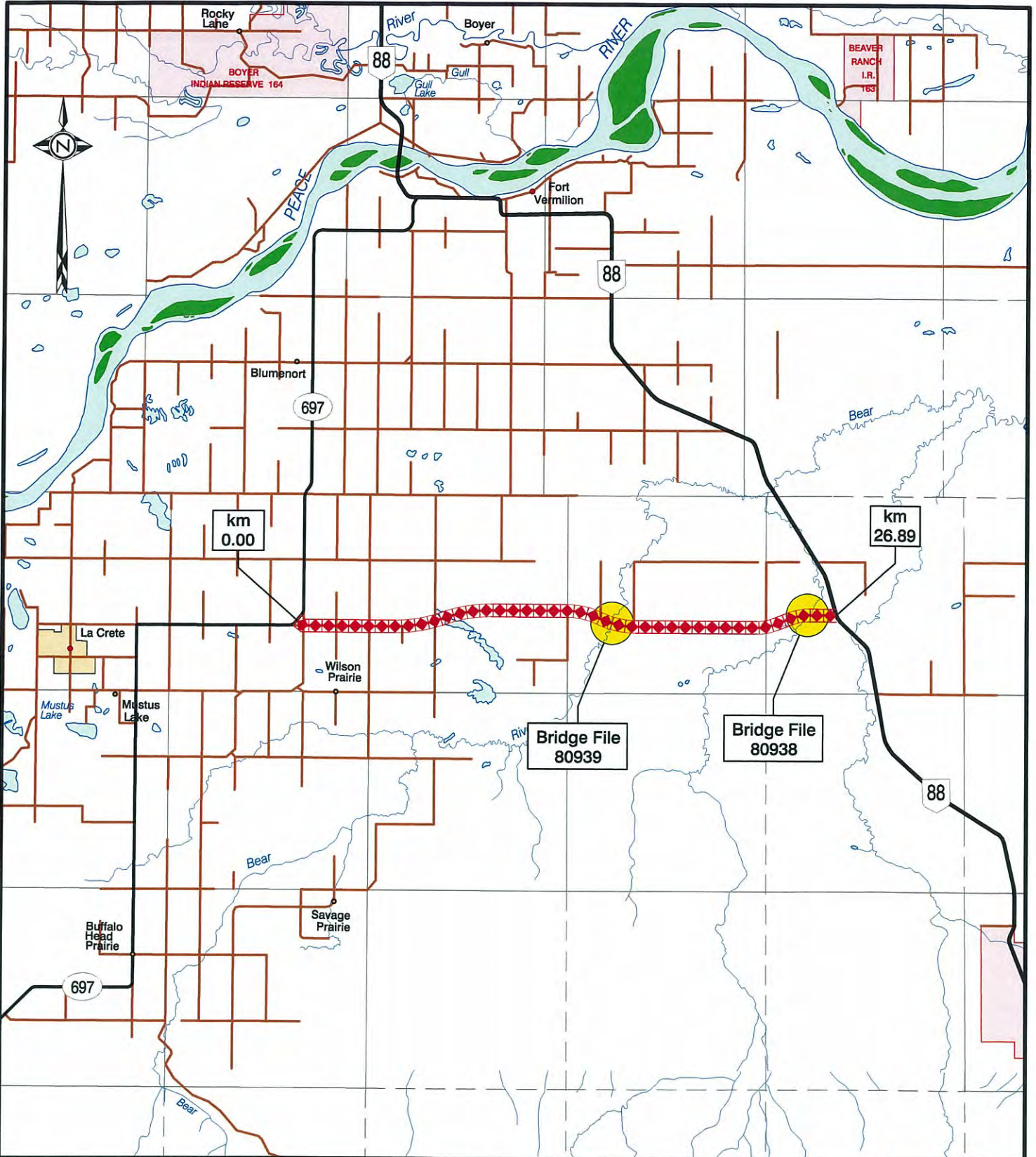
Note: GENIVAR would be the engineers and awarding subject to costs meeting our estimate.

Motion 3

That Council approve applying for Resource Road Funding for the Highway 88 Connector east end base paving.

Note: That Council approve AMEC as the engineers for the Resource Road application and east end base/paving project (estimated cost of \$8.5 m)

Author: B. Kostiw Reviewed by: _____ CAO JW



**LOCATION PLAN
HIGHWAY 88 CONNECTOR
Highway 697 to Highway 88**



Date:
June 27, 2011

Drawn By:
MRM

Checked By:
MO

Sheet:
1 of 2

Drawing No.
18852-01

CONCEPTUAL COST ESTIMATE "C"

**Bridge Rehabilitation and Other Work
 BF 80939
 Mackenzie County**

Bridge Structure					Allocation based on Government of Alberta Bridge Funding Guidelines (GAP)		
BF 80939 - 38 m Type DBT Concrete Girder Bridge on Concrete Substructure							
Design Items	Units	Quantity	Unit Price	Amount	Municipality	Government of Alberta	
Mobilization 10%	Lump Sum			\$ 27,000	\$ 552	\$ 26,448	
Site Occupancy - Bridge Structures	Days	20	\$ 500.00	\$10,000			
Traffic Accommodation Close Road	Lump Sum			\$ 5,000	\$ 5,000	\$ -	
Removal of Bridgerail and Guardrail	Lump Sum			\$ 4,000	\$ -	\$ 4,000	
Excavation - Structural	Lump Sum			\$ 3,000	\$ -	\$ 3,000	
Backfill - Granular	Lump Sum			\$ 15,000	\$ -	\$ 15,000	
Epoxy-Coated Reinforcing Steel - Supply and Place	Lump Sum			\$ 25,000	\$ -	\$ 25,000	
Class HPC Concrete	m ³	41	\$ 2,500	\$ 102,500	\$ -	\$ 102,500	
Deck Waterproofing	m ²	440	\$ 60	\$ 26,400	\$ -	\$ 26,400	
ACP - Bridge Deck	tonne	95	\$ 300	\$ 28,500	\$ -	\$ 28,500	
W-Beam Guargrail	m	176	\$ 200	\$ 35,200	\$ -	\$ 35,200	
CONTRACT COST				\$ 282,000			
MODIFIED AMOUNT (Less Site Occupancy)				\$ 272,000	\$ 5,552	\$ 266,048	
Contingency 10%				\$ 28,200	\$ 555	\$ 27,645	
Estimated Engineering				\$ 50,000	\$ -	\$ 50,000	
TOTAL PROJECT COST				\$ 350,000	\$ 6,000	\$ 344,000	
Goods and Services Tax (GST) 5%				\$ 17,500	\$ 17,500	\$ -	

NOTES:

CONCEPTUAL COST ESTIMATE "C"

**Bridge Rehabilitation and Other Work
 BF 80938
 Mackenzie County**

Bridge Structure					Allocation based on Government of Alberta Bridge Funding Guidelines (GAP)		
BF 80938 - 10 m, 10 m, 10 m Type SM Concrete Girder Bridge on Steel Substructure							
Design Items	Units	Quantity	Unit Price	Amount	Municipality	Government of Alberta	
Mobilization 10%	Lump Sum			\$ 22,000	\$ 552	\$ 21,448	
Site Occupancy - Bridge Structures	Days	20	\$ 500.00	\$10,000			
Traffic Accommodation Close Road	Lump Sum			\$ 5,000	\$ 5,000	\$ -	
Removal of Guardrail	Lump Sum			\$ 2,000	\$ -	\$ 2,000	
Excavation - Structural	Lump Sum			\$ 3,000	\$ -	\$ 3,000	
Backfill - Granular	Lump Sum			\$ 15,000	\$ -	\$ 15,000	
Epoxy-Coated Reinforcing Steel - Supply and Place	Lump Sum			\$ 25,000	\$ -	\$ 25,000	
Class HPC Concrete	m ³	28	\$ 2,500	\$ 70,000	\$ -	\$ 70,000	
Deck Waterproofing	m ²	380	\$ 60	\$ 22,800	\$ -	\$ 22,800	
ACP - Bridge Deck	tonne	82	\$ 300	\$ 24,600	\$ -	\$ 24,600	
W-Beam Guargrail	m	160	\$ 200	\$ 32,000	\$ -	\$ 32,000	
CONTRACT COST				\$ 231,000			
MODIFIED AMOUNT (Less Site Occupancy)				\$ 221,000	\$ 5,552	\$ 215,848	
Contingency 10%				\$ 23,100	\$ 555	\$ 22,545	
Estimated Engineering				\$ 50,000	\$ -	\$ 50,000	
TOTAL PROJECT COST				\$ 294,000	\$ 6,000	\$ 288,000	
Goods and Services Tax (GST) 5%				\$ 14,700	\$ 14,700	\$ -	

NOTES:



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Grant Smith, Agricultural Fieldman (Agricultural Service Board)
Title:	Tender – High Level Flood Control Phase II

BACKGROUND / PROPOSAL:

This tender is Phase II of a three phase project. Length of project is 3 miles (4.8 km), project is located 6 miles east of the Town of High Level and will begin at the junction of Hwy 58 and Rge Rd 18-4.

Construction will include the building of Rge Rd 18-4, to Local Road standard.

See attached aerial map.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2012 Capital Budget - Budgeted amount \$541,000.

RECOMMENDED ACTION:

Motion 1

That the tenders for the High Level Flood Control Phase II project be opened.

Motion 2

That the tender for the High Level Flood Control Phase II Project be awarded to the lowest qualifying tender.

Author: Colleen Nate **Reviewed by** _____ **CAO** Joulia Whittleton



Hwy 58



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	John Klassen – Director of Operations
Title:	Tender - Sander/Plow Dump Truck - Zama

BACKGROUND / PROPOSAL:

Administration has identified the need for a multi-use truck in Zama that can be utilized through-out the year.

The sander unit that is being utilized is old and in need of replacement and due to its size doesn't perform the task in an efficient manner.

The removal of snow from the Hamlet streets and paved portion of the Zama Access is performed by a rubber tire back-hoe and again is not an efficient way to perform this task adding extra wear to this equipment.

Zama operations have no means to transport even the smallest amounts of material (dirt, gravel) within the hamlet. This leads to pulling resources out of Fort Vermilion, La Crete or hiring local contractors to perform this task. This is not a cost effective and efficient way to provide services.

Administration has sent out an Invitation for Tender requesting;

“...a 2012 or newer model, diesel powered, single rear axle conventional cab heavy duty truck with a minimum GVWR of 17,727 kg (39000 lbs.) Specifications also include sander- gravel box combination and plow.”...Closing date March 30, 2012.

See Tender Annex A

Author: D. Roberts **Reviewed by:** _____ **CAO** JW

OPTIONS & BENEFITS:

Option A:

Purchase Multi-use Truck (Sander/Plow Dump Truck) as per the lowest qualifying tender.

Option B:

To reject all tenders and explore alternative options.

COSTS & SOURCE OF FUNDING:

To be funded from the 2012 capital budget.

RECOMMENDED ACTION:

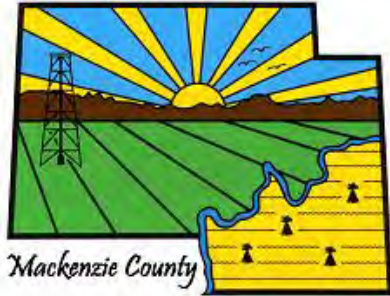
Motion 1

That the Zama Plow/Sand Truck tenders be opened.

Motion 2

That the Zama Plow/Sand Truck tender be awarded to the lowest qualifying bidder.

Author: D. Roberts Reviewed by: _____ CAO _____



Invitation for Tender

The intent of this tender is to provide a new Plow / Sander -Dump Truck and equipment plus options.

Closing Date: Friday, March 30, 2012

For any questions regarding the tender document, please contact:

John Klassen
Mackenzie County
Phone: 780-928-3983
Cell: 780-841-1680
Fax: 780-928-3636

For any questions regarding technical specifications, please contact:

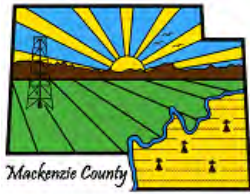
John Dyck
Phone: 780-927-3718
Cell: 780-841-1166

The bid must be received by Mackenzie County, 4511 – 46 Ave, Box 640, Fort Vermilion, AB, T0H 1N0 on or before 2:00 pm, local time, Friday, March 30, 2012



Appendix "A" Unit Price Schedule – Sander/Plow/Dump Truck

Bid Item	Description	Unit Price	Total
1	Truck	lump sum	\$_____
2	Combination Sander and Gravel Box	lump sum	\$_____
4	Plow	lump sum	\$_____
	Options		
A	Wing Plow	Extra \$_____	
B	Stainless Steel or Aluminum Box	Extra \$_____	
Total Schedule			\$_____



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	John Klassen, Director of Operations
Title:	La Crete Lagoon Upgrade

BACKGROUND / PROPOSAL:

Due to the capacity constraints of the La Crete lagoon Mackenzie County engaged Focus in 2011 to perform a study and provide a recommendation, as per the results of that study Mackenzie County then instructed Focus to apply on our behalf for grant funding under the AMWWP program of which the County received an approval letter from the Province (see attached) dated February 9, 2012 committing to 59.89% of eligible project costs or up to \$2,507,594.00.

This project was presented to Council during budget deliberations and was approved pending provincial funding.

OPTIONS & BENEFITS:

This lagoon expansion is estimated to support growth of the hamlet well into the future and provide compliance to AB Environment regulations.

COSTS & SOURCE OF FUNDING:

To be funded from the 2012 capital budget.

RECOMMENDED ACTION:

That Mackenzie County engages Focus Engineering to complete the detailed design and tender process for the La Crete lagoon project.

Author: John Klassen **Review Date:** _____ **CAO** JW



ALBERTA
TRANSPORTATION

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

AR51304

February 9, 2012

Mr. Bill Neufeld
Reeve
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

*B:11
7*

Dear Reeve Neufeld:

I am pleased to advise your council of the Alberta government cost-shared grant funding that will be provided under the Alberta Municipal Water/Wastewater Partnership for La Crete Sewage Lagoon Expansion.

Based on your submission/application, Mackenzie County will receive a grant of 59.89% of the estimated eligible project costs, or up to \$2,507,594 or the project under this program. The final grant amount will be based on the actual eligible costs at the time of the project completion.

My colleagues, Honourable Frank Oberle, MLA for Peace River, Pearl Calahasen, MLA for Lesser Slave Lake, and I are very supportive of rural Alberta and the grants that help support Alberta's water and wastewater networks.

Department staff will be in contact with your administration to formalize the funding agreement to undertake this work.

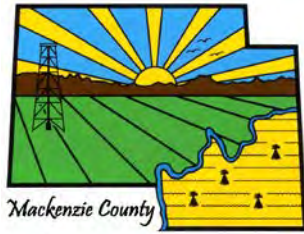
Sincerely,

[Handwritten signature]

Ray Danyluk
Minister

cc: Honourable Frank Oberle, MLA, Peace River
Pearl Calahasen, MLA, Lesser Slave Lake





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Christopher Wilcott, Planner
Title:	TENDER OPENING - 1:00 p.m. Sale of Land - Plan 052 2048, Block 4, Lot 3 (Lake Side Estates - La Crete)

BACKGROUND / PROPOSAL:

The subject lands are the former Municipal Reserve lot within Lake Side Estates in La Crete. These lands were closed for the purpose of sale by Bylaw 687-08 and given a variance by Bylaw 705-09 for the purpose of subdivision. This process was initiated by the Parks and Recreation Committee who recommended that parks within the Hamlets be placed within high density residential areas instead of Country Residential areas.

At the March 15, 2012 Council meeting, the following motion was made:

Motion 12-03-187 That Plan 052 2048, Block 4, Lot 3 be made available for sale by sealed tender closing at 1:00 p.m., Wednesday, April 11, 2012 and be subject to subdivision of the lands as shown in Bylaw 705-09. Further, that a reserved bid be set at 80% of the 2010 appraised value.

OPTIONS & BENEFITS:

The sale of the lands is subject to the purchaser subdividing and servicing the lands prior to any construction/development. Cost of subdivision includes, but is not limited to, payment of off-site levies, engineering, surveying, water and sewer servicing, endeavour to assist and access construction.

The current value of the lands is:

- \$46,980 assessed value 2012
- \$55,000 appraised value 2010

Author: C. Wilcott _____ **Reviewed by:** _____ **CAO** J. Whittleton _____

The estimated sale value of the two subdivided lots is \$80,000 (\$40,000/lot).

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

Motion 1:

That the tenders for the sale of Plan 052 2048, Block 4, Lot 3 (Lakeside Estates, La Crete) be opened.

Motion 2:

That Plan 052 2048, Block 4, Lot 3 (Lakeside Estates, La Crete) be sold to the highest qualifying bidder over the reserved bid of 80% of the 2010 appraised value.

Name	Tender Amount

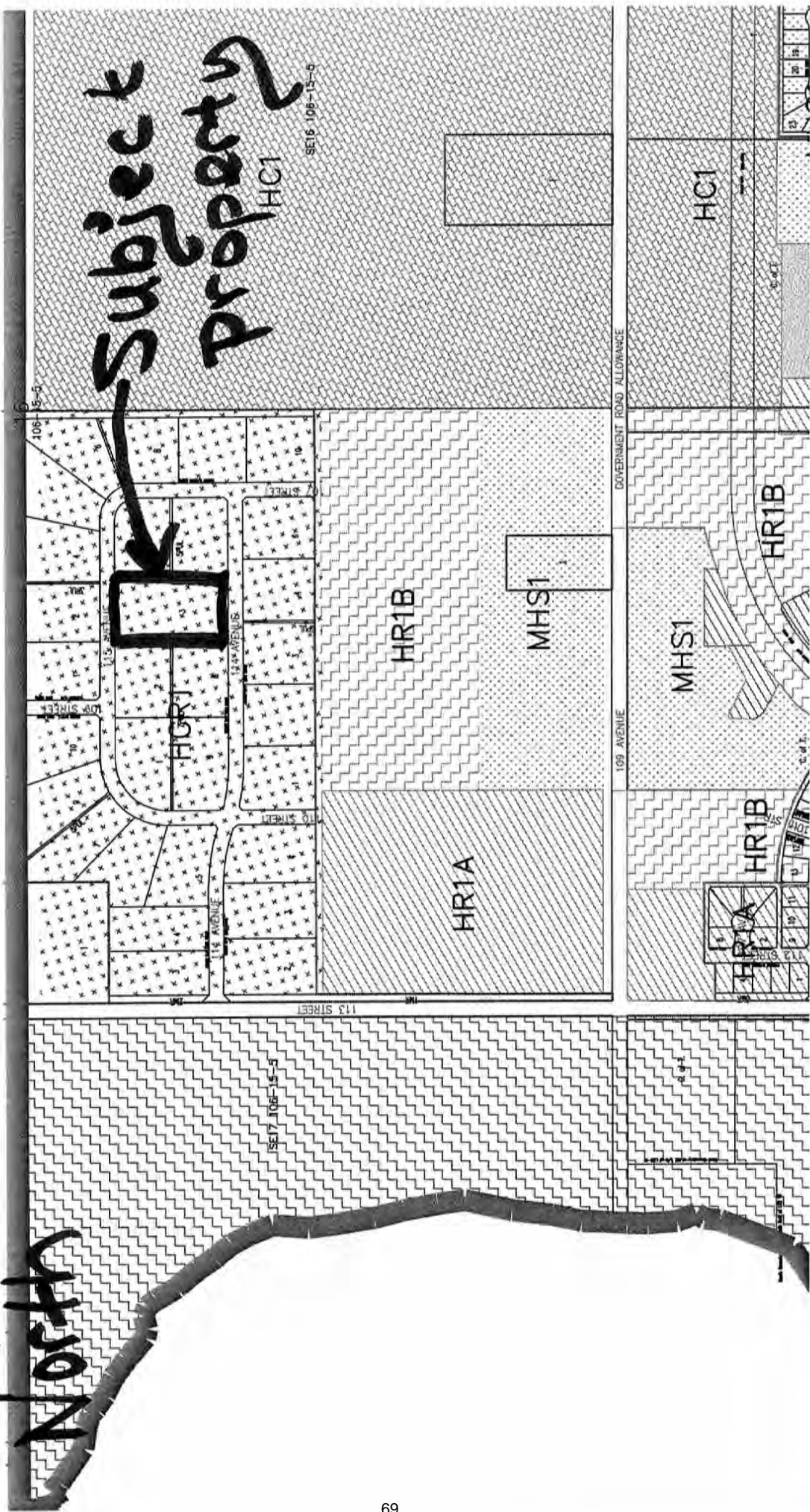
Author: C. Wilcott Reviewed by: _____ CAO J. Whittleton



NORTH

Subject Property
HC1

SETB 106-15-6





002 2619

113 Street

114 AVE

052 2048

110 ST

114 AVE

109 ST

115 AVE

Subject Property

107 ST

052 2048



South Peace Distributors Ltd., High Level
Tel: 780-926-3000 Fax: 780-926-3972
Email: tandrews@southpeace.com

store. Please include references with your resume.

Fax 780-926-2377 or
email cheryl@pchome.ab.ca



MACKENZIE COUNTY

Employment Opportunity

Public Works Administrative Assistant - La Crete

Mackenzie County is currently seeking applications for the position of Public Works Administrative Assistant – La Crete.

Reporting to the Director of Operations, the successful candidate will be responsible for assisting in the following:

- Setting up and maintaining various spreadsheets for budget, gravel, dust control, snowplowing, utilities, etc.;
- Writing articles for the County Image and preparing advertisements;
- Maintaining agreements;
- Organizing and Filing;
- Assisting Public Works and Utilities staff as needed;
- Ensuring policies and procedures are followed at all times;

Qualifications:

- Grade 12 Diploma;
- Office or Business Administration Certificate, would be an asset;
- Knowledge of Windows and Microsoft Office programs;
- Ability to work with minimal supervision;
- Effective Oral and Written Communication Skills.

Salary Range: \$34,012 - \$46,768/annum. The County offers a Comprehensive Benefit Package.

Application/Resume can be forwarded to:

Eileen Steuernagel
Human Resources/Payroll
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N
Phone: 780-927-3718
Fax: 780-927-4266
Email: hr@mackenziecounty.com

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



MACKENZIE COUNTY

SALE OF LAND by Tender

Mackenzie County is offering the following land located in La Crete for sale by sealed tender:

Plan 052 2048, Block 4, Lot 3 (10802-114 Avenue)

The property is zoned Hamlet Country Residential District 1 "HCR1".

Terms of sale: Purchaser is required to subdivide the lands into two lots, as shown below, prior to any construction/development on the lands. Cost of subdivision includes, but is not limited to, payment of off-site levies, engineering, surveying, water and sewer servicing and endeavor to assist costs.

All tenders must include a certified cheque in the amount of 10% of the bid amount. The successful bidder is required to pay the balance of the bid within 30 days from the date of bid award.

Current Land value:

\$55,000 appraised

\$46,980 assessed

A Reserved Bid of \$44,000 is set for this Tender.



Sealed tenders marked "SALE OF LAND" must be received at the Fort Vermilion County office by 1:00 p.m. on Wednesday, April 11, 2012.

Mackenzie County reserves the right to reject all tenders.

Christopher Wilcott, Planner
Mackenzie County Corporate Office
4511-46 Avenue
P.O. Box 640
Fort Vermilion, AB T0H 1N0
Phone: 780-927-3718 Fax: 780-927-4266



plained Lambert. "I believe I'm the only grandfather to play with his grandson in the Challenge Cup, so that's why

nty

VISION

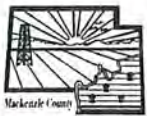
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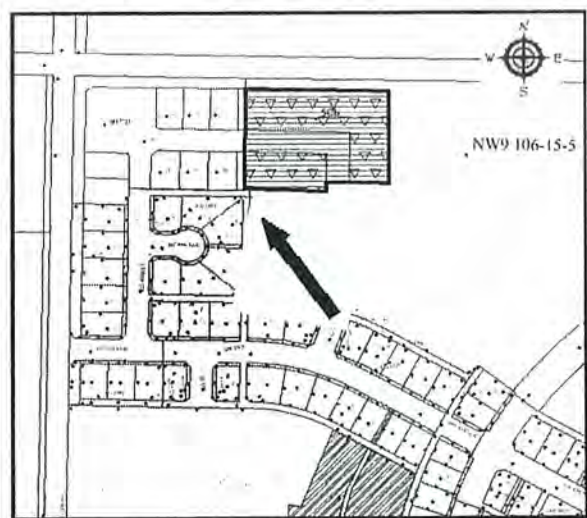
Mackenzie County

NOTICE TO ADJACENT LANDOWNERS OF APPLICATION FOR SUBDIVISION

PURSUANT TO SECTION 653 (4) OF THE MUNICIPAL GOVERNMENT ACT: Please be advised that the following application for subdivision approval, in the Hamlet of La Crete (southeast of Lake Tourangeau), has been submitted to Mackenzie County for consideration.

File No.: 09-SUB-12

Legal Description: Part of NW 9-106-15-W5M



Adjacent Landowners may submit written submissions within 14 days from the date of this notice. The submission must be mailed or faxed to:

Mackenzie County
Fax: (780) 928-3636
Box 1690
La Crete AB T0H 2H0

Attention: Liane Lambert, Development Officer



MACKENZIE COUNTY

SALE OF LAND by Tender

Mackenzie County is offering the following land located in La Crete for sale by sealed tender:

Plan 052 2048, Block 4, Lot 3 (10802-114 Avenue)

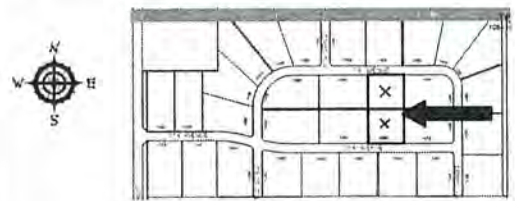
The property is zoned Hamlet Country Residential District 1 "HCR1".

Terms of sale: *Purchaser is required to subdivide the lands into two lots, as shown below, prior to any construction/development on the lands. Cost of subdivision includes, but is not limited to, payment of off-site levies, engineering, surveying, water and sewer servicing and endeavor to assist costs.*

All tenders must include a certified cheque in the amount of 10% of the bid amount. The successful bidder is required to pay the balance of the bid within 30 days from the date of bid award.

Current Land value:
\$55,000 appraised
\$46,980 assessed

A Reserved Bid of \$44,000 is set for this Tender.



Sealed tenders marked "**SALE OF LAND**" must be received at the Fort Vermilion County office by 1:00 p.m. on Wednesday, April 11, 2012.

Mackenzie County reserves the right to reject all tenders.

Christopher Wilcott, Planner
 Mackenzie County Corporate Office
 4511-46 Avenue
 P.O. Box 640
 Fort Vermilion, AB T0H 1N0
 Phone: 780-927-3718 Fax: 780-927-4266



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Application to Repay In Part the Debenture under Bylaw 756-10 to Alberta Capital Finance Authority

BACKGROUND / PROPOSAL:

Council approved Borrowing Bylaw 756-10 towards a cost sharing with the development for a new lift station construction in the Hamlet of La Crete. An offsite levy bylaw was approved to collect the County’s share of the cost from future developments in the lift station’s service area. The funds under Bylaw 756-10 were borrowed in 2010 with \$100,000 paid to the developer towards the lift station equipment purchase.

OPTIONS & BENEFITS:

Administration had received the final cost of construction in February 2012. An inspection by the County’s engineer took place in October 2011. The conditional construction completion certificate (CCCC) with two minor deficiencies was issued in February 2012 and a recommendation was made to release the final payment to the developer. The County issued the payment for the remainder of its share to the developer. The final inspection is scheduled for December 2012 and the developer provided a security in the amount of 15% of the lift station’s cost. This security will be released upon the final acceptance certificate (FAC) issuance.

The project’s estimated cost was higher than originally anticipated:

	Estimated Cost	Actual Cost
County	\$375,240	\$222,403.63
Developer	\$269,760	\$154,551.67
Total	\$636,000	\$376,955.30

The difference in the County’s share is \$152,836.37.

Author: J. Whittleton **Review by:** _____ **CAO** _____

The Municipal Government Act states:

Use of borrowed money

253(1) Money obtained by a municipality under a borrowing must be used for the purpose for which it is borrowed.

Administration recommends that a portion of the borrowed funds be returned to ACFA and has drafted the application to repay (attached).

COSTS & SOURCE OF FUNDING:

The debenture liability will be reduced by the amount of repayment. The cash draw will be from the General Capital Reserve (contains the excess funds from this borrowing).

RECOMMENDED ACTION:

That administration be authorized to submit the application to repay in part the debenture borrowed under Bylaw 756-10 (La Crete Lift Station) as presented with \$152,836.37 plus accrued interest and stop-loss settlement coming from the General Capital Fund.

Author: J. Whittleton Review by: _____ CAO _____

**NORTH POINT BUSINESS PARK LTD.
 COMMERCIAL / INDUSTRIAL SUBDIVISION - 2010
 LIFT STATION & FORCEMAIN - SITE 1
 LA CRETE, ALBERTA**

COST ESTIMATE

1.	150mm diameter forcemain	
	a) common trench with sewermain; 366 meters @ \$36.00 installed 2007	\$ 13,176.00
	common trench with sewermain; 510 meters @ \$60.00 proposed 2010	30,600.00
	b) separate trench; 230 meters @ \$100.00 proposed 2010	23,000.00
	c) auger 109 Avenue and gas main; 120 meters @ \$240.00	28,800.00
	d) clearing & grubbing	8,000.00
	e) gate valve	1,200.00
	f) air release chamber	8,000.00
	g) tie into existing forcemain pipe & base stabilizer material	4,050.00
2.	Earth excavation, backfill and grading for lift station	75,000.00
3.	Supply of packaged lift station (9.3 meters deep x 2,100mm diameter)	125,000.00
4.	Lift Station site start up and commissioning	5,000.00
5.	Install lift station package, includes concrete base slab	60,000.00
6.	Mechanical	30,000.00
7.	Electrical	30,000.00
8.	Electrical service (ATCO)	50,000.00
9.	Graveled driveway & parking area including landscaping and seeding	9,000.00
10.	Legal Survey	5,000.00
11.	Sanitary Sewer mains	191,600.00
12.	Roads - temporary access to lift station	27,300.00
13.	Materials Testing Allowance	7,000.00
14.	Contingency Allowance	62,000.00
15.	Engineering estimated @ 10%	79,000.00
	TOTAL ESTIMATED COST	\$872,726.00
		<i>Budget \$873,000.00</i>

Note: The above cost estimate does not include the cost to install the gravity sewermain and temporary access road estimated at \$252,800.00 excluding contingencies and engineering. The lift station cost estimate was revised to reflect the new prices for 2010 construction.

- Service depth to east 7.3 meters (ground surface to pipe invert)
- Service depth to west 5.3 meters (ground surface to pipe invert)

FOCUS CORPORATION

**APPLICATION TO PREPAY A LOAN
TO THE ALBERTA CAPITAL FINANCE AUTHORITY**

The **Mackenzie County** hereby applies to the **Alberta Capital Finance Authority** to prepay a debenture in part on the 5th day of April, 2012.

The details of the debenture are as follows:

Debenture No. **27** or Loan Account No. _____

By-law No. **756/10**

Original Par Value **\$376,202**

Rate of Interest **4.124%**

Principal Amount to be Repaid **\$152,836.37**

IT IS HEREBY CERTIFIED that the funds available to prepay this debenture in part result from:

- actual project cost being less than the amount borrowed from ACFA;
 - prepayments by the affected property owners;
 - accumulated surpluses of the local authority;
 - borrowing from a financial institution other than ACFA; or,
 - other (describe) _____
- _____
- _____

This application and certificate is signed and dated this _____ day of _____, (Year) ____.

Signature

Title

******A cheque must be available to ACFA for deposit or a wire transfer to credit ACFA's bank account on the payment date selected.**

BYLAW NO. 756-10

**BEING A BYLAW OF THE
MACKENZIE COUNTY**
(hereinafter referred to as "the County")
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) up to a maximum of \$376,202, for the purpose of financing the La Crete Lift Station construction to serve *NE 10-106-15-W5, NW 11-106-15-W5 and SW 11-106-15-W5*.

WHEREAS, the Council of the County has decided to issue a by-law pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26, Section 258 to authorize the financing of the La Crete Lift Station Construction to serve *NE 10-106-15-W5, NW 11-106-15-W5 and SW 11-106-15-W5* as approved by Council in capital expenditures; and

WHEREAS, plans and specifications have been prepared and the total cost of the project is estimated to be \$636,000;

WHEREAS, in order to complete the project it will be necessary for the County to borrow the sum of \$376,202 for a period not to exceed 20 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

WHEREAS, the estimated lifetime of the project financed under this by-law is equal to, or in excess of 25 years; and

WHEREAS, the principal amount of the outstanding debt of the County at December 31, 2009 is \$11,713,171 and no part of the principal or interest is in arrears; and

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

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

1. That for the purpose of completing construction of the La Crete Lift Station to serve *NE 10-106-15-W5, NW 11-106-15-W5 and SW 11-106-15-W5* the sum of **Three Hundred Seventy Six Thousand and Two Hundred and Two (\$376,202) dollars** be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the County at large.

2. The proper officers of the County are hereby authorized to issue debenture(s) on behalf of the County for the amount and purpose as authorized by this by-law, namely the La Crete Lift Station construction to serve NE 10-106-15-W5, NW 11-106-15-W5 and SW 11-106-15-W5.
3. The County shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed TWENTY (20) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed TEN (10%) percent.
4. The County shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the County.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.

READ a first time this 9th day of March, 2010.

ADVERTISED during the weeks of March 17th and 24th, 2010

READ a second time this 11th day of May, 2010.

READ a third time and finally passed this 11th day of May, 2010.

(original signed)

Greg Newman
Reeve

(original signed)

William Kostiw
Chief Administrative Officer

BYLAW NO. 763-10

**BEING A BYLAW OF THE
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE MACKENZIE COUNTY
FOR THE IMPOSITION OF AN OFFSITE LEVY**

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26, enables Council by Bylaw to provide for the imposition and payment of an off-site levy in respect of land to be developed or subdivided;

WHEREAS, an off-site levy may be used only to pay for all or part of the capital cost for new or expanded facilities for the storage, transmission, treatment or supplying of water; and new or expanded facilities for the treatment, movement or disposal of sanitary sewage,

AND WHEREAS, the plans have been prepared and the estimated cost of the lift station construction is \$632,000 with \$375,240 (59%) to be funded by the County and 259,120 (41%) to be funded by a developer,

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

1. The Municipality, in its discretion may impose an off-site levy.
2. The off-site levy shall be for the provision of sewer service by the installation of sanitary sewer lift station in order to serve the future development identified as Service Area in Schedule "A" and as outlined in Schedule "B" attached hereto.
3. The Administration of Mackenzie County shall enter into an agreement in respect to payment of the off-site levy with all affected land owners.
4. When a subdivision is requested and an application is submitted, the agreement as per Article 3 of this bylaw shall form a part of the developer's agreement. The off-site levy payment shall be made prior to registration of the subdivision.
5. The off-site levy charges for this project shall be \$1,682.69 per acre.
6. The off-site levy was calculated as follows:

Total County cost of \$375,240 divided by 223 acres equals \$1,682.69 per acre to cover the costs of the sanitary sewer lift station installation.

7. This bylaw comes into force at the beginning of the day of third and final reading thereof.

READ a first time this 11th day of May, 2010.

READ a second time this 8th day of July, 2010.

READ a third time and finally passed this 8th day of July, 2010.

(original signed)

Greg Newman
Reeve

(original signed)

William Kostiw
Chief Administrative Officer

BYLAW NO. 763-10

SCHEDULE "A"

1. The off site levy shall be imposed on the residential parcels according to the Service Area as follows:

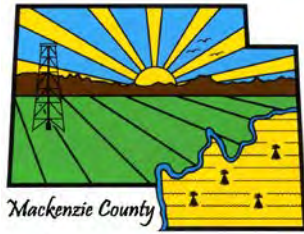


BYLAW NO. 763-10

SCHEDULE "B"

2. That the off site levy be imposed on the following areas:

Land Location	Serviceable Acres
SW 11-106-15-W5M	84.04
Plan 072 4450, Block 1, Lot 2	4.00
Part of SW 11-106-15-W5M	4.96
Part of NW 11-106-15-W5M	9.68
NW 11-106-15-W5M	120.32
TOTAL	223.00 Acres



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	2011 Audited Financial Statements

BACKGROUND / PROPOSAL:

Each municipality must prepare annual financial statements in accordance with MGA s.276 following GAP and applicable Minister’s regulations.

Each municipality must prepare a financial information return in accordance with MGA s.277 following the Minister’s requirements respecting the accounting principles and standards to be used in preparing the return.

OPTIONS & BENEFITS:

The Finance Committee will be reviewing the management letter and the statements in detail at their April 26, 2011 meeting.

The County’s appointed auditor from Wilde & Company will present Council with the audit report and the audited financial statements.

Please review the attached draft financial statements.

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION: (Requires 2/3)

That the 2011 Audited Financial Statements be approved as presented.

Author: J. Whittleton **Reviewed by:** _____ **CAO** _____



Wilde and Company

Chartered Accountants

P.O. BOX 70
4902 – 50 STREET
VEGREVILLE, AB T9C 1R1

TELEPHONE (780) 632-3673
TOLL FREE 1-800-808-0998
FAX (780) 632-6133
E-MAIL office@wildeandco.com

INDEPENDENT AUDITOR'S REPORT

To the Reeve and Council of Mackenzie County

We have audited the accompanying consolidated financial statements of Mackenzie County, which comprise of the consolidated statement of financial position as at December 31, 2010 and the consolidated statements of changes in net financial assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Mackenzie County as at December 31, 2011, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Vegreville, AB
April 11, 2012

Chartered Accountants

MACKENZIE COUNTY
Consolidated Statement of Financial Position
As at December 31, 2011

	2011	2010
	\$	\$
ASSETS		
Financial Assets		
Cash and temporary investments (Note 3)	15,259,277	13,077,495
Receivables		
Taxes receivable (Note 4)	740,391	541,986
Due from governments	396,322	2,793,080
Trade and other receivables	475,439	328,138
Land held for resale	52,917	60,202
Investments (Note 5)	4,608,706	4,443,645
	21,533,052	21,244,546
LIABILITIES		
Accounts payable and accrued liabilities (Note 6)	4,146,247	4,474,429
Deposit liabilities	76,338	72,518
Deferred revenue (Note 7)	2,066,070	519,709
Long term debt (Note 8)	11,543,933	11,549,801
	17,832,588	16,616,457
NET FINANCIAL ASSETS	3,700,464	4,628,089
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 2)	160,460,809	155,385,397
Inventory for consumption (Note 10)	2,611,808	1,655,685
Prepaid expenses	240,852	209,122
Deposit assets	24,596	24,596
	163,338,065	157,274,800
ACCUMULATED SURPLUS (Note 12)	167,038,529	161,902,889

Contingent liability (Note 15)

MACKENZIE COUNTY
Consolidated Statement of Operations
Year Ended December 31, 2011

	Budget \$ (Unaudited)	2011 \$	2010 \$
Revenues			
Net municipal taxes (Schedule 3)	22,537,076	22,494,860	23,283,095
User fees and sales of goods	2,278,969	2,327,164	1,969,856
Government transfers for operating (Schedule 4)	1,111,088	1,296,307	1,711,897
Investment income	250,000	422,701	288,412
Penalties and costs on taxes	115,000	115,552	141,654
Licenses, permits and fines	261,000	354,142	313,221
Rentals	63,078	74,858	64,542
Gain on disposal of capital assets	-	-	421,655
Other	222,000	390,618	604,512
Total revenue	26,838,211	27,476,202	28,798,844
Expenses			
Legislative	673,490	669,581	532,990
Administration	4,765,910	4,663,362	4,898,194
Protective services	1,162,102	993,996	1,018,074
Transportation	12,583,907	11,893,107	12,125,195
Environmental use and protection	4,502,172	3,958,855	3,978,636
Family and community support	681,367	622,969	594,579
Planning, development and agriculture	2,334,589	1,593,852	1,861,192
Recreation and culture	1,684,171	1,545,554	1,596,870
Loss on disposal of capital assets	-	91,364.00	-
Total expenses	28,387,708	26,032,640	26,605,730
Excess of revenue over expenses before Government transfers	(1,549,497)	1,443,562	2,193,114
Government transfers for capital (Schedule 4)	11,497,860	2,193,446	6,337,197
Other capital contributions	1,481,557	1,498,632	409,699
Excess of revenues over expenses	11,429,920	5,135,640	8,940,010
Accumulated surplus - beginning of the year	161,902,889	161,902,889	152,962,879
Accumulated surplus - end of the year	173,332,809	167,038,529	161,902,889

MACKENZIE COUNTY
Consolidated Statement of Change in Net Financial Assets
Year Ended December 31, 2011

	Budget \$ (Unaudited)	2011 \$	2010 \$
Excess of revenue over expenses	11,429,920	5,135,640	8,940,010
Acquisition of tangible capital assets	(39,379,806)	(11,128,734)	(15,693,498)
Contributed tangible capital assets	-	(1,442,832)	(334,140)
Proceeds on disposal of tangible capital assets	1,001,040	1,003,616	1,160,660
Amortization of tangible capital assets	6,430,184	6,401,174	6,010,706
(Gain) loss on sale of tangible capital assets	-	91,364	(421,655)
	(31,948,582)	(5,075,412)	(9,277,927)
Use of (acquisition of) prepaid assets	-	(31,730)	50,476
Use of supplies inventories	(1,014,139)	(956,123)	167,357
Acquisition of deposit assets	-	-	(24,596)
	(1,014,139)	(987,853)	193,237
(Increase) decrease in net assets	(21,532,801)	(927,625)	(144,680)
Net financial assets, beginning of year	4,628,089	4,628,089	4,772,769
Net financial assets, end of year	(16,904,712)	3,700,464	4,628,089

Draft for discussion

Draft for discussion

MACKENZIE COUNTY
Consolidated Statement of Cash Flows
Year Ended December 31, 2011

	2011 \$	2010 \$
Operating		
Excess of revenue over expenses	5,135,640	8,940,010
Net changes in non-cash items included in excess of revenues over expenses		
Amortization of tangible capital assets	6,401,174	6,010,706
(Gain) loss on disposal of tangible capital assets	91,364	(421,655)
Tangible capital assets received as contributions	(1,442,832)	(334,140)
Net changes in non-cash charges to operation		
Decrease (increase) in taxes and grants in lieu receivable	(198,405)	(48,735)
Decrease (increase) in government receivables	2,396,758	(1,241,348)
Decrease (increase) in trade and other receivables	(147,301)	205,573
Decrease (increase) in inventory for consumption	(956,123)	167,356
Decrease (increase) in land held for resale	7,285	4,429
Decrease (increase) in prepaid expenses	(31,730)	50,476
Decrease (increase) in deposit assets	-	(24,596)
Increase (decrease) in accounts payable and accrued liabilities	(328,182)	778,748
Increase (decrease) in deposit liabilities	3,820	8,080
Increase (decrease) in deferred revenue	1,546,361	(382,471)
<i>Net cash provided by operating transactions</i>	12,477,829	13,712,433
Capital		
Acquisition of tangible capital assets	(11,128,734)	(15,693,498)
Proceeds on sale of tangible capital assets	1,003,616	1,160,660
<i>Net cash applied to capital transactions</i>	(10,125,118)	(14,532,838)
Investing		
Decrease (increase) in restricted cash or cash equivalents	(1,546,361)	382,471
Decrease (increase) in investments	(165,061)	1,096,113
<i>Net cash provided by investing transactions</i>	(1,711,422)	1,478,584
Financing		
Long term debt issued	2,180,164	1,546,602
Long-term debt repaid	(2,186,032)	(1,709,972)
<i>Net cash provided by investing transactions</i>	(5,868)	(163,370)
Change in cash and cash equivalents during the year	635,421	494,809
Cash and cash equivalents, beginning of year	12,557,786	12,062,977
Cash and cash equivalents, end of year	13,193,207	12,557,786
Cash and cash equivalents is made up of:		
Cash and temporary investments (Note 3)	15,259,277	13,077,495
Less: restricted portion of cash and temporary investments (Note 3)	(2,066,070)	(519,709)
	13,193,207	12,557,786

See accompanying notes

MACKENZIE COUNTY
Schedule of Changes in Accumulated Surplus
Year Ended December 31, 2011
Schedule 1

	Unrestricted Surplus	Restricted operating	Restricted Capital	Equity in Capital Assets	2011 \$	2010 \$
Balance, beginning of year	2,540,994	5,374,210	10,152,088	143,835,597	161,902,889	152,962,879
Excess of revenues over expenses	5,135,640	-	-	-	5,135,640	8,940,010
Unrestricted funds designated for future use	(4,553,154)	2,024,829	2,528,325	-	-	-
Restricted funds used for operations	183,642	(157,190)	(26,452)	-	-	-
Restricted funds used for TCA	-	(465,863)	(4,701,614)	5,167,477	-	-
Current year funds used for TCA	(5,961,257)	-	-	5,961,257	-	-
Contributed to TCA	(1,442,832)	-	-	1,442,832	-	-
NBV of TCA disposed of	1,094,980	-	-	(1,094,980)	-	-
Annual amortization expense	6,401,174	-	-	(6,401,174)	-	-
TCA long term debt issued	2,180,164	-	-	(2,180,164)	-	-
TCA long term debt repaid	(2,186,032)	-	-	2,186,032	-	-
Balance, end of year	3,393,319	6,775,986	7,952,347	148,916,877	167,038,529	161,902,889

Draft for discussion purposes only

MACKENZIE COUNTY
Schedule of Tangible Capital Assets
Year Ended December 31, 2011
Schedule 2

	Land and Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2011 \$	2010 \$
Cost							
Balance, beginning of year	8,192,279	15,507,111	283,518,431	6,836,716	3,387,324	317,441,861	302,566,338
Acquisition of tangible capital assets	485,154	2,295,237	3,926,519	2,590,765	277,122	9,574,797	8,445,889
Construction in progress	18,205	-	2,978,564	-	-	2,996,769	7,581,749
Disposal of tangible capital assets	(4,500)	-	-	(1,368,462)	(32,925)	(1,405,887)	(1,152,115)
Balance, end of year	8,691,138	17,802,348	290,423,514	8,059,019	3,631,521	328,607,540	317,441,861
Accumulated amortization							
Balance, beginning of year	-	2,151,752	156,704,660	1,869,535	1,330,517	162,056,464	156,458,868
Annual amortization	193,327	203,948	5,322,444	488,072	193,383	6,401,174	6,010,706
Accumulated amortization on disposals	-	-	-	(302,380)	(8,527)	(310,907)	(413,110)
Balance, end of year	193,327	2,355,700	162,027,104	2,055,227	1,515,373	168,146,731	162,056,464
Net book value of tangible capital assets							
	8,497,811	15,446,648	128,396,410	6,003,792	2,116,148	160,460,809	155,385,397
2010 Net book value of tangible capital assets	8,192,279	13,355,359	126,813,771	4,967,181	2,056,807	155,385,397	155,385,397

Draft for Review - Intentional Disposition Only

MACKENZIE COUNTY
Schedule of Property and Other Taxes
Year Ended December 31, 2011
Schedule 3

	Budget \$ (Unaudited)	2011 \$	2010 \$
Taxation			
Real property taxes	29,286,003	12,205,618	12,274,987
Linear property	-	16,957,424	17,879,884
Government grants in place of property taxes	-	98,889	110,630
Special assessments and local improvement taxes	265,273	247,129	297,071
	29,551,276	29,509,060	30,562,572
Requisitions			
Alberta School Foundation Fund	6,295,112	6,295,112	6,559,007
Homestead Seniors Lodge	719,088	719,088	720,470
	7,014,200	7,014,200	7,279,477
Net Municipal Taxes	22,537,076	22,494,860	23,283,095

Draft for discussion purposes only

MACKENZIE COUNTY
Schedule of Government Transfers
Year Ended December 31, 2011
Schedule 4

	Budget \$ (Unaudited)	2011 \$	2010 \$
Transfers for Operating			
Federal Government	-	-	50,369
Provincial Government	1,111,088	1,296,307	1,661,528
	1,111,088	1,296,307	1,711,897
Transfers for Capital			
Federal Government	4,500,000	103,235	1,005,031
Provincial Government	6,997,860	2,090,211	5,332,166
	11,497,860	2,193,446	6,337,197
Total Government Transfers	12,608,948	3,489,753	8,049,094

Draft for discussion purposes

MACKENZIE COUNTY
Schedule of Consolidated Expenses by Object
Year Ended December 31, 2011
Schedule 5

	Budget \$ (Unaudited)	2011 \$	2010 \$
Consolidated Expenses by Object			
Salaries, wages and benefits	6,599,571	5,910,180	5,371,092
Contracted and general services	6,279,586	5,366,114	6,195,232
Materials, goods, supplies and utilities	5,146,584	4,616,680	5,006,710
Transfers to other governments	1,600,000	1,598,790	1,948,168
Transfers to local boards and agencies	1,686,282	1,517,852	1,531,052
Bank charges and short term interest	20,097	32,457	20,762
Interest of long term debt	556,404	484,236	449,220
Amortization of tangible capital assets	6,430,184	6,401,174	6,010,706
Loss (gain) on disposal of tangible capital assets	-	91,364	-
Other operating expenditures	69,000	13,793	72,788
	28,387,708	26,032,640	26,605,730

Draft for discussion purposes only

MACKENZIE COUNTY
Schedule of Segmented Disclosure
Year Ended December 31, 2011
Schedule 6

	General Government	Protective Services	Transportation Services	Environmental Services	Planning & Development	Recreation & Culture	Other	Total \$
Revenue								
Net municipal taxes	22,247,731	-	167,709	79,420	-	-	-	22,494,860
Government transfers	25,764	-	2,524,361	208,162	251,910	244,883	234,673	3,489,753
User fees and sales of goods	34,093	96,512	87,229	2,064,249	2,735	42,346	-	2,327,164
Investment income	422,701	-	-	-	-	-	-	422,701
Other revenues	268,817	73,911	143,502	205,749	1,571,160	170,413	250	2,433,802
	22,999,106	170,423	2,922,801	2,557,580	1,825,805	457,642	234,923	31,168,280
Expenses								
Salaries, wages and benefits	2,011,021	150,932	2,489,310	662,532	433,421	162,964	-	5,910,180
Contracted and general services	1,195,549	558,158	4,539,077	899,894	911,298	257,568	4,570	5,366,114
Materials, goods, supplies and utilities	284,126	162,927	3,406,986	579,607	116,304	66,730	-	4,616,680
Transfers to local boards and agencies	-	45	-	-	35,250	864,158	618,399	1,517,852
Interest on long term debt	102,084	-	48,684	333,468	-	-	-	484,236
Other expenses	1,665,737	-	66,127	-	4,539	-	-	1,736,403
	5,258,517	872,062	7,550,184	2,475,501	1,500,812	1,351,420	622,969	19,631,465
Net revenue before amortization	17,740,589	(701,639)	(4,627,383)	82,079	324,993	(893,778)	(388,046)	11,536,815
Amortization of tangible capital assets	95,624	121,935	4,408,587	1,483,355	97,540	194,134	-	6,401,175
Net revenue	17,644,965	(823,574)	(9,035,970)	(1,401,276)	227,453	(1,087,912)	(388,046)	5,135,640

Draft

Discussion

PLIBBS

MACKENZIE COUNTY
Notes to Consolidated Financial Statements
Year Ended December 31, 2011

1. Summary of significant accounting policies

The consolidated financial statements of the municipality are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. Significant aspects of the accounting policies adopted by the municipality are as follows:

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the municipality and are, therefore, accountable to Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(continues)

MACKENZIE COUNTY
Notes to Consolidated Financial Statements
Year Ended December 31, 2011

1. Summary of significant accounting policies *(continued)*

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in treasury bills and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days.

Investments

Long term investments are recorded using the cost method. Under the cost method, the investment is initially recorded at cost, and earnings are recognized only to the extent received or receivable. In the case of a permanent loss in value, the investment is written down to the market value.

Requisition over-levy and under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

Inventories for resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under the respective function.

Gravel pit reclamation

Estimated environmental provisions, comprising pollution control, rehabilitation and pit closure, are based on the County's environmental policy taking into account current technological, environmental and regulatory requirements. The provision for rehabilitation is recognized as and when the environmental liability arises. To the extent that the obligations relate to the construction of an asset, they are capitalized as part of the cost of those assets. The effect of subsequent changes to assumptions in estimating an obligation for which the provision was recognized as part of the cost of the asset is adjusted against the asset. Any subsequent changes to an obligation which did not relate to the initial construction of a related asset are charged to the income statement.

(continues)

MACKENZIE COUNTY
Notes to Consolidated Financial Statements
Year Ended December 31, 2011

1. Summary of significant accounting policies *(continued)*

Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

(continues)

Draft for discussion purposes only

MACKENZIE COUNTY
Notes to Consolidated Financial Statements
Year Ended December 31, 2011

1. Summary of significant accounting policies *(continued)*

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

a) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Land improvements	15-45
Buildings	25-50
Engineered structures	
Water system	45-75
Wastewater system	45-75
Other engineered structures	10-50
Machinery and equipment	5-15
Vehicles	10-25

Annual amortization is not charged in the year of acquisition on the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

b) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

c) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

d) Inventories

Inventories consist of parts and supplies held for consumption, and gravel. Inventories of parts and supplies are carried at the lower of cost and replacement cost, with cost determined by the average cost method. Gravel pit reserves are recorded at cost and allocated to gravel supplies on a unit of production basis.

MACKENZIE COUNTY
Notes to Consolidated Financial Statements
Year Ended December 31, 2011

2. Recent accounting pronouncements published but not yet adopted

The following accounting standards have been issued by the Canadian Institute of Chartered Accountants (CICA) but are not yet effective. The municipality is currently evaluating the effect of adopting these standards on their financial statements.

Section PS 3410 - Government Transfers

This section establishes standards on how to account for and report government transfers to individuals, organizations and other governments from both a transferring government and a recipient government perspective. This section is effective for fiscal periods beginning on or after April 1, 2012.

Section PS 3510 – Tax Revenue

This new standard establishes recognition, measurement, presentation and disclosure standards relating to tax revenue reported in financial statements. This section is effective for fiscal periods beginning on or after April 1, 2012.

Section PS 3260 – Liability for Contaminated Sites

This new section establishes recognition, measurement, and disclosure standards for liabilities relating to contaminated sites of governments and those organizations applying the CICA Public Sector Accounting Handbook. This section is effective for fiscal periods beginning on or after April 1, 2014.

Section PS 3450 - Financial Instruments

This new section establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives. In conjunction with this new section, section PS 1201 and section PS 2601 have been amended as a consequence of the introduction of new financial instruments standards. These amendments were required to present the associated gains and losses with financial instruments recognized under the new section. The new section and the related amendments are effective for fiscal periods beginning on or after April 1, 2015.

For government organizations, as defined in Section PS1300, the new section and related amendments are effective for fiscal periods beginning on or after April 1, 2012.

3. Taxes receivable

	2011	2010
Taxes receivable - current	\$ 523,651	\$ 446,141
Taxes receivable - arrears	226,057	143,016
	749,708	589,157
Less: allowance for doubtful accounts	(9,317)	(47,171)
	\$ 740,391	\$ 541,986

MACKENZIE COUNTY

Notes to Consolidated Financial Statements

Year Ended December 31, 2011

4. Investments

	2011		2010	
	Cost	Market value	Cost	Market value
Short term notes and deposits	\$ 1,809,440	\$ 1,811,776	\$ 2,379,685	\$ 2,390,681
Government and government guaranteed bonds	2,799,266	2,917,823	2,063,960	2,077,515
	\$ 4,608,706	\$ 4,729,599	\$ 4,443,645	\$ 4,468,196

Short term notes and deposits have effective interest rates of 4.71% to 5.14% with maturity dates between September 2012 and December 2014. Government and government guaranteed bonds have effective interest rates of 3.05% to 4.80% with maturity dates between December 2014 and June 2019.

5. Accounts payables and accrued liabilities

	2011	2010
Trade payables and accruals	\$ 1,589,779	\$ 2,300,295
Holdback payables	662,390	894,418
Gravel pit reclamation liability	1,513,584	891,681
Employee payable (wages and accrued overtime)	325,367	345,542
Long term debt interest payable	55,127	42,493
	\$ 4,146,247	\$ 4,474,429

6. Deferred revenue

	2011	2010
Prepaid local improvements	\$ 143,606	\$ 151,290
Restricted grant funding	1,922,464	368,419
	\$ 2,066,070	\$ 519,709

The use of these funds are restricted to eligible projects as approved under the agreements. Unexpended funds are supported by cash in the bank.

MACKENZIE COUNTY
Notes to Consolidated Financial Statements
Year Ended December 31, 2011

7. Long term debt

	2011	2010
Tax supported debentures	\$ 11,543,933	\$ 11,549,801

Principal and interest repayments are as follows:

	Principal	Interest	Total
2012	\$ 2,133,991	\$ 417,328	\$ 2,551,319
2013	1,764,130	329,612	2,093,742
2014	1,664,887	263,608	1,928,495
2015	1,228,357	205,438	1,433,795
2016	1,122,001	162,065	1,284,066
Thereafter	3,630,567	277,975	3,908,542
	\$ 11,543,933	\$ 1,656,026	\$ 13,199,959

The current portion of the long term debt amounts to \$2,133,991 (2010 - \$1,940,539).

Debenture debt is repayable to the Alberta Capital Finance Authority and bears interest at rates ranging from 3.046% to 5.375% per annum and matures in periods 2012 through 2030. The weighted average annual interest rate is 3.746% for 2011 (3.803% for 2010).

Debenture debt is issued on the credit and security of the municipality at large.

Interest on long term debt amounted to \$484,236 (2010 - \$449,220).

The municipality's total cash payments for interest in 2011 were \$471,603 (2010 - \$456,697).

Draft for discussion purposes only

MACKENZIE COUNTY**Notes to Consolidated Financial Statements****Year Ended December 31, 2011**

8. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the municipality be disclosed as follows:

	2011	2010
Total debt limit	\$ 41,214,303	\$ 43,198,266
Total debt	(11,543,933)	(11,549,801)
Amount of debt limit unused	\$ 29,670,370	\$ 31,648,465
Debt servicing limit	\$ 6,869,051	\$ 7,199,711
Debt servicing	(2,551,319)	(2,373,296)
Amount of debt servicing limit unused	\$ 4,317,732	\$ 4,826,415

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

9. Inventory for consumption

	2011	2010
Parts and supplies	\$ 779,947	\$ 579,869
Gravel	1,831,861	1,075,816
	\$ 2,611,808	\$ 1,655,685

10. Equity in tangible capital assets

	2011	2010
Tangible capital assets (Schedule 2)	\$ 328,607,541	\$ 317,441,862
Accumulated amortization (Schedule 2)	(168,146,731)	(162,056,464)
Long term debt (Note 8)	(11,543,933)	(11,549,801)
	\$ 148,916,877	\$ 143,835,597

MACKENZIE COUNTY
Notes to Consolidated Financial Statements
Year Ended December 31, 2011

11. Reserves and accumulated surplus

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2011	2010
Equity in tangible capital assets (Note 11)	\$148,916,877	\$143,835,597
Operating reserves	6,775,986	5,374,210
Capital reserves	7,952,347	10,152,088
Accumulated operating fund	3,393,319	2,540,994
	\$167,038,529	\$161,902,889

The total reserve balances include approximately \$842,161 committed to projects commenced and or tendered in 2011.

Draft for discussion purposes only

MACKENZIE COUNTY
Notes to Consolidated Financial Statements
Year Ended December 31, 2011

12. Salary and benefits disclosure

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

			2011	2010
	Salary (1)	Benefits & allowances (2)		
Ed Froese - Former Councilor	\$ -	\$ -	\$ -	\$ 27,617
William Neufeld - Reeve	50,100	209	50,309	37,133
Greg Newman - Former Councilor	-	-	-	22,969
Ray Toews - Former Councilor	-	-	-	19,717
John W. Driedger	54,500	209	54,709	51,417
Lisa Wardley	34,500	1,706	36,206	29,317
Peter Braun	41,900	1,706	43,606	41,217
Stuart Watson - Former Councilor	-	-	-	19,317
Walter Sarapuk	29,200	1,706	30,906	26,824
Diedrich Driedger	42,400	1,585	43,985	37,485
Jacquie Bateman	31,300	209	31,509	4,501
Odell Flett	44,800	840	45,640	4,201
Eric Jorgensen	35,100	209	35,309	4,304
Elmer Derksen	46,600	209	46,809	5,401
Chief Administrative Officer	204,029	18,308	222,337	195,446
Designated Officers (2)	278,341	39,557	317,898	312,183
	\$ 892,770	\$ 66,453	\$ 959,223	\$ 839,049

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

2. Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, and long and short term disability plans.

MACKENZIE COUNTY
Notes to Consolidated Financial Statements
Year Ended December 31, 2011

13. Local Authorities Pension Plan

Employees of the municipality participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 200,000 people and 400 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The municipality is required to make current service contributions to the LAPP of 9.49% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.13% on pensionable earnings above this amount. Employees of the municipality are required to make current service contributions of 8.49% of pensionable salary up to the year's maximum pensionable salary and 12.13% on pensionable salary above this amount.

Total current service contributions by the municipality to the LAPP in 2010 were \$315,227 (2010 - \$277,075). Total current service contributions by the employees of the municipality to the Local Authorities Pension Plan in 2011 were \$285,025 (2010 - \$249,211).

At December 31, 2010, the LAPP disclosed an actuarial deficiency of \$4.635 billion.

14. Contingent liability

The municipality is a member of the Local Authorities Reciprocal Insurance Exchange. Under the terms of the membership, the municipality could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

In the normal conduct of operations, various legal claims are pending against the County in connection with road maintenance and construction, and other matters. The County carries liability insurance, subject to certain deductibles and policy limits, against such claims. Administration believes that the County has recognized adequate provisions of probable and reasonably estimable liabilities associated with these claims, and that their ultimate resolutions will not have a material adverse effect on the financial position of the County or its financial activities.

15. Financial instruments

The municipality's financial instruments consist of cash and temporary investments, accounts receivable, investments, accounts payable and accrued liabilities, deposit liabilities, requisition under-levy, and long term debt. It is management's opinion that the municipality is not exposed to significant interest or currency risks arising from these financial instruments.

The municipality is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the municipality provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

MACKENZIE COUNTY
Notes to Consolidated Financial Statements
Year Ended December 31, 2011

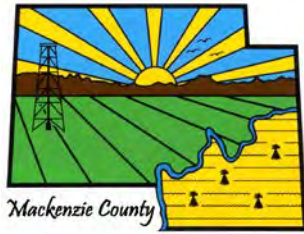
16. Approval of financial statements

Council and Management have approved these financial statements.

17. Budget amounts

Budget amounts are included for information purposes only and are not audited.

Draft for discussion purposes only



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Seniors Housing

BACKGROUND / PROPOSAL:

Seniors' housing services have been provided by Mackenzie Housing Management Board with the lodge located in the Hamlet of La Crete. Three local municipalities have been requisitioned for this service proportionate to their equalized assessments.

OPTIONS & BENEFITS:

A Tri-council Committee has been established to discuss and bring recommendations to their respective council's in regards to the seniors' housing authority changes to accommodate the regional needs.

The Tri-council Committee met on April 3, 2012. Please see the attached draft minutes.

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That Council support the recommendation of the Tri-Council Seniors Housing Committee to request that the Province provide a consultant to assist the municipalities to determine a suitable organization structure of an amalgamated management body and that the process be complete within 90 days.

Author: J. Whittleton **Reviewed By:** _____ **CAO** _____

TRI-COMMITTEE MEETING
High Level, AB
Town Hall RM 110 at 7:00 p.m.
April 3, 2012

UNAPPROVED MINUTES

IN ATTENDANCE

Committee Members	Wally Olorenshaw Leigh Bateman Peter Ernst Ellis Forest Jackie Bateman John W. Dreidger	Councillor Rainbow Lake (Chair) Councillor Rainbow Lake Mayor High Level Councillor High Level Councillor Mackenzie County Councillor Mackenzie County
Staff	Dean Krause Rosemary Offrey Joulia Whittleton Roehelle Gaudet	CAO High Level CAO Rainbow Lake CAO Mackenzie County Municipal Clerk High Level
Other	Mike Leathwood	Assistant Deputy Minister of Housing Municipal Affairs

1. CALL TO ORDER

Chairperson Councillor Wally Olorenshaw called the meeting to order at 7:04 p.m.

2. ADOPTION OF AGENDA

Moved by Jackie Bateman
THAT the Tri-Committee adopt the April 3, 2012 Agenda as presented.

In Favour: 6 Opposed: 0
CARRIED

3. ADOPTION OF MINUTES

3.1 Adpotion of the February 7, 2012 Tri-Committee Meeting Minutes

Moved by John W. Dreidger
THAT the Tri-Committee adopt the February 7, 2012 Tri-Committee meeting minutes as amended with the next meeting date changed from March 14, 2012 to April 3, 2012.

In Favour: 6 Opposed: 0
CARRIED

4. BUSINESS

4.1 Municipalities Decision on Board Structure Recommendation

- Town of High Level
- Mackenzie County
- Town of Rainbow Lake

4.2 Discussion on Board Structure

Moved by John Dreidger

THAT the Committee bring forward to their Councils a recommendation to ask the Province to provide a consultant to assist the municipalities to determine a suitable organization structure of an amalgamated management body and that the process be complete within 90 days.

In Favour: 6 Opposed: 0
CARRIED

5. NEXT MEETING DATE AND HOST

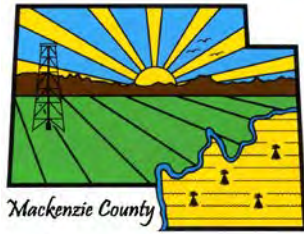
5.1 Next Meeting Date and Host To be announced

6. ADJOURNMENT

Moved by Chairman Wally Olorenshaw

THAT the April 3, 2012 Tri-Committee meeting be adjourned at 7:59pm.

In Favour: 6 Opposed: 0



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	2012 Budget, LUF Workshop and Council Workshop Meeting Dates

BACKGROUND / PROPOSAL:

In order to undertake a review of various budget and planning documents, administration requests that Council set some meeting dates.

OPTIONS & BENEFITS:

1. 2012 Budget – Final Budget Review – April 23, 2012 at 12:00 pm
2. Land use Planning Framework Workshop to review MMSA draft position paper – April 30, 2012
3. Council Workshop – May 14 or 30, 2012

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That the following meeting dates be set:

- 2012 Budget - _____
- Land Use Planning Framework - _____
- Council Workshop - _____

Author: J. Whittleton **Reviewed By:** _____ **CAO** _____



Mackenzie Municipal Services Agency

P.O. Box 450, 5109 – 51 Street, Berwyn AB T0H 0E0

March 22, 2012

Mackenzie County
Box 640
Fort Vermilion Alberta T0H 1N0

Attention: Joulia Whittleton
Interim Chief Administrative Officer



RE: Land Use Framework Draft Position Paper

The Mackenzie Municipal Services Agency (MMSA) is pleased to enclose a copy of the Draft Position Paper for the Upper and Lower Peace Regions as prepared on behalf of the participating municipal project partners.

This document is a collaborative effort of municipalities within the Peace Region who understand the importance of collaboration and the effect decisions have on growing our communities as well as preserving our land, water and air. This position paper represents a collective voice to the province in addressing common and differing issues within the Upper and Lower Peace Regions that will have an impact on developing Regional Policies within our communities.

The position paper is based on the responses received to the questionnaire that was completed by each of the municipal project partners and is reflective of the concerns respecting the strategies included in the Land Use Framework. The preparation of the position paper is the important first step in voicing municipal concerns in developing the Regional Plans. For your convenience, the position paper has been divided into two parts: one being the actual position paper and two containing the Appendices. The PDF version of the position paper is available by emailing our office at info@mmsa.ca.

It is requested that you review the draft position paper and forward your comments to our office by May 18, 2012. The next step in the process will be to incorporate the comments received and to organize a meeting of all municipal project partners to review the revised draft position paper. It is hoped that this meeting can be scheduled for some time in June. Also attached for your reference is the revised schedule which indicates the anticipated completion date of this important initiative.

I would like to take this opportunity to thank you for participating in this initiative and the assistance provided to date. We look forward to receiving your comments and should you have any questions or require any assistance, please do not hesitate to call our office.

Sincerely,



Karen Diebert
Manager
Mackenzie Municipal Services Agency

Enclosures: Draft Position Paper
Appendices
Project Timelines/Schedule

Schedule 'B': Project Timelines and Important Deadlines

TASKS	CONSULTATION/DRAFT REPORT PHASE												REVIEW PHASE					PROVINCIAL CONSULTATION PHASE					
	April 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011	Dec. 2011	Jan. 2012	Feb. 2012	Mar. 2012	April 2012	May 2012	June 2012	July 2012	Aug. 2012	Sept. 2012	Oct. 2012	Nov. 2012	Dec. 2012		
In-house Planning Meetings	[Red bar spanning all months]																						
Project Work plan & Budget	[Red bar]																						
Survey Preparation	[Red bar]																						
Survey Distribution/Data Collection	[Red bar]																						
Initial Meeting with each Municipality	[Red bar]																						
Data Collection Deadline Oct. 21st (Comments rec'd until mid Jan. 2012)							★																
Survey Analysis	[Red bar]																						
Draft Position Paper (Completed by March 22, 2012)	[Red bar]																						
Draft position Paper to Municipal Project Partners, for review and comment													[Red bar]										
Deadline for Position Paper Comments to MMSA May 18, 2012													★										
Make revisions to draft Position Paper and prepare for Joint Meeting													[Red bar]										
Joint Meeting preparation & presentation (Date to be determined)																★							
Final Position Paper																[Red bar]							
COMPLETION PHASE																							
Prepare Summaries/Presentations, Presentation Boards for Provincial Public Meetings																			[Blue bar]				
Provincial Public Meetings - Land Use Framework (Dates to be determined by Land Use Secretariat)																					?	?	

Final copy of Position Paper will be circulated to provincial agencies





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	2012 Ratepayer Meetings

BACKGROUND / PROPOSAL:

The County holds ratepayer meetings annually in La Crete, Fort Vermilion, High Level Rural, and Zama.

Suggested meeting dates are as follows (all meetings will begin at 7:00 p.m.):

- June 11, 2012 – Rocky Lane
- June 12, 2012 – Fort Vermilion
- June 18, 2012 – La Crete
- June 25, 2012 – Zama

OPTIONS & BENEFITS:

To present the audited financial statements and conduct public engagement as per Council's Business Plan.

COSTS & SOURCE OF FUNDING:

2012 Operating Budget

RECOMMENDED ACTION:

That the 2012 annual ratepayer meetings be held as follows:

- June 11, 2012 – Rocky Lane
- June 12, 2012 – Fort Vermilion
- June 18, 2012 – La Crete
- June 25, 2012 – Zama

Author: C. Gabriel **Reviewed By:** _____ **CAO** _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	FCM Conference

BACKGROUND / PROPOSAL:

At the November 8, 2011 Council meeting, five Councillors were approved to attend the FCM Conference in Saskatoon from June 1 – 4, 2012.

Since that time another Councillor has expressed interest in attending this conference. However according to Section 13. b) of the Honorariums and Expense bylaw, which states “workshops, conferences, conventions that have been approved by Council prior to submission of expense claim,” approval is required by Council.

OPTIONS & BENEFITS:

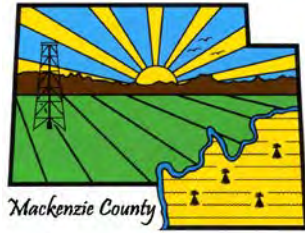
COSTS & SOURCE OF FUNDING:

\$850.00 - Registration Fee
Travel and Accommodation expenses

RECOMMENDED ACTION:

For discussion.

Author: C. Gabriel Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 11, 2012
Presented By:	Joulia Whittleton, Interim Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Emergency Medical Services Week
- Seniors Week
- Heritage Awards
- Minister's Awards for Municipal Excellence
-
-
-
-
-
-
-
-
-

RECOMMENDED ACTION:

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

Author: C. Gabriel **Review by:** _____ **CAO** _____

**Mackenzie County
Action List as of March 28, 2012**

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
August 11, 2009 Council Meeting			
09-08-643	That administration pursue the federal government in order to acquire a portion of the land for the third phase of the Fort Vermilion Walking Trail project as discussed.	Joulia	In Progress
February 8, 2011 Regular Council Meeting			
11-02-129	That administration investigate options for a snow dump area in the La Crete area before the 2011-12 winter season.	John	Planning to create an area in conjunction with the LC lagoon project
March 8, 2011 Regular Council Meeting			
11-03-249	That the Finance Committee be authorized to discuss fire invoicing issues with the Town of High Level.	Joulia Finance	12-Sep-11 Special Meeting
March 30, 2011 Regular Council Meeting			
11-03-279	That the Policy RESV016 La Crete Emergency Service Reserve be TABLED for further review.	Al	Under review
April 12, 2011 Regular Council Meeting			
11-04-350	That administration be authorized to enter into a Memorandum of Understanding with the Fort Vermilion School Division regarding the County's three year commitment to contribute \$50,000 annually towards the Rocky Lane Public School Agriculture Program with the funding being channeled through the Rocky Lane Agricultural Society.	Joulia	Rocky Lane Ag Society reviewing a draft agreement.
11-04-369	That the Finance Committee be authorized to meet with the Town of High Level representatives to discuss the Airport Vicinity Protection Area, potable water line arrangements , the Annexation Agreement and the Regional Mutual Aid Agreement.	Joulia	In progress
11-04-370	That an offer be made to Alberta Health Services to lease out the High Level, La Crete and Fort Vermilion ambulance facilities as discussed.	Al	01-May-12
May 10, 2011 Regular Council Meeting			
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	02-May-12 Jubilee Committee will bring forward their preferred location

Motion	Action Required	Action By	Status
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.	Al	In progress
June 29, 2011 Regular Council Meeting			
11-06-551	That Mackenzie County retract motion 11-02-150 and 11-03-307 and award Superior Safety Codes a three year Safety Codes Services Contract subject to the current fees remaining in place for the first three months of the contract term and that the new fees as proposed by Superior Safety Codes commence thereafter and that the fee split be 70/30 percent for Superior Safety Codes and Mackenzie County respectively.	Joulia	Ready for signature; QMP is under review with AB Safety Codes Council and Municipal Affairs Meeting with Municipal Affairs March 9 th
October 26, 2011 Regular Council Meeting			
11-10-865	That the County fill the ditch on the right of way (NW 21-106-15-W5M), level the culvert, and build a berm on H. Klassen's land as per Alberta Environment's request.	John Grant	Two of the three items have been completed. Waiting for direction on the third item
November 8, 2011 Regular Council Meeting			
11-11-913	That the sale of tax forfeiture public land auction date be set for May 1, 2012 in Fort Vermilion.	Joulia	01-May-12
November 30, 2011 Regular Council Meeting			
11-11-948	That administration assist the La Crete Community Library Society in compiling cost information for a stand-alone facility in conjunction with the Mackenzie Library Board.	Al	Numbers have been compiled and will attend MCLB meeting as a delegation to present info.
January 23, 2012 Regular Council Meeting			
12-01-052	That the Reeve and Chief Administrative Officer be authorized to meet with the appropriate Canada Post authorities to review options regarding the La Crete Post Office.	Joulia	05-Apr-12
12-01-068	That Council undertakes a review of the committee list at their next working session.	Joulia	Workshop
12-01-069	That administration be authorized to negotiate access options to Plan 0023789, Block 1, Lot 1 as discussed.	Joulia John Bill	In progress
February 13, 2012 Regular Council Meeting			
12-02-103	That Policy RESV018 Water Reserve Fund be TABLED to the next meeting.	John Joulia	01-May-12
February 29, 2012 Regular Council Meeting			
12-02-140	That staff be instructed to develop a hamlet residential waste pick up program and related policies for consideration by the Waste Management Ad Hoc Task Force and tabled for council consideration and action.	Al	Completed RFP and drafting bylaw for review by Committee on 27-Apr-12

Motion	Action Required	Action By	Status
12-02-144	That administration and the Municipal Planning Commission obtains public input to permit a minimum lot size of 55' X 100' for single family residential lots and a minimum lot size 60' X 100' for multiple family lots as well as altering the side yard setbacks to maximize useable yard area in conjunction with the Area Structure Plan reviews.	Joulia	To be completed during review of ASP's
12-02-155	That the Mackenzie Housing Management Board be invited to meet with the three municipalities and the Minister of Housing or designate to discuss seniors housing in the region.	Joulia	Both Towns declined the invitation
March 5, 2012 Special Council Meeting			
12-03-159	The Mackenzie County advertise for public tender engineering services for the Highway 88 Connector in its entirety for the tendering process, grading and construction as per the detail design to pavement ready state.	John Bill	In progress
March 15, 2012 Council Meeting			
12-03-177	That administration be authorized to negotiate the purchase of Section 27-106-13-5 and bring back options for Council consideration. (landfill site)	Al	In progress
12-03-178	That administration research additional options and costs for securing a lease on Section 27-106-13-5. (landfill site)	Al	In progress
12-03-186	That administration coordinates a public meeting on April 4, 2012 with the developer and the community regarding the proposed development of FORTVER, Range 2, Lot 7A and research whether Councillors are able to attend.	Joulia	April 4, 2012
12-03-187	That Plan 052 2048, Block 4, Lot 3 be made available for sale by sealed tender closing at 1:00 p.m., Wednesday, April 11, 2012 and be subject to subdivision of the lands as shown in Bylaw 705-09. Further, that a reserved bid be set at 80% of the 2010 appraised value.	Joulia	April 11, 2012
12-03-198	That administration be authorized to proceed with the redesign of the County logo and that options be presented to Council for approval.	Carol	In progress
March 28, 2012 Council Meeting			
12-03-208	That the flood control project on SE 29-106-15-W5 be referred to the Agriculture Service Board.	Grant	17-Apr-12 ASB Meeting
12-03-223	That the vote on Motion 12-03-222 for the Development Permit Application 20-DP-12, in the name of William and Gertrude Schmidt, on Plan 902 3717, Block 1, Lot 1 (Part of SE 1-106-15-	Joulia	In progress

Motion	Action Required	Action By	Status
	<p>W5M), be TABLED for further information.</p> <p><i>That Development Permit Application 20-DP-12, in the name of William and Gertrude Schmidt, on Plan 902 3717, Block 1, Lot 1 (Part of SE 1-106-15-W5M), be APPROVED as presented.</i></p>		
12-03-228	That Alberta Sustainable Resource Development (AB SRD) be advised of Council's support to postpone the April 25, 2012 agricultural land sale to on or before June 15, 2012 subject to AB SRD using the existing appraisals to set the reserved bids.	Joulia	
12-03-230	That the County's Tri-Council Committee members bring forward a recommendation to the Tri-Council Seniors Committee for the Mackenzie Housing Management Board to submit an application for seniors lodges.	Joulia	April 3, 2012
12-03-231	That the County's Tri-Council Committee members take forward on April 3, 2012 an option for discussion of a two tiered structure, with the top tier being the requisitioning board made up of municipally appointed members and the second tier being the two separate operating entities.	Joulia	April 3, 2012
12-03-235	That the CAO contract be approved in principle and that the Reeve and Deputy Reeve be authorized to negotiate and finalize the CAO contract and bring it back to Council for information.	Joulia	11-Apr-12
12-03-240	That the County explore emergency services options as discussed.	Al	11-Apr-12

Motion	Action Required	Action By	Status
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Community Sustainability Plan – Action Items

Tasks	Responsibility	Approximate Deadline
Sustainable governance items:		
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, Joulia, Carol	
Establish a Council Library in the Corporate Office (make a variety of municipal government related books and magazines available);	CAO, Carol	Completed
Service delivery items:		
Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards;	Joulia, John, Al, Don	
Infrastructure items:		
Review and recommend options regarding an infrastructure management system;	Al	
Review/develop a plan for maintaining municipal infrastructure;	Al, Don, John, Grant	
Economic vitality items:		
Bring options regarding establishing an annual business licensing;	Joulia	
Risk management items:		
Review and report to Council regarding a municipal service continuity plan;	Al, Don, John	
Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status).	Al	

Emergency Medical Services

10710-97 St.
Grande Prairie, AB T8V 7G6
780 513.5290
780 538.5288

March 29, 2012



Hamlet of Fort Vermillion
Attn: Reeve Bill Neufeld
Fort Vermillion, AB T0H 1N0

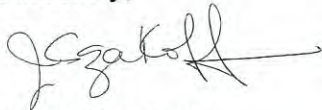
Reeve Bill Neufeld:

Emergency Medical Services (EMS) Week takes place from May 20 to 26, 2012 and Alberta Health Services is proud to help celebrate the vital contributions EMS practitioners make to the health care system in our province.

If you would like to join us in our celebration, we invite you to declare May 20 to 26, 2012 EMS Week in your community. Attached is a proclamation you can use while making your declaration.

We also invite you to attend any EMS Week activities planned in your community. They will be an excellent opportunity to meet our EMS staff! For information regarding what is planned in your community please contact me at 780.513.5291.

Sincerely,



JoAnn Cazakoff
Manager EMS Development North / Edmonton Zone
Alberta Health Services
Joann.cazakoff@albertahealthservices.ca

EMS Week Proclamation

To designate the Week of May 20 to 26, 2012, as Emergency Medical Services Week

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; and

Now, therefore, I _____ in recognition of this event do hereby proclaim

[name, title, city, province]

the week of May 20 to 26, 2012, as

EMERGENCY MEDICAL SERVICES WEEK

*With the theme, **EMS: More than a job. A CALLING**, I encourage the community to observe this week with appropriate programs, ceremonies and activities.*

Name and title of official





c/o Alberta Seniors and Community Supports
600, Standard Life Centre
10405 Jasper Avenue NW
Edmonton, Alberta, Canada T5J 4R7

Telephone 780/422-2321
Fax 780/422-8762
Email: saca@gov.ab.ca

AC

March 7, 2012

Reeve Bill Neufeld
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Neufeld,

Once again, Alberta is preparing to honour its seniors during Seniors' Week which will be held from June 4 to 10, 2012. As Chair of the Seniors Advisory Council for Alberta, I am pleased to request your community's formal recognition of this important celebration.

Enclosed you will find a Municipal Proclamation Event Registration Brochure and poster produced by the Ministry of Seniors and the Council. This proclamation was designed to support communities in recognizing Seniors' Week, and to generate a greater awareness of the many contributions seniors make in our communities.

The Council members and I appreciate your consideration of this request, and I sincerely hope that you decide to proclaim June 4 to 10, 2012 as Seniors' Week in your community. If a proclamation is issued, our Council would like to register it on our Seniors' Week website at www.seniors.alberta.ca.

The Council must receive confirmation of your proclamation prior to May 25, 2012 to ensure that it is published on the Council's website. Notification of the proclamation can be faxed to: 780-422-8762 or emailed to: SACA@gov.ab.ca.

I hope that you will join us in celebrating Seniors' Week 2012!

Sincerely,

A handwritten signature in cursive script that reads "Alana".

Alana DeLong, MLA
Chair

Enclosure





Proclamation

Seniors' Week 2012

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I do hereby proclaim June 4 –10, 2012, to be "Seniors' Week."

Dated this _____ Day of _____, 2012, in _____.

Mayor/Reeve

Alana DeLong

Alana DeLong
Chair, Seniors Advisory Council for Alberta
MLA, Calgary-Bow

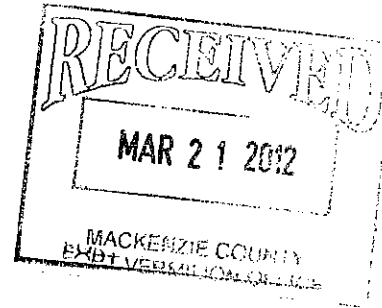
George VanderBurg

Honourable George VanderBurg
Minister of Seniors

Alberta 



Working with Albertans to preserve and interpret our heritage



March 15, 2012

Dear Sir or Madam:

Re: HERITAGE AWARDS 2012

As part of its ongoing efforts to honour local contributions in the protection, preservation and promotion of Alberta's built heritage, history and archaeology, the Alberta Historical Resources Foundation is seeking nominations for Heritage Awards 2012. The deadline for submitting nominations is **June 1st**.

The Heritage Awards provide an excellent opportunity to recognize and celebrate the outstanding accomplishments of individuals, organizations, corporations and municipalities. Awards are presented to projects in **Heritage Conservation** and **Heritage Awareness**; to municipalities for **Municipal Heritage Preservation**; and to individuals for **Outstanding Achievement**.

Preserving Alberta's heritage benefits all of us, but it is often the actions of individuals and communities that drive these efforts forward. If you know of an exceptional building conservation project, a heritage awareness initiative, a municipality or individual in your community, this is your chance to have them recognized. A nomination for the Heritage Awards is your opportunity to honour these Albertans who have demonstrated their commitment in preserving our province's heritage.

Enclosed please find a copy of the guidelines and nomination form (also available on our website at www.culture.alberta.ca/ahrf). If you have any questions, please contact the Program Coordinator, Carina Naranjilla, at 780-431-2305 (toll-free by first dialing 310-0000) or carina.naranjilla@gov.ab.ca.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "C. Pollock".

Carolee Pollock, Ph.D.
Chair
Alberta Historical Resources Foundation



Alberta Historical Resources Foundation HERITAGE AWARDS 2012 Guidelines

The Alberta Historical Resources Foundation's **Heritage Awards Program** recognizes significant contributions of individuals, teams, organizations, corporations, congregations, institutions, municipalities, First Nations and Métis Settlements to the protection, preservation and promotion of Alberta's heritage.

AWARD CATEGORIES

Heritage Conservation Award

Projects nominated in this category are those that demonstrate sustained commitment and outstanding contribution to the conservation of historic places in Alberta. This award recognizes excellence in the preservation, restoration or rehabilitation of a historic place having local, regional or provincial significance as well as excellence in architecture, engineering or craftsmanship.

Heritage Awareness Award

Projects nominated in this category have made outstanding contributions to local, regional or provincial history through:

- innovative programs that educate, interpret or promote public awareness of Alberta's history
- excellence in research, writing or publishing

Municipal Heritage Preservation Award

This award recognizes a municipal government which has demonstrated exemplary commitment to heritage conservation through its identification, protection and promotion of municipal historic resources.

Outstanding Achievement Award

This award recognizes an individual's exemplary and long-term leadership and contribution to the preservation and presentation of Alberta's history. Nominees should have a minimum of 10 years involvement with heritage in the province and have made personal contributions to the field well beyond the responsibilities of any heritage related employment. Their efforts to preserve, promote, interpret, or otherwise encourage heritage preservation and awareness should demonstrate either exceptional diversity or high achievement. Achievements shall be identifiable as provincial in scope and have resulted to improved public understanding and appreciation of Alberta's heritage.

SUBMITTING A NOMINATION

Nominations for 2012 must be postmarked no later than June 1, 2012.

Submit nominations to: Heritage Awards
Alberta Historical Resources Foundation
8820 112 Street
Edmonton AB T6G 2P8

Candidates may be nominated in only one category.

Nominated projects should have been completed within the past three years.

Each nomination must be accompanied by a Nomination Form.

The nomination must include as much information as possible about the nominee including:

- a one to two-page description of why this project, municipality or individual is being nominated
- a biography/profile of the individual(s), team, or organization involved
- press clippings, letters of support, or any other pertinent materials
- photographs illustrating project, where applicable

It is the responsibility of the nominator to provide sufficient and specific details and documentation in support of the nominee. Incomplete submissions may be considered ineligible for consideration by the jury.

Nomination submissions and supporting materials will be retained by the Foundation. Please do not send original materials that you will want back.

ELIGIBILITY

Eligible Nominees

Individuals, organizations, corporations, congregations, institutions, municipalities, First Nations and Métis Settlements and others deemed eligible by the Foundation's Board of Directors

Ineligible Nominees

- posthumous awards are not given
- candidates who are unaware of or who disapprove of the nomination
- self-nominations
- Alberta Historical Resources Foundation board members and their immediate families
- Alberta Culture and Community Services staff and agencies

Ineligible Nominators

Alberta Historical Resources Foundation board members and their immediate families

SELECTION OF AWARDEES AND PRESENTATION OF AWARDS

Up to two awards may be presented in each category with the exception of the Outstanding Achievement Award for which only one award will be presented. The Foundation reserves the right not to present any award to any of the categories.

The Foundation will convene a jury to review and evaluate the nominations. The Foundation's Board of Directors will make the final selection. An awards ceremony will be held in the fall.

For more information, contact the Program Coordinator at 780-431-2305 (toll-free by first dialing 310-0000).



**Alberta Historical Resources Foundation
Heritage Preservation Partnership Program**

**Roger Soderstrom Scholarship
Application**

Application deadlines: February 1st and October 1st

1. Read the program guidelines before completing this application. These guidelines are also available at www.culture.alberta.ca/ahrf.
2. Fill out the forms completely and attach all required supporting documents.
3. Sign the Declaration Statement.
4. Drop off your application or send by mail/courier to:

Alberta Historical Resources Foundation
Old St. Stephen's College Building
8820 - 112 Street
Edmonton, Alberta T6G 2P8

5. If you have any questions, contact the Program Coordinator at (780)431-2305, toll-free in Alberta by first dialing 310-0000. Office hours are from 8:15 to 4:30 pm.



**Alberta Historical Resources Foundation
Heritage Preservation Partnership Program**

For Office Use Only

File No.: RS-

Assessor:

**Roger Soderstrom Scholarship
Application**

A. TITLE OF RESEARCH PROJECT/DISSERTATION _____

B. APPLICANT INFORMATION

Name Mr./Mrs./Ms. _____

Address _____

Street / P.O. Box No.

City / Town

Postal Code

Bus. Ph. () _____

Res. Ph. () _____

Fax () _____

C. SUPPORTING DOCUMENTS

The following must accompany your application:

Transcript of marks

Letters from individuals who can comment on your academic achievement and potential, i.e. your thesis advisor and individuals whom you have studied with

D. PROJECT DESCRIPTION

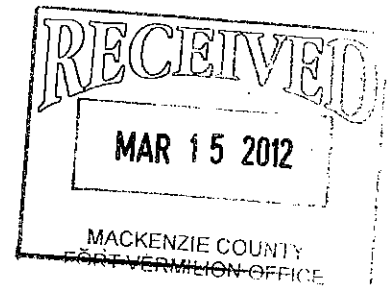
On a separate page, present a complete and clear picture of your research. Attach any supporting materials that will help better assess the merits of your project. Include the following information:

Research plan

1. purpose/objective
2. research methodology, approach or strategy
3. time/task schedule listing the main activities: what will be done, who will do it and when it will be done
4. specific sources of primary and secondary information that will be consulted, e.g. archives, libraries, private collections, oral interviews
5. If the research will result in a publication, include Table of Contents.

Final product

1. Description of the end product
2. How the end product will be made accessible to the public



AR54086

March 9, 2012

Reeve Bill Neufeld
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Neufeld:

I am pleased to invite Mackenzie County to provide submissions for the 11th annual Minister's Awards for Municipal Excellence, which formally recognizes local government excellence and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work being done by local governments in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in four categories and one award for outstanding achievement:

Innovation Award – recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta;

Partnership Award – recognizes a leading municipal practice involving consultation, co-ordination, and co-operation with other municipalities, jurisdictions, or organizations;

Smaller Municipality Award – recognizes the innovative practices developed by communities with less than 3,000 residents;

Safe Communities Award – recognizes a leading practice that promotes or improves public safety in municipalities; and

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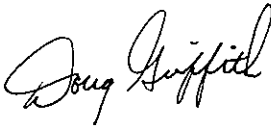
Outstanding Achievement Award – recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practices in Alberta. *This award, selected by the review committee, recognizes the best submission from the other categories.*

Submission forms and additional details can be found on the Municipal Excellence Network website at www.menet.ab.ca. The submission deadline is May 25, 2012. Award recipients will be announced at the 2012 fall conventions of the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association.

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities and your neighbours.

If you have any questions regarding the Minister's Awards for Municipal Excellence or the Municipal Excellence Network, please direct them to the Municipal Excellence Team, at 780-427-2225, or by email at menet@gov.ab.ca.

Sincerely,

A handwritten signature in black ink that reads "Doug Griffiths". The signature is written in a cursive style with a large, stylized initial "D".

Doug Griffiths
Minister