

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

DECEMBER 11, 2012

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, December 11, 2012
10:00 a.m.**

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

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the November 28, 2012 Regular Council Meeting	7
		b) Minutes of the November 30, 2012 Special Council (Budget) Meeting	19
DELEGATIONS:	4.	a) b)	
GENERAL REPORTS:	5.	a) CAO Report	23
		b) Municipal Planning Commission Meeting Minutes – November 1 and 22, 2012	33
		c)	
TENDERS:	6.	a) None	
PUBLIC HEARINGS:	7.	a) None	
COMMUNITY SERVICES:	8.	a) b)	

ENVIRONMENTAL SERVICES:	9.	a)				
		b)				
OPERATIONS:	10.	a)	Policy PW004 Winter Road Maintenance/Snow Plow Flag Policy (to be distributed at the meeting)			
		b)	Surplus ASB Operating Funds	53		
		c)	Future Aggregate Resources (to be distributed at the meeting)			
		d)				
		e)				
PLANNING & DEVELOPMENT:	11.	a)	Bylaw 879-12 Land Use Bylaw Amendment Application to Rezone Plan 092 0458, Block 6, Lot 1 (9006-91 st Street) from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P) (Hamlet of La Crete)	55		
		b)	Bylaw 882-12 Land Use Bylaw Amendment Application to Rezone Part of NW 2-106-15-W5M from Urban Fringe (UF) to Public/Institutional (P) (Hamlet of La Crete)	63		
		c)	Area Structure Plans Award Proposal	73		
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		e)	MMSA Land Use Framework Position Paper	77		
		f)				
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		ADMINISTRATION/ CORPORATE SERVICES:	12.	a)	Policy PW039 Rural Road, Access and Drainage	79
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c)	Council Meeting Dates			109		
d)	2013 Mackenzie Charity Golf Tournament			111		

- e) Growing the North Conference 2013 113
- f)
- g)
- h)

INFORMATION / CORRESPONDENCE: 13. a) Information/Correspondence 119

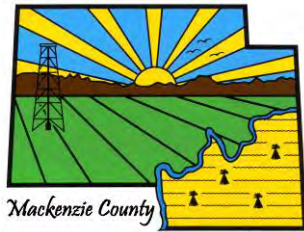
IN CAMERA SESSION: 14. a) Legal

- Mackenzie Regional Waste Management Commission
- Inter-municipal Relations – Town of Rainbow Lake
- Seniors Housing

b) Labour
c) Land

NEXT MEETING DATE: 15. a) Regular Council Meeting
Tuesday, January 15, 2013
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 16. a) Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

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

BACKGROUND / PROPOSAL:

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

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

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, November 28, 2012
10:00 a.m.**

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

PRESENT: Jacquie Bateman Councillor
Peter F. Braun Councillor
Elmer Derksen Councillor
Dicky Driedger Councillor
John W. Driedger Councillor
Odell Flett Councillor
Eric Jorgensen Councillor (arrived at 10:08 a.m.)
Lisa Wardley Councillor

REGRETS: Bill Neufeld Reeve
Walter Sarapuk Deputy Reeve

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
John Klassen Director of Environmental Services &
Operations
William (Bill) Kostiw Director of Infrastructure Development &
Government Relations
Alison Kilpatrick Director of Corporate Services
Byron Peters Director of Planning and Development
Caitlin Smith Administrative Assistant

ALSO PRESENT: Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on November 28, 2012 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Joulia Whittleton called the meeting to order at 10:04 a.m.

1. b) Election of Chair

Ms. Whittleton called for nominations for the position of Chair for the November 28, 2012 Regular Council Meeting.

First Call: Councillor D. Dreidger nominated Councillor Braun.

Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

MOTION 12-11-787

MOVED by Councillor Wardley

That nominations cease for the position of Chair.

CARRIED

Councillor Braun was declared the Chair for the November 28, 2012 Regular Council Meeting.

AGENDA:

2. a) Adoption of Agenda

MOTION 12-11-788

MOVED by Councillor J. Driedger

That the agenda be approved as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

**3. a) Minutes of the November 5, 2012 Special Council
(Budget) Meeting**

MOTION 12-11-789

MOVED by Councillor J. Driedger

That the minutes of the November 5, 2012 Special Council budget meeting be adopted as presented.

CARRIED

**3. b) Minutes of the November 6, 2012 Regular
Council Meeting**

MOTION 12-11-790

MOVED by Councillor Derksen

That the minutes of the November 6, 2012 Regular Council meeting be adopted as presented.

CARRIED

Councillor Jorgensen joined the meeting at 10:08 a.m.

GENERAL REPORTS: 5. a) **Municipal Planning Commission Meeting Minutes – October 11, 2012**

MOTION 12-11-791 **MOVED** by Councillor Wardley

That the Municipal Planning Commission meeting minutes of October 11, 2012 be received for information.

CARRIED

TENDERS: 6. a) **None**

COMMUNITY SERVICES: 8. a) **None**

ENVIRONMENTAL SERVICES: 9. a) **None**

PLANNING & DEVELOPMENT: 11. a) **Bylaw 880-12 Road Closure lying between SE 1-104-18-W5M and NE 36-103-18-W5M (Blue Hills)**

MOTION 12-11-792 **MOVED** by Councillor Jorgensen

That first reading be given to Bylaw 880-12, being a Road Closure Bylaw for the closure of the most northerly 10 meters of Government Road Allowance lying south of Part of SE 1-104-18-W5M, subject to public hearing input.

CARRIED

11. b) **MMSA Subdivision Services Proposal**

MOTION 12-11-793 **MOVED** by Councillor Bateman

That Mackenzie County continue to provide subdivision services in house and not engage the Mackenzie Municipal Services Agency to provide standalone subdivision services at this time.

CARRIED

OPERATIONS: 10. a) **Resource Road Program Applications**

MOTION 12-11-794 **MOVED** by Councillor Wardley

That the Highway 88 Connector Phase 2 & 3 and Zama

Access Resource Road Program applications be submitted to Alberta Transportation as presented.

CARRIED

Councillor Braun recessed the meeting at 11:01 a.m. and reconvened the meeting at 11:12 a.m.

11. c) Area Structure Plans Award Proposal

MOTION 12-11-795

MOVED by Councillor Bateman

That awarding of the Area Structure Plan contract be tabled until the next Regular Council Meeting.

CARRIED

**ADMINISTRATION/
CORPORATE
SERVICES:**

12. a) Bylaw 881-12 Short Term Borrowing of Funds

MOTION 12-11-796
Requires 2/3

MOVED by Councillor J. Driedger

That first reading be given to Bylaw 881-12, being a bylaw authorizing the short-term borrowing of funds.

CARRIED

MOTION 12-11-797
Requires 2/3

MOVED by Councillor Wardley

That second reading be given to Bylaw 881-12, being a bylaw authorizing the short-term borrowing of funds.

CARRIED

MOTION 12-11-798
Requires Unanimous

MOVED by Councillor Derksen

That consideration be given to go to third reading of Bylaw 881-12, being a bylaw authorizing the short-term borrowing of funds.

CARRIED UNANIMOUSLY

MOTION 12-11-799
Requires 2/3

MOVED by Councillor D. Driedger

That third reading be given to Bylaw 881-12, being a bylaw

authorizing the short-term borrowing of funds.

CARRIED

**12. c) Write Off Property Taxes and Penalties on Roll
410916**

MOTION 12-11-800
Requires 2/3

MOVED by Councillor J. Driedger

That Council authorize writing off property tax arrears for Roll 410916 in the amount of \$99,397.53 and that penalties levied in 2012 for January of \$8,543.31 and July of \$1,692.20 be voided.

CARRIED

12. d) Financial Report – October 31, 2012

MOTION 12-11-801

MOVED by Councillor Derksen

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

CARRIED

Councillor Braun recessed the meeting at 12:11 p.m. and reconvened the meeting at 1:06 p.m.

PUBLIC HEARINGS:

**7. a) Bylaw 873-12 Land Use Bylaw Amendments to
Add Dwelling Show Home to Land Use Bylaw**

Councillor Braun called the public hearing for Bylaw 873-12 to order at 1:08 p.m.

Councillor Braun asked if the public hearing for proposed Bylaw 873-12 was properly advertised. Byron Peters, Director of Planning and Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Councillor Braun asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning and Development, presented the Development Authority's submission and indicated that first reading was given on September 24, 2012.

Councillor Braun asked if Council has any questions of the

proposed Land Use Bylaw Amendment. Discussion regarding whether to add Dwelling- Show Homes to Mackenzie County Land Use Bylaw as presented.

Councillor Braun asked if any submissions were received in regards to proposed Bylaw 873-12. No submissions were received.

Councillor Braun asked if there was anyone present who would like to speak in regards to the proposed Bylaw 873-12. There was no one present to speak to the proposed bylaw.

Councillor Braun closed the public hearing for Bylaw 873-12 at 1:09 p.m.

MOTION 12-11-802

MOVED by Councillor Wardley

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

CARRIED

MOTION 12-11-803

MOVED by Councillor Flett

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

CARRIED

7. b) Bylaw 878-12 Road Closure lying west of SW 36-104-14-W5M and NW 25-104-14-W5M (Hog Barn Agreement) (Savage Prairie)

Councillor Braun called the public hearing for Bylaw 878-12 to order at 1:10 p.m.

Councillor Braun asked if the public hearing for proposed Bylaw 878-12 was properly advertised. Byron Peters, Director of Planning and Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Councillor Braun asked the Development Authority to outline the proposed Road Closure. Byron Peters, Director of Planning and Development, presented the Development Authority's

submission and indicated that first reading was given on November 6, 2012.

Councillor Braun asked if Council has any questions of the proposed Road Closure. Discussion regarding whether to move forward with Bylaw 878-12, being a Road Closure Bylaw for the closure of a statutory road allowance lying west of SW 36-104-14-W5M and NW 25-104-14-W5M for the purpose of sale and consolidation with the adjacent lands.

Councillor Braun asked if any submissions were received in regards to proposed Bylaw 878-12. No submissions were received.

Councillor Braun asked if there was anyone present who would like to speak in regards to the proposed Bylaw 878-12. There was no one present to speak to the proposed bylaw.

Councillor Braun closed the public hearing for Bylaw 878-12 at 1:14 p.m.

MOTION 12-11-804

MOVED by Councillor J. Driedger

That administration move forward with Bylaw 878-12, being a Road Closure Bylaw for the closure of a statutory road allowance lying west of SW 36-104-14-W5M and NW 25-104-14-W5M for the purpose of sale and consolidation with the adjacent lands.

CARRIED

DELEGATIONS:

4. a) Dan Fletcher, REDI Manager – 1:14 p.m.

Dan Fletcher, General Manager of the Regional Economic Development Initiative (REDI) presented Council with an operational update, short term and long term goals.

MOTION 12-11-805

MOVED by Councillor Flett

That the REDI presentation be received for information.

CARRIED

12. b) New Policy - Rural Road, Access Construction and Surface Water Management

MOTION 12-11-806

MOVED by Councillor J. Driedger

That the Rural Road, Access Construction and Surface Water Management Policy be tabled to the next Regular Council meeting.

CARRIED

Councillor Braun recessed the meeting at 2:21 p.m. and reconvened it at 2:36 p.m.

12. e) Mighty Peace Watershed Alliance Survey

MOTION 12-11-807

MOVED by Councillor Jorgensen

That the completed Mighty Peace Watershed Alliance Survey be submitted as amended.

CARRIED

12. f) Final Mile Rural Connectivity Initiative

MOTION 12-11-808

MOVED by Councillor Derksen

That administration communicates the current internet services coverage in Mackenzie County to Services Alberta and Agriculture and Rural Development as identified on the map.

CARRIED

12. g) Member at Large Appointments

MOTION 12-11-809

MOVED by Councillor Wardley

That Wally Schroeder be appointed as a Member at Large to the Assessment Review Board for a three year term ending October 2015.

CARRIED

MOTION 12-11-810

MOVED by Councillor Flett

That Lorna Joch be appointed as a Member at Large to the Mackenzie Library Board for a one year term ending October 2013.

CARRIED

MOTION 12-11-811

MOVED by Councillor J. Driedger

That administration contact neighboring municipalities to solicit interest in sitting on the County's Subdivision & Development Appeal Board.

CARRIED

12. h) Aboriginal Consultation (hand-out)

MOTION 12-11-812

MOVED by Councillor Flett

That a letter be sent to AAMDC in support of the proposed First Nation consultation process.

CARRIED

**INFORMATION/
CORRESPONDENCE**

13. a) Information/Correspondence

MOTION 12-11-813

MOVED by Councillor J. Driedger

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

CARRIED

IN CAMERA SESSION:

MOTION 12-11-814

MOVED by Councillor D. Driedger

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 3:06 p.m.

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

CARRIED

MOTION 12-11-815

MOVED by Councillor D. Driedger

That Council move out of camera at 4:10 p.m.

CARRIED

14. a) Legal – Inter-municipal Relations

MOTION 12-11-816

MOVED by Councillor Bateman

That the correspondence exchange with the Town of Rainbow Lake be received for information.

CARRIED

14. a) Legal – Senior’s Housing

MOTION 12-11-817

MOVED by Councillor Flett

That the amalgamation of housing boards be received for information.

CARRIED

14. b) Labour

14. c) Land

MOTION 12-11-818

MOVED by Councillor Jorgensen

That administration be authorized to proceed with the appraisal of lands located at SW 7-109-19-W5M, NW 6-109-19-W5M and SW 6-109-19-W5M near the Town of High Level.

CARRIED

**NEXT MEETING
DATE:**

- 15.) a)** Special Council (Budget) Meeting
Friday, November 30, 2012
10:00 a.m.
Fort Vermilion Council Chambers
- b)** Special Council (Budget) Meeting
Monday, December 10, 2012
10:00 a.m.
Fort Vermilion Council Chambers
- c)** Regular Council Meeting
Tuesday, December 11, 2012
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **16. a) Adjournment**

MOTION 12-11-819 **MOVED** by Councillor Jorgensen

That the meeting be adjourned at 4:15 p.m.

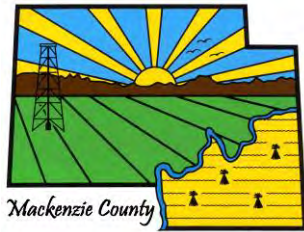
CARRIED

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the November 30, 2012 Special Council (Budget) Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 30, 2012 Special Council budget meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the minutes of the November 30, 2012 Special Council budget meeting be adopted as presented.

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

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**November 30, 2012
10:00 a.m.**

**Fort Vermilion Council Chambers
Fort Vermilion, AB**

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
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:

Jouliia Whittleton	Chief Administrative Officer
Alison Kilpatrick	Director of Corporate Services
John Klassen	Director of Environmental Services & Operations
Byron Peters	Director of Planning & Development
Grant Smith	Agriculture Fieldman

ALSO PRESENT: Members of the public.

Minutes of the Special Council meeting for Mackenzie County held on November 30, 2012 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA: 2. a) Adoption of Agenda

MOTION 12-11-820 MOVED by Councillor Flett

That the agenda be adopted as presented.

CARRIED.

**MINUTES FROM
PREVIOUS MEETING: 3. a) None**

DELEGATIONS: 4. a) None

BUSINESS: 5. a) **2013 Operating & Capital Budget Draft**

Alison Kilpatrick, Director of Corporate Services, and Joulia Whittleton, Chief Administrative Officer, opened the 2013 capital budget session with a presentation of a report entitled, "Finance Indicator Graphs" (prepared for Mackenzie County by the province of Alberta, Nov. 27, 2012).

Reeve Neufeld recessed the meeting at 12:05 p.m., and reconvened the meeting at 1:10 p.m.

Alison Kilpatrick, Director of Corporate Services, and Joulia Whittleton, Chief Administrative Officer, presented updates to the 2013 draft operating budget, and the draft 2013 capital budget.

5. b) **RFD – Dust Control Policy PW009**

MOTION 12-11-821 **MOVED** by Councillor Braun

That Policy PW009 Dust Control Policy be TABLED to the December 10, 2012 budget meeting.

CARRIED.

NEXT MEETING DATE: 6. a) **Next Meeting Date**

MOTION 12-11-822 **MOVED** by Councillor Jorgensen

That the next special budget meeting of Council be held on December 10, 2012 at 10:00 a.m. in Council Chambers.

CARRIED.

IN-CAMERA: 7. a) **In Camera**

MOTION 12-11-823 **MOVED** by Councillor Bateman

That the Council move in camera at 5:00 p.m.

CARRIED.

MOTION 12-11-824 **MOVED** by Councillor Bateman

That the Council move out of camera at 5:44 p.m.

CARRIED.

ADJOURNMENT: **8. a) Adjournment**

MOTION 12-11-825 **MOVED** by Councillor J. Driedger

That the Special Council meeting be adjourned at 5:45 p.m.

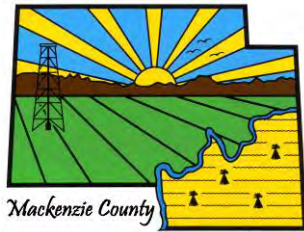
CARRIED.

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 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 December 2012 be received for information.

Author: C. Gabriel Review by: _____ CAO _____

Mackenzie County

Monthly CAO Report to Council – December 2012

The organization is busy with various ongoing operational programs, projects and initiatives. The report provides highlights on some completed or ongoing initiatives.

1. **Organizational Structure & Personnel Update** – as reported earlier, an individual for Director of Community Services & Operations was interviewed and an offer of employment was made and verbally accepted. We should have a new Director in place in early January.
2. **Infrastructure to New Lands** – presentations were made to Alberta Transportation ADM, Minister of Municipal Affairs and we continue our efforts regarding obtaining financial support from the provincial government.
3. **Rural Road & Infrastructure Development Policy** – a draft was developed by ASB and the Agricultural Land Use Planning Committee. The draft was presented to Council at the November 28th meeting and it is on the agenda for approval at the December 11th meeting.
4. **Seniors Housing in the Region** – a meeting was held on November 7th between three municipalities, housing boards, LCMNA and representatives of Municipal Affairs.
5. **Regional Collaboration Initiative** (Towns of High Level and Rainbow Lake) – the first meeting is scheduled for January 18 2013.
6. **Land Use Framework** – a tri-council committee has been working with MMSA on finalizing a draft position paper. A meeting with forestry representatives will take place on December 13. A letter was sent to ESRD Minister subsequent to our meeting with the Minister during the AAMD&C convention highlighting the need to keep the Lower and Upper Peace reviewed separately and highlighting the need for having local representatives on the Regional Advisory Committee.
7. **Wildfires** – the following costs have been identified so far for the three fires of the past summer:
 - a. Blue Hills - \$140,098.62
 - b. Wilson Prairie - \$191,210.35
 - c. Zama - \$1,215,837.30

The Blue Hills fire DRP is still under review. Zama and Wilson Prairie DRPs were officially approved by Order in Council, although no funds have yet been received.

8. **Fire Departments** –
 - a. **Priority 1** – Improve communication systems – current dispatch is done using cell phones and “I am responding” program; the departments have been expressing concerns over current hardware being used for dispatch; we are investigating the paging systems as this has been identified as the preferred communication system by the fire fighters.
 - b. **Priority 2** – Training Programs

9. **2013 Budget** – November 5 & 30 meeting were held to review operating and capital proposed budgets. A meeting to review grants to other organizations will be held on December 10.
10. **Occupational Health & Safety** –AMHSA’s instructor delivered a half day course in Fort Vermilion to the management team and supervisors regarding Supervisors responsibilities.
11. **La Crete Swimming Pool Committee** – Two meetings with representatives of the Pool Committee were held and regarding preparing a package for presentation to Council that contains all relevant and factual information regarding this proposed initiative. The Committee will be making their presentation to Council at their December 10 budget meeting.
12. **Winter Road Maintenance Policy** – the policy was reviewed by the Public Works Committee and an RFD with the committee’s recommendation will be presented at the December 11 council meeting.
13. **ASB Workshop** – a workshop was held on November 26; the Board will finalize their business plan at their second workshop meeting on December 14.

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

Respectfully submitted,
Joulia Whittleton

MONTHLY REPORT TO THE CAO

For the month of December 2012

From: Alison Kilpatrick
 Director of Corporate Services

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2013 Operating and Capital Budgets	April 24, 2013	First two special Council meetings held on Nov. 6 and Nov. 30, 2012. Third meeting scheduled for Dec. 10, 2012. This project has been our primary focus during the past 2½ months.
2012 Year End Audit	April 24, 2013	Auditors conducted interim field work for the 2012 year end audit on Oct. 15 & 16, 2012. Corporate Services will hold a planning meeting in the near future, for year end audit preparatory work to commence in January. Auditors have scheduled their year end field visit for the week of March 4, 2013.
Invoicing procedures for new waste collection service provided in La Crete	Dec. 31, 2012	The Finance Controller and Accounts Receivable Clerk are working to update the receivables invoicing system.
Internal Controls	Ongoing	Assessment and improvement will be an ongoing project. Early stages include making notes and observations, and consulting current literature and other municipalities' practices. Examples of areas of focus include (but not limited to) cash management and forecasting, handling and processing cash receipts, provision of cross-training for staff. Schedule of priorities for addressing the different components of the accounting and financial reporting systems to be developed in the New Year.

Capital Projects

Projects	Timeline	Comments
Provision of financial and analytical support to the capital budget development process.	April 24, 2013	As discussed, above.

Personnel Update:

Filling of vacancy re: Administrative Assistant (.25 FTE to Corporate Services) in progress, under the management of Director of Planning & Development, and Human Resources Coordinator.

Other Comments:

Thank you to my colleagues in Corporate Services for their insights, willingness to share information and contribute their talents, and for their ongoing support during the 2013 budget development process.

MONTHLY REPORT TO THE CAO

For the month of December 2012

From: Byron Peters
Director of Planning & Development

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Leap frog development & business incentives	Spring 2013	Have compiled info on these topics, need to be further evaluated and bring forward a recommendation to incorporate the changes into policies/bylaws
Business Licensing	January	Have compiled lots of info re. business licensing, now need to evaluate pros & cons and bring a recommendation forward.
Development Agreements	Spring 2013	Samuel made draft revisions to our Development Agreements, need to review, revise and implement.
Land Use Bylaw review/update	Fall 2013	Currently updating rezoning and text amendments. Will need to thoroughly review and amend after the ASP's are approved.

Capital Projects

Projects	Timeline	Comments
Area Structure Plans	Summer 2013	Have reviewed the proposals, contract to be awarded December 11
Community Infrastructure Master Plans	Winter 2013	Have reviewed the proposals, contract to be awarded December 11
Rural Addressing	2013	In progress. Jeff & Julius working on this project.
Airport Vicinity Protection Area	January/February	Need to complete final review and take to Council for approval

Personnel Update:

The Development Officer position has been filled internally by Dee. As a result we needed to hire a new admin assistant, anticipated that she will start on January 2nd.

Other Comments:

Jeff created several maps for the MMSA Land Use Framework position paper. The position paper should be completed and distributed any day, and available for the County's review. More meetings are scheduled regarding the proposed Land Use Framework.

Community Investment Readiness is really just getting started, and there are several steps we have identified that the County should take to improve our CIR. CIR is just one of the steps the County is taking regarding our Economic Development Strategy. An RFD will be presented in January outlining our draft Strategy. More workshops are scheduled for the new year to help us with our CIR process.

Monthly Report to CAO

For the month of December 2012

From: William (Bill) Kostiw
Director of Infrastructure Development and Government Relations / Acting
Director of Community Services & Operations

The month of November was extremely busy with meetings, the AAMD&C Convention and projects.

The early winter caused havoc for our road projects, water management projects and fall infrastructure maintenance but we will persevere. The large projects under construction or on hold for the season are:

Historical & Current Projects

- **Highway 88 Connector Base Paving Phase I**

This project had the grading complete and about 40% of the GBC in place. The project will be completed in 2013. We have applied for the Resource Road grants with the hope of completing the balance of the road up to Highway 88. This of course may be subject to provincial funding and the priority of Council.

- **Zama City Access Base Phase II**

This project had the grading and GBC completed in 2012. The asphalt will be completed in 2013. We have also applied for Resource Road grants to do another 10 km in 2013.

- **La Crete & Zama Community Projects**

The La Crete & Zama community projects will tie into the road paving & will be completed in 2013.

- **High Level East Water Management Phase II & III**

This project will be 90% completed by the end of 2012. The balance including the Highway 58 center line culvert at 8 mile road will be completed in 2013.

- **Roads & Water Management to new Lands**

This project is under review and lobbying for funding should continue (See CAO Plans)

- **Land Use Framework**

This project is very complex and we need to take it very serious.

New or Extension Projects for 2013

We have our engineers preparing capital estimates for projects as identified in the 2013 budget, i.e. – Hamlet Street Improvements, Rural Road Projects, the Ferry Upgrade & Rural Water.

Future Projects

The County developed a priority list and we are working on these as time & budget permits. Some of these are:

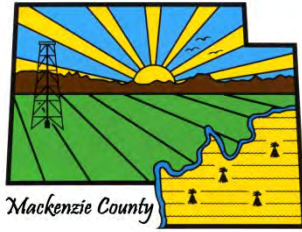
- Footner (Ainsworth) restart
- Rainbow – BC Connector
- Tompkins Bridge
- Rural Road Paving
- Boyer River Bridges (2)
- CO₂ – EOR
- Railway Development & Upgrading
- MARA & other Agricultural Developments

Tax Base Development

The County's tax revenue should improve by 2014 as the oil drilling permits have increased substantially this winter. We also have several pipeline & power line projects in the works. The Mustus Energy project seems to be secure and they are looking for land to develop a second project.

In summary the field operations of the County are in order and we look forward to a very productive year in 2013.

I would be pleased to answer questions or provide more info at your request or convenience. Have a wonderful safe holiday season.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes – November 1 and November 22, 2012

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the November 1 and November 22, 2012 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of November 1 and November 22, 2012 be received for information.

Author: B. Peters Review Date: _____ CAO _____

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, November 01, 2012 @ 8:30 a.m.

PRESENT

Wally Schroeder	MPC Member
Jacque Bateman	Councilor, MPC Member
Beth Kappelar	MPC Member
Jack Eccles	MPC Member
Elmer Derksen	Councilor, MPC Member

ADMINISTRATION

Joulia Whittleton	Chief Administrative Officer
Byron Peters	Director of Planning & Development
Liane Lambert	Development Officer
Dee Pannu	Administrative Assistant

1. CALL TO ORDER

Joulia Whittleton called the meeting to order at 8:30 a.m.

2. ADOPTION OF AGENDA

MOTION 12-178 **MOVED** by Wally Schroeder

That the agenda be adopted as presented.

CARRIED

3. ELECTIONS

a) Chair

Joulia Whittleton called for nominations for the position of Chairperson.

First Call: Wally Schroeder nominated Jack Eccles. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

MOTION 12-179 MOVED by Beth Kappelar

That nominations cease for the position of Chairperson.

CARRIED

Joulia Whittleton declared Jack Eccles Chairperson by acclamation.

b) Vice-Chair

Joulia Whittleton called for nominations for the position of Vice Chairperson.

First Call: Beth Kappelar nominated Wally Schroeder.
Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

MOTION 12-180 MOVED by Jack Eccles

That nominations cease for the position of Vice Chairperson.

CARRIED

Joulia Whittleton declared Wally Schroeder Vice Chairperson by acclamation.

4. OATH OF CONFIDENTIALITY

Oath of confidentiality was completed by Jack Eccles.

Joulia Whittleton turned the meeting over to Chairperson Jack Eccles.

5. REVIEW OF MPC'S MANDATE, ROLE & RESPONSIBILITIES

Joulia Whittleton reviewed MPC's mandate, role and responsibilities with MPC members.

MOTION 12-181 MOVED by Beth Kappelar

That review of MPC's mandate role & responsibilities be received for information.

CARRIED

6. REVIEW OF PROCEDURAL BYLAW 876-12

Joulia Whittleton reviewed Procedural Bylaw 876-12 with MPC members.

MOTION 12-182 MOVED by Wally Schroeder

That Procedural Bylaw 876-12 be received for information.

CARRIED

7. MINUTES

a) Adoption of Minutes

MOTION 12-183 MOVED by Beth Kappelar

That the minutes of the October 11, 2012 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

A discussion was brought forth about MPC's mandate.

8. DEVELOPMENT PERMITS

**a) Development Permit Application 260-DP-12
Alpine Builders (Dwelling Single Family with Garage Attached
with Location Variance in HR1A)
Plan 072 5060; Block 6; Lot 21**

MOTION 12-184 MOVED by Wally Schroeder

That Development Permit 260-DP-12 on Plan 072 5060; Block 6; Lot 21 in the name of Alpine Builders be APPROVED with the following conditions:

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

1. Minimum building setbacks:
 - a. 25 feet (7.6 meters) front yard (east) facing 102th Street

- b. 5 feet (1.52 meters) side yard (south)
 - c. 10 feet (3.1 meters) exterior side yard (north), and
 - d. 5 feet (1.5 meters) rear yard, (west) from the property lines.
2. **A Variance is Granted to allow the Attached Garage to be situated on the north side of the lot facing 102 Street.**
 3. Where the lowest opening of the building is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the building is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
 4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
 5. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
 6. The Municipality has assigned the following address to the noted property **8814-102 Street**. You are required to display the address (8814) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
 7. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. "One parking space, including the driveway area, shall occupy 300 square feet."
 8. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards at the developer's expense.
 9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
 10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

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

CARRIED

- b) **Development Permit Application 263-DP-12
Maria Harder (Dwelling Single Family with Garage Attached
with Location Variance in HR1A)
Plan 052 4647; Block 35; Lot 3**

MOTION 12-185 MOVED by Beth Kappelar

That Development Permit 263-DP-12 on Plan 052 4647; Block 35; Lot 3 in the name of Maria Harder 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. **A variance SHALL NOT be granted, The Attached Garage on the Single Family Dwelling shall be situated on the NORTH side of the lot facing 110 Street.**
2. Minimum building setbacks:
 - a. 25 feet (7.6 meters) front yard (east) facing 110th Street
 - b. 5 feet (1.52 meters) side yards (south & north)
 - c. 5 feet (1.5 meters) rear yard, (west) from the property lines.
3. Where the lowest opening of the building is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the building is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.

6. The Municipality has assigned the following address to the noted property **9926-110 Street**. You are required to display the address (**9926**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. "One parking space, including the driveway area, shall occupy 300 square feet."
8. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards at the developer's expense.
9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

9. **SUBDIVISION**

- a) **Subdivision Application 43-SUB-12
Part of NE 16-106-15-W5M; La Crete Rural
Henry & Tina Peters**

MOTION 12-186 MOVED by Elmer Derksen

That Subdivision Application 43-SUB-12 in the name of Henry and Tina Peters on Part of NE 16-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$5,500.00 per acre. Municipal reserve is charged at 10%, which is \$550.00 per subdivided acre. **10 acres times \$550.00 equals \$5,500.00.**
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

CARRIED

**b) Subdivision Application 44-SUB-12
NW 6-106-15-W5M; La Crete Rural
Herman & Gertrude Giesbrecht**

MOTION 12-187 **MOVED** by Beth Kappelar

That Subdivision Application 44-SUB-12 in the name of Herman & Gertrude Giesbrecht on Part of NW 6-106-15-W5M be APPROVED with the following conditions:

1. This approval is for two subdivision lots,
 - a. Lot 1 - Existing Homestead 6.05 acres (2.45 hectares).
 - b. Lot 2 - 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 both subdivision lots and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$5,500.00 per acre. Municipal reserve is charged at 10%, which is \$550.00 per subdivided acre. **6.05 acres times \$550.00 equals \$3,327.50.**
 - d) **The existing Pumpout system on the Homestead (Lot 1) shall be replaced with an APPROVED Alberta Private Sewage Systems. Copy of the Approved permit shall be submitted to Mackenzie County prior to Registration at Alberta Land Titles.**
 - e) **Lot 2 request shall be maximum 10 acres (4.04 hectares) in size.**
 - f) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

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

CARRIED

- c) **Subdivision Application 45-SUB-12
Plan 112 3040; Block 3; Lot 3
La Crete Rural
Mustus Energy Ltd.**

MOTION 12-188 **MOVED** by Beth Kappelar

That the Municipal Planning Commission's recommendation to Council be for the APPROVAL of Subdivision Application 45-SUB-12 in the name of Mustus Energy Ltd. on Plan 052 0937112 3040, Block 3, Lot 3 be APPROVED with the following conditions

1. This approval is for a single lot subdivision, 11.71 acres (4.74 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 on both quarters in accordance with Mackenzie County standards at the developer's expense.

- c) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$2,561.91 per acre. Municipal reserve is charged at 10%, which is \$256.19 per subdivided acre.
11.71 acres times \$ equals \$3,008.41.
- 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 48-SUB-12
SW 24-110-18-W5M; La Crete Rural
Ben Harder**

MOTION 12-189 **MOVED** by Elmer Derksen

That Subdivision Application 48-SUB-12 in the name of Ben Harder on SW 24-110-18-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- b) Provision of access to the subdivision and the balance of the quarter 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

10. MISCELLANEOUS ITEMS

- a) **Bylaw ____-12
Proposed Road Closure SE 1-104-18-W5M
(Blue Hills)**

MOTION 12-190 MOVED by Wally Schroeder

That the Municipal Planning Commission recommendation to Council be for the approval of Bylaw ____-11, being a Road Closure Bylaw for the closure of the most northerly 10 meters of Government Road Allowance lying south of SE 1-104-18-W5M, subject to public hearing input.

CARRIED

b) Action List

The Action List of November 1, 2012 was reviewed.

MOTION 12-191 **MOVED** by Jacquie Bateman

That Action List be received for information.

CARRIED

11. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ November 22, 2012 at 10:00 a.m. in Fort Vermilion
- ❖ December 06, 2012 at 2:00 p.m. in La Crete

12. ADJOURNMENT

MOTION 12-192 **MOVED** by Wally Schroder

That the Municipal Planning Commission meeting be adjourned at 9:17 a.m.

CARRIED

These minutes were adopted this 22nd day of November, 2012.

Jack Eccles, Chair

**Mackenzie County
Municipal Planning Commission Meeting**

**Council Chambers
Fort Vermilion, AB**

Thursday, November 22, 2012 @ 10:00 a.m.

PRESENT

Jack Eccles	Chair, MPC Member
Wally Schroeder	Vice-Chair, MPC Member
Jacque Bateman	Councilor, MPC Member
Elmer Derksen	Councilor, MPC Member
Beth Kappelar	MPC Member

ADMINISTRATION

Byron Peters	Director of Planning & Development
Liane Lambert	Development Officer
Dee Pannu	Administrative Assistant

1. CALL TO ORDER

Jack Eccles called the meeting to order at 10:10 a.m.

2. ADOPTION OF AGENDA

MOTION 12-193 **MOVED** by Jacque Bateman

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MOTION 12-194 **MOVED** by Beth Kappelar

That the minutes of the November 01, 2012 Municipal Planning Commission meeting be adopted as amended.

CARRIED

b) Business Arising from Previous Minutes

There was no business arising from previous minutes.

4. **DEVELOPMENT PERMITS**

- a) **Development Permit Application 262-DP-12
John & Sadie Klassen; Ancillary Building (Shop)
with Height Variance
Plan 102 4542; Block 01; Lot 35**

MOTION 12-195 **MOVED** by Wally Schroeder

That Development Permit 262-DP-12 on Plan 102 4542, Block 1, Lot 35 in the name of John & Sadie Klassen be APPROVED with the following conditions:

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

1. A three foot (3') height variance for the Shop is hereby granted. The maximum height of the Shop shall be 23 feet from grade to peak.
2. **Minimum shop setbacks: 15.2 meters (50 feet) front yard; 7.62 meters (25 feet) rear yard; 7.62 meters (25 feet) from side yards, from the property lines. A Public Utility Lane exists adjacent to the north and east property lines and no construction or development is permitted in or on this Public Utility Lane. All setbacks are to be measured from your property lines.**
3. The maximum area of the shop shall be 223 square meters (2,400 square feet).
4. **This Shop is approved for personal purposes only and no commercial activity is permitted in this building. Should you require the shop for an Owner/Operator Business then a Business License is required.**
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
6. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. "One parking space, including the driveway area, shall occupy a minimum of 300 square feet."

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

CARRIED

5. SUBDIVISION

- a) **Subdivision Application 49-SUB-12
NW 35-104-14-W5M; La Crete Rural
Peter & Lisa Wolfe**

MOTION 12-196 **MOVED** by Beth Kappelar

That Subdivision Application 49-SUB-12 in the name of Peter & Lisa Wolfe on NW 35-104-14-W5M be APPROVED with the following conditions:

1. This approval is for a single lot Boundary Adjustment, from 2.62 acres (1.06 hectares) to 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- b) Provision of access to the subdivision and the balance of the quarter 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

6. MISCELLANEOUS ITEMS

- a) **Bylaw 879-12
Land Use Bylaw Amendment Application
to Rezone Plan 092 0458, Block 6, Lot 1 (9006-91 St)
from 'HCR2' to 'P' (La Crete).**

MOTION 12-197 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommendation to Council be to approve Bylaw 879-12, being a Land Use Bylaw amendment to rezone Plan 092 0458; Block 6; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P), subject to public hearing input.

CARRIED

- b) **Bylaw 8__-12
Land Use Bylaw Amendment Application
To Rezone part of NW 2-106-15-W5M (91st Street)
From Urban Fringe 'UF' to Public/Institutional 'P'
(La Crete).**

MOTION 12-198 MOVED by Elmer Derksen

That the Municipal Planning Commission recommendation to Council be for approval of Bylaw 8__-12, being a Land Use Bylaw amendment to rezone part of NW 2-106-15-W5M from Urban Fringe (UF) to Public/Institutional (P).

CARRIED

- c) **Development Statistics Report 2012
January to September, and Comparison Chart**

MOTION 12-199 MOVED by Beth Kappelar

That the Development Statistics Report 2012 - January to September be received for information.

CARRIED

- d) **Action List**

MOTION 12-200 MOVED by Wally Schroeder

That Action List of November 22, 2012 be received for information.

CARRIED

7. IN CAMERA

There were no items to discuss in camera.

8. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ December 06, 2012 at 2:00 p.m. in La Crete
- ❖ January 10, 2013 at 10:00 a.m. in La Crete
- ❖ January 24, 2013 at 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MOTION 12-201 **MOVED** by Wally Schroeder

That the Municipal Planning Commission meeting be adjourned at 10:45 a.m.

CARRIED

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

Jack Eccles, Chair



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Grant Smith – Agricultural Fieldman
Title:	Surplus ASB Operating Funds

BACKGROUND / PROPOSAL:

The ASB has approximately \$260,243 remaining in the 2012 Structural Repair and Maintenance budget. These funds are used to cover the cost of small drainage and erosion projects etc. As a result of a review of ASB Water Management Policies, all small drainage projects were postponed.

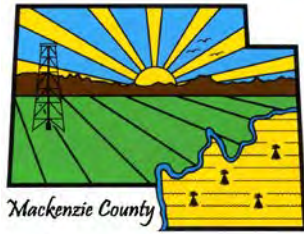
OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION: (Requires 2/3)

That all unused 2012 ASB Structural Repair & Maintenance funds be transferred to the Municipal Drainage Reserve in December 2012.

Author: G. Smith Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 879-12 Land Use Bylaw Amendment Application to Rezone Plan 092 0458, Block 6, Lot 1 (9006-91st Street) from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P) (Hamlet of La Crete)

BACKGROUND / PROPOSAL:

The Planning and Development Department has received a Land Use Bylaw Amendment Application to rezone Plan 092 0458; Block 6; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P) in order to allow for the development of a school. The current property zoning, Hamlet Country Residential 2 “HCR2” does not allow for a school as either a permitted or a discretionary use.

On October 25, 2012, Development Permit 246-DP-12 was issued by the Municipal Planning Commission, for a Public Use (School) on a temporary basis, in a different location, until the applicants could find a permanent location to build a new school.

This new proposed location is within the Hamlet of La Crete on the southeast end of town. On the west side of the subject lot is a residential district “HCR2” with existing development; on the east side is an Urban Fringe District with only two residences. The lot can only be accessed from 91st street, which would eliminate the flow of traffic to the proposed school through the populated residential area.

In accordance with the Subdivision and Development Regulations, a school shall not be located within 300 meters of a Wastewater treatment facility or 450 meters from a Landfill or waste site, 300 meters from the disposal area of an operating or non-operating landfill, 450 meters of the disposal area of a non-operating hazardous waste management facility, or 300 meters of the working area of an operating storage site.

This location meets these all these requirements.

Author: L. Lambert **Reviewed by:** _____ **CAO** _____

Bylaw 879-12 was presented to the Municipal Planning Commission (MPC) at their November 22, 2012 meeting where the following motion was made:

That the Municipal Planning Commission recommendation to Council be to approve Bylaw 879-12, being a Land Use Bylaw amendment to rezone Plan 092 0458; Block 6; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P), subject to public hearing input.

Pending on public input, the Planning and Development Department sees no issues or concerns with this proposal.

COSTS & SOURCE OF FUNDING:

Costs will be borne by the Applicant

RECOMMENDED ACTION:

That first reading be given to Bylaw 879-12, being a Land Use Bylaw amendment to rezone Plan 092 0458; Block 6; Lot 1 from Hamlet Country Residential 2 (HCR2) to Public/Institutional (P), subject to public hearing input.

Author: L. Lambert Reviewed by: _____ CAO _____

BYLAW NO. 879-12
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2004, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a school.

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

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

Plan 092 0458, Block 6, Lot 1 (9006-91 Street)

within the Hamlet of La Crete, be rezoned from Hamlet Country Residential 2 "HCR2" to Public/Institutional "P", as outlined in Schedule "A" hereto attached.

READ a first time this ____ day of _____, 2012.

READ a second time this ____ day of _____, 2012.

READ a third time and finally passed this ____ day of _____, 2012.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

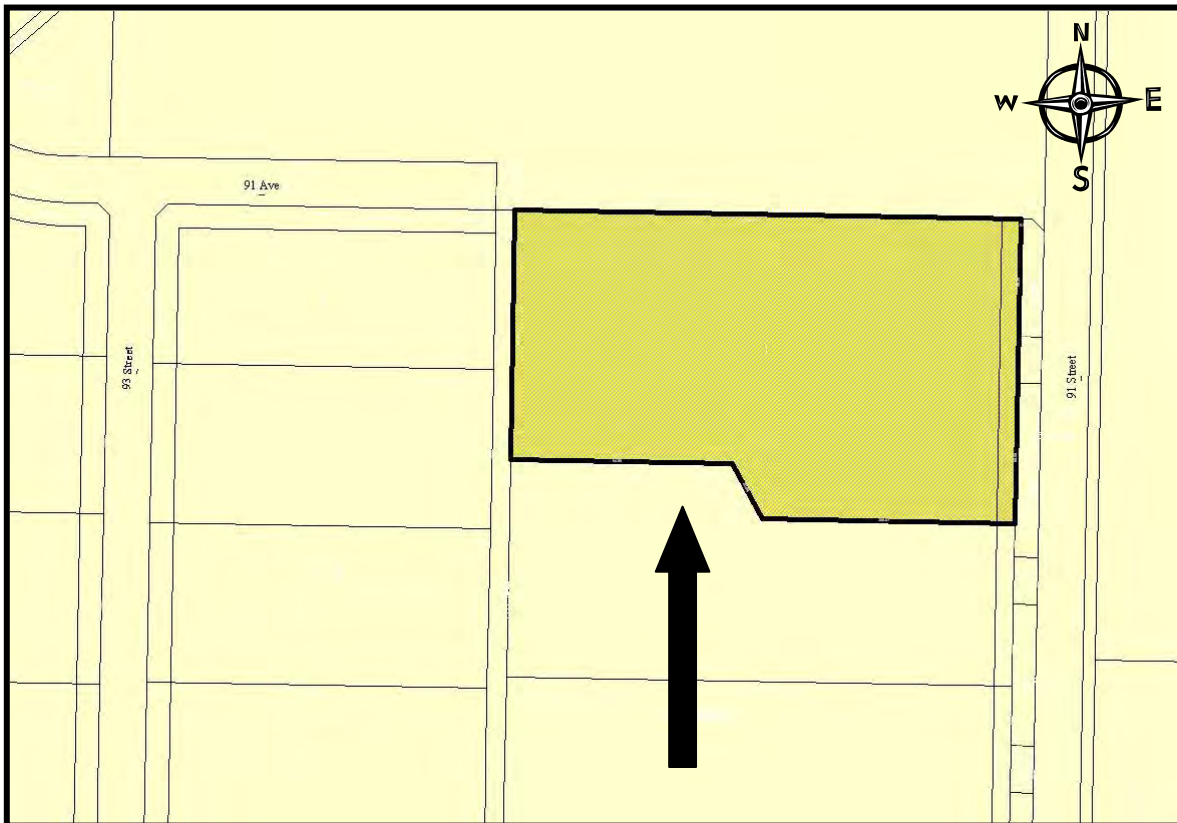
BYLAW No. 879-12

SCHEDULE "A"

1. That the land use designation of the following property known as:

Plan 092 0458, Block 6, Lot 1 (9006-91 Street)

within the Hamlet of La Crete, be rezoned from Hamlet Country Residential 2 "HCR2" to Public/Institutional "P", to accommodate a School.



FROM: Hamlet Country Residential District 2 "HCR2"

TO: Public/Institutional "P"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>Tim Harms</i>		
ADDRESS <i>Box 61</i>		
TOWN <i>Buffalo Head Prairie AB.</i>		
POSTAL CODE <i>T0H 4A0</i>	PHONE (RES.) <i>928-3907</i>	BUS. <i>926-6189</i>

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER <i>Isaac Dyck</i>		
ADDRESS <i>Box 495</i>		
TOWN <i>La Crete AB.</i>		
POSTAL CODE <i>T0H 2H0</i>	PHONE (RES.) <i>780 928-3749</i>	BUS. <i>780 926-9455</i>

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT *9006 91st*

QTR./LS. <i>Q1 NE</i>	SEC. <i>3</i>	TWP. <i>106</i>	RANGE <i>15</i>	M. <i>5</i>	OR	PLAN <i>0920458</i>	BLK. <i>6</i>	LOT <i>1</i>
--------------------------	------------------	--------------------	--------------------	----------------	----	------------------------	------------------	-----------------

LAND USE CLASSIFICATION AMENDMENT PROPOSED:
 FROM: *Hamlet H.C.R. "HCR2"* TO: *P*

REASONS SUPPORTING PROPOSED AMENDMENT:

Planning on building school.

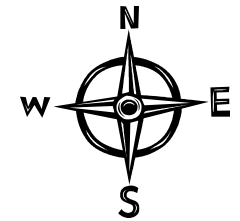
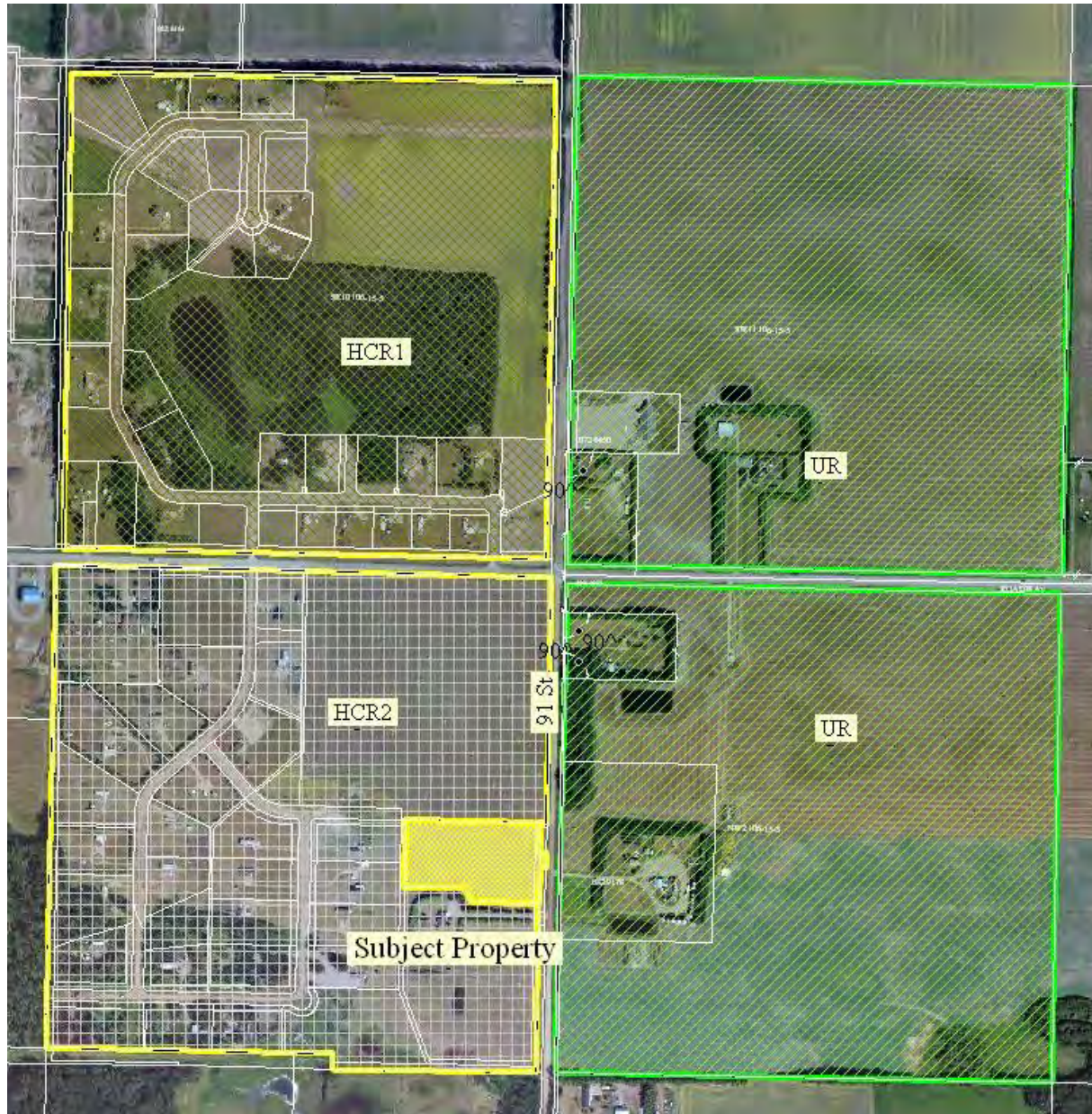
I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ _____ RECEIPT NO. _____
[Signature] Nov 1 2012
 APPLICANT DATE

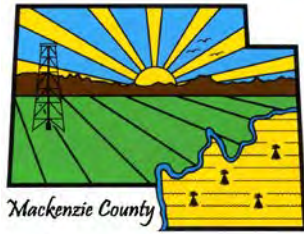
NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.
[Signature] Nov 1, 2012
 REGISTERED OWNER DATE

LAND USE BYLAW 879-12
PLAN 092 0458, BLOCK 6, LOT 1 (9006-91ST St)



LAND USE BYLAW 879-12
PLAN 092 0458, BLOCK 6, LOT 1 (9006-91ST St)





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 882-12 Land Use Bylaw Amendment Application to Rezone Part of NW 2-106-15-W5M from Urban Fringe (UF) to Public/Institutional (P) (Hamlet of La Crete)

BACKGROUND / PROPOSAL:

The Planning and Development Department has received a Land Use Bylaw Amendment Application to rezone Part of NW 2-106-15-W5M from Urban Fringe (UF) to Public/Institutional (P) for the purpose of subdividing a portion of land for the development of a Non-Profit Organization Facility. The current property zoning, Urban Fringe (UF) does not allow for a Public Use as either a permitted or a discretionary use. Nor can a third parcel be subdivided out unless it is for other than residential use.

On July 24, 2007, the owner of NW 2-106-15-W5M had applied for two residential subdivisions from this quarter. Since this application was within the Hamlet boundary and the La Crete Area Structure Plan did not include any future lot design for this quarter section, the developer was required to submit a lot design for the entire quarter section showing how the two proposed subdivisions would be incorporated into the future development of the land.

The subject land is identified in the La Crete Area Structure Plan as phase 2 (medium term) which may not see any further development within the next 10 years. This area has been slated for future country residential development.

At the time, the developer had indicated that he did not intend to develop the balance of the quarter but wants to subdivide his farmstead and a vacant parcel.

On July 24, 2007, the Municipal Planning Commission approved only one subdivision as the request for two was not allowed in accordance with the Land Use Bylaw at that time.

Author: L. Lambert **Reviewed by:** _____ **CAO** _____

Currently the Land Use Bylaw states that:

(a) Density (maximum):

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

(b) LOT Area (maximum):

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

This new proposed location is within the Hamlet of La Crete on the southeast end of town, with two residences located on the same quarter section. On the West side of 91st street is a multilot residential subdivision zoned "HCR2". Currently there is a pending rezoning application in this zoning to change one lot from HCR2 to Public/Institutional in order to accommodate a school development. Both pending rezoning applications can only be accessed from 91st street, which would eliminate the flow of traffic to the proposed school and the Non-Profit Organization through a populated residential area.

This Non-Profit organization approached the applicant to purchase the land in order to set up and establish a non-profit organization called the Gleaners. The Gleaners are an organization that supplies food to the poor and hungry. They collect fresh produce (vegetables) and prepare into a dried soup product. Currently, the Gleaners collect their produce from around Mackenzie County and send it down south for processing. They would like to build an establishment where they can create their own product. One of the advantages of having their own building is to cut down on the amount of spoilage and shipping costs. (Watch Video) (<http://www.fvgleaners.org/>)

This type of development could be allowed in the current zoning of Urban Fringe (UF) as an Intensive Agricultural 1 Use. However, in order to allow for the subdivision, the land needs to be rezoned to something other than residential.

Pending on public input, the Planning and Development Department sees no issues or concerns with this proposal.

Bylaw 882-12 was presented to the Municipal Planning Commission (MPC) at their November 22, 2012 meeting where the following motion was made:

That the Municipal Planning Commission recommendation to Council for Approval of Bylaw 8__-12, being a Land Use Bylaw amendment to rezone Part of NW 2-106-15-W5M from Urban Fringe (UF) to Public/Institutional (P).

Author: L. Lambert Reviewed by: CAO

COSTS & SOURCE OF FUNDING:

Costs will be borne by the Applicant.

RECOMMENDED ACTION:

That first reading be given to Bylaw 882-12, being a Land Use Bylaw amendment to rezone Part of NW 2-106-15-W5M from Urban Fringe (UF) to Public/Institutional (P) in the Hamlet of La Crete, subject to public hearing input.

Author: L. Lambert Reviewed by: _____ CAO _____

BYLAW NO. 882-12
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2004, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a Non-Profit Organization.

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

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

Part of NW 2-106-15-W5M

within the Hamlet of La Crete, be rezoned from Urban Fringe “UF” to Public/Institutional “P”, as outlined in Schedule “A” hereto attached.

READ a first time this ___ day of _____, 2012.

READ a second time this ___ day of _____, 2012.

READ a third time and finally passed this ___ day of _____, 2012.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

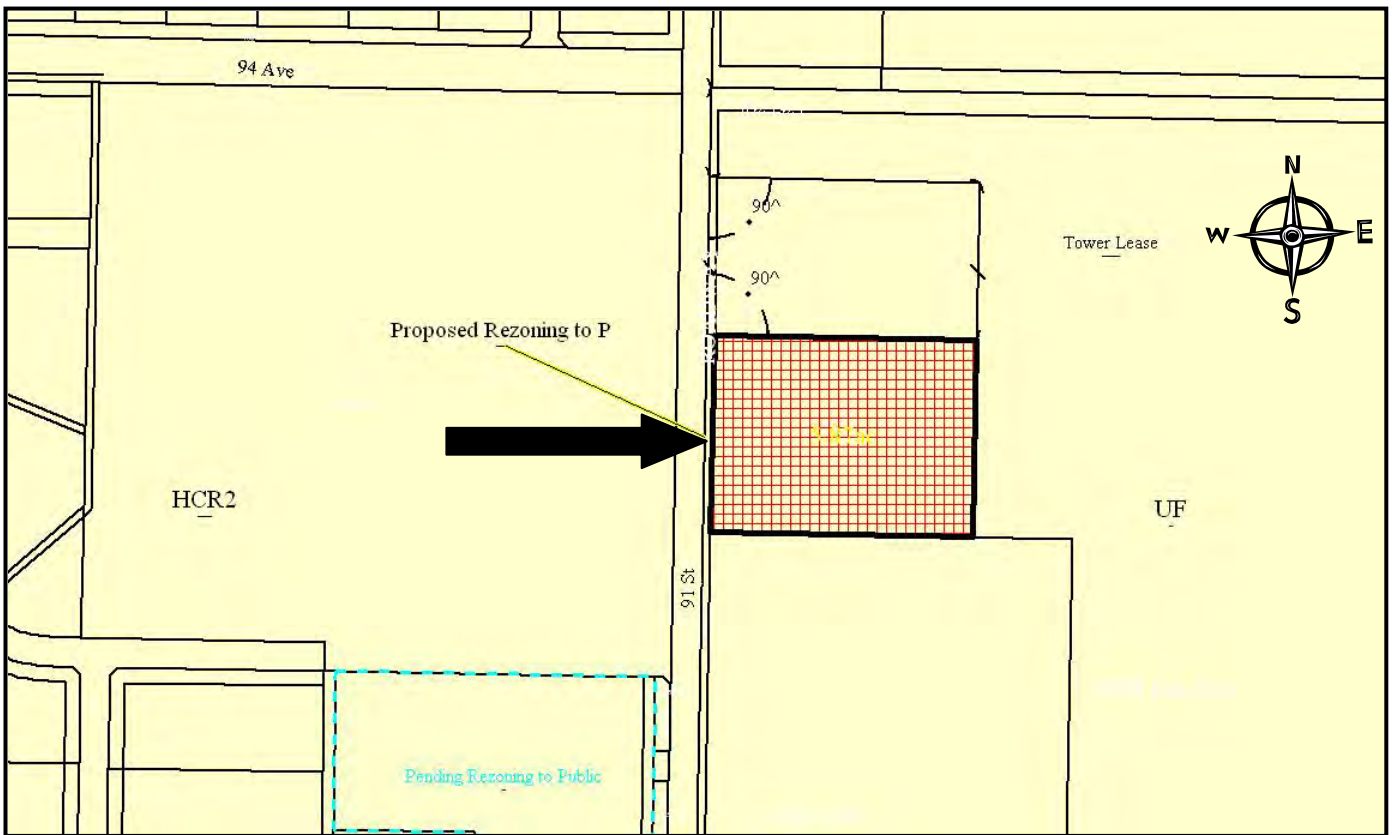
BYLAW No. 882-12

SCHEDULE "A"

1. That the land use designation of the following property known as:

Part of NW 2-106-15-W5M

within the Hamlet of La Crete, be rezoned from Urban Fringe "UF" to Public/Institutional "P", for the purpose of subdividing a portion of land for the development of a Non-Profit Organization Facility

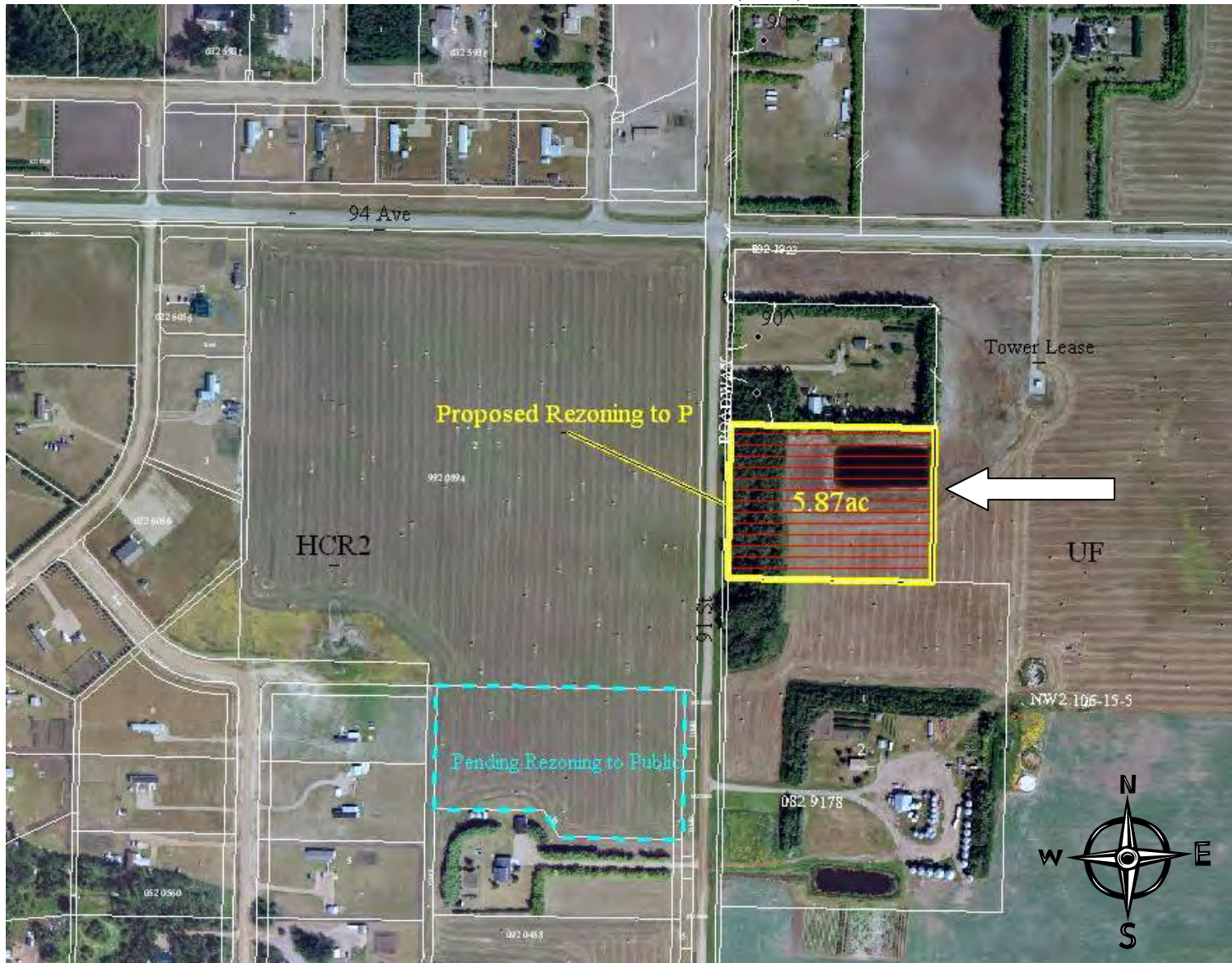


FROM: Urban Fringe "UF"

TO: Public/Institutional "P"

LAND USE BYLAW 882-12

Part of NW 2-106-15-W5M (91 St)





SURVEYOR:
WARREN BARLOW, A.L.S.

REGISTERED OWNERS:
ISSAC F. DYCK

SUBDIVISION AUTHORITY:
MACKENZIE COUNTY
FILE No.:

ALBERTA LAND SURVEYORS ASSOCIATION
PERMIT NUMBER
P230
Barlow Surveying Inc.

TENTATIVE PLAN
SHOWING
SHOWING PROPOSED SUBDIVISION OF
PART OF N.W. 1/4 SEC. 2, TWP. 108, RGE. 15, W. 5th M.
MACKENZIE COUNTY
ALBERTA
2007

SCALE 1:2000

NOTES

No.	Date	Revision / Issued	By	App.
4				
3				
2	MAY 8, 2007	REVISE PLAN FOR QUARTER	DMH	WSB
1	APR. 30, 2007	ORIGINAL	MB	WSB

LEGEND:

- Distances are ground horizontal, are in metres and decimals thereof.
- Lands dealt with on this plan are bounded thus:
- containing an area of: 10.14 ha.
- Power lines are shown thus:
- Grain Bins are shown thus:

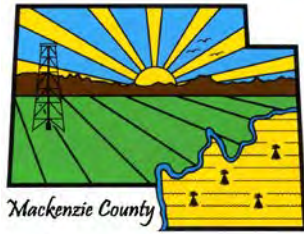
ABBREVIATIONS:

- C. of T. indicates Certificate of Title.
- ha indicates hectare.
- M. indicates Meridian or Mound.
- N., E., S., & W. indicates North, East, South & West.
- Rge. indicates Range.
- Sec. indicates Section.
- Twp. indicates Township.

BARLOW SURVEYING
P.O. (780) 828-4880
(780) 828-4889
Fax (780) 828-4881

Drawn: MB
Checked: WSB
MAY 1, 2007
JOB No. 07-068
DWG No. 07-068T

204, 10018-101 Ave., Box 180, La Creche, AB, T0H 2S0



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Byron Peters, Director of Planning and Development
Title:	Area Structure Plans: Award Proposal

BACKGROUND / PROPOSAL:

A Request for Proposals was issued on November 6, 2012 in order to receive proposals for new Area Structure Plans for the three hamlets within the County. The proposal closing was November 23 at 2:00 p.m.

The planning documents hierarchy is as follows:

- Municipal Government Act
- Municipal Development Plan (updated 2009)
- Area Structure Plans (updated 2005/2006)
- Land Use Bylaw (updated 2011)

It has been several years since the ASP's were last updated. There are many reasons for updating the ASP's, some of which are outlined below:

- The MDP has been updated, which requires the ASP's to be updated to reflect any changes that were made;
- The economic climate and opportunities have changed, this needs to be reflected in our planning documents;
- Provides an opportunity to creatively adapt the planning documents to reflect the changes in public priorities;
- Planning methodologies continuously evolve, providing us with an opportunity to create better planning documents.

The proposals have all been reviewed and critiqued according to the criteria specified in the RFP, and Council's approval is required in order to award the contract.

Author: B. Peters **Reviewed by:** _____ **CAO** _____

OPTIONS & BENEFITS:

To provide the County with updated Area Structure Plans in order to better meet the needs of the communities as they continue to grow and evolve.

COSTS/SOURCE OF FUNDING:

The funds will come from the 2012 Planning & Development Capital Budget. The budget amount is \$125,000 for Area Structure Plans. The proposal from Scheffer Andrew came in below the budgeted amount.

RECOMMENDED ACTION:

That the Area Structure Plan contract be awarded to Scheffer Andrew Ltd.

Author: B. Peters Reviewed by: _____ CAO _____



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Byron Peters, Director of Planning and Development
Title:	Infrastructure Master Plans: Award Proposal

BACKGROUND / PROPOSAL:

A Request for Proposals was issued on November 6, 2012 in order to receive proposals for new Infrastructure Master Plans for the three hamlets within the County. The proposal closing was November 23 at 2:00 p.m.

The County does not currently have any overall/master plan for their infrastructure; however we have previously completed studies that address portions of an Infrastructure Master Plan. A review of our current offsite levy policy/framework will be undertaken as a part of this project, along with updating the offsite levy framework to coincide with costs of providing the required services. Below is an excerpt from one of the proposals as to why the County should have an Infrastructure Master Plan;

“Infrastructure Master Plans provide a “road map” or plan that define and delineate existing infrastructure systems. They describe their composition, functionality, capacities, challenges, and logical strategies for growth and expansion. In addition, Master Plans provide a municipality with confidence in prioritizing and planning capital expenditures and making decisions related to growth. One final benefit of having Master Plans at the ready is that it shows that you have done your “homework” when it comes time to apply for funding for infrastructure upgrade projects. Funding agencies, both Provincial and Federal, very much like to see well thought out plans for funding for infrastructure which help ensure that scarce taxpayer dollars are being spent in a sustainable manner. Having a robust and well administered offsite levy framework behind the scenes supporting the Master Plans also is a massive benefit to the County. This framework lays out the cost recovery strategies for growth and expansion that help provide the municipal services required well into the future.”

Author: B. Peters

Reviewed by: _____

CAO _____

The proposals have all been reviewed and critiqued according to the criteria specified in the RFP, and Council's approval is required in order to award the contract.

OPTIONS & BENEFITS:

To provide the County with new Infrastructure Master Plans in order to accurately assess our current and future infrastructure demands, and incorporate this information into an updated offsite levy framework.

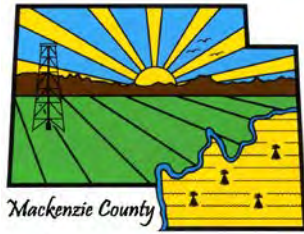
COSTS/SOURCE OF FUNDING:

The funds will come from the 2012 Planning & Development Capital Budget. The budget amount is \$285,000 for Infrastructure Master Plans.

RECOMMENDED ACTION:

That the Infrastructure Master Plan contract be awarded to _____.

Author: B. Peters Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Byron Peters, Director of Planning and Development
Title:	MMSA Land Use Framework Position Paper

BACKGROUND / PROPOSAL:

Council previously agreed to join the initiative spearheaded by the Mackenzie Municipal Services Agency (MMSA) to create a position paper representing the views of the municipalities located in the Lower Peace region in regards to our primary concerns regarding the Provincial Land Use Framework that will be implemented at some point in the next several years.

The position paper is considered to be a final copy, not just a final draft; however if there are changes that need to be made in order to properly reflect our concerns, we will certainly note these changes and send them to MMSA and ask that they be incorporated before the position paper is sent to the province.

MMSA requests that Council endorse the position paper before it is sent to the province.

OPTIONS & BENEFITS:

The benefit of Council endorsing this position paper is that it solidifies our stance concerning the potential impacts that a Provincial Land Use Framework will have on our region. The County has been very involved in shaping and creating this document, and Council's final endorsement validates the work that has been completed.

COSTS/SOURCE OF FUNDING:

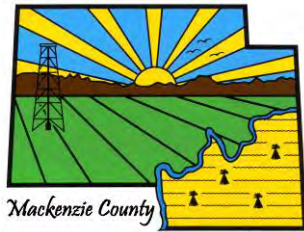
N/A

Author: B. Peters **Reviewed by:** _____ **CAO** _____

RECOMMENDED ACTION:

That Mackenzie County endorse the MMSA Land Use Framework position paper representing the municipalities' of the Lower Peace region.

Author: B. Peters **Reviewed by:** CAO



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Policy PW039 Rural Road, Access Construction and Surface Water Management

BACKGROUND / PROPOSAL:

Council identified reviewing and establishing of solid internal policies for drainage and new road construction as one of the top priorities during the June 2012 session.

OPTIONS & BENEFITS:

The Agricultural Service Board and Agricultural Land Use Planning committee have been working on the proposed policy document. The latest draft was reviewed by the Committees at their November 22nd meeting and by Council at the November 28th council meeting.

Please note that most of the schedules are being developed or will have to be developed at a later date. Administration recommends that Council approves the policy without the schedules and that the schedules be inserted by amending motions as these get fully developed. Approving this policy will set clear direction and will allow for proceeding with public open houses to introduce the new processes and concepts.

COSTS & SOURCE OF FUNDING:

The Policy decisions will have significant impact on the County's operating and capital budgets.

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

RECOMMENDED ACTION:

That Policy PW039 Rural Road, Access Construction and Surface Water Management be approved as presented and that the following policies be rescinded:

- ASB015 – Water Management Projects Construction Eligibility and Prioritization
- PW007 – Water Management/Road Allowances
- PW019 – Road Construction Eligibility and Road Allowance Use
- PW034 – Nonconforming Roads in Road Allowances
- PW037 – Access Construction

Author: J. Whittleton Review by: _____ CAO _____

Mackenzie County

Title	Rural Road, Access Construction and Surface Water Management Policy	Policy No.	PW039
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Legislation Reference	Municipal Government Act, Sections 18 and 60. Public Highways Development Act, Sections 39, 41 and 43.
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Purpose

To provide a safe, efficient and effective road network and surface water management recognizing both present and future needs of property owners and providing a rational and consistent basis for the construction of roads, construction of access to private property and the development of agricultural surface water management projects that impact or may impact public road right-of-ways administered by the County; to work with ratepayers and other level of government to find solutions to road, access and agricultural surface water concerns on all lands within the County; and to respond to road, access and agricultural surface water concerns in a timely manner.

DEFINITIONS

Applicant – person(s) and/or corporation(s) submitting an application or applying for permission to construct a road, surface water channel or access that may impact a developed or undeveloped road allowance.

Road Allowance – any public road right-of-way under the jurisdiction of Mackenzie County but does not include any public road right-of-ways under the jurisdiction of the Province of Alberta.

First Access – the first access to a rural quarter section or river lot within Mackenzie County.

Temporary Access – an access constructed for a short period of time (6 months or less) that will be removed at the end of its use.

Surface Water Management Basin – Mackenzie County has established the surface water management basins within its boundaries, which are shown on the plan contained in Schedule A.

Surface Water Management Basin Committee – Mackenzie County will form committees representing each surface water management basin which shall consist of:

- the County Councillor or Councillors representing the surface water management basin;
- three persons owning property within the surface water management basin; and,
- County staff deemed necessary for the timely and effective processing of surface water applications.

Permanent Agricultural Surface Water Channel – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance and is intended to be permanent.

Temporary Agricultural Surface Water Channel – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance but is temporary, with a maximum depth of two (2) feet, and used to drain low areas of private property on a seasonal basis (October of each year to April of the following year).

Non-conforming Roads – roads constructed on road allowances that do not meet the County standards and specifications or have been constructed without approval of the County.

Residence – a residence in accordance with the Municipal Land Use Bylaw and subject to all approved permits.

ESRD – the Province of Alberta Environment and Sustainable Resource Development.

Penalties – fines or other penalties that shall be imposed by Mackenzie County, as established in the Fee Schedule Bylaw, for the construction of roads, accesses or agricultural surface water management channels that use or may impact road allowances which do not have the approval of Mackenzie County.

Major Agricultural Surface Water Management Channel – channels which provide surface water management to a minimum of 10,000 acres and shall require the consent of majority of benefiting landowners.

ROAD CONSTRUCTION

Policy Statement

Mackenzie County understands the need to provide access to agricultural lands and other non-accessible property within its boundaries and will allow property owners to construct roads on road allowances when approved by the County. All roads shall be constructed to a minimum Local Road standard (shown in Schedule E) and all work shall be performed in accordance with all applicable County standards and specifications and those imposed by other levels of government.

Guidelines

1. Mackenzie County has prepared a plan showing the future local road network necessary to provide access to agricultural lands, which plan is contained in Schedule D.
2. Applications shall be submitted in the form included in Schedule F and shall include a plan showing:
 - approximate location of legal property boundaries;
 - the length of road to be constructed;
 - identification of proposed surface water management structures (i.e. culverts);
 - the location of property accesses.
3. Applications for the construction of roads in road allowances will be accepted by Mackenzie County any time throughout the year, which applications will be reviewed on a first come, first serve basis and the Applicant shall be provided with an initial response within 30 days of receiving the application.
4. The Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
5. ESRD has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify ESRD and seek their approval to proceed with the proposed clearing.
6. Mackenzie County staff may inspect construction on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications.
7. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.

8. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.
9. It shall be the Applicant's sole responsibility to negotiate cost sharing arrangements with other benefiting landowners and the County shall not provide assistance with respect to this matter.

Mackenzie County Endeavour to Assist for Local Road Construction

Although all costs relating to application for construction of local roads within road allowances shall be borne by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. provision of survey to delineate the property boundaries;
2. the review of surface water;
3. the supply of surfacing gravel;
4. the supply of culvert materials; and,
5. the supply of geotextile material when deemed necessary.

ACCESS CONSTRUCTION

Policy Statement

Mackenzie County shall adopt standards to provide safe, legal and defined accesses from any County road while maintaining and not disrupting current surface water management patterns.

Guidelines

1. Applications for the construction, reconstruction or alteration of any access shall be submitted in the form contained in Schedule G and will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. The Applicant shall be solely responsible for all costs associated with the construction of the access.
3. Unless otherwise approved by Mackenzie County all accesses shall meet the following standards and be constructed in accordance with Mackenzie County specifications.

Access Type	Minimum Setback from Intersection	Minimum Finished Top Width	Turning Radius on Shoulders	Culvert Length	Culvert Diameter	Culvert Slope	Access Side Slope	Gravel
Rural	50 meters	8 meters	15 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Residential (rural standard)	6.1 meters	6 meters	5 meters	standard 12 m length, 600mmø				15-20mm size, 50mm depth
Urban Residential (curb, gutter & sidewalk)	6.1 meters	6 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Urban Commercial/ Industrial (rural standard)	10 meters	10 meters	10 meters	standard 15 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Commercial/ Industrial (curb, gutter & sidewalk)	10 meters	10 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Hamlet Country Residential	6.1 meters	8 meters	10 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Temporary (rural)	50 meters	8 meters	10 meters	At the discretion of the Director of Operations		3:1	3:1	At the discretion of the Director of Operations

4. For accesses to Institutional, Commercial, Industrial, Hamlet Country Residential, Rural Country Residential, Hamlet General and Direct Control properties, which connect to paved County roads, shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less.
5. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
6. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
7. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.
8. Mackenzie County shall inspect each access after completion and if the access does not meet the standards of the County, the Applicant shall be responsible for all costs and construction required to bring the access to acceptable standards.
9. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
10. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.
11. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.
12. The Province of Alberta does not permit accesses to be constructed from roads under their jurisdiction unless the access is aligned with a road allowance under the jurisdiction of Mackenzie County and such accesses shall require the approval of Alberta Transportation.

Mackenzie County Endeavour to Assist

Although all costs relating to application for and construction of accesses shall be paid by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. supporting an application to construct an access from a road under the jurisdiction of the Province of Alberta if said access is aligned with a proposed major/collector road to be constructed by Mackenzie County;
2. if the application for an access aligned with a major/collector road from a road under the jurisdiction of the Province of Alberta is approved by Alberta Transportation and the County, the County may pay the cost of construction;
3. the supply of a culvert, if required, for the construction of the first access to a rural quarter section or river lot provided that the access has been built to Mackenzie County standards and approved by the County (any and all subsequent accesses will be at the sole responsibility of the Applicant to supply, construct and install in accordance with Mackenzie County standards); and,
4. The County will assume responsibility for maintenance of accesses within the boundaries of the road allowance, when it has been approved and accepted.

SURFACE WATER MANAGEMENT

Policy Statement

Mackenzie County understands the need to find solutions to agricultural surface water management issues and the construction of permanent or temporary agricultural surface water management channels on or impacting road allowances may be necessary for effective resolution to surface water management issues but these projects must protect the integrity of natural watercourses. These projects shall only be performed with the approval of Mackenzie County and in accordance with all applicable County standards and specifications and those imposed by other levels of government.

Guidelines

1. Applications for the construction of permanent or temporary agricultural surface water management channels, in the form contained in Schedule B, will be accepted by Mackenzie County any time throughout the year, which applications will be referred to the appropriate Surface Water Management Basin Committee for consideration and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. Applications shall be submitted in the form contained in Schedule B and may be required to include a survey plan showing:
 - approximate location of legal property boundaries;
 - the area to be drained by the proposed agricultural surface water management channel;
 - the alignment of the proposed agricultural surface water management channel;
 - the existing ground elevations;
 - the proposed design elevations;
 - a typical cross-section of the proposed surface water management channel; and,
 - the location, size and elevation of existing and proposed surface water management structures (i.e. culverts).
3. For permanent and temporary agricultural surface water management channels discharging to a ditch adjacent to a developed road allowance, or the County's licensed ditch, the Applicant may be required to submit an application to ESRD, along with the survey plan, for approval and may be required to submit a copy of said ESRD application and their approval to the County prior to the their application being considered further.

4. For permanent and temporary agricultural surface water management channels requiring a ditch to be constructed within an undeveloped road allowance the Applicant may be required to submit an application to ESRD, along with the survey plan, for approval and shall submit a copy of said ESRD application and their approval to the County prior to the their application being considered further.
5. For permanent surface water management channels constructed within undeveloped road allowances the alignment, profile and cross-section shall match the design of the future road ditch, should the road allowance be developed.
6. The Applicant shall be responsible for all costs relating to the development of permanent and temporary agricultural surface water management channels including application, construction and operation/maintenance. In addition, the Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
7. The Applicant shall be financially responsible for the operation and maintenance of the proposed agricultural surface water management channels on undeveloped road allowances and shall be liable for all injuries and/or damages that may result from the lack of or improper performance of the operation and maintenance.
8. The construction of permanent or temporary agricultural surface water management ditches that have a detrimental effect on adjoining private property may give rise to civil liability and the Applicant shall be solely responsible for resolving these matters.
9. The Applicant shall consent to the filing of caveats on property owned by the Applicant that the County deems necessary for the protection of the proposed agricultural surface water management ditches.
10. Persons constructing permanent or temporary agricultural surface water channels without the approval of Mackenzie County may be subject to fines and/or other penalties, including but not limited to the removal of the offending agricultural surface water channel as per the County's Fee Schedule Bylaw and/or other applicable provincial regulation.

Mackenzie County Endeavour to Assist

Although all costs relating to application for, construction of and operation/maintenance of surface water management channels shall be borne by Applicants, Mackenzie County, at its sole discretion, may provide assistance for:

1. the mediation of disputes between property owners that pertain to surface water management matters and attempt to find solutions to the disputes;

2. obtaining approvals from other levels of government; and,
3. the funding of all or a portion of the costs associated with the construction of major agricultural surface water management channels, subject to the cooperation of benefiting property owners and budget availability.

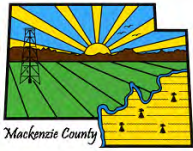
	Date	Resolution Number
Approved		
Amended		
Amended		

SCHEDULE A

Surface Water Management Basins

SCHEDULE B

**Agricultural Surface Water Management
Projects Application**



Application # _____

Construction of an Agricultural Surface Water Management Channel Application

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the area to be drained by the proposed agricultural surface water management channel;
- the alignment of the proposed agricultural surface water management channel;
- the existing ground elevations;
- the proposed design elevations;
- a typical cross-section of the proposed surface water management channel;
- the location, size and elevation of existing and proposed surface water management structures (i.e. culverts); and,
- proof of ESRD approval.

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed agricultural surface water management channel discharge into a ditch along an existing road? Yes No

If yes, please provide the following:

Name of the applicable road _____

Does the proposed agricultural surface water management channel require the construction of a ditch within an undeveloped road allowance? Yes No

If yes, please provide the following:

Legal location of road allowance _____

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated size of the contributing area? _____Acres.

Does this project involve a ditch already licensed? Yes No

If yes, please attach all related documents (i.e. license number, map, etc.).

Are the Applicants prepared to sign an easement/caveat at no cost to the County? Yes No

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature

Date

SCHEDULE C

Road Allowance Use Agreement

SCHEDULE D

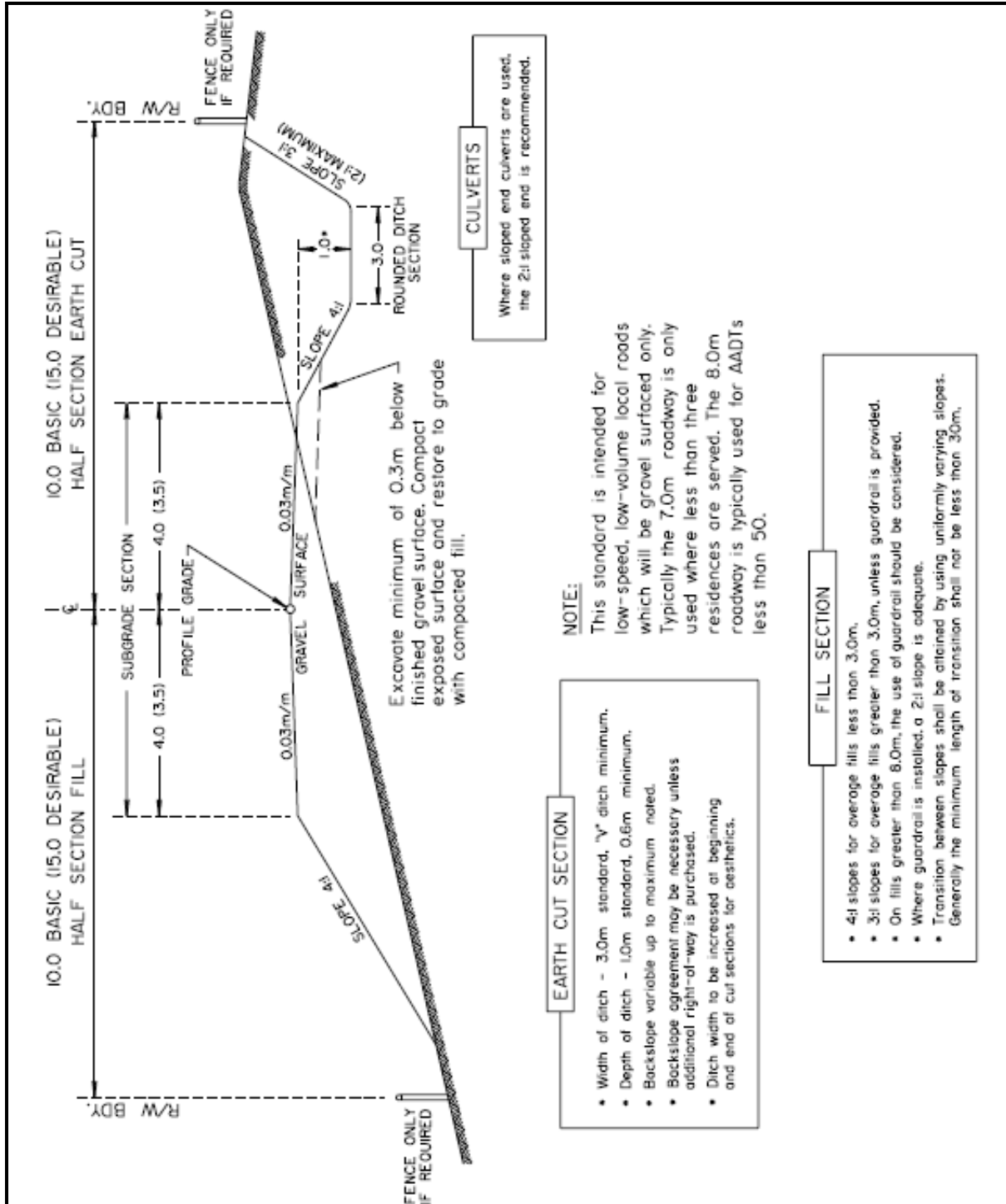
Local Road Network

SCHEDULE E

Local Road Standards

Road Specifications

	Unit	Paved	Secondary Highway Equivalent	Collector	Local Road	Low Volume Farm Access	Forestry Road
Road Top Width	m	9.4m initial	11.4m	8m	8m	7m	7m
Avg Height of Fill (min)	m	1.0m	1.0m	1.0m	0.9m	0.6m	0.3m
Normal Side Slope	run:rise	4:1	4:1	3:1	3:1	3:1	2:1
Normal Ditch Width (min)	m	3m	3m	3m	1-3m	v-3m	V-ditch up to 1m
Normal Backslope	run:rise	3:1	3:1	2:1	2:1	2:1	1:1
Compaction @ Construction	% of Standard Proctor Density	98%	99%	98%	97%; one packer on SP; no packer on Contr.	95% no packer on Constr.	N/A
Moisture Content @ Construction	% of Standard Proctor Density	98%	98%	97%	97%	95%	N/A
Rate of Regravelling		N/A	500m ³ /mi for 3 yrs	300m ³ /mi for first 3 yrs	200m ³ /mi	150m ³ /mi	100m ³ /mi at construction, then as needed
Private Approach Radius	m	15m	15m	12m	12m	10m	N/A
Crown Rate (m/m)		3%	3-4%	3-4%	3-4%	3-4%	N/A
Right of Way (min)	m	30m	30m	30m	20m	20m	N/A



CULVERTS
Where sloped end culverts are used, the 2:1 sloped end is recommended.

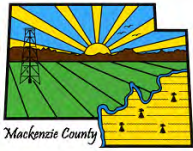
- EARTH CUT SECTION**
- Width of ditch - 3.0m standard, "V" ditch minimum.
 - Depth of ditch - 1.0m standard, 0.6m minimum.
 - Backslope variable up to maximum noted.
 - Backslope agreement may be necessary unless additional right-of-way is purchased.
 - Ditch width to be increased at beginning and end of cut sections for aesthetics.

NOTE:
This standard is intended for low-speed, low-volume local roads which will be gravel surfaced only. Typically the 7.0m roadway is only used where less than three residences are served. The 8.0m roadway is typically used for AADTs less than 50.

- FILL SECTION**
- 4:1 slopes for average fills less than 3.0m.
 - 3:1 slopes for average fills greater than 3.0m, unless guardrail is provided.
 - On fills greater than 8.0m, the use of guardrail should be considered.
 - Where guardrail is installed, a 2:1 slope is adequate.
 - Transition between slopes shall be attained by using uniformly varying slopes. Generally the minimum length of transition shall not be less than 30m.

APPENDIX F

Road Construction Application



Application # _____

Request to Construct a Road

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the length of road to be constructed;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations;
- the proposed design elevations;
- the location of property accesses; and,
- proof of ESRD approval.

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed road benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated length of the road? _____ meters.

Does this road connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please attach location of intersection.

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

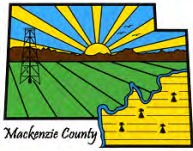
I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature

Date

SCHEDULE G

Access Construction Application



Application # _____

Request to Construct an Access

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the location of the access in relation to other accesses/intersections;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations;
- the proposed design elevations; and,
- proof of contact with affected utility companies.

Does the proposed road benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

Does the proposed access connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please provide the following:

Name of Provincial roadway _____

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

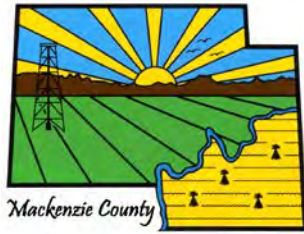
Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature

Date



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Alison Kilpatrick, Director of Corporate Services
Title:	2013 Operating Budget

BACKGROUND / PROPOSAL:

S. 242, MGA states:

- (1) Each council must adopt an operating budget for each calendar year.
- (2) A Council may adopt an interim operating budget for part of a calendar year.
- (3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

OPTIONS & BENEFITS:

Council reviewed the proposed 2013 operating budget at its November 5, 2012 and November 30, 2012 meetings. The next Council budget meeting will be scheduled in February, 2013.

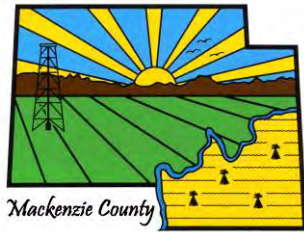
COSTS & SOURCE OF FUNDING:

NA

RECOMMENDED ACTION:

That an interim 2013 operating budget be approved in the amount of 50% of the 2012 operating budget.

Author: A. Kilpatrick **Review Date:** _____ **CAO** _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Council Meeting Dates

BACKGROUND / PROPOSAL:

Council meeting dates were tentatively approved at the Organizational Meeting held in October. Due to conflicting schedules the following meeting date changes are being recommended at this time.

- January 30, 2013 – **cancel** meeting.
- July 9, 2013 – **change to January 16, 2013**
- July 24, 2013 – **cancel** meeting
- August 13, 2013 – **change to August 12, 2013**
- August 28, 2013 – **change to August 26, 2013**

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

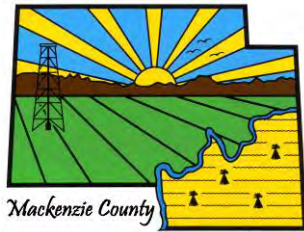
N/A

RECOMMENDED ACTION:

That the following council meeting dates be cancelled or changed as follows:

- January 30, 2013 meeting be cancelled.
- July 9, 2013 meeting be changed to July 16, 2013.
- July 24, 2013 meeting be cancelled.
- August 13, 2013 meeting be changed to August 12, 2013.
- August 28, 2013 meeting be changed to August 26, 2013.

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



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	2013 Mackenzie Charity Golf Tournament

BACKGROUND / PROPOSAL:

Mackenzie County has hosted a Charity Golf Tournament for the past four years. Administration is seeking Council confirmation of the date for the 2013 tournament.

OPTIONS & BENEFITS:

Provides an opportunity to promote our region and provide funds to a charitable organization.

COSTS & SOURCE OF FUNDING:

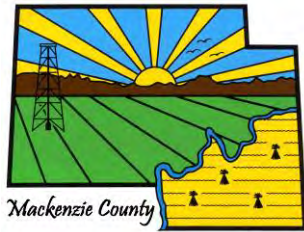
Council has in the past sponsored the BBQ at the event in the amount of \$3,000 which is again being recommended to be included in the 2013 budget.

Administration time.

RECOMMENDED ACTION:

That the 2013 Mackenzie Charity Golf Tournament be held on June 13, 2013 at the Fox Haven Golf and Country Club.

Author: C. Gabriel Review by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 11, 2012
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Growing the North Conference 2013

BACKGROUND / PROPOSAL:

The fourth annual Growing the North Conference is being held in Grande Prairie on February 19 – 21, 2013. See attached for more information.

Discussion also needs to be held with regard to sponsoring the event. See attached sponsorship opportunities.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Early Bird Registration Fee - \$125.00 plus GST
Honorariums and Expenses
To be funded from the 2013 Operating Budget.

RECOMMENDED ACTION:

That the following Councillors be authorized to attend the 2013 Growing the North Conference in Grande Prairie, AB on February 19 – 21, 2013.

Author: C. Gabriel Review by: _____ CAO _____

- schedule
- sponsorship opportunities
- registration
- speakers
- partners
- hospitality
- 'taste of the peace'



Schedule

Tuesday - February 19, 2013

A Taste of the Peace

6:30pm to 9:30pm

Sponsored by Farm Credit Canada and Community Futures Grande Prairie & Region
 (FREE event included in registration although you do NOT have to attend the Conference to attend **A Taste of the Peace**)

Wednesday, February 20, 2013

Growing the North Conference Day One

Registration: 7:30am

Speakers from: 8:30am to 4:00pm
 (coffee breaks and lunch included in registration)

Thursday, February 21, 2013

Growing the North Conference Day Two

Speakers from: 8:30am to 4:00pm

(coffee breaks and lunch included in registration)

Sponsorship Opportunities

Become a sponsor for the 2013 Conference!

Click for sponsorship levels and more details.



Copyright Growing The North Conference.
 Website by [WSI](http://www.wsi.com).

Conference Speakers

Dr. Tim Ball - *Environmentalist, Public Speaker, Consultant, Author, Columnist*

From Dr. Ball's website: Throughout my career I have worked to help people learn and understand. So much information in today's world is available, but couched in jargon or terminology alien to most. It was an issue I challenged fellow authors about in our recent book on climate change titled *Slaying the Sky Dragon: Death of the Greenhouse Gas Theory*. I challenged fellow climate skeptics about it in a keynote speech in 2008. I struggled with the problem throughout my career, particularly in teaching a science credit course for Arts students. The other issue I discussed was that climatology is a generalist discipline in a world of specialization. Even a basic understanding requires integration of everything from cosmic radiation from space to volcanic heat on the bottom of the ocean and everything in between. Knowledge is valuable but only if it improves the human condition. As a consequence, beyond understanding the generalist nature of climate I am especially interested in how it affects all aspects of human existence.

Barry Caplan - *President and CEO, Ironstone Resources*

Barry has accumulated over 25 years of experience in resource exploration and development after graduating McGill University with a Geology degree. Barry served as a geologist in both mining and petroleum, leading multi-disciplinary teams from conceptual development through commercialization. As President of Ironstone since 2008, Barry has brought to Ironstone a success-driven and fiscally responsible approach to resource and corporate development – from prospect identification and asset acquisition, the integration of geology, geophysics and drilling in resource development, and attracting financing and funding partners over several stages of development. Under his leadership, Ironstone has advanced its Clear Hills iron and vanadium asset by bringing the significant resource into NI43-101 compliance through three successful drilling programs, advancing its leading Grain Enlargement process through extensive laboratory testing and pilot development, building a competent team of motivated professionals, and increasing Ironstone's market cap over fifty-fold during his tenure.

Mike Cory - *Senior Vice President, Western Regional CN Rail*

In April 2009, Mike Cory was appointed Senior Vice-President for Western Region, based in Edmonton, Alberta. Mr. Cory started with CN in 1981 at the Symington Yard Diesel Shop in Winnipeg as a labourer. Over the years, he has held various operational positions, worked in Customer Service and Marketing, and served as Superintendent, General Superintendent, Director of Service Design and Network Operations Superintendent. In January 2006, he became General Manager of Operations for the Michigan sub Region. In September of 2006, Mr. Cory became Assistant Vice-President of Network Operations and then Vice-President of Operations for the Eastern Region in June 2007, until his promotion to Senior Vice-President, Eastern Region, in November 2008.

Peter Hall - *Vice-President and Chief Economist, Export Development Canada*

Peter Hall joined Export Development Canada (EDC) in November 2004. He has over 20 years of experience in domestic and international economic analysis and forecasting. Mr. Hall is responsible for overseeing economic and political risk analysis, special research and the corporate library. In addition to advising senior management at EDC, Mr. Hall is a featured speaker at conferences across the country and internationally, and regularly appears in television, radio and print media commenting on recent economic developments and implications for the outlook. Prior to joining EDC, Mr. Hall directed the economic forecasting activities of the Conference Board of Canada. Mr. Hall has also served as a member of roundtables on the economies of the Eurozone and the Asia-Pacific region. Mr. Hall is president of the Canadian Association for Business Economics, a 600-member national association of professional economists, and actively participates in its local Ottawa chapter. Mr. Hall has degrees in economics from Carleton University and the University of Toronto.

Bob Paulson - Commissioner, RCMP

Mr. Paulson joined the RCMP in 1986 in Chilliwack B.C. Prior to joining the RCMP, Mr. Paulson spent almost seven years in the Canadian Armed Forces. From 1986 to 2005, Mr. Paulson served in various locations in British Columbia doing municipal, provincial and federal policing. This includes work in unsolved homicide unit, aboriginal and community policing, and investigating organized crime. In 2005, Mr. Paulson transferred to National Headquarters in Ottawa, where he served as Director General, Major and Organized Crime Intelligence Branch, Director General, National Security Criminal Operations, Assistant Commissioner National Security Criminal Investigations and Assistant Commissioner Contract and Aboriginal Policing Services. In November 2010, he was appointed Deputy Commissioner, Federal Policing. Mr. Paulson became the 23rd Commissioner of the RCMP on November 21, 2011.

Ian White - President and CEO, Canadian Wheat Board

Ian White has been President and Chief Executive Officer of the Canadian Wheat Board since April 2008. He has extensive senior management, agribusiness and commodity marketing experience, being a previous Managing Director and CEO of Queensland Sugar Limited, CEO of Grainco Australia Limited, Defiance Mills Limited and Queensland Cotton's U.S. Operations. Ian holds a Bachelor of Economics (Honours) degree from Sydney University, is a member of the Australian Society of CPAs, and is a Fellow of the Australian Institute of Company Directors. He has been a Director of a number of companies and organizations including The Queensland Competition Authority.

** More speakers to be announced as they are confirmed...*



SPONSORSHIP PACKAGE DETAILS

Platinum Sponsorship: \$10,000
<ul style="list-style-type: none"> • 8 complimentary registrations • Opportunity to introduce your company to the delegates (5 Minutes intro) • Showcase display space • Acknowledgement in delegate package • Acknowledgement on web site <p>Choose One:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sponsored Speaker <input type="checkbox"/> Banquet Sponsor (TBA) <input type="checkbox"/> Delegate Gift Sponsor
Gold Sponsorship: \$5,000
<ul style="list-style-type: none"> • 4 complimentary registrations • Showcase display space • Acknowledgement in delegate package • Acknowledgement on web site <p>Choose One:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lunch (2 options – logo displayed during lunch) <input type="checkbox"/> Program Sponsor <input type="checkbox"/> Technical Sponsor
Silver Sponsorship: \$2,500
<ul style="list-style-type: none"> • 2 complimentary registrations • Showcase display space • Acknowledgement in delegate package • Acknowledgement on web site <p>Choose One:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coffee Break (4 options – logo displayed at coffee station) <input type="checkbox"/> Decor Sponsor
Bronze Sponsorship: \$1,000
<ul style="list-style-type: none"> • 1 complimentary registrations • Showcase display space • Acknowledgement in delegate package <p>Choose One:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Centerpiece Sponsor <input type="checkbox"/> Youth Sponsor (3 youth attendees to attend conference) <input type="checkbox"/> Wine Sponsor (TBA)
Other Sponsorship Opportunities
<p>Networking Give A Way</p> <ul style="list-style-type: none"> • Sponsor 1 of 3 IPADS <p>Valued Contributor In-Kind Donations (Door prize)</p> <ul style="list-style-type: none"> • Acknowledgement in delegate package



MACKENZIE COUNTY REQUEST FOR DECISION

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

BACKGROUND / PROPOSAL:

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

- Action List
- Mackenzie Library Board Meeting Minutes
- Mackenzie Library Board Plan of Service
- Northern Sunrise County Christmas Open House
-
-
-
-
-
-
-
-
-

RECOMMENDED ACTION:

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

Author: C. Gabriel Review by: _____ CAO _____

**Mackenzie County
Action List as of November 30, 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 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 Alison	10-Dec-12
February 29, 2012 Regular Council Meeting			
12-02-144	That administration and the Municipal Planning Commission obtains public input to permit a minimum lot size of 55' X 100' for single family residential lots and a minimum lot size 60' X 100' for multiple family lots as well as altering the side yard setbacks to maximize useable yard area in conjunction with the Area Structure Plan reviews.	Byron	To be completed during review of ASP's
May 23, 2012 Council Meeting			
12-05-347	That administration be authorized to proceed with the negotiations for the purchase of Section 27-106-13-5 as authorized in Council Motion 12-03-177. (landfill site) (N ½ 27 and S ½ 34)	Bill	Application has been submitted
June 12, 2012 Council Meeting			
12-06-398	That administration be authorized to proceed with a request to Alberta Transportation to provide funding and install the culverts at the intersection of AJA Road and Highway 697 along the Seven Mile Road on Highway 58.	Bill John Grant	Location for culvert was determined with AT (8 mile road)
July 9, 2012 Council Meeting			
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	Bill John Byron	30-Oct-12
August 22, 2012 Council Meeting			
12-08-550	That administration continue to work with Alberta Transportation to secure a long term lease in the Meander area. (gravel)	Bill	Under review
September 11, 2012 Council Meeting			
12-09-582	That Mackenzie County allows implementation of volunteer User Steering Committees with a minimum of 5 members in lieu of Co-op's and that	John Bill Joulia	January 2013

Motion	Action Required	Action By	Status
	administration draft a Terms of Reference for approval by Council.		
12-09-585	That the County continue lobbying for provincial funding for roads and drainage to new lands.	Joulia	In progress
12-09-588	That Council approves administration negotiating a short term lease of the Fort Vermilion Research Station and present it to Council for approval.	Bill Grant	In progress Meeting has been requested with the Minister.
September 24, 2012 Council Meeting			
12-09-621	That administration proceeds with the development of the Rural Road Policy by following the process outlined in the Mackenzie County Policy Paper – Rural Road Development and that the Agriculture Service Board and Agriculture Land Use Planning Committee be involved in the development of this policy as well as the drainage policy.	Joulia	11-Dec-12
October 30, 2012 Council Meeting			
12-10-728	That Policy PW004 Winter Road Maintenance/Snow Plow Flag policy be referred to administration and the Public Works Committee for review.	Joulia Bill John	06-Dec-12 Public Works Committee Meeting
12-10-731	That Council continues lobbying to have the Zama Access and Highway 88 Connector roads designated as primary highways and immediate upgrading.	Joulia Bill	In progress
November 6, 2012 Council Meeting			
12-11-770	That Council review the final draft of the MMSA Land Use Framework position paper on December 11, 2012.	Byron	11-Dec-12
November 28, 2012 Council Meeting			
12-11-795	That awarding of the Area Structure Plan contract be tabled until the next Regular Council Meeting.	Byron	11-Dec-12
12-11-806	That the Rural Road, Access Construction and Surface Water Management Policy be tabled to the next Regular Council meeting.	Joulia Bill	11-Dec-12
12-11-808	That administration communicates the current internet services coverage in Mackenzie County to Services Alberta and Agriculture and Rural Development as identified on the map.	Joulia	
12-11-811	That administration contact neighboring municipalities to solicit interest in sitting on the County's Subdivision & Development Appeal Board.	Carol	
12-11-812	That a letter be sent to AAMDC in support of the proposed First Nation consultation process.	Joulia	

Motion	Action Required	Action By	Status
12-11-818	That administration be authorized to proceed with the appraisal of lands located at SW 7-109-19-W5M, NW 6-109-19-W5M and SW 6-109-19-W5M near the Town of High Level.	Bill	
November 30, 2012 Special Council Meeting			
12-11-821	That Policy PW009 Dust Control Policy be TABLED to the December 10, 2012 budget meeting.	Alison	10-Dec-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, 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;	Management Team	
Infrastructure items:		
Review and recommend options regarding an infrastructure management system;	Management Team	
Review/develop a plan for maintaining municipal infrastructure;	Management Team	
Economic vitality items:		
Bring options regarding establishing an annual business licensing;	Byron	
Risk management items:		
Review and report to Council regarding a municipal service continuity plan;	Management Team	
Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status).	CAO	

**Mackenzie County Library Board (MCLB)
October 19, 2012 Board Meeting Minutes
Fort Vermilion Library
Fort Vermilion, Alberta**

Present: Lisa Wardley, Wally Schroeder, Beth Kappelar, John W. Driedger,
La Dawn Dachuk, Susan McNeil, Lucille Labrecque, Lorraine Peters,
Daryl Zielsdorf.

1.0 Call to Order: The meeting was called to order by Beth Kappelar at 7:00 p.m.

2.0 Approval of Agenda: Add 8.3 MCLB web site
MOTION #2012-07-01 John Driedger moved the approval of the agenda as revised. **CARRIED**

3.0 Approval of the Minutes:
MOTION #2012-07-02 Wally Schroeder moved the approval of the Aug 22/12 minutes as presented. **CARRIED**

4.0 Review of Action Items:
- The action items of the previous MCLB meeting were reviewed.
- Ken Feser will be visiting the 3 libraries in Mackenzie County Nov 26 and 27.

5.0 Financial:

5.1 Financial report as of Oct. 30/2012:

- Balance Forward \$ 34,653.82
- Total Revenues \$ 241,285.79
- Total Expenses \$ 234,642.79
- Ending Balance \$41,296.82

MOTION #2012-07-03 Susan McNeil/Lucille Labrecque moved to accept the financial report as presented **CARRIED**
- Canada Revenue put \$500.00 into our account by mistake. They will remove it.

5.2 MCLB 2013 Proposed Budget:

- Balance Forward \$ 19,032.11
- Total Revenues \$241,287.00
- Total Expenses \$252,907.00
- Ending Balance \$7,411.00
- This budget requests no increase in funding from the County and keeps the transfer payments to the libraries the same as in 2012.

MOTION: #2012-07-04 John Driedger/Lucille Labrecque moved the acceptance of the proposed 2013 MCLB budget. **CARRIED**

6.0 Library Reports:

6.1 La Crete:

- Financials to Oct 1/12: Income \$101K, Expense \$67K, Net Income \$34K
- A new 9 step wage grid was approved starting at \$13/hr and maxing at \$18/hr.
- 4-\$25 survey completion draws for the purchase of books were held.
- \$500 was provided for the treasurer to take on line courses in payroll and invoices.
- 2 old card catalogs were sold for \$50 each.
- 500 library fund raiser cookbooks have arrived. They will be sold for \$15 each.
- 3 goals were developed based on their library survey results.
- Plans for the salmon grill fund raiser were finalized. Tickets are \$35 each.

6.2 Fort Vermilion:

- More and more people are clicking on the likes of their face book page.
- They are encouraging the youth to use the library.
- A Halloween event is being planned: Ghost stories in the Library.
- An electric fireplace has been installed and 2 arm chairs will be added.
- Their 1st shipment is going out to Better World Books.

...2

6.3 Zama:

- Winter hours start Nov 1/12.
- The fire fighters sent a huge thank you for the use of the library this past summer.
- Their program “Real Men Read” is doing very well.
- They are starting “ Ladies Coffee in the Library” in Nov.
- They are promoting library memberships.

6.4 High Level:

- Their next meeting is Oct 30/12.
- They are starting a new face book page.

MOTION #2012-07-05 Daryl Zielsdorf moved to accept the library reports as presented.

CARRIED

7.0 Old Business:

7.1 La Crete Library Building:

- There is nothing new to report.

7.2 MCLB Service Plan:

- The MCLB will complete the Service Plan at their Oct 20/12 meeting.

7.3 Policy Review:

- The policy review will be dealt with at the Oct 20/12 MCLB meeting

8.0 New Business:

8.1 Rural Libraries Conference Report:

- Attendees to the conference reported that it was an excellent conference well worth attending.

8.2 MCLB Meeting Attendance Report:

- The MCLB attendance report was sent in as requested by the County.

8.3 MCLB Web Site:

- The MCLB needs to be updated.
- Price quotes will be obtained to get this done.

9.0 Correspondence:

- 9.1 ACCESS Copyright License
- 9.2 Alberta Culture Days
- 9.3 Canadian Library Association: October, Canadian Library Month
- 9.4 Sophie Hicken: Grain Elevator Photographer

MOTION #2012-07-06 Lucille Labrecque/John Driedger moved that Lorraine Peters buy 4 copies of the grain elevator books at \$25 each for our libraries if they have pictures of elevators in northern Alberta.

CARRIED

MOTION #2012-07-07 Lucille Labrecque/Lorraine Peters moved that up to \$50 be spent for each of the 4 libraries to buy flowers in recognition that October is library month.

CARRIED

10.0 In Camera:

- Not required

11.0 Next Meeting Date and Location: Fort Vermilion Library, October 20, 2012 at 10:00 a.m.

12.0 Adjournment:

MOTION # 2012-07-08 John W. Driedger moved the meeting adjourned at 8:25 p. m.

CARRIED

These minutes were adopted this 28th day of November, 2012

Beth Kappelar, Chair

Mackenzie County Library Board (MCLB)
October 20, 2012, 10:00 am
Board Meeting Minutes
Fort Vermilion Library
Fort Vermilion, Alberta

Present: Lisa Wardley, Wally Schroeder, Beth Kappelar, John W. Driedger,
La Dawn Dachuk, Susan McNeil, Lucille Labrecque, Lorraine Peters.
Daryl Zielsdorf.

1.0 Call to Order: The meeting was called to order by Beth Kappelar at 10:00 a.m.

2.0 Approval of Agenda:

MOTION #2012-08-01 John Driedger moved the approval of the agenda.

CARRIED

3.0 MCLB 2013 to 2017 Service Plan:

- Using the survey results and the goals provided by the 3 libraries, the MCLB developed it's Service Plan for the next 5 years.

MOTION #2012-08-02 La Dawn Dachuk moved to adopt the MCLB Service Plan which was developed for 2013 to 2017 subject to minor editing.

CARRIED

4.0 MCLB Policy Development:

- Lisa Wardley and Lucille Labrecque volunteered to review the current MCLB policies, make updates where required and to write new ones in areas which the board identified. These draft policies will be brought to the MCLB for further discussion and approval. The 1st draft will be tabled at the MCLB January meeting.

MOTION; 2012-08-03 John Driedger moved that Lisa Wardley and Lucille Labrecque be put on a policy committee to review the current policies of MCLB and to write new draft policies where required.

CARRIED

MOTION #2012-08-04: La Dawn Dachuk/Susan McNeil moved that Lisa Wardley and Lucille Labrecque be paid 2 days meeting honorarium to complete the work on the policy revisions and policy updates.

CARRIED

5.0 In Camera:

- Not required

6.0 Next Meeting Date and Location: Fort Vermilion Library, November 27, 2012 at 7:00 p.m.

7.0 Adjournment:

MOTION # 2012-08-05 John W. Driedger moved the meeting adjourned at 2:50 p. m.

CARRIED

These minutes were adopted this 28th day of November, 2012

Beth Kappelar, Chair

Mackenzie County Library Board

Plan of Service

5 Year Strategic Plan

2013 – 2018

Board Approved:

Date: _____

Chair: *x* _____

Vice Chair: *x* _____

October 2012

INTRODUCTION

This report will detail our Mission Statement, Goals and Strategies which the Mackenzie County Library Board (MCLB), in partnership with our member libraries to guide Library Services through the next five years..

A Regional / community Needs Assessment survey was completed in partnership with our member Libraries, during the Spring/Summer of 2012. Our member libraries were requested to review the data from their libraries and provide the Board with at least three goal statements with actions to address the data gathered from the patrons and community. The Board then reviewed submitted data and created and adopted this strategic plan in which will guide Mackenzie County Library services throughout the next five years.

HISTORY & INFORMATION

Mackenzie County is located in the north-west corner and is the largest municipality in the Province of Alberta. It covers approximately 80,000 square kilometers, which is bigger than the province of New Brunswick. Total County population is 10,927 (2011 Federal Census). The Mackenzie County Library Board (MCLB) was jointly created by the Province and Mackenzie County on November 12, 1998. The MCLB has three member libraries located in the Hamlets of Fort Vermilion, La Crete and Zama City.

Zama City Public Library:

Hamlet Population 225 (with a high transient population). Located in the Cornerstone Building owned by Mackenzie County. Have provided service to the Zama City community since 1974.

Fort Vermilion Public Library:

Hamlet Population 727. Located in their own building, owned by the Society Have provided service to the Fort Vermilion Community since the 1930's.

La Crete Public Library:

Hamlet Population 1885. Located in the La Crete Public School, owned by Fort Vermilion School Division. Have provided services to the La Crete community since 1962.

Rural Population: 8090 (spread out over the whole region)

The MCLB has Service Agreements with the three local library societies. These Societies operate the Libraries on a day to day basis and meet the needs of the individual communities they serve.

The Mackenzie County Library Board is made up of appointed members from:

- *2 from the La Crete Area*
- *2 from the Fort Vermilion Area*
- *1 from Rural High Level Area*
- *1 from the Zama Area*
- *1 from County Rural*
- *2 County Representatives*

Our member terms are staggered. We have 3 year, 2 year and one year terms for Board Members. We do this to provide continuity to the service provided to the region.

We also have a partnership agreement with the Town of High Level Library to offer services to the Mackenzie County residents that reside in the rural area of the County surrounding the Town of High Level.

MISSION STATEMENT

To enrich lives and communities through universal access to knowledge, lifelong learning and literacy.

VISION STATEMENT

To develop strong libraries that are dynamic community destinations for knowledge, inspiration, innovation and cultural awareness.

PLAN OF SERVICE BACKGROUND

This five year strategic plan was developed using data provided by a regional survey that was delivered throughout the spring and summer of 2012.

The local library societies reviewed their individual data, discussed and submitted goal and action steps for their respective library.

The MCLB reviewed the input from the regional survey and the libraries and created this strategic plan.

GOALS AND STRATEGIES

Goal #1.

To increase library memberships, awareness and visibility.

Measure:

- *5% regional membership increase by the year end 2017*

STRATEGIES	WHO
Greater promotion and advertising. (ie: all available media, signage, innovative and creative community promotion displays, county image, etc)	Societies, MCLB
Improved accessibility (hours of service, community accessibility programs, partnerships with external agencies, etc)	Societies, MCLB
Promote library services to funding bodies. Provide financial support based on available funding to the Societies.	MCLB
Continue to showcase regionally significant cultural publications (Mennonite, regional history, oilfield, aboriginal, local autobiographies, supporting regional authors, etc)	Societies, MCLB

Goal #2:

Greater Community Engagement

Measure:

- *Youth and Senior membership and/or regional user rates will increase by 5% by year end 2017.*
- *2017 Community needs assessment returns will meet or exceed 5% of total population.*

STRATEGIES	WHO
Expand Society membership to include youth and seniors or create brainstorming library groups that include all age or demographic groups	Societies
Continue to increase and maintain book and non-book collections in order to engage return visits by all age and group demographics	Societies
Mackenzie Regional Library sharing and lending Partnerships within our three libraries	Societies, MCLB
Increased library programming for all age and group demographics, as well as regional programming opportunities	Societies, MCLB

Goal #3:

Enhance communications and relationships with our Library Societies

Measure:

- *80% of Society meetings have Board Member attendance*
- *To have the three libraries represented directly on the MCLB*

STRATEGIES	WHO
Regular Board member attendance at the Society meetings.	MCLB
Strive to have Board members who are directly involved in the local Societies or Library	MCLB, Societies
Strive to host regional meetings, training and events to engage and include Board, Societies and Staff.	MCLB
Continue to offer additional conditional grant funding for regional conferences	MCLB

Goal #4:

To provide inviting library facilities within our region.

Measure:

- *5% regional membership increase by the year end 2017*
- *Inclusion of La Crete library building on long-term Capital projects list*

STRATEGIES	WHO
Offer and maintain inviting and accessible facilities	Societies
Review Municipal Affairs Library Assessment and review and implement recommendations where required	Societies, MCLB
Complete feasibility plan and advocate for a future expanded Library facility in La Crete.	La Crete Society, MCLB

PLAN OF SERVICE IMPLEMENTATION

This is a document that will assist our Societies and the Board on an ongoing basis. Our actions should be tied to the Plan of Service and its included goals in some form or another. Schedule annual meetings with Societies to determine our progress achieving the goals detailed in the service plan.

REGIONAL LIBRARIAN

The MCLB has been urged by Municipal Affairs Library Division that once the County Population reaches 10,000 a Regional Librarian Position must be looked at.

The MCLB has struggled with this Regional Librarian scenario for many reasons and has decided that within this 5-year strategic plan that the MCLB will to continue to operate as we are without a Regional Librarian Position.

Rational:

- While our County population exceeds the 10,000; our individual communities are far from the population number and our actual library patrons are approximately 25% of total county population.
- Our total budget to operate three libraries and the Board is less than \$250,000; which does not give us the resources to hire and retain a Regional Librarian.
- Our partnership with the three local Societies and their long standing history of providing service to the communities is strong, viable and working well.
- Our patron satisfaction is relatively high and 89% of the surveyed patrons would recommend their library to others.
- We have dedicated staff in all libraries, that work closely with the volunteers.
- Our three libraries are very different demographically and the grass roots hands on approach of the local Societies works extremely well to keep in tune with the different community needs.
- The distance between communities lends to extreme difficulty in providing one regional staff the opportunity to adequately operate the libraries effectively. (258 kms between Zama City and La Crete, with 60 kms of the Zama Rd being gravel)



NORTHERN SUNRISE COUNTY

You are invited to a

Christmas Open House

Hosted by the
Council & Staff
of
Northern Sunrise County

On Tuesday, December 18, 2012
From 4:00 PM to 8:00 PM

In the Northern Sunrise County
Council Chamber

Junction of Highway 2
and Secondary
Highway 688

