



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

FEBRUARY 9, 2016

10:00 A.M.

**COUNCIL CHAMBERS
FORT VERMILION, AB**



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

NOW		ADVOCACY
1. RATEPAYER ENGAGEMENT 2. REGIONAL RELATIONSHIPS 3. FISCAL RESPONSIBILITY 4. POTABLE WATER: Availability & Infrastructure 5. CAMPGROUNDS: Expansion and New Boat Docks 6. RECREATION CENTRES & ARENA UPGRADES 7. MASTER FLOOD CONTROL PLAN & FLOOD CONTROL SYSTEMS 8. TRANSPORTATION DEVELOPMENT 9. ECONOMIC DEVELOPMENT 10. INDUSTRY RELATIONS		<input type="checkbox"/> <i>Provincial Government Relationships</i> <input type="checkbox"/> <i>Land Use</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Transportation Development</i>
		Codes: BOLD CAPITALS – Council NOW Priorities CAPITALS – Council NEXT Priorities <i>Italics</i> – Advocacy Regular Title Case – Operational Strategies * See Monthly Capital Projects Progress Report

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)			
1. RATEPAYER ENGAGEMENT – Citizen Engagement Policy	Sept.	<input type="checkbox"/> <i>La Crete Library – Lease Agreement</i>	Oct.
2. REGIONAL RELATIONSHIPS – Regional Sustainability Plan Phase II (RFP)	Oct.	<input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i>	Dec.
3. REGIONAL RELATIONSHIPS – Rainbow Lake Agreement	Nov.	<input type="checkbox"/> Regional Emergency Planning – Risk & Self-Assessment	Nov.
4. FISCAL RESPONSIBILITY – non-traditional municipal revenue streams	Nov.	<input type="checkbox"/> Municipal Climate Resilience Workshop <input type="checkbox"/> <i>Connectivity with NPTC</i>	Nov. Nov.
ECONOMIC DEVELOPMENT (Joulia/Byron)		AGRICULTURAL SERVICES (Grant)	
1. ECONOMIC DEVELOPMENT – Establish Action Plan (Award RFP)	Sept.	1. MASTER FLOOD CONTROL PLAN – Provincial Endorsement	Oct.
2. TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)	Nov.	2. Emergency Livestock Response Plan	Oct.
3. INDUSTRY RELATIONS – Meet Industry Partners		3. _____ <input type="checkbox"/> Easements for Existing Drainage Channel	
COMMUNITY SERVICES (Ron/Len)		PUBLIC WORKS* (Ron/Len)	
1. CAMPGROUNDS – build roads in expansion area	Nov.	1. Review Alternate Dust Control Products	Dec.
2. RECREATION CENTRES & ARENA UPGRADES – Assessment	Dec.	2. Review 105 St. Closure (LC)	Dec.
3. COR Certificate – Self Audit Review	Dec.	3. Finalize Meander River Gravel Pit Transfer	Dec.
<input type="checkbox"/> Dock expansion plan for campgrounds		<input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update	
		<input type="checkbox"/> Engineering Services Procurement RFP	Dec.
		<input type="checkbox"/> Utility Laneway/Back Alley Policy	Dec.
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans	Oct.	1. Website “Content” Review & Update	Dec
2. LC & FV Design Guide – Award RFP	Sept.	2. Filing/Records Management Procedures	Dec
3. _____		3. _____	
<input type="checkbox"/> Land Use Framework	2016	<input type="checkbox"/> Human Resource Policy Review	
<input type="checkbox"/> LC & FV Airports – Infrastructure Review		<input type="checkbox"/> Communication Plan	
FINANCE (Mark)		ENVIRONMENTAL (Fred)	
1. FISCAL RESPONSIBILITY – Mill Rate Discussion & Policy	Nov.	1. FV Frozen Services Plan	Nov.
2. AUPE Negotiations (calculations)	Nov.	2. Hamlet Easement Strategy	Dec.
3. Multi-year capital plan	Dec.	3. _____	

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, February 9, 2016
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 January 29, 2016 Regular Council Meeting	7
		b) Minutes of the February 1, 2016 Special Council Meeting	23
DELEGATIONS:	4.	a) b)	
COUNCIL COMMITTEE REPORTS:	5.	a) Council Committee Reports (verbal) b)	
GENERAL REPORTS:	6.	a) CAO Report b)	27
TENDERS:	7.	a) None	
PUBLIC HEARINGS:		Public hearings are scheduled for 1:15 p.m.	
	8.	a) Bylaw 1012-16 Land Use Bylaw Amendment to Amend the Definition of Garden Suite and Add Provisions	43

		b)	Bylaw 1013-16 Land Use Bylaw Amendment to add Park Models to the Country Recreational District	51
COMMUNITY SERVICES:	9.	a)	Peace Officer Vehicle	59
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		c)		
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		b)	Application to Purchase SE 15-106-15-W5M (PLS 120200) La Crete Sewage Lagoon and Future Lagoon Expansion	67
		c)		
		d)		
OPERATIONS:	11.	a)		
		b)		
PLANNING & DEVELOPMENT:	12.	a)	Bylaw 1018-16 – Hawkers and Peddlers	87
		b)	Addressing for Hamlet Country Residential “HCR”	99
		c)		
		d)		
FINANCE:	13.	a)	Financial Reports – January 1 to December 31, 2015	119
		b)		
		c)		
ADMINISTRATION:	14.	a)	Notice of Motion – MOTION 15-05-373	133

	b)	Mackenzie Housing Management Board – Public Member Appointment	135
	c)	Regular Council Meeting Times	139
	d)	Agricultural Fair & Tradeshow – Draft Terms of Reference	141
	e)	2016 Municipal Census	145
	f)		
	g)		
INFORMATION / CORRESPONDENCE:	15.	a) Information/Correspondence	151
IN CAMERA SESSION:	16.	a) Legal	
		b) Labour	
		c) Land	
NOTICE OF MOTION:	17.	Notices of Motion	
NEXT MEETING DATES:	18.	a) Regular Council Meeting Monday, February 22, 2016 11:00 a.m. Fort Vermilion Council Chambers	
		b) Regular Council Meeting Tuesday, March 8, 2016 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	19.	a) Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the January 29, 2016 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the January 29, 2016, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meetings are posted on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the January 29, 2016 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Friday, January 29, 2016
1:00 p.m.**

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

PRESENT: Bill Neufeld Reeve
Walter Sarapuk Deputy Reeve
Jacquie Bateman Councillor
Peter F. Braun Councillor (via teleconference)
Elmer Derksen Councillor
John W. Driedger Councillor
Eric Jorgensen Councillor
Josh Knelsen Councillor
Lisa Wardley Councillor (via teleconference)

REGRETS: Ricky Paul Councillor

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
Ron Pelensky Director of Community Services &
Operations
Len Racher Director of Facilities & Operations (South)
Byron Peters Director of Planning & Development
Mark Schonken Interim Director of Finance
Fred Wiebe Manager of Utilities
Carrie Simpson Executive Assistant to the CAO/Recording
Secretary
Alexandra Codispodi Municipal Intern

ALSO PRESENT: Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on January 29, 2016 and February 1, 2016 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 1:09 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 16-01-035 MOVED by Councillor Wardley

That the agenda be approved with the following additions/revisions:

- 4. c) Barb Spurgeon – Mackenzie Housing Management Board
- 14. j) Seeking Input on Capital Plan Priorities
- 14. e) Alberta Public Works Association’s Seminar on Alberta Wetland Policy, Environmental Services Association Conference, Mighty Peace Watershed Webinar

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the January 12, 2016 Regular Council Meeting

MOTION 16-01-036

MOVED by Deputy Reeve Sarapuk

That the minutes of the January 12, 2016 Regular Council Meeting be adopted as presented.

CARRIED

4. c) Barb Spurgeon – Mackenzie Housing Management Board (1:30 p.m.) (ADDITION)

MOTION 16-01-037
Requires unanimous

MOVED by Councillor Wardley

That a letter be sent to the Mackenzie Housing Management Board endorsing the senior’s lodge project with its current scope of work to a maximum of \$11 million to cover the difference between government contributions.

DEFEATED

MOTION 16-01-038
Requires unanimous

MOVED by Councillor Jorgensen

That Motion 16-01-037, to send a letter to the Mackenzie Housing Management Board endorsing the senior’s lodge project with its current scope of work to a maximum of \$11 million to cover the difference between government contributions be reconsidered.

DEFEATED

Reeve Neufeld recessed the meeting at 1:59 p.m. and reconvened the meeting at 2:12 p.m.

MOTION 16-01-039

MOVED by Councillor Wardley

That a special council meeting be held on Monday February 1, 2016 at 2:00 p.m. to discuss the Mackenzie Housing Management Board.

CARRIED

DELEGATIONS: 4. a) Neil Simpson – Land Proposal (2:00 p.m.)

MOTION 16-01-040 **MOVED** by Councillor Jorgensen

That council has no objections to Neil Simpson's future panhandle application on SE 10-108-13-W5M.

CARRIED

4. b) Gerhard Hirt – Concerned Citizen

MOTION 16-01-041 **MOVED** by Councillor Jorgensen

That a letter be sent to Canada Post in High Level regarding the postal box pick-up operational hours and that Deputy Reeve Sarapuk bring forward the issues regarding logging trucks being overweight at the next High Level Forests Public Advisory Committee.

CARRIED

Reeve Neufeld recessed the meeting at 3:16 p.m. and reconvened the meeting at 3:35 p.m.

PLANNING & DEVELOPMENT: 12. a) Bylaw 1014-16 Land Use Bylaw Amendment to Rezone SE 08-106-15-W5M from Urban Fringe "UF" to Hamlet Residential District 1B "HR1B"(La Crete)

MOTION 16-01-042 **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1014-16 being the rezoning of Part of SE 08-106-15-W5M and Plan 102 2263, Block 1, Lot 3 from Urban Fringe "UF" to Hamlet Residential District 1B "HR1B" for the purpose of hamlet residential lots, subject to public hearing input.

CARRIED

MOTION 16-01-043 **MOVED** by Councillor Braun

That the developer provide a detailed Area Structure Plan for the entire quarter section (SE 08-106-15-W5M) prior to submitting a subdivision application. The Area Structure Plan shall include, in addition to the existing proposed road and lot layout, at minimum: municipal road widenings, easements/ROW/PUL to accommodate existing infrastructure, location of environmental reserve (if required), location of municipal reserve (in the proper amount), overland storm drainage and retention plan.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

5. a) Council Committee Reports

No reports were given.

5. b) Community Services Committee Meeting Minutes

MOTION 16-01-044

MOVED by Councillor Bateman

That the Community Services Committee meeting minutes for November 2, 2015 be received for information.

CARRIED

5. c) Agricultural Service Board Meeting Minutes

MOTION 16-01-045

MOVED by Deputy Reeve Sarapuk

That the Agricultural Service Board meeting minutes for January 11, 2016 be received for information.

CARRIED

5. d) Community Sustainability Committee Meeting Minutes

MOTION 16-01-046

MOVED by Councillor Driedger

That the Community Sustainability Committee meeting minutes for November 9, 2015, December 8, 2015 & January 12, 2016 be received for information.

CARRIED

5. e) Municipal Planning Commission Meeting Minutes

MOTION 16-01-047 **MOVED** by Councillor Braun

That the Municipal Planning Commission meeting minutes for December 17, 2015 and January 14, 2016 be received for information.

CARRIED

GENERAL REPORTS: 6. a) Finance Committee Meeting Minutes

MOTION 16-01-048 **MOVED** by Councillor Knelsen

That the Finance Committee meeting minutes for November 26, 2015 be received for information.

CARRIED

COMMUNITY SERVICES:

9. a) Bylaw 1017-16 - Fee Schedule Bylaw

MOTION 16-01-049
Requires 2/3

MOVED by Councillor Bateman

That first reading be given to Bylaw 1017-16 being the Fee Schedule Bylaw for Mackenzie County.

CARRIED

MOTION 16-01-050
Requires 2/3

MOVED by Councillor Wardley

That second reading be given to Bylaw 1017-16 being the Fee Schedule Bylaw for Mackenzie County.

CARRIED

MOTION 16-01-051
Requires Unanimous

MOVED by Councillor Braun

That consideration be given to go to third reading of Bylaw 1017-16 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

CARRIED UNANIMOUSLY

MOTION 16-01-052
Requires 2/3

MOVED by Councillor Jorgensen

That third reading be given to Bylaw 1017-16 being the Fee Schedule Bylaw for Mackenzie County.

CARRIED

9. b) Bridge Campground Lease PML 960001

MOTION 16-01-053 **MOVED** by Councillor Bateman

That administration be authorized to enter into an agreement with Alberta Environment and Parks to extend the Bridge Campground Recreational Lease PML 96001 for an additional 3 years.

CARRIED

9. c) Request for Proposal – Campground Caretaker

MOTION 16-01-054 **MOVED** by Councillor Wardley

That the request for proposals for Hutch Lake & Machesis Lake campground caretakers be advertised as amended and be subject to the clarifications from Jubilee Insurance.

CARRIED

9. d) Peace Officer Program

MOTION 16-01-055 **MOVED** by Councillor Wardley

That the County obtain permission from the Solicitor General to proceed with a Peace Officer Program in the Hamlets of La Crete, Fort Vermilion and Zama City to enforce the following Acts:

- Environmental Protection and Enhancement Act
- Gaming and Liquor Act and Gaming and Liquor Regulation
- Petty Trespass Act and Trespass to Premises Act
- Traffic Safety Act

CARRIED

Reeve Neufeld recessed the meeting at 5:23 p.m. and will reconvene at 10:00 a.m. on Monday, February 1, 2016.

**Monday, February 1, 2016
10:00 a.m.**

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

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor (via teleconference)
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Ricky Paul	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Chief Administrative Officer
Ron Pelensky	Director of Community Services & Operations
Len Racher	Director of Facilities & Operations (South)
Byron Peters	Director of Planning & Development
Fred Wiebe	Manager of Utilities
Carrie Simpson	Executive Assistant to the CAO/Recording Secretary
Alexandra Codispodi	Municipal Intern

ALSO PRESENT: Members of the public and the media.

Reeve Neufeld reconvened the meeting on February 1, 2016 at 10:06 a.m.

UTILITIES: 10. a) Rural Water Line and Cardlocks Projects

MOTION 16-02-056 MOVED by Councillor Bateman

That administration be authorized to proceed with the rural water line and truckfills project as follows:

- Three separate tenders be issued (clearing and grubbing, waterline, truckfills);
- Waterline tender to include pricing for an 8 and 10 inch line;
- Pre-qualification process be followed for the waterline and

truckfills tenders.

CARRIED

OPERATIONS: 11. a) Hamlet of La Crete 94th Avenue Upgrade Project

MOTION 16-02-057 **MOVED** by Councillor Driedger

That the Hamlet of La Crete 94th Avenue Upgrade Project be tendered with both a 9 meter road width and 10 meter road width options.

CARRIED

11. b) Pickup Trucks Purchase

MOTION 16-02-058 **MOVED** by Councillor Wardley

That administration be authorized to purchase two pickup trucks from the lowest qualified bidder (True North Ford) as soon as possible and that the two remaining pickup trucks be purchased in the spring, subject to additional research being done on acquiring a used Peace Officer vehicle.

CARRIED

PLANNING & DEVELOPMENT: 12. b) Bylaw 1015-16 Land Use Bylaw Amendment to Rezone Lot 2, Block 1, Plan 042 0507 from Public/Institutional "P" to Rural Country Residential "RC1"

MOTION 16-02-059 **MOVED** by Councillor Derksen

That first reading be given to Bylaw 1015-16 being a Land Use Bylaw Amendment to rezone Lot 2, Block 1, Plan 042 0507 from Public/Institutional "P" to Rural Country Residential "RC1" for the purpose of residential development, subject to public hearing input.

CARRIED

12. c) Bylaw 1016-16 Land Use Bylaw Amendment to Rezone Lot 1, Block 3, Plan 580KS from Hamlet Residential "HR1" to Residential Condominium District "RCD"

MOTION 16-02-060 **MOVED** by Councillor Paul

That first reading be given to Bylaw 1016-16, being a Land Use

Bylaw amendment to rezone Lot 1, Block 3, Plan 580KS from Hamlet Residential "HR1" to Residential Condominium District "RCD" for the purpose of creating rental units, subject to public hearing input.

CARRIED

12. d) Development Statistics Report 2015 Year End

MOTION 16-02-061 **MOVED** by Councillor Jorgensen

That the Development Statistics Report 2015 Year-end Summary Report be received for information.

CARRIED

Reeve Neufeld recessed the meeting at 11:00 a.m. and reconvened the meeting at 11:18 a.m.

12. e) Economic Development Workshop Date

MOTION 16-02-062 **MOVED** by Councillor Bateman

That the Economic Development Council Workshop be set for February 23, 2016 at 8:00 a.m. in the Fort Vermilion Council Chambers.

CARRIED

MOTION 16-02-063 **MOVED** by Councillor Wardley
Requires Unanimous

That the monthly Committee of the Whole meetings be scheduled for the day before the last Council meeting of the month, starting at 10:00 a.m. in Fort Vermilion Council Chambers, with the first Committee of the Whole Meeting commencing on March 22, 2016.

CARRIED UNANIMOUSLY

FINANCE: **13. a) La Crete Arena – Ice Chiller Replacement Project - Funding**

MOTION 16-02-064 **MOVED** by Councillor Braun
Requires 2/3

That the budget be amended to include an additional \$35,400 for the La Crete Arena – Chiller Replacement Project with funds coming from the Grants to Other Organizations Reserve with the

new budget being \$375,400.

CARRIED

MOTION 16-02-065 **MOVED** by Councillor Jorgensen

That the La Crete Arena– Chiller Replacement Project be included in the 2016 Capital Budget totaling \$375,400.

CARRIED

MOTION 16-02-066 **MOVED** by Councillor Wardley

That the recreation boards be encouraged to apply for The Community Initiatives Program funding for arena upgrades.

CARRIED

Reeve Neufeld recessed the meeting at 12:00 p.m. and reconvened the meeting at 12:46 p.m.

ADMINISTRATION: **14. a) Policy ADM005 – Cemetery Maintenance Grant**

MOTION 16-02-067 **MOVED** by Deputy Reeve Sarapuk

That Policy ADM005 – Cemetery Maintenance Grant be amended with the grant funding being increased to \$600.00 per applicant.

CARRIED

MOTION 16-02-068 **MOVED** by Councillor Wardley
Requires 2/3

That that the 2016 budget be amended to include an additional \$700.00 towards Cemetery Grants coming from the General Operating Fund.

CARRIED

14. b) 2016 – 2018 Business Plan (DRAFT)

MOTION 16-02-069 **MOVED** by Councillor Bateman

That 2016 – 2018 Business Plan be approved as presented.

CARRIED

14. c) RCMP Commanding Officer Request – AAMD&C Meeting March, 2016

MOTION 16-02-070 **MOVED** by Councillor Jorgensen

That Council meets with the “K” Division RCMP Commanding Officer at the AAMD&C Spring 2016 Convention in Edmonton, to discuss issues identified by all three Detachment Commanders.

CARRIED

14. d) AAMD&C’s Survey on Municipal Infrastructure Priorities

MOTION 16-02-071 **MOVED** by Councillor Driedger

That Council completes the AAMD&C Municipal Infrastructure Priorities survey before the deadline of February 5, 2016.

CARRIED

14. j) Seeking Input Capital Plan Priorities (ADDITION)

MOTION 16-02-072 **MOVED** by Councillor Wardley
Requires Unanimous

That the Mackenzie Regional Transportation Plan be updated as amended and be sent to MLA Debbie Jabbour in response to the request for input on capital plan priorities.

CARRIED UNANIMOUSLY

Reeve Neufeld recessed the meeting at 2:02 p.m. for the Special Council meeting and reconvened the meeting at 3:35 p.m. with all members present except for Councillor Jorgensen.

14. e) Alberta Public Works Association’s Seminar on Alberta Wetland Policy, Environmental Services Association Conference, Mighty Peace Watershed Webinar

MOTION 16-02-078 **MOVED** by Councillor Wardley

That the Alberta Public Works Association’s Seminar on Alberta Wetland Policy, Environmental Services Association Conference, Mighty Peace Watershed Webinar on Alberta Wetland Policy be accepted for information.

CARRIED

Councillor Jorgensen rejoined the meeting at 3:38 p.m.

14. f) Commercial Fishing License

MOTION 16-02-079 **MOVED** by Councillor Derksen

That the commercial fishing license be received for information.

CARRIED

14. g) Notice of Motion - MOTION 15-05-373

MOTION 16-02-080 **MOVED** by Councillor Derksen

That the Notice of Motion – MOTION 15-05-373 be TABLED until the February 9, 2016 Regular Council meeting.

CARRIED

14. h) Mr. John Neufeld - Request to Provide Dust Control Free of Charge

MOTION 16-02-081 **MOVED** by Councillor Derksen

That dust control fees be waived for Mr. John Neufeld for the application in 2016, subject to completion of corresponding paperwork.

CARRIED

14. i) Legal Expense Insurance Coverage

MOTION 16-02-082 **MOVED** by Councillor Bateman

That the legal expense insurance coverage be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE:** **15. a) Information/Correspondence**

MOTION 16-02-083 **MOVED** by Councillor Bateman

That Councillor Jorgensen be authorized to attend the Environmental Services Association of Alberta Regulatory Forum on February 11, 2016 in Edmonton, Alberta.

CARRIED

MOTION 16-02-084 **MOVED** by Deputy Reeve Sarapuk

That the information/correspondence items be received for information.

CARRIED

**IN-CAMERA
SESSION:**

16. In-Camera Session

MOTION 16-02-085 **MOVED** by Councillor Bateman

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 4:15 p.m.

- 16. a) Legal
- 16. b) Labour
 - AUPE Negotiations
 - CAO Vacation Dates Request
- 16. c) Land

CARRIED

MOTION 16-02-086 **MOVED** by Councillor Jorgensen

That Council move out of camera at 4:46 p.m.

CARRIED

16. b) Labour – AUPE Negotiations

MOTION 16-02-087 **MOVED** by Councillor Jorgensen

That the AUPE negotiations update be received for information.

CARRIED

16. b) Labour – CAO Vacation Dates Request

MOTION 16-02-088 **MOVED** by Councillor Jorgensen

That the Chief Administrative Officer's request for vacation dates be approved.

CARRIED

NOTICE OF MOTION: 17. a) Notice of Motion

**NEXT MEETING
DATES:**

18. a) Regular Council Meeting
Tuesday, February 9, 2016
10:00 a.m.
Fort Vermilion Council Chambers
- b) Regular Council Meeting
Monday, February 22, 2016
11:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 19. a) Adjournment

MOTION 16-02-089 MOVED by Councillor Knelsen

That the council meeting be adjourned at 4:47 p.m.

CARRIED

These minutes will be presented to Council for approval on February 9, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the February 1, 2016 Special Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the February 1, 2016 Special Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meetings are posted on the County website.

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the minutes of the February 1, 2016 Special Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**Monday, February 1, 2016
2:00 p.m.**

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

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor (via teleconference)
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Ricky Paul	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Chief Administrative Officer
Ron Pelensky	Director of Community Services & Operations
Len Racher	Director of Facilities & Operations (South)
Byron Peters	Director of Planning & Development
Mark Schonken	Interim Director of Finance
Fred Wiebe	Manager of Utilities
Alexandra Codispodi	Municipal Intern
Carrie Simpson	Executive Assistant to the CAO/Recording Secretary

ALSO PRESENT: Members of the public and the media.
Greg Newman
Noreen McAteer

Minutes of the Special Council meeting for Mackenzie County held on February 1, 2016 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 2:16 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 16-02-073 **MOVED** by Councillor Driedger

That the agenda be approved as presented.

CARRIED

DELEGATIONS: 3. a) **Barb Spurgeon – Mackenzie Housing
Management Board**

Greg Newman and Noreen McAteer made presentations to Council regarding the senior's lodge topic.

MOTION 16-02-074 **MOVED** by Councillor Wardley

That Mackenzie Housing Management Board be endorsed to borrow the difference between Federal and Provincial funding and the total senior's lodge cost, being contingent on approval from:

- A Mackenzie Housing Management Board motion;
- Provincial Ministerial Order;
- The tender not being awarded until Federal and Provincial funding levels are approved;
- Funding endorsement from all three municipalities;
- Future capital requisitions be limited to the capital cost of the lodge component.

MOTION 16-02-075 **MOTION** by Councillor Jorgensen

That Motion 16-02-074 be amended as follows:

- That the total senior's lodge cost not exceed \$17 million.

DEFEATED

MOTION 16-02-074 **MOVED** by Councillor Wardley

That Mackenzie Housing Management Board be endorsed to borrow the difference between Federal and Provincial funding and the total senior's lodge cost, being contingent on approval from:

- A Mackenzie Housing Management Board motion;
- Provincial Ministerial Order;
- The tender not being awarded until Federal and Provincial funding levels are approved;
- Funding endorsement from all three municipalities;
- Future capital requisitions be limited to the capital cost of

the lodge component.

- That total senior's lodge cost not exceed \$22 million.

Councillor Jorgensen requested a recorded vote.

In Favor

Councillor Paul
Councillor Wardley
Councillor Driedger
Reeve Neufeld
Deputy Reeve Sarapuk
Councillor Braun
Councillor Bateman

Opposed

Councillor Jorgensen
Councillor Knelsen
Councillor Derksen

CARRIED

MOTION 16-02-076

MOVED by Councillor Jorgensen

That Mackenzie County Council acknowledges the need for a supportive living facility in Fort Vermilion for the people that prefer to get their health services in Fort Vermilion and that Councillors consider donating their honorariums for this Special Council meeting, February 1, 2016, to the River Road Trading Post for the purpose of fundraising for a lodge in Fort Vermilion.

CARRIED

ADJOURNMENT:

4. a) Adjournment

MOTION 16-02-077

MOVED by Councillor Jorgensen

That the special council meeting be adjourned at 3:32 p.m.

CARRIED

These minutes will be presented to Council for approval on February 9, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and directors reports are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the CAO and Directors report for January 2016 be received for information.

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

Mackenzie County

January 2016

Monthly CAO Report to Council

It is hard to believe it is February already!

Since the 2016 Budget approval, many initiatives and projects are underway and Directors will be happy to share the progress.

January was a busy month and I have the following to highlight:

- Council strategic priorities session was held January 7 & 8, 2016
- New 2016-2018 Business Plan was approved January 29, 2016
- Agriculture Service Board Conference was informative. As a result, a request was made to AEP Wildlife Policy Unit to make a presentation to whole council; it is tentatively scheduled for the March 22, 2016 Committee of the Whole meeting.
- AUMA Linear Assessment Symposium
 - ✓ The Symposium's Agenda included presentations by Municipal Affairs, Canada Association of Petroleum Producers, AAMD&C (I requested copies of these presentations and will share when received)
 - ✓ Municipal Perspectives were presented by a few urban and one rural elected representatives
 - ✓ Discussions surrounding "defining regional", "scope and funding arrangements", "governance and dispute resolution".
 - ✓ Next steps – AUMA will develop a position paper based on what they heard and bring it forward to the Province.
- AUPE Negotiations – the proposals (excluding financials) were exchanged and the first face-to-face meetings are scheduled for March 16 & 17, 2016 in Edmonton.

Ongoing initiatives:

- The appraisal of the County's lands near High Level is in progress. I am staying in touch with the prospective buyer as directed by Council and will update and/or seek direction from Council in due course.
- Apache Canada LOCs – the work on gathering information and assessing various possibilities is in progress, understanding that the goal is to make

the areas more accessible for everybody. A formal Request for Disclosure to AER is being made to obtain copies of LOCs. I also sent a request to Mike V. from Apache Canada for a meeting to discuss this subject further.

- Buffalo Head Drainage – Grant Smith and I continue our work with AEP on obtaining approval. A new AEP representative is assigned to this file now - Scott Klasens, E.I.T., Water Approvals Engineer, out of their Grande Prairie office. A meeting is scheduled in Grande Prairie on February 18 with Scott Klasens.
- Regional Disaster Emergency Management – a bylaw, TOR and an agreement are being drafted. This is a pre-requirement to the Regional DEM planning. Please see the attached document that highlights the proposed groups and relationships and functions between these groups. This will be verified for compliance with the applicable Acts.

Council needs to discuss what Ministerial meetings should be requested during AAMD&C. My recommendation is that a request be made to meet with the Ministers of Alberta Environment & Parks, and the Minister of Transportation. I suggest the following topics for discussion be requested:

- AEP – Buffalo Head Drainage (AB Community Resilience Program Grant); P5 Road Designation; Public Land Sale (agriculture);
- AT – Zama Road, P5 Road.

Respectfully submitted,

Joulia Whittleton

REGIONAL DISASTER/EMERGENCY MANAGEMENT PLANNING **UPDATE**

FOUR PILLARS OF DISASTER MANAGEMENT:

- PREPAREDNESS
- RESPONSE
- MITIGATION
- RECOVERY

DEMs

SCOPE:

- develop and maintain a Regional Plan;
- training;
- make recommendations to Regional Advisory;
- exercises;
- organize stakeholders agency meetings;
- maintain regional resources inventory and regional contact lists;
- records keeping;
- funding applications for regional initiatives;
- review impacts of incidents (post event debriefing);
- public education, communicating the EM plan;
- liaising with external agencies and surrounding municipalities;
- maintain the regional EM agreements (HAZMAT, ESS, etc.)

LOCAL AUTHORITIES ADVISORY COMMITTEES (COUNCILLORS)

SCOPE:

- SOLE declaration, termination, extension for their respective municipalities;
- participate in the NWAB Regional EM advisory committee;
- feedback to council on regional and local EM initiatives, funding and cost sharing opportunities;
- participate in local authority's risk assessments;
- advise council on the emergency plans and programs;
- approving and/or recommending local mitigation plans/initiatives to councils;

NWAB REGIONAL EM ADVISORY COMMITTEE (COUNCILLORS)

SCOPE:

- composition – two council members from each municipality (voting – by consensus; supported by DEMs – non-voting);
- quorum – minimum of four with representation from each council;
- role – advisory;
- sharing information and best practices;
- advise and make recommendations to councils on the regional emergency plan;
- make recommendations to councils on cost sharing opportunities (training, resources, etc.);
- attend the NWAB Regional EM Advisory meetings;
- attend the NWAB Regional EM Agency meetings;
- public education materials;
- make recommendations to councils on regional agreements.

NWAB REGIONAL EM AGENCY (NONVOTING MEMBERS)

SCOPE:

- be familiar with the regional emergency plan;
- providing input and make recommendations for the regional plan;
- participate in regional training;
- provide updated contacts information to the Agency;
- participate in the Agency meetings;
- share information;
- public education (within their individual org's scope);
- provide resources inventory.

MONTHLY REPORT TO THE CAO

For the Month of January 2016

From: Len Racher
Director of Facilities and Operations (South)

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Ice blading roads
Roads to New Lands	Ongoing	- This is an ongoing venture as we have a number of roads at various stages of construction.
Strategic Priorities	Ongoing	The tenders for summer projects will be set up and finalized soon. An invitation was placed in the Big Deal Bulletin to contractors interested in the remodeling project for the New Library. The ad says there will be a site open house at 2pm Feb. 26/16. Cornie will be there to show potential bidders the project and explain that a scope of work will be in the tender. We believe this will enable contractors to understand what we are after and deliver the desired results.

Capital Projects

Projects	Timeline	Comments
BF 78103	Ongoing	We are entering into negotiations with land owners to build a road to the lands and eliminate this bridge.

Employee hiring		We are interviewing candidates for the equipment operator positions. One position has been filled. We are interviewing for the second position.
Various work	Ongoing	I have discussed with the ice bridge contractor the importance of flooding when temperatures are optimum. The DOT has been monitoring the heavy traffic using the bridge. The last rain ice storm event Jan.28/16 caused lots of problems. Many of our grader operators and plow truck drivers worked through the night to address the hazards I have thanked them. We did not have to ask them they just kept going and I know the community seen the results.

Personnel Update:

Got a little older, feels like dog years now 1 equals 5

Other Comments:

Respectfully,

Len Racher
Director of Facilities and Operations (South)

MONTHLY REPORT TO THE CAO

For the month of January 2016

From: Ron Pelensky
 Director of Community Services and Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Regular winter road maintenance which included responding to freezing rain occurrence. Brushed several areas near FV. Repaired small sander, Zama Grader and Machesis Lake Grader. Installed GPS of all Graders.
Dogs	Ongoing	Completed animal patrols in Fort Vermilion, La Crete and Rocky Lane. Dealt with one animal control issue in La Crete
Bylaw	Ongoing	Responded to Garbage complaints and snow piles blocking visibility on private property's
Emergency/Disaster Service	Ongoing	Held a meeting with Rainbow Lake and High Level on creating a regional disaster plan
Health and Safety	Ongoing	January 19, Joint health and safety meeting.
Peace Officer	Ongoing	Patrolled La Crete three separate weekends in January. Issued 22 tickets and 26 warnings tickets \$4590.00 in fines issued Started preparing SOP and agreement with Sol Gen for hiring a County Peace Officer
Fire Department	January	Fort Vermilion responded to 1 False Alarm, 1 Vehicle Fire, 2 Motor Vehicle Collisions, 2 Tanker Assists for La Crete area La Crete responded to 4 Medical Assists, 3 Motor vehicle collision, 2 Vehicle Fires, 3 Structure Fire, 1 FV assist, 3 False Alarms Zama no calls

Fire Department Training	Ongoing	Regular practices held. La Crete & FV held in-house vehicle extrication training & Fire training
Zama Public Works	Ongoing	Created a plan to increase road maintenance response times. Responded to Freezing rain on roads. Removed x- mass lights, Started on mulching for a Fire Smart Grant, Removed snow from county roofs,

Capital Projects

Zama Shower unit	January	Shower unit is built, and is placed. Waiting for coin operating machine.
Road Regraveling Project	January	Advertising for private Gravel sources
Purchase 3 Graders	January	Working with Finning to create a agreement to purchase graders through NJPA
Hutch Lake & Machesis Campground	January	Created a Request for Proposal for caretakers. Our Insurance Co is recommending the contractors carry Liability Insurance Blast program is constructing picnic tables for Wadlin Lake and Machesis Campgrounds
Bridge Campground	January	Researched Archeological information around campground
FV 43 rd Ave Paving	January	Met with the engineers and created a engineering agreement. Also discussed scope of the project
FV 45 Ave Cul-de-sac Paving	January	Met with the engineers and created a engineering agreement. Also discussed scope of the project
Store Road Reconstruction	January	Met with engineers to discuss scope
Heliport Road – oil dust control	January	Discussed plan with FV public works
Fire Department Radios	January	Working with Vector and Motorola to create a solution to pager issues

Personnel Update:

One grader operator position off on long term disability. Second grader operator position off on short term disability. One FV equipment operator off on short term disability. Zama hired a ½ time office staff.

Other Comments:

Administration approved Watt Mountain Snowmobile Clubs usage of Hutch lake day site for hosting March 13 Fishing Derby

REPORT TO THE CAO

For January 2016

From: Alexandra Codispodi
Municipal Intern

Department: Planning & Development

- Drafted a development agreement, contacted the landowner and made arrangements to sign and finalize the agreement.
- Reviewed planning and development records to recover past development permits.
- Went on a site visit to follow up with information provided by surveyors and evaluate the applicant's proposed site plan.
- Participated in Council's Strategic Priorities sessions.
- Following Council's strategic priorities session, drafted the 2016-2018 Business Plan.
- Completed a land use bylaw amendment application to rezone a land use district.
- Presented proposed land use bylaw amendments to Council.
- Drafted RFD's pertaining to a subdivision application and land use bylaw amendment and presented to the Municipal Planning Commission.
- Reviewed engineered plans for urban subdivisions given final acceptance certificates in 2015 to calculate amounts of County's new roads, water, sewer and storm water infrastructure.
- Reviewed and drafted an update to the Hawkers and Peddlers Bylaw.
- Prepare and submit the advertisement for a public hearing on proposed amendments to the Land Use Bylaw.

MONTHLY REPORT TO THE CAO

For the Month of January 2016

From: Fred Wiebe
Manager of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/15	- Complete
Strategic Priorities	1.Ongoing 2.Ongoing	1. FV Frozen Services Plan 2. Hamlet Easement Strategy

Capital Projects

Projects	Timeline	Comments
Master Meters	Ongoing	About 5 master meters remaining in FV and less than 20 remaining in LC.
FV- Hydrant Replacement	July/16	Hydrants are installed. Clean up completed with trench settlements to be repaired in 2016 along with final landscaping and seeding.
FV-Frozen Water Service Repairs	Ongoing	Held public meeting on Feb 1/16 with only 3 people showing up. Will send out follow up letters but present the letters to council first.
FV-Raw Water Truckfill Upgrade	April/16	Need to send out for new estimates on revised scope of work.
LC-Raw Water Truckfill Upgrade	Feb/16	Just a few deficiencies being worked out but is fully operational already.
LC- Lagoon Upgrade	Oct/16	Some seeding to be completed in spring 2016 and 1 year inspection to occur in fall 2016.
LC- Main Lift Station Repair/Upgrade	Mar/16	Ranwal is waiting for supplies and arrangements for temporary pumping are being made.
LC- Sanitary Sewer Main Upgrade	Oct/16	Getting agreements signed by residents and re-tendering in early 2016.

FV- 48 th Ave Water Services	Oct/16	Services installed with asphalt and landscaping to be completed in 2016.
Rural Potable Water Infrastructure	Ongoing	Clearing and grubbing contract to be advertised in Feb, meeting with landowners for purchase and continuing with design.
FV- Dechlorination	April/16	Awaiting supplies for install.

Personnel Update:

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Other Comments:

<p>Councillor Wardley asked if there was a wellhead protection in place for the Zama production wells at a previous council meeting. Through reviewing the well installation report, there were a number of recommendations from the consultant to ensure the continued protection of the water wells. Administration has been testing the wells for BTEX and F1, F2 Hydrocarbon fractions annually and will be updating this to provide the testing bi-annually. Some of the recommendations like fencing in the entire gravel pit may be cost prohibitive but we are currently working on further implementing some of the recommendations which will include looking at restrictions on other well productions in the area as well as what to do with “active” gas wells in the area. We have recently also implemented regular inspections of the gravel pit area for any spills or illegal garbage disposal.</p>

Respectfully submitted,

Fred Wiebe
 Manager of Utilities
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the month of January, 2016

From: Grant Smith, Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2016 Provincial ASB Conference January 18-21, Edmonton		This is the annual Provincial Conference. There were a total of 11 resolutions presented.
Farm Tech Conference January 26-28, Edmonton		An excellent conference. Intense sessions ranging from weather forecasts, precision farming to healthy living. Keynote speakers were very interesting as was the huge tradeshow.
ASB meeting January 11 th .		An ASB meeting was held on January 11 th . Main agenda topics were the Draft Emergency Livestock Response Plan, Draft Clubroot of Canola Policy and Draft Fusarium Graminearum Policy.
Weed warning letters have been sent out to ratepayers who are not practicing satisfactory weed control.	2016	Weed notices will be issued in spring of 2016 to ensure control measures are implemented.

Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Surface Water Management project.	Ongoing	We are still awaiting AEP approval to proceed.
Blue Hills Erosion Repair	2015	This project was awarded to Northern Road Builders for \$187,000 on August 26 th . Completion date is October 31 st . Project is complete. Final payment will be issued pending council approval of additional costs.

Personnel Update:

Other Comments:

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1012-16

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1012-16
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO AMEND THE DEFINITION OF GARDEN SUITE
AND ADD PROVISIONS

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

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw by revising the definition of garden suite and adding provisions to the use of garden suites.

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

1. That the Mackenzie County Land Use Bylaw Section 3.3 be amended with the following addition:

“GARDEN SUITE” means a secondary DWELLING UNIT **detached from and located** on a parcel of land on which there is already a principal DWELLING UNIT located on the same YARD, accessible by the same driveway. A GARDEN SUITE is to only be ACCESSORY to the principal DWELLING UNIT.

2. That the Mackenzie County Land Use Bylaw Section 7.18 be revised to include:

7.18 DWELLING UNITS PER PARCEL

(c) The following provisions shall apply to a garden suite:

- i) Within the hamlet boundaries, a garden suite shall be designed to reasonably complement the existing primary dwelling on the site, as demonstrated by the roof pitch and exterior finishing being similar in design, colour and material.
- ii) The appearance and quality of the finishing materials of the garden suite shall reflect the fact that it is a dwelling unit.
- iii) Only one garden suite may be considered per lot.

- iv) A garden suite shall not be allowed on the same site containing a secondary suite.
- v) A garden suite may be attached to or be developed above a detached garage.
- vi) The maximum floor area for garden suites shall be 120 m².
- vii) The maximum distance between the garden suite and the primary dwelling shall be 100 m.
- viii) A garden suite is permitted to have a second level as long as the total floor area remains within the 120 m² limit.
- ix) The maximum height of a garden suite shall be no taller than that of the principal dwelling unit.
- x) The minimum side and front yard setbacks of the garden suite shall be same as the principle dwelling.

READ a first time this 12th day of January, 2016.

PUBLIC HEARING held this _____ day of _____, 2016.

READ a second time this _____ day of _____, 2016.

READ a third time and finally passed this _____ day of _____, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



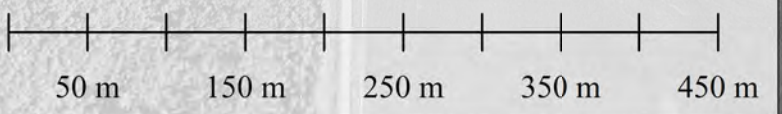
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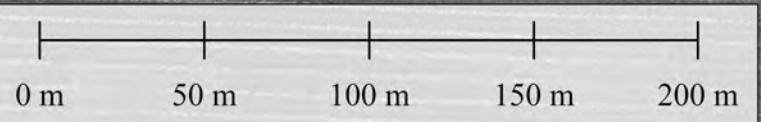
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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Byron Peters, Director of Planning & Development
Title:	PUBLIC HEARING Bylaw 1013-16 Land Use Bylaw Amendment to add Park Models to the Country Recreational District

BACKGROUND / PROPOSAL:

Mackenzie County administration has proposed to add the definition of “park model” to the Land Use Bylaw and include it as a permitted use in the County’s Country Recreation land use district.

This item was presented to the Municipal Planning Commission at the December 17, 2015 meeting and the following motion was made:

MPC-15-12-222 **MOVED** by Jack Eccles

*That the Municipal Planning Commission recommendation to Council be that Bylaw ***-16 be approved as amended.*

This item was also presented to Council at the January 12, 2016 meeting and the following motion was made:

MOTION 16-01-013 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1013-16, being a Land Use Bylaw amendment to add Park Models to the Country Recreational district, subject to public hearing input.

OPTIONS & BENEFITS:

This allows for new forms of development to exist within the Country Recreation district while maintaining the recreational purpose of this district.

Author: A Codispodi **Reviewed by:** _____ **CAO:** _____

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address recreation units in the County. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

That second reading be given to Bylaw 1013-16, being a Land Use Bylaw amendment to add Park Models to the Country Recreational district.

Simple Majority Requires 2/3 Requires Unanimous

Motion 2:

That third reading be given to Bylaw 1013-16, being a Land Use Bylaw amendment to add Park Models to the Country Recreational district.

Author: A Codispodi Reviewed by: _____ CAO: JW

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1013-16

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1013-16
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO ADD PARK MODELS TO THE
COUNTRY RECREATIONAL DISTRICT

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

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw by adding the definition of park model.

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

1. That the Mackenzie County Land Use Bylaw Section 3.3 be amended with the following addition:

“PARK MODEL” means a recreational unit that is meant for seasonal use and conforms to the Canadian Standards Association standard Z-240 for Recreational Vehicles and the Alberta Building Code. A PARK MODEL may only be permitted if its appearance reasonably complements surrounding structures as demonstrated by the quality and exterior finishing being similar in design and materials.

2. That the Mackenzie County Land Use Bylaw Section 8.16 be revised to include park model as a permitted use as follows:

8.16 COUNTRY RECREATIONAL “CR” (Replaces former HLR)

The general purpose of this LAND USE DISTRICT is to permit the DEVELOPMENT of seasonal recreational areas in Mackenzie County. All DEVELOPMENTS shall conform to the relevant AREA STRUCTURE PLAN. This zoning is specific to recreational areas.

A. PERMITTED USES a) ANCILLARY BUILDING/SHED b) COTTAGE c) DECK, (including a DECK screen)	B. DISCRETIONARY USES a) GARAGE - DETACHED
--	--

enclosure, a DECK awning/canopy) for the recreation vehicle or COTTAGE d) YARD SITE DEVELOPMENT e) PARK MODEL	
---	--

READ a first time this 12th day of January, 2016.

PUBLIC HEARING held this _____ day of _____, 2016.

READ a second time this _____ day of _____, 2016.

READ a third time and finally passed this _____ day of _____, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer







Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Ron Pelensky, Director of Community Services and Operations
Title:	Peace Officer Vehicle

BACKGROUND/PROPOSAL

In the 2016 budget Council approved the hiring of a Peace Officer.

At the January 29th Council meeting it was requested that administration search for a used Peace Officer vehicle.

Administration inquired with the Town of Rainbow Lake, however, they are keeping their Peace Officer vehicle.

Administration found the following three units for Councils' consideration:

1. 2009 Chevrolet Tahoe 171,000 km complete with Lighting, Push Bar, Cage, Digital alley Video Camera, Toughbook computer, Kenwood Radio and Stalker Dual DSR2x radar unit @ \$15,000
2. 2014 Ford Interceptor 151,000 km complete with Lighting, Push Bar, Silent Barrier (*glass*), Stalker DSR Radar (*no computer or radio*) @ \$16,000
3. 2015 Ford Interceptor Utility (Demo Unit) 7,000 km complete with Lighting, Radar, Push Bar, Silent Barrier (*glass*), Toughpad computer, (no radio or decals) @ \$64,143

OPTIONS & BENEFITS:

Option 1

Purchase the 2009 Chevrolet Tahoe from Town of Raymond @ \$15,000. This unit may require an updated camera system, and radio.

Benefit

Purchasing a used vehicle allows us to implement the program at a lower cost.

Author: R. Pelensky **Reviewed by:** _____ **CAO:** _____

Option 2

Purchase the 2014 Ford Interceptor from Municipal District of Bonnyville @ \$16,000.

This unit will require the purchase of a computer, and radio.

Benefit

Purchasing a used vehicle allows us to implement the program at a lower cost.

Option 3

Purchase the 2015 Ford Interceptor Utility (Demo Unit) from WCI Fleet Services @ \$64,143. This unit will require the purchase of a computer, radio, and full decals.

Benefit

Purchasing demo vehicle allows us to use a vehicle with more options at a lower cost.

Option 4

Purchase a new vehicle, and outfit with required options.

Benefit

Purchasing a new vehicle should have a minimum 5 year life span. Selecting your own options to build a vehicle best suited for the needs of the County.

Option 5

Administration to continue to pursue other options of used vehicles.

COSTS & SOURCE OF FUNDING

2016 Capital Budget Amount - \$80,000.

COMUNICATION:

N/A

RECOMMENDED ACTION

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: R. Pelensky Reviewed by: _____ CAO: _____





704-412-3332

13830

MUNICIPAL DISTRICT
PUBLIC SAFETY
PEACE OFFICER

INTERCEPTOR

Ford

VACUFLO

DRY VAC
ONLY



2015. 9. 18



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Fred Wiebe, Manager of Utilities
Title:	La Crete Lift Station Emergency Repairs

BACKGROUND / PROPOSAL:

Due to lift station pump failure, the pump had to be sent out immediately and rebuilt at a cost of \$16,000. A spare pump that was purchased last year has been installed but now the other pump that has been operating in the lift station for years is also not working properly and will be sent out as soon as we receive the rebuilt one back.

Additionally, the main controller which controls the pump operations at the La Crete Main Lift Station has stopped working requiring a new system to be installed at the cost of \$15,000.

OPTIONS & BENEFITS:

It is crucial that the Main Lift Stations in our hamlets have reliable working pumps to ensure continuous sewer flows and avoiding sewer backups.

COSTS & SOURCE OF FUNDING:

Estimated repairs of 2 Main Lift pumps: \$30,000
 Estimate for Main Lift Controller: \$15,000
 Total Estimate: \$45,000

With only \$1000 budgeted for servicing equipment for lift station in the 2016 budget, additional funds will need to be added from Emergency Service Reserve.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2016 Operating Budget be amended to include an additional \$45,000 to the La Crete Sewer Operating Budget to cover costs for emergency repairs with funds coming from the General Operating Reserve.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Fred Wiebe, Manager of Utilities
Title:	Application to Purchase SE 15-106-15-W5M (PLS 120200) La Crete Sewage Lagoon and Future Lagoon Expansion

BACKGROUND / PROPOSAL:

On February 11, 2013 the purchase of W½ 14-106-15-W5M was finalized for the purpose of the lagoon expansion. Due to an error, SE 15-106-15-W5M where the Lagoon is located was not purchased during this time.

On November 30, 2012, administration received a letter regarding the application to purchase of SE 15-106-15-W5M [PLS 120200 (Sewage Lagoon Lease LOC 800782)] and to proceed with First Nations Consultation. Due to tight deadline/delays/miscommunication between departments the purchase did not take place, although through e-mail confirmation from Alberta Environment and Parks the First Nations Consultation has been satisfied for PLS 120200.

On January 20, 2016 Alberta Environment and Parks sent out an Amended Application to Purchase (PLS 120200) to include the Walking Trail Recreational Lease (REC 100008) in addition to the Sewage Lagoon Lease (LOC 800782). When W½ 14-106-15-W5M was purchased in 2013 the Walking Trail portion was included in the purchase as a part of the quarter, Alberta Environment and Parks amended the Application to Purchase on SE 15-106-15-W5M (PLS 120200) to include the Walking Trail portion on this purchase as well, but to pay that portion at market value.

OPTIONS & BENEFITS:

Option 1 – Purchase Sewage Lagoon and Walking Trail Recreational Leases as per Alberta Environment and Parks offer.

- Sewage Lagoon Lease - \$225/acre x 139.94 acres = \$31,486.50
- Walking Trail Recreational Lease – Fair Market Value x 12.86 acres = ?

Author: Sarah Martens Reviewed by: _____ CAO: JW

Option 2 – Request Alberta Environment and Parks for an amendment to exclude the Walking Trail Recreational Lease (REC 100008), and purchase only Sewage Lagoon Lease.

- Sewage Lagoon Lease - \$225/acre x 139.94 acres = \$31,486.50

Option 3 – Negotiate with Alberta Environment and Parks to allow Mackenzie County to purchase the entire 160 acres at the \$225/acre the same way we purchased the other 2 quarters within the W ½ 14-106-15-W5M.

- SE 15-106-15-W5M \$225/acre x 152.80 acres = \$34,380

Option 4 – Continue leasing SE 15-106-15-W5M as well as walking trail portion (REC 100008).

COSTS & SOURCE OF FUNDING:

To be determined by Finance Department depending on Council’s decision (assessing the funds remaining in the Lagoon Expansion project or to take out of the General Capital Reserve if required).

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

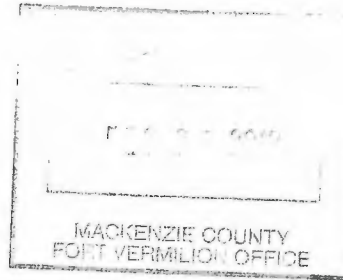
Author: Sarah Martens Reviewed by: _____ CAO: JW



File No.. PLS 120200

November 30, 2012

John Klassen
Director of Operations
MacKenzie County
PO Box 640
Fort Vermilion, Alberta
T0H 1N0



Dear Sir:

**RE: Application to Purchase No. PLS 120200
SE 15-106-15-W5 (61.84 ha/152.80 ac)
County Sewage Lagoon**

Please be advised that Environment and Sustainable Resource Development has completed a preliminary review of your request to purchase the above noted lands as shown on the attached sketch. We now ask that you proceed with first nation consultation on these lands in accordance with the provincial guidelines for consultation. Please contact the following first nations:

Little Red River Cree Nation

PO Box 189
Red Earth Creek, Alberta T0H 3X0
Contact: **Harvey Sewepagaham**, Director/Consultation Coordinator
Telephone: 780-759-3912
Fax: 780-759-3780

Tallcree First Nation

PO Box 100
Fort Vermilion, Alberta T0H 1N0
Contact: **Clinton Laboucan**, Consultation Manager
Telephone: 780-927-4111
Fax: 780-927-4375.

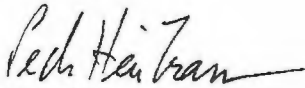
Upon submission of your consultation information and subsequent assessment by Environment and Sustainable Resource Development, we will complete our review and advise you of our recommendation on your application.

If the recommendation is to sell the land, that recommendation is made to the Minister of Environment and Sustainable Resource Development who has the statutory authority to sell the land. All sales to municipalities, cities, towns, or villages must also be approved by the Lieutenant Governor in Council.

If you have any questions regarding the consultation requirements, please contact:

Michael Kozij, Operations Unit Head
Upper Hay Area Operation
780-927-8204

Sincerely,




Hieu Tran
Disposition Services Section

/hpt

cc: Land Use, Fort Vermilion Office



 - Area of public land SE 15-106-15-W5M, 152.80 acres (61.84 hectares), more or less

Plan #: _____
 Version: _____
 File: PLS 120200

TECHNICAL SERVICES	SKT	ZJ
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 Base Features Data provided by Spatial Data Warehouse Ltd.

Environment and Sustainable Resource Development Lands Division Surveys and Technical Services Section	Scale 1: 10,000	Date 2012 / 08 / 05
	Airphoto [AS] - Shot(s)	Date / /
	Dwn By Zofia Janiszewska	Checked by
	Graphic File PLS 120200.dgn	Remarks

Sarah Martens

From: Ramona Quaale <ramona.quaale@gov.ab.ca>
Sent: Friday, January 09, 2015 8:15 AM
To: Sarah Martens
Subject: RE: PLS 120200 - Application to Purchase existing LOC 800782 (Sewage Lagoon)

Hi Sarah,

According to our field officer, Mike Kozij, First Nations Consultation has been satisfied. If you require any further information, please contact me.

Regards,

Ramona Quaale, Land Administrator
Operations Division, Land Dispositions Branch
Alberta Environment and Sustainable Resource Development
5th Floor, 9915 - 108 Street
Edmonton, AB T5K 2G8
ph: 780-643-1851 fax: 780-427-1029

From: Sarah Martens [<mailto:smartens@mackenziecounty.com>]
Sent: Thursday, January 08, 2015 1:22 PM
To: Ramona Quaale; Liane Lambert
Subject: RE: PLS 120200 - Application to Purchase existing LOC 800782 (Sewage Lagoon)

Hi Ramona,

Just want to confirm that you had received the First Nation Information Consultation for PLS 120200?

Thank you,

Sarah Martens
Public Works Administrative Officer
Mackenzie County
Phone: 780-928-3983
Fax: 780-928-3636
smartens@mackenziecounty.com



Mackenzie County

From: Ramona Quaale [<mailto:ramona.quaale@gov.ab.ca>]
Sent: Wednesday, December 17, 2014 1:51 PM
To: Liane Lambert; Sarah Martens
Subject: PLS 120200 - Application to Purchase existing LOC 800782 (Sewage Lagoon)

*RE: Application to Purchase No. PLS 120200
SE 15-106-15-W5 (61.84 ha/152.80 ac)
Licence of Occupation No. LOC 800782
Purpose: County Sewage Lagoon (expansion)*

Good Afternoon,

This file was handed over to me when my colleague, Hieu Tran, retired.

Hieu referred this sale application to all concerned agencies for comments but, unfortunately, there were no responses on file. I am in the process of following up on the referral responses.

Once I have received the required responses, I will contact you directly.

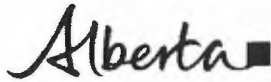
In the event that the sale does go forward we will cancel DLO 800782 (after billing you for any outstanding fees) when title is issued to the county. But if the sale does not go forward we process the renewal for DLO 800782 and bill you accordingly.

If you have any questions, please contact me.

Regards,

Ramona Quaale, Land Administrator
Operations Division, Land Dispositions Branch
Alberta Environment and Sustainable Resource Development
5th Floor, 9915 - 108 Street
Edmonton, AB T5K 2G8
ph: 780-643-1851 fax: 780-427-1029

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File No: PLS 120200

AMENDED

January 20, 2016

Mackenzie County
P.O. Box 640
4511 – 46 Avenue
Fort Vermilion, AB T0H 1N0

Sent via email to: llambert@mackenziecounty.com

Attention: Byron Peters
Director of Planning & Development

RE: PLS 120200 – Mackenzie County’s Application to Purchase **SE-15-106-15-W5 (the “Land”)**
Purpose: Hamlet of La Crete’s Sewage Lagoon and Future Lagoon Expansion
Legal Description: SE 15-106-15-W5 (approximately 61.84 ha/ 152.80 ac)

Alberta Environment and Parks (AEP) is prepared to recommend to the Minister that the lands be sold on the terms set out in this letter. Please be advised that under the *Public Lands Act*, the final decision with respect to the sale must be made by the Minister and be authorized by the Lieutenant Governor in Council.

AEP has revised the “Terms of Sale” as stated on the original letter, dated January 27, 2015 (attached). If you consent to the following amended proposed terms of the sale, please sign and return the enclosed copy of this letter, and we will include it in our recommendation to the Minister.

The Applicant currently possesses 5.203 hectares (12.86 acres) of the Land for the purpose of a walking trail under the lease, REC 100008. The walking trail area is identified on the attached appendix as “Area A”.

Terms of Sale

1. The purchase price of the Land will be the sum of the amounts based on:
 - a. The fair market value of Area A as established by an appraisal in accordance with paragraph #2; and

- b. The value established by policy as outlined in paragraph #3 of the area of the Land (as determined by survey), to be used as a public work, less the area of Area A.
2. Upon receipt of the plan of survey from the County, AEP will proceed to obtain an appraisal of Area A.

AEP shall obtain a minimum of two appraisal reports from appraisers holding Accredited Appraiser Canadian Institute (AACI) designations with the Appraisal Institute of Canada to establish the current market value of Area A.

3. The value of the area of the Land for public works has been established at \$225 per acre, in accordance with the enclosed *Sale of Public Land to Municipalities for Works (as specified) and Municipal Land Sale Values Map*, and subject to Mackenzie County (the County) entering into a *Municipal Land Sale Agreement* that will encumber the title, limiting the management and use of the site to the County for public works interests.
4. **The County must submit a plan of survey of the Land suitable for registration at the Land Titles Office by April 22, 2016.** Please provide your surveyor's name, address and telephone number for our records and confirm that the surveyor will register the plan, notification (transfer) and any other documents at the Land Titles Office.

The surveyor will be required to submit the plan via the Plan Confirmation Service located at:

https://securexnet.env.gov.ab.ca/pcs_login.html

An amendment form (attached) is required to be submitted along with the plan. The amendment form is located at:

<http://aep.alberta.ca/forms-maps-services/forms/lands-forms/aep-forms/default.aspx>

The amendment form must be signed and include the confirmation number and a copy of the plan (in PDF format) to be sent via email to the department through the AEP Surface Activity Applications inbox at:
esrdsurfaceactivityapplications@gov.ab.ca

AEP Technical Services Section will review the plan prior to registration at Land Titles Office. Your surveyor may contact Technical Services Section, telephone number 780-427-3570 for any questions regarding this process.

5. Upon receipt of the plan of survey from the County and completion of the appraisal reports, AEP will notify the County of the amount of the purchase price.
6. The transfer of the Land is subject to the registration of a caveat against title with respect to the County entering into a Municipal Land Sale Agreement, which will limit the management and use of the Land to a public work site. A draft of the agreement will be provided in due course.
7. GST is payable on the purchase price unless a GST registrant number is provided. Registrants may remit GST directly to the Government of Canada and deduct this amount from the balance owing the department.
8. The fees payable by the County are:

a. Required Fees

Digital mapping fee	\$125.00
Amended digital mapping fee	\$ 50.00
<u>Less payment received</u>	<u>\$ 52.50</u>
Amount owing upon acceptance	\$122.50

Make your cheque or money order payable to the Government of Alberta and quote your Application to Purchase No. PLS 120200.

Please note that there will be additional fees arising from the amendment of Recreational Lease REC100008.

9. Prior Interests

The County will be required to complete follow-up action on activities previously approved by the department on these lands. A Schedule of prior interests will be forwarded to the County once our department receives acceptance of the terms of sale.

10. No Warranties or Representations

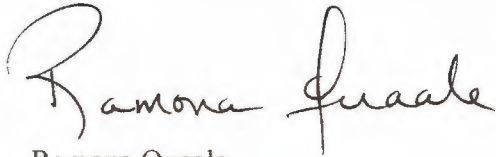
The Province makes no representations or warranties as to the condition, quality or fitness of the land.

11. Acceptance

To accept the terms of sale, an authorized signing officer for Mackenzie County must sign in the space indicated below. A signed copy of this letter must be delivered to AEP, to the attention of Ramona Quaale, Sales Unit, no later than February 19, 2016, failing which, this Offer will be deemed rejected and Mackenzie County's application to purchase will be cancelled.

If you have any questions or concerns, please contact me at 780-643-1851.

Sincerely,



Ramona Quaale
Legal Land Administrator

Enclosures

Acceptance

The Applicant, Mackenzie County, hereby accepts the above terms.

Signature

Date

cc: Operational Approval District – Upper Hay District: Attention: Mike Kozji

APPENDIX

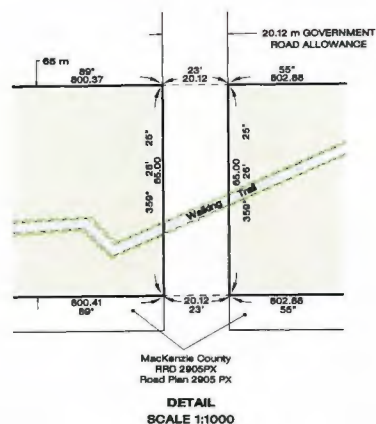
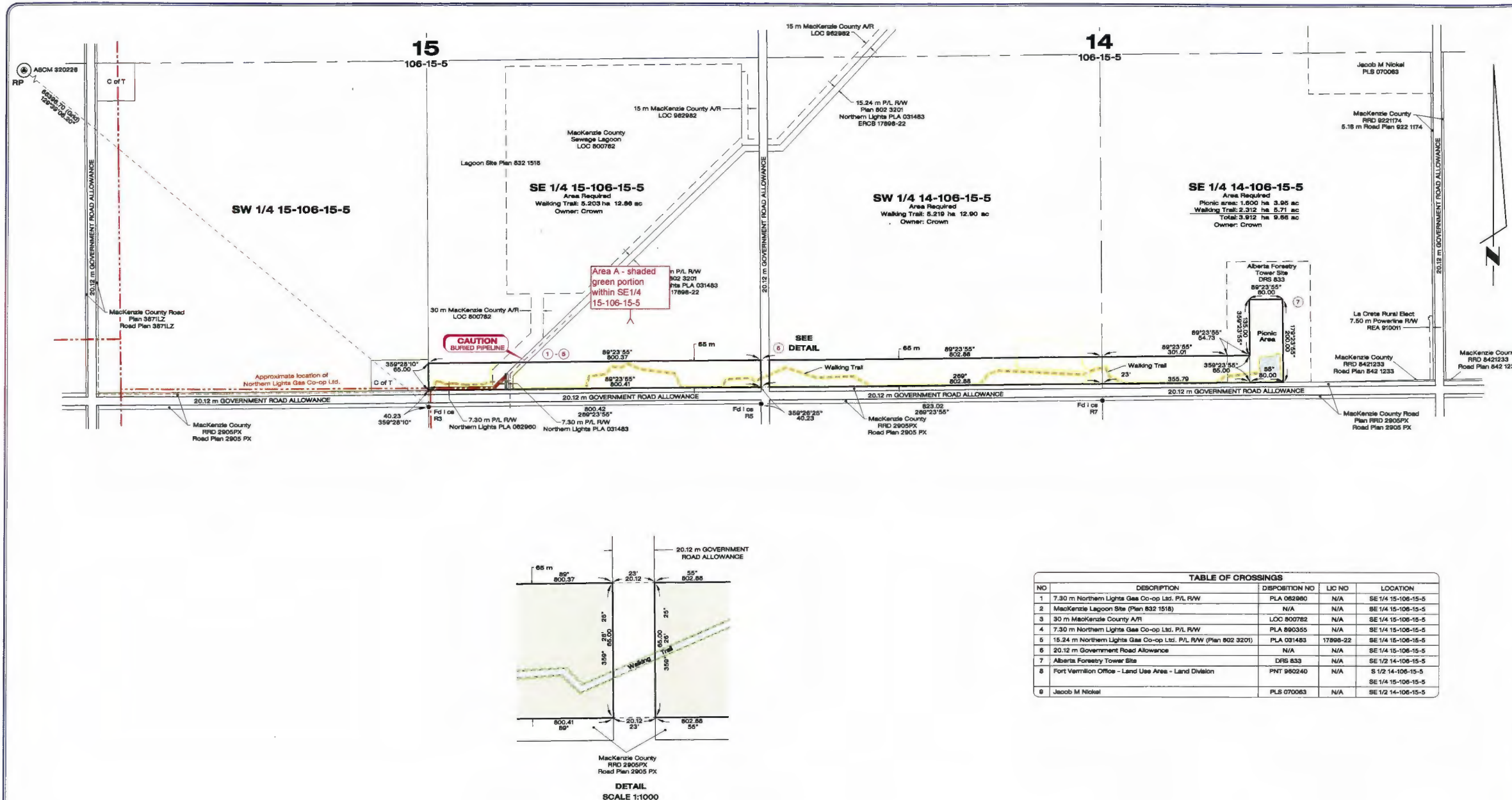


TABLE OF CROSSINGS				
NO	DESCRIPTION	DISPOSITION NO	LIC NO	LOCATION
1	7.30 m Northern Lights Gas Co-op Ltd. P/L RW	PLA 082980	N/A	SE 1/4 15-106-15-5
2	Mackenzie Lagoon Site (Plan 832 1518)	N/A	N/A	SE 1/4 15-106-15-5
3	30 m Mackenzie County A/R	LOC 800782	N/A	SE 1/4 15-106-15-5
4	7.30 m Northern Lights Gas Co-op Ltd. P/L RW	PLA 890385	N/A	SE 1/4 15-106-15-5
5	15.24 m Northern Lights Gas Co-op Ltd. P/L RW (Plan 802 3201)	PLA 031483	17898-22	SE 1/4 15-106-15-5
6	20.12 m Government Road Allowance	N/A	N/A	SE 1/2 14-106-15-5
7	Alberta Forestry Tower Site	DRS 833	N/A	S 1/2 14-106-15-5
8	Fort Vermilion Office - Land Use Area - Land Division	PNT 980240	N/A	SE 1/4 14-106-15-5
9	Jacob M Nickel	PLS 070063	N/A	SE 1/2 14-106-15-5

I, Colin Jeschke, of the City of Calgary, Alberta Land Surveyor, make oath and say that:
 1. The survey represented by this plan was made under my personal supervision.
 2. The survey was made in accordance with good surveying practices and in accordance with the provisions of the Surveyors Act.
 3. The survey was performed on April 20, 2010, and this plan is true and correct, and is prepared in accordance with the provisions of the Public Lands Act.
 Sworn before me at the City of Calgary in the Province of Alberta on July 21, 2010.

Bradley W. Ashley
 Alberta Land Surveyor
 Commission expires on March 1, 2011



REV	DATE	REVISIONS	RM	CJ
	July 21, 2010	Plan Issued		
			GAD	CHK

LEGEND:

- Alberta Survey Control Markers found are shown thus
- Statutory iron posts found are shown thus
- Disposition crossings are shown thus
- Land dealt with by this plan are bounded thus
- and contain 13,858 hectares
- The geo-referenced point is ASCM 320226

NOTES:

- Access Road dealt with is 65 metres in perpendicular width throughout, unless noted otherwise.
- Distances are ground and are expressed in metres and decimal fraction.
- A combined factor of 0.999569 was used to scale ground distances to the projection plane.
- Bearings are UTM NAD83 (CSRS) and are referred to 117° West Longitude, and are derived from GNSS observation
- Public Land Standing Report: April 18, 2010
- The geo-reference point is ASCM 320226.
- UTM NAD83 (CSRS) Coordinates referred to Meridian of 117° West Longitude : 849597.27 m N
 492395.99 m E

AREAS:

	ha	ac
Timber Usage:		
Picnic Area New Cut :	1.380	3.38
Picnic Area Existing Out :	0.240	0.59
Walking Trail New Cut :	11.884	29.87
Walking Trail Existing Out :	1.050	2.60
TOTAL :	14.334	35.42
Picnic Area :	1.600	3.95
Walking Trail :	12.734	31.47
	14.334	35.42

ABBREVIATIONS:

- A/R indicates Access Road.
- ac indicates acres.
- ca indicates counterbank.
- CSRS indicates Canadian Spatial Reference System.
- Fd indicates found.
- GNSS indicates Global Navigation Satellite System.
- ha indicates hectares.
- I indicates statutory iron post.
- km indicates kilometre.
- m indicates metre.
- Msp indicates 2.0 m standard Alberta survey marker post.
- N, E, S, and W indicate North, East, South, and West.
- NAD83 indicates North American Datum, 1983.
- P indicates standard post.
- P/L indicates Pipeline.
- RW indicates Right-of-Way.
- RP indicates reference point.
- Rge indicates Range.
- Sec indicates Section.
- Twp indicates Township.
- UTM indicates Universal Transverse Mercator.

MALTA'S GEOMATICS INC. AND ITS EMPLOYEES TAKE NO RESPONSIBILITY FOR THE LOCATION OF ANY UNDERGROUND CONDUITS, PIPES, OR OTHER FACILITIES, WHETHER SHOWN ON OR OMITTED FROM THIS PLAN.

MACKENZIE COUNTY

**PROPOSED PLAN SHOWING
 WALKING TRAIL AND PICNIC AREA
 WITHIN
 S 1/2 SEC 14,
 AND
 SE 1/4 SEC 15,
 TWP 106, RGE 15, W 5th MER
 MACKENZIE COUNTY
 ALBERTA**

SCALE 1:5,000

REV

MALTA'S GEOMATICS Phone (403) 291-1344 Fax (403) 291-4411
 4802 - 50 Avenue, N.E. Calgary, Alberta T2J 6L8
 Spatial Technology • Alberta Land Surveyors • Canada Lands Surveyors • Engineers

JOB No: C028310
 DWG No: C028310WT

**ALBERTA GOVERNMENT SERVICES
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

142047541

ORDER NUMBER: 29994445

ADVISORY

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MUNICIPAL LAND SALE AGREEMENT

Sale Agreement No. PLS 110305
Key File No. PLS 110305
File: 08870-004 Vo. 6

This Agreement made effective this 23rd day of January, 2013.

MEMORANDUM OF AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN in right of the Province of Alberta, as represented by the Minister of Environment and Sustainable Resource Development, (the "Minister")

and

MacKenzie County (the "Municipality")

WHEREAS the Minister is the owner of a certain tract of land (the "Lands") situated in the Province of Alberta, identified and more particularly described in the schedule attached to this Agreement as Appendix "A", which is a part of this Agreement; and

WHEREAS the Municipality desires to purchase the Lands from the Minister for the specified consideration; and

WHEREAS the Minister may determine a purchase price for the sale of the land to be considered, and as may be approved, by the Lieutenant-Governor-in-Council under Section 7(a) of the *Public Lands Act* (the "Act");

WHEREAS the Minister, pursuant to Section 21(1) of the Act, has the authority to restrict the purposes to which the Lands may be used, upon such terms and conditions as the Minister prescribes;

WHEREAS the intention of both parties to this Agreement is that the full price, based on fair market value of the land, may be paid to the Minister if the Lands were not used for the purposes set out in this Agreement.

THEREFORE IN CONSIDERATION OF the mutual covenants set out herein, the parties agree as follows:

PURCHASE AND SALE

1. Subject to the approval of the Lieutenant-Governor-in-Council, which may be unreasonably withheld, the Minister agrees to sell, and the Municipality agrees to purchase, the Lands for \$225.00/acre.
2. The Minister in due course will issue a Notification to the Registrar of Land Titles directing that a Certificate of Title for the land in the name of the Municipality be issued at the sole expense of the Municipality, including legal costs.
3. The Municipality acknowledges and agrees that this Agreement will be registered, at the sole expense of the Municipality, including legal costs, against the title to the Lands pursuant to Section 21(3) of the Act.

PRIMARY PURPOSE

4. The Municipality hereby covenants for itself, its principals, permitted successors and assigns that the Lands will be used for the purpose of:
 - a. A public work, provided that:
 - i. the facility, improvements, structures, and undertaking comprising the public work is owned and operated by the Municipality and paid for by public funds;
 - ii. the public work is for the consumption, benefit and use of the public; and
 - iii. any public work not scheduled under Subsection 4.b. of this Agreement must be approved in writing by the Minister prior to its development;

MAR 11 2013
Registration Division

- b. Specifically, those items listed in the schedule attached to this Agreement as Appendix "B", which is a part of this Agreement and as such schedule may be amended from time to time,

which collectively and severally shall be referred to as, and considered to be for the purposes of this Agreement, the "Primary Purpose" of this Agreement.

5. For certainty, the Municipality hereby covenants for itself, its principals, permitted successors and assigns that the Lands, or any part thereof, shall not in any way be dealt with, except in furtherance of the Primary Purpose, and in accordance with the terms of this Agreement.

CONSENT OF THE MINISTER

6. The Municipality shall not sell, agree to sell, transfer, assign, mortgage, lease, encumber or grant any other interest in the Lands, or any part thereof, or grant any licence with respect to the Lands, or any part of thereof, without the prior consent of the Minister in writing.

MINISTER'S REMEDIES ON DEFAULT

7. If the Minister, at any time, is satisfied that the Lands, or any part thereof, are not being used for the Primary Purpose, the Minister may, in his sole and unfettered discretion, require the Municipality by notice in writing to either
 - a. forthwith retransfer and surrender possession of the Lands in their entirety to the Minister free and clear of any liens, charges and encumbrances in respect of third parties and the Municipality, and reclaimed to a state and condition satisfactory to the Minister, all of which is to be undertaken at the Municipality's sole expense including legal costs; or
 - b. pay the Minister the fair market value of the Lands in accordance with Section 10 of this Agreement.
8. If the Municipality has not used the Lands, or any part thereof, for the Primary Purpose (including any other primary purpose subsequently permitted by the Minister in writing) before January 23, 2013, or at any time before or after that date discontinues the use of the Lands, or any part thereof, for the Primary Purpose for a period of one hundred and eighty (180) consecutive days, the Municipality shall notify the Minister in writing of the nonuse or the discontinuance of use, as the case may be, within 30 days after
 - a. January 23, 2013, or
 - b. the end of the one hundred and eighty (180) day period described in this Section.
9. The Minister may notify the Municipality in writing of the Municipality's breach or default in performing any of its obligations under this Agreement, or any nonuse or discontinuance of use of the Lands, or any part thereof, for the Primary Purpose at any time before and after the periods referred to in Section 8 of this Agreement have expired.
10. The Municipality shall, within 60 days following a notice referred to in Sections 7(b), 8, or 9, as the case may be, remit the fair market value of Lands as of the date of the notice, which fair market value shall be determined by an independent appraisal report made in accordance with Section 11 of this Agreement, and which shall exclude the value of improvements on the Lands made by the Municipality.
11. The appraisal report referred to in Section 10 of this Agreement shall be prepared by an accredited appraiser eligible to practice in Alberta and who is appointed by the Minister.
12. No waiver shall be effective or binding unless such waiver is made in writing and expressed to be in respect of one or more particular breaches of the provisions of this Agreement; and the parties hereby acknowledge and agree that such waiver made from time to time will not in any way affect the rights of the parties respecting any other breach not described in the waiver.

DISCHARGE

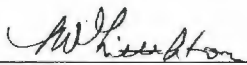
13. In the event that the Minister does not exercise his rights under one or more of Sections 7, 9 and 11 of this Agreement in respect of the Lands, or part thereof, within one year from the date upon which the Municipality delivers notice to the Minister in accordance with Section 8 of this Agreement, the Municipality may submit a written notice to the Minister to cause this Agreement to be discharged from the Municipality's title, including any successors' titles, as the case may be.

14. For certainty, the parties hereby agree that Section 13 of this Agreement shall not affect the rights and obligations of the Municipality and the Minister under Sections 7, 8, 9 and 10 of this Agreement, and that Sections 7, 8, 9, and 10 of this Agreement shall continue to be in effect and operate notwithstanding the passage of the date referred to in Section 8(a) of this Agreement.

GENERAL PROVISIONS

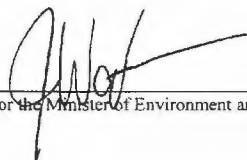
- 15. The rights and obligations of the parties under this Agreement commence on the date first above written.
- 16. The provisions of this Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective principals, and permitted successors and assigns.
- 17. The parties agree to execute such other documents and provide such further assurances as may be necessary to give full effect to this Agreement.
- 18. This Agreement represents the whole agreement between the parties hereto.
- 19. This Agreement may be amended by agreement between the Minister and the Municipality in writing from time to time.
- 20. Headings in this Agreement are inserted for ease of reference and are not intended to affect the interpretation of this Agreement in any way.
- 21. This Agreement may be executed in one or more counterparts, and when such counterparts are attached hereto they shall be read as being the original of this Agreement.
- 22. In the event a court of competent jurisdiction determines that one or more provisions of this Agreement are invalid or unenforceable at law, such provisions shall be deemed to be severed from this Agreement, and the remainder of this Agreement shall be read as though the severed provisions were not a part of it.
- 23. Any notices to be given pursuant to this Agreement shall be made in writing and delivered via registered mail, fax machine, or electronic mail attaching a Portable Document Format file or digital image file to
 - a. in the case of the Municipality:
 - b. in the case of the Minister:

SIGNED, SEALED, AND DELIVERED BY THE MUNICIPALITY this 11 day of February
20 13.



(Municipality)

SIGNED, SEALED, AND DELIVERED BY THE MINISTER this 13 day of January
20 14.



for the Minister of Environment and Sustainable Resource Development

APPENDIX A

FIRSTLY

In Township 106, Range 15, west of the 5th Meridian

The northwest quarter of section 14 - 64.750 hectares (160 acres), more or less.

The southwest quarter of section 14 - 64.750 hectares (160 acres), more or less.

Saving and Excepting

<u>PURPOSE</u>	<u>PLAN NO.</u>	<u>AREA more or less</u>
Roadway	2905PX	0.826 hectare (2.04 acres)

Excepting thereout all mines and minerals and the right to work the same.

SECONDLY

In Township 104, Range 17, west of the 5th Meridian

The northwest quarter of section 11 - 64.750 hectares (160 acres), more or less.

Saving and Excepting

<u>PURPOSE</u>	<u>PLAN NO.</u>	<u>AREA more or less</u>
Roadway	880PX	2.456 hectares (6.07 acres)

Excepting thereout all mines and minerals and the right to work the same.

The lands herein described containing 190.968 hectares (471.89 acres), more or less.

APPENDIX B

MacKenzie County is to utilize W½ 14-106-15-W5 solely for the purpose of lagoon expansion area and NW 11-104-17-W5 solely for the purpose of a waste transfer site.



142047541

142047541 REGISTERED 2014 02 12
AGRE - AGREEMENT
DOC 1 OF 1 DRR#: Z0BC5A5 ADR/DKOZAK
LINC/S: 0036053453 †



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 1018-16 – Hawkers and Peddlers

BACKGROUND / PROPOSAL:

Mackenzie County administration has proposed to amend the Hawkers and Peddlers Bylaw in order to reflect the initiatives of the Planning and Development Department.

Since 2005, 25 businesses have obtained a Hawkers and Peddlers License. Of these businesses, all multiple year users of the License have been food produce businesses, in comparison to door to door sales businesses who are one time users.

OPTIONS & BENEFITS:

The amendments will ensure that this bylaw is up to date and coordinated with current provincial and municipal legislation and with the requirements of Mackenzie County's communities. The needs of Mackenzie County business owners and residents will be more accurately protected and represented through these amendments.

Along with the proposed amendments identified within the bylaw, there are additional regulations that can be included, those being:

6. Purchase of Licenses

- e) The applicant must submit a criminal record check with their application.
- f) The business shall provide and maintain, either by way of a separate policy or by an endorsement to his existing policy, Comprehensive General Liability Insurance acceptable to the Owner and subject to limits of not less than two million dollars (\$2,000,000) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

Author: A Codispodi Reviewed by: _____ CAO: _____

Updating this bylaw also requires a revision of the fees associated with obtaining a Hawkers and Peddlers License.

Administration proposes the implementation of the following fees and will bring back the Fee Schedule Bylaw once reviewed and approved by Council.

HAWKERS AND PEDDLERS LICENSE

Item	Amount	GST
Fees:		
Application Processing Fee	\$100.00	N/A
Operational Fee – Per Day	\$30.00	N/A
Penalties:		
First Offense	\$100.00	N/A
Second Offense	\$500.00	N/A
Third & Subsequent Offenses	\$1,000.00	N/A
Failure to Report Operational Days	Invoice for total operational business days in a year	N/A

MOTION 1:

Option 1

That first reading be given to Bylaw 1018-16 being the Hawkers and Peddlers Bylaw as presented.

Option 2

That first reading be given to Bylaw 1018-16 being the Hawkers and Peddlers Bylaw as AMENDED with the inclusion of the proof of insurance and criminal record check requirements.

COSTS & SOURCE OF FUNDING:

The application and operating fees associated with the Hawkers and Peddlers License will be borne by the applicant.

Author: A Codispodi Reviewed by: _____ CAO: JW

SUSTAINABILITY PLAN:

Amendments to the Hawkers and Peddlers Bylaw support Goal E23 of Mackenzie County’s Sustainability Plan, that “Mackenzie County’s business communities can provide local products and services to meet consumer demand.”

By enforcing stricter regulations on hawkers and peddlers, the County is pursuing this goal using Strategy E23.2, “provide support to businesses operating under County business licenses.” The Hawkers and Peddlers Bylaw supports businesses who have obtained the County business license by ensuring that businesses that do not qualify for the business license and do not operate within the County year round are also being regulated. These regulations are harsher than those within the Business License Bylaw which demonstrates additional support for local services.

COMMUNICATION:

The Planning and Development Department will be committed to issuing a public announcement through our social media networks whenever the County becomes aware of a hawker or peddler who will be engaging in door to door sales. The public announcement and Hawker and Peddlers License will demonstrate that the business is registered with the County and has completed the necessary paperwork and payments, however this does not indicate that the County supports this sales technique. The Economic Development Officer will be available to accept complaints throughout the year and the County’s contact information will be listed on the business’s Hawkers and Peddlers License.

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

See Option 1 or Option 2 noted above.

Author: A Codispodi Reviewed by: _____ CAO: JW

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the Fee Schedule Bylaw be brought back to Council to include the following fees:

HAWKERS AND PEDDLERS LICENSE

Item	Amount	GST
Fees:		
Application Processing Fee	\$100.00	N/A
Operational Fee – Per Day	\$30.00	N/A
Penalties:		
First Offense	\$100.00	N/A
Second Offense	\$500.00	N/A
Third & Subsequent Offenses	\$1,000.00	N/A
Failure to Report Operational Days	Invoice for total operational business days in a year	N/A

Author: A Codispodi Reviewed by: _____ CAO: JW

BY-LAW NO. ~~092/97~~ 1018-16

BEING A BY-LAW OF ~~THE~~
~~MUNICIPAL DISTRICT OF MACKENZIE NO. 23~~ MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO REGULATE AND SET **BUSINESS** LICENSE FEES FOR
NON RESIDENT HAWKERS AND PEDDLERS ENGAGED IN ANY BUSINESS
IN
~~THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23~~ MACKENZIE COUNTY

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 1994 2000, Chapter M-24 26, Sections 7 and 8, Council may pass a bylaw to regulate and license non-resident businesses and industries operating within the corporate limits of ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County.

NOW THEREFORE, the Council of ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County in the Province of Alberta, duly assembled, hereby enacts as follows:

1. **TITLE ~~HAWKERS AND PEDDLERS LICENSE BYLAW~~**

a) This Bylaw shall be cited as the Hawkers and Peddlers License Bylaw.

2. **DEFINITIONS**

a) **“Business”** - includes business, trade, profession, industry, occupation, employment or calling, and the providing of goods and services.

b) **“Business License”** - means an annual license issued by the County for the privilege of doing any kind of business, trade, profession, or any other activity in the County, by whatever name called, which document is required to be conspicuously posted or displayed except to the extent to the taxpayer’s business license tax or other financial information is listed thereon.

i) A business license is subject to all businesses within the County and specific businesses with head offices located outside of the County but doing business within the County.

c) **“Bylaw Enforcement Officer”** - means a person or persons authorized by Council to carry out the provisions of this bylaw.

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

- d) **“Council”** - means the Council of ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County.
- e) **“County”** - means the municipal corporation of Mackenzie County.
- f) **“Economic Development Officer”** - means a person or persons authorized by Council to carry out the provisions of this bylaw.
- g) **“Hawker, Food Products”** - means the business of selling or offering for sale any food products but shall not include any person selling fish, meat, fruit, or other farm products which have been produced, raised, or grown by him/her in ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County, or fish of his/her own catching.
- h) **“Hawker” or “Peddler”** - means any person whether as a principle or agent who;
- i) goes from house to house selling or offering for sale any merchandise to any person, and who is not a wholesale or retail dealer in such merchandise with a permanent place of residence in ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County,
- ii) offers or exposes for sale to any person by going door to door to obtain orders for merchandise to be afterwards delivered in or shipped in ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County,
- iii) acts as a Street Vendor.
- i) **“License”** - means a license issued pursuant to this bylaw.
- j) **“License Fee”** - means the sum of money which is required for payment for a license as detailed in Section eight (8) of this bylaw.
- ~~h) **“M.D.”** - means the Municipal District of Mackenzie No. 23.~~
- ~~i) **“Municipal District”** - means the Municipal District of Mackenzie No. 23.~~
- k) **“Non-resident business”** - means a person or business operating in the ~~M.D.~~ County without maintaining a regular place of business within the ~~M.D.~~ County in accordance with the Mackenzie County Business License Bylaw.
- l) **“Person”** - means a person or persons, hawker, peddler, firm, partnership, or corporate body.

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

- m) **“Street Vending Vehicle”** - means the device by which a Street Vendor transports, displays, prepares, and/or sells his/her goods or services.
- n) **“Street Vendor”** - means a person who sells merchandise or service on the streets or roads or elsewhere than at a building that is his/her permanent place of business in ~~the Municipal District of Mackenzie No. 23 Mackenzie County~~, but does not include any person selling;
 - i) meat, fruit, or other farm produce which has been produced, raised, or grown in ~~the Municipal District of Mackenzie No. 23 Mackenzie County~~ by himself/herself, or,
 - ii) fish of his/her own catching within ~~the Municipal District of Mackenzie No. 23 Mackenzie County~~.

3. GENERAL PROVISIONS

- a) Except as allowed under Section 3. b), no person shall, within the limits of the ~~Municipal District~~ County, carry on or be engaged in any business unless he has registered and paid the prescribed fee as set out in either this bylaw or the Mackenzie County Business License Bylaw and is in possession of a valid and subsisting Hawkers and Peddlers License or Business License. ~~issued pursuant to the provisions of this bylaw.~~
- b) Any person that is conducting business as a participant of a trade show is exempt from the requirements of Section 3. a).
- c) Except where indicated otherwise, each license shall be valid only for the calendar year (January 1 - December 31) for which it is issued.
 - ~~i) Any person required to obtain a license as prescribed by this bylaw may apply for a special temporary license which will be valid for a period of seven (7) consecutive days and is subject to a special fee set out in this bylaw.~~
- d) Persons that have been issued a business Hawkers and Peddlers License under this bylaw will either;
 - i) display such license in a conspicuous location in their place of business, or,
 - ii) carry the license on their person if there is no permanent place of business.

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

- e) The licensee will produce the license for the inspection of any duly qualified officer of ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County, or an officer of the Royal Canadian Mounted Police.
- f) The Bylaw Enforcement Officer and Economic Development Officer of the ~~Municipal District~~ County may at any time revoke or suspend a license issued under the provisions of this bylaw for failure to comply with any condition or regulation herein.

4. ~~Special Provisions~~ **STREET VENDORS**

- a) Operations shall be restricted to privately or publicly owned properties located on Commercial, Industrial or Recreational Districts as identified in the ~~M.D.~~ County's Land Use Bylaw. Operation will not be allowed on any public roadway or street right-of-way.
- b) Vendors must provide a letter of consent from the landowners of the property upon which they propose to operate.
- c) Notwithstanding Section 4.b) the Street Vendor shall operate his/her business in a manner and location on the property that causes minimal disturbance to the normal use of the property and no damage to the property.
- d) Council may charge a rental fee, set by resolution from time to time, for parking on property owned by the ~~Municipal District~~ County.

5. ~~Bylaw Enforcement Officer~~ **ENFORCEMENT**

- a) The Bylaw Enforcement Officer and Economic Development Officer shall be appointed by the Chief Administrative Officer to carry out the provisions of this bylaw.
- b) The duties of the Bylaw Enforcement Officer and Economic Development Officer shall be;
 - i) to receive and consider applications for ~~business~~ a Hawkers and Peddlers License,
 - ii) to conduct investigations with regard to proposed applications where necessary,
 - iii) to conduct inspections of business premises where necessary,
 - iv) to collect license fees pursuant to this bylaw,

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

- v) to refuse or grant licenses where deemed appropriate,
- vi) to revoke ~~business~~ **Hawkers and Peddlers** Licenses where deemed appropriate and necessary,
- vii) to commence prosecutions for violations of this bylaw,
- viii) to appoint an authorized person to obtain any required information where necessary, and,
- ix) to accept and investigate complaints made against hawkers and peddlers and follow up with actions deemed appropriate and necessary.

6. PURCHASE OF LICENSES

- a) All licenses will be obtained at the ~~Municipal-District~~ **County** office on payment of the required fee subject to the requirement of this bylaw and no license shall be issued until the **processing** fee has been paid.
- b) In all cases where a provincial license is required, no ~~M.D.~~ **Mackenzie County** ~~business~~ **Hawkers and Peddlers** License will be issued until the necessary provincial license has been obtained.
- c) **The applicant is required to provide their registered G.S.T/H.S.T. account number.**
- d) **The applicant is required to submit a letter of recommendation that attests to their personal and professional integrity.**
- e) Every person applying for a license shall submit ~~to the Bylaw Enforcement Officer~~ a written application in the prescribed form and signed by the applicant or his duly appointed agent.
- f) Upon receipt of an application for a license, the ~~Bylaw Enforcement Officer~~ **County** may;
 - i) grant a license, or,
 - ii) refuse a license if, ~~in his opinion~~, there are just and reasonable grounds for this refusal.
- g) Where a license has been granted pursuant to Section 6. f) i), the ~~Bylaw Enforcement Officer~~ **County** may revoke the license where, ~~in his opinion~~ there are just and reasonable grounds for the revocation.

7. APPEAL PROCESS

- a) In every case where, under the provisions of Section 6. f) and g);
- i) application for a license has been refused, or,
 - ii) a license has been revoked,
- an appeal may be made by serving written notice of appeal to the Chief Administrative Officer within thirty (30) days after the date of refusal or revocation.
- b) The Council;
- i) shall hold a hearing on any appeal within fourteen (14) days from receipt of the notice of appeal,
 - ii) shall ensure notice of the hearing is mailed by regular mail at least seven (7) days prior to the date of the hearing to the applicant, and,
 - iii) shall consider each appeal giving due regards to the circumstances and merits of the case.
- c) When an appeal is being heard, the Council shall hear;
- i) the Bylaw Enforcement Officer or **the Economic Development Officer,**
 - ii) the applicant and/or,
 - iii) any other person who, in the Council's opinion, might be affected or should be heard.
- d) In determining an appeal, the Council;
- i) may confirm, reverse, or vary the decision of the Bylaw Enforcement Officer **or Economic Development Officer** and may impose such conditions or limitations as it considers proper and desirable in the circumstances, and,
 - ii) shall render its decision in writing to the applicant within thirty (30) days from the date of which the hearing is held.
- e) A decision of the Council on any appeal is final and binding on all parties.

8. HAWKERS AND PEDDLERS LICENSE FEES

~~Except as allowed for under Section 6,~~

- ~~a) the fee for a yearly license for a resident business operating out of a Commercial or Industrial District as defined by the M.D Land Use Bylaw, shall be \$100,~~
- ~~b) the fee for a weekly license (seven) (7) consecutive days shall be \$75, and~~
- ~~c) the fee for a daily license (one full business day) shall be \$35.~~

License fees shall apply for the following as per the Mackenzie County Fee Schedule Bylaw.

- a) Hawkers and Peddlers License Application Processing Fee
- b) After a Hawkers and Peddlers License has been granted by the County, a fee will be charged per day of operation as a hawker and peddler within the County.
 - a. The business owner is required to self-report their total days of operation by December 31 each year and will subsequently be invoiced by the County.
 - b. As an alternative to Section 8. b) i), upon completion of their operation within the County, a business may report their total days of operation in person at a Mackenzie County office and have their final payment be processed and completed immediately.

9. PENALTIES

- ~~a) Any person in contravention of any provision of this bylaw shall be guilty of an offense and liable on summary conviction to a penalty of;~~
 - ~~i) \$25 for a first offense,~~
 - ~~ii) \$500 for a second offense, and,~~
 - ~~iii) \$1,000 for a third and subsequent offenses.~~
- a) Penalties shall be applicable as per the Mackenzie County Fee Schedule Bylaw in place at the time of the offence.

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

- b) If the business fails to report their total days of operation to the County by December 31 of each year, they will be invoiced for the total operational business days in a year.

10. EFFECTIVE DATE AND REPEAL OF BYLAW

- a) That Bylaw 092/97 and all amendments thereto are hereby repealed.
- b) The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

READ a first time this ____ day of _____, 2016.

READ a second time this ____ day of _____, 2016.

READ a third time and finally passed this ____ day of _____, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Byron Peters, Director of Planning and Development
Title:	Addressing for Hamlet Country Residential “HCR”

BACKGROUND / PROPOSAL:

There has been an inquiry regarding the display of addresses for Hamlet Country Residents. Hamlet Country Residents addressing standards are governed by Bylaw 948-14.

According to Bylaw 948-14 addresses are to be displayed as:

5. DISPLAY OF ADDRESS

- 5.1 The Civic Address assigned by the County shall be displayed by the Owner at all times, in a location that is plainly visible from the Street using contrasting colors with characters no less than four (4) inches in height;
- 5.2 The Civic Address shall be plainly visible and not higher than the first story of a Building or at an equivalent height in the case of other structures;
- 5.3 The Civic Address shall be displayed, either permanently or temporarily during construction, upon commencement of a Building or portion thereof;
- 5.4 In all cases where there are multiple Buildings on a Property, the Civic Address shall be plainly visible at the property line and at the entrance to each Building or Unit;
- 5.5 The Owner shall ensure that the posted Civic Address is properly maintained and visible.

The inquirer would prefer to have their address displayed the same as rural multi-lot subdivisions like those in River Drive Developments and Green Acres.

Author: C Smith **Reviewed by:** BP **CAO:** _____

The regulations are listed in the Rural Addressing Bylaw 987-15:

- 6.1 For rural multi-lot developments, subdivision signs shall be required at the entrance to the subdivision and individual lot number signs will be required at the primary access to each lot;
 - a) Each multi-lot subdivision shall be divided into loops with each loop being numbered 0, 100, 200, 300, etc. For each lot in a numbered loop road, a number starting with the loop number and adding increments of 4 will be assigned.
 - .1 For developments that have linear, interconnecting roads (i.e. Riverdrive Developments), each road that has been identified as having an Access to the County road shall be considered a loop for addressing. An even lot number shall be assigned to all properties located on the North and West sides of the adjacent road, and an odd lot number shall be assigned to properties located on the South and East sides of the adjacent road;
 - .2 For developments that have looped roads and cul-de-sac's (i.e. Greenwood Acres), each road that has been identified as having an Access to the County Road shall be considered a loop for the purpose of addressing. An even lot number shall be assigned to all Properties located on the right hand side of the adjacent road, and an odd lot number shall be assigned to all Properties located on the left hand side of the adjacent road. Right hand and left hand shall be as observed when entering the internal subdivision road from the Access onto the County Road;
 - .3 Each multi-lot subdivision shall have a sign at each Access displaying the lots and the numbering, as shown in Schedule "A", attached;
 - .4 Each Property within a multi-lot subdivision shall display only the lot number on their Rural Address sign, however the Rural Address assigned to the Property includes the entire address of the multi-lot Access, suffixed by the lot number;
 - .5 For multi-lot subdivisions that have only one Access to a County Road, the road shall be assigned a 000 (no) road name;

Administration is currently working on the hamlet addressing, and as part of the project every property in La Crete was inspected to verify the posted address. Administration is planning to make corrections and revisions this summer (including the name changes previously approved by Council), which will include letters to all residents that fail to display their address in a manner that meets our bylaw requirements.

Author: CS Reviewed by: BP CAO: JW

OPTIONS & BENEFITS:

The Planning Department has debated this issue, along with how to address existing large lot acreages that are within hamlet boundaries, as well as the large industrial lots.

The current bylaw states that the address must be clearly visible from the road, but leaves the location, size, design, esthetic, etc. up to the homeowner. The County could regulate some of this variability by amending the bylaw to require a sign similar (or the same) to the rural addressing standard.

COSTS & SOURCE OF FUNDING:

Not applicable at this time.

SUSTAINABILITY PLAN:

The Sustainability Plan does not delve into this level of detail, but does have general goals such as attractive/desirable communities and efficient delivery of services, of which addressing is a small part.

COMMUNICATION:

As required, depending on direction provided.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: CS Reviewed by: BP CAO: JW

**BYLAW NO. 948-14
MACKENZIE COUNTY**

**A BYLAW OF THE MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,
PROVIDING FOR THE REGULATION OF MUNICIPAL ADDRESSING**

WHEREAS under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Section 58, Council may:

- a) Name roads or areas within its boundaries and to assign a number or other means of identification to the buildings or parcels of land;
- b) Require an owner or occupant of a building or parcel of land to display the identification in a certain manner

AND WHEREAS under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Council may:

- a) provide for the revision of the numbers assigned and require the owners or occupant to display the numbers so revised,
- b) delegate any of its powers or duties under this section to one or more officials or employees of the Municipality.

AND WHEREAS Council deems it desirable to revise the municipal addressing system which is utilized by emergency service providers and for way finding purposes

NOW THEREFORE, THE COUNCIL OF MACKENZIE COUNTY ENACTS AS FOLLOWS:

1. GENERAL

1.1 This Bylaw shall be cited as the Addressing Bylaw.

2. DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires, the term

- a) "Addressing Authority" means the County Administrator and such employees deemed necessary to carry out the functions of this bylaw;
- b) "Building" means any structure constructed or placed on, in, over or under land, whether permanent or temporary, into which a person could enter;

- c) “County Administrator” means the person designated by Council as the County’s Chief Administrative Officer or his/her designate;
- d) “County” means the municipal corporation of the Mackenzie County;
- e) “Civic Address” means the address that is designated by the Addressing Authority, which includes a combination of number and/or words;
- f) “Enforcement Officer” means County Administrator, an enhanced policeman, or any employee of the County that is designated by the County Administrator to carry out enforcement powers under this bylaw;
- g) “Hamlets” means the Hamlets of Fort Vermilion, La Crete and Zama;
- h) “Owner” means:
 - i) A Person who is registered under the Land Titles Act as the owner of the land;
 - ii) A Person who is recorded as the owner of the property on the assessment roll of the County;
 - iii) A Person holding himself out as the person having the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
 - iv) A Person controlling the property under construction, or;
 - v) A Person who is the occupant of the property under a lease, license or permit;
- i) “Property” means a parcel of land within the County;
- j) “Road” means any thoroughfare, street or highway, whether privately or publicly owned, that the public is ordinarily permitted to use for the passage or parking of vehicles;
- k) “Street Name” means the name assigned to a road by the County;
- l) In this bylaw, whenever the male gender is specified, it shall be interpreted as meaning both male and female as applicable.

3. APPLICATION

- 3.1 The Addressing Authority shall administer the civic addressing system for the County and may, subject to the provisions of this bylaw:

- a) assign a name to all new streets and development areas;
 - b) establish a system of address numbering for properties;
 - c) assign a Civic Address to every property;
 - d) change an address number or street name, in accordance with the provisions hereto.
- 3.2 All property within County Hamlets shall be designated a Civic Address by the Addressing Authority as soon as possible, after the access location has been confirmed;
- 3.3 Upon written request by an Owner, the Addressing Authority will consider applications to change a Civic Address; in all cases, service delivery and public safety shall prevail;
- 3.4 The Addressing Authority may change a Civic Address or Street Name if in their opinion such change is required:
- a) To allow the safe and reliable delivery of services to the Property;
 - b) To minimize confusion;
 - c) To accommodate an adopted statutory plan for the area in which the property is located.
- 3.5 Notwithstanding the foregoing, once the Addressing Authority has assigned a Street Name, that name may not subsequently be changed except by resolution of Council;
- 3.6 No person shall remove, deface, or obliterate or destroy the Civic Address placed upon or affixed to any Property in accordance with this bylaw, except during the demolition or removal of the building;
- 3.7 Notwithstanding the foregoing, the Civic Address shall be displayed by the Owner at all times, either permanently or temporarily during construction.

4. STREET NAMING

- 4.1 Where named streets are required, Council shall be consulted and shall make a recommendation to the Addressing Authority in regards to the street name, based on the criteria below for each Hamlet.
- 4.2 Street Name Selection – Hamlet of La Crete

- a) In selecting names for streets, the Addressing Authority shall assign, for all roads that align appropriately with the established grid system, a numbered Street or Avenue that corresponds with the grid;
- b) For all streets that do not conform to the grid, a name shall be given. Names shall be selected based on significant historic events, noteworthy features, and historic context. The Addressing Authority shall ensure that the local historical society is consulted prior to assigning such street name.

4.3 Street Name Selection – Hamlet of Fort Vermilion

- a) In selecting names for streets, the Addressing Authority shall assign, for all roads that align appropriately with the established grid system, a numbered Street or Avenue that corresponds with the grid;
- b) For all streets that do not conform to the grid, a name shall be given. Names shall be selected based on significant historic events, noteworthy features, and historic context. The County Administrator shall ensure that the local historical society is consulted prior to assigning such street name;
- c) The grid that shall be used is the actual north/south grid, and not the modified northerly/southerly grid that reflects the trajectory of the Peace River.

4.4 Street Name Selection – Hamlet of Zama

- a) In selecting names for streets, the Addressing Authority shall assign a street name, based on the context of the existing street names within the Hamlet. The residents of Zama shall be consulted prior to naming a street, either through a school competition or other informal means.

5. **DISPLAY OF ADDRESS**

- 5.1 The Civic Address assigned by the County shall be displayed by the Owner at all times, in a location that is plainly visible from the Street using contrasting colors with characters no less than four (4) inches in height;
- 5.2 The Civic Address shall be plainly visible and not higher than the first story of a Building or at an equivalent height in the case of other structures;
- 5.3 The Civic Address shall be displayed, either permanently or temporarily during construction, upon commencement of a Building or portion thereof;

- 5.4 In all cases where there are multiple Buildings on a Property, the Civic Address shall be plainly visible at the property line and at the entrance to each Building or Unit;
- 5.5 The Owner shall ensure that the posted Civic Address is properly maintained and visible.

6. ADDRESSING SYSTEM

- 6.1 In all Hamlets, an even Civic Address number shall be assigned to all properties located on the North and West sides of the adjacent road, and an odd Civic Address number shall be assigned to properties located on the South and East sides of the adjacent road;
- 6.2 All multi-unit Buildings shall be assigned a single Civic Address, with each unit assigned a unique unit number. The unit number shall be displayed on or beside the front door to the unit;
 - a) Units shall be assigned numbers, and they shall increase in number in the same direction as the street addresses increase.

7. PENALTIES

- 7.1 Any person who contravenes any of the provisions of this bylaw is guilty of an offence and liable for a penalty in the amount as designated in the Fee Schedule Bylaw;

8. ENFORCEMENT

- 8.1 This bylaw shall be enforceable upon notice of any contravention of any provisions of this bylaw having been delivered to the Owner of the land in respect to which the contravention has occurred. Such violation ticket shall state the following:
 - a) Nature of infraction of the bylaw;
 - b) Corrective measures required to comply with this bylaw;
 - c) The time within which such corrective actions must be performed
- 8.2 Where an Enforcement Officer issues a person a violation ticket in accordance with this bylaw, the officer may either:

- a) Allow the person to pay the specified penalty as provided for the offence as set out in the Fee Schedule Bylaw by including such specified penalty on the violation ticket; or
- b) require a court appearance of the person where the Enforcement Officer believes that such appearance is in the public interest, pursuant to Part 2 of the *Provincial Offenses Procedures Act*.

9. REPEAL

9.1 This Bylaw shall come into force and effect upon receiving third reading and shall repeal Bylaw 045/96.

READ a first time this 26th day of March, 2014.

PUBLIC HEARING held this 10th day of March, 2015.

READ a second time this 10th day of March, 2015.

READ a third time and finally passed this 10th day of March, 2015.

(original signed)

Bill Neufeld
Reeve

(original signed)

Joulia Whittleton
Chief Administrative Officer

**BYLAW NO. 987-15
MACKENZIE COUNTY**

**A BYLAW OF THE MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,
PROVIDING FOR THE REGULATION OF MUNICIPAL ADDRESSING**

WHEREAS under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Section 58, Council may:

- a) Name roads or areas within its boundaries and to assign a number or other means of identification to the buildings or parcels of land;
- b) Require an owner or occupant of a building or parcel of land to display the identification in a certain manner;

AND WHEREAS under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Council may:

- a) provide for the revision of the numbers assigned and require the owners or occupant to display the numbers so revised,
- b) delegate any of its powers or duties under this section to one or more officials or employees of the Municipality;

AND WHEREAS Council deems it desirable to put into effect a standardized Municipal Rural Addressing system for the entire municipality to be utilized for emergency service providers and to aid others to properly identify a property;

NOW THEREFORE, THE COUNCIL OF MACKENZIE COUNTY ENACTS AS FOLLOWS:

1. GENERAL

1.1 This Bylaw shall be cited as the Rural Addressing Bylaw.

2. DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires, the term

- a) "Access" means the primary point of access to a Property or to a multi-lot subdivision as identified by the County;
- b) "Addressing Authority" means the County Administrator and such employees deemed necessary to carry out the functions of this bylaw;

- c) “Building” means any structure constructed or placed on, in, over or under land, whether permanent or temporary, into which a person could enter;
- d) “County Administrator” means the person designated by Council as the County’s Chief Administrative Officer or his/her designate;
- e) “County” means the municipal corporation of the Mackenzie County;
- f) “County Road” means any township or range road, but excludes any internal subdivision road;
- g) “Rural Address” means the address that is designated by the Addressing Authority, which includes a combination of numbers and/or words;
- h) “Enforcement Officer” means County Administrator, an enhanced policeman, or any employee of the County that is designated by the County Administrator to carry out enforcement powers under this bylaw;
- i) “Hamlets” means the Hamlets of Fort Vermilion, La Crete and Zama;
- j) “Owner” means:
 - i) A Person who is registered under the Land Titles Act as the owner of the land;
 - ii) A Person who is recorded as the owner of the property on the assessment roll of the County;
 - iii) A Person holding himself out as the person having the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
 - iv) A Person controlling the property under construction, or;
 - v) A Person who is the occupant of the property under a lease, license or permit;
- k) “Property” means a parcel of land within the County, excluding Hamlets;
- l) “Road” means any thoroughfare, street or highway, whether privately or publicly owned, that the public is ordinarily permitted to use for the passage of vehicles;
- m) “Street Name” means the name assigned to a road by the County;
- n) In this bylaw, whenever the male gender is specified, it shall be interpreted as meaning both male and female as applicable.

3. APPLICATION

- 3.1 The Addressing Authority shall administer the rural addressing system for the County and may, subject to the provisions of this bylaw:
- a) assign a name to all new roads and development areas;
 - b) establish a system of address numbering for properties;
 - c) assign a rural Address to every Property with a Building;
 - d) change an address number or street name, in accordance with the provisions hereto.
- 3.2 All Property containing a Building within the County shall be designated a Rural Address by the Addressing Authority as soon as possible, after the access location has been confirmed;
- a) Properties without a Building wanting a Rural Address shall submit a written request, and consideration shall be given by the Addressing Authority to assign a Rural Address;
 - .1 An approved Access must be constructed prior to the assigning of a Rural Address
 - b) All new rural subdivisions shall be assigned a Rural Address at time of subdivision approval.
- 3.3 The Addressing Authority may change a Rural Address or Street Name if in their opinion such change is required:
- a) To allow the safe and reliable delivery of services to the Property;
 - b) To minimize confusion;
 - c) To accommodate an adopted statutory plan for the area in which the property is located.
- 3.4 Notwithstanding the foregoing, once the Addressing Authority has assigned a Street Name, that name may not subsequently be changed except by resolution of Council;
- 3.5 No person shall remove, deface, or obliterate or destroy the Rural Address placed upon or affixed to any Property in accordance with this bylaw;
- 3.6 Notwithstanding the foregoing, the Rural Address shall be displayed by the Owner at all times, either permanently or temporarily during construction.

6. DISPLAY OF ADDRESS

- 6.1 The Rural Address shall be plainly visible from the Road on a sign as specified in Schedule “A”, hereto attached;
- 6.2 The sign shall be placed adjacent to the driveway at the Property line and shall be contained near the property line, as specified in Schedule “A”, hereto attached. Deviations from the location specification in Schedule “A” shall be permitted if the sign will still be clearly visible from the Road, clearly indicate the Access to which it refers, and overall makes good sense to locate it in the location chosen;
- 6.3 The Rural Address shall be displayed, either permanently or temporarily during construction, upon commencement of a Building or portion thereof, or at time of subdivision approval, whichever may occur first
- 6.4 Oil and gas industry sites regulated by the Alberta Energy Regulator (AER) are exempt from this bylaw unless:
 - a) requested by the Owner, and further approved by the County, to have a Rural Address;
 - b) the site is occupied by employees, or is used as a permanent place of employment or business
- 6.5 The Owner shall ensure that the posted Rural Address is properly maintained and visible;
- 6.6 For all rural multi-lot developments, the developer shall place a sign at each entrance to the subdivision. The sign shall include the lot layout and indicate each lots address, and be clearly visible from the Road;

7. ADDRESSING SYSTEM

- 7.1 Addresses will be determined at the location along a public road where the primary access is gained to the occupied building. The basic grid is derived from the township and range roads. The grid is based on 40 intervals per mile starting in the far southeast section corner. Note that for the purposes of addressing, virtual township roads exist between all sections whether an actual road allowance exists or not. Reset interval to zero at each section line. Interval numbers increase in the north and west direction. Odd interval numbers are on the south and east. Even interval numbers are on the north and the west.

- 7.2 Where two primary accesses exist in one address interval an additional “1” or “2” will be added onto the address number, i.e. 102232-1 Rge Rd 153;
- 7.3 For rural multi-lot developments, subdivision signs shall be required at the entrance to the subdivision and individual lot number signs will be required at the primary access to each lot;
- a) Each multi-lot subdivision shall be divided into loops with each loop being numbered 0, 100, 200, 300, etc. For each lot in a numbered loop road, a number starting with the loop number and adding increments of 4 will be assigned.
- .1 For developments that have linear, interconnecting roads (i.e. Riverdrive Developments), each road that has been identified as having an Access to the County road shall be considered a loop for addressing. An even lot number shall be assigned to all properties located on the North and West sides of the adjacent road, and an odd lot number shall be assigned to properties located on the South and East sides of the adjacent road;
- .2 For developments that have looped roads and cul-de-sac’s (i.e. Greenwood Acres), each road that has been identified as having an Access to the County Road shall be considered a loop for the purpose of addressing. An even lot number shall be assigned to all Properties located on the right hand side of the adjacent road, and an odd lot number shall be assigned to all Properties located on the left hand side of the adjacent road. Right hand and left hand shall be as observed when entering the internal subdivision road from the Access onto the County Road;
- .3 Each multi-lot subdivision shall have a sign at each Access displaying the lots and the numbering, as shown in Schedule “A”, attached;
- .4 Each Property within a multi-lot subdivision shall display only the lot number on their Rural Address sign, however the Rural Address assigned to the Property includes the entire address of the multi-lot Access, suffixed by the lot number;
- .5 For multi-lot subdivisions that have only one Access to a County Road, the road shall be assigned a 000 (no) road name;
- 7.4 Notwithstanding sections 7.3, rural addresses shall be assigned an address using the *Alberta Municipal Affairs Addressing Project, 2004, Addressing Guidelines*.

8. OFFENCES

- 8.1 No person shall use a Rural Address sign if such sign does not comply with this bylaw;
- 8.2 No person shall deface or remove any sign placed under the authority of this bylaw;
- 8.3 No person shall obstruct a sign placed under the authority of this bylaw with any natural or man-made object, whether temporary or not;

9. PENALTIES

- 9.1 Any person who contravenes any of the provisions of this bylaw is guilty of an offence and liable for a penalty in the amount as designated in the Fee Schedule Bylaw;

10. ENFORCEMENT

- 10.1 This bylaw shall be enforceable upon notice of any contravention of any provisions of this bylaw having been delivered to the Owner of the land in respect to which the contravention has occurred. Such violation ticket shall state the following:
 - a) Nature of infraction of the bylaw;
 - b) Corrective measures required to comply with this bylaw;
 - c) The time within which such corrective actions must be performed
- 10.2 Where an Enforcement Officer issues a person a violation ticket in accordance with this bylaw, the officer may either:
 - a) Allow the person to pay the specified penalty as provided for the offence as set out in the Fee Schedule Bylaw by including such specified penalty on the violation ticket; or
 - b) require a court appearance of the person where the Enforcement Officer believes that such appearance is in the public interest, pursuant to Part 2 of the *Provincial Offences Procedures Act*.

11. COMING INTO FORCE

11.1 This Bylaw shall come into force and effect upon receiving third reading.

READ a first time this 10th day of March, 2015.

PUBLIC HEARING held this 14th day of April, 2015.

READ a second time this 14th day of April, 2015.

READ a third time and finally passed this 14th day of April, 2015.

(original signed)

Bill Neufeld
Reeve

(original signed)

Joulia Whittleton
Chief Administrative Officer

**MACKENZIE COUNTY
BYLAW NO. 987-15
SCHEDULE "A"**

Rural Address and Lot Signs



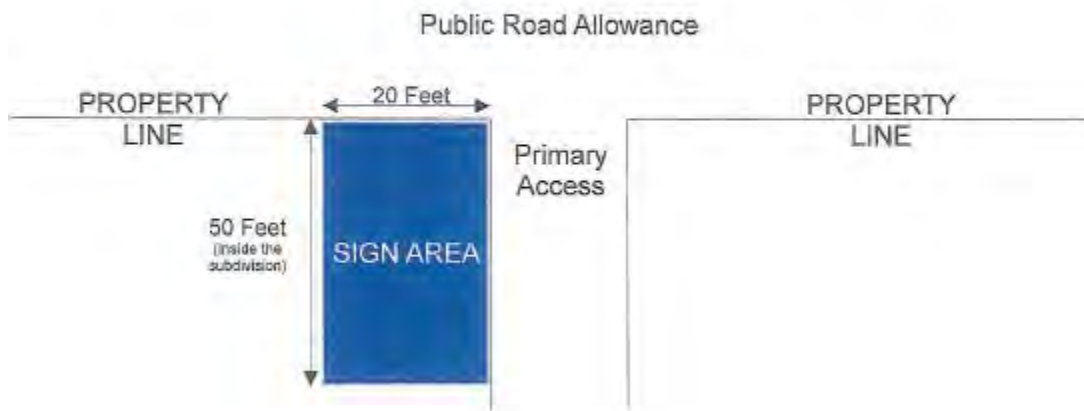
Signs shall be placed within 6.1 meters (20 feet) on either side of the shoulder of the driveway (access) and located within 1 meter (3.3 feet) of the property boundary. The sign shall be no lower than 1 meter (3.3 feet) from ground level (measured from bottom of sign).

Deviations from the location specified shall be permitted if the sign will still be clearly visible from the Road, clearly indicate the Access to which it refers, and overall makes good sense to locate it in the location chosen.

Sign Specifications

Substrate:	Sign grade aluminum	
Sign Face:	High Intensity Prismatic Reflective Coating	
Color:	White lettering on a green background	
Mounting:	Signs shall receive a single 7 foot U-channel post mounted to the center of the sign with appropriate hardware.	
Size:	As shown below:	
	125 x 20 cm Rural Address Signs 50013 TWP RD 713 A	120 x 20 cm Rural Address Signs 51048 TWP RD 714
	30 x 20 cm Country Multi-lot Development Lot Sign 20 308 4806	

Multi-Lot Subdivision Signs



Subdivision sign locations and dimensions are to be used as a guideline only. Actual locations and dimensions will be dependent on the subdivision layout and size.

Subdivision signs shall be placed in a visible location within 6.1 m (20 feet) from the right shoulder of each Access from a County Road into the subdivision and no further than 15.2 m (50 feet) inside the subdivision. The sign shall be no lower than 0.91 m (3 feet) from ground level (measured from bottom of sign) and no higher than 3.7 m (12 feet) from ground level (measured from top of sign).

Sign Specifications

Sign Material: $\frac{3}{4}$ " Pressure Treated Plywood (sanded one-side) or sign grade aluminum

Sign Face: High Intensity Grade Prismatic Reflective Coating

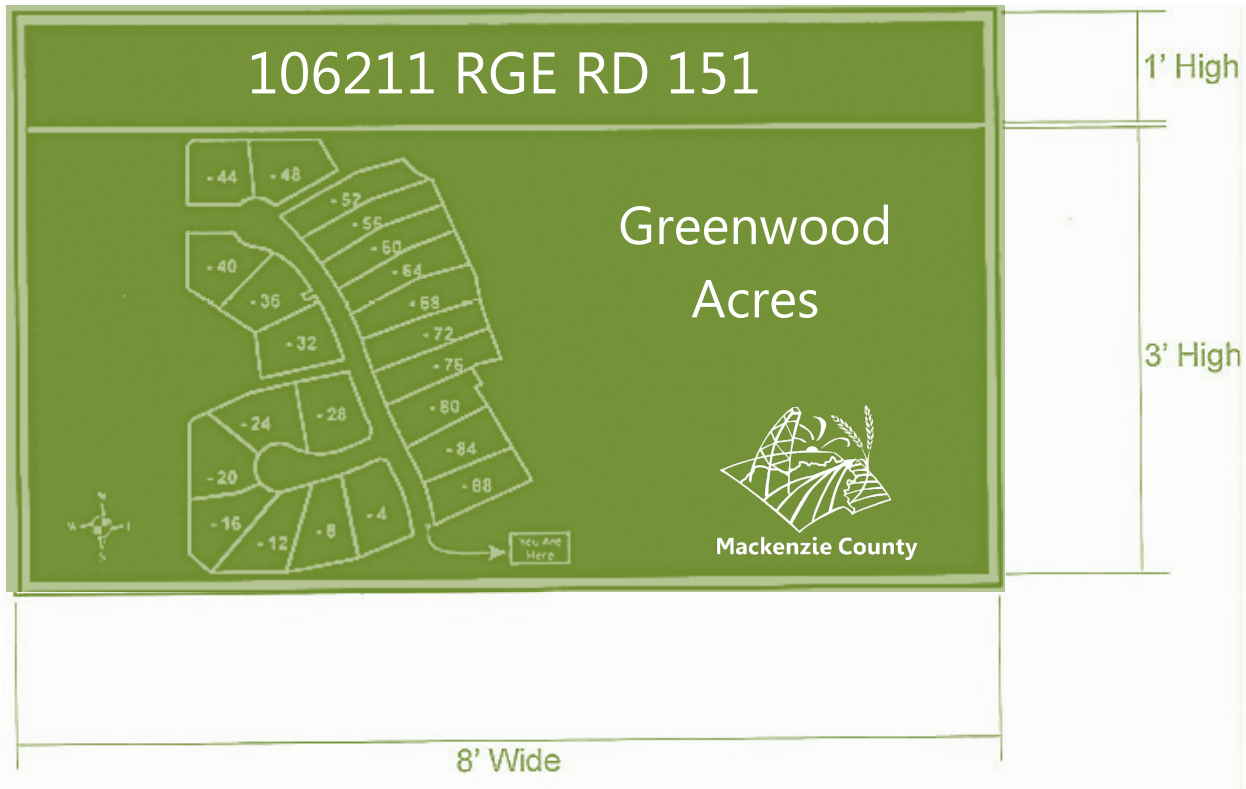
Color: White text and lines on a green background

Text Font: Leelawadee

Sign Border: $\frac{1}{2}$ " around perimeter of sign

Post: 2 – 4" x 6" pressure treated or steel equivalent

Sign design shall be as shown below:





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Financial Reports – January 1 to December 31, 2015

BACKGROUND / PROPOSAL:

The Finance Department provides financial reports to Council as per policy.

OPTIONS & BENEFITS:

Please review the following financial reports for the period January 1 – December 31, 2015:

- Investment Report
- Operating Statement
- Projects Progress Report
- Aged Receivables

Please note that the figures provided in these December 31, 2015 reports are not final as 2015 year end accounting work is in progress.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: S. Wiebe **Reviewed by:** _____ **CAO:** JW

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for the period January 1 – December 31 2015, be accepted for information.

Author: S. Wiebe Reviewed by: _____ CAO: JW

Investment Report for December 2015

Chequing Account on Dec 31, 2015

Bank account balance 2,960,308

Investment Values on December 31, 2015

Short term investments (EM0-0377-A)	14,957,785
Short term T-Bill (1044265-26)	237,473
Long term investments (EM0-0374-A)	8,171,084
Short term notice on amount 31 days	1,000,345
Short term notice on amount 60 days	2,000,715
Short term notice on amount 90 days	1,000,370
	<u><u>27,367,772</u></u>

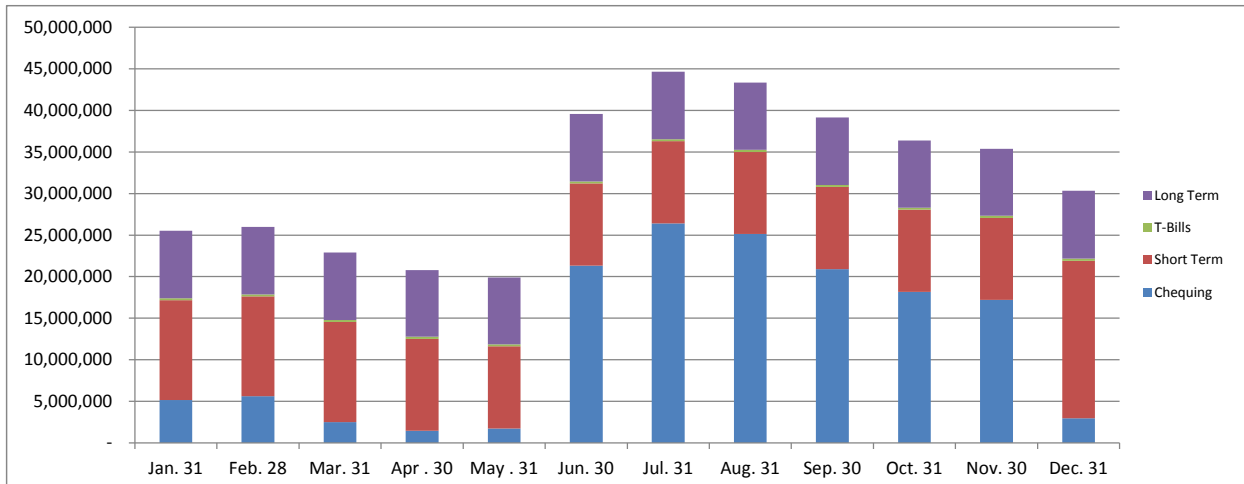
These balances include 'market value changes'.

Revenues

	Total	Short Term	Long Term
Interest received	394,097	173,816	220,281
Interest accrued	26,906	29,371	-2,466
	421,002	203,187	217,815
Market value changes	-8,150		16,654
Interest received, chequing account	141,840	141,840	
Grand total revenues before investment manager fees	554,692	345,027	234,469
Deduct: investment manager fees for investments	-29,583	-7,433	-22,150
Grand total revenues after investment manager fees	525,109	337,594	212,319

Balances in the Various Accounts - Last 12 Months

	Chequing	Short Term	T-Bills	Long Term	Total
Jan. 31	5,136,862	12,022,221	236,644	8,118,449	25,514,177
Feb. 28	5,612,524	12,024,112	236,753	8,111,304	25,984,693
Mar. 31	2,480,618	12,071,129	236,874	8,099,842	22,888,463
Apr. 30	1,454,154	11,071,639	236,991	8,042,354	20,805,138
May. 31	1,747,887	9,883,994	237,057	8,050,877	19,919,815
Jun. 30	21,333,638	9,885,575	237,122	8,105,383	39,561,718
Jul. 31	26,397,330	9,885,600	237,189	8,146,843	44,666,961
Aug. 31	25,123,788	9,886,627	237,255	8,118,107	43,365,777
Sep. 30	20,894,752	9,887,654	237,309	8,119,455	39,139,169
Oct. 31	18,167,602	9,887,630	237,364	8,099,481	36,392,078
Nov. 30	17,188,418	9,888,659	237,417	8,081,738	35,396,233
Dec. 31	2,960,308	18,959,215	237,473	8,171,084	30,328,080



**MACKENZIE COUNTY
STATEMENT OF OPERATIONS**

December 31, 2015

Note: These statements do not include all transactions that will be posted while year end accounting work is carried out, prior to the auditors' field visit to the County in early March.

	2014 Actual	2015 Actual	2015	\$ Variance	% Variance
	Total	Total	Budget		
OPERATIONAL REVENUES					
Property taxes	\$33,960,244	\$35,180,564	\$35,424,395	\$243,831	1%
User fees and sales of goods	\$4,317,992	\$4,542,092	\$4,558,590	\$16,498	0%
Government transfers	\$1,867,856	\$1,637,975	\$1,353,602	(\$284,373)	-21%
Investment income (operating)	\$422,686	\$480,792	\$350,000	(\$130,792)	-37%
Penalties and costs on taxes	\$444,838	\$1,057,962	\$250,000	(\$807,962)	-323%
Licenses, permits and fines	\$527,160	\$534,002	\$383,800	(\$150,202)	-39%
Rentals	\$124,928	\$136,667	\$77,831	(\$58,836)	-76%
Insurance proceeds	\$25,603	\$0	\$0	\$0	
Development levies	\$112,359	\$47,870	\$0	(\$47,870)	
Municipal reserve revenue	\$60,132	\$92,428	\$50,000	(\$42,428)	-85%
Sale of non-TCA equipment	\$76,982	\$8,012	\$0	(\$8,012)	
Other	\$482,106	\$294,946	\$347,425	\$52,479	15%
Total operating revenues	\$42,422,887	\$44,013,311	\$42,795,643	(\$1,217,668)	-3%
OPERATIONAL EXPENSES					
Legislative	\$616,185	\$498,727	\$781,734	\$283,007	36%
Administration	\$6,214,049	\$4,791,877	\$6,377,151	\$1,585,274	25%
Protective services	\$1,608,343	\$1,036,037	\$1,808,679	\$772,642	43%
Transportation	\$16,084,363	\$8,632,007	\$18,918,919	\$10,286,912	54%
Water, sewer, solid waste disposal	\$4,846,137	\$2,367,484	\$4,888,386	\$2,520,902	52%
Public health and welfare (FCSS)	\$693,797	\$625,205	\$721,841	\$96,636	13%
Planning, development	\$1,054,417	\$968,065	\$1,116,749	\$148,684	13%
Agriculture and veterinary	\$1,315,747	\$1,242,975	\$1,652,736	\$409,761	25%
Recreation and culture	\$2,009,584	\$1,576,926	\$2,200,034	\$623,108	28%
School requisitions	\$6,306,111	\$6,635,781	\$6,535,310	(\$100,471)	-2%
Lodge requisitions	\$490,719	\$788,108	\$783,885	(\$4,223)	-1%
Non-TCA projects	\$379,279	\$1,009,009	\$2,094,122	\$1,085,113	52%
Total operating expenses	\$41,618,731	\$30,172,203	\$47,879,546	\$17,707,343	37%
Excess (deficiency) before other	\$804,156	\$13,841,108	(\$5,083,903)	(\$18,925,011)	372%
CAPITAL REVENUES					
Government transfers for capital	\$8,481,362	\$4,646,637	\$14,231,923	\$9,585,286	67%
Other revenue for capital	\$1,401,131	\$17,762	\$628,800	\$611,038	97%
Proceeds from sale of TCA assets	\$553,000	\$528,663	\$525,403	(\$3,260)	-1%
	\$10,435,493	\$5,193,061	\$15,386,126	\$10,193,065	66%
EXCESS (DEFICIENCY) - PSAB Model	\$11,239,649	\$19,034,169	\$10,302,223	(\$8,731,946)	-85%
Convert to local government model					
Remove non-cash transactions	\$8,244,062	\$0	\$10,452,577	\$10,452,577	100%
Remove revenue for capital projects	(\$10,435,493)	(\$5,193,061)	(\$15,386,126)	(\$10,193,065)	66%
Long term debt principle	\$2,090,929	\$1,668,835	\$1,669,369	\$534	0%
Transfers to/from reserves	\$6,907,287	\$0	\$3,699,305	\$3,699,305	100%
EXCESS (DEFICIENCY) - LG Model	\$50,001	\$12,172,273	\$0	(\$12,172,273)	

Mackenzie County
Summary of All Units
For the Twelve Months Ending December 31, 2015

Note: These statements do not include all transactions that will be posted while year end accounting work is carried out, prior to the auditors' field visit to the County in early March.

	2014 Actual	2015 Actual	2015	\$ Variance	% Variance
	Total	Total	Budget		
OPERATING REVENUES					
100-Taxation	\$33,718,682	\$34,982,458	\$35,153,924	\$171,466	0%
124-Frontage	\$354,997	\$198,106	\$270,471	\$72,365	27%
420-Sales of goods and services	\$732,370	\$616,296	\$623,595	\$7,299	1%
421-Sale of water - metered	\$2,715,197	\$3,007,075	\$3,011,440	\$4,365	0%
422-Sale of water - bulk	\$870,425	\$918,721	\$923,555	\$4,834	1%
424-Sale of land	\$45,956	\$1	\$0	(\$1)	
510-Penalties on taxes	\$444,838	\$1,057,962	\$250,000	(\$807,962)	-323%
511-Penalties of AR and utilities	\$49,657	\$61,563	\$40,000	(\$21,563)	-54%
520-Licenses and permits	\$49,296	\$45,490	\$32,800	(\$12,690)	-39%
521-Offsite levy	\$112,359	\$47,870	\$0	(\$47,870)	
522-Municipal reserve revenue	\$60,132	\$92,428	\$50,000	(\$42,428)	-85%
526-Safety code permits	\$369,776	\$340,980	\$275,000	(\$65,980)	-24%
525-Subdivision fees	\$55,162	\$55,157	\$30,000	(\$25,157)	-84%
530-Fines	\$38,974	\$78,656	\$36,000	(\$42,656)	-118%
531-Safety code fees	\$13,952	\$13,719	\$10,000	(\$3,719)	-37%
550-Interest revenue	\$533,261	\$485,679	\$350,000	(\$135,679)	-39%
551-Market value changes	(\$110,574)	(\$4,887)	\$0	\$4,887	
560-Rental and lease revenue	\$124,928	\$136,667	\$77,831	(\$58,836)	-76%
570-Insurance proceeds	\$25,603	\$0	\$0	\$0	
592-Well drilling revenue	\$103,826	\$11,114	\$50,000	\$38,886	78%
597-Other revenue	\$165,028	\$183,297	\$159,000	(\$24,297)	-15%
598-Community aggregate levy	\$92,623	\$13,390	\$75,000	\$61,610	82%
630-Sale of non-TCA equipment	\$76,982	\$8,012	\$0	(\$8,012)	
790-Tradeshaw Revenues	\$25,016	\$25,580	\$23,425	(\$2,155)	-9%
840-Provincial grants	\$1,867,856	\$1,637,975	\$1,353,602	(\$284,373)	-21%
890-Gain (Loss) Penny Rounding	\$0	\$1	\$0	(\$1)	
990-Over/under tax collections	(\$113,435)	\$0	\$0	\$0	
TOTAL REVENUE	\$42,422,887	\$44,013,311	\$42,795,643	(\$1,217,668)	-3%
OPERATING EXPENSES					
110-Wages and salaries	\$5,810,098	\$5,956,003	\$6,630,578	\$674,575	10%
132-Benefits	\$1,107,369	\$1,232,472	\$1,414,901	\$182,429	13%
136-WCB contributions	\$39,501	\$40,548	\$38,833	(\$1,715)	-4%
142-Recruiting	\$10,306	\$12,848	\$20,000	\$7,152	36%
150-Isolation cost	\$66,438	\$65,538	\$78,000	\$12,462	16%
151-Honoraria	\$571,863	\$423,420	\$602,250	\$178,830	30%
211-Travel and subsistence	\$288,543	\$243,599	\$396,920	\$153,321	39%
212-Promotional expense	\$100,672	\$76,533	\$82,500	\$5,967	7%
214-Memberships & conference fees	\$99,553	\$106,440	\$137,618	\$31,178	23%
215-Freight	\$117,871	\$89,454	\$134,640	\$45,186	34%
216-Postage	\$52,064	\$43,499	\$45,800	\$2,301	5%
217-Telephone	\$128,213	\$112,775	\$131,454	\$18,679	14%
221-Advertising	\$43,806	\$35,074	\$63,850	\$28,776	45%
223-Subscriptions and publications	\$7,254	\$7,012	\$12,245	\$5,233	43%
231-Audit fee	\$116,650	\$75,950	\$72,000	(\$3,950)	-5%
232-Legal fee	\$50,814	\$6,213	\$73,000	\$66,787	91%
233-Engineering consulting	\$122,247	\$176,806	\$256,500	\$79,694	31%
235-Professional fee	\$1,535,390	\$1,441,083	\$1,721,364	\$280,281	16%
236-Enhanced policing fee	\$265,408	\$115,000	\$297,200	\$182,200	61%
239-Training and education	\$157,583	\$90,083	\$165,273	\$75,190	45%
242-Computer programming	\$78,337	\$75,909	\$98,428	\$22,519	23%
251-Repair & maintenance - bridges	\$26,536	\$205,079	\$838,500	\$633,421	76%
252-Repair & maintenance - buildings	\$150,824	\$124,661	\$158,320	\$33,659	21%
253-Repair & maintenance - equipment	\$339,438	\$369,221	\$379,870	\$10,649	3%
255-Repair & maintenance - vehicles	\$79,638	\$63,520	\$85,800	\$22,280	26%
258-Contract graders	\$144,000	\$98,777	\$150,840	\$52,063	35%
259-Repair & maintenance - structural	\$1,636,879	\$1,252,689	\$1,780,370	\$527,681	30%
261-Ice bridge construction	\$79,564	\$66,484	\$120,000	\$53,516	45%
262-Rental - building and land	\$30,085	\$29,365	\$32,210	\$2,845	9%
263-Rental - vehicle and equipment	\$56,286	\$51,966	\$60,045	\$8,079	13%
266-Communications	\$93,611	\$96,696	\$109,892	\$13,196	12%
271-Licenses and permits	\$4,118	\$1,181	\$8,300	\$7,119	86%
272-Damage claims	\$285	(\$10,755)	\$5,000	\$15,755	315%
273-Taxes	\$0	\$0	\$1,000	\$1,000	100%
274-Insurance	\$279,950	\$0	\$298,960	\$298,960	100%

342-Assessor fees	\$260,117	\$258,490	\$263,000	\$4,510	2%
290-Election cost	\$0	\$0	\$5,000	\$5,000	100%
511-Goods and supplies	\$786,446	\$687,095	\$893,803	\$206,708	23%
521-Fuel and oil	\$920,643	\$906,036	\$905,350	(\$686)	0%
531-Chemicals and salt	\$204,158	\$241,235	\$319,100	\$77,865	24%
532-Dust control	\$698,227	\$568,170	\$694,018	\$125,848	18%
533-Grader blades	\$123,534	\$129,132	\$137,500	\$8,368	6%
534-Gravel (apply: supply and apply)	\$2,767,176	\$1,347,867	\$2,369,955	\$1,022,088	43%
535-Gravel reclamation cost	\$132,375	\$0	\$0	\$0	
543-Natural gas	\$132,863	\$72,309	\$122,966	\$50,657	41%
544-Electrical power	\$597,395	\$605,284	\$846,392	\$241,108	28%
710-Grants to local governments	\$1,711,647	\$1,683,969	\$2,317,400	\$633,431	27%
735-Grants to other organizations	\$2,020,465	\$1,810,391	\$1,925,012	\$114,621	6%
747-School requisition	\$6,306,111	\$6,635,781	\$6,535,310	(\$100,471)	-2%
750-Lodge requisition	\$490,719	\$788,108	\$783,885	(\$4,223)	-1%
810-Interest and service charges	\$39,831	\$28,668	\$36,000	\$7,332	20%
831-Interest - long term debt	\$687,927	\$621,728	\$621,195	(\$533)	0%
921-Bad debt expense	\$2,696	\$0	\$4,500	\$4,500	100%
922-Tax cancellation/write-off	\$1,402,310	\$3,686	\$50,000	\$46,314	93%
970-Other expenses	\$0	\$100	\$0	(\$100)	
992-Cost of land sold	\$19,557	\$0	\$0	\$0	
993-NBV value of disposed TCA	\$771,676	\$0	\$315,993	\$315,993	100%
994-Change in inventory	(\$779,765)	\$0	\$1,197,655	\$1,197,655	100%
995-Depreciation of TCA	\$8,252,150	\$0	\$8,938,929	\$8,938,929	100%

TOTAL	\$41,239,452	\$29,163,193	\$45,785,424	\$16,622,231	36%
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Non-TCA projects	\$379,279	\$1,009,009	\$2,094,122	\$1,085,113	52%
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TOTAL EXPENSES	\$41,618,731	\$30,172,203	\$47,879,546	\$17,707,343	37%
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EXCESS (DEFICIENCY)	\$804,156	\$13,841,108	(\$5,083,903)	(\$18,925,011)	372%
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OTHER					
840-Provincial transfers for capital	\$8,481,362	\$4,646,637	\$14,231,923	\$9,585,286	67%
575-Contributed TCA	\$1,401,131	\$0	\$298,800	\$298,800	100%
597-Other capital revenue	\$0	\$17,762	\$330,000	\$312,238	95%
630-Proceeds of sold TCA asset	\$553,000	\$528,663	\$525,403	(\$3,260)	-1%
	\$10,435,493	\$5,193,061	\$15,386,126	\$10,193,065	66%

EXCESS (DEFICIENCY) - PS MODEL	\$11,239,649	\$19,034,169	\$10,302,223	(\$8,731,946)	-85%
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CONVERT TO LG INCOME STATEMENT

Remove non-cash transactions associated with PSAB changes					
993-NBV value of disposed TCA	\$771,676	\$0	\$315,993	\$315,993	100%
994-Change in inventory	(\$779,765)	\$0	\$1,197,655	\$1,197,655	100%
995-Amortization of TCA	\$8,252,150	\$0	\$8,938,929	\$8,938,929	100%
Remove TCA revenues					
Total of OTHER per above	(\$10,435,493)	(\$5,193,061)	(\$15,386,126)	(\$10,193,065)	66%
Add LTD principle paid					
832-Principle Payments	\$2,090,929	\$1,668,835	\$1,669,369	\$534	0%
Add/Deduct LG model TF to/from reserves					
920-Contribution from Capital Reserve	(\$3,832)	\$0	\$0	\$0	
930-Contributions from Operating Reserve	(\$1,605,110)	\$0	(\$2,178,076)	(\$2,178,076)	100%
940-Contribution from Capital Reserve	(\$7,764)	\$0	(\$509,645)	(\$509,645)	100%
762-Contribution to Capital (funding TCA projects)	\$2,112,492	\$0	\$4,152,026	\$4,152,026	100%
763-Contribution to Capital Reserves	\$3,678,692	\$0	\$1,735,000	\$1,735,000	100%
764-Contribution to Operating Reserves	\$2,732,808	\$0	\$500,000	\$500,000	100%

EXCESS (DEFICIENCY) - LG MODEL	\$50,001	\$12,172,273	\$0	(\$12,172,273)	
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Project Progress Report for December 2015

Note: Dec. 31, 2015 figures are unaudited. 2015 year end accounting work is in progress.

Project Name	Total costs	Costs in prior years	Costs in current year up to December 31, 2015	2015 Budget	2015 Budget Remaining on December 31, 2015	Status Update on December 31, 2015	Percentage of Completion (%)
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Administration Department

Signs with Flags for FV Office (CF)	6,940	6,940	-	18,060	18,060	Waiting on metal work to be completed	50%
LC - LC Office Heating/Cooling System	-		-	100,000	100,000	Cancelled	
Server Replacement	23,604		23,604	23,000	(604)	Completed	100%
FV Office Building Improvements (roof and other) (CF)	147,775	144,708	3,067	5,292	2,225	Getting quotes	90%
Virtual City Hall (CF)	15,585	15,585	-	4,415	4,415	This phase of project completed	100%
Office Security & Access Control	29,884	-	29,884	38,500	8,616	Zama install complete. La Crete install January 2016	50%
FV - Xerox Replacement	66,481	-	66,481	75,450	8,969	Complete. Training outstanding	95%
FV - Fireproof Storage Cabinet (Records)	83	-	83	8,000	7,917	CF to 2016	10%
Zama House Purchase	-	-	-	100,000	100,000	Cancelled	0%
LC - Library Building	-	-	-	100,000	100,000	Being carried forward to 2016	0%
Automatic Generator Unit (FV) (CF)	83,400	77,000	6,400	11,400	5,000	Completed	100%
Council Chamber Upgrade (CF)	20,873		20,873	22,500	1,627	Will be complete by Dec 31, 2015	95%
Zama Office Entrance (stones and a sign) CF)	7,246		7,246	18,000	10,754	Landscaping to be completed. No sign yet.	20%
Land Purchase from ESRD (CF)	42,673	42,673	-	133,328	133,328	Cancelled	15%
Land Purchase (South of High Level)	-		-	13,000	13,000	Waiting on ESRD	0%
Pressure Sealer	8,430		8,430	8,500	70	Complete	100%
<i>Total department 12</i>			166,068	679,445	513,377		

Project Name	Total costs	Costs in prior years	Costs in current year up to December 31, 2015	2015 Budget	2015 Budget Remaining on December 31, 2015	Status Update on December 31, 2015	Percentage of Completion (%)
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Fire Department

LC - High Level Aerial	-	-	-	-	-	Moved to High Level cost sharing	0%
LC - Command Unit	50,486	-	50,486	55,000	4,514	Complete	100%
C-Cans, training props, setting up training grounds	12,750	-	12,750	24,000	11,250	Complete	100%
FV - Compressed air foam system for rescue unit	12,630	-	12,630	12,500	(130)	Complete	100%
LC - Upgrade foam system on tanker (new)	10,995	-	10,995	11,000	5	Complete	100%
FV - New tanker/pumper, with equipment (CF)	-	-	-	375,000	375,000	Tanker ordered from First Truck Centre	10%
FV - Work bench (new)	5,466	5,466	-	5,500	5,500	Complete	100%
ZA - Power pack (new) (CF)	9,137	-	9,137	9,500	363	Complete	100%
<i>Total department 23</i>			95,997	492,500	396,503		

Transportation Department

FV - Deck Replacement on PW shop	1,450	-	1,450	7,500	6,050	Complete	100%
FV - Shop floor repair	6,800	-	6,800	12,000	5,200	Complete	100%
FV - Steamer Unit - trailer	28,896	-	28,896	32,500	3,604	Complete	100%
FV - 3/4 ton Supervisor pick up	36,124	-	36,124	40,000	3,876	Complete	100%
FV - 3/4 ton pick up (Accident)	37,977	-	37,977	35,000	(2,977)	Complete	100%
FV - Parks Truck 3/4 ton	38,759	-	38,759	37,212	(1,547)	Complete	100%
LC - Trucks (x2)	77,848	-	77,848	80,000	2,152	Complete	100%
FV - 48th Street & 47th Avenue	527,930	-	527,930	616,000	88,070	Work Complete	99%
New Road Infrastructure (CF)	653,204	420,954	232,250	439,046	206,796	Ongoing	50%
FV & LC - AWD Graders x3	1,329,513	-	1,329,513	1,283,661	(45,852)	Complete	100%
LC - Snow Plow Truck	195,081	-	195,081	259,000	63,919	Complete	100%
FV - BF 75117 (CF & New)	490,934	29,800	461,134	816,000	354,866	Waiting for invoice	99%

Project Name	Total costs	Costs in prior years	Costs in current year up to December 31, 2015	2015 Budget	2015 Budget Remaining on December 31, 2015	Status Update on December 31, 2015	Percentage of Completion (%)
FV & LC - Truck and Gravel Trailer	236,536		236,536	280,000	43,464	Complete	100%
LC - Packer/Roller	24,980		24,980	30,000	5,020	Complete	100%
LC - 99th Ave 101 St. to 104 Ave	1,860,518		1,860,518	1,785,000	(75,518)	Construction complete, waiting on invoices	90%
Zama Bearspaw Crescent (CF)	33,535		33,535	33,633	98	Complete	100%
LC - Engineering & Design for 113 Street and 109 Ave	53,549		53,549	100,000	46,451	Public Works Committee was presented with draft on 10/20/2015	15%
LC - Pave 2 Accesses	-		-	45,000	45,000	Complete, waiting for invoice	100%
Zama Utility Pole Relocation (CF)	56,803	53,513	3,290	8,943	5,653	Complete	100%
LC - Skidsteer 850	55,142	-	55,142	57,000	1,858	Complete	100%
LC - Tilt Deck Utility Trailer	15,894	-	15,894	16,000	106	Complete	100%
LC - Bobcat Attachment (snowblower)	5,940	-	5,940	8,000	2,060	Complete	100%
High Level South Rebuild	-	-	-	50,000	50,000	Not started	0%
FV - Heavy Duty Commercial Lawn Mower	25,848	-	25,848	21,000	(4,848)	Complete	100%
Used Water Truck	45,000	-	45,000	50,000	5,000	Complete	100%
Blumenort Road & Rebuild Mile #3 on La Crete North Road	257,421		257,421	222,500	(34,921)	More work to be done in spring	80%
Zama Access Pave (PH V) (CF)	-	-	-	6,000,000	6,000,000	Pending grants	0%
Rocky Lane Road Repair (Front of school)	301,088	-	301,088	330,000	28,912	Complete	100%
LC - Spruce Road Rebuild (CF & New)	259,844	258,003	1,841	43,459	41,618	Complete	100%
LC - 101 St & 100 Ave - Traffic lights (CF)	205,839	22,328	183,511	197,672	14,161	Complete	100%
LC - South - Shoulder pull and road rehabilitation (CF)	171,919	70,910	101,009	129,090	28,081	In progress	50%
Gravel Reserve (to secure gravel source) (CF)	28,449	13,845	14,604	137,155	122,551	In progress	0%
FV - Hamlet asphalt pavement overlay 44th Ave	9,631	9,631	-	50,369	50,369	Complete	100%
FV - Sand and salt shelter (CF)	-	-	-	200,000	200,000	Carried Forward to 2016	0%
FV - Cold storage/Emergency generator building (CF)	-	-	-	132,250	132,250	Carried Forward to 2016	0%
FV - Child Lake/Boyer River road rebuilds (CF)	-	-	-	70,200	70,200	Cancelled	0%

Project Name	Total costs	Costs in prior years	Costs in current year up to December 31, 2015	2015 Budget	2015 Budget Remaining on December 31, 2015	Status Update on December 31, 2015	Percentage of Completion (%)
FV - North- Shoulder pull and road rehabilitation	147,600	147,600	-	461,661	461,661	Carried Forward to 2016	20%
<i>Total department 32</i>			6,193,468	14,116,851	7,923,383		

Airport Department

LC - Pave Apron Extension	94,849		94,849	110,000	15,151	Complete	100%
FV Airport Development (CF)	1,363,667	1,363,667	-	16,382	16,382	In progress	0%
LC Instrument Approach (CF)	44,670	36,112	8,558	13,889	5,331	In progress	15%
<i>Total department 33</i>			103,407	140,271	36,864		

Water Treatment & Distribution Department

FV & LC - Utility Trucks 3/4 Tonne Crew Cab x4	149,802	-	149,802	164,500	14,698	Complete	100%
FV - 48th Ave Waterline Replacement	66,437	-	66,437	101,000	34,563	Underground complete. Contractor to complete landscaping and paving in 2016	95%
FV - Hydrant Replacement	49,020	-	49,020	65,000	15,980	Hydrant installations complete. Landscaping and sidewalk repairs to be completed in 2016	95%
ZA - SCADA computer replacement	7,823	-	7,823	7,500	(323)	Complete	100%
ZA - Distribution pump house upgrades (CF & New)	79,625	74,641	4,984	843,928	838,944	Reapplied for grant funding for 2016	1%
ZA - Well Reclamation	7,475	-	7,475	18,000	10,525	Well reclaimed and report submitted to Alberta Environment	100%
FV - Frozen Water Services Repairs (River Road)	14,379	-	14,379	75,000	60,621	Open house will be held in FV Jan/Feb	5%
FV - Raw Water Truck fill (pressured and filtered)	11,250	-	11,250	40,900	29,650	Revised RFQ's to be sent out in 2016 with completion prior to end of April/16	5%
LC - Raw Water Truckfill Upgrade	14,036	-	14,036	58,000	43,964	Coordination for contractors didn't work for Dec/15, scheduled for Jan/16	10%
LC - Waterline Bluehills	-	-	-	833,250	833,250		
Rural Potable Water Infrastructure	573	-	573	5,292,100	5,291,527	Preliminary engineering in progress and confirmations on some items to be presented at Dec 21/15 special council meeting	5%
Fort Vermilion Backwash Waste Dechlorination	-	-	-	50,000	50,000	ATAP is working on procurement with construction to occur in early 2016	5%
FV - 50th St - Water & sewer extension (CF)	16,520	16,520	-	563,480	563,480	Awaiting infrastructure plan completion	1%

Project Name	Total costs	Costs in prior years	Costs in current year up to December 31, 2015	2015 Budget	2015 Budget Remaining on December 31, 2015	Status Update on December 31, 2015	Percentage of Completion (%)
Generators for the three water treatment plants (CF)	686,945	66,512	620,433	633,488	13,055	Complete	100%
<i>Total department 41</i>			946,212	8,746,146	7,799,934		

Sewer Disposal Department

LC Lagoon Upgrade (CF)	7,196,850	6,134,541	1,062,309	1,168,809	106,500	Seeding to occur in 2016 and 1 year inspection next fall	99%
Zama - Lift station upgrade (CF & New)	116,439	116,439	-	1,256,052	1,256,052	Waiting for funding approval	1%
ZA/FV - Sewer Flusher	67,099		67,099	68,000	901	Complete	100%
LC - Main Lift Station Repair & Modification	9,810		9,810	62,000	52,190	New quotes received. Work to commence in 2016	5%
LC - Sanitary Sewermain Upgrades	32,101		32,101	475,000	442,899	Public Meeting was held, contacting owners for agreements and project to be re-tendered in the beginning of 2016	5%
LC - Lift Station 5 Grinder	66,250		66,250	80,000	13,750	Grinder installed. Waiting for a shaft extension that was to be included originally.	95%
FV - 49th Ave Sewer Repair	89,657	-	89,657	90,000	343	Complete and will use internal resources for final landscaping	100%
<i>Total department 42</i>			1,327,226	3,199,861	1,872,635		

Solid Waste Disposal

Two 40 Yard Bins (CF)	22,610	18,280	4,330	7,052	2,722	Waiting for invoice	100%
Waste Bins	19,934	-	19,934	20,000	66	Complete	100%
LC - Blue Hills - Build up ramp	8,410		8,410	12,000	3,590	Complete	100%
LC - Waste Transfer Station - New Lights	-	-	-	12,000	12,000	Installed lights waiting for invoice	15%
<i>Total department 43</i>			32,674	51,052	18,378		

Planning & Development Department

LC - La Crete Production Room (GIS)	7,732	-	7,732	8,000	268	Complete	100%
<i>Total department 61</i>			7,732	8,000	268		

Project Name	Total costs	Costs in prior years	Costs in current year up to December 31, 2015	2015 Budget	2015 Budget Remaining on December 31, 2015	Status Update on December 31, 2015	Percentage of Completion (%)
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Agricultural Services Department

HL - Rural Drainage - Phase II & Phase III (CF)	1,093,312	1,093,312	-	100,000	100,000	Negotiating with Dene Tha Band	0%
LC - Buffalo Head/Steep Hill/Bear River Drainage (Phase I) (CF)	158,305	85,433	72,872	1,314,567	1,241,695	Waiting for a reply from ESRD on the status of the application under the Water Act.	5%
Blue Hills Erosion Repair	47,023		47,023	275,000	227,977	Complete	90%
FV - Vehicle purchase for Ag Fieldman	35,622		35,622	40,000	4,378	Complete	100%
FV - ATV Purchase	10,113		10,113	12,000	1,887	Complete	100%
Tent	7,500	-	7,500	6,500	(1,000)	Complete	100%
<i>Total department 63</i>			173,130	1,748,067	1,574,937		

Recreation Department

FV - Capital (requests from Recreation Society)	49,785	-	49,785	224,500	174,715		5%
LC - Capital (requests from Recreation Society)	78,204	-	78,204	92,030	13,826		90%
Grounds Improvements (2014 - FV Walking Trail) (CF)	511,276	511,276	-	36,524	36,524		0%
ZA - Capital (requests from Recreation Society)	7,983		7,983	172,280	164,297		5%
LC Splash Park (CF)	-	-	-	255,000	255,000		0%
FV - Skate Park	10,000	-	10,000	70,000	60,000		0%
<i>Total department 71</i>			145,972	850,334	704,362		

Parks & Playgrounds Department

FV - Machesis Lake Water Well	9,900		9,900	9,000	(900)	Complete	100%
Block Docks for Hutch Lake and Wadlin Lake	80	-	80	49,000	48,920		1%
HL - Hutch Lake, construct additional sites (campground area)	15,071	-	15,071	15,000	(71)	Complete	100%
Machesis Lake - Horse camp - road (CF)	1,438	-	1,438	25,000	23,562	Road Complete. Waiting for group to construct pens.	30%
Bridge campground - Survey & improvements (CF)	-	-	-	39,000	39,000	Survey complete. Next to close roads and address archeological assessment request.	10%

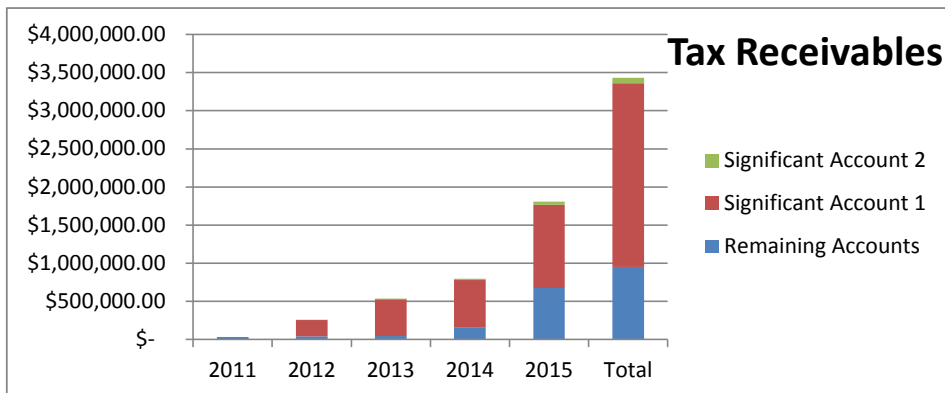
Project Name	Total costs	Costs in prior years	Costs in current year up to December 31, 2015	2015 Budget	2015 Budget Remaining on December 31, 2015	Status Update on December 31, 2015	Percentage of Completion (%)
LC - Wood Splitter	21,776	-	21,776	20,900	(876)	Complete	100%
FV - Table & Fire Pit Replacement	6,780	-	6,780	7,000	220	Complete	100%
Wadlin Lake - Grounds improvements (CF)	4,226		4,226	20,000	15,774	Clearing Done	50%
FV - Walking Trails (CF)	10,000	9,275	725	725	-	Complete	100%
<i>Total department 72</i>			59,996	185,625	125,629		
TOTAL 2015 Capital Projects			9,251,882	30,218,152	20,966,270		

December 2015 Aged Receivables

Note: This report does not include all transactions that will be posted while year end accounting work is carried out, prior to the auditors' field visit to the County in early March.

Tax Receivables

Year	Amount	Significant Account 1	Significant Account 2	Total Less Significant Accounts
2011	\$ 33,500.46	\$ -	\$ -	\$ 33,500.46
2012	\$ 257,642.27	\$ 213,176.03	\$ 4,288.09	\$ 40,178.15
2013	\$ 536,492.08	\$ 483,018.10	\$ 8,168.06	\$ 45,305.92
2014	\$ 796,991.40	\$ 622,586.87	\$ 19,072.56	\$ 155,331.97
2015	\$ 1,806,287.09	\$ 1,091,616.01	\$ 39,218.75	\$ 675,452.33
Total	\$ 3,430,913.30	\$ 2,410,397.01	\$ 70,747.46	\$ 949,768.83



Tax Receivables from Oil Companies

Company	Total
238568	\$ 7,195.13
009926	\$ 31,869.86
006970	\$ 50,431.71
004542	\$ 19,746.18
010109	\$ 11,391.88
	\$ 120,634.76

Utility Receivables

Current	\$ 250,997.98
Period 1	\$ 114,084.12
Period 2	\$ 29,776.76
Period 3	\$ 5,938.31
Period 4	\$ 13,667.69
Total	\$ 414,464.86

Trade Receivables

Current	\$ 82,455.24
30-60 days	\$ 38,953.70
90 days	\$ 61,465.53
91 and over	\$ 137,330.09
Balance	\$ 320,204.56



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Notice of Motion – MOTION 15-05-373

BACKGROUND / PROPOSAL:

At the January 12, 2016 Regular Council Meeting, Councillor Derksen requested that Motion 15-05-373 be included on the January 29, 2016, Regular Council Meeting agenda.

This Notice of Motion was tabled at January 29, 2016 meeting.

OPTIONS & BENEFITS:

Council motion 15-05-373 states:

“That as the result of the 2015 council self-evaluation and due to the continual display of disrespectful and bullying behavior that is detrimental to the municipal reputation, that Councillor Derksen be limited to attending only duly called regular council meetings, special council meetings and the annual ratepayer meetings, effective immediately.”

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: C. Simpson Reviewed by: _____ CAO: JW

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Mackenzie Housing Management Board – Public Member Appointment

BACKGROUND / PROPOSAL:

Mackenzie County appoints councillors and public members to the Mackenzie Housing Management Boards as per the Ministerial Order that established the Housing Board.

OPTIONS & BENEFITS:

At the October 29, 2015 organizational meeting, Council appointed Nadia Jensen to the Mackenzie Housing Management Board.

Administration received notification from the Board that Ms. Jensen has not been attending the meetings and was absent at the following meetings:

- November 2 – Organizational Meeting
- November 2 – Regular Board Meeting
- November 26 – Regular Board Meeting
- January 25 – Regular Board Meeting

The Board feels that Ms. Jensen is now disqualified as per the Board's policies. A copy of the policy is attached.

Administration recommends that this position be re-advertised and that a letter be sent to Ms. Jensen advising her of disqualification.

COSTS & SOURCE OF FUNDING:

2016 Operating Budget – advertising costs.

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Advertisements for public member positions are posted on the County website and in the County Image.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration be authorized to advertise one public member position for the Mackenzie Housing Management Board and that Ms. Nadia Jensen be notified of her disqualification due to failure to attend the meetings.

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

Title	Disqualification of Board Members	Policy No.	GOV-008
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Type of Policy	GOVERNANCE
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Purpose: To provide guidelines for expulsion and/or replacement of members that are not contributing to the operations of the Board in order to ensure effective community representation.

Policy Statement

To ensure responsible and appropriate participation and representation by all appointed members and representative organizations on the Board.

Responsibilities

1. A Board member will be disqualified as per Section 5.6 of the Management Body Operations and Administration Regulations, or by violation of Board policies.
2. A replacement for a disqualified appointed member from a representative organization must be made within 2 months from the time the disqualification is determined.
3. Administration shall write to the appointing body to advise of the disqualification and request a new appointment.

	Date	Motion Number	Signature
Approved	Nov 24/08	08-196	W. Schroeder
Amended	Aug 23/10	10-134	George Friesen
Amended	Nov 26/15	15-149	George Friesen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Regular Council Meeting Times

BACKGROUND / PROPOSAL:

At the January 29, 2016 Regular Council meeting, Council made a motion that the Committee of the Whole meetings be held the day before the last council meeting of the month.

As such, the meeting times of the Regular Council meeting will need to be changed from 1:00 p.m. to 10:00 a.m. A motion is required to change the meeting times and requires unanimous consent as stated in the Procedural Bylaw.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Council meeting dates are published on the County's online calendar available on the website and posted for the public.

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Regular Council meetings be rescheduled to begin at 10:00 a.m.

- March 23, 2016
- May 25, 2016
- September 28, 2016
- November 23, 2016

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Agricultural Fair & Tradeshow – Draft Terms of Reference

BACKGROUND / PROPOSAL:

The Agricultural Service Board drafted a Terms of Reference for the Agricultural Fair & Tradeshow Committee.

Please see attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Terms of Reference for the Agricultural Fair & Tradeshow Committee be approved as presented.

Author: Grant Smith Reviewed by: _____ CAO: JW

Community Infrastructure & Municipal Services

AGRICULTURAL FAIR COMMITTEE

Purpose:

To provide advice and recommendations regarding the Annual Agricultural Fair and Tradeshow.

Committee Structure:

The membership of the Committee will be comprised of the following:

- All ASB Members (voting members)
- Chief Administrative Officer or designate (non-voting member)
- Agricultural Fieldman (non-voting member)
- Two Representatives from MARA (voting members)
- Two Members from each local Agricultural Society. (High Level, La Crete, Fort Vermilion, & Rocky Lane) (voting members)
- Support Staff (non-voting members)

The committee shall appoint its own Chair and Vice-Chair at the first Committee meeting.

Quorum:

Members present shall constitute quorum. CAO or designate must be in attendance.

Term:

Members shall sit on the Committee for a one year term.

Authority:

Mackenzie County Council.

Meeting Schedule:

The committee shall meet as required in order to adequately address its responsibilities in a timely manner.

General Responsibilities:

The Agricultural Fair Committee shall:

- Organize the Annual Agricultural Fair & Tradeshow
- Manage budget and assume fiscal responsibilities

- Set meeting dates

Approved External Activities:

- N/A



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	2016 Municipal Census

BACKGROUND / PROPOSAL:

Alberta Municipal Affairs is inquiring whether or not municipalities will be conducting a 2016 municipal census. They are also encouraging municipalities to support Statistics Canada with the federal census enumeration process.

See attached correspondence for more information.

OPTIONS & BENEFITS:

Administration does not recommend completing a municipal census in 2016 as REDI initiated and completed a census in 2015.

Administration also does not recommend providing direct assistance in the enumeration process, but rather to direct Statistics Canada to work with our non-profit groups similar to the process used by REDI during the 2015 census.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION:

Advertising support for the federal census can be provided through the County Image.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County does not complete a municipal census in 2016 and that administration contact Statistics Canada regarding potential enumerators (ie. non-profit groups).

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

From: lgs.update@gov.ab.ca
To: [Joulia Whittleton](mailto:Joulia.Whittleton)
Subject: 2016 Municipal Census and Municipal Affairs Population List
Date: Thursday, February 04, 2016 11:38:40 AM

To: Chief Administrative Officers, Municipal Clerks and Census Coordinators
Metis Settlements and Municipalities

In order to provide better support to municipalities, Alberta Municipal Affairs requires a count of the number of municipalities that will be conducting a municipal census in 2016. Please respond by email to lgs.update@gov.ab.ca with YES or NO to the following question:

Is your municipality planning to conduct a municipal census in 2016?

Federal Census Preparation

The next federal census will take place in May 2016. Starting May 2, 2016, Statistics Canada will send census letters and packages to all Canadian households.

It is in the best interest of Alberta to support the federal census since the accuracy of the census impacts federal transfer payments, and is the basis of policy and planning for multiple ministries. We encourage all municipalities to support Statistics Canada with the census enumeration process.

Statistics Canada will be contacting municipalities with a population of 10,000 or more seeking support with the enumeration process. This would include assistance in enumerating new residences or hard to reach populations (i.e. homeless), as well as recruiting for enumerators.

Contact information for Statistics Canada is shown below:

Edmonton and Northern Alberta

Darrick Cheuk
Local Census Officer Manager
(780) 224-5904
darrick.cheuk@canada.ca

Calgary and Southern Alberta

Jo Ann Kinaschuk
(403) 606-1857
joanne.kinaschuk@canada.ca

Communications

Susan Cuthbert
Communications Manager
(780) 394-2037
susan.cuthbert2@canada.ca

Lance Masuzumi
Area Manager for Alberta
(780) 246-7859
lance.masuzumi@canada.ca

Mandatory Requirements for Conducting a Census

The Determination of Population Regulation stipulates that a municipal authority that wishes to conduct a municipal census must do so from *April 1 to June 30* of the same year. The municipality must also choose a date within this time period.

In order to minimize the overlap between the federal and municipal census, Municipal Affairs will accommodate municipalities by giving them the option to alter their census enumeration period to either *March 1, 2016 to May 31, 2016* or *May 1, 2016 to July 31, 2016*. For this census year only, municipalities are not required to submit a request for approval to the Minister if they choose to conduct a census during the two optional time periods offered.

Municipalities that are conducting a census are required to follow the *2015 Municipal Census Manual* which contains the mandatory requirements and recommended guidelines for census taking.

After completing the census, the municipality **must** submit their results to the Minister of Municipal Affairs by September 1, 2016 of the year in which the census took place. The Municipal Census Form was revised in 2013 and now includes a field report. Your municipality is required to track the number of dwellings (vacant, occupied, and under construction) as well as the number of non-contacted dwellings. Non-contacted dwellings are occupied dwellings, where despite all the call-back efforts made, there was no response at all.

The link below will take you to the municipal census page where you will find the Municipal Census Manual, Determination of Population Regulation, all required forms and additional information that will help you plan a successful census:

http://www.municipalaffairs.alberta.ca/mc_official_populations

Municipal Affairs Population List

Each year the ministry publishes the Municipal Affairs Population List (MAPL). The results of the most recent federal census (2011), or the most recent municipal census completed following the federal census will be used when preparing the 2016 MAPL, whichever is most current

The anticipated release of the 2016 federal census counts for municipalities is February 2017. Municipal Affairs will inform municipalities of the federal census results and the impact it will have on the 2017 MAPL, so each municipality will have time to undertake a municipal census, if the council deems it necessary.

For the purposes of the 2017 MAPL, The Minister will accept the higher census count from:

- a) 2016 or 2017 municipal census count, whichever is most recent, or
- b) 2016 federal census count.

If you have any questions or would like additional information regarding the Municipal

Census Training Sessions, please contact Kim Moore, Municipal Information Advisor by email at lgs.update@gov.ab.ca or by phone at 780-422-8303.

Thank you.

Kai So
Manager, Municipal Sustainability and Information Services



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 9, 2016
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.

- Mackenzie Housing Management Board Meeting Minutes
- Mackenzie Library Board Meeting Minutes
- Fort Vermilion Recreation Board Meeting Minutes
- Mighty Peace Watershed Alliance Newsletter
- Mighty Peace Watershed Alliance – Wetlands Workshop
- Water North Coalition Strategic Plan 2016-2018
- 2016 Water Week North Conference
- Grassroots Grants Program
-
-
-
-
-
-
-
-
-

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

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

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
November 26, 2015 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance:

George Friesen-Chair
Wally Olorenshaw joined at 10:06 am
Ellis Forest via teleconference at 9:59 am
Wally Schroeder-Vice Chair
Peter H. Wieler
John W Driedger
Paul Driedger
Erick Carter
Shirley Rechlo

Regrets:

Nadia Jensen

Administration:

Evelyn Peters, Executive Assistant
Zona Peters, Health Care Manager
Eva Klassen, Lodge Manager
Henry Goertzen, Property Manager
Phill Peters, Financial Officer

Call to Order:

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

Agenda:

Approval of Agenda

15-134

Moved by Shirley Rechlo

That the agenda be amended to include
6.6 Draft Purchase Agreement
6.7 Development Permit
6.8 ATB Expression of Interest
6.9 Christmas Supper

Carried

Minutes: **November 2, 2015 Organizational Board Meeting**

15-135 Moved by Wally Schroeder

That the November 2, 2015 Organizational board meeting minutes be approved as distributed.

Carried

Wally Olorenshaw joined meeting at 10:06 am

November 2, 2015 Regular Board Meeting

15-136 Moved by John W Driedger

That the November 2, 2015 Regular board meeting minutes be approved as distributed.

Carried

Reports:

CAO Report

15-137 Moved by Paul Driedger

That the Chief Administrative Officer report be received for information.

Carried

Financial Reports

Housing Financial Reports – October 31, 2015

15-138 Moved by Wally Schroeder

That October 31, 2015 Housing financial report be received for information.

Carried

Lodge Financial Reports – October 31, 2015

15-139 Moved by Paul Driedger

That the October 31, 2015 Lodge financial report be received for information.

Carried

High Level Lodge Reports – October 31, 2015

15-140

Moved by Shirley Rechlo

That the October 31, 2015 High Level Lodge financial report be received for information.

Carried

Assisted Care Financial Reports – October 31, 2015

15-141

Moved by Peter Wieler

That the October 31, 2015 Assisted Care financial report be received for information.

Carried

Arrears Report to - October 31, 2015

15-142

Moved by Wally Olorenshaw

That the October 31, 2015 arrears report be received for information.

Carried

New Business:

Proposed Lodge Budget 201615-143

Moved by Wally Schroeder

That the proposed 2016 budget for Lodge be approved as distributed.

Carried

Proposed Assisted Living Budget 2016

15-144

Moved by Paul Driedger

That the interim 2016 Assisted Living Budget be approved at fifty (50%) percent of the 2015 operating budget.

Carried

Policy Review

- 15-145 Moved by Wally Schroeder
- That policy GOV-001 Roles and Responsibilities be approved as amended.
- Carried
- 15-146 Moved by Wally Olorenshaw
- That policy GOV-004 Committee Structure be approved as amended.
- Carried
- 15-147 Moved by Wally Olorenshaw
- That policy GOV-005 Terms of Office be approved as amended.
- Carried
- 15-148 Moved by Peter Wieler
- That policy GOV-006 Meetings be approved as amended.
- Carried
- 15-149 Moved by Ellis Forest
- That policy GOV-008 Disqualification of Board Members be approved as amended.
- Carried
- 15-150 Moved by Erick Carter
- That policy ADM-003 Budgeting be approved as amended
- Carried
- 15-151 Moved by John W Driedger
- That policy ADM-008 Dress Code be approved as amended.
- Carried

Meeting with ATB – Verbal

15-152 Moved by John W Driedger
That the update be received as information
Carried

Building Committee Update

15-153 Moved by John W Driedger
That the Building Committee Update be received as
information.
Carried

Draft Purchase Agreement

15-154 Moved by Wally Olorenshaw
That the Sale Agreement for Purchase of Land in High Level
at 11201- 100 Ave be approved.
Carried

Development Permit

15-155 Moved by Paul Driedger
That a letter be sent to Town of High Level requesting waiver
of fees.
Carried

ATB Expression of Interest

15-156 Moved by John W Driedger
That the ATB Expression of Interest be accepted as
information.
Carried

15-157

Moved by Wally Olorenshaw

That management be instructed to research other financial institutions for funding.

Carried

Information:

15-158

Moved by Peter Wieler

That the following be accepted for information.

- Bank reconciliation for October 31, 2015
- Letter from Alberta Seniors

Carried

Next Meeting Date:

Regular Board Meeting – January 25, 2016 at 10:00 am
Fireside Room – Phase I Heimstaed Lodge

Adjournment:

15-159

Moved by John W Driedger

That the board meeting of November 26, 2015 be adjourned at 11:24 am.

Carried

George Friesen, Chair

Evelyn Peters
Executive Assistant

Mackenzie County Library Board (MCLB)
January 12th, 2016 Board Meeting Minutes
Fort Vermilion County Office
Fort Vermilion, Alberta

Present: Lisa Wardley, La Dawn Dachuk, John W. Driedger, Lorna Joch,
Lorraine Peters, Irene van der Kloet, Beth Kappelar, Lucille Labrecque, Nadia Jensen

1.0 Meeting called to order at 7:01 pm by Beth Kappelar.

2.0 **Approval of Agenda:**

MOTION #2016-01-01 Lorraine moved the approval of the agenda with additions **CARRIED**

3.0 **Approval of the Minutes:**

MOTION #2016-01-02 LaDawn moved the approval of the Dec 3 MCLB minutes with amendments. **CARRIED**

4.0 **Review of Action Items:**

- The action items of the previous MCLB meeting were reviewed.

5.0 **Financial:**

5.1 **MCLB Financial Report as of December 31, 2015**

- Balance Brought Forward: \$ 40,437.03
- Total Revenues \$ 289,793.19
- Total Expenses \$ 266,196.76
- Ending Bank Balance \$ 64,033.46

MOTION #2016-01-03 Lisa moves accept the financial report as presented.

CARRIED

MOTION #2016-01-04 Lucille moves to get the year-end report audited by Helen Teichroeb.

CARRIED

5.2 **MCLB 2016 Budget:**

Replace "retreat" by "Development Workshop".

Increase the individual Library Societies' funding provided we receive the top-up from the province.

MOTION #2016-01-05 Lorraine moves to accept the financial report with amendments.

CARRIED

6.0 **Library Reports:**

6.1 **La Crete:**

- They had a few meetings, primarily concerning the new building.
- They have lined up what facility supplies the FVSD currently provides, need to budget for that when they move into the new building.
- The County will cover the utilities and snow removal.
- The plan to have a library service in Bluehills has been received with enthusiasm, need to find someone to spearhead it.
- The aim is to move out of the school in June 2016, regardless if the new building is ready. If necessary, library services will need to be suspended until they can move into the new building.

6.2 **Fort Vermilion:**

- The Board now consists of four members.
- Complaints from the community that the library is not functioning to potential
- MCLB members will make a list of action items, complaints and comments, to be taken to the next FVCLS meeting on January 20. Then the FVCLS will be given a deadline until Feb 2nd to amend shortcomings and come up with a plan. MCLB will meet with FVCLS on February 2nd to further discuss and set deadline.
- Rent has not been paid by FVSS this budget year.

6.3 **Zama**

- Nothing to report.

6.4 **High Level:**

- Ken Allard is doing a development workshop January 17th in High Level.

6.5 Mackenzie County Library Consortium (MCLC):

- There is an option to add three hours of streaming to Freegal Music for only \$773.00. It will not take many data on the mobile device.

MOTION #2016-01-06 Irene moves to add the streaming option to Freegal.

CARRIED

6.6 LC Building

- The draft lease agreement was discussed with the County.
- The trailer will only be fixed up a little, no major investments, most of the renovation work will be done in the main building.
- The County will put out bids for a contractor.

6.7 Development Workshop

- See 6.4

7.0 Old Business:

7.1 Bursaries:

- Lorna will check the MC bursary and compare with the MCLB bursary policy.

7.2 Library Signs:

- Lisa requested written approval from Mackenzie County for installation of library signs. Actual installation will wait until warmer weather.

7.3 FVCLS meeting Dec 8, 2015

- Nothing to report.

7.4 Insurance.

- LCLS needs content insurance.

8.0 New Business

8.1 Early Childhood Bookshelves Project:

- Irene explains how the children's bookshelves were distributed in the communities by the Mackenzie Coalition for Early Childhood Development (MCECD).
- CALC's have \$2,000.00 to replace books in children's bookshelves
- MCLB wants Library Societies involved in the Early Childhood project. Irene to take this to the next meeting on January 21, 2016.

8.2 Plan of Service Review

- MCLB members to check and review the Service Report, and take to the Library Societies for review. Tabled to text meeting.

8.3 Required Document List

- Lisa compiled a Responsibility Flowchart, everyone please complete where necessary.

8.4 Freegal Streaming

- See 6.5

9.0 Correspondence:

- No correspondence received.

10.0 In Camera:

- Not required.

11.0 Next Meeting Date and Location: Fort Vermilion County Office February 2, 2016 at 5:00 p.m.

12.0 Adjournment:

MOTION # 2016-01-07 John Driedger moved the meeting adjourned at 10:26 p.m.

CARRIED

These minutes were adopted this 12th day of January 2016.



Beth Kappelar, Chair

Fort Vermilion Recreation Board

August 19, 2015 - Special Meeting Minutes

1. Called to Order @ 7:00pm
2. In attendance: Tamie McLean, Cheryl Lizotte, Jed Randle, Ilene Lizotte,
3. Insurance
 - Form filled out and will send into the County tomorrow.
4. Assets for County
 - ***Ilene motions to request Husqvarna and grass trimmer from the County. Jed seconds the motion.***
5. Bylaws:
6. Truck Disposal
 - ***Cheryl requested to respond by asking if it will be replaced but to dispose of current vehicle. Jed seconds the motion.***
7. Mud Bog:
 - No Beer Gardens, no dance, FVRB will do concession only.
 - Ilene seconds mud bogs by passed FVRB.
8. Summer Projects:
 - Chris will bring in completion list.
9. Labour Day:
 - Ask if anyone wants to run the booth for Labour Day/Sports Day.
10. Job Descriptions:
 - Ricky Paul will get La Crete's job description.
11. Adjournment: 8:37pm

Fort Vermilion Recreation Board

September 22, 2015 – Meeting Minutes

1. Call to Order @ 7:07pm
2. In attendance: Leah Lizotte, Chris Savourd, Cheryl Lizotte, Thomas Simpson, Ricky Paul, Tamie McLean, Kristin Wright, no guests.
3. Additions to Agenda:
 - a. Rodeo Committee (Thomas)
 - b. Skate Shack (Ricky)
4. Acceptance of Agenda:
 - Kristin accepts the agenda.
5. Acceptance of Previous Minutes:
 - a. June 23rd, 2015 – Kristin accepts minutes as presented, Ricky seconds.
 - b. July 30th, 2015 – Ricky accepts minutes as presented, Thomas seconds.
6. Managers Report:
 - Broken Items: hood fan in concession, one treadmill needs replacement of board, leg press.
 - o Chris will order part for treadmill (\$450) and Marc Dachuk will repair.
 - o Chris will get quotes for hood fan.
 - Income
 - Outstanding Invoices
7. Financial Statements:
 - Financial statements reviewed.
8. Old Business:
 - a. Mud Bogs
 - Are the grounds repaired back to normal? Yes.
 - New location for next year.
 - b. Wheelchair Access
 - Will need a new floor plan;
 - Tabled until next meeting.
 - c. Recreation Coordinator:
 - Chad's position could possibly coordinate activities.

- d. Annual Return:
 - All documents have been submitted.
- e. Skate Park:
 - Ricky had another inspection done and was advised to redo or ask for a discount.
 - \$6000 is still owed to KBR Concrete.
 - Two year warranty.
 - **Cheryl makes the motion to pay KBR Concrete \$6000. Motion seconded by Thomas. Motion carried.**
- f. Pond Hockey
 - Tabled.

9. New Business:

- a. 2016 Grant Application & Budget:
 - Review of current budget items;
 - Projects to do as soon as possible;
 - o Ventilation/fans;
 - o Security cameras.
 - Capitol Projects 2016
 - o Canoe Rentals \$20,000
 - o Rodeo Grounds \$40,000 Cost Share (50/50)
 - o Splash Park Gazebo \$10,000
 - o Sliding Hill \$8000
 - o Playground Equipment \$10,000
 - o Curling Rink Renovations \$20,000 (flooring/paint)
 - o Mobile debit machine
 - o A sign for advertising
 - o Purchase a tent
 - o Air conditioning in hall est. \$40,000
 - o Gym equipment est. \$10,000
 - Tamie, Kristin, and Leah will assist in completing the 2016 Grant Application
 - **A Special Meeting will be held October 13th, 2015 to review and complete approved grant application as well as review job descriptions.**
- b. Halloween Dance:
 - October 31, 2015
 - Will need new decorations
 - Tamarackin band will be playing.
- c. Can Skate:
 - Figure skating
 - Twice per week
 - Will run from October to March

- Kids will participate in two shows
- Tamie will advertise the program.
- Will need 10 kids at \$400 each.

10. Correspondence:

- a. Fundraising Idea from the County (Ron)
 - Montreal Canadians Alumni game
 - Add to Old Business for next meeting.
- b. Letter from RCMP
 - States that they assumed hall and pop were free based on prior agreement made which stated that free rental if all funds raised would go to the community. Fund raised will now go to the La Crete community.
 - Kristin will write letter on behalf of the Fort Vermilion Recreation Board.

11. Next Meeting: October 13th, 2015 Special Meeting

12. In Camera:

13. Adjournment @ 9:26pm

Dean Little *Jamie McLean*

Fort Vermilion Recreation Board

October 13th, 2015 - Special Meeting Minutes

1. Called to Order @ 7:11pm
2. In attendance: Tamie McLean, Thomas Simpson, Kristin Wright, Ricky Paul, Leah Lizotte, Jed Randle.
3. Additions to Agenda:
 - No additions were made.
4. Acceptance of Agenda
 - *Leah accepted the agenda with additions, Tamie seconds.*
5. Old Business:
 - a. 2016 Grant Proposal
 - Review of the 2016 Grant Proposal.
 - Kristin makes a motion to approve the proposal. Thomas seconds the motion. Motion carried.
 - b. Job Descriptions
 - Hours will be discussed
 - Monthly meetings should be happening to review upcoming events
 - Office organization needs to be done
 - Roles and Responsibilities and Daily Tasks review with staff
 - Daily check-lists: repairs and maintenance completed and brought to meetings monthly
 - ***Kristin will prepare a daily check-list for arena staff.***
 - ***Thomas will review items discussed with arena staff.***
 - ***Tamie makes a motion to provide a wage of \$15.00/hour for the new Sports Coordinator. Kristin seconds the motion. Motion carried.***
 - ***Tamie makes a motion for Thomas to review roles and responsibilities to arena staff. He will report back to the FVRB of outcome.***
6. New Business:
 - No new business
7. Correspondence:
 - Skate Park Installation

- ***Ricky Paul makes a motion that the FVRB will write a letter to the County (Julia) to move the skate shack to the Rodeo Grounds as well as roll over the funds from the 2015 year to the 2016 budget. Motion seconded by Leah Lizotte. Motion carried.***

8. Next Meeting:

- October 27th at 7:00pm

9. In Camera

- No items discussed in camera.

10. Adjournment: 8:21pm

Leah Lizotte *Jamie McLean*

Fort Vermilion Recreation Board

October 27th, 2015 – Meeting Minutes

1. Call to Order @ 7:08pm
2. In attendance: Leah Lizotte, Chris Savourd, Thomas Simpson, Tamie McLean, Kristin Wright, Jed Randle, Ilene Lizotte.
3. Additions to Agenda:
 - a. Curling League Sub-Committee
 - b. Old Bones Hockey Game fundraiser for Hans McAteer
 - c. Public Skating Hours
 - d. Pool Table
4. Acceptance of Agenda:
 - Kristin accepts the agenda with the additions.
5. Guests: Matt Sheffield, Louise Smith
6. Old Business:
 - a. Job Descriptions/Roles/Responsibilities:
 - Thomas met with arena staff on October 15th. He met with each separately and also in a group;
 - Discussed roles and responsibilities, communication issues, scheduling, work ethic, public relations.
 - Collectively, arena staff will create a better work schedule, monitor kitchen cleaning, better communication with the Recreation Board, time cards will be monitored, agreed that cell phone is needed especially for weekend events or when at outdoor rink, as well as have monthly staff meetings;
 - Overall, the meeting went well amongst all staff.
 - b. Skate Shack
 - Thomas has reviewed the site and it would not be beneficial to switch out the current skate shack with the new one which previously belonged to Blumenort;
 - Recommends moving the skate shake to the Rodeo grounds or the arena (ball diamond/splash park area);
 - Tabled until next meeting.
 - c. Wheelchair Access
 - Unsure of previous plans;
 - Should we switch out boards for glass for wheelchair access viewers?;

- Should we build a platform in center of bleachers?;
 - We will seek quotes for the platform in center of bleachers;
 - Tamie will find out if the funds are still available for next meeting.
- d. Pond Hockey
- There are Pond Hockey Membership fees due (\$25);
 - There is interest from the community as we've been approached by several community members who are willing to coach;
 - Will create a schedule that alternates with the CanSkate program and will be tentatively set for Mondays and Wednesdays 5:30pm – 6:30pm;
 - A registration fee possibly set at \$150 depending on number of registrations.
- e. CanSkate
- Will start November 3rd every Tuesday and Thursday from 4:00pm – 5:00pm.

7. New Business:

- a. New Year's Eve Dance:
- Rodeo Sub-Committee will look into cost sharing the event with the FVRB;
 - Thomas will meet with the Rodeo Committee for approval;
 - Item tabled until next meeting.
- b. Curling League:
- New 2015-2016 season;
 - Would like to host more Bonspiels;
 - Looking for direction and support from the FVRB;
 - \$160 fees to cover November 2015 through March 2016 or should fees be increased to match what other Curling Clubs are charging?;
 - \$100 ice time for weekend bonspiels (\$100/day rate);
 - Bar money will be used to repair and maintain the curling rink area – do we continue this or turn over to the FVRB?
 - Female and male lessons for the high school students with help from Daniel Flett;
 - The FVRB is fine with a Curling Club Sub-Committee to continue running as previous years. The fees will be given to the FVRB. No receipts were given last year – it is recommended that one person be responsible for payments.
 - \$646 current balance;
 - Curling Rink repairs that need to be considered (fridge, carpet repairs, dart boards, sliders and brooms).
- c. Old Bones Hockey Game:
- Louise Smith proposed that the FVRB donates the ice and the amount we would have charged to the proceeds;
 - It is agreed that the FVRB will make this donation;
 - The event will happen in January 2016.

d. Public Skating Hours

- Would like to have public skating hours on Saturday as well;
- Arena Manager is okay with it;
- Will also provide more hours for support staff.

e. Pool Table

- Idea to purchase a pool table for the curling rink area;
- After discussion it was decided that there is not enough room to set up.

8. General Reports:

a. **Manager's Report by Chris Savour;**

- Arrears from the RCMP Ball, Kristin will write a letter on behalf of the FVRB detailing charges for use of Hall and Kitchen;
- Agreed that purchasing a new leg press will be done depending on what is available in the budget;
- Would like to purchase a new Ipod, fridge for the curling rink, Rubbermaid containers for decorations, a new drill, Christmas decorations (new lights and a tree);
- Chris would like to purchase a new Telus cellphone with a two year contract with a new data plan.
 - o ***Kristin makes the motion to agree to a two year Telus contract, which will also be used as an iPod. Jed seconds the motion. Motion carried.***

b. **Financials**

- Detailing financials for next years budget
- ***Ilene approves the financials, Thomas seconds the approval. Approval carried.***

9. Financial Reports.

10. Correspondence:

a. Letter from Mackenzie County;

- Letter received regarding the Boilers replacement. Ricky will discuss during grant review;
- Inspection Report of Rodeo Grounds cook shack.

b. Letter from family of Hans McAteer.

- Louise Smith asks that the FVRB donate the hall/kitchen use for the fundraising event with a \$300 deposit and charge for pop.

11. Next Meeting: Nov 17th, 2015

12. In Camera:

13. Adjournment: 9:15pm.

 ³ Jamie McLean

Fort Vermilion Recreation Board

November 17th, 2015 - Meeting Minutes

1. **Called to Order @ 7:09pm**
2. **In attendance:** Tamie McLean, Leah Lizotte, Chris Savourd, Jed Randle, Thomas Simpson, Ilene Lizotte, Ricky Paul.
3. **Additions to Agenda:**
 - Fans
 - Curling Rink floors
 - Fridge/TV in Curling Rink
 - Christmas decorations.
4. **Acceptance of Agenda**
 - Ilene Lizotte approves agenda with additions.
5. **Acceptance of Previous Minutes:** Ricky Paul accepts the previous minutes.
 - a. August 12th, 2015 – Special Meeting
 - b. September 22nd, 2015 – Regular Meeting
 - c. October 13th, 2015 – Special Meeting
6. **Guests:** No guests.
7. **Financial Statements:** Reviewed and approved by Ricky Paul.
8. **Old Business**
 - a. **Wheelchair Access**
 - Tamie will speak to Ron about funds and report back.
 - b. **Montreal Canadians Alumni Fundraiser**
 - Tamie has the information and will provide at the next meeting;
 - Tamie will also inquire about dates.
 - c. **Baseball Diamond Grant**
 - December 15th Application deadline for the Community and Facility Enhancement Program;
 - Tamie has prepared a Tender for quotes from local bidders and has already received one;
 - Will need three quotes on approval.
 - d. **Pond Hockey**
 - Monday – Wednesday 5:30pm – 6:30pm;

- \$30.00 Registration Fee with a \$5.00 drop in fee per skate;
- Guaranteed certified coach;
- November 28th Pond Hockey Jamboree.

e. New Year's Eve Dance

- Tentatively the Rodeo Committee will host the NYE Dance;
- Thomas will meet with the Rodeo Committee.

f. Ice Plant

- Working well since maintenance from Cooling Joes;
- Chris will look into lowering temperature.

g. Fan Installation

- \$6000 from County
- Quotes from Fast Eddie's \$12,130 and Doerksen & Sons \$15,287
- Installation of fans will be helpful in air circulation and will be needed once there are tournaments;
- Will it be needed if we get a new ice plant?
- Chris will ask Ron if the County will cover the rest of the cost.

h. Christmas Decorations

- Kristin will purchase new decorations;
- Wreath will be put up in front of building;
- Decorations should be up before December 5th;
- Ilene will purchase the tree;
- Tamie, Kristin, Ilene and Leah will decorate.

9. New Business:

a. Debit Machine

- A portable debit machine that can be utilized by all areas of the arena building;
- ***Thomas makes a motion to lease a debit machine. Tamie seconds the motion. Motion carried.***

b. Curling Rink Floors

- Item tabled – Chris will get a quote from Tim Jones Flooring

c. Fridge/TV in Curling Rink

- Jed makes a motion to purchase a fridge and tv for the curling rink area. Ilene seconds the motion. Motion carried.

10. General Reports:

- a. Arena Manager Report – Chris presented his report detailing income, arrears, items/projects that are on-going.

11. Correspondence:

- No correspondence

12. **Next Meeting:** December 15th, 2015 @ 7:00pm

13. **In Camera** – No items discussed.

14. **Adjournment** @ 8:23pm

Heathcott Jamie McLean

Fort Vermilion Recreation Board

December 15th, 2015 - Meeting Minutes

1. **Called to Order @ 7:32pm**
2. **In attendance:** Tamie McLean, Leah Lizotte, Jed Randle, Thomas Simpson, Kristin Wright.
3. **Additions to Agenda:**
 - A. Canada 150 Grant
4. **Acceptance of Agenda**
 - Kristin approves the agenda with additions.
5. **Acceptance of Previous Minutes:** Jed R. accepts the previous minutes, Kristin W seconds.
 - a. October 27th, 2015 – Regular Meeting
 - b. November 17th, 2015 –Regular Meeting
6. **Guests:** No guests.
7. **Financial Statements:** Question with a deposit of \$1910, Tamie will look into this. Reviewed and approved by Kristin, Thomas seconded. Carried.
8. **Old Business**
 - a. **NYE Dance**
 - Partnership with the Rodeo Society;
 - Kristin will make the posters,
 - Tamie will advertise on facebook;
 - Roberta Johns will take care of the lunch;
 - Tamarackin' is playing for \$1600;
 - Tamie will order the liquor license and special license;
 - \$15.00 at the door, December 31st, 9pm – 3am.
 - b. **Wheelchair Access**
 - Tame heard back from Ron; wheelchair access was approved in 2013 for \$15,750. No request was made to roll funds into next year or for other projects;
 - Submit letter to use funds, Tamie has already written a letter and will submit;
 - Tabled until next meeting.
 - c. **Montreal Canadians Alumni Fundraiser**

- Will look into this for next year (2016).

d. Staff Checklists

- Tabled until next meeting.

e. Figure Skating – Tabled.

- Request made by the Can Skate program for the FVRB to pay extra funds to accommodate travel of the instructors. The FVRB will not be paying any extra.

f. Curling Rink Floors - Tabled

9. New Business:

a. Gym Access

- Question as to who is monitoring the use of access codes. If not monitored, there can be three people using one access code.
- A recommendation has been made to start using a card, which will limit use;
- Tabled.

b. Canada 150th Birthday – Tabled.

10. General Reports:

- a. Arena Manager Report – Chris presented his report detailing income, arrears, items/projects that are on-going. Letter to The County Dec 4th asking if they are able to cover the fan expense. He has not heard back. Fans will be on hold until we hear something back.

11. Correspondence:

- Canada 150 Grant, Tamie received an email in response to our proposal of the Canada 150 grant. Our grant was not approved.

12. Next Meeting: January 19th, 2016 @ 7:00pm

13. In Camera – Items discussed.

14. Adjournment @ 9:15pm

Jean Hobb *Jamie McLean*



January 2016

Diverse, Responsible & Connected

Issue #9

*Flow of the Peace
"Current Eddies"*

Save the Date

May 27, 2016 Annual General Meeting

Peace River, AB

Will be having guest speakers & Directors Election

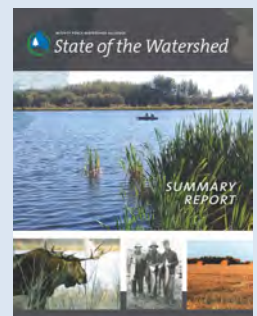
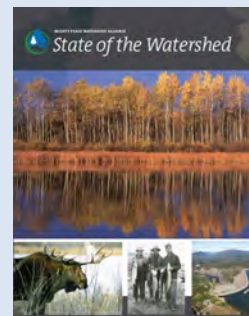
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Newsletter produced with support from ESRD

What Flows

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Members of the Board	Page 3

Check out our State of the Watershed Report! For copies please email Megan Graham at mpwa.admin@telus.net or check out our website for electronic copies



Upcoming Wetland Workshop

MPWA Invites you to a Wetlands Workshop on February 19th in Grande Prairie, AB.

The workshop will be presented by Jay White with AQUALITY; and will focus on basic wetland classification & function, policy, wetland loss and mitigation.

The workshop will be \$125. Lunch will not be provided; there will be a buffet provided by the hotel for \$12.50/person.

If you are wanting to register or want more information please contact:

Megan Graham by email: mpwa.admin@telus.net or by phone at 780-324-3355

**Come visit us at the Peace Country Classic Agri-Show!
March 10-12, 2016 in Grande Prairie, AB**

Watershed Coordinator Adam Norris



As we enter 2016, the Mighty Peace Watershed Alliance is busy with several projects. The main project that we are working on currently is the Integrated Watershed Management Plan for the whole of the Peace and Slave (not Lesser Slave) watersheds in Alberta. This plan will provide a common approach to sharing our water resources to the diverse people of the watershed. Presently, there are two working groups operating on identified Issues of Concern, which the Board selected based upon scientific data, public engagement and sector input. The Integrated Watershed Management Plan is an iterative process (we keep doing it over and over again) and each time we will tackle a few new issues or aspects of issues.

A big thanks goes out to the members of the working groups who are committing time, expertise and their problem solving abilities to two different Issues of Concern. First, there is a Water Quality, Availability and Consumptive Use working group that is looking at very broad range of topics. These topics include water quality – how good is the water for drinking, industry, aquatic ecosystems, and recreation among other uses; water availability, which considers if enough water is accessible where people need and want to use it. A prime example is that many of our municipalities are located away from the Peace River mainstem and are restricted in the amount and/or quality of water that they are able to draw from the smaller tributaries. Consumptive Use is a term that we use to refer to processes and activities that once they remove water from a water body, do not return it again. The primary Consumptive Use in our watershed at the present time is hydraulic fracturing.

The second group that is working right now is the Wetlands and Wetlands Loss working group. As the name implies this group is focussed on wetlands in our Watershed and concern around loss of the wetlands and loss of the functions that wetlands provide.

Beyond the Integrated Watershed Management Plan, there are three other projects that we are involved in. The Mighty Peace Watershed Alliance continues to be involved in the Alberta Environment and Parks led Wapiti River Water Management Plan. Communication and public input has been the recent focus of this project and recently successful forums were held in Grande Prairie.

Both the Heart River Watershed Restoration Project and the Redwillow Watershed Restoration Project are partner projects led by the Mighty Peace Watershed Alliance and funded through the Environmental Damages Fund. As both of these projects enter their last year, the focus is on undertaking the identified restoration activities identified and prioritized by the project teams. The focus is on watershed management where changes in land use or activities on the landscape improve fish habitat in the adjoining water bodies.



Wetlands & Wetlands Loss first Working Group Meeting in Grande Prairie, AB



Water Quality, Availability & Consumptive Use first Working Group Meeting in Grande Prairie, AB

Previous MPWA Events

Source Water Protection Planning Workshop

On October 30th, MPWA hosted a half day Source Water Protection Planning workshop in Grande Prairie. The workshop was presented by Steph Neufeld who is a Watershed Specialist with EPCOR.

Source Water Protection Planning is a strategy for water utilities designed to minimize the impacts human activities and natural events have on drinking water sources.

The half day workshop focussed on how to complete an effective Source Water Protection with in Alberta. It also included a comprehensive session on land use mapping, water quality monitoring and assessment, risk assessment, and navigating water, land, and watershed management frameworks in Alberta from a municipal perspective.



It was also talked about that, in Alberta, effective source water protection planning relies on integration with existing watershed planning, initiatives including Watershed Planning and Advisory councils (WPACs), local water management frameworks, and regional plans under the land use frameworks as well as Drinking Water Safety Plans.

If anyone would like more information on Source Water Protection Planning please contact Megan Graham at mpwa.admin@telus.net or at 780-324-3355.



Diverse, Responsible & Connected!
 *Diverse group of people representing diverse interests.
 *Responsible for bringing those interests together.
 *Connected to all stakeholders across the watershed area.



Board Members

Government	Industry	Non-Governmental Organizations	Aboriginal Communities
Federal-Transboundary Relations -Abdi Siad-Omar (Alternate - Courtney Hughes)	Agriculture -Shelleen Gerbig (Alternate- Sebastien Dutrisac)	Conservation/Environment -Bob Cameron	Métis Nation of Alberta -Vacant
Provincial -John Zylstra (Alternate - Dan Benson)	Forestry -Ian Daisley	Watershed Stewardship -Cathy Newhook (Alternate - Tony Saunders)	Metis Settlement General Council -Alden Armstrong
Large Urban -Chris Thiessen (Alternate - Michelle Gairdner)	Oil & Gas -Lindsay Stephens (Alternate - Jean-Michel Wan)	Research/Education -Jean-Marie Sobze	Upper Watershed First Nation -Vacant
Small Urban -Elaine Manzer (Alternate - Colin Needham)	Utilities -Ashley Rowney	Public Member-at- Large (2) -Richard Keillor -Vacant	Middle Watershed First Nation -Vacant
Rural Municipality -Elaine Garrow (Alternate - Ray Skrepnek)	Mining -Vacant	Tourism/Fisheries/ Recreation -Dave Hay	Lower Watershed First Nation -Jim Webb (Alternate - Lindee Dumas)



Mighty Peace Watershed Alliance

Wetland Workshop

The Mighty Peace Watershed Alliance is hosting a Wetland Workshop on February 19th in Grande Prairie, AB. The presenter for the day will be Jay White, Wetland and Aquatic Specialist with Aquality.

The workshop will be covering topics such as:

- Wetland Classification
- Importance and function of wetlands
- Constructed Wetlands
- Wetland policy
- Water Act
- Green and White Zones

Workshop Details:

Date: February 19th, 2016

Location: Holiday Inn, 9816 107 Street, Grande Prairie, AB.

Time: 9:30AM-3:30PM

Registration is at 9AM

Cost: \$125/ person

*Lunch is not provided. However there will be a buffet available for \$12.50/person

If you have any questions or want to register please contact **Megan Graham** by email at mpwa.admin@telus.net or by phone (780)324-3355

Registration Deadline: **February 17th**

Please make cheques payable to Mighty Peace Watershed Alliance



Presenter: Jay White. M.Sc., P.Biol., QWAES

Jay White is a Professional Biologist, author, speaker, entrepreneur and leader. He was trained as an aquatic ecologist and holds a B.Sc. from University of Western Ontario and a M.Sc. degree in Ecology from the University of Alberta. He was a research associate at the University of Alberta's Sustainable Forest Management Network until 1999, when he established Aquality. Jay manages an amazing team of professional biologists who guide and support a variety of development activities. Water governance, policy, education and sustainability are his current topics of interest.



Water North Coalition Strategic Plan 2016–2018

DECEMBER 2015

Introduction

As northern Alberta's water and wastewater labour force ages, and its infrastructure does the same, northern municipalities are increasingly challenged to deliver reliable water and wastewater services.

The Water North Coalition (WNC) was formed in 2014 to build upon work completed through the Closer to Home (C2H) initiative¹ and to create a forum to address the water and wastewater challenges facing northern communities.

Voting membership is open to all northern municipalities, First Nations and Métis Settlements. Non-voting membership is open to water and wastewater commissions and professionals, provincial and federal governments, rural water and wastewater co-operatives, and owners and operators. Strategic advice and administrative support are provided by the Northern Alberta Development Council (NADC).²

The *Water North Coalition Strategic Plan 2016–2018* was developed by both voting and non-voting members. It builds on the findings of a 2015 WNC Needs Assessment Survey³, and focuses on four priorities: advocacy; public education; recruitment and retention; and training.

SWOT Analysis

The following are the strengths, weaknesses, opportunities and threats identified by WNC members in developing the strategic plan.

Strengths

- An open and diverse membership from all of northern Alberta provides WNC with wisdom and experience.
- The goals of WNC, as set forth in its mission, vision and principles (listed below), are held in common by its members, and this makes the WNC a strong voice for the north when raising issues, networking or lobbying on specific issues.
- Sponsorship from the NADC benefits the WNC through the provision of administrative services and a well-developed approach to northern issues.

1 <http://aamdc.com/advocacy/member-bulletins/member-bulletin-archive/663-closer-to-home-initiative-new-water-and-wastewater-toolkit-now-available>

2 Northern Alberta Development Council (NADC), a provincial advisory body mandated to advance the development of the north. www.nadc.ca

3 <http://www.nadc.ca/water-coaliton.asp>

Weaknesses

- The priorities of the coalition's members vary and are often split between access to a water source and quality of a water source. These differences can appear between regions, the largest being the Peace/Slave River and the Athabasca River Basin regions.
- WNC lacks consistent participation from its members; the First Nations and Métis Settlements, in particular, are under-represented. Support from the NADC could also be perceived as a weakness, if it is not a certainty for the future.
- WNC can be slow to respond to challenges that arise because of its relatively large size and the diverse interests of its membership.

Opportunities

- The potential in partnerships, particularly with post-secondary institutions, training providers, and private industry, all of which can expand their services for water and wastewater management, as well as partnership with other organizations like the Alberta Rural Development Network.
- Other possible collaborations include sharing of operators, contacts, agreements for service, and other resources.
- Growing public realization that there is a finite amount of potable water means there is growing public support for better stewardship.
- Align opportunities for advocacy with changes at the municipal, provincial and federal levels of government. For example, a particular position to advocate could be reduced privatization.

Threats

- Viable water and wastewater systems are vulnerable to an aging workforce, increased levels of certification and regulation, and remoteness of locations.
- WNC is vulnerable to a divided response to those issues, and a subsequent lack of participation and commitment.
- Loss of funding and support from NADC, government and stakeholders, most probably in conjunction with a continued or prolonged economic downturn.

The Plan

The mission, vision and guiding principles were developed by members when the WNC was first formed.

Mission

To find and implement northern solutions to water sourcing and water challenges through the following priorities:

- Advocacy
- Public education
- Recruitment and retention
- Training

Some of these priorities are within the sole jurisdiction of municipalities, while others require collaboration with other levels of government. For example, the day-to-day operations of water and wastewater facilities are the responsibility of municipalities, while public education about our water resources is often shared by all three levels of government.

Vision

The WNC seeks to ensure, through collaboration, that sustainable water systems are available to every northern community.

Guiding Principles

The WNC will:

- Share information on water and wastewater regulations and responsibilities.
- Work collaboratively with members and partners.
- Identify emergent workforce needs.
- Advocate for “made in the north” solutions and funding for training, education, recruitment and retention, and succession planning for municipal water/wastewater personnel.

Priorities

The WNC will focus its attention on the following four organizational priorities over the next three years.

Priority #1: Advocacy

As summarized in its guiding principles, the WNC will advocate for “made in the north” solutions to water and wastewater problems.

How will we advocate?³

1.1 Clarify the WNCs definition of advocacy

Actions:

- Ensure all WNC members clearly understand what we mean by advocacy and how we intend to influence decisions related to water and wastewater issues.
- Determine whether members are fully supportive of an “advocacy” role.
- Select a spokesperson for the group.
- Clarify messages (see 1.2.2. on Page 6).

1.2 Funding

1.2.1 Pursue more funding for northern water and wastewater systems, including those found in hamlets, towns and rural northern communities.

Actions:

- Research potential funders and their priorities, including those of governments and industry groups.
- Develop a communication package about the WNC to educate and inform potential funders.
- Raise the profile of the WNC at events like those held by the Alberta Association of Municipal Districts and Counties (AAMDC), the Alberta Urban Municipalities Association (AUMA), and industry forums.
- Submit government funding requests and follow up accordingly.

³ The strategies under the four priorities are ranked in order of priority.

- 1.2.2 Develop a funding model; a strategy to obtain reliable funding that can be used when submitting funding requests to the provincial and federal governments. It will: describe the need for stable funding for infrastructure and treatment upgrades; and reflect the real costs of operating water and wastewater systems.

Actions:

- Create an advocacy subcommittee of the WNC.
 - Develop a strategy and messages that define needs, priorities, and solutions; and emphasize regional collaboration.
 - Ensure strategy/messages are completed by March 2016 to support funding requests in the 2017 fiscal year.
 - Provide cost sharing information.
 - Determine availability of administrative support from the NADC and whether an external consultant is required to support the process.
- 1.2.3 Continue to advocate for predictable and sustainable funding for water and wastewater systems (e.g., Water for Life and the Student Temporary Employment Program (STEP)).

1.3 Governance

- 1.3.1 Advocate for more municipal participation in federal and provincial reviews of legislation, regulations, and standards related to water and wastewater policies.

Actions:

- Engage with AUMA, AAMDC, and the Federation of Canadian Municipalities (FCM) on lobbying activities.
 - Keep updated about developments at other levels of government and, in turn, keep other levels of government updated about issues and priorities related to northern water and wastewater.
 - Advocate for revisiting and updating of the Water for Life strategy on a regular basis.
- 1.3.2 Advocate for better communications between government departments to reduce the instances of new regulations without commensurate funding.
- 1.3.3 Advocate for less downloading of water and wastewater responsibilities to municipal governments, and promote more inspections and support to ensure regulations are closely adhered to.

1.4 Aboriginal Communities

Ensure First Nations and Métis Settlements have the information they need to fully engage in WNC activities, if and when they so choose.

1.5 Collaboration

Take steps to increase regional and municipal participation in the WNC, and to engage with utilities.

Priority #2: Public Education

Those participating in the WNC survey viewed the general public to have lower levels of water literacy than leadership in their communities. They also believed their own communities did not do a good job of facilitating water literacy.

How will we educate the public?

2.1 Outreach and Programming

Use the expertise of WNC members and stakeholders to develop a public education strategy and related materials. Public information will focus on: the cost of operating water and wastewater systems, with safety being the primary focus; and conservation and the need to protect the primary source of Alberta's water (80 per cent of the province's water comes from the north).

Actions:

- Use visual aids as a quick reference for schools and career fairs.
- Use print materials – county newsletters, door knockers, pamphlets, brochures, utility bills – as well as social media tools to promote cost and conservation.
- Host town hall meetings.
- Provide communication materials that explain the process of source to tap, i.e., where does your water come from?
- Encourage the provincial government to develop and air public service announcements related to the importance of water to communities.
- Underscore the relative value and cost of water and wastewater systems as compared to other services like telephone services.
- Provide information on alternative forms of delivery and payment like private vs public, and meter pay.
- Promote conservation methods like low-flow fixtures.

2.2 Leadership Training

In addition to educating the general public, municipal councils will be educated about the importance of sustainable water and wastewater systems.

Action:

- Ensure funding for mandatory training is available.

Priority #3: Recruitment and Retention

Along with the general workforce, Alberta's water and wastewater operators are aging. The WNC survey found that the greatest barriers to recruiting and retaining qualified operators were pay grade and work location, followed by education and training.

How will we recruit and retain water and wastewater operators?

3.1 Share Resources

Small communities may only need part-time water and wastewater operators; agreements could be reached to share staff across communities.

Actions:

- Keep a log of each community's infrastructure and staff capabilities.
- Develop a shared service agreement for members to use and help protect against liability.
- Set training and orientation guidelines to promote smooth crossover of shared staff from one location to another.
- Develop an incentive program to encourage and reward municipalities that participate and promote shared service.
- Coordinate training to allow smaller communities to have easier more cost-effective access to training.
- Conduct a wage survey of members and make comparatives available to WNC members.

3.2 Compensation and Incentives

Because smaller communities have to compete with larger communities and the private sector for water and wastewater operators, consideration will be given to establishing more competitive pay scales, enhancing benefit packages, and providing bonuses to retain staff.

3.3 Marketing and Communication

Increase awareness of career opportunities and market the position of water and wastewater operator as a viable and stable career path.

Actions:

- Take advantage of the current availability of labour (due to low oil prices) to recruit and retain more water and wastewater operators.
- Offer more flexible work arrangements; possibly using retirees to provide staff relief.
- Participate in trade shows, career fairs, facility tours, and competitions aimed at encouraging students to consider careers as water and wastewater operators.
- Offer summer employment opportunities to students interested in becoming water and wastewater operators.
- Encourage more women to become water and wastewater operators.

3.4 Attract Local Operators

Take steps to attract local residents – those with roots in the community – to become water and wastewater operators.

Actions:

- Promote water and wastewater operator as a career at local trade shows, career fairs and during facility tours.
- Train interested local residents to maintain water and wastewater systems within the community.

3.5 Career Advancement

Provide higher level training opportunities to those interested in becoming water and wastewater operators.

Actions:

- Hold training sessions in established northern facilities.
- Expand the scope of recruitment by establishing standards and certification.
- Use distance learning to help train and recruit. Support the assignment of Continuing Education Units (CEUs) to reflect this learning experience.

Priority #4: Training

Ongoing training is critical to the work of water and wastewater operators. However, the number of hours worked and access to training in rural and remote locations may hinder operators from upgrading or continuing their education.

How will we ensure water and wastewater operators have the proper training?

4.1 Increase Accessibility to Training

4.1.1 Ensure there are a variety of venues for training including: conference; classroom; mobile; and online and home study opportunities.

4.1.2 Encourage the formation of training partnerships.

Action:

- Get stakeholders together to consider the creation of a certified regional training centre staffed by certified instructors.

4.1.3 Encourage the recruitment and development of relief workers so water and wastewater operators can take additional training when needed.

Actions:

- Train water and wastewater operators to operate plants in other communities; both the trainer and trainee could earn Continuing Education Units (CEUs) for their participation.
- Engage Alberta Environment and Parks in this process.
- Use a coaching and mentoring course for certification of trainers.
- Provide a listing of certified support workers to neighbouring communities.
- Apply for a Alberta Community Partnership grant to develop a governing and operating model for training purposes.

4.2 Awareness

4.2.1 Promote training opportunities.

Action:

- Develop an electronic and hardcopy training manual for the north, using existing training materials as a foundation.

4.2.2 Encourage training of municipal councils on the strategic importance of the Water for Life strategy.

Actions:

- Provide training through AAMDC and AUMA.
- Add a module to the Elected Officials Education Program; recruit technical experts to assist in development as necessary.

4.3 National Certification

- Engage Alberta Environment and Parks regarding national certification to standardize training to enhance the status of the profession, and to enable more interprovincial recruitment.
- Review and make recommendations regarding the certification process for water and wastewater operators in the north to ensure it is not unnecessarily lengthy (i.e., the length of time to achieve Level Three/Four certification).

4.4 Improve Training

Encourage more practical training for water and wastewater operators; ensure training better reflects the demands of the job as well as technological advances in water and wastewater management.

4.5 Career Development

- Seek expansion of CAREERS Next Generation training to all high schools to qualify individuals to perform as Level One water and wastewater operators when graduating from high school.
- Encourage more internships (that offer dual credit for experience gained) and co-op learning opportunities.

Next Steps

The WNC membership will form sub-committees to address key priority areas and support the WNC's vision of ensuring that through collaboration, sustainable water and wastewater systems are available to every northern community.

2016 WATER WEEK NORTH

★ GRANDE PRAIRIE

October 18 – 20, 2016

Mail, email, or fax completed registration to:

Aquatera Utilities Inc.
11101 - 104 Avenue
Grande Prairie, AB T8V 8H6

Tel: 780.538.0493
Fax: 780.830.7430
Email: wwn@aquatera.ca

Register online at
waterweeknorth.ca

Registration Form

Would you be interested in sponsorship?

Name _____ Company _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ Email _____

RATES & BOOKING (Registration Deadline: September 30, 2016):

Early Bird Rates (before August 22, 2016)

MEMBERS \$225 + GST
NON-MEMBERS \$285 + GST

Half Day Workshop

MEMBERS \$75 + GST
NON-MEMBERS \$100 + GST

Regular Rates (after August 22, 2016)

MEMBERS \$275 + GST
NON-MEMBERS \$335 + GST

Full Day Workshop

MEMBERS \$150 + GST
NON-MEMBERS \$200 + GST

Conference \$ _____

Workshop 1 \$ _____

Workshop 2 \$ _____

Workshop 3 \$ _____

Workshop 4 \$ _____

GST \$ _____

TOTAL \$ _____

AWWOA Membership # _____

PAYMENT METHOD:

- Visa Mastercard
 Cash Cheque (payable to Aquatera Utilities Inc.)
 P.O. # _____

Card Number _____ Expiry Date ____/____/____

Card Holder Name _____ Signature _____

2016 WATER WEEK NORTH

★ GRANDE PRAIRIE

October 18 – 20, 2016

Aquatera Utilities Inc. is hosting the 2016 Water Week North Conference in Grande Prairie, Alberta. The conference will provide communities in the water treatment, wastewater treatment, water distribution, and wastewater collection industry an opportunity for education and networking.

Conference Schedule

Location: Holiday Inn & Suites Conference Centre

DAY 1: TUESDAY, OCTOBER 18

7:30 am – 8:30 am Breakfast/Registration
8:30 pm – 12:00 pm Workshop 1
12:00 pm – 1:00 pm Lunch (provided)
12:45 pm – 1:00 pm Welcome/Introductions
1:00 pm – 4:30 pm Workshop 2 for all

DAY 2: WEDNESDAY, OCTOBER 19

7:30 am – 8:30 am Breakfast/Registration

Technical Sessions (Dual Track Sessions)

8:30 am – 9:15 am Session 1 (Room 1 or 2)
9:20 am – 10:05 am Session 2 (Room 1 or 2)
10:05 am – 10:25 am Networking Break/Trade Show
10:25 am – 11:10 am Session 3 (Room 1 or 2)
11:15 am – 12:00 pm Session 4 (Room 1 or 2)
12:00 pm – 1:00 pm Lunch (provided)/Trade Show

Technical Sessions (Dual Track Sessions)

1:00 pm – 1:45 pm Session 5 (Room 1 or 2)
1:50 pm – 2:35 pm Session 6 (Room 1 or 2)
2:35 pm – 2:55 pm Networking Break/Trade Show
2:55 pm – 3:40 pm Session 7 (Room 1 or 2)
3:45 pm – 4:30 pm Session 8 (Room 1 or 2)
5:00 pm – 9:00 pm Tradeshow Networking/
Operator Challenge

DAY 3: THURSDAY, OCTOBER 20

7:30 am – 8:30 am Breakfast/Registration
8:30 pm – 12:00 pm Workshop 3 (Room 1)
8:30 am – 4:30 pm Workshop 4 (Room 2)
Full day, 0.6 CEU's
12:00 pm – 1:00 pm Lunch

**Alberta Environment Approved
CEU's for the conference TBA**

HOST HOTEL:

Holiday Inn & Suites
Conference Centre
\$159.99 + GST and fees

Confirmation #232797

Tel: 780.402.6886
1.888.307.3529

9816 107 Street,
Grande Prairie, AB
T8V 8E7

NEARBY HOTEL:

Podollan Inn & Spa
\$164 + GST and fees

Group Code #WWN2016

Tel: 780.830.2000
1.866.440.2080

10612 99 Avenue,
Grande Prairie, AB
T8V 8E8

From: [CIB Marketing & Communications](#)
To: [CIB Marketing & Communications](#)
Subject: Reminder: 2016 GRO1000 - Grassroots Grants (deadline: Feb. 22)
Date: Friday, February 05, 2016 9:13:16 AM
Attachments: [image004.png](#)



Scotts Canada Limited proudly announces its 2016 **GRO1000** Grassroots Grants award program, now in its sixth year. **GRO1000** rewards deserving communities and non-profit civic organizations seeking to develop sustainable community gardens, green spaces and pollinator habitats.

The grants are part of the larger **GRO1000** Gardens and Green Spaces Program, which is ScottsMiracle-Gro's commitment to create over 1,000 community gardens and green spaces in Canada, the U.S., and Europe by 2018, the company's 150th anniversary. To date, hundreds of community projects have received **GRO1000** funding, including 43 community gardens in Canada.

Along with its partners [Communities in Bloom](#), [Plant a Row · Grow a Row](#) and [Nutrients for Life](#), Scotts Canada is pleased to be offering this exciting opportunity to Canadian communities. If you are or know of a recognized charitable organization or non-profit group committed to establishing or expanding a community garden, green space or pollinator habitat in Canada, applications for the 2016 **GRO1000** Grassroots Grants are now being accepted online.

[FAQ](#)

[CLICK HERE TO SUBMIT AN APPLICATION](#)

The deadline for application submission is February 22, 2016, at 11:59 p.m. EST.

New in 2016 is “The Pollinator Promise,” which is a yearlong effort from Scotts Canada and ScottsMiracle-Gro to improve consumer education about pollinators and to promote the creation of backyard and urban habitats where they can thrive. The best way to attract

pollinators, such as bees and butterflies, is to provide nectar and pollen sources by planting clusters of flowering plants. The Pollinator Promise will fund the establishment of pollinator gardens throughout Canada in 2016, as part of the company's **GRO1000** community garden initiative. For information on pollinator friendly gardening, please visit [Flowers Canada Growers](#).

The deadline for application submission is February 22, 2016, at 11:59 p.m. EST. **GRO1000** Grassroots Grants will be awarded as a combination of cash and in-kind product donation. Projects must be completed in 2016.

For further details on the GRO1000 Gardens and Green Spaces Program, please visit [GRO1000.com/canada/](#). Questions can also be directed to GiveBackToGro@scotts.com.



You are receiving this email from Communities in Bloom, a national non-profit organization with charity status.
To unsubscribe, please contact us at : communication@cib-cef.com