



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

MARCH 25, 2015

1:00 P.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>

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Joulia/Byron)	
1. RATEPAYER ENGAGEMENT – Business Plan	May	1. ECONOMIC DEVELOPMENT – Establish Action Plan	April
2. REGIONAL RELATIONSHIPS	June	2. TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)	April
3. FISCAL RESPONSIBILITY – non-traditional municipal revenue streams		3. INDUSTRY RELATIONS – Meet Industry Partners	
<input type="checkbox"/> <i>Canada Post – La Crete</i>	April	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>La Crete Library – ATB Building - Assessment</i>	May	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i>			
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. CAMPGROUNDS – Identify expansion areas & establish policy	June	1. MASTER FLOOD CONTROL PLAN – Completion of Plan	April
2. RECREATION CENTRES & ARENA UPGRADES – Assessment	June	2. Emergency Livestock Response Plan	October
3. COR Certificate – Self Audit	July	3. _____	
<input type="checkbox"/> Dock expansion plan for campgrounds		<input type="checkbox"/> County Ag Fair & Tradeshow Planning	
<input type="checkbox"/> _____		<input type="checkbox"/> Easements for Existing Drainage Channel	
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans	April	1. RATEPAYER ENGAGEMENT – Citizen Engagement Survey	June
2. LC & FV Design Guide	Sept	2. Website Update	June
3. _____		3. Filing/Records Management Procedures	June
<input type="checkbox"/> Land Use Framework		<input type="checkbox"/> Human Resource Policy Review	
<input type="checkbox"/> LC & FV Airports – Infrastructure Review		<input type="checkbox"/> Communication Plan	
FINANCE (Mark)		PUBLIC WORKS* (Ron/Len)	
1. FISCAL RESPONSIBILITY – Mill Rate Discussion & Policy	June	1. Inspection Procedure for New Roads	May
2. <i>AUPE Negotiations (calculations)</i>	June	2. Road Use Agreement Template Update	April
3. Multi-year capital plan		3. Finalize Meander River Gravel Pit Transfer	Aug
<input type="checkbox"/> _____		<input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update	
<input type="checkbox"/> _____		<input type="checkbox"/> Engineering Services Procurement RFP	April
ENVIRONMENTAL (Fred)			
1. POTABLE WATER – Comprehensive Water Study	June	Codes:	
2. Hamlet Easement Strategy	July	BOLD CAPITALS – Council NOW Priorities	
3. FV Frozen Services Plan	Sept	CAPITALS – Council NEXT Priorities	
<input type="checkbox"/> _____		<i>Italics</i> – Advocacy	
<input type="checkbox"/> _____		Regular Title Case – Operational Strategies	
		* See Monthly Capital Projects Progress Report	

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, March 25, 2015
1:00 p.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the March 10, 2015 Regular Council Meeting	7
DELEGATIONS:	4.	a) b)	
GENERAL REPORTS:	5.	a) Municipal Planning Commission Meeting Minutes b) c)	21
TENDERS:	6.	a) Request for Proposals – Roadside Mowing (2:00 p.m.)	31
		b) Request for Proposals – Roadside Spraying (2:15 p.m.)	33
PUBLIC HEARINGS:		Public hearings are scheduled for 1:15 p.m.	
	7.	a) Bylaw 983-15 Land Use Bylaw Amendment to Rezone Plan 862 1301, Lot 1 & Lot 2 (Pt. of SE 15-104-17-W5M) from Agricultural “A” to Public Institutional District “P” (Bluehills Area)	35

		b)	Bylaw 986-15 Land Use Bylaw Amendment to Rezone Plan 0520688, Block 1, Lot 4 (SE 15-104-17-W5M) from Agricultural "A" to Public Institutional District "P" (Bluehills Area)	45
COMMUNITY SERVICES:	8.	a)	2014 La Crete Fire Department Honorariums (October - December, 2014)	55
		b)	2014 Fort Vermilion Fire Department Honorariums (Nov-Dec, 2014)	57
		c)		
		d)		
ENVIRONMENTAL SERVICES:	9.	a)		
		b)		
OPERATIONS:	10.	a)	2015 Road Bans	59
		b)	Equipment Purchase – Ridge Mulcher	63
		c)		
		d)		
PLANNING & DEVELOPMENT:	11.	a)	Bylaw 988-15 Land Use Bylaw Amendment to Rezone Part of NW 9-106-15-W5M from Hamlet Residential 1B "HR1B" to Hamlet Residential 2 "HR2"(La Crete)	65
		b)	La Crete Service Road	73
		c)		
		d)		
FINANCE:	12.	a)	Rainbow Lake Family Centre Grant Revision	81
		b)		
		c)		

ADMINISTRATION:	13.	a)	ASB Field Visit Report – August 2014	109
		b)	Tent Extension Purchase	127
		c)	2015 Medical Skills Weekend	
		d)	Federal Small Communities Fund	
		e)		
		f)		
		g)		
INFORMATION / CORRESPONDENCE:	14.	a)	Information/Correspondence	131
IN CAMERA SESSION:	15.	a)	Legal <ul style="list-style-type: none">• Regional Sustainability Study• Town of High Level Additional Capital Funds Request	
		b)	Labour	
		c)	Land	
NOTICE OF MOTION:	16.		Notices of Motion	
NEXT MEETING DATES:	17.	a)	Regular Council Meeting Tuesday, April 14, 2015 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	18.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the March 10, 2015 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 10, 2015 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved council minutes are posted on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the March 10, 2015 Regular Council meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, March 10, 2015
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
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor (arrived at 10:03 a.m.)
Josh Knelsen	Councillor
Ricky Paul	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Chief Administrative Officer
Ron Pelensky	Director of Community Services & Operations
Byron Peters	Director of Planning & Development
Len Racher	Director of Facilities & Operations (South)
Mark Schonken	Interim Director of Finance
Carol Gabriel	Manager of Legislative & Support Services

ALSO PRESENT: Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on March 10, 2015 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:01 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 15-03-160 MOVED by Deputy Reeve Sarapuk

That the agenda be approved with the following additions:

- 4. a) Leigh Bateman, Regravelling Tender
- 10. d) George Unrau, Ridgeview Construction

- 13. c) Grande Prairie & Edmonton Leaders Reception
- 8. a) Fort Vermilion School Division Science Fair
- 5. d) Health

Councillor Jorgensen arrived at 10:03 a.m.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

- 3. a) Minutes of the February 25, 2015 Regular Council Meeting**

MOTION 15-03-161

MOVED by Councillor Wardley

That the minutes of the February 25, 2015 Regular Council meeting be approved as presented.

CARRIED

DELEGATIONS:

- 4. a) Leigh Bateman, Regravelling Tender (ADDITION)**

Councillor Bateman declared herself in conflict at 10:05 a.m. and abstained from the discussion and the vote.

MOTION 15-03-162

MOVED by Deputy Reeve Sarapuk

That the presentation by Leigh Bateman regarding the regravelling tender be received for information.

CARRIED

Councillor Bateman rejoined the meeting at 10:21 a.m.

GENERAL REPORTS:

- 5. a) CAO Report**

MOTION 15-03-163

MOVED by Councillor Wardley

That an application be submitted under the Federal Small Communities Fund for the Rural Water Infrastructure Project including a truck fill reservoir that is budgeted for located at Dave Ward's and a similar facility at Buffalo Head Prairie (official location to be determined) and all related infrastructure.

MOTION 15-03-164

MOVED by Councillor Bateman

That the vote on Motion 15-03-163 be TABLED to April 2, 2015.

DEFEATED UNANIMOUSLY

MOTION 15-03-165 **MOVED** by Councillor Jorgensen

That the vote on Motion 15-03-163 be TABLED to the afternoon.

DEFEATED

MOTION 15-03-163 **MOVED** by Councillor Wardley

That an application be submitted under the Federal Small Communities Fund for the Rural Water Infrastructure Project including a truck fill reservoir that is budgeted for located at Dave Ward's and a similar facility at Buffalo Head Prairie (official location to be determined) and all related infrastructure.

CARRIED

MOTION 15-03-166 **MOVED** by Councillor Derksen

That the 2016 budget include the installation of a water point in the Blumenort area.

CARRIED

Reeve Neufeld recessed the meeting at 10:59 a.m. and reconvened the meeting at 11:10 a.m.

MOTION 15-03-167 **MOVED** Councillor Bateman

That the County does not fund the overages to the Town of High Level for their capital projects.

CARRIED

MOTION 15-03-168 **MOVED** by Deputy Reeve Sarapuk

That the CAO report for February 2015 be received for information.

CARRIED

5. b) Public Works Committee Meeting Minutes

MOTION 15-03-169 **MOVED** by Councillor Driedger

That the Public Works Committee meeting minutes of December 16, 2014, January 15, 2015, and February 27, 2015 be received for information.

CARRIED

5. c) Tompkins Crossing Committee Meeting Minutes

MOTION 15-03-170 **MOVED** Councillor Wardley

That the Tompkins Crossing Committee meeting minutes of November 7, 2014 be received for information.

CARRIED

5. d) Health (ADDITION)

MOTION 15-03-171 **MOVED** Councillor Paul

That the health update be received for information.

CARRIED

TENDERS:

6. a) None

**COMMUNITY
SERVICES:**

**8. a) Fort Vermilion School Division Science Fair
(ADDITION)**

Discussion regarding Councillor attendance at the science fair.

**ENVIRONMENTAL
SERVICES:**

9. a) None

OPERATIONS:

10. a) 2015 Regravelling Program

Councillor Bateman declared herself in conflict at 11:37 a.m. and abstained from the discussion and the vote.

MOTION 15-03-172 **MOVED** by Councillor Jorgensen

That the 2015 Regravelling Program Tender be awarded to the lowest qualifying bidder of each schedule, with the exception of Schedule D which will be deleted.

CARRIED

Reeve Neufeld recessed the meeting at 12:12 p.m.

Councillor Bateman rejoined the meeting at 12:12 p.m.

Reeve Neufeld reconvened the meeting at 12:53 p.m.

MOTION 15-03-173 **MOVED** by Councillor Knelsen

That the County not purchase a gravel truck.

Councillor Derksen requested a recorded vote.

MOTION 15-03-174 **MOVED** by Councillor Wardley

That the vote on Motion 15-03-173 be TABLED for further information.

DEFEATED

MOTION 15-03-173 **MOVED** by Councillor Knelsen

That the County not purchase a gravel truck.

Councillor Derksen requested a recorded vote.

In Favor

Councillor Derksen
Councillor Driedger
Councillor Knelsen
Councillor Bateman
Councillor Braun

Opposed

Councillor Paul
Councillor Wardley
Reeve Neufeld
Councillor Jorgensen
Deputy Reeve Sarapuk

DEFEATED

MOTION 15-03-175 **MOVED** by Deputy Reeve Sarapuk

That administration be authorized to purchase a gravel truck, as per the 2015 budget, and that the Public Works Committee select the best option of new or used equipment for the County.

Councillor Derksen requested a recorded vote.

In Favor

Councillor Paul
Councillor Wardley
Reeve Neufeld

Opposed

Councillor Derksen
Councillor Driedger
Councillor Knelsen

Deputy Reeve Sarapuk
Councillor Jorgensen
Councillor Braun

Councillor Bateman

CARRIED

PUBLIC HEARINGS: 7. a) Bylaw 948-14 Hamlet Addressing

Reeve Neufeld called the public hearing for Bylaw 948-14 to order at 1:16 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 948-14 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Addressing Bylaw. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on March 26, 2014.

Reeve Neufeld asked if Council has any questions of the proposed Addressing Bylaw. There were no questions.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 948-14. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 948-14. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld closed the public hearing for Bylaw 948-14 at 1:20 p.m.

MOTION 15-03-176 MOVED by Councillor Braun

That second reading be given to Bylaw 948-14 being the Addressing Bylaw for Mackenzie County.

CARRIED

MOTION 15-03-177 MOVED by Councillor Wardley

That third reading be given to Bylaw 948-14 being the Addressing

Bylaw for Mackenzie County.

CARRIED

OPERATIONS:

10. b) 2015 Motor Grader Purchase

MOTION 15-03-178

MOVED by Councillor Bateman

That Council move in-camera at 1:26 p.m.

CARRIED

MOTION 15-03-179

MOVED by Councillor Wardley

That Council move out of camera at 1:39 p.m.

CARRIED

MOTION 15-03-180

MOVED by Councillor Driedger

That administration be authorized to enter into the agreement through the National Joint Powers Alliance (NJPA) with Finning to purchase 3 CAT 160 M graders for \$1,328,793, and take advantage of the buyback option in the agreement.

CARRIED UNANIMOUSLY

MOTION 15-03-181

Requires 2/3

MOVED by Councillor Wardley

That the 2015 budget be amended to include an additional \$83,661 for the purchase of the 3 CAT 160 M graders with funding coming from the Vehicle Replacement Reserve.

CARRIED UNANIMOUSLY

OPERATIONS:

10. c) Highway 697 Culvert Installation (Tompkins) Funding Request

MOTION 15-03-182

Requires 2/3

MOVED by Councillor Knelsen

That the 2015 budget be amended to include \$48,000 for the installation of the culvert through Highway 697 at NE-9-104-18-W5M (Tompkins Area) with funding coming from the Drainage Reserve.

CARRIED UNANIMOUSLY

OPERATIONS: 10. d) George Unrau, Ridgeview Construction (ADDITION)

MOTION 15-03-183 **MOVED** by Councillor Derksen
Requires Unanimous

That the George Unrau, Ridgeview Construction item be received for information.

CARRIED

PLANNING & DEVELOPMENT: 11. a) Bylaw 987-15 Rural Addressing

MOTION 15-03-184 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 987-15 being the Rural Addressing bylaw, subject to public hearing input.

CARRIED UNANIMOUSLY

FINANCE: 12. a) Fort Vermilion Skate Park – Request for Funding

MOTION 15-03-185 **MOVED** by Councillor Paul
Requires 2/3

That the 2015 budget be amended to include \$10,000 for the Fort Vermilion Skate Park with funding coming from the General Capital Reserve.

CARRIED UNANIMOUSLY

12. b) Request to Waive Penalties Tax Roll 075630

MOTION 15-03-186 **MOVED** by Councillor Wardley

That the request to waive the penalties for Tax Roll 075630 be approved.

CARRIED UNANIMOUSLY

ADMINISTRATION: 13. a) Policy ADM046 Hiring Policy

MOTION 15-03-187 **MOVED** by Councillor Jorgensen

That Policy ADM046 Hiring Policy be amended as presented.

CARRIED

13. b) 2015 Strategic Priorities

MOTION 15-03-188 **MOVED** by Councillor Wardley

That the Mackenzie County 2015 Strategic Priorities Chart be approved as presented.

CARRIED

13. c) Grande Prairie & Edmonton Leader's Reception

MOTION 15-03-189 **MOVED** by Councillor Wardley

That Reeve Neufeld, Councillor Jorgensen, and Councillor Driedger be authorized to attend the Grande Prairie Leader's Reception on March 12, 2015.

CARRIED

MOTION 15-03-190 **MOVED** by Councillor Knelsen

That Councillor Braun and Councillor Derksen be authorized to attend the Edmonton Leader's Reception on April 30, 2015.

CARRIED

Reeve Neufeld recessed the meeting at 2:00 p.m. and reconvened the meeting at 2:12 p.m.

13. d) Zama Plant Road and Shekilie Road LOC

MOTION 15-03-191 **MOVED** by Councillor Wardley

To ensure, assist and stimulate the continued financial and economic growth and well-being of our oil and gas industry, that Mackenzie County explore transferring the following LOC roads to Mackenzie County: Zama Plant Road approximately 47 kilometers (connecting Zama Access with the Assumption High Grade) and the first approximately 60 kilometers of the Shekilie Road.

CARRIED

13. e) Water North Coalition

MOTION 15-03-192 **MOVED** by Councillor Jorgensen

That the Water North Coalition update be received for information.

CARRIED

13. f) Mackenzie Housing Management Board and Seniors Housing

MOTION 15-03-193 **MOVED** by Councillor Jorgensen

That the Mackenzie Housing Management Board and seniors housing update be received for information.

CARRIED

13. g) Flood Resiliency Mitigation

MOTION 15-03-194 **MOVED** by Councillor Jorgensen

That the Fort Vermilion Board of Trade be requested to complete the Peace River Basin Flood Mitigation Feasibility Study Questionnaire prepared by Twenty20 Communications.

DEFEATED

MOTION 15-03-195 **MOVED** by Councillor Jorgensen

That administration complete the Peace River Basin Flood Mitigation Feasibility Study Questionnaire prepared by Twenty20 Communications with input from other local organizations.

CARRIED

Reeve Neufeld recessed the meeting at 3:03 p.m. and reconvened the meeting at 3:13 p.m.

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 15-03-196 **MOVED** by Councillor Wardley

That May 17-23, 2015 be declared as National Public Works Week.

CARRIED

MOTION 15-03-197 **MOVED** by Reeve Neufeld

That the Alberta Transportation standards for local road bridges will be followed subject to available funding.

CARRIED

MOTION 15-03-198 **MOVED** by Councillor Jorgensen

That Mackenzie County submit an expression of interest for the Rural Housing Initiative under the Alberta Rural Development Network.

DEFEATED

MOTION 15-03-199 **MOVED** by Councillor Bateman

That administration forward the expression of interest for the Rural Housing Initiative under the Alberta Rural Development Network to the Mackenzie Housing Management Board and the High Level Housing Authority.

CARRIED

MOTION 15-03-200 **MOVED** by Councillor Derksen

That the information/correspondence items be received for information.

CARRIED

**IN-CAMERA
SESSION:**

15. In-Camera Session

MOTION 15-03-201 **MOVED** by Deputy Reeve Sarapuk

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 3:30 p.m.

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

CARRIED

MOTION 15-03-202 **MOVED** by Councillor Braun

That Council move out of camera at 4:22 p.m.

CARRIED

15. a) Legal – Legal Opinion Letter – Release of Information

MOTION 15-03-203 **MOVED** by Jorgensen

That cheque requests be made available to Councillors for viewing upon request.

CARRIED

15. b) Labour – Organizational Structure

MOTION 15-03-204 **MOVED** by Councillor Driedger

That the Organizational Structure be approved as presented.

CARRIED

15. c) Land – Knelsen Sand & Gravel Proposal

MOTION 15-03-205 **MOVED** by Deputy Reeve Sarapuk

That the Knelsen Sand & Gravel proposal update be received for information.

CARRIED

**NEXT MEETING
DATES:**

17. a) Committee of the Whole Meeting
Wednesday, March 25, 2015
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
Wednesday, March 25, 2015
1:00 p.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

18. a) Adjournment

MOTION 15-03-206 **MOVED** by Councillor Knelsen

That the council meeting be adjourned at 4:29 p.m.

CARRIED

These minutes will be presented to Council for approval on March 25, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The adopted minutes of the February 12, 2015 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Municipal Planning Commission meeting minutes of February 12, 2015 be received for information.

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

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, February 12, 2015 @ 10:00 a.m.

PRESENT:

John W Driedger	Chair, Councilor, MPC Member
Jack Eccles	Vice Chair, MPC Member via Teleconferencing
Erick Carter	MPC Member
Beth Kappelar	MPC Member
Jacque Bateman	Councilor, MPC Member via Teleconferencing

ADMINISTRATION:

Byron Peters	Director of Planning & Development Planner
Liane Lambert	Development Officer
Caitlin Smith	Administrative Assistant, Recording Secretary
Margaret Fehr	

MEMBERS OF THE PUBLIC:

Frank Goertzen
Allen Derksen

MOTION

1. CALL TO ORDER

John W Driedger called the meeting to order at 10:07 a.m.

2. ADOPTION OF AGENDA

MPC-15-02-009 **MOVED** by Beth Kappelar

That the agenda be adopted as amended with the following
addition:

6. e) Development Statistics Report 2014 Year End

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-15-02-010 **MOVED** by Jack Eccles

That the minutes of the January 15, 2015 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) **Business Arising from Previous Minutes**

There was no business arising from previous minutes.

4. **DEVELOPMENT**

a) **Development Permit Application 015-DP-15
Jake Doerksen; Dwelling-Duplex in Hamlet
Residential 1 “HR1” (Fort Vermilion)
Plan 2938RS, Block 07, Lot 08**

MPC-15-02-011 **MOVED** by Jacquie Bateman

That Development Permit 015-DP-15 on Plan 2938RS, Block 07, Lot 08 in the name of Jake Doerksen be APPROVED with the following conditions:

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

1. The front of the Dwelling – Duplex shall be a minimum of:

- a. **7.6 meters (25 feet) from the front (49th Avenue) property line;**
- b. **1.5 meters (5 feet) (East & West) side yards;**
- c. **1.5 meters (5 feet) rear (South) yard from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks. All setbacks are to be measured from your property lines.**

2. The Dwelling – Duplex shall meet all Alberta Safety Code requirements for Dwelling – Duplex buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.

3. The architecture, construction materials and appearance of the Dwelling – Duplex shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.

4. The Dwelling – Duplex is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner, **each unit must be serviced individually.**

5. The Municipality has assigned an address to each unit on the Dwelling – Row as follows from **East to West**:

- 5201-49th Ave, Unit 1
- 5201-49th Ave, Unit 2

You are required to display the addresses on the units to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

6. **Provide adequate off street parking as follows: 6 stalls for Dwelling – Duplex. *“One parking space, including the driveway area, shall occupy 300 square feet.”***

7. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

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

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

CARRIED

**b) Development Permit Application 016-DP-15
Jeff & Martha Stoesz;
Manufactured Home-Single Wide (Addition 22’x12’)
in Rural Country Residential 3 “RC3” (La Crete Rural)
Plan 062 7138, Block 03, Lot 04**

MPC-15-02-012 **MOVED** by Beth Kappelar

That Development Permit 016-DP-15 on Plan 062 7138, Block 03, Lot 04 in the name of Jeff and Martha Stoesz be APPROVED with the following conditions:

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

1. Minimum building(s) setbacks:
 - a. 15.2 meters (50 feet) front (North) yard;

- b. 7.6 meters (25 feet) side (East & West) yards; and
 - c. 15.2 meters (50 feet) rear (South) yard, from the property lines.
2. **The Manufactured Home – Single Wide Addition shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
 3. The architecture, construction materials and appearance of Manufactured Home-Single Wide Addition and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
 4. The undercarriage of the Manufactured Home – Single Wide Addition shall be screened from view by skirting or such other means satisfactory to the Development Authority.
 5. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.
 6. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy a minimum of 300 square feet.”*
 7. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing the location of an existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers’ expense.**
 8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
 9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

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

CARRIED

- c) **Development Permit Application 022-DP-15**
Dynamic Carpentry;
Warehouse (Temporary Tarp Shelter)
in Hamlet Industrial 2 "HI2" (La Crete)
Plan 132 1868, Block 02, Lot 17

MPC-15-02-013 **MOVED** by Jacquie Bateman

That Development Permit 022-DP-15 on Plan 132 1868, Block 02, Lot 17 in the name of Dynamic Carpentry be APPROVED with the following conditions:

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

1. **Permit expires March 5, 2016, should the Temporary Tarp Shelter need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 for a time extension.**
2. **Minimum building (Temporary Tarp Shelter) setbacks:**
 - a) **9.1 meters (30 feet) facing front (South) yard;**
 - b) **3.1 meters (10 feet) from all other property lines.**
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
5. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
6. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
7. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

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

CARRIED

MPC-15-02-014 **MOVED** by Jacquie Bateman

That Administration examine and re-define the definition of temporary in the LUB.

CARRIED

5. SUBDIVISION

- a) **Subdivision Application 01-SUB-15
SW 1-107-14-W5M (La Crete Rural)
Ernie & Shannon Peters**

MPC-15-02-015 **MOVED** by Jacquie Bateman

That Subdivision Application 01-SUB-15 in the name of Ernie & Shannon Peters on SW 01-107-14-W5M be TABLED until the next scheduled meeting.

CARRIED

6. MISCELLANEOUS ITEMS

- a) **Bylaw 97X-15
Land Use Bylaw Amendment to Rezone Plan
862 1301, Lot 1 & 2 and Plan 052 0688, Block 1,
Lot 4 from Agricultural “A” to
Public/Institutional District “P” (Bluehills Area)**

MPC-15-02-016 **MOVED** by Jack Eccles

That the Municipal Planning Commission’s recommendation to Council is for the approval of Bylaw 97x-15 Plan 8621301, Lot 1 & 2 and Plan 0520688, Block 1, Lot 4 (NW 01-104-18-W5M) from Agricultural “A” to Public/Institutional District “P” for the purpose of complying with the Land Use Bylaw

CARRIED

- b) **Bylaw 97X-15**

**Land Use Bylaw Amendment to Rezone Plan
SE 8-106-15-W5M from Urban Reserve “UR” to
Hamlet Country Residential “HCR” (La Crete)**

MPC-15-02-017 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission TABLE their decision of Bylaw 97x-1 being the rezoning of Part of SE 08-106-15-W5M and Plan 102 2263, Block 1, Lot 3 from Urban Reserve “UR” to Hamlet Country Residential District “HCR” for the purpose of a multi-lot subdivision until further information is received.

CARRIED

- c) **Bylaw 9__-15
Land Use Bylaw Amendment to Add Township Road 1062 (88
Connector) Setback Requirements to General Regulations**

MPC-15-02-018 **MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council the approval of Bylaw 9__-15 being a Land Use Bylaw Amendment to add Section 7.49 to General Regulations, subject to public hearing input.

CARRIED

- d) **Action List**

For information.

- e) **Development Statistics Report 2014 Year End**

MPC-15-02-019 **MOVED** by Beth Kappelar

That the development statistics report 2014 Year-end Summary Report be received for information.

CARRIED

7. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ February 26, 2015 at 10:00 a.m. in Fort Vermilion

- ❖ March 12, 2015 at 10:00 a.m. in La Crete
- ❖ March 26, 2015 at 10:00 a.m. in Fort Vermilion

8. ADJOURNMENT

MPC-15-02-020 **MOVED** by Erick Carter

That the Municipal Planning Commission Meeting be adjourned at 10:52 a.m.

CARRIED

These minutes were adopted this 12th day of March, 2015.

John W Driedger, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Request for Proposals – Roadside Mowing

BACKGROUND / PROPOSAL:

As the Roadside mowing contracts expired in 2014, administration and the ASB prepared and advertised a RFP for Roadside Mowing work for 2015-2017, with a one year option. The RFP submission deadline is March 25, 2015 at 1:00 PM, to be opened at the March 25, 2015 Council Meeting at 2:00 PM.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

To be funded from the approved 2015 ASB operating budget of \$258,000.

SUSTAINABILITY PLAN:

COMMUNICATION:

The RFP was advertised in local newspapers, Big Deal Bulletin and the APC Website

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

That the Roadside Mowing Request for Proposals be opened.

Simple Majority Requires 2/3 Requires Unanimous

Motion 2:

That the Roadside Mowing Request for Proposals be referred to the Agricultural Service Board for review and recommendation to Council for awarding.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Request for Proposals – Roadside Spraying

BACKGROUND / PROPOSAL:

As the Roadside Spraying contract expired in 2014, administration and the ASB prepared and advertised a RFP for Roadside Spraying work for 2015-2016, with a one year option. The RFP submission deadline is March 25, 2015 at 1:00 PM, to be opened at the March 25, 2015 Council Meeting at 2:15 PM.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

To be funded from the approved 2015 ASB operating budget of \$100,000.

SUSTAINABILITY PLAN:

COMMUNICATION:

The Roadside Spraying RFP was advertised in local newspapers, Big Deal Bulletin and the APC Website

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

That the Roadside Spraying Request for Proposals be opened.

Simple Majority Requires 2/3 Requires Unanimous

Motion 2:

That the Roadside Spraying Request for Proposals be referred to the Agricultural Service Board for review and recommendation to Council for awarding.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Byron Peters, Director of Planning and Development
Title:	PUBLIC HEARING Bylaw 983-15 Land Use Bylaw Amendment to Rezone Plan 862 1301, Lot 1 & Lot 2 (Pt. of SE 15-104-17-W5M) from Agricultural “A” to Public Institutional District “P” (Bluehills Area)

BACKGROUND / PROPOSAL:

On February 25, 2015, first reading was given to Bylaw 98x-15 being the rezoning of Plan 862 1301, Lot 1 & Lot 2 (Pt. of SE 15-104-17-W5M) from Agricultural “A” to Public/Institutional District “P” so that the existing use (Church) complies with the zoning.

This quarter section is currently home to the Buffalo Head Mennonite School and the Church (two separate subdivisions). The Land Use Bylaw (LUB) states that there may only be one or two agricultural subdivisions off a quarter section. The owner of the quarter has an applicant who wishes to subdivide an old yardsite from the quarter; this would be the third parcel.

Prior to the recent changes in the Land Use Bylaw, a third parcel on a quarter section was allowed if one or both of the existing parcels were for the purpose of a School or Church. At that time, both these uses were allowed under the Agricultural zoning.

On December 11, 2014 the Municipal Planning Commission moved to refuse the subdivision application for a third parcel off this quarter section. Their reasons being:

Reasons:

Does not meet current Land Use Bylaw Regulation, that being under the Agricultural Zoning only a maximum of two agricultural parcels are allowed.

Subdivision Type A:

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

- *A quarter* may be subdivided a minimum of 20 acres up to an 80 acre parcel split, limited to two titles per quarter, no further subdivisions will be allowed in the two parcels splits,*

Or:

Subdivision Type B:

- *Three titles per quarter* with the balance of the quarter being one of the parcels; with the subdivided parcels being any two of the following:*
 - i. *Existing farmstead or homestead,*
 - ii. *Vacant parcel*
 - iii. *Fragmented parcel*

RESIDENTIAL:

*Minimum: 1.2 ha (3.0 acres)
Maximum: 4.1 ha (10 acres) unless an existing residence requires the approval of a larger parcel size to meet setback requirements, or the subject site is a FRAGMENTED PARCEL that in the opinion of the Development Authority is difficult to farm.*

**Quarter being defined as 160 acres more or less (this includes River Lots)*

Any Crown land parcels are not considered as Titled Land for the purpose of this bylaw

- iii) *All other uses: All other uses require rezoning and must submit an Area Structure Plan for the entire PROPERTY*

This Quarter section already contains two agricultural zoned subdivisions.

The Planning Department explained to the applicant that should either one or both of the existing subdivision parcels apply and receive approval to rezone from Agricultural District to Public Institutional, then his sub application could be reconsidered. If both lots are rezoned, then technically the applicant could apply for two more Agricultural subdivisions off the quarter section, adding to the already large volume of traffic onto Highway 697. If only the non-compiling lot (School) is rezoned, then the applicant would only be eligible for one additional Agricultural lot. On December 30, 2014 the Planning Department received an application to rezone both parcels as well as a request for Appeal from the applicant. The Planning Department did not proceed with the rezoning applications until they received the results of the appeal.

Author: L. Lambert Reviewed by: CAO

On January 16, 2015 Subdivision Appeal Board denied the applicants request and upheld the MPC's decision of refusal.

The rezoning applications could now proceed.

On February 12, 2015, the application was presented to the Municipal Planning Commission who made the following motion:

That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 97x-15 Plan 8621301, Lot 1 & 2 and Plan 0520688, Block 1, Lot 4 (NW 01-104-18-W5M) from Agricultural "A" to Public/Institutional District "P" for the purpose of complying with the Land Use Bylaw

Bylaw 97x-15 original included both the Church and the School as one bylaw, as the applicant only paid for one application. At first reading, Council wished for the two locations to be split into two separate bylaws.

Bylaw 983-15 is the rezoning of Plan 0520688, Block 1, Lot 4 (SE 15-104-17-W5M) from Agricultural "A" to Public/Institutional District "P" so that the existing use (School) complies with the zoning.

Bylaw 986-15 is the rezoning of Plan 862 1301, Lot 1 & Lot 2 (Pt. of SE 15-104-17-W5M) form Agricultural "A" to Public/Institutional District "P" so that the existing use (Church) complies with the zoning.

OPTIONS & BENEFITS:

The Planning and Development Department supports this rezoning request as both uses are allowed under the requested zoning. Although the Church is a discretionary use under the Agricultural district, the school is non-compliance as it's no longer allowed under the Agricultural zone. It is therefore important that the school is rezoned to meet compliance and avoid any future issues and delay in development.

OPTIONS

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan

Author: L. Lambert Reviewed by: _____ CAO _____

COMMUNICATION:

The bylaw amendment was advertised as per MGA requirements; including notification to all adjacent landowners and advertised in the local paper for two weeks.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

MOTION 1

That second reading be given to Bylaw 983-15, being a Land Use Bylaw amendment to rezone Plan 862 1301, Lot 1 & Lot 2 (Church) (Pt. of SE 15-104-17-W5M) from Agricultural "A" to Public/Institutional District "P".

Simple Majority Requires 2/3 Requires Unanimous

MOTION 2

That third reading be given to Bylaw 983-15, being a Land Use Bylaw amendment to rezone Plan 862 1301, Lot 1 & Lot 2 (Church) (Pt. of SE 15-104-17-W5M) from Agricultural "A" to Public/Institutional District "P".

Author: L. Lambert Reviewed by: _____ CAO _____

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 983-15

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. 983-15
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to ensure compliance of an existing development.

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

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

Plan 862 1301, Lot 1 & Lot 2

within Mackenzie County, be rezoned from Agricultural “A” to Public/Institutional District “P” as outlined in Schedule “A” hereto attached.

READ a first time this 25th day of February, 2015.

PUBLIC HEARING held this 25th day of March, 2015.

READ a second time this ___ day of _____, 2015.

READ a third time and finally passed this ___ day of _____, 2015.

Bill Neufeld
Reeve

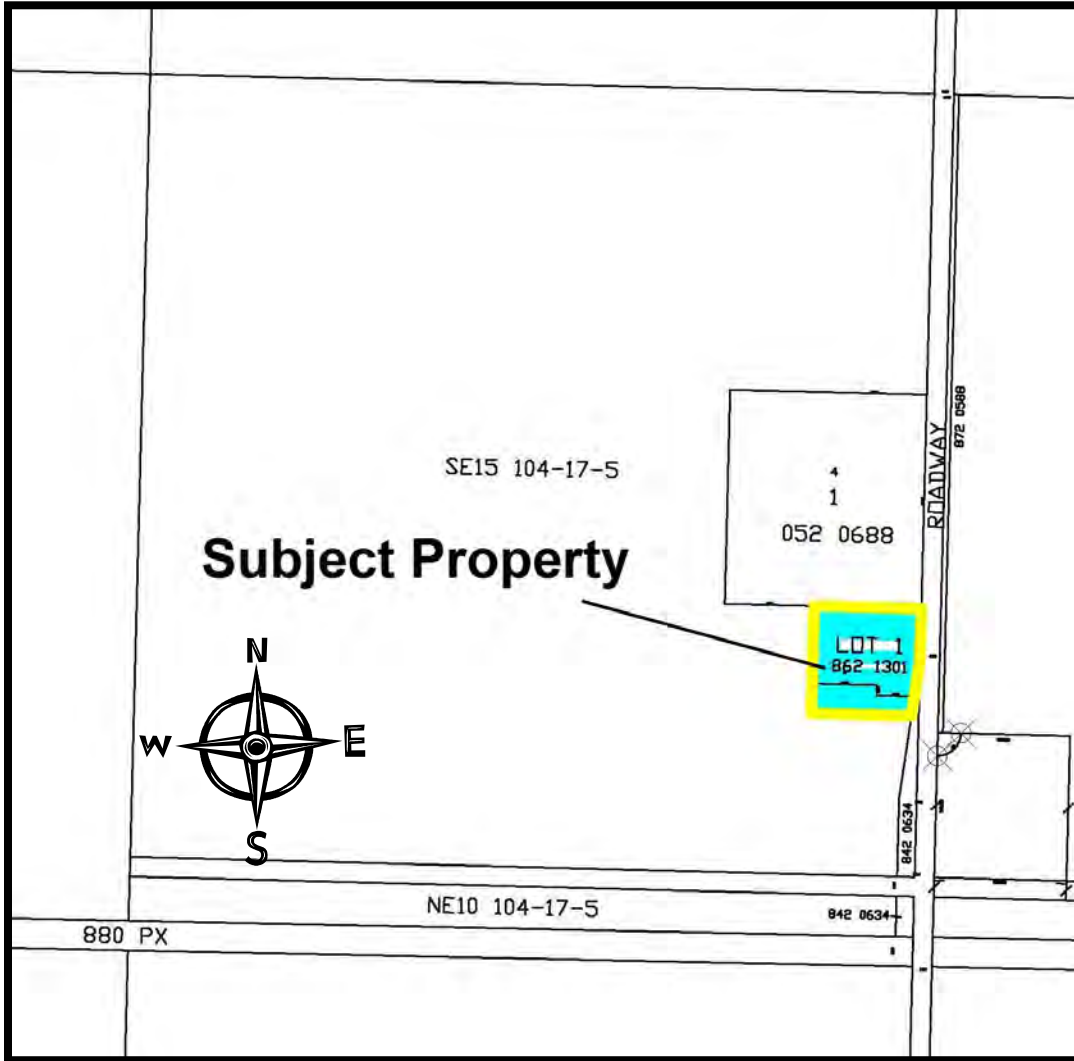
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 983-15

SCHEDULE "A"

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

Plan 862 1301, Lot 1 & Lot 2 within Mackenzie County; be rezoned from Agricultural "A" to Public/Institutional District "P"



FROM: Agricultural "A"

TO: Public/Institutional District "P"

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 983-15

Disclaimer

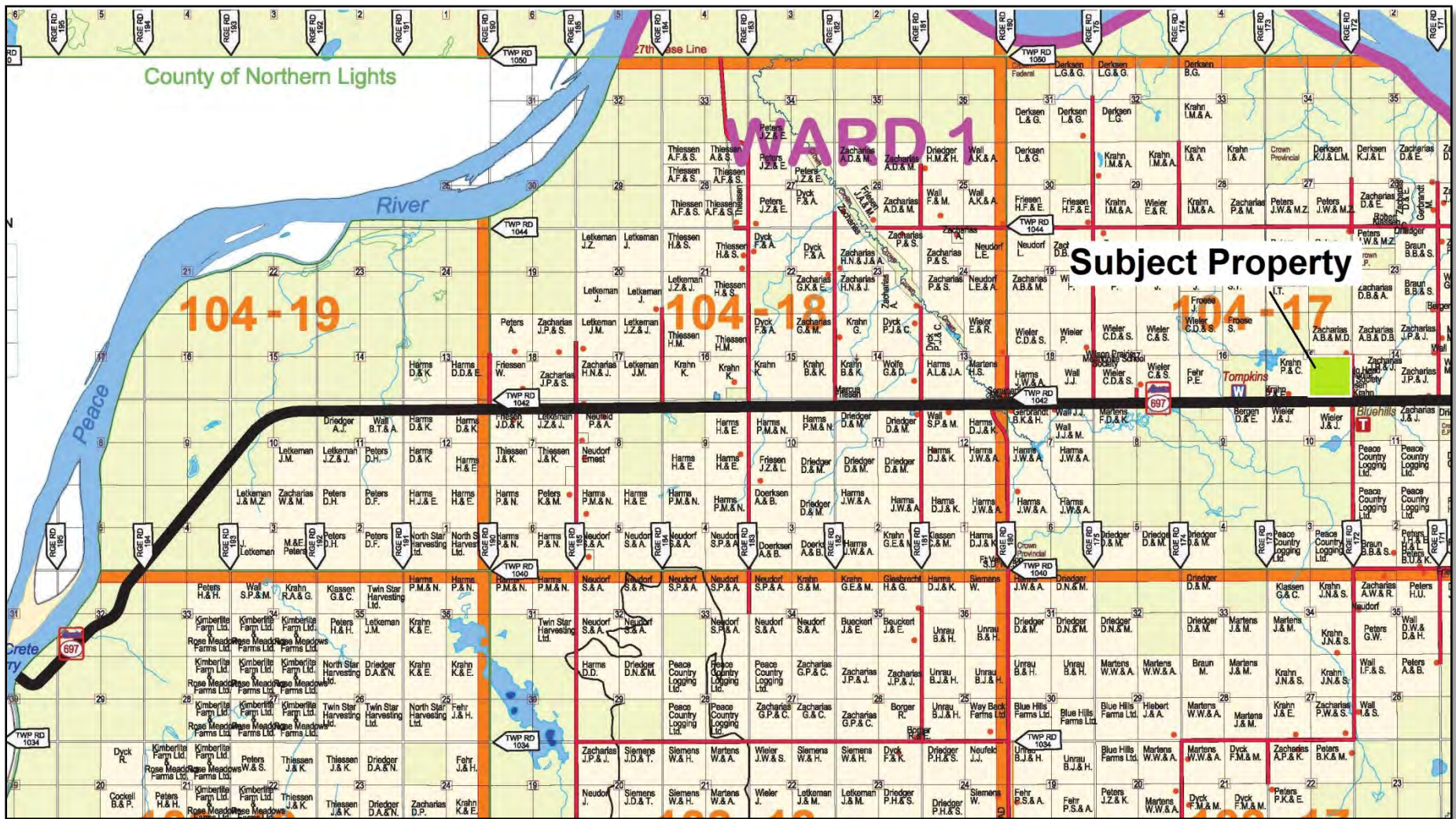
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Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 983-15

NOT TO SCALE

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Mackenzie County





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Byron Peters, Director of Planning and Development
Title:	PUBLIC HEARING Bylaw 986-15 Land Use Bylaw Amendment to Rezone Plan 0520688, Block 1, Lot 4 (SE 15-104-17-W5M) from Agricultural "A" to Public Institutional District "P" (Bluehills Area)

BACKGROUND / PROPOSAL:

On February 25, 2015, first reading was given to Bylaw 986-15 being the rezoning of Plan 0520688, Block 1, Lot 4 (SE 15-104-17-W5M) from Agricultural "A" to Public/Institutional District "P" so that the existing use (School) complies with the zoning.

This quarter section is currently home to the Buffalo Head Mennonite School and a Church (two separate subdivisions). The Land Use Bylaw (LUB) states that there may only be one or two agricultural subdivisions off a quarter section. The owner of the quarter has an applicant who wishes to subdivide an old yardsite from the quarter; this would be the third parcel.

Prior to the recent changes in the Land Use Bylaw, a third parcel on a quarter section was allowed if one or both of the existing parcels were for the purpose of a School or Church. At that time, both these uses were allowed under the Agricultural zoning.

On December 11, 2014 the Municipal Planning Commission moved to refuse the subdivision application for a third parcel off this quarter section. Their reasons being:

Reasons:

Does not meet current Land Use Bylaw Regulation, that being under the Agricultural Zoning only a maximum of two agricultural parcels are allowed.

Subdivision Type A:

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

- *A quarter* may be subdivided a minimum of 20 acres up to an 80 acre parcel split, limited to two titles per quarter, no further subdivisions will be allowed in the two parcels splits,*

Or:

Subdivision Type B:

- *Three titles per quarter* with the balance of the quarter being one of the parcels; with the subdivided parcels being any two of the following:*
 - i. *Existing farmstead or homestead,*
 - ii. *Vacant parcel*
 - iii. *Fragmented parcel*

RESIDENTIAL:

*Minimum: 1.2 ha (3.0 acres)
Maximum: 4.1 ha (10 acres) unless an existing residence requires the approval of a larger parcel size to meet setback requirements, or the subject site is a FRAGMENTED PARCEL that in the opinion of the Development Authority is difficult to farm.*

**Quarter being defined as 160 acres more or less (this includes River Lots)*

Any Crown land parcels are not considered as Titled Land for the purpose of this bylaw

- iii) *All other uses: All other uses require rezoning and must submit an Area Structure Plan for the entire PROPERTY*

This Quarter section already contains two agricultural zoned subdivisions.

The Planning Department explained to the applicant that should either one or both of the existing subdivision parcels apply and receive approval to rezone from Agricultural District to Public Institutional, then his sub application could be reconsidered. If both lots are rezoned, then technically the applicant could apply for two more Agricultural subdivisions off the quarter section, adding to the already large volume of traffic onto Highway 697. If only the non-compiling lot (School) is rezoned, then the applicant would only be eligible for one additional Agricultural lot. On December 30, 2014 the Planning Department received an application to rezone both parcels as well as a request for Appeal from the applicant. The Planning Department did not proceed with the rezoning applications until they received the results of the appeal.

Author: L. Lambert Reviewed by: CAO

On January 16, 2015 Subdivision Appeal Board denied the applicants request and upheld the MPC's decision of refusal.

The rezoning applications could now proceed.

On February 12, 2015, the application was presented to the Municipal Planning Commission who made the following motion:

That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 97x-15 Plan 8621301, Lot 1 & 2 and Plan 0520688, Block 1, Lot 4 (NW 01-104-18-W5M) from Agricultural "A" to Public/Institutional District "P" for the purpose of complying with the Land Use Bylaw

Bylaw 97x-15 original included both the Church and the School as one bylaw, as the applicant only paid for one application. At first reading, Council wished for the two locations to be split into two separate bylaws.

Bylaw 983-15 is the rezoning of Plan 0520688, Block 1, Lot 4 (SE 15-104-17-W5M) from Agricultural "A" to Public/Institutional District "P" so that the existing use (School) complies with the zoning.

Bylaw 986-15 is the rezoning of Plan 862 1301, Lot 1 & Lot 2 (Pt. of SE 15-104-17-W5M) form Agricultural "A" to Public/Institutional District "P" so that the existing use (Church) complies with the zoning.

OPTIONS & BENEFITS:

The Planning and Development Department supports this rezoning request as both uses are allowed under the requested zoning. Although the Church is a discretionary use under the Agricultural district, the school is non-compliance as it's no longer allowed under the Agricultural zone. It is therefore important that the school is rezoned to meet compliance and avoid any future issues and delay in development.

OPTIONS

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan

Author: L. Lambert Reviewed by: _____ CAO _____

COMMUNICATION:

The bylaw amendment was advertised as per MGA requirements; including notification to all adjacent landowners and advertised in the local paper for two weeks.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

MOTION 1

That second reading be given to Bylaw 986-15, being a Land Use Bylaw amendment to rezone Plan 0520688, Block 1, Lot 4 (School) (SE 15-104-17-W5M) from Agricultural "A" to Public/Institutional District "P".

Simple Majority Requires 2/3 Requires Unanimous

MOTION 2

That third reading be given to Bylaw 986-15, being a Land Use Bylaw amendment to rezone Plan 0520688, Block 1, Lot 4 (School) (SE 15-104-17-W5M) from Agricultural "A" to Public/Institutional District "P".

Author: L. Lambert Reviewed by: _____ CAO _____

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 986-15

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. 986-15
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to ensure compliance of an existing development.

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

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

Plan 052 0688, Block 1, Lot 4

within Mackenzie County, be rezoned from Agricultural "A" to Public/Institutional District "P" as outlined in Schedule "A" hereto attached.

READ a first time this 25th day of February, 2015.

PUBLIC HEARING held this 25th day of March, 2015.

READ a second time this ___ day of _____, 2015.

READ a third time and finally passed this ___ day of _____, 2015.

Bill Neufeld
Reeve

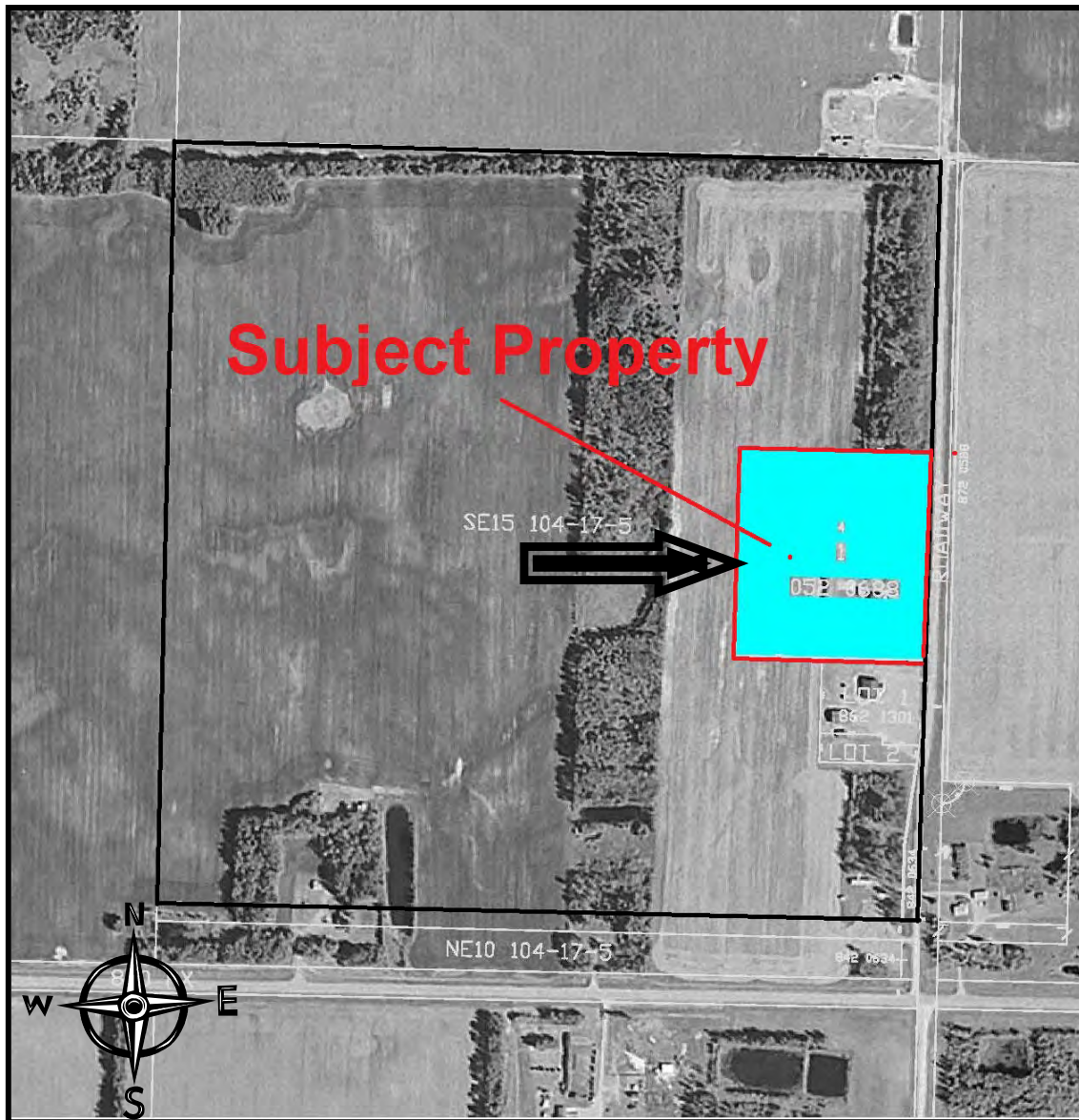
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 986-15

SCHEDULE "A"

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

Plan 052 0688, Block 1, Lot 4 within Mackenzie County; be rezoned from Agricultural "A" to Public/Institutional District "P"



FROM: Agricultural "A"

TO: Public/Institutional District "P"

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 986-15

Disclaimer

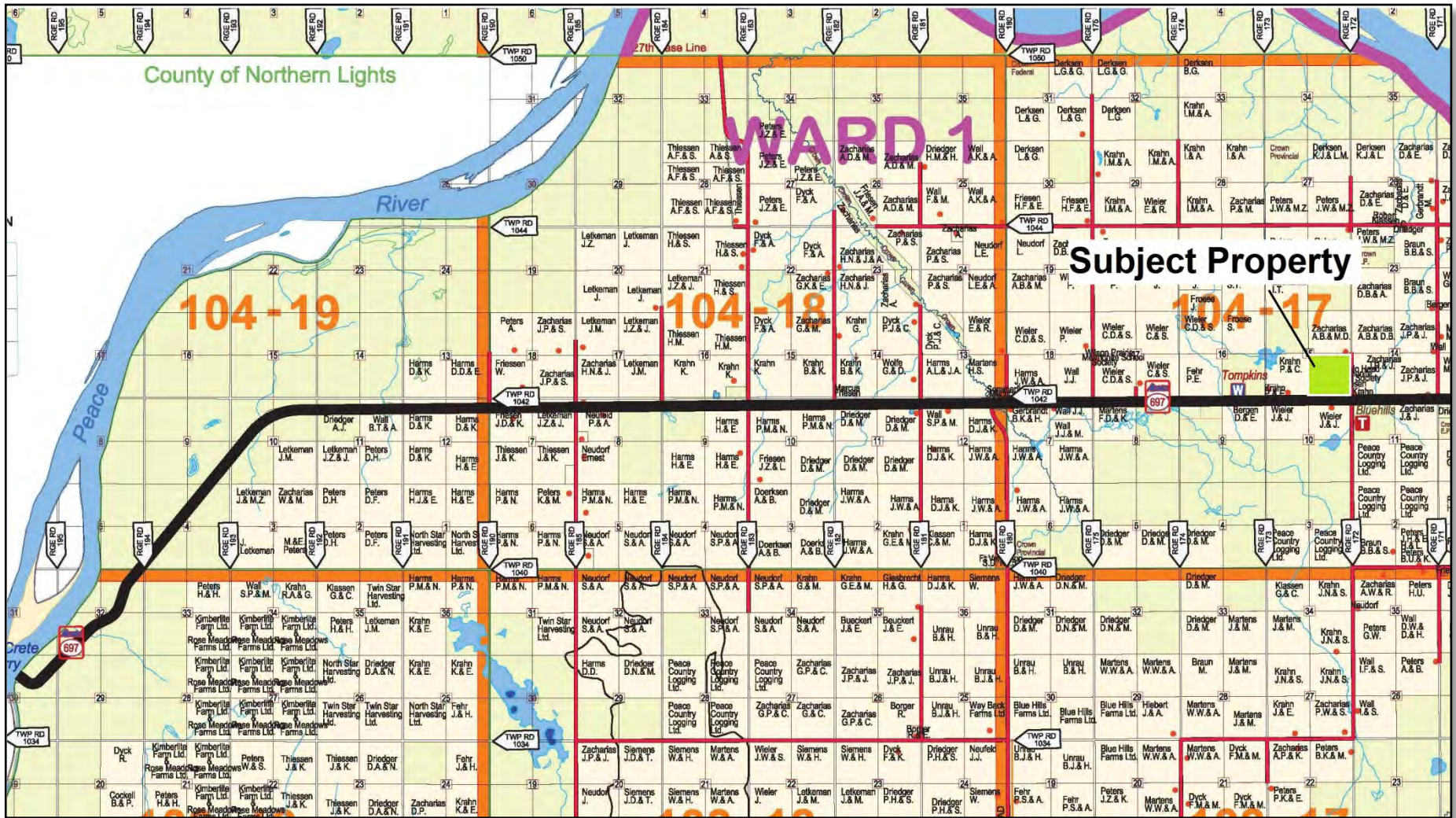
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Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 986-15

NOT TO SCALE

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Mackenzie County





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	2014 La Crete Fire Department Honorariums (October - December, 2014)

BACKGROUND / PROPOSAL:

Administration received the La Crete Fire Department honorariums for October – December 2014 on February 5, 2015.

Administration requires Council’s decision on how to proceed with payment of the outstanding honorariums, as Policy ADM013 section 6 which states:

*No payment will be provided to any volunteer if they fail to provide the current year information after January 31 of the following year **unless** there is a Council resolution authorizing such payment.*

In addition to this, administration noted a substantial calculation error in the January – September 2014 submission by the La Crete Fire Department totaling \$13,348.00. The error was caused by a calculating formula within a cell, as well as ESRD response rates. Administration will recapture a majority of the overpayment in this submission, and subsequent honorarium requests.

OPTIONS & BENEFITS:

Option 1:

Authorize payment of the October – December, 2014 honorariums for the La Crete Fire Department, and ask administration to recapture the overpayments through honorariums.

Benefit:

Keep volunteer spirits positive, and compensate them for the time spent.

Author: _____ Reviewed by: _____ CAO: JW

COSTS & SOURCE OF FUNDING:

The costs can be absorbed within the 2015 Operating Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration will communicate Councils decision to the La Crete Fire Department members.

RECOMMENDED ACTION: (requires 2/3)

- Simple Majority Requires 2/3 Requires Unanimous

That the payment of the La Crete Fire Department October – December, 2014 honorariums be approved and that administration recapture the overpayments through honorariums.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	2014 Fort Vermilion Fire Department Honorariums (Nov-Dec, 2014)

BACKGROUND / PROPOSAL:

Administration has been working with the Fort Vermilion Fire Department assisting them in collecting the data they required to submit their 2014 honorariums. The Fort Vermilion Fire Department has now assigned a volunteer to collect and calculate the information for any upcoming reporting. A final calculation was received February 20, 2015 for November – December 2014 honorariums, totaling \$1,183.80.

Administration requires Council’s decision on how to proceed with payment of the outstanding honorariums, as Policy ADM013 section 6 which states:

*No payment will be provided to any volunteer if they fail to provide the current year information after January 31 of the following year **unless** there is a Council resolution authorizing such payment.*

OPTIONS & BENEFITS:

Option 1:

Authorize payment of the November – December, 2014 honorariums for the Fort Vermilion Fire Department.

Benefit:

Keep volunteer spirits positive, and compensate them for the time spent.

Author: _____ Reviewed by: _____ CAO: JW

COSTS & SOURCE OF FUNDING:

The costs can be absorbed within the 2015 Operating Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration will communicate Councils decision to the Fort Vermilion Deputy Fire Chief.

RECOMMENDED ACTION: (requires 2/3)

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Fire Department honorariums for November – December, 2014 be approved and processed as submitted.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	2015 Road Bans

BACKGROUND / PROPOSAL:

Road bans are applied to prevent heavy trucks from damaging the road infrastructure. Typically road bans are applied on paved surfaces in the spring when the road base is weak however they can be used to protect gravel roads as well.

In the last few years, the County has approved the use of road bans, however it was only used on only a few roads, for example; Zama road. Road bans do affect industry as it restricts them from moving equipment and goods to projects and markets.

Road bans can be placed at different percentages to allow lighter loads to be transported and in addition to this they can be placed at certain times of the day (ie 11 am to 7 pm) when there is no frost in the road.

The enforcement of Road bans are done by provincial highway commercial inspectors. Presently we have two officers in High Level and occasionally inspectors from Peace River that patrol this area.

In section 12 of the Highway Act it provides exemptions to road bans. Some of these items are school bus, tractors, dairy vehicles and vehicles under 5000kg. The bread, mail, fertilizer, and heating fuel vehicles can travel at 90% of their weight. In addition to this, vehicles carrying drinking water can carry 80% of their weight

In 2015 TransCanada Pipeline is completing an oil spill clean-up with multiple heavy trucks hauling on the Zama Access road. This makes this road more vulnerable to damage due to the amount of weight the trucks carry and the amount of trips they will make on the road. In addition to this there is additional logging trucks hauling on various roads to Ainsworth plant, High Level.

Author: _____ Reviewed by: _____ CAO: JW

Over the last few years the County has invested in road upgrading and paving projects on both Highway 88 Connector, Zama Access road, and River Road in La Crete (off 100 street). These roads should be protected with road bans if needed.

OPTIONS & BENEFITS:

Option 1

That administration monitor the condition of the County roads and apply a 75% road ban (without permit possibilities) on specific roads when appropriate.

The benefit is the County would protect their infrastructure from damages caused by trucks transporting heavy loads.

Option 2

That administration monitor the condition of Highway 88 Connector, Zama Access road, Heliport road, River Road in La Crete (off 100 street), and Assumption road and apply a 75% road ban (without permit possibilities) when appropriate.

The benefit is the County would protect their infrastructure from damages caused by trucks transporting heavy loads.

Option 3

That council receives this report for information.

The benefit of this option is it allows industry to continue to operate therefore providing continuous jobs and revenue to the area.

COSTS & SOURCE OF FUNDING:

If Road bans are implemented there would be advertising costs which will be paid out of the Operating budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

If road bans are implemented there would be road ban signs placed on the affected roads and advertisements by radio, County website, and Facebook.

Author: _____ Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That administration monitor the condition of the County roads and apply a 75% road ban (without permit possibilities) on specific roads when appropriate.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Equipment Purchase – Ridge Mulcher

BACKGROUND / PROPOSAL:

Council approved a Ridge Mulcher in the 2015 Capital Budget in the amount of \$26,250.

Administration obtained only one (1) quote from supplier:

- a) Triple S Industries - \$24,500. (see attached quote)

Upon further review at the Public Works Committee February 27, 2015, the following motions were made:

MOTION PW-15-02-022 MOTION by Councillor Driedger

That Administration does not purchase a Ridge Mulcher.

CARRIED

MOTION PW-15-02-023 MOTION by Councillor Jorgensen

That a recommendation be taken to Council to cancel the Ridge Mulcher from the Capital Budget.

CARRIED

Author: S Wheeler Reviewed by: _____ CAO: JW

OPTIONS & BENEFITS:

Option 1:

That Council asks administration to remove the Ridge Mulcher from the 2015 Capital projects program.

Benefit:

That funds from the Ridge Mulcher project assist in funding some of the unbudgeted 2015 grader purchase.

Option 2:

That Council asks the Public Works Committee to select an appropriate Ridge Mulcher.

COSTS & SOURCE OF FUNDING:

Funding will come from the approved 2015 Capital Budget, Ridge Mulcher \$26,250.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Ridge Mulcher be removed from the 2015 Capital projects program.

Author: S Wheeler Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 988-15 Land Use Bylaw Amendment to Rezone Part of NW 9-106-15-W5M from Hamlet Residential 1B “HR1B” to Hamlet Residential 2 “HR2”(La Crete)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of NW 9-106-15-W5M from Hamlet Residential 1B “HR1B” to Hamlet Residential 2 “HR2” to allow for the development of multi-family dwellings, mainly condo’s and a fourplex.

The proposed parcel of land is a narrow strip of land left over from previous subdivisions. One of the reasons this parcel of land was never developed was due to the requirements of a road in order to access the lots. The developer does not have enough land to both construct a road and create lots. The location for a road is on part of Quality Investments land. Therefore both developers, Vanguard and Quality Investments will need to work together to construct a road that will benefit both parties.

Last summer, Quality Investments started development to the south of Vanguard’s land. Quality Investment applied for a rezoning to change the land designation to Hamlet Residential 2 “HR2” in order to develop condos. At the Public Hearing, there was opposition to the entire parcel being rezoned, as the existing residence did not want large multi-family dwelling units backing them. Council made the motion that a buffer zone must remain between any existing single family dwelling and condo development.

MOTION 14-05-340

That second reading be given to Bylaw 950-14, being a Land Use Bylaw Amendment to rezone the remainder of SW 9-106-15-W5M from Hamlet Residential District 1A “HR1A” and Hamlet Residential 1 “HR1” to Hamlet Residential District 2 “HR2” to accommodate Condominium Development as AMENDED with the exclusion of a buffer area behind the current homes.

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

BYLAW NO. 988-15
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

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

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

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

Part of NW 9-106-15-W5M

within Mackenzie County, be rezoned from Hamlet Residential 1B "HR1B" to Hamlet Residential 2 "HR2" as outlined in Schedule "A" hereto attached.

READ a first time this ___ day of _____, 2015.

READ a second time this ___ day of _____, 2015.

READ a third time and finally passed this ___ day of _____, 2015.

Bill Neufeld
Reeve

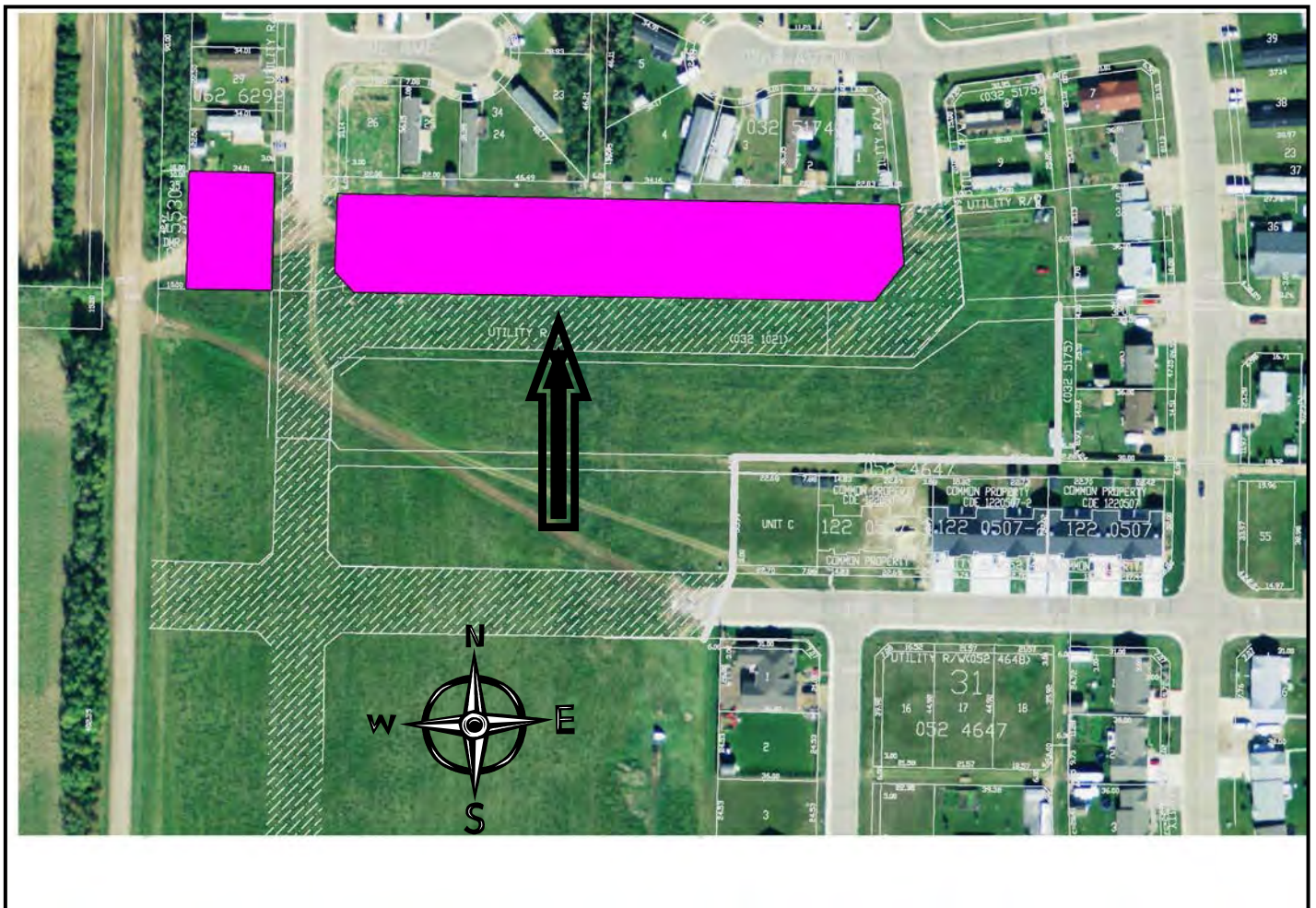
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 988-15

SCHEDULE “A”

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

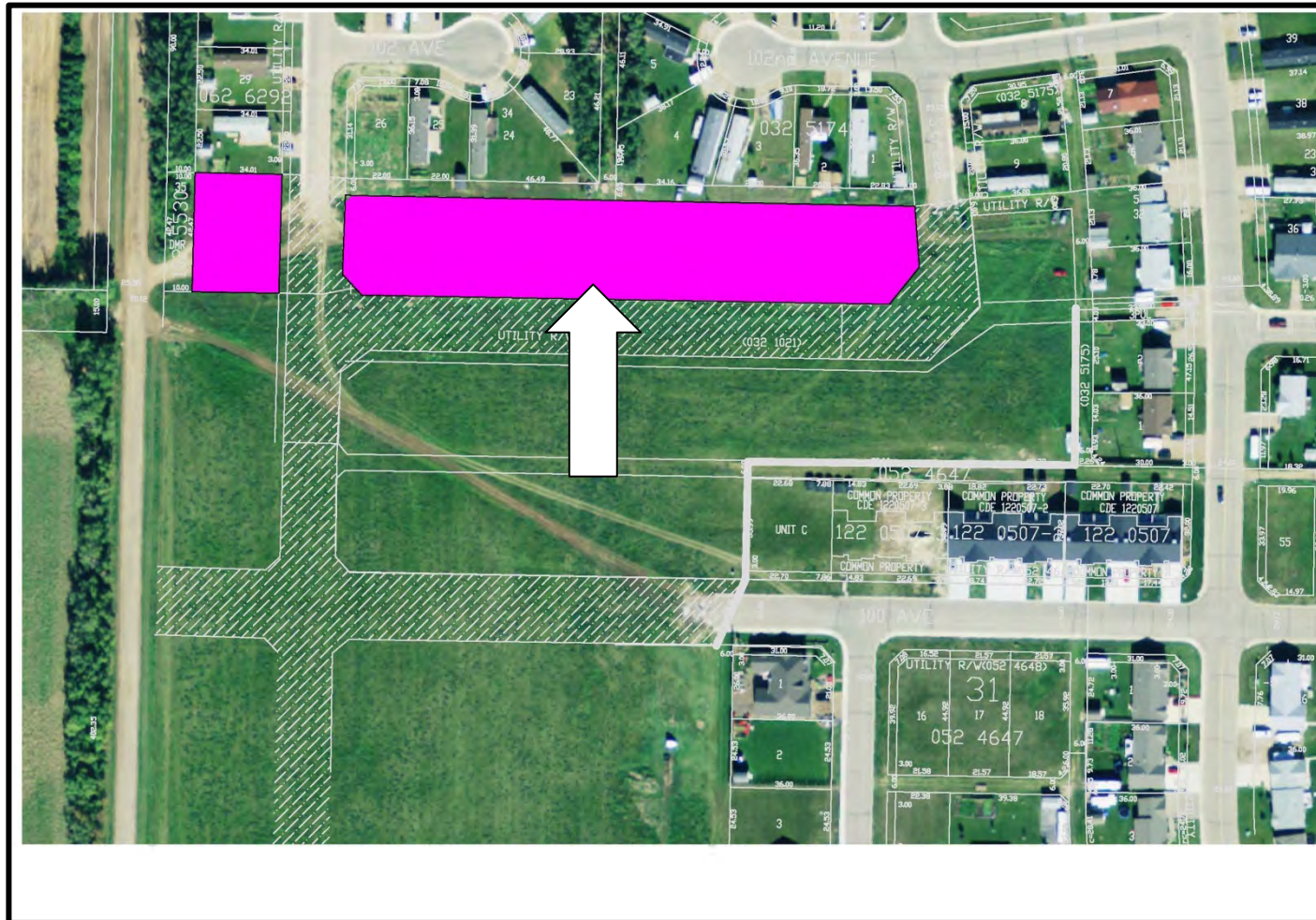
Part of NW 9-106-15-W5M within the Hamlet of La Crete, be rezoned from Hamlet Residential 1B “HR1B” to Hamlet Residential 2 “HR2” as outlined in Schedule “A” hereto attached



FROM: Hamlet Residential 1B “HR1B”

TO: Hamlet Residential 2 “HR2”

BYLAW AMENDMENT APPLICATION



File No. Bylaw 988-15

NOT TO SCALE

Disclaimer

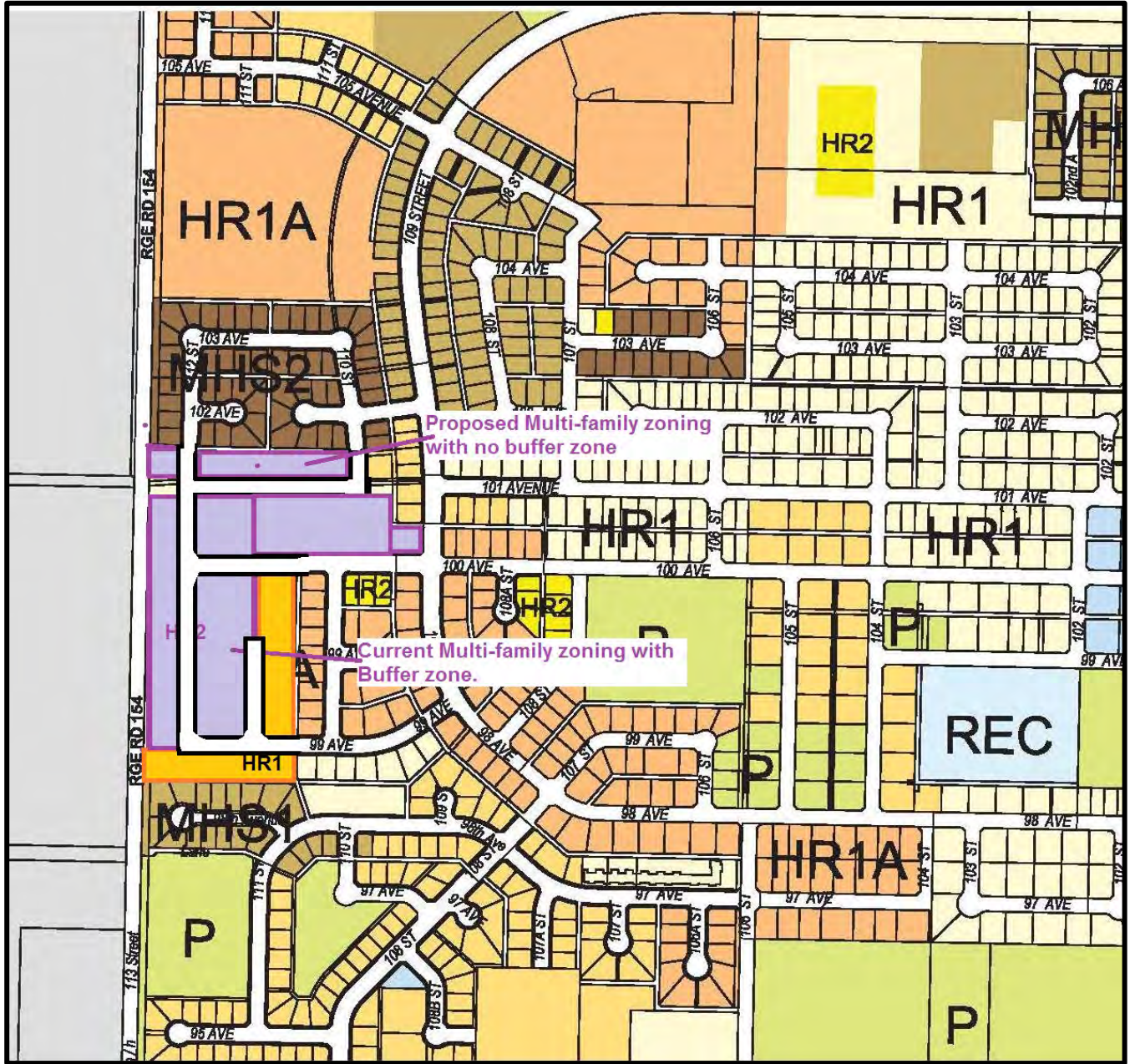
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Mackenzie County

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 988-15

Disclaimer

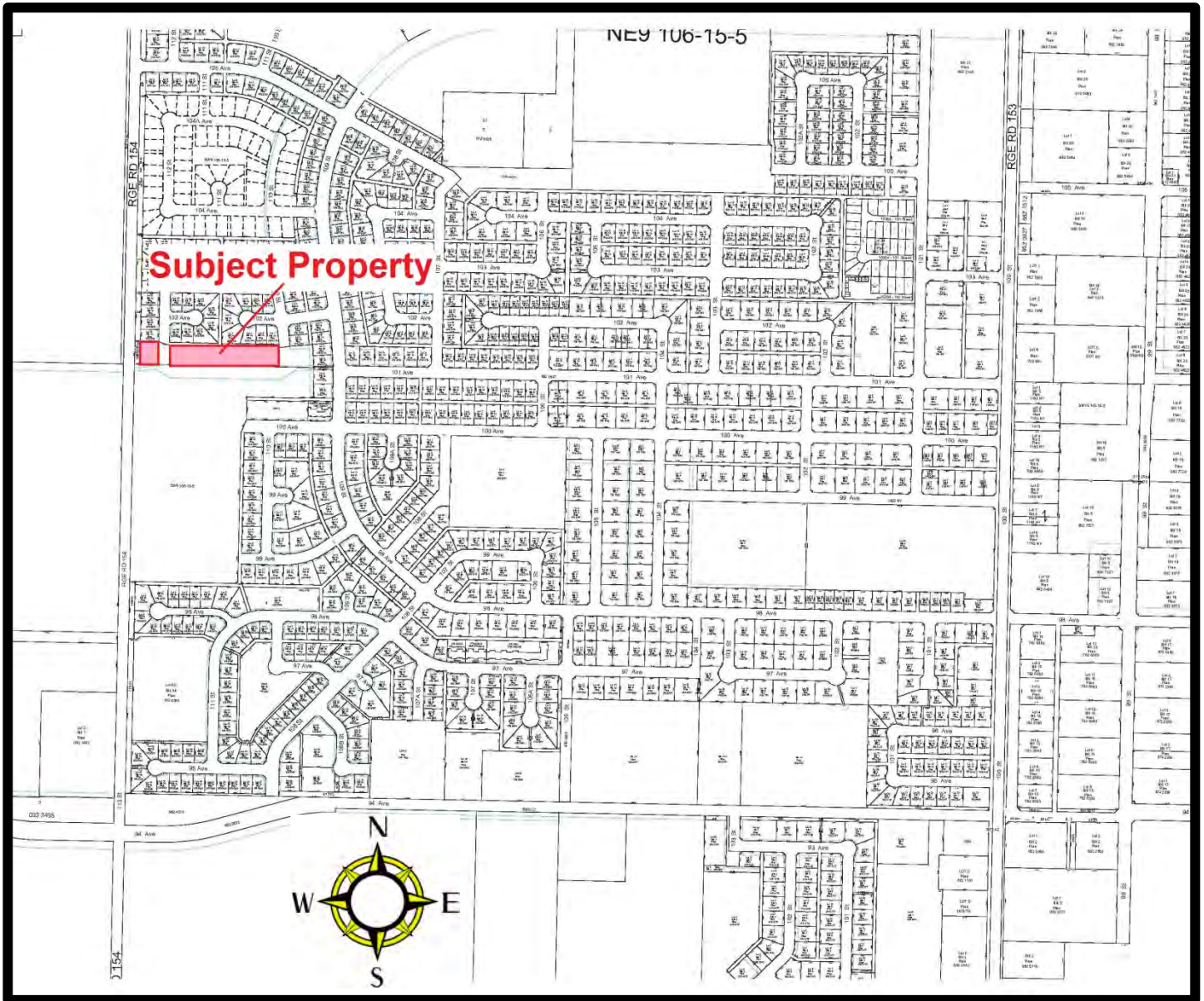
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Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 988-15

NOT TO SCALE

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	La Crete Service Road

BACKGROUND / PROPOSAL:

At one point the plan for La Crete included a service road just south of 109 Ave (La Crete North Access). Since that plan was developed there has been a fair amount of land development in the area, however land for a service road was only provided along one small portion.

Administration has investigated the requirement of this land for future County use, and there is no foreseeable reason for the County to maintain ownership of this portion of service road. The existing road right of way is about 40 m wide, in addition to a 5 m to 10 m wide drainage right of way on the south side of the road. Additionally, the property to the north is undeveloped and the County could easily require that developer to provide an additional right of way that would be contiguous along the entire quarter section.

This item was discussed at the Public Works committee meeting in December, and the draft Transportation Master Plan (TMP) also addressed the issue. The TMP did not identify a need for the land, and the Public Works committee recommended that the County proceed with selling the service road.

The landowner adjacent to the portion of service road has requested over the years to purchase the service road land from the County. Administration does not see any reason why this parcel of land could not be sold to the adjacent landowner, subject to receiving appropriate compensation for it and it being amalgamated into the existing lot.

OPTIONS & BENEFITS:

Maintain ownership of the property, or agree to sell the property to the adjacent landowner. There is no apparent need for the County to maintain ownership of the

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

property in order to facilitate future infrastructure improvements, while selling the property would generate some revenue for the County while also being beneficial to a local business.

COSTS & SOURCE OF FUNDING:

The costs to the County should be minimal, as the business wishing to purchase the property would be required to cover all costs.

SUSTAINABILITY PLAN:

The sustainability plan does not address items of this nature.

COMMUNICATION:

As required with the business and Council.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration be authorized to negotiate with the adjacent landowner for the sale of the service road allowance along the south side of 109 Ave in La Crete.

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

roadways following inclement weather, and improved aesthetics. Typical cross sections for paved and gravel local roads can be found in the Mackenzie County General Municipal Improvement Standards.

4.3.1 Future Hamlet Local Roads

Prior to 2040, roughly 28 km of local Hamlet roadway is to be added to the transportation system within La Crete. DCL Siemens recommends that, as a minimum, all new local roadways be constructed to the County standards for paved local roadways. In developments dedicated to mobile or manufactured homes, the County may choose to relax this standard to comply with the specific standards for these areas.

4.3.2 Changes to Existing Roads

Most changes to existing local roads have generally been discussed in Sections 2.0 and 4.2 as repairs or upgrades of specific road segments. However, the County may wish to consider a program whereby local gravel roads are identified and prioritized to be paved based on traffic loading and land-use. This program would benefit the development and growth of La Crete beyond the timeframe outlined in this Master Plan.

4.4 HAMLET ROAD GEOMETRY

Recommended right-of-ways and lane widths for future development are outlined in Table 4.3. If possible, DCL Siemens also recommends that the existing right-of-way be widened to meet these recommended widths. While this may not be feasible in every case, a concerted effort to ensure adequately sized collector and arterial roads will benefit the growth of the Hamlet over the long term.

4.4.1 Existing Municipal Reserves Requiring Action

County staff has identified three (3) areas where additional municipal reserve has been acquired as shown in Figure 4.1. Two (2) of these locations are on 100th Street, while the third is located on 109th Avenue.

Ideally, the two segments of additional municipal reserve on 100th Street can eventually be extended to include its entire length. While Section 4.1 identifies that a 30 meter section of road is adequate, it is not ideal to promote proper traffic flow within the Hamlet. The expansion of the 100th Street right-of-way will help to accommodate greater traffic volumes as the Hamlet grows. A 5-lane undivided arterial road, as outlined in the City of Edmonton Standards, should require no more than 37 m of right-of-way, and would allow for the inclusion of a shared turning lane away from intersections. Therefore, DCL Siemens

suggests that the width of the existing municipal reserve be reduced to accommodate a total width of 37 m.

There are two types of municipal reserves present on 109th Avenue. The first affects a single lot, and has a total width of 20 m on 99th Street. The second reserve is continuous along 99th Street to the eastern Hamlet boundary and varies between 5 and 10 m wide. The existing right-of-way is approximately 40 m wide without adjacent municipal reserves. The existing size allows for future expansion of the road without necessitating infringement on adjacent land. Expansion of 109th Avenue is not likely to affect the 20 m segment of right-of-way at 99th Street. DCL Siemens recommends that the County investigate options to return the single portion of municipal reserve on the south side of the road to the landowner. The 5 to 10 m municipal reserve can be retained by the County if there is a likelihood that underground or overhead utilities might benefit from the additional space on 109th Avenue.

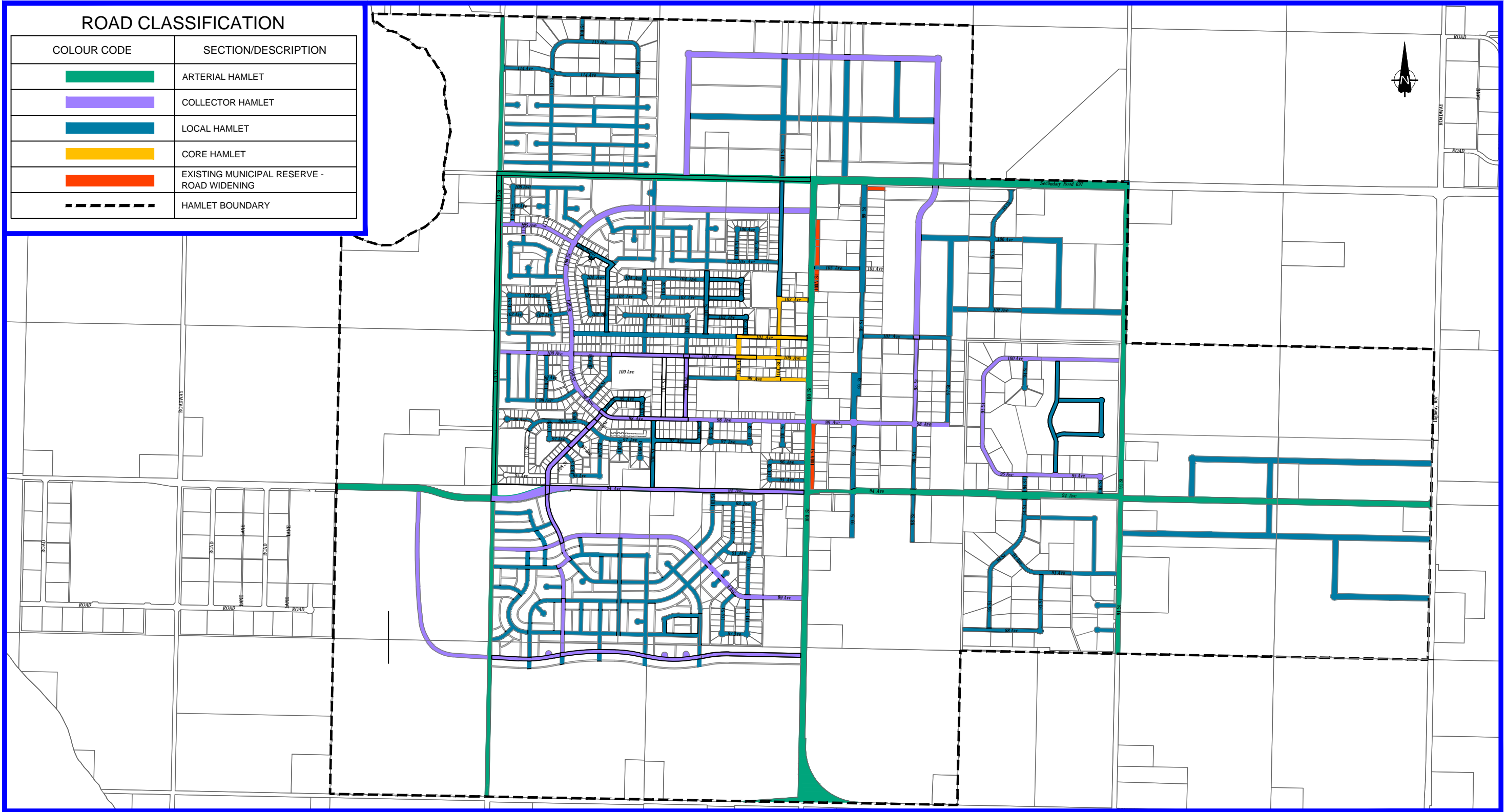
4.4.2 Additional Right-of-Way at Major Intersections

Three (3) intersections, all located on 100th Street, were identified by the County as requiring additional information for lane and right-of-way widths in this report as shown in Figure 5.1. DCL Siemens' existing information indicates that the roads intersecting 100th Street at each of these locations have one travel lane in each direction. As such, the intersection layout and lane configuration shown in Figure 4.2 should apply to all intersections for the immediate future. If, in the future secondary roads at these intersections are upgraded to include 2 travel lanes in each direction, then the future configuration in Figure 4.3 will apply. Preferably, the right-of-way at these intersections will adhere to the widths outlined in Table 4.2 with a 6 x 6 cut-off section at the corners. However, land acquisition efforts in the immediate future should, at a minimum, aim to include the land outlined in Figure 4.2.

**Table 4.2
 Recommended Future Road Geometry**

Item	Minimum Width (m)	Measurement
Hamlet Arterial	37.0	Right-of-Way
Hamlet Collector	24.0	Right-of-Way
Hamlet Local	20.0	Right-of-Way
Hamlet Core	20.0	Right-of-Way
Green Corridor	24.0	Right-of-Way
Travel Lane - Standard	4.45	Lane
Travel Lane - Intersection	4.20	Lane
Passing Lane	3.50	Lane
Left Hand Turn Bay	3.30	Lane
Right Hand Turn Bay	3.75	Lane
Shared Turn Lane	5.0	Lane

DRAFT



MACKENZIE COUNTY
FIGURE 4.1 – HAMLET OF LA CRETE
FUTURE ROAD CLASSIFICATION





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Rainbow Lake Family Centre Grant Revision

BACKGROUND / PROPOSAL:

The Rainbow Lake Family Centre has requested that funds awarded for 2015 be revised to include an air conditioning unit. Council had originally approved \$10,000 for playground equipment which was more than the organization needed for the playground project. Attached is a letter outlining the revision and the original grant application.

OPTIONS & BENEFITS:

1. Revise grant awarded to include air conditioning unit.
2. Request the Rainbow Lake Family Centre to reimburse Mackenzie County \$8,200.

COSTS & SOURCE OF FUNDING:

1. N/A.
2. Grants to Other Organizations (\$8,200).

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

The Rainbow Lake Family Centre will be advised of Council's decision.

Author: E. Nyakahuma Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____

From: [Trista Ullock](#)
To: [Joulia Whittleton](#); [Elizabeth Nyakahuma](#)
Cc: [Jennifer Flesher](#); [Darling, Julia \(Julia.Darling@mrcglobal.com\)](#); [Vicki Haggett](#)
Subject: 2015 Mackenzie County Operating Grant
Date: March-17-15 11:40:49 AM
Attachments: [image003.png](#)
[Grant Revision.pdf](#)
[2015 Grant Application - RLFC.pdf](#)
Importance: High

Good morning,

Further to conversations with Jennifer Flesher of the Rainbow Lake Family Centre, please find attached a letter addressed to the Mackenzie County Council regarding the Operating Grant awarded to our organization. Also attached is a copy of the original application package as presented to the council, for your reference.

If you have any questions or concerns, please feel free to contact any of the board members listed in the application package. We are more than happy to provide any additional information that may be required during this process.

We appreciate your support.

Thanks very much, have a great day.

Trista Ullock

Site Procurement Representative
Engineering & Procurement Management
Phone: (780) 956-8050
Fax: (780) 956-8716



In order for us to help you better in the near future please follow directions below.

To contact Vendor Relations:

Complete and submit the Partner Support Web Form at:

<http://www.huskyenergy.com/businessopportunities/scmwebform.asp>

Email: Vendor.Relations@huskyenergy.com

Phone: 403-750-5069, option 1

Note: To monitor service and track any trends in invoice or payment related issues, please contact Vendor Relations rather than your local contacts.



Rainbow Lake Family Centre
 PO Box 367
 Rainbow Lake, Alberta
 T0H 2Y0

March 16, 2015

Mackenzie County Council Members,

On behalf of the board of directors, thank you very much for granting the Rainbow Lake Family Centre funds for the 2015 operating year.

We are pleased to begin the upgrades required to improve the outdoor play area where the children spend the majority of their time during the warmer months. This project was originally estimated to cost \$1,800 of the \$10,000 grant approval amount. As a board, we feel that the funds generously awarded to our organization would be more beneficial if spent in conjunction with the purchase and installation of an air conditioning unit, as outlined in the original application package.

The family centre currently provides two childcare areas tailored to specific age groups, an infant room for small children under 19 months of age, and a toddler room for the older group. At this time, only the toddler room is equipped with air conditioning.

Historically we have used fans and blackout blinds to alleviate some of the heat in the infant room, unfortunately these were inadequate solutions and have failed to resolve the issue. We have been forced to combine the two age groups into one area in previous years, which not only creates a challenge to incorporate developmentally appropriate programming, but interrupts the daily routine for both groups. As an example, it has been difficult to create a quiet and peaceful nap space for the infants in a room where most children no longer take naps. The current child enrollment in the centre is higher than in previous years, and we feel that having both rooms operating during the warmer months will be a necessity.

Having air conditioning available in each room will considerably impact the functionality of our limited space and allow the children and staff to maintain a consistent routine year round.

Our proposal is to utilize the \$10,000 grant budget as follows:

Playgroup Improvement project

Sand Including Delivery (15 yards @ \$100/yard)	\$ 1,500.00
Teeter Totter	\$ 800.00
Picnic Tables	\$ 500.00
Playground toys	\$ 700.00
Total	\$ 3,500.00

Air Conditioning

Purchase of A/C unit including travel and Installation	\$ 5,700.00
Electrician to update electrical panel	\$ 800.00
Total	\$ 6,500.00

As a not for profit organization, we do not currently have the funds available to purchase and install the air conditioning unit without this contribution from Mackenzie County. We hope that you, the council, will see the value in this improvement to our facility, and approve this proposal.

Enclosed is our original copy of the 2015 grant application, for your reference. If you have any questions or concerns, please do not hesitate to get in touch.

Thank you very much for your time and consideration.

Sincerely,


 Julia Darling
 Chair of Board of Directors
 (780) 956-0112


 Vicki Haggett
 Treasurer of Board of Directors
 (780)956-4696



Mackenzie County

2015 GRANT APPLICATION PACKAGE

DEADLINE FOR APPLICATIONS
OCTOBER 15, 2014

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MACKENZIE COUNTY

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone: (780) 927-3718; Fax: (780) 927-4266
Toll-free: 1-877-927-0677
Website: www.mackenziecounty.com
Email: office@mackenziecounty.com

2015 Grant Application

APPLICANT INFORMATION:

Legal name of organization Rainbow Lake Family Centre

Society Non-profit company or corporation Other

Permanent address 2B Meander Crescent PO Box 367
Street address P.O. Box

Rainbow Lake, AB Postal Code: T0H 2Y0

5016023623 April 11, 2011 3.5 years
Incorporation/Society number Date of Incorporation Length of time in operation

ORGANIZATION CONTACTS:

Contact for this application Mr. (Mrs) Ms. Vicki Haggett

Title Treasurer

Telephone ^{cell} (780) 956-4696 (work) (home) (780) 956-3839 Fax (780) 956-2332

Email Vicki.Haggett@urs.com

List of executives: please attach a list of your current executive and/or board of directors, complete with names, positions/ titles, addresses and phone numbers (home and work).

FACILITY:

Name of facility Rainbow Lake Family Centre

Street address or legal description 2B Meander Crescent

Registered holder of land title Fort Vermillion School Division

Facility operator/leaseholder Rainbow Lake Family Centre

Do you have insurance coverage? Yes No

PROJECT INFORMATION:

Nature of project Facility Improvements

Project description/details: please attach a detailed description of the work to be carried out, the need for this project, who will use it, and why you believe it should be funded.

\$20,000 \$20,500 May 1, 2015 June 30, 2015

Grant amount requested Total project cost Project start date Project completion date
(Rounded to the nearest dollar) Please attach a breakdown of cost estimates for your project.

ORGANIZATION PROFILE:

<u>6</u>	<u>5</u>	<u>1</u>
Number of paid staff	Number of paid full-time	Number of paid part-time
<u>10</u>	<u>26</u>	<u>Rainbow Lake</u>
Number of volunteers	Number of clients served last year	Geographic region served

Are executive or board members paid: Yes No

PAST GRANTS:

In the past year, has your organization received a grant from the Mackenzie County?

Yes No If yes:

<u>Date</u>	<u>Amount</u>	<u>Project Description</u>
-------------	---------------	----------------------------

DEADLINE: Deadline for applications is **4:30 p.m. Wednesday, October 15th, 2014.** Late applications will not be accepted.

ADDITIONAL ITEMS:

Please attach the following information (mandatory for all applications):

- a) Last years' financial statements, audited if available;
- b) Operating budget for the year of financial request;
- c) Current year to date financial information
- d) Societies act registration number;
- e) Insurance coverage documentation;
- f) Detail of matching resources, including volunteer hours and any provincial/federal grants, fundraising;
- g) Purchasing policy/procedure;
- h) Honorariums and expenses paid to Executive or Board members.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:

The personal information collected in the application cover sheets is for the administration of the Mackenzie County's grant process. The information you provide is to assist the administration with processing your organization's application and may only be disclosed as provided for in the Freedom of Information and Protection of Privacy Act. If you have any questions after reading this section, please contact the municipality's FOIPP coordinator at (780) 927-3718.

CONTACT LIST UPDATE

NAME	POSITION	PHONE NUMBER	EMAIL ADDRESS	MAILING ADDRESS
Julia Darling	Chair of Board of Directors	W: (780)956-4272 C: (780)956-0112	Julia.Darling@mrcglobal.com	Box 362, Rainbow Lake, AB, TOH 2Y0
Kayla Colbert	Vice-Chair of Board of Directors	W:(780)956-3851 C: (780)691-9099	kaylac@fvds.ab.ca	Box 461, Rainbow Lake, AB, TOH 2Y0
Jennifer Flesher	Deputy Treasurer of Board of Directors	W: (780)956-4596 C: (780)956-6543	Jennifer.Flesher@huskyenergy.com	Box 784, Rainbow Lake, AB, TOH 2Y0
Vicki Haggett	Treasurer of Board of Directors	W: (780)956-3941 C: (780)956-4696	Vicki.Haggett@urs.com	Box 412, Rainbow Lake, AB, TOH 2Y0
Trista Ullock	Secretary of Board of Directors	W: (780)956-8050 C: (780)956-4693	Trista.Ullock@huskyenergy.com	Box 423, Rainbow Lake, AB, TOH 2Y0

2015 Facility Improvements for Rainbow Lake Family Centre

The Rainbow Lake Family Centre is a licensed non-profit facility by Child and Family Services Authority for children ages 12 months to school age. Our facility opened its doors in November 2011. We are the only licensed daycare facility operating in the Rainbow Lake area, and we serve many families in the community by offering affordable high quality child care for their children. The daycare is run by a volunteer executive board of five members. We have numerous volunteers, primarily parents, who help us out at different fundraisers, special events and with various jobs on the daycare premises including snow removal, reorganizing the facility, and reading stories to the children each morning. Average monthly expenses for the facility are \$18,350, while average monthly revenue including fundraising and donations is \$18,200. This leaves us with no opportunity to complete facility improvements that are greatly needed in order to continue providing the high quality of child care that we currently offer.

We have selected three facility improvements that we would like to complete in 2015, which forms the basis of this grant request. We have applied for provincial and corporate grants in the past, however due to the remoteness of our area and the number of competing organizations applying, we were unfortunately not awarded these grants in recent years. We recognize that the Mackenzie County Grant program for non-profit organizations helps to provide this much needed support to community services in the Northern Alberta region such as the Rainbow Lake Family Centre. Below is the detailed description of the three projects that the centre is requesting funding for in the amount of \$20,000.

Project for Air Conditioning

The centre currently has 23 children enrolled in our facility. In order to provide each age group with the best opportunity for development, we have established an infant room specific for children ages 19 months and under, and a toddler room for children over 19 months. We currently have air conditioning in the toddler room only, which was installed in June 2013 at a cost of \$5,270. This included a discounted rate from the electrician, since part of the services were donated to the centre. With the excessive heat this past summer, our infant room had to be shut down temporarily as it was far too hot to have our children reside there throughout the day. We purchased fans and black-out blinds for that room, however it was only a temporary fix and didn't provide adequate cooling. Moving the children to one room each day caused disruption to their routine and programming plan. It was very difficult to provide a quiet space for the infants to nap in the afternoon while the toddlers played quietly. The current child enrollment at the daycare is higher than it has ever been, and we feel that having both rooms operating this summer will be a necessity.

We currently do not have the funds available to install air conditioning in the infant room, and are requesting \$6,500 to complete this upgrade in 2015. In order for this to be done, we will need to purchase a new unit including travel and installation costs from a company based out of La Crete. We would also need an electrician to update the electrical panel in the infant room to support the air conditioner, which was also required in 2013 for the toddler room.

Project for Landline

Currently, there is no landline installed at the daycare. This presents a significant operational concern for our facility, especially with regards to reliable communication with parents and emergency services. We currently have a cell phone that is kept at the daycare during operating hours and taken home by a board member in the evenings and weekends. In the last few years, there have been several instances where cellular service has been disrupted in the Town of Rainbow Lake. With the nature of our facility, we feel that it is of utmost importance for us to hold a landline in our building and have the cell phone for afterhours only. Calls are missed often due to the cell phone being left in the office, lobby or kitchen, or in one of the two rooms where a staff member may be too busy to answer the phone. Having a landline with multiple phones will significantly improve the ability for one of our staff members to answer calls. As well, it will give staff members in each room a reliable way to contact parents or emergency or health services, should the need exist.

A landline would also allow us to have an internet connection at our facility. If there is adequate staff to child ratio coverage during operational hours, we can ensure that additional staff are able to work on child care courses and have these done in a timely manner as per licensing requirements. It will also allow our staff to work on planning for our children's learning and activities.

We currently do not have funding available to install a landline at the daycare. We are requesting \$11,700 to complete this upgrade in 2015. The project would require a new line to be run overhead from the school entrance at the roadway, which is approximately 150 metres from the daycare. We will also need a service pole installed close to the daycare, and apply for any permits with the Town of Rainbow Lake as well as the Fort Vermillion School Division, who holds the registered land title. Our building will also need to be wired with phone jacks in each room. We will also need to purchase phones for the daycare, which will include an intercom system if available, so that the staff may communicate with each other without having to leave the rooms.

Project for Playground Equipment

The centre has a small playground, approximately 80m², consisting of a grassed and sanded area. The sand was donated to the centre a few years ago, however more sand is needed. All of the playground equipment, which consists of a small playhouse, a jungle gym, and several plastic toys, has been donated. Historically, we have not had any funds budgeted for enhancing the playground area. This summer we had to throw out some of our playground toys due to age, wear and tear, and sun damage. We would like to purchase new playground equipment as the children spend a significant amount of time outside throughout the year and we would like for them to have a fun and safe place to play.

We are requesting \$1,800 to complete upgrades to our playground area in 2015. The sand would be purchased and delivered to the daycare, and we would plan for volunteers to spread the sand. The equipment would include a small teeter totter and several plastic sand toys including shovels, pails and cars/trucks. The daycare facility has budgeted for \$2,300 towards this upgrade, with the remaining \$500 coming from daycare revenues.

Cost Estimates

Air conditioning

Purchase of air conditioner incl. travel & install	\$ 5,700.00
Electrician	\$ 800.00
Total for air conditioning	\$ 6,500.00

Landline

TELUS install of landline incl. service pole	\$ 9,900.00
Permitting / Application Fees	\$ 200.00
TELUS technician for building wiring incl. travel	\$ 1,100.00
Phones with intercom system	\$ 500.00
Total for landline	\$ 11,700.00

Playground Equipment

Sand incl. delivery (10 yards @ \$100/yard)	\$ 1,000.00
Teeter Totter	\$ 800.00
Playground Toys	\$ 500.00
Total for Playground	\$ 2,300.00

Total Funds provided by Applicant \$ 500.00
Total Funds requested from Mackenzie County Grant \$ 20,000.00

RAINBOW LAKE FAMILY CENTRE

Financial Statements

Year Ended June 30, 2014

(Unaudited - See Notice To Reader)



Daniel M. Ringrose

CHARTERED ACCOUNTANT

RAINBOW LAKE FAMILY CENTRE

Statement of Financial Position

June 30, 2014

(Unaudited - See Notice To Reader)

ASSETS

CURRENT

Cash	\$ 21,185
Goods and services tax recoverable	<u>15,967</u>

37,152

PROPERTY, PLANT AND EQUIPMENT *(Net of accumulated amortization)*

281,086

\$ 318,238

LIABILITIES AND NET ASSETS

CURRENT

Accounts payable	\$ 8,008
Current portion of long term debt	6,000
Employee deductions payable	<u>1,600</u>

15,608

LONG TERM DEBT

95,685

111,293

NET ASSETS

General fund	27,543
Capital fund	<u>179,402</u>

206,945

\$ 318,238

ON BEHALF OF THE BOARD



Director



Director

RAINBOW LAKE FAMILY CENTRE
Statement of Revenues and Expenditures
Year Ended June 30, 2014

(Unaudited - See Notice To Reader)

REVENUE

Daycare fees	\$ 164,393
Special events	32,075
Donations	19,576
	<u>216,044</u>

EXPENSES

Amortization	18,268
Fundraising	11,687
Employee benefits	398
Insurance	2,309
Interest and bank charges	166
Interest on long term debt	5,182
Memberships	327
Office	968
Professional fees	2,352
Repairs and maintenance	5,559
Salaries and wages	126,737
Supplies and food	16,072
Telephone	983
Utilities	7,572
	<u>198,580</u>

EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS 17,464

OTHER INCOME

Interest income	<u>3</u>
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EXCESS OF REVENUE OVER EXPENSES \$ 17,467



Daniel M. Ringrose

CHARTERED ACCOUNTANT

RAINBOW LAKE FAMILY CENTRE
Statement of Changes in Net Assets
Year Ended June 30, 2014

(Unaudited - See Notice To Reader)

	General Fund	Capital Fund	2014
NET ASSETS - BEGINNING OF YEAR	\$ 5,514	\$ 183,964	\$ 189,478
Excess of revenue over expenses	17,467	-	17,467
Purchase of capital assets	(8,224)	8,224	-
Repayment of long term debt	(5,482)	5,482	-
Amortization of capital assets	18,268	(18,268)	-
NET ASSETS - END OF YEAR	<u>\$ 27,543</u>	<u>\$ 179,402</u>	<u>\$ 206,945</u>

**RAINBOW LAKE FAMILY CENTRE
2015 OPERATING BUDGET**

EXPENDITURES

Description of Item	Projected Expense	Funds Provided by Applicant	Funds Requested from Mackenzie County Grant
Staff Wages	\$ 121,000.00	\$ 121,000.00	\$ -
CPP/EI deductions	\$ 31,750.00	\$ 31,750.00	\$ -
Staff Training	\$ 1,000.00	\$ 1,000.00	\$ -
Travel expenses	\$ 500.00	\$ 500.00	\$ -
Office supplies	\$ 1,000.00	\$ 1,000.00	\$ -
Advertising / Public Awareness	\$ 500.00	\$ 500.00	\$ -
Mortgage	\$ 12,000.00	\$ 12,000.00	\$ -
Utilities	\$ 9,800.00	\$ 9,800.00	\$ -
insurance	\$ 2,400.00	\$ 2,400.00	\$ -
Year End Accounting / Audit	\$ 4,500.00	\$ 4,500.00	\$ -
Cleaning/Kitchen Supplies	\$ 600.00	\$ 600.00	\$ -
Food	\$ 14,400.00	\$ 14,400.00	\$ -
Materials & Supplies	\$ 700.00	\$ 700.00	\$ -
Toys & Equipment	\$ 2,300.00	\$ 500.00	\$ 1,800.00
Bank Fees	\$ 500.00	\$ 500.00	\$ -
Communication Tech	\$ 850.00	\$ 850.00	\$ -
Maintenance Reserve	\$ 2,500.00	\$ 2,500.00	\$ -
Annual Inspections / License Renewal	\$ 750.00	\$ 750.00	\$ -
Fundraising Expenses	\$ 11,000.00	\$ 11,000.00	\$ -
WCB Payment	\$ 1,150.00	\$ 1,150.00	\$ -
Land Line Install	\$ 11,700.00	\$ -	\$ 11,700.00
Air Conditioner Installation	\$ 6,500.00	\$ -	\$ 6,500.00
TOTAL	\$ 237,400.00	\$ 217,400.00	\$ 20,000.00

REVENUES

	Projected Revenue
Daycare Fees	\$ 171,500.00
Bank Interest	\$ 5.00
Gov of AB Wage Enhancement	\$ 15,000.00
Fundraising	\$ 29,500.00
Donations	\$ 1,400.00
TOTAL	\$ 217,405.00

RAINBOW LAKE FAMILY CENTRE GENERAL LEDGER - YEAR TO DATE

Date	Description	Debit	Credit	Balance
06/01/2014	Child Care Fees		\$10,858.00	\$ 13,859.61
06/01/2014	Purdy's fundraising		\$1,774.73	\$ 15,634.34
06/01/2014	Sale of entertainment centre + float deposit		\$538.00	\$ 16,172.34
07/01/2014	Chq # 867 Groceries	\$1,278.76		\$ 14,893.58
07/01/2014	Chq # 882 Fix Air Conditioner	\$612.85		\$ 14,280.73
08/01/2014	Direct Energy	\$497.14		\$ 13,783.59
16/01/2014	Chq # 883 Payroll	\$1,278.95		\$ 12,504.64
16/01/2014	Chq # 885 Payroll	\$556.39		\$ 11,948.25
16/01/2014	Chq # 884 Payroll	\$85.72		\$ 11,862.53
17/01/2014	Child Care Fees		\$2,614.00	\$ 14,476.53
17/01/2014	Fundraising		\$662.00	\$ 15,138.53
17/01/2014	Chq # 888 Accountant	\$2,409.75		\$ 12,728.78
17/01/2014	Chq # 887 Rug Cleaning	\$58.80		\$ 12,669.98
17/01/2014	Chq # 886 Town Utilities	\$226.00		\$ 12,443.98
30/01/2014	Bell Mobility	\$59.85		\$ 12,384.13
31/01/2014	Chq # 892 Payroll	\$177.20		\$ 12,206.93
31/01/2014	Interest		\$0.22	\$ 12,207.15
31/01/2014	Bank Fees	\$2.20		\$ 12,204.95
31/01/2014	Chq # 889 Payroll	\$1,730.21		\$ 10,474.74
31/01/2014	Chq # 891 Payroll	\$914.87		\$ 9,559.87
31/01/2014	Chq # 890 Payroll	\$827.11		\$ 8,732.76
03/02/2014	Solo Mobility	\$42.00		\$ 8,690.76
05/02/2014	Direct Energy	\$530.07		\$ 8,160.69
06/02/2014	Child Care Fees		\$11,743.00	\$ 19,903.69
06/02/2014	Fundraising		\$641.00	\$ 20,544.69
06/02/2014	Donations		\$170.00	\$ 20,714.69
06/02/2014	Chq # 895 Rug Cleaning	\$58.80		\$ 20,655.89
06/02/2014	Chq # 894 Town Utilities	\$290.99		\$ 20,364.90
06/02/2014	Chq # 893 Daycare Meals	\$813.50		\$ 19,551.40
06/02/2014	Chq # 896 S&J Services	\$524.74		\$ 19,026.66
14/02/2014	Chq # 899 Payroll	\$965.42		\$ 18,061.24
14/02/2014	Chq # 900 Payroll	\$1,575.94		\$ 16,485.30
14/02/2014	Chq # 898 Payroll	\$865.26		\$ 15,620.04
14/02/2014	Chq # 897 Payroll	\$616.93		\$ 15,003.11
14/02/2014	Chq # 901 Revenue Canada	\$2,439.57		\$ 12,563.54
26/02/2014	Chq # 902 Mortgage Payment	\$1,000.00		\$ 11,563.54
28/02/2014	Interest		\$0.23	\$ 11,563.77
28/02/2014	Bank Fees	\$1.60		\$ 11,562.17
28/02/2014	Chq # 905 Payroll	\$1,495.05		\$ 10,067.12
28/02/2014	Chq # 903 Payroll	\$788.00		\$ 9,279.12
28/02/2014	Chq # 904 Payroll	\$739.36		\$ 8,539.76
28/02/2014	Chq # 906 Payroll	\$501.69		\$ 8,038.07
04/03/2014	Child Care Fees		\$11,826.00	\$ 19,864.07
04/03/2014	Fundraising		\$969.75	\$ 20,833.82
04/03/2014	Solo Mobility	\$45.32		\$ 20,788.50
04/03/2014	Direct Energy	\$578.39		\$ 20,210.11

Date	Description	Debit	Credit	Balance
09/03/2014	Chq # 907 Revenue Canada	\$2,313.37		\$ 17,896.74
10/03/2014	Chq # 908 Printer Ink	\$83.99		\$ 17,812.75
11/03/2014	Government Deposit		\$1,194.68	\$ 19,007.43
12/03/2014	Child Care Fees		\$2,830.00	\$ 21,837.43
12/03/2014	Fundraising		\$80.00	\$ 21,917.43
12/03/2014	Chq # 911 Town Utilities	\$264.09		\$ 21,653.34
12/03/2014	Chq # 913 Daycare Meals	\$796.50		\$ 20,856.84
12/03/2014	Chq # 912 Rug Cleaning	\$58.80		\$ 20,798.04
12/03/2014	Chq # 910 Revenue Canada	\$4,069.99		\$ 16,728.05
14/03/2014	Chq # 916 Payroll	\$504.51		\$ 16,223.54
14/03/2014	Chq # 915 Payroll	\$873.85		\$ 15,349.69
14/03/2014	Chq # 917 Payroll	\$945.39		\$ 14,404.30
14/03/2014	Chq # 914 Payroll	\$2,079.82		\$ 12,324.48
19/03/2014	Chq # 918 Alberta Gaming and Liquor	\$100.00		\$ 12,224.48
27/03/2014	Chq # 921 Payroll	\$362.75		\$ 11,861.73
28/03/2014	Chq # 919 Payroll	\$665.91		\$ 11,195.82
28/03/2014	Chq # 922 Payroll	\$791.82		\$ 10,404.00
28/03/2014	Chq # 920 Payroll	\$1,723.37		\$ 8,680.63
28/03/2014	Chq # 923 Payroll	\$85.72		\$ 8,594.91
31/03/2014	Interest		\$0.33	\$ 8,595.24
31/03/2014	Bank Fees	\$6.40		\$ 8,588.84
01/04/2014	Solo Mobility	\$42.00		\$ 8,546.84
02/04/2014	Donation		\$107.25	\$ 8,654.09
02/04/2014	Fundraising		\$300.00	\$ 8,954.09
02/04/2014	Child Care Fees		\$11,349.00	\$ 20,303.09
04/04/2014	Direct Energy	\$605.09		\$ 19,698.00
06/04/2014	Chq # 926 Groceries	\$2,471.76		\$ 17,226.24
06/04/2014	Chq # 927 Daycare Meals	\$1,001.00		\$ 16,225.24
06/04/2014	Chq # 928 Rug Cleaning	\$58.80		\$ 16,166.44
07/04/2014	Fee for Copy of Bank Statement	\$10.00		\$ 16,156.44
07/04/2014	WCB Renewal	\$735.62		\$ 15,420.82
08/04/2014	Alberta Government		\$1,678.02	\$ 17,098.84
10/04/2014	Bounced Chq	\$1,860.00		\$ 15,238.84
10/04/2014	Bounced Chq Fee	\$7.00		\$ 15,231.84
11/04/2014	Fundraising(Casino Night)		\$9,572.20	\$ 24,804.04
11/04/2014	Chq # 932 Payroll	\$857.63		\$ 23,946.41
11/04/2014	Chq # 929 Payroll	\$2,011.78		\$ 21,934.63
11/04/2014	Chq # 931 Payroll	\$739.36		\$ 21,195.27
11/04/2014	Chq # 930 Payroll	\$836.66		\$ 20,358.61
12/04/2014	Chq # 934 Revenue Canada	\$397.44		\$ 19,961.17
12/04/2014	Chq # 933 Revenue Canada	\$2,256.00		\$ 17,705.17
15/04/2014	Chq Order	\$245.72		\$ 17,459.45
24/04/2014	Chq # 935 Payroll	\$1,580.23		\$ 15,879.22
25/04/2014	Chq # 939 Payroll	\$673.54		\$ 15,205.68
25/04/2014	Chq # 937 Payroll	\$389.48		\$ 14,816.20
25/04/2014	chq # 936 Payroll	\$720.83		\$ 14,095.37

Date	Description	Debit	Credit	Balance
25/04/2014	Chq # 938 Payroll	\$685.94		\$ 13,409.43
30/04/2014	Interest		\$0.41	\$ 13,409.84
30/04/2014	Bank Fees	\$5.60		\$ 13,404.24
30/04/2014	Chq # 940 Payroll	\$134.80		\$ 13,269.44
30/04/2014	Chq # 943 Supplies for Lady's night	\$412.26		\$ 12,857.18
30/04/2014	Chq # 942 Purdys Order	\$2,599.61		\$ 10,257.57
30/04/2014	Chq # 941 Insurance(Foster Park Basket)	\$2,309.00		\$ 7,948.57
02/05/2014	Solo Mobility	\$43.11		\$ 7,905.46
02/05/2014	Chq # 944 Float for Lady's night	\$300.00		\$ 7,605.46
06/05/2014	Direct Energy	\$511.80		\$ 7,093.66
06/05/2014	Chq # 948 Daycare Meals	\$1,152.50		\$ 5,941.16
06/05/2014	Chq # 949 Rug Cleaning	\$58.80		\$ 5,882.36
06/05/2014	Chq # 945 License Renewal	\$100.00		\$ 5,782.36
07/05/2014	Fundraising		\$748.37	\$ 6,530.73
07/05/2014	Child Care Fees		\$15,997.73	\$ 22,528.46
08/05/2014	Alberta Government		\$2,304.09	\$ 24,832.55
09/05/2014	Chq # 947 Payroll	\$1,138.33		\$ 23,694.22
09/05/2014	Chq # 950 Payroll	\$1,178.86		\$ 22,515.36
09/05/2014	Chq # 952 Payroll	\$572.61		\$ 21,942.75
09/05/2014	Chq # 951 Payroll	\$681.17		\$ 21,261.58
11/05/2014	Chq # 954 reimburse for cashing fee chq early	\$674.00		\$ 20,587.58
11/05/2014	Chq # 955 Revenue Canada	\$2,401.63		\$ 18,185.95
13/05/2014	Chq # 956 2 Mortgage Payments	\$2,000.00		\$ 16,185.95
13/05/2014	Chq # 959 Town Utilites	\$812.47		\$ 15,373.48
13/05/2014	Chq # 958 Repairs to Furnace	\$1,312.50		\$ 14,060.98
13/05/2014	Chq # 957 REW Electric Fire Alarm & Light Inspe	\$588.01		\$ 13,472.97
14/05/2014	Ladies night Fundraiser		\$10,815.65	\$ 24,288.62
14/05/2014	Donations		\$450.00	\$ 24,738.62
14/05/2014	Chq # 960 Ladies night supplies	\$196.88		\$ 24,541.74
14/05/2014	Chq # 962 Groceries	\$1,295.21		\$ 23,246.53
14/05/2014	Chq # 961 Supplies for Ladies night	\$352.61		\$ 22,893.92
23/05/2014	Chq # 965 Payroll	\$1,348.46		\$ 21,545.46
23/05/2014	Chq # 963 Payroll	\$835.70		\$ 20,709.76
23/05/2014	Chq # 964 Payroll	\$1,525.43		\$ 19,184.33
23/05/2014	Chq # 966 Payroll	\$863.35		\$ 18,320.98
23/05/2014	Chq # 967 Payroll	\$791.97		\$ 17,529.01
25/05/2014	Chq # 969 Liqour for Ladies night	\$1,374.12		\$ 16,154.89
25/05/2014	Chq # 968 Daycare Meals	\$791.00		\$ 15,363.89
31/05/2014	Interest		\$0.47	\$ 15,364.36
31/05/2014	Bank Fees	\$16.80		\$ 15,347.56
02/06/2014	Solo Mobility	\$42.00		\$ 15,305.56
05/06/2014	Direct Energy	\$594.02		\$ 14,711.54
06/06/2014	Child Care Fees		\$14,743.00	\$ 29,454.54
06/06/2014	Ladies night Fundraiser		\$40.00	\$ 29,494.54
06/06/2014	Ladies night Fundraiser		\$175.00	\$ 29,669.54
06/06/2014	Child Care Fees		\$1,050.00	\$ 30,719.54

Date	Description	Debit	Credit	Balance
06/06/2014	WCB Rebate		\$307.85	\$ 31,027.39
06/06/2014	Chq # 971 Payroll	\$1,096.73		\$ 29,930.66
06/06/2014	Chq # 970 Payroll	\$1,345.41		\$ 28,585.25
06/06/2014	Chq # 973 Payroll	\$840.46		\$ 27,744.79
06/06/2014	Chq # 972 Payroll	\$877.67		\$ 26,867.12
06/06/2014	Chq # 975 Revenue Canada	\$2,310.43		\$ 24,556.69
06/06/2014	Chq # 974 Payroll	\$685.94		\$ 23,870.75
10/06/2014	Alberta Government		\$2,142.95	\$ 26,013.70
16/06/2014	Chq # 981 Food Course Registration	\$120.00		\$ 25,893.70
20/06/2014	Chq # 980 Payroll	\$1,473.33		\$ 24,420.37
20/06/2014	Chq # 976 Payroll	\$830.92		\$ 23,589.45
20/06/2014	Chq # 978 Payroll	\$2,027.21		\$ 21,562.24
20/06/2014	Chq # 977 Payroll	\$866.21		\$ 20,696.03
20/06/2014	Chq # 979 Payroll	\$760.33		\$ 19,935.70
25/06/2014	Chq # 986 Groceries	\$457.39		\$ 19,478.31
25/06/2014	Chq # 982 Town Utilities	\$258.61		\$ 19,219.70
25/06/2014	Chq # 987 Mortgage Payment	\$1,000.00		\$ 18,219.70
25/06/2014	Chq # 985 Food Class (Daycare food prep)	\$360.00		\$ 17,859.70
25/06/2014	Chq # 983 Rug cleaning	\$58.80		\$ 17,800.90
25/06/2014	Chq # 984 Printer Ink & Wagon	\$220.39		\$ 17,580.51
30/06/2014	Bank Interest		\$0.56	\$ 17,581.07
30/06/2014	Bank Fees	\$2.40		\$ 17,578.67
01/07/2014	Chq # 988 Groceries	\$315.96		\$ 17,262.71
02/07/2014	Solo Mobility	\$42.00		\$ 17,220.71
04/07/2014	Chq # 989 Payroll	\$1,072.56		\$ 16,148.15
04/07/2014	Chq # 991 Payroll	\$748.88		\$ 15,399.27
04/07/2014	Chq # 992 Payroll	\$1,380.73		\$ 14,018.54
04/07/2014	Chq # 990 Payroll	\$487.21		\$ 13,531.33
04/07/2014	Chq # 993 Receipt for Convex Mirror	\$86.58		\$ 13,444.75
06/07/2014	Deposit Childcare Fees		\$14,575.00	\$ 28,019.75
06/07/2014	Deposit Fundrasing		\$1,003.00	\$ 29,022.75
06/07/2014	Chq # 995 Revenue Canada	\$314.84		\$ 28,707.91
06/07/2014	Chq # 998 Payroll	\$205.06		\$ 28,502.85
06/07/2014	Chq # 997 High N Dry	\$58.80		\$ 28,444.05
06/07/2014	Chq # 994 Fire Inspection	\$63.00		\$ 28,381.05
06/07/2014	Chq # 996 Photobook order	\$252.00		\$ 28,129.05
07/07/2014	WCB Alberta	\$407.00		\$ 27,722.05
07/07/2014	Direct Energy	\$421.81		\$ 27,300.24
10/07/2014	Deposit Alberta Governemnt		\$2,953.25	\$ 30,253.49
10/07/2014	Chq # 1000 Town Utilities	\$95.73		\$ 30,157.76
10/07/2014	Chq# 999 Rainbow Foods	\$549.98		\$ 29,607.78
15/07/2014	Customer Chq's	\$31.86		\$ 29,575.92
15/07/2014	Chq # 1001 Revenue Canada	\$3,131.38		\$ 26,444.54
18/07/2014	Chq # 1005 Payroll	\$1,574.38		\$ 24,870.16
18/07/2014	Chq # 1006 Payroll	\$342.42		\$ 24,527.74
18/07/2014	Chq # 1004 Payroll	\$785.14		\$ 23,742.60

Date	Description	Debit	Credit	Balance
18/07/2014	Chq # 1002 Payroll	\$1,844.28		\$ 21,898.32
18/07/2014	Chq # 1007 Payroll	\$132.24		\$ 21,766.08
18/07/2014	Chq # 1003 Payroll	\$362.75		\$ 21,403.33
18/07/2014	Chq # 1009 Receipts for Handsoap	\$24.55		\$ 21,378.78
18/07/2014	Chq # 1008 Receipt for Fans in baby room	\$115.48		\$ 21,263.30
24/07/2014	Chq# 1010 Receipts for Cleaners and Knives	\$145.57		\$ 21,117.73
30/07/2014	Chq # 1011 Mortgage Transfer	\$1,000.00		\$ 20,117.73
30/07/2014	Chq # 1012 Fire Inspection	\$63.00		\$ 20,054.73
31/07/2014	Interest		\$0.61	\$ 20,055.34
31/07/2014	Fee Service	\$12.00		\$ 20,043.34
01/08/2014	Chq # 1016 Payroll	\$1,014.06		\$ 19,029.28
01/08/2014	Chq # 1017 Payroll	\$624.88		\$ 18,404.40
01/08/2014	Chq # 1014 Payroll	\$403.45		\$ 18,000.95
01/08/2014	Chq#1013 Payroll	\$1,195.01		\$ 16,805.94
01/08/2014	Chq # 1015 Payroll	\$830.92		\$ 15,975.02
01/08/2014	Chq # 1018 Receipt for Computer & Printer	\$1,400.87		\$ 14,574.15
06/08/2014	Direct Energy	\$395.18		\$ 14,178.97
11/08/2014	Chq # 1021 Revenue Canada	\$2,369.88		\$ 11,809.09
11/08/2014	Chq# 1020 High N Dry	\$88.20		\$ 11,720.89
11/08/2014	Chq # 1019 Town of Rainbow Lake	\$91.68		\$ 11,629.21
12/08/2014	Deposit Daycare Fees		\$12,330.00	\$ 23,959.21
12/08/2014	Deposit Bar Sales		\$220.00	\$ 24,179.21
15/08/2014	Chq # 1023 Payroll	\$1,029.32		\$ 23,149.89
15/08/2014	Chq # 1026 Payroll	\$707.88		\$ 22,442.01
15/08/2014	Chq # 1024 Payroll	\$133.84		\$ 22,308.17
15/08/2014	Chq # 1025 Payroll	\$716.46		\$ 21,591.71
15/08/2014	Chq # 1022 Payroll	\$1,094.73		\$ 20,496.98
15/08/2014	Chq # 1027 Payroll	\$469.59		\$ 20,027.39
19/08/2014	Deposit Alberta Governemnt		\$1,944.92	\$ 21,972.31
26/08/2014	Chq # 1029 Mortgage Transfer	\$1,000.00		\$ 20,972.31
26/08/2014	Chq # 1028 Rainbow Foods	\$760.33		\$ 20,211.98
29/08/2014	Chq # 1036 Payroll	\$1,451.71		\$ 18,760.27
29/08/2014	Chq # 1037 Payroll	\$500.18		\$ 18,260.09
29/08/2014	Chq # 1038 Payroll	\$782.28		\$ 17,477.81
29/08/2014	Chq # 1034 Payroll	\$1,772.21		\$ 15,705.60
29/08/2014	Chq # 1035 Payroll	\$378.02		\$ 15,327.58
29/08/2014	Chq # 1039 Payroll	\$869.08		\$ 14,458.50
31/08/2014	Interest		\$0.45	\$ 14,458.95
31/08/2014	Fee Services	\$9.40		\$ 14,449.55
07/09/2014	Chq # 1030 Telus Mobility	\$46.00		\$ 14,403.55
07/09/2014	Chq # 1031 Town of Rainbow Lake	\$90.00		\$ 14,313.55
08/09/2014	Deposit Childcare Fees		\$17,237.00	\$ 31,550.55
08/09/2014	Direct Energy	\$477.10		\$ 31,073.45
12/09/2014	Chq # 1044 Payroll	\$1,087.82		\$ 29,985.63
12/09/2014	Chq # 1042 Payroll	\$534.77		\$ 29,450.86
12/09/2014	Chq # 1046 Payroll	\$431.07		\$ 29,019.79

Date	Description	Debit	Credit	Balance
12/09/2014	Chq # 1041 Payroll	\$786.11		\$ 28,233.68
12/09/2014	Chq # 1032 Payroll	\$1,270.60		\$ 26,963.08
12/09/2014	Chq # 1040 Payroll	\$337.33		\$ 26,625.75
12/09/2014	Chq # 1043 Payroll	\$854.78		\$ 25,770.97
12/09/2014	Chq # 1047 Revenue Canada	\$4,120.92		\$ 21,650.05
14/09/2014	Chq # 1049 High N Dry	\$58.80		\$ 21,591.25
23/09/2014	Chq # 1050 Telus Mobility	\$35.62		\$ 21,555.63
24/09/2014	Chq # 1058 Food Course Savannah	\$146.00		\$ 21,409.63
24/09/2014	Chq # 1059 Receipt for Papertowel	\$48.47		\$ 21,361.16
24/09/2014	Chq # 1060 Rainbow Foods	\$625.36		\$ 20,735.80
24/09/2014	Deposit Childcare Fees		\$1,010.00	\$ 21,745.80
24/09/2014	Deposit Fundrasing		\$34.00	\$ 21,779.80
26/09/2014	Chq # 1048 Payroll	\$332.24		\$ 21,447.56
26/09/2014	Chq # 1051 Payroll	\$970.37		\$ 20,477.19
26/09/2014	Chq # 1052 Payroll	\$634.22		\$ 19,842.97
26/09/2014	Chq # 1054 Payroll	\$357.67		\$ 19,485.30
26/09/2014	Chq # 1055 Payroll	\$719.73		\$ 18,765.57
26/09/2014	Chq # 1056 Payroll	\$619.08		\$ 18,146.49
26/09/2014	Chq # 1057 Payroll	\$766.07		\$ 17,380.42
07/10/2014	Chq # 1061 Payroll	\$440.76		\$ 16,939.66
09/10/2014	Chq # 1062 Revenue Canada	\$2,425.25		\$ 14,514.41
09/10/2014	Chq # 1068 Accounting Year End	\$4,551.75		\$ 9,962.66
09/10/2014	Chq # 1069 Town of Rainbow Lake	\$131.64		\$ 9,831.02
09/10/2014	Chq # 1070 High N Dry	\$58.80		\$ 9,772.22
09/10/2014	Chq # 1071 Mortgage Transfer	\$1,500.00		\$ 8,272.22
10/10/2014	Chq # 1063 Payroll	\$199.97		\$ 8,072.25
10/10/2014	Chq # 1064 Payroll	\$549.60		\$ 7,522.65
10/10/2014	Chq # 1065 Payroll	\$487.21		\$ 7,035.44
10/10/2014	Chq # 1066 Payroll	\$413.63		\$ 6,621.81
10/10/2014	Chq # 1067 Payroll	\$281.37		\$ 6,340.44



**ALBERTA CHILD CARE NETWORK
 ASSOCIATION DAYCARE PROGRAM**

**CERTIFICATE
 OF INSURANCE**

Business Insurance Policy


Master Policy Number: 4495851

Certificate Number: 0050

Name of Insured:	Rainbow Lake Family Centre
Insured Operations:	Daycare & Out of School Care
Mailing Address:	Box 367 Rainbow Lake, AB T0H 2Y0
EQ Zone:	12
Location Address:	2a & 2b Meander Crescent Rainbow Lake, AB
Policy Period:	From April 1, 2014 to April 1, 2015, 12:01 a.m. standard time at the postal address of the Named Insured as stated therein.
Loss, if any, payable as follows (absence of entry denotes loss payable to Insured):	
Additional Insured:	

THIS CERTIFICATE IS IN ACCORDANCE WITH AND SUBJECT TO THE TERMS AND CONDITIONS OF THE MASTER POLICY, KEPT AT FOSTER PARK BASKETT INSURANCE BROKERS, COPIES OF WHICH CAN BE MADE AVAILABLE UPON REQUEST.

	COVERAGE	AMOUNT OF INSURANCE
	ALL COVERAGES SUBJECT TO \$500 POLICY DEDUCTIBLE EXCEPT FLOOD AT \$25,000, SEWER BACK-UP AT \$1,000, EARTHQUAKE AT 5%, MINIMUM \$100,000.	
Property	A. Commercial Property of Every Description or Contents of Every Description	\$320,000
	B. Business Interruption – Actual Loss Sustained	N/A
	C. Extra Expense	\$25,000
	D. 90 Days Payroll	N/A
	E. Special Evacuation Coverage	N/A
	F. Negative Publicity Coverage	N/A
	G. Employee Dishonesty	\$25,000
Liability	A. Commercial General Liability, Property Damage Deductible \$500.	\$4,000,000
	B. Personal Injury	\$4,000,000
	C. Medical Payments	Each Person \$2,500
	D. Tenant's Legal Liability	\$500,000
	E. Non Owned Automobile Liability	\$4,000,000
	F. Employers Bodily Injury Liability	\$2,000,000
	G. Advertising Liability	\$4,000,000
	H. Legal Expense and Defense Cost Reimbursement	\$25,000
	I. Abuse and Molestation Liability – per occurrence/annual aggregate	\$1,000,000
	A.	\$

This Certificate shall not be valid until countersigned by a duly authorized representative of the Insurer. Countersigned by:  Date: October 14, 2014 Broker: Foster Park Baskett Insurance Ltd. Telephone: 780-930-4183 Address: 200-17704-103 Avenue Toll Free: 1-800-668-3213 Edmonton, AB T5S 1J9 Facsimile: 780-486-0169	TOTAL PREMIUM: \$
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THIS POLICY CONTAINS A CLAUSE(S) THAT MAY LIMIT THE AMOUNT PAYABLE

Rainbow Lake Family Centre Volunteer Hours

Event	Hours Each	# Volunteers	Hours Total
Sept 2013 Community Night 6-9	3	2	6
Nov 2013 Christmas Craft Fair 10-4	6	8	48
Oct 2013-May 2014 Show Shoveling and Removal	10	4	40
Oct 2013-Nov 2013 Purdy's Chocolate Christmas Fundraiser	4	5	20
Dec 2013 Husky Christmas Party (Bar & Door)	4	6	24
Dec 2013 Flint Christmas Party (Drive Home)	2	4	8
Jan 2014 Facility Clean up	6	8	48
Feb 2014 Ladies Curling bonspiel(Drive Home)	2	8	16
March 2014 Winter Carnival Bar	4	2	8
March 2014 Winter Carnival Door	4	1	4
March 2014 Winter Carnival Bingo	2	1	2
March 2014 Winter Carnival Casino Dealers	2	3	6
March 2014 Winter Carnival Set up	1	3	3
March 2014 Winter Carnival Clean up	2	2	4
March 2014-April 2014 Purdy's Chocolate Easter Fundraiser	2	3	6
May 2014 Ladies Night Fundraiser Bar	4	4	16
May 2014 Ladies Night Fundraiser Door	4	2	8
May 2014 Ladies Night Fundraiser Auction	2	4	8
May 2014 Ladies Night Fundraiser Setup	6	6	36
May 2014 Ladies Night Fundraiser Clean up	2	4	8
July 2014 RLFC Child Photo Books	6	1	6
July 2014 Epicure Fundraiser	2	1	2
Ongoing -Financials Tax Time yearly	30	2	60
Ongoing -Payroll Monthly	5	1	60
Ongoing -Other Monthly (CPP/EI, licensing, inspections)	2	2	48
Ongoing -Budgeting & Expenses Monthly	2	1	24
Ongoing -Parent volunteers reading to the children daily	50	2	100

Total Volunteer Hours

619

**RAINBOW LAKE FAMILY CENTRE
2013/2014 FUNDRAISING INFORMATION**

Fundraiser Description	Month	Expense	Revenue	Net Revenue
Purdy's Chocolate Bars	Year Round	-\$ 400.00	\$ 904.00	\$ 504.00
Purdy's Christmas Chocolates	November	-\$ 5,539.00	\$ 7,617.00	\$ 2,078.00
50/50 draw	December	\$ -	\$ 845.00	\$ 845.00
Bartending (Corporate Xmas Party)	December	\$ -	\$ 500.00	\$ 500.00
Playpen Sale	February	\$ -	\$ 170.00	\$ 170.00
Furniture Draw	March	\$ -	\$ 805.00	\$ 805.00
Winter Carnival Dance	March	-\$ 1,853.94	\$ 3,991.53	\$ 2,137.59
Drive home (RLCA Bonspiel)	April	\$ -	\$ 300.00	\$ 300.00
Purdy's Easter Chocolates	April	-\$ 2,599.61	\$ 3,347.98	\$ 748.37
Ladies Night Event	May	-\$ 2,735.87	\$ 11,403.38	\$ 8,667.51
Photo Books	July	-\$ 252.00	\$ 580.00	\$ 328.00
Epicure Order	July	\$ -	\$ 220.00	\$ 220.00
Total		-\$ 12,980.42	\$ 29,779.89	\$ 16,799.47

Purchasing Policy for Rainbow Lake Family Centre (RLFC)

Any and all expenditures will be approved by the board of directors that are in excess of \$100.00 with the exception of any expenditures relating to Operating Costs.

Any expenditure in excess of \$200.00 for the purchase of a single item should have bids from three (3) suppliers if possible. These bids will be reviewed and an award made by the Board of Directors.

Any expenditure that Board Members or Staff incurs must have receipt before reimbursement is made, or Purchase will be considered a donation.

All Checks written on behalf of RLFC must have two signatures; these two signatures must be from the approved list held by the ATB.

Payment of all expenditures will be done so by check or direct Debit. Invoices must be mailed to

Rainbow Lake Family Centre

Box 367

Rainbow Lake, AB

T0H 2Y0

Attn. Accounts Payable

Payment on accounts will not be made without receipt of invoice.

Vicki Haggett



Treasurer

Rainbow Lake Family Centre



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Grant Smith, Agricultural Fieldman
Title:	ASB Field Visit Report – August 2014

BACKGROUND / PROPOSAL:

The Provincial ASB coordinator, Maureen Vadnais randomly selects Agricultural Service Boards throughout the province to conduct field visits to ensure that the ASB Funding is being used appropriately.

OPTIONS & BENEFITS:

Mackenzie County’s ASB was chosen for a field visit in August of 2014. The ASB along with administration, and members from MARA met with Maureen on August 7, 2014. Maureen attended an ASB meeting and then toured the County to observe how the funds were used to carry out strategies outlined in the ASB Business Plan. Maureen provided the ASB with a written report that included her observations and suggestions.

Please see attached report.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

Author: _____ Reviewed by: _____ CAO: JW

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2014 Agriculture Service Board Field Visit Report be received for information.

Author: _____ Reviewed by: _____ CAO: JW

Mackenzie County

Field Visit

August 7, 2014



INTRODUCTION

The Agricultural Service Board (ASB) Program conducts field visits annually to ensure that ASB Grant dollars are being used appropriately to support the objectives of the ASB Grant Program. Information gathered from field visits is used to assist other ASBs in the development and delivery of programs related to the ASB Grant and to provide evidence to the Office of the Auditor General that ASB Grant dollars are being used effectively and efficiently to support programs related to the ASB Act and environmental extension and awareness.

Alberta Agriculture and Rural Development (ARD) visited 18 municipalities in 2014 for the field visit program. Six municipalities from the South Region were chosen to receive a field visit in 2014 as ARD would like to have visited all 70 ASBs by the end of 2015. The following municipalities were visited in 2014:

South	Central	Northwest	Northeast	Peace
M.D. of Acadia	Camrose County	Westlock County	M.D. of Bonnyville	Clear Hills County
Cypress County	Ponoka County	Woodlands County	Lamont County	Mackenzie County
County of 40 Mile	County of Wetaskiwin	Yellowhead County	County of Two Hills	County of Northern Lights
Special Area 2				
Special Area 3				
Special Area 4				

ASBs were primarily randomly selected to receive field visits. ARD did put priority on visiting municipalities where an agricultural fieldman had been recently appointed in some instances in order to meet the new agricultural fieldman and allow him the opportunity for individual training on the ASB Program. Once one municipality is chosen for a region, ARD reviews its records to determine if adjacent municipalities have been visited. Adjacent municipalities are often chosen, especially when there are partnerships in place under the Environmental Funding Stream, to allow ARD to gain a broader perspective of how municipalities are working together to ensure the ASB Grant requirements are being met.

EXECUTIVE SUMMARY

Maureen Vadnais, Agricultural Service Board Program Manager, met with Mackenzie County ASB members and the agricultural fieldman, Grant Smith, on August 7th to review examples of programs implemented using ASB Grant dollars.

Mackenzie County received funding under the Legislative and Environmental Funding Streams of the ASB Grant. ASB Grant dollars appear to be effectively used to support programs related to the administration of legislative activities under the ASB Grant and to support enhanced environmental awareness.

FIELD TOUR SITES

- ASB Meeting
 - Met with Dave Doerksen, Joe Peters, Richard Marshall, Bill Neufeldt, John Dreidger, Jim Ludwig, Colleen Nate and Colleen Smith.
 - Delegation from Mackenzie Applied Research Association (MARA) to talk about a new trial for pasture rejuvenation to figure out why cows aren't coming off healthier. Trial would look at micronutrients and they would need the support of the local vet to do some testing.
 - Appeal committees were established last March. Members of council who are not on the ASB were appointed to the appeal committee.
 - Policy review occurred last December and some policies are currently being updated.
 - Issues:
 - Reviewed application for backsloping program
 - Had a ratepayer last year who would not do weed control for religious reasons in 2013. Ratepayer is now working on controlling weeds in 2014.
 - Weed issues with ESRD and Transportation
 - Will be meeting with ESRD to review Act with them and highlight that the Crown is bound by the Act
 - Identified that there is a need for ARD to provide training to help appeal committees understand their role
- Field tour
 - Looked at examples of roadside vegetation programs
 - Mowing program
 - Spraying program by contractor
 - Blanket spray program with Tordon and Clearview
 - Erosion control ditch
 - Drainage projects
 - Organic farms in area
 - Looked at area where ESRD land was sold – land has been cleared and is now in crop
- Office
 - Reviewed paperwork related to program
 - Saw Form 7 and Form 8 issued under *Agricultural Pests Act*
 - Grasshopper survey data
 - Seed Cleaning Plant licenses
 - Spray Exemption
 - Weed Notice
 - Policies
- Mackenzie County Fair
 - Research work being conducted by MARA, private companies in area

OBSERVATIONS

- County is very supportive of the local applied research association.
- Board appeared to be effective. Everyone was engaged in the meeting and there was good communication between ASB members and County administration.
- Mackenzie County faces different pressures than other ASBs in that pest and weed pressures are lower but more concerns with water and drainage. Soil erosion is a major concern and one of the primary focuses of their program is to complete drainage projects to prevent soil erosion.
- Strongest components of the program appear to be related to the *Soil Conservation Act* (drainage projects) and the *Weed Control Act*.
- Lots of organic farmers in area. Organic farms overall looked fairly clean, but there were some that looked somewhat “weedy”. Species did not appear to be noxious or prohibited noxious but more common weeds such as wild oats. Organic farmers still need to be aware of their responsibility to control weeds and prevent them from spreading to adjacent properties.
- Saw good crops growing on land that was cleared.
- Roadside vegetation management program appears to be effective as right of way appeared to be free of noxious and prohibited noxious weed species.
- It is often challenging to find people to fill positions at the County, such as weed inspectors.
- Not much focus on *Animal Health Act* duties. County provides support to the local veterinarian through Veterinary Services Incorporated and a subsidy program to encourage a large animal veterinarian to stay in the area. Unique approach to provide service for ratepayers.
- Very large area to manage and inspect for agriculture.
- Record keeping system is paper based.
- Very good relationship with the local applied research association, MARA. MARA staff are responsible for doing extension with local ratepayers and have put on interesting courses for local farmers over the winter that were well attended.

RECOMMENDATIONS

- Review business plan and add in standard deliverables from grant application. Some of the standard deliverables were not in the current business plan when it was reviewed by ARD. The grant application form has everything that will be required to be reported on for each of the Acts for the 2014-2016 ASB Grant Program.
- Increase activities for crop pest surveillance under the *Agricultural Pests Act*. County should be conducting a clubroot, fusarium head blight and virulent black leg survey annually. This is part of the reporting that will be required starting in 2014.
- Work with the local veterinarian to ensure a process is in place for reporting notifiable and reportable diseases under the *Animal Health Act*. The County may also want to consider developing an emergency response plan for a large scale animal disease outbreak or incident that includes a plan for a mass carcass disposal.
- Investigate software for tracking field inspections. Camrose County has started using mini iPads and an app call “ScoutDoc” for tracking their weed and pest inspections. This would make it

easier for new or returning inspectors to know where problem areas are and identify potential cases that need to be followed up on. May want to contact Mark Millang, agricultural fieldman for Camrose County, for more information about the app.

- iPad technology may also be beneficial for other programs or for situations when inspectors have to work alone. For example, Ponoka County uses “Find my iPhone” technology associated with iPhones and iPads to allow them to find where staff are that don’t report in as scheduled when they are working alone.
- The County may want to consider hiring a full time assistant agricultural fieldman to try to mitigate concerns with trying to find seasonal inspectors. A full time position may encourage a high quality candidate to apply. This would allow the County to complete more inspections under the *Agricultural Pests* and *Weed Control Acts* to ensure that they are aware of any potential problems coming into the area. Being able to identify potential problems and eradicate them when they are small will be more cost effective and efficient than trying to manage an infestation long term. The County has a significant land base and an additional fieldman will assist to ensure that all areas of the County are visited and inspected annually.
- All roadside vegetation management programs are currently completed by contractors. The County may want to consider buying it’s own spray unit so problems can be addressed in a timely manner without having to wait for the contractor. The County would have to ensure that it obtains the appropriate pesticide service registration and that the agricultural fieldman has his Pesticide Applicator Certificate for this option.
- One way to maintain a large animal veterinarian in the community may be to upgrade facilities. The M.D. of Greenview built a new veterinary hospital to attract a large animal vet to their municipality. The County may want to consult with them on their facility and its’ effectiveness in maintaining a large animal vet in their community.
- Continue with relationship with MARA to provide extension to local ratepayers.

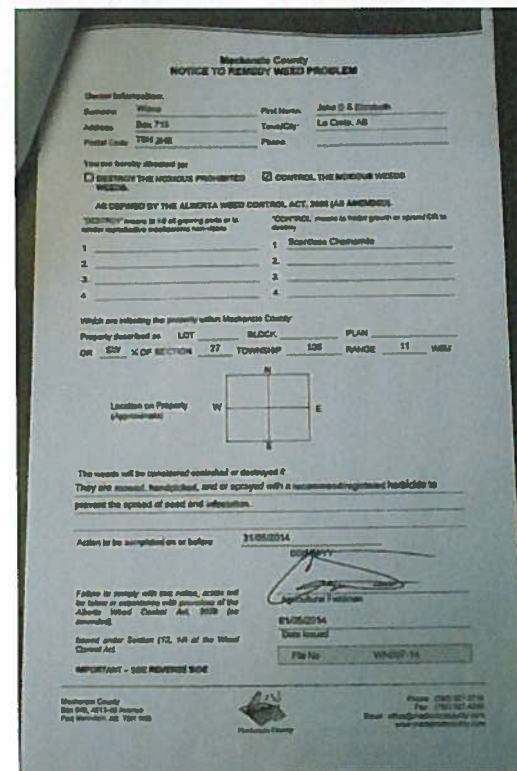
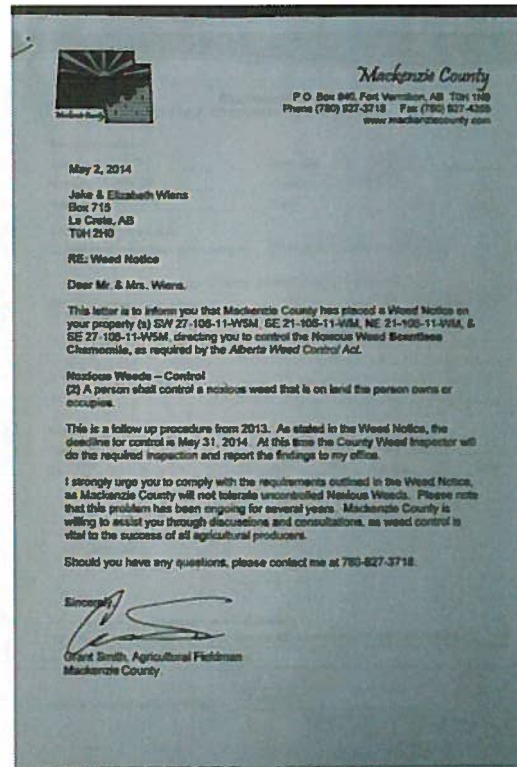
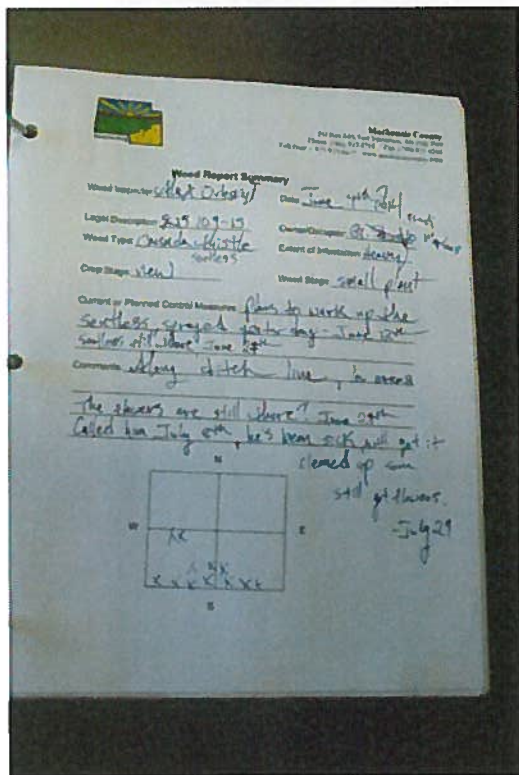
APPENDIX

Weed Control Act

Roadside Vegetation Management



Inspection & Enforcement Program



Seed Cleaning Plant Inspections



Spray Exemption Program



**Mackenzie County
Agricultural Service Board
Spray Exemption Agreement**

I hereby request the Agricultural Service Board to refrain from spraying the road allowances along my land in 2014. In doing so, I hereby accept responsibility and agree to control the weeds and brush on these road allowances.

Name: _____

Address: _____

Phone #: _____

Quarter of Section _____ Township _____ Range W5th
 Quarter of Section _____ Township _____ Range W5th
 Quarter of Section _____ Township _____ Range W5th
 Quarter of Section _____ Township _____ Range W5th
 Quarter of Section _____ Township _____ Range W5th

Conditions of Exemptions:

- It is the responsibility of the person making the request to post the "DO NOT SPRAY" signs (which will be provided upon completion of this form) and to ensure that they remain posted throughout the spraying season.
- Mackenzie County will not be held responsible for spraying roadsides where signs are not properly posted.
- The weed inspector will inspect these areas to ensure that proper weed control is being administered.
- If upon inspection, spray exempt lands are deemed to be in need of remedial vegetation control, the landholder/lessee will be notified in

writing of the deficiencies and be ordered to adequately address the situation.

- Should the landholder/lessee fail to address the situation within 1 week of notification, the agreement will be deemed to have been breached and will become null and void for that calendar year. Subsequently, Mackenzie County will take the necessary action to rectify the situation.
- The landholder/lessee who has breached an agreement will not be permitted to submit for a spray exemption in the following calendar year.
- This agreement expires on September 30, 2014.

Signed:

(Landholder/Lessee of the above mentioned land) (Date)

(Witness to Landholder/Lessee) (Date)

(Agricultural Fieldman) (Date)

(Witness to Agricultural Fieldman) (Date)

Environmental Funding Stream Programs & Extension



COUNTY IMAGE

www.mackenziecounty.com

January/February 2014

17027 TWP RD 480

Do you know where you live?

As a council meeting towards the end of 2013 rural addressing was discussed. The discussion focused on a few primary themes, being cost and effectiveness of the signs. After all the discussion had taken place, Council decided it would be best to hear back from the rural residents before making a final decision.

There were several reasons discussed that support implementing rural addressing. Emergency response, such as fire, ambulance and police, is a key reason behind the push for rural addressing. Reduced response times can be the difference between life or death, and improving the addressing and signage for rural homes and businesses would act as an improving response times.

RURAL ADDRESSING

In recent discussions both AMH and RCMP encouraged the County to proceed with rural addressing because of the improvements it would facilitate in response times.

Also, at one time or another nearly every rural resident has tried to explain to Bell or Shaw, or some other service provider, where they live. Big companies don't understand the Alberta Township System or legal land locations, such as R0V 23, S02-04 W5. They request that you provide a real address, and a PO Box number won't work either. Assigning a rural address to each yard also eliminates the challenge for rural residents.

The reasons to not implement rural addressing primarily revolve around cost. There is the total cost of the signs, plus the cost of ongoing sign maintenance and tree/grass maintenance around the signs. And also the question of who pays for it, both now and in the future should it get damaged.

The actual sign costs are around \$45 - \$70 per sign. The County also received a quote for installation, and this would add an additional \$70 to the cost, for a total around \$140 per sign. However, the County is looking to address the installation costs.

The County proposes to charge the cost back to the landowner. All future developments would be required to pay for the cost of their sign upfront at subdivision or development permit stage.

To get your opinion regarding rural addressing please contact Cathie Smith by phone at 780.929.3953, by fax at 780.928.3434, or email at csmith@mackenziecounty.com. We are happy to complete the response at the end of February to please let us know your thoughts as soon as possible.

Submitted by Bryan Pears, Director of Planning & Development

Inside this Issue:

- Changes to Street Addressing 2
- StreetCrest/Street Protection 1
- How to Hire Public Contract 1
- Water for Livestock is Important 1
- Change at MAAA 1
- Free Soil Courses by MAAA 1
- Planning Towards Best Use Subsidy Grants 1
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- Home in 10 Minutes 1
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CHANGES TO STREET ADDRESSING

Can't find your way around your community? The County is proposing changes to street addressing.

As I'm sure all of you have noticed at one point or another, the roads in our herds don't always run north and south or east and west in neat little grids. Certainly all the roads are named like they do follow this neat little grid and there are some places where it just really starts to get confusing when every street or avenue is numbered, but the numbers don't line up or add up so we never know how they try. Trust this, we've tried, with maps, aerial photos, everything.

So, the County is considering changing up the road naming process a little. Roads that follow the grid would still be numbered streets and avenues. All roads that don't follow a grid because they are too squiggly or too angled or if it's a major road that maybe follows a grid but the name keeps changing because the road keeps going but around corners in the same road has five names, you know those kinds of roads, these roads would get names.

This is where the County would like your input. Do we name these roads after trees, farm equipment, cattle breeds, crop varieties, their locations, or do we go with people, can we agree on who are the truly

founding members of our communities, that we can name a road after, that won't have your neighbour saying the road should be named after their grandpa instead of your grandpa?

The County feels it is best to stay away from people with rural naming at this point because of the confusion just named out. However, it is still an option and we are truly seeking your opinion, so if you feel that people mean less here, that you do not like that.

The County may also be working with some of the fire departments to change to both La Crete and Fort Vermillion to get their opinion regarding road naming. And if you have a comprehensive opinion that can't be expressed quickly in an email, letter or phone call, then schedule a time to meet and we'll gladly discuss all your ideas.

The County has developed a few draft

maps that are being prepared to be changed to a named road instead of its current alphanumeric number. The map shows the proposed roads to be renamed.

As the County goes through the process, there are also improvements that will be made to the road numbering system.

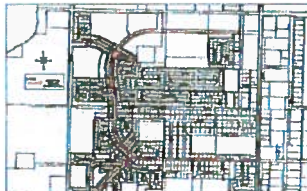


could have their number changed to reflect their alignment with the grid. This will likely cause some short term confusion because you may live on a different street than you used to without having moved, but in the long run it will only cause some that we streamlined it at all now.

La Crete is the community that is most in need of having the road names fixed. It's currently the most confusing, hardest and also expanding the fastest, so to correct it now should prevent a much larger problem in the future.

Fort Vermillion road names could also use some help, but because it is expanding at a much slower rate there is no urgency in making the addressing. The problem that will need to be identified here is that some streets and avenues align with the river while others align north and south. Once roads are extended with new development the current numbering systems will fall apart.

And since Zone 1's street has named roads, there's nothing to do.



January/February 2014

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WATER FOR LIVESTOCK IS IMPORTANT

Water is a nutrient component of an animal's diet, it is commonly overlooked by producers. However, water is the most vital mineral required by animals, since a lack of water will have more immediate and drastic effects on animals' physiology than any other nutrient. (Church, Livestock Feeds and Feeding, 1994).

Water is a large component of an animal's body. For example, cows consist of approximately 50-60% water while a sheep may be as much as 70% water. It is necessary for many essential functions. Water is required for maintaining, digesting, absorbing and mobilizing nutrients; for removing waste materials and evaporative cooling for animals; for maintaining body fluid balance; and for providing a fluid environment for the developing fetus. Satisfying these needs also from drinking water but also from feed sources and available water produced as they are organic components within the body. Withering pregnant heifer cattle (1600 lbs) require approximately 30 litres of water daily and diet requirements increase to 11.6 gallons during lactation. These requirements are greater as daily temperature increases. (NRC, Nutrient Requirements of Beef Cattle, 2009). Other species have similar requirements. Horses require 5-10 gallons daily (NRC, Nutrient Requirements of Horses, 2007) and broilers generally require 1/2 gallon/100 lbs (Pugh & Bent, Sheep and Goat Medicine, 2012). Other situations which increase the need for water are high protein high oil and high fiber diets as well as a general increase in feed consumption. The majority of the water is required by direct consumption.

Water quality is also important. Since we are raising food, a good quality water source will provide water suitable for human consumption. Total Dissolved Solids (TDS) is a measure of water quality. A value of 500 parts per million or less is considered acceptable

Annual Business Licenses



As of March 1st, Mackenzie County has closed to accept other applications for its annual business licenses. Business licenses will be issued on a first-come, first-served basis. Licenses will be issued on a first-come, first-served basis. Licenses will be issued on a first-come, first-served basis.

Since energy requirements for cattle increase as the temperature drops below 50°C, special considerations to nutrition should be given during winter months. Many producers attempt to provide water only through snow. This also increases the energy requirements of the animal because additional energy is needed to melt the snow. Compound this by a general decrease in feed intake as animals temperatures and the chance of losses due to malnutrition during our coldest periods is understood.

The most common scenario for malnutrition problems in the area is snow as the only water source, poor feed quality and -10°C temperatures. This implies to all species. Young animals are especially vulnerable as they have increased nutritional requirements related to growth and may get fed every three days by larger, more abundant individuals. Often losses are mismanagement of the losses which occur in local herds.

Submitted by Dr. Wendy Quist, President Vet Services Ltd. Fort Vermillion, AB

January/February 2014

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CHANGES AT MACKENZIE APPLIED RESEARCH ASSOCIATION (MAAA)

2013 has been a year of transition at the Mackenzie Applied Research Association (MAAA). Fawcett Pears, the former Coordinator/Manager, resigned in late May to take an open Agricultural Field Representative Job at Spure River RD 133. With great effort, the MAAA Board shouldered the responsibility to deliver the work contracted for field trials of new and proven varieties, as well as various extension and educational monitoring efforts throughout the summer.

After a long recruitment process, two new hires joined at MAAA to manage and deliver the research and extension programs requested by local farmers, Justin Parlo, Ph. D. (University of Guelph and Lafayette) was hired as the extension Coordinator/Manager in August. Justin oversees regional variety trials, the delivery of applied agricultural research findings to agribusiness and local farmers and shares the duties to provide local farmers with extension services. He is the principal contact at MAAA for those interested in completing their environmental farm plan.

FREE SOILS COURSES TO BE TAUGHT BY MAAA

The Mackenzie Applied Research Association is expanding an extension work to include a free basic soils course for farmers residents. The course is to assist farmers and producers to develop a thorough understanding of the properties and processes of soils that determine whether farms and gardens are productive and sustainable. These courses will be taught at the Fort Vermillion County Office and La Crete County Office, from 7-9 pm as follows:

La Crete	Fort Vermillion
February 12	February 19
February 20	February 26
February 27	February 24
March 6	March 2
March 13	March 9
March 20	March 17

The principal instructor will be James (Jim)

James (Jim) Ludwig, Ph. D. (University of Michigan) was hired as the Coordinator/Manager in September. Jim is responsible to manage the business side of MAAA, to recruit new clients for variety trials, to interface with agricultural agencies and other research institutions and to lead new research and extension programs for MAAA and Mackenzie County farmers. Jim shares responsibilities to deliver extension services to local farmers.

In 2014 MAAA will begin a new five-year long set of fertilizer and input trials for the Alberta Cattle Producers Association, continue trials on new and improved varieties with Corners and West Young Soils, regional variety trials (RVTs) while starting novel research and demonstration projects. Expanded water quality studies, trials of perennial plants and shrubs intended for use as riparian restoration projects and other novel trials of applied research are being planned for 2014. However, extension services for the local farming community will remain MAAA's primary focus. MAAA will be working hard to help all regional farmers develop environmental farm plans acceptable to



why they are so important to us. We can improve the productivity of our farms, regardless of the scale of our work. Soil, like water or sunlight, are natural parts of the landscape that must be understood if we are to avoid over-exploiting human populations.

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FUSARIUM HEAD BLIGHT FREQUENTLY ASKED QUESTIONS

Background
Fusarium head blight (FHB) is a fungal disease of cereal crops that affects harvest development. The most important cause of FHB is the fungus *Fusarium graminearum*, which causes significant losses in grain yield and grain quality, while also resulting in the production of mycotoxins that affect livestock feed, the baking and milling quality of wheat and the malting and brewing qualities of malt barley. The Canadian Grain Commission advises very little FHB (expressed as Fusarium damaged kernels, or FDK) tolerances in top grades. FHB-infested seeds often reduce levels of germination and seedling vigor.

What is the host range of FHB?
FHB has a wide host range that includes all small grain crops, corn and many wild and tame grass species.

What is the life cycle of FHB?
The main pathogen that causes FHB typically overwinters in crop and grain residues on or in the soil, as well as in seed. Seeding can become infected at emergence. Windborne spores are known to be breeding structures formed in old infected crop residues and then spread by wind to infect flowers when the grain is at the flowering stage. Warm, moist weather worsens the infection. A second reproductive spore stage can form on infected head blight.

What are the symptoms of FHB?
The common symptom is premature bleaching or whitening of heads. Partially blighted heads are most common. Plants may have a pinkish or orange appearance near the base. The seeds in blighted heads do not fill properly and appear shriveled and bleached.

How does FHB spread?
Short distance spread occurs via the dispersal of fungal spores that are blown by the wind from one cereal field to the next. Long distance spread occurs through the transportation of infected crop residues or seeds.

What is the FHB situation in Alberta?
FHB is caused by several species of fungal pathogens. The most important Fusarium species affecting Alberta is *Fusarium graminearum*. Results regarding the occurrence of Fusarium graminearum based on testing by a range of private and public organizations using different methodologies, and involving a range of plant tissues (e.g. seed, head, crown, and roots), have been inconsistent. Fusarium graminearum was either not or infrequently isolated from seed and crop residues from central to northern Alberta. In contrast, Fusarium graminearum was more frequently isolated from seeds, cereal residues, grain residues and head tissues from fields in southern Alberta, especially under irrigated production. Moreover, over the period from 2001 to 2011 this pathogen is being isolated with increasing frequency, especially in southern Alberta. Outside of southern Alberta other less damaging species of Fusarium are typically associated with FHB symptoms. Fusarium graminearum is listed as a designated pest in the Agricultural Pest Act. A Laboratory certificate showing that the seed lot in question was tested and found to be non-detectable for Fusarium graminearum must accompany all cereal and corn headed for use as seed in Alberta.

What can be done to reduce the risk of FHB on my farm?
Producers must understand that a hybrid with Fusarium graminearum, seed of susceptible crop species must be tested by a seed testing laboratory and only seed with non-detectable levels of Fusarium graminearum is to be used for seed purposes.

Use a combination of agronomic strategies to manage FHB.
Although infected seed can cause seedling blight, it typically does not directly give rise to head blight symptoms in one growing season. The fungus will move from the infected seed to the root, crown and the stem base tissues of the plant that develops from the infected seed, thus creating potential sources of infection that can impact subsequent crops. Bulkup of the pathogen would typically be favoured by the production of successive host crops and favorable weather.

Crop Rotation
To help slow down the buildup of infected crop residues a crop rotation away from cereals to non-hosts, including canola, pulses and forage legumes should be considered for at least 2 years. This will allow enough time for the infected residue to decompose before the next cereal crop is seeded.

Variety selection
Using the least susceptible varieties will help reduce the risk of Fusarium head blight and perhaps the potential for bulkup of Fusarium graminearum.

Irrigation Management
Producers' growing and grain storage and/or irrigation may be



NOTICE TO RESIDENTS

Dust Control Program
Machessie County will only be offering Calcium Chloride as a dust control product to a maximum length of 200 m per application and/or property owner.
Calcium Chloride (\$38.00/200m) - GST Sellers - NO CHARGE

Due to budgetary constraints, the County can only service a limited number of applications which will be determined on a first come, first serve basis. Applications are available at all County offices and will be received until 4:30 p.m. on April 30, 2014.

For more information please call 780.928.3963 or 780.927.3718

Privately Owned Equipment

In the event Machessie County requires privately owned equipment for various projects within the County, a list of suitable equipment is required. Typical equipment which could be hired include:
- Earthmoving equipment (graveler tractor with scraper, motor scraper)
- Compaction equipment (roll-tops or self-propelled rollers, pad foot or sheep foot compactors)
- Graders (single, tandem, backhoes, etc.)
- Snow removal equipment.

Rates will be calculated based on 85 percent of the 2014 Equipment Rental Rates Guide.

Please note that CDV/BCOR is required for all tenders and/or bids to Machessie County.

If you have equipment suitable please complete the 2014 Equipment Form which is available at all Machessie County Offices or on our website at www.machessie.ca.

If you have any questions or require more information please contact the Public Works Department at 780.927.3718 (ext. 2400) or 780.928.3963 (Ext. 2400). The deadline for the submission of the Equipment Form is 4:30 p.m. on Thursday, May 15, 2014.



FUSARIUM FAQ'S COM'

Continued from page 7

2014 Roadside Vegetation Management Plan
This plan reduces the risk of head and seed infection and mycotoxin contamination by careful water management and irrigating this with crop rotation, choosing equipment every 5 weeks, and using fungicide if necessary. If possible, irrigation should be avoided during the flowering period to help prevent humid conditions that favour infection. In addition, it is recommended that producers consider harvesting seeding rates, which helps to reduce tiller, dormancy and allows the flowering period for the entire area, thus reducing the area that irrigation should be avoided.

Product Labels and Regulatory Requirements will be followed.

All spraying is done by a licensed Pesticide Applicator.
Spraying will commence June 1st, completion by July 31st.

The New Spray Program

Machessie County maintains a "Do Not Spray" program for landowners who do not want the road adjacent to their property sprayed. (i.e. organic producers, berry patches, herbicide tolerant, etc.)

Those interested must sign a "Spray Exemption Agreement". These are available at all County Offices. The deadline for agreements is May 31, 2014.

Written requests are not accepted and all agreements must be signed in the presence of a Machessie County employee. Anyone who signs in agreement will accept responsibility to control all weeds along these road shoulders. The County Weed Inspector will be inspecting regularly, as Weed Control is an essential ingredient to successful vegetation management.

Please Note - Organic Farmers are not exempt from the Alberta Weed Control Act. Any questions or concerns may be directed to Great South Agricultural Fieldman at 780.927.3718.

Fungicide Application
Fungicide application may be considered, but only private owner's responsibility.

Carbendazim, Prothio and Proxar are registered for FHB barley, brass, corn, sorghum, wheat, and soybean.

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Policies (Examples)

MACKENZIE COUNTY

Title	AGRICULTURE SERVICE BOARD MISSION STATEMENT	Policy No.	ASB001
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Legislation Reference: Municipal Government Act, 5 (b)

Purpose
The Agriculture Service Board advises Council on innovative and sustainable agriculture policy and programs designed to assist Mackenzie County.

Policy Statement and Guidelines
The Agriculture Service Board is accountable to Council.
The Board's client is the Agricultural Sector.

OBJECTIVES:

- To establish policies and programs which accomplish our mission.
- To provide and promote programs that strives to improve the economic viability of farms.
- To ensure programs address the changing needs of clients.
- To have good public awareness of our policies and programs and those involved in implementing them.
- To provide Information Technology transfer to our Clients.
- To ensure that the public sees the Agricultural Service Board as a receptive, responsible, concerned board and that employees show good work ethic.
- To work with the Council in a positive and productive manner.
- Continually assess and recognize the needs and direction of the local agricultural industry.
- Identifying obstacles and working to resolve problems that arise.
- Work with other levels of government and stakeholders to expand the agricultural industry in our region.

The Agricultural Fieldman shall be responsible for policy compliance.

MACKENZIE COUNTY

Title	AGRICULTURAL SERVICE BOARD PEST CONTROL	Policy No.	ASB014
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Purpose
To protect land within the municipality from the negative impacts of pests (weeds, insects and diseases).

Policy Statement and Guidelines
Agricultural pests create burdens to the productivity of land.
The Agricultural Service Board has a duty to advise on and to help organize and direct pest control programs. Consideration is given to the potential impact of a pest on agricultural production, the environment, and the economic situation of the producers.

Definitions
1 For the purposes of pest and weed control definitions are as follows:

- "restricted", "noxious", weeds, as defined in the Weed Control Act, and
- "pests" and "nuisances", as defined in the Agricultural Pests Act.

Education and Awareness
Emphasis is placed on education and awareness of pests and control options, particularly for new and emerging agricultural pest problems.
Specific responsibilities are assigned as follows:

- ASB members shall communicate with the municipal farm community and determine program direction,
- Agricultural Fieldman shall develop awareness of programs and issues, and
- Inspectors shall monitor fields and initiate contacts with producers.

Road Allowances
1 Landowners are responsible for spraying grasshoppers up to the centerline of the road allowance adjacent to their property.

Enforcement

Policy ASB014
Page 2

- Enforcement of pest and weed control will be at the discretion of the Agricultural Fieldman or designate.
 - The Agricultural Fieldman or designate is authorized to enforce weed control for noxious weeds on a visual basis as he notices them during his regular course of work.
 - The Agricultural Fieldman or designate is authorized to exercise zero tolerance for restricted weeds on a visual basis as he notices them during his regular course of work.
- The Agricultural Fieldman shall be responsible for policy compliance.

	Date	Resolution Number
Approved	July 31, 2001	01-035
Amended	June 2, 2003	03-034
Amended	April 22, 2004	04-027
Amended	February 5, 2014	ASB-14-02-005

MACKENZIE COUNTY

Title	AGRICULTURAL SERVICE BOARD POLICY MANUAL	Policy No.	ASB002
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Legislation Reference: Municipal Government Act, 5 (b)

Purpose
To establish the purpose of having a local policy manual to be updated annually.

Policy Statement and Guidelines

- (1) The Agricultural Service Board shall have a local policy manual, which shall be updated annually, and may include consideration of:
- Needs assessment
 - Program plan
 - Program evaluation
 - Projected 5 year plan
 - Communication system to include:
 - internal communication channels
 - ongoing public relations and information program for clients (ratepayer and)
 - program implementation (e.g. enforcement of Acts)

The Agricultural Fieldman shall be responsible for policy compliance.

	Date	Resolution Number
Approved	December 18, 1998	98-339
Amended	April 22, 2004	04-27
Amended	February 5, 2014	ASB-14-02-005

Chief Administrative Officer Chief Elected Official

Report Given to Council

Mackenzie County

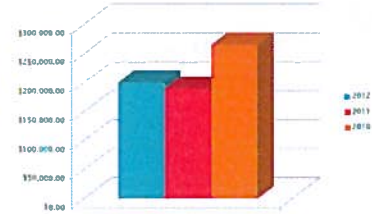
Agriculture Department
2013 Annual Report
Agricultural Fieldman - Grant Smith



Mackenzie County

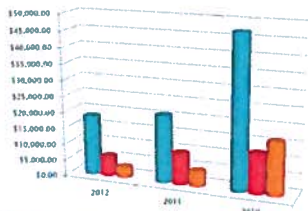
Roadside Grass Mowing

All County roads are mowed once each year
Each road receives a full width cut every other year, otherwise it is a one pass cut.
Approximately 1665 km of County roads are mowed each year.



2010-2012 Beaver Control Spending

Beaver Flood Control



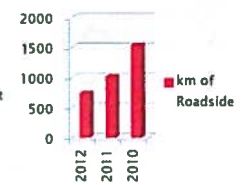
Mackenzie County's Agricultural Service Board pays the Local Trappers Association a \$30 bounty on beaver tails collected from problem areas.

Roadside Spraying

Cost



km of Roadside



Extra spraying done in 2012 in Public Works Yards & Hamlet roads which are not included in spraying contract

Pump and Pipe Rental

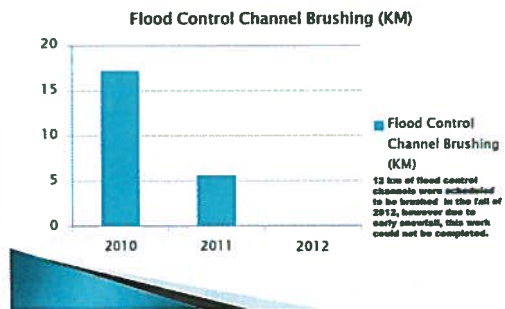
Mackenzie County rents out a 6 inch PTO driven water pump for agricultural use. The pump comes with 1 mile of pipe. This is a 2 day rental at a charge of \$300.



Do Not Spray Request



Flood Control Channel Brushing



Other Programs

Agricultural Fair



MARA Research Trials







Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2014
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Tent Extension Purchase

BACKGROUND / PROPOSAL:

In 2014, Mackenzie County purchased a 60’ round tent for the Agricultural Fair, and other County Events.

The Agricultural Fair Committee has decided to host the Agricultural Fair Banquet on site at the Experimental Grounds (MARA), rather than the Fort Vermilion Community Complex, which is where it was previously held. The Committee felt that by changing the location and the format of the banquet into a more “family friendly” function, the banquet and dance would be better received and attended by people in the communities. In order to do this, the current 60’ round tent would have to be extended by 14’ to allow more room for a stage and dance floor. Administration has received a quote for the extension and, the Agricultural Fair Committee has passed a motion to request Council for additional funds for the purchase of the tent extension.

Motion from the March 4, 2015 Ag Fair Committee Meeting:

Moved by John Driedger

That the Agricultural Fair Committee request Council for additional funds, to purchase the tent extension.

CARRIED

OPTIONS & BENEFITS:

Author: _____ Reviewed by: _____ CAO: _____

COSTS & SOURCE OF FUNDING:

The quote received from Missionary Tents, was \$5,643.66 plus shipping and handling. Please note that the attached price quote is in American funds.

The Finance Department recommends that the additional funds be taken from the Operating Fund reserve.

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include \$6,500.00 for the purchase of a tent extension with funding coming from the General Operating Reserve.

Author: _____ Reviewed by: _____ CAO: _____

Colleen Nate

From: Miami Missonary Tent Company <info@gospeltent.com>
Sent: February-26-15 11:31 AM
To: Colleen Nate
Subject: RE: Prices quote for middle inserts on 60' round tent

Hello Colleen. Great to hear from you. I just called and left you a message. I can't find any history for this tent on the A-1 tent company file. Meanwhile, following is the information requested:

14oz 30' middle section for 60'; tent top, sidewall, heavy duty bags for top & sidewall, aluminum center pole, high tensile galvanized steel quarter & wall poles, ropes, stakes, instructions, fire marshal certificates and repair kit. \$4,477.00 each + shipping/handling

Our tents are designed to be the strongest, most reliable and longest lived pole tents in America. Let me know if I can be of further assistance.

Kind regards,

David Tromsness
Sales Manager
Miami Missionary Tent
129 S. Treaty Rd.
Miami, Ok 74354
918-540-2435, 2436Fax
<http://gospeltent.com/> - website
www.facebook.com/MiamiMissionaryTentCoInc - Like us on facebook

From: Colleen Nate [<mailto:cnate@mackenziecounty.com>]
Sent: Thursday, February 26, 2015 10:47 AM
To: info@gospeltent.com
Subject: Prices quote for middle inserts on 60' round tent

Good Morning,

In 2014 we purchased a 60' round tent from you, (it was done through a 3rd party I believe it was A1 tents) and now we are looking at purchasing the middle inserts to extend the tent. I can't seem to find a part number to further describe exactly what I am looking for but from what I gathered from the set up instructions it appears the middle inserts are 30' in length. I have attached the instructions and highlighted the pieces we are looking at. I hope that this helps. Please call or email with any questions and I will try my best to answer.

Thank you.

Colleen Nate
Administrative Officer
Mackenzie County
780-927-3718 (ph)
780-927-4266 (fax)



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Correspondence – FCM (2015 Membership Survey)
- Correspondence – AUMA (AMSC Money Market Fund)
- Correspondence – Alberta Transportation (Client Survey)
- Correspondence – Alberta Recreation & Parks Association (Professional Development-Spring Sessions)
- Correspondence – Alberta Recreation & Parks Association (ARPA's Excellence Series)
- Correspondence – Alberta Municipal Affairs (Municipal Sustainability Initiative)
- Mackenzie Library Board Meeting Minutes
- Mackenzie Housing Management Board Meeting Minutes
- High Level Forests Public Advisory Group Agenda
- Communities in Bloom
- Creating Rural Connections
- Woodland Operations Learning Foundation Conference
- AEMA Northwest Region Newsletter – Spring 2015 Edition
- Wildfire Community Preparedness Day
-
-

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 County Action List as of March 10, 2015

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
July 9, 2012 Council Meeting			
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	Byron	In progress
February 27, 2013 Council Meeting			
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.	Ron	Application for lease in progress
May 28, 2013 Council Meeting			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Joulia	In progress Letter sent to DM Rob Penny and meeting held
October 8, 2013 Council Meeting			
13-10-693	That administration be instructed to continue pursuing taking over the lease for the Meander North and Meander South gravel pits from Environment & Sustainable Resource Development (ESRD) and negotiate with ESRD to fund reclamation and survey costs.	Ron Mark	In progress
October 30, 2013 Council Meeting			
13-10-798	That administration investigate further options for future bridge replacement.	Ron Len	PW Committee 2015-03-25 Council
13-10-833	That administration negotiate with the property owner for the mobile home encroaching into laneway.	Byron	In progress Property has been sold – negotiating with new owner.
March 11, 2014 Council Meeting			
14-03-135	That the road use agreement and the TRAVIS implementation options be referred to the Public Works Committee.	Ron	TRAVIS portion completed. PW Committee – Road Use Agreement
14-03-141	That administration continue to work with bylaw enforcement to enforce proper usage of current utility right-of-ways and that the Public Works Committee draft a maintenance policy and review fine structure for the existing utility lane ways and back alleys.	Ron Len	PW Committee

Motion	Action Required	Action By	Status
March 26, 2014 Council Meeting			
14-03-187	That administration proceed with revising street names in the Hamlet of La Crete as required, and that a full list be taken back to Council for approval prior to implementation.	Byron	2015-03-10 Council Meeting
June 11, 2014 Council Meeting			
14-06-407	That the Community Services Committee be instructed to review the current policy regarding capital funding in regards to non-profit organizations.	Mark Ron	In progress. Policy reviewed by Finance Committee and Community Services Committee Further review by Finance Committee
June 23, 2014 Council Meeting			
14-06-444	That the existing data supplied by Nichols Applied Management through the regional sustainability study be highlighted at the open houses and made available at the 2015 ratepayer meetings.	Joulia	2015 Ratepayers Meeting
September 24, 2014 Council Meeting			
14-09-625	That administration be authorized to proceed with installation of Highway 88 kilometer signs from the intersection of Highway 58 to Red Earth with funding coming from the Non-TCA project.	Ron	In progress Installation in Spring 2015
October 14, 2014 Council Meeting			
14-10-648	That the second access request for SW 12-106-13-W5M be APPROVED contingent on the applicant paying the unauthorized development fee.	Len Byron	Reinspect in spring and invoice
14-10-669	That administration uses County engineering surveys and engineer recommended quantities for all future requests for proposals for rural road reconstruction jobs to be overseen in-house.	Mgmt Team	In progress
October 29, 2014 Council Meeting			
14-10-761	That the County enter into a long term land lease with the La Crete Chamber of Commerce for \$1.00 per year for locating the Chamber building at the Jubilee Park and that administration review the lease details.	Byron	Chamber is looking at additional options
14-10-765	That the County move forward with the application for the acquisition of lands in Zama under PLS 080023 and that administration work with the government to pursue a land swap.	Don	In progress
14-10-772	That the letter from the La Crete Agricultural Society regarding personal lender debt be received for information and that administration send a response letter outlining the County's financial contributions to date.	Joulia	In progress

Motion	Action Required	Action By	Status
October 31, 2014 Special Council Budget Meeting			
14-10-785	That any 2014 surplus revenue from water and sewer be contributed to the Water Reserve.	Mark	Add to Reserve Policy
November 12, 2014 Council Meeting			
14-11-803	That a letter be sent to Alberta Environment & Sustainable Resource Development requesting that they work with the Zama Recreation Society to obtain a bison for taxidermy purposes.	Don	In progress
December 8, 2014 Council Meeting			
14-12-872	That D & E Ventures be offered a three year contract for the La Crete residential waste collection at the same rate starting January 1, 2016.	Ron	2015-03-25 Council
January 13, 2015 Council Meeting			
15-01-023	That the park located in the Knelsen Subdivision in La Crete be named the "Knelsen Park" and that the 108 Street Park in La Crete be named "The Big Backyard Park".	Ron Byron	Sign Design Policy to be reviewed by Community Services Committee 2015-03-24
15-01-030	That a letter of support be provided to the La Crete Agricultural Society for their grant application under the Community Initiatives Program for Phase III of Jubilee Park.	Carol	In progress
January 30, 2015 Council Meeting			
15-01-050	That the report on the intersections Range Roads 14-5 and 17-2 and Highway 697 be received for information and that <u>administration prepare a list of non-conforming intersections on provincial highways.</u>	Ron Len	In progress
15-01-051	That the Public Works Committee review the collector roads within the County including condition of intersections.	Ron Len	
15-01-054	That administration research swales in new developments.	Ron Len Byron	
15-01-063	That the 2015 budget be amended to include up to \$100,000 for a housing purchase in Zama with funding coming from the General Capital Reserve and that administration research all options and complete the project with the best long term benefit to the County.	Mark Don	
15-01-064	That administration set up a meeting with the Associate Minister of Aboriginal Affairs preferably in our area.	Carol	In progress
February 10, 2015 Council Meeting			
15-02-090	That the budget amendment for the Fort Vermilion	Mark	2015-03-10

Motion	Action Required	Action By	Status
	Skate Park be TABLED to March 10, 2015.		
15-02-092	That Council complete the Rural Health Services Review Feedback Guide for submission to the Rural Health Services Committee.	Council (Eric)	
15-02-093	That administration proceed with advertising for a Request for Proposal for properties 1072 Industrial Dr. (882 1687; 3; 1) and 1084 Industrial Dr. (882 1687; 3; 2) in the Hamlet of Zama.	Don	In progress
15-02-096	That the Tax Recovery for Lease Holders be presented to the AAMDC Fall Convention.	Joulia Mark	
February 25, 2015 Council Meeting			
15-02-125	That a letter be sent to the surrounding First Nations notifying them of the change in Policy EMR004 with a deadline of April 30, 2015 to enter into a Mutual Aid Agreement for Fire Services.	Joulia	
15-02-127	That Policy PW032 Road Fencing be referred to the Public Works Committee for review.	Ron Grant Len	PW Committee 2015-03-30
15-02-129	That the County uses the following methods to educate the public regarding farm equipment safety on Alberta Highways: <ul style="list-style-type: none"> • Install Magnetic Signs • Information at the Agricultural Fair • Information in the County Image • Invite Department of Transportation representative to Ratepayer Meetings. 	Grant Carol	
15-02-131	That Policy PW039 Rural Road, Access Construction and Surface Water Management Policy be referred to Public Works Committee for review and input.	Ron Len	PW Committee 2015-03-30
15-02-134	That administration work with Ridgeview Construction, to bring their construction work on Spruce Road in 2014 as per the RFP.	Len Joulia	
15-02-146	That the 2015 annual ratepayer meetings be held as follows: <ul style="list-style-type: none"> • High Level Rural - June 9, 2015 • Zama - June 15, 2015 • Tompkins Landing - June 11, 2015 • La Crete – May 27, 2015 • Fort Vermilion – June 10, 2015 	Carol Joulia Byron	
15-02-147	That a letter of support be provided to the Fort Vermilion Recreation Board for their grant application for the baseball diamonds.	Joulia	
15-02-150	That administration requests a three year business	Joulia	In progress

Motion	Action Required	Action By	Status
	plan from Mackenzie Housing Management Board.		
15-02-155	That administration circulates the revised letter to Council regarding the revenue sharing agreement with the Town of Rainbow Lake.	Joulia	In progress
15-02-157	That Councillor Wardley be appointed to the Fort Vermilion Recreation Board in an advisory role along with an administrative support member as required and a letter be sent to the Board with a target date of June 30, 2015 to establish acceptable standards.	Mark	
15-02-158	That administration negotiates with Knelsen Sand and Gravel as discussed and report back to Council.	Joulia Byron Len Ron	
March 10, 2015 Council Meeting			
15-03-163	That an application be submitted under the Federal Small Communities Fund for the Rural Water Infrastructure Project including a truck fill reservoir that is budgeted for located at Dave Ward's and a similar facility at Buffalo Head Prairie (official location to be determined) and all related infrastructure.	Joulia	
15-03-166	That the 2016 budget include the installation of a water point in the Blumenort area.	Fred	
15-03-167	That the County does not fund the overages to the Town of High Level for their capital projects.	Joulia	
15-03-172	That the 2015 Regravelling Program Tender be awarded to the lowest qualifying bidder of each schedule, with the exception of Schedule D which will be deleted.	Ron Len	
15-03-175	That administration be authorized to purchase a gravel truck, as per the 2015 budget, and that the Public Works Committee select the best option of new or used equipment for the County.	Ron Len	
15-03-180	That administration be authorized to enter into the agreement through the National Joint Powers Alliance (NJPA) with Finning to purchase 3 CAT 160 M graders for \$1,328,793, and take advantage of the buyback option in the agreement.	Ron Len	
15-03-181	That the 2015 budget be amended to include an additional \$83,661 for the purchase of the 3 CAT 160 M graders with funding coming from the Vehicle Replacement Reserve.	Mark	
15-03-182	That the 2015 budget be amended to include	Mark	

Motion	Action Required	Action By	Status
	\$48,000 for the installation of the culvert through Highway 697 at NE-9-104-18-W5M (Tompkins Area) with funding coming from the Drainage Reserve.	Grant	
15-03-185	That the 2015 budget be amended to include \$10,000 for the Fort Vermilion Skate Park with funding coming from the General Capital Reserve.	Mark	
15-03-186	That the request to waive the penalties for Tax Roll 075630 be approved.	Mark	
15-03-191	To ensure, assist and stimulate the continued financial and economic growth and well-being of our oil and gas industry, that Mackenzie County explore transferring the following LOC roads to Mackenzie County: Zama Plant Road approximately 47 kilometers (connecting Zama Access with the Assumption High Grade) and the first approximately 60 kilometers of the Shekilie Road.	Joulia Don Ron Trent	
15-03-195	That administration complete the Peace River Basin Flood Mitigation Feasibility Study Questionnaire prepared by Twenty20 Communications with input from other local organizations.	Joulia	
15-03-196	That May 17-23, 2015 be declared as National Public Works Week.	Len	

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

Tasks	Responsibility	Approximate Deadline
Sustainable governance items:		
Citizen-engagement plan, formal avenues for active citizen involvement in strategic planning, long-term planning; undertake citizen satisfaction surveys;	CAO	
Local elections – collect, keep and report to Council voter data from municipal elections (comparative between elections);	Carol	
Review and/or establish Council Policy/Procedure on media communications, responding to citizens, contact with Government, etc.;	CAO, Carol	
Establish a Council Library in the Corporate Office (make a variety of municipal government related books and magazines available);	CAO, Carol	Completed
Service delivery items:		
Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards;	Management Team	
Infrastructure items:		
Review and recommend options regarding an infrastructure management system;	Management Team	
Review/develop a plan for maintaining municipal infrastructure;	Management Team	
Economic vitality items:		
Bring options regarding establishing an annual business licensing;	Byron	Completed
Risk management items:		
Review and report to Council regarding a municipal service continuity plan;	Management Team	In progress
Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status).	CAO	In progress



FEDERATION OF CANADIAN MUNICIPALITIES / FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

24, rue Clarence Street, Ottawa, Ontario K1N 5P3
T. 613-907-6273 | F. 613-244-1500

February 25, 2015

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

Dear Reeve Neufeld,

As a member of FCM, your opinion of the work we do is of utmost importance to our organization – and key to ensuring that we can continue to enhance our value to your municipality. In early March, you will receive an email titled “FCM Membership Survey 2015: Your Opinion Matters!” It is your invitation to participate in our 2015 Membership Survey, which will give us insight to respond to the evolving needs of municipalities and elected officials.

We encourage you to complete the survey, as we need to hear from you on what we are doing well, what we can improve upon and what your top priorities are in the coming year. As an incentive to complete the survey, we are offering a complimentary registration to our Annual Conference and Trade Show, which takes place in Edmonton from June 5 – 8, 2015.

In the coming year, FCM’s advocacy work will be focused on the upcoming federal election – ensuring that political parties recognize the role of cities and communities in a strong Canada. We will continue working with the federal government on key policy files, including trade, broadband access and rail safety, among others. We will continue to provide resources to municipalities to assist you in achieving your sustainability goals, and to promote economic growth. Recognizing that our sector is rich with experience and knowledge, FCM will continue to partner with municipalities to share knowledge on the international stage.

We thank you for your continued membership in FCM, and for your active support of the important advocacy work that we do, on behalf of 90 per cent of the municipal population of Canada.

We look forward to receiving your feedback on how we’re doing, through our 2015 Membership Survey, and do hope that you will join us in Edmonton in early June.

Sincerely,

Sincerely,

Brad Woodside
President, FCM
Mayor of Fredericton

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MAR 6 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE





March 2, 2015

Ms. Joulia Whittleton, CAO
Specialized Municipality of Mackenzie County

Dear Ms. Whittleton:

The Alberta Municipal Services Corporation (AMSC), a wholly owned subsidiary of the AUMA, is committed to providing value to our members through a number of services lines. Officially launched in 2010, AMSC’s Investment program, MuniFunds, was created to enable municipalities to participate in an aggregated investment program through their association.

Over the past few months there has been uncertainty regarding Alberta’s economic future, and with the significant drop in oil prices and low interest rates, many organizations are looking for strategies to diversify their investment portfolios in order to ensure stable and low risk growth. To that end, we are pleased to announce that it is relaunching the promotion of your investment program, MuniFunds.

To encourage member participation, and begin building the investment asset base required of an aggregated investment program, AMSC will be reducing its annual investment management fee from .19% to .04% (a 79% reduction) for those who invest in MuniFund’s **Money Market Fund**.

This is a limited–time opportunity March 1 to June 1, and for those who do invest in these funds, **the fee reduction will remain in place until 2016**.

What are the benefits? MuniFunds provides Alberta municipalities access to professional investment management and custody/fund administrative services. This program enables preservation of capital, liquidity, excellent returns and low fees. Through the creation of the MuniFunds Investment Regulation of the Municipal Government Act, regular AUMA members and eligible Associate members can now participate in this valuable offering.

In addition to the Money Market Fund (for investments up to 12 months), the program offers a Short-term Bond Fund for investments from 1-5 years, and a Medium-term Bond Fund for investments of 5-10 years.

Remember, you only have until June 1 to take advantage of this offer.

We would be pleased to share details and the advantages of investing with MuniFunds. If you would like to speak further about our investment offering, call Dina Wali, Client & New Service Development Coordinator at 780-431-4538, toll free at 1-877-421-6644, or via email at dwali@auma.ca.

We look forward to hearing from you.

Yours truly,

John McGowan, CMA, ICD.D
CEO AUMA/AMSC

Encl.
Cc: Finance Officer

MACKENZIE COUNTY
FORT VERMILION OFFICE

Deputy Minister
2nd Floor, Twin Atria Building
4999-98 Avenue
Edmonton, Alberta T6B 2X3
Canada
Telephone 780-427-6912
Fax 780-422-6515
www.transportation.alberta.ca

AR64766

February 27, 2015

Dear Client:

I am contacting you to invite your participation in the attached survey to gather your feedback on the services provided by Alberta Transportation in the past year.

Alberta Transportation is committed to service excellence and continuous improvement in the delivery of our programs and services to clients. I encourage you to provide your comments, as your participation and feedback are important and will help us make improvements to better meet your needs. The survey is brief and should take no more than five minutes to complete.

Banister Research & Consulting Inc. is administering the survey on behalf of Alberta Transportation to ensure that feedback is confidential and the analysis of findings is objective.

Thank you for taking the time to share your comments. Should you have any questions regarding the survey, please contact Darcy Kolodnicki at 780-427-8427; toll-free by first dialing 310-0000, or by email at darcy.kolodnicki@gov.ab.ca.

Sincerely,



Andre Corbould, P. Eng.

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MAR 16 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



Alberta's Official Road Reports

Up-to-date road information, including traffic delays, is a click or a call away.
Call 5-1-1 toll-free, visit 511.alberta.ca or follow us on Twitter [@511Alberta](https://twitter.com/511Alberta) to get on the road to safer travel.

Attachment 1

ALBERTA TRANSPORTATION CLIENT SURVEY

About the Survey

Your feedback is important in improving our services. Please help us by completing the following survey to give us an overview of our performance in providing services to your organization in 2014.

This survey is conducted every two to three years to gather an overview of how well Alberta Transportation staff are serving clients.

Anonymity

Banister Research & Consulting Inc. will collect your responses, compile and analyze the data. Individual responses will be kept strictly confidential. Results released will only be done in a summarized form.

Return Survey to:

Banister Research & Consulting Inc.
11223 – 99 Avenue NW
Edmonton, Alberta | T5K 0G9
Fax: (780) 451-2777

Deadline

Please return your completed survey by: **March 27, 2015.**

If you would prefer to complete the questionnaire online, please visit the following website. *To complete the survey, enter the ID number in the top right corner of the page.*

<https://www.banister.ab.ca/ATsurvey2015/>

Questions?

If you have any questions about completing the survey, please contact Banister Research & Consulting Inc. in Edmonton at (780) 451-4444.

Part I: Priority of Services

To help us assess the value of our services, we need to know which aspects of our services are most important to your organization when dealing with Alberta Transportation. Using the scale below, check the number for each question that indicates your level of satisfaction.

The questions are intended to gather feedback on services provided by Alberta Transportation from January to December 2014.

	Very Unimportant	Unimportant	Somewhat Unimportant	Somewhat Important	Important	Very Important
<i>How important is the...</i>	1	2	3	4	5	6
a) Clarity of written materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Ease of access to information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Ease of access to services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Consistency of services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Timeliness of service delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Proficiency of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Courtesy of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Cost of alternative service providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part II: Satisfaction with Services

The following questions relate to key services or programs of Alberta Transportation that deal with **MANAGEMENT OF MUNICIPAL GRANT PROGRAMS** including administration of grant applications and payments and clarification of policy and eligibility criteria.

Please indicate how often you had contact (e.g., in-person, telephone, written or electronic communication) with Transportation staff regarding this key service or program area in 2014:

1 - 5 times

6 - 10 times

11 or more times

	Very Dissatisfied	Dissatisfied	Somewhat Dissatisfied	Somewhat Satisfied	Satisfied	Very Satisfied	N/A
<i>Looking back to 2014, how satisfied are you with the...</i>	1	2	3	4	5	6	
a) Clarity of written materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Ease of access to information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Ease of access to services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Consistency of services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Timeliness of service delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Proficiency of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Courtesy of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Staff doing everything necessary to address your needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Overall quality of service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What changes or improvements would better meet your needs?

Part III: Comments

We welcome and value your comments. Please use the space provided for any additional comments or suggestions that you may have about Alberta Transportation's services. If necessary, feel free to attach an additional comment page.

***Thank you for taking the time to complete this survey.
Please return your completed survey by March 27, 2015.***

March 6, 2015

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



Dear Reeve Neufeld,

Re: Professional Development – Spring Sessions

The Alberta Recreation and Parks Association's (ARPA) wishes to share with you the spring schedule of professional development opportunities that will help you and your administration provide quality recreation and parks services and programs.

Risk Management Certification

Most often, risk management courses focus on insurance and avoiding risk, but for recreation and parks departments avoiding risk can also mean missing out on recreation opportunities for the communities they serve. ARPA is pleased to offer, in partnership with parks and recreation risk management expert Doug Wyseman, the education and hands-on training necessary to deal with the majority of risk issues. Participants at this workshop will receive a certificate designating that they have completed the training.

March 24, 2015 / Edmonton / Percy Page Centre / 9AM – 4PM

March 25, 2015 / Calgary / Colonel Baker Place / 9AM – 4PM

For more information, please visit www.arpaonline.ca/workshops

Developing Winning Sponsorship Proposals

ARPA, in collaboration with Partnership Group – Sponsorship Specialists, is offering a workshop on "Developing Winning Sponsorship Proposals and Generating Incremental Revenue". The workshop is designed for municipal decision makers, both elected and appointed. Learn how to make the most of your sponsorship proposals to generate the revenue your community needs to fund quality municipal programs and facilities.

May 5, 2015 / Calgary / 10AM – 4PM

May 7, 2015 / Edmonton / 10AM – 4PM

For more information, please visit www.arpaonline.ca/workshops

Please do not hesitate to contact me for more information,

Sincerely,

A handwritten signature in black ink, appearing to read "William Wells", is written over a white background.

William Wells, CEO
Ph. (780) 644-4798
wwells@arpaonline.ca

March 6, 2015

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



Dear Reeve Neufeld,

Re: ARPA's Excellence Series

The Alberta Recreation and Parks Association (ARPA) would like to introduce our new Excellence Series, a service designed for municipalities. The Excellence Series is a suite of dynamic online analytical tools developed in partnership with recreation and parks professionals across Alberta that will assist you and your administration in providing effective and efficient recreation and parks services. Compare your programs and facilities anonymously to other communities in Alberta with detailed reports that identify where your community excels and where it could improve.

RecFocus: Healthy Food Environments

recfocus.arpaonline.ca

FREE until March 31, 2015

Analyze your recreation facilities' nutritional programs, policies and best practices and discover the answers to important strategic and operational questions such as:

- How do our healthy food policies compare to other communities?
- What effect do healthy food policies have on revenue?

RecFocus: Indoor Pools

recfocus.arpaonline.ca

Compare the programs, policies and best practices of your indoor pools to other communities and discover the answers to important strategic and operational questions such as:

- How does our employee compensation contribute to recruitment and retention?
- How do our pool policies differ from other communities?

RecMetrics

recmetrics.arpaonline.ca

Measure your financial, facility and human resource management against other communities across Alberta and discover the answers to important strategic and operational questions such as:

- How many and what facilities should a community of our size have?
- What revenue streams do other communities have that we do not?

Please contact the ARPA office at 780-415-1745 for additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Roma".

Michael Roma
President

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MAR 16 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR75465

March 13, 2015

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

Dear Reeve Neufeld,

Thank you for submitting your municipality's operating spending plan under the 2014 conditional operating funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that the operating spending plan has been accepted. You may proceed to apply your municipality's 2014 operating allocation and any estimated 2013 carry-forward to the priorities identified in your plan.

Applying your municipality's 2013 carry-forward is subject to meeting the terms and conditions of the MSI long-term Memorandum of Agreement, including expending each annual allocation within two years.

I would like to recognize the Honourable Frank Oberle, MLA, Peace River, and Pearl Calahasen, MLA, Lesser Slave Lake, for their continued support for this program.

I wish you, your council, and the municipality's staff continued success with your priorities.

Sincerely,

Diana McQueen
Minister

cc: Honourable Frank Oberle
MLA, Peace River

Pearl Calahasen
MLA, Lesser Slave Lake

Joulia Whittleton
Chief Administrative Officer, Mackenzie County

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MAR 19 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

**Mackenzie County Library Board (MCLB)
January 28, 2015 Board Meeting Minutes
Fort Vermilion County Office
Fort Vermilion, Alberta**

Present: Lisa Wardley, Wally Schroeder, Beth Kappelar, Lorraine Peters, Lorna Joch, Irene van der Kloet
La Dawn Dachuk, Lucille Labrecque (via teleconference), John Driedger (via teleconference)

1.0 Call to Order: The meeting was called to order by Beth Kappelar at 7:05 p.m.

2.0 Approval of Agenda:

MOTION #2015-01-01 John Driedger moved the approval of the agenda as revised.

CARRIED

3.0 Approval of the Minutes:

MOTION #2015-01-02 Wally Schroeder moved the approval of the Dec. 8/14 minutes as presented.

CARRIED

4.0 Review of Action Items:

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

5.0 Financial:

5.1 Financial report as of Nov. 30/2014:

- Balance Forward \$ 35,152.83
- Total Revenues \$ 280,564.12
- Total Expenses \$ 264,227.72
- Ending Balance \$ 51,489.23
- Several 2014 invoices totaling about \$14,000.00 still need to be paid.

MOTION #2015-01-03 Lisa Wardley moved to accept the financial report as presented.

CARRIED

5.2 MCLB Conversion Costs:

- Lisa Wardley declared herself in conflict and left the meeting.

MOTION: #2015-01-04 Lucille Labrecque moved that MCLB pay the conversion cost invoices submitted by the La Crete and Zama Library Societies of \$2,808.00 and \$8,197.20 respectively.

CARRIED

5.3 MCLB Financial Audit:

- Helen Teichroeb will be completing the MCLB 2014 financial audit.

6.0 Library Reports:

6.1 La Crete:

- Financials to Dec. 31/14: Income \$113K, Expense \$95K, Net Income \$18K
- Their fund raising totaled \$19,158.63 in 2014.
- The book drop off box was fixed temporarily.
- They need a new DVD cleaner.
- Jake Derksen is doing their financial audit.
- They are completing a policy review.
- Their AGM will be held Feb. 2/15.

6.2 Fort Vermilion:

- They had an evening with Santa. About 70 attended.
- They are getting their financial books in order. They will be using Simply Accounting #1.
- They still need to get their building evaluated for insurance purposes.

MOTION: #2015-01-05 Irene van der Kloet moved that MCLB appoint Lorraine Peters, the treasurer of MCLB, to get the financial statements of the Fort Vermilion Library Society in order and that she be compensated for her work from the Fort Vermilion hold back. (Lorraine Peters abstained from the vote)

CARRIED

...2

6.3 Zama:

- Financial to Dec. 31/14 Income: 54K, Expenses: \$70K, Net Income: -16K.
- Move movies than books are requested for interlibrary loan.
- The Rec Board is holding a fund raiser, half of which will be donated to the Zama Library.
- Apache staff donated \$400.00 to the Library. Seven prints were bought for the Library.

6.4 High Level:

- Their Society meeting is scheduled for Jan 28/15.
- They had an open house on Jan 24/15 to develop their Plan of Service.
- Their funding will be down by whatever the Peace Library System increase will be.
- Their movie night fundraiser went very well.

MOTION #2015-01-06 La Dawn Dachuk moved to accept the library reports as presented.

CARRIED

6.5 Rainbow Lake Library:

MOTION; #2015-01-06 Lorraine Peters moved that MCLB spend up to \$75.00 for a gift to be sent to their Jan 31/15 official library opening.

CARRIED

7.0 Old Business:

7.1 La Crete Library ATB Building:

- A delegation toured the La Crete ATB building with an ATB representative on Jan 27/15.
- The building looks well suited for a library with minor renovations.
- The basement can easily be made accessible to the public. The 2 bathrooms will need some work.
- There is no musty smell in the building.
- The inspector coming up to inspect the new ATB building will also inspect the old ATB building.
- The La Crete Library Society will be writing a letter to the County Council to express an interest in acquiring the old ATB building for the La Crete library.

7.2 MCLB Library Holdback:

- Fort Vermilion has not yet submitted all the required documents to MCLB to receive their \$6,800.00 hold back.
- Part of the Fort Vermilion Library Society hold back will be used to get their financial books in order.

8.0 New Business:

8.1 Minister Awards for Excellence in Public Library Service:

- It was decided that MCLB not apply for the award this year.

8.2 LibPAS Survey:

MOTION: #2015-01-07 John Driedger moved that MCLB approve the 2014 LibPAS Surveys completed by our libraries and submit them to Library Services.

CARRIED

9.0 Correspondence:

- None was received.

10.0 In Camera:

- Not required

11.0 Next Meeting Date and Location: Fort Vermilion County Office, March 9, 2015 at 7:00 p.m.

12.0 Adjournment:

MOTION # 2015-01-08 John W. Driedger moved the meeting adjourned at 9:15 p. m.

CARRIED

These minutes were adopted this 9th day of March, 2015

Beth Kappelar, Chair

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
February 9, 2015 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance: George Friesen-Chair-via telephone
Jack Eccles-via telephone
Wally Olorenshaw
Ellis Forest
Wally Schroeder-Vice Chair
Peter H. Wieler
Josh Knelsen
Paul Driedger
Mike Kowal
Shirley Rechlo

Regrets:

Administration: Barbara Spurgeon, Chief Administrative Officer
Zona Peters, Health Care 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**

15-01 Moved by Ellis Forest
That the agenda be approved as presented.
Carried

Minutes: **December 1, 2014 Regular Board Meeting**

15-02 Moved by Paul Driedger
That the December 1, 2014 regular board meeting minutes be approved as distributed.
Carried

Reports:

CAO Report

15-03

Moved by Ellis Forest

That the Chief Administrative Officer report be received for information.

Carried

Financial Reports

Housing Financial Reports – December 31, 2014

15-04

Moved by Josh Knelsen

That December 31, 2014 Housing financial report be received for information.

Carried

Lodge Financial Reports – December 31, 2014

15-05

Moved by Ellis Forest

That the December 31, 2014 Lodge financial report be received for information.

Carried

Assisted Care Financial Reports – December 31, 2014

15-06

Moved by Mike Kowal

That the December 31, 2014 Assisted Care financial report be received for information.

Carried

Arrears Report to December 31, 2014

15-07

Moved by Peter Wieler

That the December 31, 2014 arrears report be received for information.

Carried

New Business: **Policy 5.11 Illness/ Special Leave**

15-08 Moved by Wally Olorenshaw

 That Policy 5.11 Illness/Special Leave Days be approved as amended.

 Carried

Nursing Policy NUR-226

15-09 Moved by Paul Driedger

 That Policy NUR-226 Intravenous Therapy: Peripheral Insertion, Maintenance, and Discontinuation be approved as distributed.

 Carried

Altenheim Kitchen Use Agreement

15-10 Moved by Mike Kowal

 That an agreement be signed with the Meals for Seniors group for use of the kitchen in the Altenheim for the next three years.

 Carried

Bad Debt Write-Off

15-11 Moved by Shirley Rechlo

 That the amount of \$9,092.00 accounts receivable from 2013 be written off as bad debt.

 Carried

EMS Office Rental

15-12 Moved by Peter Wieler

 That the agreement with Alberta Health Services EMS remain in place until such time as they give their notice or we require the extra office space.

 Carried

HQCA Survey Results

15-13 Moved by Josh Knelsen

The results of the Health Quality Council of Alberta be received for information.

Carried

Teleconference Rate

15-14 Moved by George Friesen

That the teleconference rate for the building committee be set at \$50.00 per meeting.

Update on High Level Lodge Building Committee Update

15-15 Moved by Wally Olorenshaw

That the update on the progress of the High Level Lodge be received for information.

Carried

Information:

Information items

15-16 Moved by Jack Eccles

That the following be accepted for information.

- Bank reconciliation for November 30, 2014
- Bank reconciliation for December 31, 2014
- Alberta Seniors Housing Rental & Service Rate Report

Carried

In Camera: Legal / Land / or Labor

15-17 Moved by Mike Kowal

That the meeting move to in camera at 11:08 am

Carried

15-18

Moved by Peter Wieler

That meeting move out of in camera at 11:14 am

Carried

15-19

Moved by Ellis Forest

That administration follow the Alberta Health Services
Contract

Carried

Next Meeting Date:

Regular Board Meeting – Mid March 2015 - TBA
Fireside Room – Phase I Heimstaed Lodge

Adjournment:

15-20

Moved by Mike Kowal

That the board meeting of February 9, 2015 be adjourned at
11:20 am.

Carried

George Friesen, Chair

Barbara L Spurgeon
Chief Administrative Officer



HIGH LEVEL FORESTS PUBLIC ADVISORY GROUP

AGENDA

Tuesday, March 31st, 2015
5pm, Town of High Level office, Room 110

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

3. APPROVAL OF MINUTES (January 27th, 2015)

3.1. Action Items

- “Blue Dot Program”
- Watt Mountain Trail identification/mapping
- High Level Woodlands Website Update

4. AROUND THE TABLE

5. NEW BUSINESS

- 5.1. Terms of Reference Review
- 5.2. Review Internal Audit Findings & Corrective Actions
- 5.3. Update on Annual Report

6. CLIPPING SERVICE

7. NEXT MEETING – Tuesday, April 28th, 2015 (Guest Speaker Tom Nudds)

8. ADJOURNMENT

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

***An Invitation to participate in a program that will
showcase, involve and benefit your community***

Since 1995, communities have recognized numerous benefits from participating in the program:

Economic benefits

- Best practices and information exchange
- Valuable information and feedback from the judges
- Marketing and promotional opportunities
- Positive benefits for the tourism, hospitality and retail industries

Social benefits

- Increased civic pride and community involvement
- Mobilization of citizens, groups, businesses and municipality working together
- Participation from all ages and walks of life learning more about their community
- Information exchanges with provincial, national and international communities
- Improved quality of life

Environmental stewardship through the enhancement of green spaces

- Mitigation of heat islands
- Reducing soil erosion
- Improving air quality
- Responsible use of water

Please find enclosed registration information for the participation of your community

Communities in Bloom is made possible by the support of sponsors and partners

Alberta Recreation & Parks Association

National Sponsors

Scotts ♦ Home Hardware ♦ CN

National Capital Commission

Beauti-Tone ♦ Ball Horticultural Company ♦ Natura

Miracle-Gro ♦ Scotts EcoSense ♦ RoundUp ♦ Turf Builder

Municipal World ♦ Nutrients for Life ♦ Teck

Canadian Nursery Landscape Association ♦ VIA Rail Canada



Creating Rural Connections

Rural Homeless Is Real: What Can We Do About It?

May 26-27, 2015

Executive Royal Hotel, Leduc Alberta

ARDN is hosting the Creating Rural Connections 2015 (CRC 2015) conference. This event will focus on issues surrounding rural homelessness and its relevance to Albertans, and provide opportunities for participants and presenters to learn, network, share expertise, and collaborate on innovative approaches that contribute to the quality of life in rural Alberta. We believe that exploring and addressing the challenges facing Alberta's rural homeless and those at risk of becoming homeless is an important step toward developing a better understanding of homelessness in rural Alberta communities and enhancing the quality of life of all rural Albertans.

Call for presentations are now being accepted. [Click here for the application.](#)

Application Deadline: March 23, 2015 at Noon.

Registration: is now open. Please [click here](#) to visit the registration page –Only 125 spots available!

Sponsorship: [Click here](#) to view the package

- Key Note Speaker –Two Opportunities
 - Banquet Sponsor – One Opportunity
 - Lunch Sponsor – One Opportunity
 - Coffee Break – Four Opportunities
-
- ✓ This conference will attract approximately 125 community, rural development, and academic leaders, to whom you can directly promote your organization and products.
 - ✓ Your organization will receive recognition; e.g. via the conference, website, Twitter, promotional materials, newsletters and other articles.
 - ✓ Professional development: sponsors who attend will learn, network and meet some great new people.
 - ✓ ***The earlier you confirm your sponsorship, the greater you can maximize its potential.***

2015 conference
driving change in the forest

9:00 a.m. Registration and Continental Breakfast Gym

10:00 a.m. Opening Remarks and Keynote Speaker Gym

Ann Everatt, President, Northern Lakes College

11:00 a.m. Breakout Session 1

A. Human Resources: Building a Diverse Workforce , Gym

Melissa Green, Human Resource Coordinator, Tolko Industries

Learn how to create a workforce that is representative of the entire population.

B. Regulations and Legislation : Safety in Forestry, Room 128/129, Lecture Theater

Deborah Fluet, Safety/EMS Forester, Weyerhaeuser Pembina Timberlands

Going beyond regulations to create a Health and Safety Culture. Limited seating.

C. Research: Migratory Birds and the Forest Industry, Room 150, Council Chambers

Patti Cassall, Executive Director, Boreal Centre for Bird Conservation

A review of migratory bird legislation and its role in the forest industry. Limited seating.

12:00 p.m. Lunch with Keynote Speaker Gym

Training Support Programs, Alberta Jobs Skills Training and Labour (Tentative)

1:00 p.m. Simulation Introduction Gym

An introduction to WOLF simulators.

1:30 p.m. Breakout Session 2

A. Human Resources: Succession Planning, Gym

James Byrne, Business Advisor & Regional Leader, Forestry Services, MNP

Learn how to plan for the future of your business.

B. Regulations and Legislation : Roadway Watercourse Crossing Compliance and Monitoring, Room 150,

Council Chambers

Jerry Bauer, Executive Director, Foothills Stream Crossing Partnership (Tentative)

Current legislative impacts to roadway watercourse crossings. Limited seating.

C. Research: Cumulative Effects, Room 128/129, Lecture Theatre

Milo Mikhailovich, Mikhailovich Enterprises Ltd.

The effects of cumulative forces on an ecosystem. Limited seating.

2:30 p.m. Break

3:00 p.m. Breakout Session 3

A. Human Resources: Social Media, Gym

David Papp, President, Microtek Corporation

Learn about social media and its potential in your forestry business. Bring your personal mobile device.

thursday, may 28



2015 conference
driving change in the forest

Agenda subject to change

Thursday, May 28, Continued

B. Regulations and Legislation : Transportation Safety, Room 128/129, Lecture Theatre
Mella O'Neill, Forest Products Transportation Specialist, Transport Engineering
Hear about transportation safety regulations and enforcement. Limited seating.

C. Technology in the Field and Office : FP Suite Multi-Dat End User Perspective, Room 150,
Council Chambers
Chad Gardeski, Forest Operations Extension Specialist, FPInnovations
Learn how manufacturers and contractors are using FP Dat in their operations. Limited seating.

4:00 p.m. Breakout Session 4

A. Technology in the Field and Office : The Unmanned Aerial Vehicles (UAV), Gym
Chad Gardeski, Forest Operations Extension Specialist, FPInnovations
Transformative Technologies—The potential of UAVs in forestry operations.

B. Technology in the Field and Office : Live on Line Training, Room 128/129, Lecture Theater
Edith McKenzie & Rachel Oule, Continuing Education and Corporate Training, NLC
Live on Line demo for NLC's Maintenance Management Program. Limited seating.

C. Technology in the Field and Office : Vision Link, Room 150, Council Chambers
TBA, Finning
Real life examples of Vision Link improving efficiency. Limited seating.

5:00 p.m. Reception Gym

Simulators available for delegate trial.

6:00 p.m. Banquet Gym

Celebrate WOLF's 15th Anniversary with the founding members.

7:00 a.m. Pancake Breakfast NLC Cafeteria

*Enjoy a hot breakfast and tour NLC's new mobile lab units (tentative) and view a showcase of the latest heavy equipment products from **Finning** and **Brandt**.*

8:30 a.m. Elevated Robotics Services Demonstration NLC Campus

Ellen Christoferson, Owner/Operator, Elevated Robotics Services Inc.
Introduction to advances in unmanned aerial use in the forest industry.

10:00 a.m. Depart for Mill Tours

Tour Alberta Plywood Ltd, Tolko Industries Ltd, Vanderwell Contractors (1971) Ltd, or Slave Lake Pulp.

12:00 p.m. Conclusion of Mill Tours and Conference

Thank you for attending and safe travel home!



Friday, May 29

2015 Registration Form



Communities in Bloom Alberta is now accepting registrations for the 2015 Provincial program. Please submit the application form before March 31, 2015.

Communities may participate in one of two categories:

Competitive:

- Communities are grouped according to population size and evaluated by trained volunteer judges using a standard evaluation form.
- The winning community in each population category is determined by the highest score.

Friends (Non-Competitive):

- The Friends category is a way for communities to participate without the pressure of competition. Communities are not grouped according to population size and no winner is declared in the Friends category.
- Communities can choose to participate with or without an evaluation.
- Communities who choose to participate without an evaluation are required to be evaluated at least once every three years.

Please visit our website at www.cib.arpaonline.ca for more information about participation categories.

The benefits of participating in the program are:

- Being part of a provincial and national program,
- Receiving information and evaluation feedback to improve your community,
- Opportunities to improve your community's quality of life,
- Increase in civic pride and community involvement, and
- Receiving an invitation to attend the provincial and national award ceremonies.

Communities should be prepared for evaluations to take place between mid-July and mid-August.

Communities being evaluated must provide lodging for one night for two judges (billeting is acceptable).



2015 Registration Form

Deadline for March 31, 2015

Municipality (please print):	
Mayor:	Population:

Primary CiB Contact:	Position/Title:
Address:	
Province:	Postal Code:
Phone Number:	Fax:
Email:	

Alternate CiB Contact:	Position/Title:
Address:	
Province:	Postal Code:
Phone Number:	Fax:
Email:	

Please indicate how your community will participate:

- Competitive (by assigned population category)
- Non-Competitive
 - Friends (evaluated)
 - Friends (non-evaluated)

Registration Fee:

Registration fees are due with the registration form. Fees are based on population categories:

- pop. 1- 5,000 (\$225.00)
- pop. 5,001 – 20,000 (\$400.00)
- pop. 20,001 – 50,000 (\$450.00)
- pop. 50,000 + (\$500.00)

Please make cheques payable to: ARPA, 11759 Groat Road, Edmonton, Alberta, T5M 3K6

***Please note:** As part of the CiB Alberta program, we will be sending you relevant program information throughout the year via email from news@arpaonline.ca. You may unsubscribe at any time.





2015 conference
driving change in the forest

May 28 & 29, 2015

Delegate Registration Information

To register and pay

Click on this link or copy/paste it into your browser to register online:

http://www.capf.ca/event_registration-public.cfm

For technical issues with registration online, call Sheila at the CAPF Office (780-432-1177)

Registrants will be contacted via email to confirm their mill tour selection for May 29, 2015. Choices include:

Alberta Plywood Ltd.
Slave Lake Pulp
Tolko Industries Ltd.
Vanderwell Contractors (1971) Ltd.

Registration Prices

Local Accommodations

Registration Limited to 150 Participants...

Book Early!

Early Bird Registration

(February 15 – March 31) \$210.00 (tax included)
* GST # 87024 4811 RC0001

Full Registration

(April 1 – May 20) \$265.00 (tax included)

Please note that your registration fee includes meals and refreshments during the conference (cash bar at the banquet May 28, 2015 is not included).

Registration will close May 20, 2015.

Cancellations will be accepted until May 20, 2015 with 50% reimbursement of the registration fee. After May 20, 2015 all registration fees will be forfeited.

For information on earning Professional Continuing Competency Credits for your conference attendance, please contact WOLF after June 1, 2015.

Accommodation reservations are the responsibility of the registrant. Preferred rates have been negotiated for your convenience at the following hotels, room blocks will be released one week prior to the conference. Please mention the WOLF conference ID when booking.

Lakeview Inn and Suites

Group Confirmation ID "Woodland Reservations"

Phone: 780.849.9500

Standard Room \$100 + tax/night

Holiday Inn Express

Group Confirmation ID "NLC" or "WOLF"

Phone 780.849.4819

Standard Room \$129.99 + tax/night

Slave Lake Inn and Conference Center

Group Confirmation ID "WOLFNLCO10"

Phone: 780.849.4101 or toll free 1.855.843.4101

Standard Room \$89 + tax/night or

King Room \$109 + tax/night

For more information contact: wolfinfo@northernlakescollege.ca or 1 866-293-9653



Government of Alberta ■

Alberta Emergency Management Agency

Northwest Region Newsletter

Spring 2015 Edition

AEMA -10320-99 Street, Grande Prairie, AB. T8V 6J4 Ph. 780 538-5295
www.aema.alberta.ca

IN THIS ISSUE:

WELCOME

UPCOMING EVENTS

FUTURE TRAINING

*Alberta Emergency Alert: Stop.
Listen. Respond.*

www.emergencyalert.alberta.ca

*Emergency Alert mobile
application at*

<http://emergencyalert.alberta.ca/content/about/signup.html> or

*Text ALBERTA to 965965 to get
the app*

NW Region Field Officers

Contact Information:

Ken.hawrylenko@gov.ab.ca

Cell: 780 292 1155

Brice.daly@gov.ab.ca

Cell: 780 876-2930

Office: 780 538-5295

Welcome

Welcome to the first edition of the AEMA Northwest Region newsletter. In this edition, Field Officers in your region will provide information and insight that will help to keep you informed on emergency management programs, events and ongoing training. We are here to visit your communities and help to identify your emergency management needs. Additionally, we will continue to build on the strong working relationships between the Communities of Northwestern Alberta and the AEMA.

First off, we would like to introduce you to your newest Field Officer in the Northwest Region. Ken Hawrylenko joined the AEMA Field Operation team in July 2015 and was recently posted to the Northwest Region to work with your long serving Field Officer, Brice Daly. Ken is originally from the Peace Country; therefore he is quite familiar with the region.

Finally, please keep in mind that March 1st is officially the start of the 2015 Fire season and if present conditions continue, the fire hazard could escalate quickly.

Upcoming Events

At a glance:

- **Thursday March 19th** – Full day Regional workshop with guest speakers in Grande Prairie @ Holiday Inn Hotel and Suites, 9817 107 Street (contact Ken or Brice for more information or to register)
- **Friday March 20th** – Emergency Planning Workshop in Grande Prairie @ City on 99 (the Old Library) 9910 99 Avenue. 9:00 am to 12:00 pm.
- **Tuesday April 7th** – Alberta Emergency Alert workshop – to be held at the County of Grande Prairie’s Municipal Services building in Clairmont - from 9:00 am to 12:00pm.
- **Wednesday April 8th** – Basic Emergency Management course and an Alberta Emergency Alert workshop - be held at the Saddle Hills County admin office.
- **May 3rd – 9th** is Emergency Preparedness Week – encouraging Albertans to be prepared for the first 72 hours of an emergency (Brice and Ken can provide information for residents interested in constructing their own 72 hour kits)

Future Training and Emergency courses now available

Grants and applications

As spring is quickly approaching, give consideration to reviewing the criteria to apply for Gov't Grants specific to emergency planning and preparedness.

The [Alberta Community Partnership](#) (ACP) grant is designed to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building activities, including project implementation costs.

Eligible projects under ACP include developing a regional emergency services plan and purchase supporting emergency response vehicles and equipment. Click on the link above or visit the Municipal Affaires website for application package and information.

See page 12 of the Alberta Community Partnerships Guidelines for more information.

Future training and courses – There are a wide selection of courses available to communities in Northwestern Alberta at no cost. Brice and Ken will come to your community and facilitate the training. A few of the courses are also offered free of charge online. (See below) The summer newsletter will include more courses.

Incident Command System 100 is a foundational course for anyone involved in emergency management at any level and in any context and covers ICS concepts and principles. (Offered online) Follow this [link](#) for details.

Basic Emergency Management (BEM) – An introduction to the emergency management framework in Alberta and elsewhere in Canada. Topics covered include the roles and responsibilities of Local Authorities in preparing for, responding to and recovering from a major emergency or disaster. (Offered online or presented by Ken and Brice)

Alberta Emergency Alert (AEA) – A half day workshop covering how our provincial alerting system works. Students completing this workshop are required to follow up with additional online training in order to qualify and gain full user access to the Alberta Emergency Alert system. (Presented by Ken and Brice)

Emergency Social Services (ESS) – A full day course covering a range of ESS issues and topics including the role of ESS, activation of an ESS response plan and setting up a Reception Centre. An important course for anyone involved with the planning, setup or working in a Reception Centre. BEM and ICS 100 are recommended as prerequisites.

Feel free to browse other courses online at <http://apsts.alberta.ca/online-courses/>

Other Important Links:

www.511.alberta.ca

www.albertahealthservices.ca/1926.asp

We hope that you have found the first issue of the AEMA Northwest Newsletter informative. Please take a moment to provide feedback to either Ken or Brice via email or by phone and offer suggestions of content that you would like to see in future issues. Expect the next issue to roll out in June 2015.

Regards,

Ken Hawrylenko and Brice Daly

WILDFIRE COMMUNITY PREPAREDNESS DAY


Saturday, May 2, 2015

TOGETHER WE ARE PREPARED

Accomplish something great and organize neighbours, friends or a community group and participate in a project that reduces your wildfire risk. Commit a couple of hours, or the entire day and join others throughout the nation in making their communities a safer place to live. Find project ideas for your home and neighbourhood at www.firesmartcanada.ca



 #IAMFireSmart

 Follow FireSmart Canada

www.firesmartcanada.ca

Sponsored by:



FireSmart Canada, NFPA, The Co-operators and the Institute for Catastrophic Loss Reduction are pleased to support the 2015 Wildfire Community Preparedness Day campaign, but have not assessed or evaluated any of the community projects, activities or initiatives. Recognition of any kind in no way implies endorsement or approval of a project, its safety or effectiveness, and the supporters disclaim all liability in connection with any such project, activity or initiative.