

MUNICIPAL DISTRICT OF MACKENZIE NO. 23
COMMITTEE OF THE WHOLE MEETING

Tuesday, December 18, 2001
4:00 p.m.

Seminar Room, Fort Vermilion School Division Central Office
Fort Vermilion, Alberta

AGENDA

- CALL TO ORDER:** 1. a) Call to Order
4:00 p.m.
- ADOPTION OF AGENDA:** 2. a) Adoption of Agenda *Page 1*
- DELEGATIONS:** 3. a) *Page*
b) *Page*
- PLANNING/
DEVELOPMENT/
EMERGENCY:** 4. a) Director's Report *Page 7*
(Councillor Wieler) b) *Page*
c) *Page*
- AGRICULTURAL SERVICES:** 5. a) Director's Report *Page 11*
(Councillor Thiessen) b) *Page*
c) *Page*
- ADMINISTRATIVE,
COUNCIL,
PERSONNEL:** 6. a) Bylaw 293/01 – Honorarium and Expense *Page 13*
(Councillor Kulscar) b) Policy FIN021 – MD Account Code Structure *Page 19*

- c) Debt Limits *Page 23*
- d) Proposed Amendments to the Community Organization Property Tax Exemption *Page 29*
- e) Alberta Centennial Legacies Task Force *Page 63*
- f) Voting at Committee Meetings *Page 67*
- g) Council Committee List *Page 69*
- h) Fall 2001 Convention Evaluation *Page 77*
- i) Additions to the Agenda *Page 87*
- j) *Page*
- k) *Page*

PROTECTIVE SERVICES: 7.
(Councillor Bateman)

- a) Director's Report *Page 89*
- b) *Page*
- c) *Page*

TRANSPORTATION SERVICES: 8.
(Councillor Newman)

- a) Heliport Road Vehicle Restrictions *Page 93*
- b) *Page*
- c) *Page*

UTILITY SERVICES: 9.
(Councillor Nanooch)

- a) Manager's Report *Page 97*
- b) *Page*
- c) *Page*

RECREATION AND

TOURISM: 10. a)
(Councillor Sarapuk)

Page

b)

Page

**COMMUNITY
SUPPORT**

SERVICES: 11. a)
(Councillor Sarapuk)

Page

b)

Page

ADJOURNMENT: 12. a) Adjourn Committee of the Whole Meeting

M.D. of Mackenzie No. 23 Council Request For Decision

Meeting:	Committee of the Whole
Meeting Date:	December 18, 2001
Originated By:	Paul Driedger Director of Planning and Emergency Services
Title:	Planning and Emergency Services Director's Report
Agenda Item No:	4 a)

BACKGROUND / PROPOSAL:

N/A

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

See attached report.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

For information.

Review: *PMO* Dept. *Planning & Emergency Services* C.A.O. *(Signature)*

Planning and Emergency Services

Director's Report for December 18, 2001 Council Meeting

PLANNING

- Meeting with the Director of Planning for the Town of High Level to draft a tentative schedule for development of the Inter-Municipal Development Plan between the Town of High Level and MD of Mackenzie.
- Alberta Permit Pro is interviewing for a employee to be responsible for all the Safety Codes permits (building, electrical, gas, plumbing, and private sewage).
- Are establishing meetings with the Development Task Force to review the information received from GPEC regarding drainage and road standard options (ie. curb & gutter) for urban development.


EMERGENCY SERVICES

- We met with MEDC to assist us in developing a business plan as part of the regional ambulance review.
- Had a meeting with Emergency Health Services who provided us with some documentation and statistics for our regional ambulance review.
- Developed a project costing for establishment of a fire department in Blue Hills for Council review.
- Attended budget meetings with Council.

ENFORCEMENT SERVICES

- The Special Constables attended a RCMP training course on "vehicle stops and searches".
- Regular patrols of Zama, rural High Level including Heliport Road, Fort Vermillion and La Crete.
- Alberta Justice provided us with revised Authorization to Employ Special Constables and Special Constable appointment documents amended to reflect enforcement authority on Primary Highway 697.

Respectfully submitted,


Paul Driedger,
Director of Planning and Emergency Services

AGRICULTURAL SERVICES
DIRECTOR'S REPORT
DECEMBER 10, 2001
(Since September 01/01)

ROUTINE duties have included attendance at the Agricultural Fieldman's In Service Training Course, three Agricultural Service Board meetings (Sept 10; Oct 11(Budget); Dec 03), two meetings with North Peace Applied research Association staff (Oct 31, Nov 16), two meetings with the ILO task force (Sept 12; October 10), three managers meetings (Sept 05; Oct 10; Nov 02), three Council meetings (Oct 09 and Oct 25,26 (road tours), and one staff meeting (Nov 1). The High Level Seed Cleaning and Frontier Seed Cleaning Co-ops were inspected. Alberta Agriculture's irrigation pump was rented 14 times in 2001.

REGIONAL AGRICULTURAL SERVICE BOARD CONFERENCE

One of my main activities has been the organization of the regional conference. The conference had a livestock theme and most comments from delegates have been favourable.

ROADSIDE VEGETATION MANAGEMENT

Various projects have been directed towards vegetation and water management along roadsides.

A controversial backsloping project has been almost completed near Wolfe Lake. Brush piles still have to be burnt and culverts on both sides of the road are being reviewed in view of a possible road project.

The brush mowing/mulching contractor has completed projects from the farm area south of High Level to Rocky Lane, Machesis Lake, the Prairie Point road, east of Highway 88 near Jackpine Creek to the Buffalo Head Prairie area.

An attempt was made at mowing full width along the Assumption Bypass and Zama Access on frozen ground before the snow got too deep.

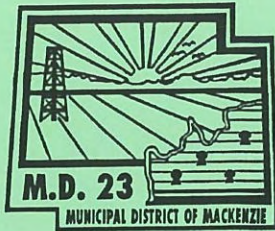
DRAINAGE/WATER MANAGEMENT

The River Road Culvert Washout Erosion Repairs were completed. Also a roadside ditch was improved (RR14-3 inletting into the La Crete East flood Control ditch. Minor repairs were also done in two areas where field inlets to the LC East project were eroded. In High Level South rock was also placed for erosion repair. Several surveys were undertaken for potential roadside drainage projects that will be built next summer. I've been working with Allan Kronkite on the CAD program marking drainage concerns from the past few years.

CURRENT PROJECTS

Presently I am working on a developing a decision-making spreadsheet for water management projects. The ASB had some comments, which will be incorporated into a proposed policy. I will be preparing for the meeting with AE Water Resources on January 9 (Fort Vermilion Community Cultural Complex 1:00pm).

Also, I will be preparing a package for Council on the Green/White Area land exchanges issue.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Committee of the Whole
Meeting Date:	December 18, 2001
Originated By:	Harvey Prockiw, CAO
Title:	Bylaw 293/01 – Honourarium and Expense Bylaw
Agenda Item No:	6 a)

BACKGROUND / PROPOSAL:

At the December 5th budget meeting, Council requested administration to draft a bylaw amendment to reflect that when the maxivan is taken on trips those Councillors choosing not to drive in the maxivan be reimbursed at half the mileage rate.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The attached bylaw amendment reflects those changes. New sections are highlighted.

This Bylaw requires a two-thirds majority vote.

COSTS / SOURCE OF FUNDING:

Council budget.

RECOMMENDED ACTION (by originator):

For discussion and deferral to the regular meeting agenda for decision.

Review:

Dept.

C.A.O. 

BYLAW NO. 293/01

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

**TO PROVIDE FOR HONORARIUMS AND RELATED EXPENSE
REIMBURSEMENT FOR COUNCILLORS
AND
APPROVED COMMITTEE MEMBERS**

WHEREAS, Section 180(1) of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 1994, hereinafter referred to as the "M.G.A." provides for decisions of council to be made by resolution or bylaw, and

WHEREAS, the council is desirous of establishing compensation of Councillors and approved committee members for their meeting time and their out of pocket expenses while on official municipal business,

NOW THEREFORE, THE COUNCIL OF THE Municipal District of Mackenzie No. 23, duly assembled, enacts as follows:

Honorariums

1. Monthly honorariums shall be paid to each Councillor for their time spent conducting the business of the municipality as follows:

Reeve - \$500.00 per month
Councillor - \$250.00 per month
2. Councillors, in attendance, at council meetings, approved council committee meetings and seminars and/or conventions and shall be paid \$175.00 per day plus mileage and meal allowance, where applicable.
3. Members-at-large appointed to approved council committees shall be paid \$125.00 per day, plus mileage and meal allowance, where applicable.
4. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable. Councillors driving to a seminar/convention shall be paid \$175.00 for one travel day there and one travel day back. Only one per diem per day shall be allowed.

Mileage

6. Mileage shall be paid at \$0.41 for each kilometer travelled by each Councillor or member-at-large who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or member-at-large to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved conventions or seminars.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Reimbursement for Accommodations and Meals

9. Where a Councillor or committee member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status
- (a) either
- (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or

- (ii) an allowance of \$14.00 per night,
- (b) in respect of each breakfast, lunch, or dinner, either
 - (i) reimbursement of the cost of the meal, excluding alcoholic beverages, and of an amount equal to the amount of the gratuity paid on the meal to a maximum of 15% of the cost of the meal as shown on the receipt, or
 - (ii) the appropriate meal allowance, without receipt, as follows:

breakfast - \$9.50 including GST
(if time of departure is prior to 7:30 a.m.)

lunch - \$11.50 including GST
(if time of return is after 1:00 p.m.)

dinner - \$20.00 including GST
(if time of return is after 6:30 p.m.)

- 10. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
 - (a) an allowance of \$5.00 for personal expenses for each full 24 hour period on travel status.
 - (b) reasonable telephone expenses on Municipal District business.
- 11. All Councillor and approved committee members expense claims must be approved by the Reeve and in the Reeve's absence the Deputy Reeve, the Reeve's expense claim must be approved by the Deputy Reeve.
- 12. NO EXPENSES OTHER THAN THOSE LISTED IN THIS BYLAW MAY BE CLAIMED.
- 11. This bylaw repeals and replaces Bylaw 293/01.

First Reading given on the _____ day of _____, 2001.

Bill Neufeld, Reeve

Eva Schmidt, Executive Assistant

Second Reading given on the _____ day of _____, 2001.

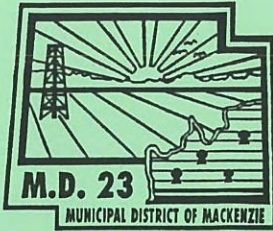
Bill Neufeld, Reeve

Eva Schmidt, Executive Assistant

Third Reading and Assent given on the _____ day of _____, 2001.

Bill Neufeld, Reeve

Eva Schmidt, Executive Assistant



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Committee of the Whole Meeting
Meeting Date:	December 18, 2001
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	MD Account Code Structure
Agenda Item No:	6 b)

BACKGROUND / PROPOSAL:

Council has requested Administration draft a policy for the MD account code structure and guidelines to follow for any changes.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

See attached draft policy FIN021

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

For discussion purposes. If Council is agreeable, transfer to regular Council meeting and adopt policy.

Review: *Bh*

Dept. *FINANCE*

C.A.O. *(Signature)*

MUNICIPAL DISTRICT OF MACKENZIE NO. 23

Title	Account Code Structure	Procedure No.	FIN021
-------	------------------------	---------------	--------

Legislation Reference	Municipal Government Act, Section 5
-----------------------	-------------------------------------

Purpose:

To provide a uniform and consistent account code structure for accounting and finance reporting to Council and to third parties such as the Provincial Government.

Policy Statement and Guidelines:

The Municipal District of Mackenzie currently uses the municipal account coding structure as outlined in the "Municipal Administrator's Handbook" provided by Alberta Municipal Affairs – Municipal Services Branch.

In order to achieve meaningful statistics and to allow Council to compare financial information from year to year it is important that changes be kept to a minimum. However, it is normal business practice to make coding structure changes for better financial control and to accommodate increased reporting needs. In order to accommodate these changes, Administration proposes that when changes are made the following guidelines apply.

Major Changes

If a new function (eg. service category or operations) coding is required, the CAO will bring forward the request and rationale to Council. Council will have the opportunity to discuss the impacts of the change. The new function designation will follow the Administrator's Handbook. The MD currently uses the following function codes:

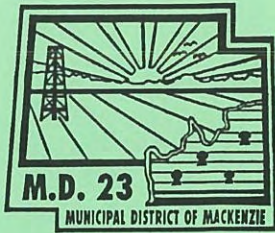
- 00 – Taxes
- 11 - Council
- 12 – Administration
- 23 – Fire Fighting
- 24 – Disaster Services
- 25 - Ambulance
- 26 – By-laws Enforcement
- 32 – Roads/Streets
- 33 – Airport
- 41 – Water Supply and Distribution
- 42 – Sewer Treatment and Distribution

- 43 – Garbage Collection and Disposal
- 51 – Family and Community Support Services
- 61 – Planning and Development
- 63 – Agricultural Services
- 64 – Veterinary Services
- 66 – Subdivision Land and Development
- 71 – Recreation Boards
- 72 – Recreation
- 73 - Tourism
- 74 – Library Services
- 85 – Requisitions

Minor Changes

Additions or consolidations to the object codes or location codes can occur during the year. Council will be made aware of these changes through financial reports received throughout the year and/or during yearly budget deliberations.

	Date	Resolution Number
Approved		
Amended		
Amended		



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Committee of the Whole
Meeting Date:	December 18, 2001
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Debt Limits
Agenda Item No:	6 c)

BACKGROUND / PROPOSAL:

At the December 5, 2001 budget meeting, Councilor Newman requested that Council be provided with the calculations for "Total debt limit" and "Service on debt limit". These calculations are required pursuant to Section 276(2) of the MGA. The calculations for the year 2000 are provided below. In addition, there was a reduction in the debt limit in 2000 due to less total revenues in 2000 as compared to 1999. The reduction was mainly in the area of government grants.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

	<u>2000</u>
1. Total debt limit (see note 7 attached)	<u>\$18,464,463</u>
Total Revenue - Schedule of Operating Fund Activities (Schedule 1)	\$12,309,642
	X
	1.5
	= <u>\$18,464,463</u>
2. Service on debt limit (Schedule 1)	<u>\$ 3,077,411</u>
Total Revenue - Schedule of Operating Fund Activities (Schedule 1)	\$12,309,642
	X
	.25
	= <u>\$3,077,411</u>

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

For information.

Review: <i>BH</i>	Dept. <i>FINANCE</i>	C.A.O. <i>(Signature)</i>
-------------------	----------------------	---------------------------

SCHEDULE OF OPERATING FUND ACTIVITIES

Year ended December 31

	Budget \$ (note 12)	2000 \$	1999 \$
Revenues			
Net municipal property taxes (Schedule 3)	9,764,491	9,782,185	9,122,054
User fees and sales of goods	1,249,400	1,194,780	1,015,370
Government transfers	557,823	269,336	1,755,788
Investment income	340,000	450,883	339,232
Penalties and costs of taxes	116,500	111,976	140,262
Licenses, permits and fines	207,400	334,085	118,195
Rentals	25,600	13,669	56,736
Other	157,600	152,728	22,494
	12,418,814	12,309,642	12,570,131
Expenditures			
Legislative	220,376	196,428	238,150
Administration	1,646,937	1,954,962	1,552,735
Protective services	1,013,287	879,608	946,932
Transportation	4,605,417	4,707,970	4,562,820
Environmental use and protection	1,336,674	1,344,046	1,266,440
Public health and welfare	244,155	216,645	165,200
Planning and development	778,613	765,727	536,453
Recreation and culture	549,045	553,371	799,252
	10,394,504	10,618,757	10,067,982
Excess of revenues over expenditures	2,024,310	1,690,885	2,502,149
Net interfund transfers:			
To capital fund	(1,935,510)	(1,443,390)	(1,306,968)
To reserves	(88,800)	(98,850)	(1,357,828)
		(1,542,240)	(2,664,796)
Change in fund balance	-	148,645	(162,647)
Accumulated operating fund, opening balance	239,913	236,662	399,309
Accumulated operating fund, closing balance	239,913	385,307	236,662

SCHEDULE OF CAPITAL FUND ACTIVITIES

Year ended December 31

	Budget \$ (note 12)	2000 \$	1999 \$
Revenues			
Government transfers	6,829,068	3,915,008	3,804,274
Development levies	-	6,346	24,875
Other	74,000	1,766	4,000
	<u>6,903,068</u>	<u>3,923,120</u>	<u>3,833,149</u>
Expenditures			
Administration	65,000	21,565	44,493
Protective services	616,800	351,348	162,442
Transportation	7,292,507	4,606,574	3,782,161
Environmental use and protection	1,743,649	1,236,581	1,572,859
Planning and development	185,000	99,549	40,330
Recreation and culture	185,683	129,961	27,140
	<u>10,088,639</u>	<u>6,445,578</u>	<u>5,629,425</u>
Deficiency of revenues over expenditures	(3,185,571)	(2,522,458)	(1,796,276)
Net interfund transfers:			
From reserves	1,029,500	1,321,477	195,847
From operating fund	1,935,510	1,443,390	1,306,968
Increase in long-term debt	527,883	-	492,754
Debt repayment	(307,322)	(242,409)	(199,293)
	<u>3,185,571</u>	<u>2,522,458</u>	<u>1,796,276</u>
Change in fund balance	-	-	-
Opening balance	-	-	-
Closing balance	-	-	-

Municipal District of Mackenzie No. 23

NOTES TO FINANCIAL STATEMENTS

December 31, 2000

7. LONG-TERM DEBT (CONTINUED)

Principal and interest repayment requirements on long-term debt over the next five years are as follows:

	Principal \$	Interest \$	Total \$
2001	223,010	89,744	312,754
2002	213,794	72,324	286,118
2003	115,842	56,320	172,162
2004	96,419	43,452	139,871
2005	79,746	32,291	112,037
To maturity	189,348	34,725	224,073
	918,159	328,856	1,247,015

For qualifying debentures, the Province of Alberta rebates 50% of interest in excess of 8%, 9% and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the District at large.

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by regulation for the District be disclosed as follows:

	2000 \$	1999 \$
Total debt limit	① 18,464,463	21,562,886
Total debt	918,159	1,160,568
Amount by which debt limit exceeds debt	17,546,304	20,402,318
Service on debt limit	② 3,077,411	3,593,814
Service on debt	312,754	350,886
Amount by which debt servicing limit exceeds debt servicing	2,764,657	3,242,928

Municipal District of Mackenzie No. 23

NOTES TO FINANCIAL STATEMENTS

December 31, 2000

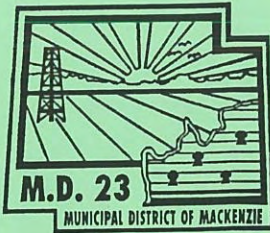
6. DEFERRED REVENUE

	2000	1999
	\$	\$
Prepaid local improvements	50,815	34,875
Restricted grant funding	410,550	382,624
	<u>461,365</u>	<u>417,499</u>

7. LONG-TERM DEBT

	2000	1999
	\$	\$
Debentures -		
Alberta Mortgage and Housing Corporation		
7 3/4%, due 2001	9,701	18,705
Alberta Municipal Financing Corporation		
9 3/4%, due 2003	80,657	102,913
10 3/8%, due 2004	87,519	104,510
12% due 2007	511,309	556,559
Alberta Treasury Branch loan -		
6.25% due 2003	81,859	125,629
Capital leases -		
4.73% due 2002	147,114	215,730
4.41%, due 2000		36,522
	<u>918,159</u>	<u>1,160,568</u>





M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Committee of the Whole
Meeting Date:	December 18, 2001
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Proposed Amendments to the Community Organization Property Tax Exemption
Agenda Item No:	(6 d)

BACKGROUND / PROPOSAL:

The Province has provided the "Proposed Amendments to the Community Organization Property Tax Exemption Regulation" document to every municipality in the Province to solicit comments.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration has requested that our Assessors (Compass Assessment) review the proposed regulations to determine the implications on the MD. Based on their comments (see attached) there should be little or no affect on the MD.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

For information.

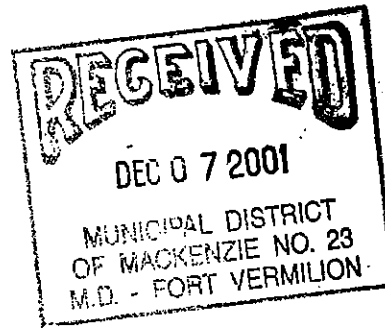
Review: *BH*

Dept. *FINANCE*

C.A.O. *[Signature]*



10607 - 82 Street
Edmonton, Alberta T6A 3N2
Bus: (780) 469-5552
Fax: (780) 466-5406



M.D. of Mackenzie
Box 640
Fort Vermilion, AB
T0H 1N0

Fax: (780) 927-4266

Attn: Bill Landiuk

Re: Proposed Changes to the Community Organization Property Tax Exemption Regulation

Dear Bill;

The subject proposed changes would provide a property tax exemption to lands currently in conservation use that are held by qualified organizations.

At this time we are not aware of any lands in the M.D. that are held by a qualified organization for conservation purposes. It is possible however, that if the subject Regulation is amended as proposed, we may become aware of some instances. It should be noted that in most cases, lands that are held for conservation purposes are "wet lands", and if are assessed at market value, the values would be minimal. Accordingly, if such lands were to become exempt, there would be no significant loss of taxes.

In short, I do not believe that the proposed changes will have an affect on the MD.

I trust this is the information you require however, if you have questions or further instructions, please give me a call.

Yours truly
Compass Assessment Consultants Inc.

Alan L. McNaughton, A.M.A.A.
President



**Proposed Amendments
to the
Community Organization
Property Tax Exemption
Regulation (AR 281/98)**

CONSULTATION DOCUMENT AND QUESTIONNAIRE

Please review the proposed amendments and
return your comments by December 31, 2001.

Return completed
questionnaire to:

Alberta Municipal Affairs
Municipal Services Branch
Legislative Projects Unit
17th Floor, 10155-102 Street
Edmonton, AB T5J 4L4
Fax: (780) 420-1016

Office of the Assistant Deputy
Minister

Local Government Services

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

Telephone 780/427-9660
Fax 780/427-0453

October 2001

Dear Stakeholder:

This consultation document is intended to present proposed amendments to the *Community Organization Property Tax Exemption Regulation, AR 281/98*, and solicit your comments on them.

The proposed amendments would provide for a property tax exemption to lands currently in conservation use that are held by qualified organizations. This is a property tax exemption that is not dealt with by the present regulation. The proposed amendments have the intention of resolving concerns that under the present system may discourage landowners from conserving land because their lands are assessed at market value. A property tax exemption to owners of these lands held by qualified organizations can act to sustain those conservation activities deemed to be a worthwhile public benefit.

The proposed amendments are the result of extensive review and consultation by the MLA Farm Property Assessment Review Committee with the Alberta Association of Municipal Districts and Counties, the Alberta Urban Municipalities Association, municipalities, agriculture producer organizations and individual Albertans.

The consultation document also introduces a proposed amendment that seeks to maintain the eligibility for property tax exemption for community organizations that choose to lapse their membership within their respective Edmonton Federation of Community Leagues or Federation of Calgary Communities.

We invite you to submit your comments by **December 31, 2001**, to:

Mr. Ron Cust

Legislative Projects Unit

17th Floor, Commerce Place

Fax: (780) 420-1016

10155 - 102 Street

E-mail: ron.cust@gov.ab.ca

Edmonton, AB T5J 4L4

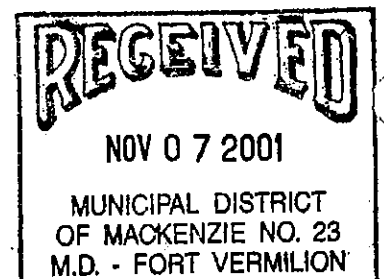
You may also complete the consultation questionnaire on the Local Government Services consultation interface at <http://cnn12.gov.ab.ca/ma/consultation1>.

Thank you for your participation in this important consultation process.

Yours truly,



Brad Pickering
Assistant Deputy Minister



**PROPOSED AMENDMENTS TO THE *COMMUNITY ORGANIZATION PROPERTY TAX
EXEMPTION REGULATION AR 281/98***

Consultation Document

Table of Contents

Introduction	1
Recommendations	2
Proposed New Definitions	3
Eligibility Criteria for Conservation Land Use Property Tax Relief.....	3
Discussion of Criteria	4
Proposed List of Eligible Non-profit Organizations	4
Amendment for Edmonton and Calgary Community Organizations	5
Draft of the Proposed Amendments to the <i>Community Organization Property Tax Exemption Regulation</i>	6
Stakeholder Questionnaire.....	13
Appendix	
Current Regulation – <i>Community Organization Property Tax Exemption Regulation AR 281/98</i>	

Consultation Document

Introduction

The Community Organization Property Tax Exemption Regulation AR 281/98 addresses non-profit organization tax exemption issues by providing consistent rules for the tax treatment of some non-profit organizations and clarity regarding who is eligible for tax exempt status.

However, there is no specific provision in the present regulation to exempt property that is in active conservation use by owners who have entered into long-term agreements with committed conservation organizations. Land that is in conservation use is usually assessed on the basis of its market value and taxed accordingly.

The *MLA Farm Property Assessment Review Committee* was mandated, in part, with the responsibility of recommending a solution to the taxation of property utilized for conservation purposes. Stakeholder response in its consultations on this matter have indicated that taxing of conservation lands currently assessed on the basis of market value could discourage landowners from conserving land.

The *MLA Farm Property Assessment Review Committee* recommended that a tax exemption of some "conservation lands" held by "qualifying organizations" should occur through amendments to the *Community Organization Property Tax Exemption Regulation AR 281/98*.

A second issue has arisen concerning the continuation of property tax relief for those community associations that wish to operate outside of either the Edmonton Federation of Community Leagues or the Federation of Calgary Communities. Currently, community associations who are members of either the Edmonton Federation of Community Leagues or the Federation of Calgary Communities are eligible for an exemption from property tax. An amendment that provides a provision to continue the current eligibility for property tax relief, in addition to the current membership requirement, is necessary for those community associations that wish to operate outside their respective federation.

Consultation Document

Recommendations

It is recommended that amendments be made to the *Community Organization Property Tax Exemption Regulation AR 281/98* to allow the exemption of conservation land held by specified non-profit conservation oriented organizations provided certain qualifying criteria are met.

The proposed amendments to this regulation include two new definitions, "*conservation land*" and "*qualified organization*"; four criteria that must be satisfied before a property tax exemption can occur; and a list of suggested non-profit conservation organizations that may meet the definition for "*qualified organization*".

The proposed amendments seek to incorporate the definitions, and qualifying criteria into Part 3 of the *Community Organization Property Tax Exemption Regulation*. This Part, which refers to *Other Property Exempt Under Section 362(1)(n)* of the *Municipal Government Act*, deals with tax exemptions that do not qualify in any of the other sections of the regulation.

It is also recommended that an amendment be made to continue the eligibility for property tax exemption for those community associations that choose to operate outside of membership in either the Edmonton Federation of Community Leagues or the Federation of Calgary Communities. This proposed amendment is recommended for incorporation into Part 2, *Qualifications for Exemptions Under Section 362(1)(n)(ii) to (v)*.

It is also recommended that Part 4 (*Transitional Matters*) and redundant provisions of Part 5 be repealed, as these provisions are no longer required, and the remaining parts and sections renumbered accordingly.

Consultation Document

Proposed New Definitions

The *MLA Farm Property Assessment Review Committee* recommended that the following two definitions be included:

“Conservation Land” means a parcel or designated part of a parcel of land held by a qualified organization, where the use of the property is the conservation activity that has been detailed by the holder in a conservation use plan.

“Qualified Organization” means a non-profit organization that actively manages conservation projects in the province through third party agreements and/or ownership of property to achieve the specified objectives detailed in a conservation use plan for the purpose of species protection (both plant and wildlife), and land preservation through protection and enhancement of natural scenic and esthetic values.

Eligibility Criteria for Conservation Land Use Property Tax Relief

1. The conservation land must be held by and utilized by a non-profit organization actively managing conservation projects.
2. The conservation project must have long-term scope or be a capital project that will have long-term results (e.g., earthworks, water consolidation), and protection of landscape through active project management.
3. The conservation project must have a conservation use plan that clearly states the objective and steps of the specific project.
4. The conservation project must ensure that an earnest application of conservation commitment exists and that the public good is being served by the project.

Consultation Document

Discussion of Criteria

The first criteria establishes the necessity of control and use of the property by a non-profit organization whose principal existence is to actively promote long-term conservation projects and that the majority of the property or part of the property is engaged in an established conservation use.

The second criteria establishes the necessity of a long-term scope of the conservation property use. Examples might include capital projects such as the consolidation of watersheds, earthworks or protection of landscape through fencing, seeding or cutting to support and sustain a particular type of wildlife or plant habitat.

The third criteria echoes the requirement within the definition of "*qualified organization*," for a conservation use plan that identifies the specific objective(s) of the project and actions that will lead to their achievement. A list of potential eligible non-profit organizations would be identified in an accompanying minister's guideline.

The final requirement requires the application of local municipal judgment as to whether or not the larger public good is being served and that an earnest application of conservation commitment exists before an exemption can be provided.

Proposed List of Eligible Non-profit Organizations

The *MLA Farm Property Assessment Review Committee* considered it important to specify those non-profit organizations that have publicly demonstrated a professional record of commitment to long-term conservation project management by including them in a minister's guideline. The following organizations are suggested as potential candidates that would meet the definition of "*qualified organization*" as a condition for this proposed property tax exemption.

- Nature Conservancy of Canada
- Ducks Unlimited
- Rocky Mountain Elk Foundation
- Southern Alberta Land Trust
- Alberta Conservation Association
- National Audubon Society
- Canadian Nature Federation
- Municipalities

Any organization approved by the Minister of Municipal Affairs on the recommendation of the Minister of Environment or the Minister of Sustainable Development.

Consultation Document

Amendment for Edmonton and Calgary Community Associations

Community Associations provide public benefit in some of the following ways:

- promoting the identity and activities of an area or neighborhood within a larger municipal jurisdiction;
- delivering programs that respond to public/taxpayer needs that are not met by either the public or private sector;
- offering a venue for social inclusion and expression by Albertan citizens irrespective of race, age or origin;
- providing a training arena for volunteers and those interested in contributing to public leadership; and
- providing “grassroots” information centers concerning the current issues facing its area or residents.

Historically, municipalities have supported the “good works” of community associations. By their very nature community organizations must be evolving entities to better respond to the perceived needs of their constituents. Recent restructuring actions within the Edmonton Federation of Community Leagues have resulted in a number of community associations questioning the value of their membership. The proposed amendment seeks to parallel accepted Albertan values by maintaining community organization eligibility for property tax relief separate from their membership status with the Edmonton Federation of Community Leagues or the Federation of Calgary Communities.

Currently, the *Community Organization Property Tax Exemption Regulation* provides community organizations with the eligibility for exemption from property taxation with the primary conditions that they be registered as a non-profit organization under the *Societies Act* and that they must be a member of the Edmonton Federation of Community Leagues or the Federation of Calgary Communities. The proposed amendment aims to ensure consistent application of tax policy by maintaining the eligibility provision for property tax exemption for those community organizations that choose to operate outside of their respective Edmonton or Calgary federation.

**LOCAL GOVERNMENT SERVICES DRAFT OF THE PROPOSED AMENDMENTS TO THE
COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION AR 281/98**

Local Government Services

October 2001

Note: Proposed changes are in bold italics and also marked with an asterisk.*

Proposed Table of Contents

Interpretation	1	No Change
Part 1		
General Rules		
Application	2	No Change
Part of a property	3	No Change
Primary use of property	4	No Change
Holding property	5	No Change
Non-profit organization	6	No Change
Meaning of restricted	7	No Change
Gaming and liquor licences	8	No Change
Part 2		
Qualifications for Exemptions under Section 362(1)(n)(ii) to (v)		
Exemption under section 362(1)(n)(ii) of the Act	9	No Change
Exemption under section 362(1)(n)(iii) of the Act	10	No Change
Exemption under section 362(1)(n)(iv) of the Act	11	No Change
Exemption under section 362(1)(n)(v) of the Act	12	New Amendment
Part 3		
Other Property Exempt under Section 362(1)(n)		
Definitions	13	New proposed definitions
Exemption for other property	14	No Change
Day cares, museums and other facilities	15	No Change
	16	New section 16
Conditions for exemption	17	
Waiver of application requirement	18	
Retail commercial areas	19	
(Part 4-Deleted)		
Part 4		
Review		
Review	20	

LOCAL GOVERNMENT SERVICES DRAFT OF THE PROPOSED AMENDMENTS TO THE
COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION AR 281/98

PART 2

QUALIFICATIONS FOR EXEMPTIONS
UNDER SECTION 362(1)(n)(ii) to (v)

Exemption
under section
362(1)(n)(v) of
the Act

12 (1) The following property is not exempt from taxation under section 362(1)(n)(v) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older.
- (c) property in Calgary or Edmonton that is held by and used in connection with a community association if the association is not a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues.

**(d) despite subsection (c) property in Calgary or Edmonton that is held by and used in connection with a community association continues to be exempt from property taxation if:*

- (i) the organization was a member of the Edmonton Federation of Community Leagues or the Federation of Calgary Communities before December 31, 2001; and*
- (ii) the property is held by the organization under a lease license, permit or agreement with the City of Edmonton or Calgary.*

LOCAL GOVERNMENT SERVICES DRAFT OF THE PROPOSED AMENDMENTS TO THE
COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION AR 281/98

PART 3

OTHER PROPERTY EXEMPT
UNDER SECTION 362(1)(n)

Definitions

13 In this Part,

- (a) "arts" means theatre, literature, music, painting, sculpture or graphic arts and includes any other similar creative or interpretive activity;
- (b) "chamber of commerce" means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce;
- (c) "ethno-cultural association" means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;
- (d) "linguistic organization" means an organization formed for the purpose of promoting the use of English or French in Alberta;
- (e) "museum" means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments, models or designs;
- (f) "retail commercial area" means property used to sell food, beverages, merchandise or services;
- (g) "sheltered workshop" means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;
- (h) "thrift shop" means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.
- *(i) "conservation land" means a parcel or designated part of a parcel of land held by a qualified conservation non-profit organization where the use of the property is the conservation activity that has been detailed by the holder in a conservation use plan.*
- *(j) "qualified organization" means a non-profit organization that actively manages conservation projects in the province through third-party agreements and/or ownership of property to achieve the specified program detailed in a conservation use plan for the purpose of species protection (both plant and wildlife), and land preservation through protection and enhancement of natural scenic and aesthetic values.*

LOCAL GOVERNMENT SERVICES DRAFT OF THE PROPOSED AMENDMENTS TO THE
COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION AR 281/98

- Exemption for other property 14 This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.
- Day cares, museums and other facilities 15 A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:
- (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
 - (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
 - (c) a facility used for the arts or a museum;
 - (d) a facility used for the care and supervision of children and that is
 - (i) a day care facility as defined in the *Day Care Regulation* (AR 333/90), and
 - (ii) licensed under that Regulation;
 - (e) a facility used by a linguistic organization if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
 - (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
 - (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where the majority of the organizations beneficiaries do not reside in the municipality;
 - (h) a facility used as a thrift shop;
 - (i) a facility used as a sheltered workshop;
 - (j) a facility operated and used by a chamber of commerce;
 - (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
 - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the community in which the facility is located, and
 - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

LOCAL GOVERNMENT SERVICES DRAFT OF THE PROPOSED AMENDMENTS TO THE
COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION AR 281/98

- Qualified organization** **16 (1) For the purposes of the (new) section 16 a "qualified organization" means those organizations named in the Minister's Guidelines for Conservation Organizations.*
- Conservation land** *(2) A "qualified organization" may apply to the municipality within whose area the property is located, for an exemption from taxation if the following qualifying criteria are met:*
- (a) the conservation land is held by and utilized by a non-profit organization actively managing conservation projects.*
 - (b) the conservation project must have long-term scope or be a capital project that will have long-term results.*
 - (c) the conservation project must have a conservation use plan that clearly states the objectives of the specific project and that use must be accomplished.*
 - (d) the program must ensure an earnest application of conservation commitment exists and that the public good is being served by the project.*
- Conditions for exemption** *17*(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 and (new) section 16* that is held by the organization if*
- (a) the non-profit organization makes an application for an exemption to the municipality by November 30 of the year preceding the taxation year and supplies the municipality with the following by February 15 in the taxation year:*
 - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and*
 - (ii) a description of any retail commercial areas in the facility,*
 - (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,*
 - (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,*
 - (d) the property is not disqualified by virtue of subsection (2) or (3), and*
 - (e) the requirements of subsections (4) and (5), if applicable, are met.*
- (2) Property referred to in section 15(a), (b), (c), (e), (f), (j) or (k) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.*
- (3) Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.*
- (4) Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that*
- (a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and*

LOCAL GOVERNMENT SERVICES DRAFT OF THE PROPOSED AMENDMENTS TO THE
COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION AR 281/98

(b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.

(5) Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

(a) no disposition of the property may be made without the approval of the municipality, and

(b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.

(6) If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

Waiver of
application
requirement

18*(1) If a municipality has granted a non-profit organization an exemption from taxation under section 17* in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under section 17* in respect of the property without requiring the organization to apply for the exemption.

(2) A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may

(a) require the non-profit organization that holds the property to provide any information that the organization may be required to provide if it was applying for an exemption, and

(b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

(3) A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

Retail
commercial
areas

19*(1) In this section, "exempt facility" means a facility or part of a facility held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 17* of this Regulation.

(2) A retail commercial area that is located within an exempt facility is exempt from taxation if

(a) the non-profit organization, society as defined in the *Agricultural Societies Act* or community association that holds the exempt facility also holds and operates the retail commercial area, and

(b) the net income from the retail commercial area is used

(i) to pay all or part of the operational or capital costs of the exempt facility, or

**LOCAL GOVERNMENT SERVICES DRAFT OF THE PROPOSED AMENDMENTS TO THE
COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION AR 281/98**

- (ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society or community association and that is exempt from taxation under section 362 of the Act or section 17* of this Regulation.

Transitional Matters – current Part 4

Delete this part as it has now expired and there are no further appeals outstanding with respect to 1999.

PART 4

REVIEW

Expiry

20* For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2003.

PROPOSED AMENDMENTS TO THE COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION AR 281/98

Stakeholder Questionnaire

Respondent: _____

Position: _____

Representing: _____

Please provide your comments and suggestions to the following:

1. Do you support the proposed definition for "conservation land"?

Support Conditionally Support Do Not Support Not Applicable

Give your reasons for support, non-support or alternative suggestions.

2. Do you support the proposed definition for "qualified organization"?

Support Conditionally Support Do Not Support Not Applicable

Give your reasons for support, non-support or alternative suggestions.

PROPOSED AMENDMENTS TO THE COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION AR 281/98

Stakeholder Questionnaire – continued

3. Are you in agreement with the proposed eligibility criteria that must be satisfied before a property tax exemption can be extended to a qualified organization managing a conservation project on conservation land?

Yes No

If you answered no, please give your reasons/comments.

4. Are you in agreement with the suggested list of eligible organizations that meet the proposed definition of “qualified organization”?

Yes No

If you answered no, please give your reasons/comments.

5. Can you suggest other organizations that meet the proposed definition of “qualified organization” that should be included in the list?

Yes No

If yes, please include your suggested eligible organization(s).

PROPOSED AMENDMENTS TO THE *COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION AR 281/98*

Stakeholder Questionnaire – continued

6. Does the proposed amendment accomplish the objective of continued eligibility for community organizations that choose to lapse their membership with the Edmonton Federation of Community Leagues or the Federation of Calgary Communities?

Yes No

If not, please include your suggestion.

APPENDIX

**CURRENT COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION
AR 281/98**

Table of Contents

Interpretation	1
Part 1 General Rules	
Application	2
Part of a property	3
Primary use of property	4
Holding property	5
Non-profit organization	6
Meaning of restricted	7
Gaming and liquor licences	8
Part 2 Qualifications for Exemptions under Section 362(1)(n)(ii) to (v)	
Exemption under section 362(1)(n)(ii) of the Act	9
Exemption under section 362(1)(n)(iii) of the Act	10
Exemption under section 362(1)(n)(iv) of the Act	11
Exemption under section 362(1)(n)(v) of the Act	12
Part 3 Other Property Exempt under Section 362(1)(n)	
Definitions	13
Exemption for other property	14
Day cares, museums and other facilities	15
Conditions for exemption	16
Waiver of application requirement	17
Retail commercial areas	18
Part 4 Transitional Matters	
Application for 1999 exemption	19
Requirements for 1999 exemption	20
Waiver of application requirement in 1999	21
Part 5 Repeal and Review	
Repeal	22
Expiry	23
Interpretation	<p>1(1) In this Regulation,</p> <p>(a) "Act" means the <i>Municipal Government Act</i>;</p> <p>(b) "charitable or benevolent purpose" means the relief of poverty, the advancement of education, the advancement of religion or any other purpose beneficial to the community;</p> <p>(c) "general public" means pertaining to the general community, rather than a group with limited membership or a group of business associates;</p> <p>(d) "professional sports franchise" means a professional sports franchise operating in the National Hockey League, the Canadian Football League, the National Professional Soccer League or the Pacific Coast League;</p>

**CURRENT COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION
AR 281/98**

- (e) "taxation" means taxation under Division 2 of Part 10 of the Act.
- (2) For the purposes of the Act and this Regulation, "community association" means an organization where membership is voluntary, but restricted to residents of a specific area, and that is formed for the purpose of
- (a) enhancing the quality of life for residents of the area or enhancing the programs, public facilities or services provided to the residents of the area, or
 - (b) providing non-profit sporting, educational, social, recreational or other activities to the residents of the area.
- (3) The definitions in sections 1 and 284 of the Act apply to this Regulation.
- Application** 2 This Regulation applies to taxation in 1999 and later years.
- Part of a property** 3 An exemption under section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation applies only to the part of a property that qualifies for the exemption.
- Primary use of property** 4(1) Property is not exempt from taxation under section 362(1)(n)(iii), (iv) or (v) of the Act or Part 3 of this Regulation unless the property is primarily used for the purpose or use described in those provisions.
- (2) For the purposes of this Regulation, a property is primarily used for a purpose or use if the property is used for the specified purpose or use at least 60% of the time that the property is in use.
- Holding property** 5 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association for the property to be exempt from taxation, the property is not exempt unless
- (a) the organization, society or association is the owner of the property and the property is not subject to a lease, licence or permit, or
 - (b) the organization, society or association holds the property under a lease, licence or permit.
- Non-profit organization** 6 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization or community association for the property to be exempt from taxation, the property is not exempt unless
- (a) the organization or association is a society incorporated under the Societies Act, or
 - (b) the organization or association is
 - (i) a corporation incorporated in any jurisdiction, or
 - (ii) any other entity established under a federal law or law of Alberta
- that is prohibited, by the laws of the jurisdiction governing its formation or establishment, from distributing income or property to its shareholders or members during its existence.
- Meaning of restricted** 7(1) In this Regulation, a reference to the use of property being restricted means, subject to subsections (2) and (3), that individuals are restricted from using the property on any basis,

**CURRENT COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION
AR 281/98**

including a restriction based on

- (a) race, culture, ethnic origin or religious belief,
 - (b) the ownership of property,
 - (c) the requirement to pay fees of any kind, other than minor entrance or service fees, or
 - (d) the requirement to become a member of an organization.
- (2) The requirement to become a member of an organization does not make the use of the property restricted so long as
- (a) membership in the organization is not restricted on any basis, other than the requirement to fill out an application and pay a minor membership fee, and
 - (b) membership occurs within a short period of time after any application or minor fee requirement is satisfied.
- (3) Not permitting an individual to use a property for safety or liability reasons or because the individual's use of the property would contravene a law does not make the use of the property restricted.

Gaming and
liquor licences

8(1) For the purposes of section 365(2) of the Act, property described in section 362(1)(n) of the Act and Part 3 of this Regulation in respect of which a bingo licence, casino licence, pull ticket licence, Class C liquor licence or a special event licence is issued under the *Gaming and Liquor Regulation* (AR 143/96) is exempt from taxation if the requirements of section 362(1)(n) and this Regulation in respect of the property are met.

(2) Despite subsection (1), property in respect of which a bingo facility licence or casino facility licence is issued is not exempt from taxation.

PART 2

QUALIFICATIONS FOR EXEMPTIONS UNDER SECTION 362(1)(n)(ii) TO (v)

Exemption under
section
362(1)(n)(ii) of
the Act

- 9(1) The following property is not exempt from taxation under section 362(1)(n)(ii) of the Act:
- (a) property to the extent that it is used in the operation of a professional sports franchise;
 - (b) property that is used solely for community games, sports, athletics or recreation if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older.
- (2) Property is not exempt from taxation under section 362(1)(n)(ii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).
- (3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

**CURRENT COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION
AR 281/98**

- Exemption under section 362(1)(n)(iii) of the Act
- 10(1) Property referred to in section 362(1)(n)(iii) of the Act is not exempt from taxation unless
- (a) the charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the general public in the community in which the property is located, and
 - (b) the resources of the non-profit organization that holds the property are devoted chiefly to the charitable or benevolent purpose for which the property is used.
- (2) Property is not exempt from taxation under section 362(1)(n)(iii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.
- Exemption under section 362(1)(n)(iv) of the Act
- 11 Property referred to in section 362(1)(n)(iv) of the Act is not exempt from taxation unless the accommodation provided to senior citizens is subsidized accommodation as defined in the *General Regulation* (AR 213/94).
- Exemption under section 362(1)(n)(v) of the Act
- 12(1) The following property is not exempt from taxation under section 362(1)(n)(v) of the Act:
- (a) property to the extent that it is used in the operation of a professional sports franchise;
 - (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;
 - (c) property in Calgary or Edmonton that is held by and used in connection with a community association if the association is not a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues.
- (2) Property is not exempt from taxation under section 362(1)(n)(v) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).
- (3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

PART 3

OTHER PROPERTY EXEMPT UNDER SECTION 362(1)(n)

- Definitions
- 13 In this section,
- (a) "arts" means theatre, literature, music, painting, sculpture or graphic arts and includes any other similar creative or interpretive activity;
 - (b) "chamber of commerce" means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce;
 - (c) "ethno-cultural association" means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;
 - (d) "linguistic organization" means an organization formed for the purpose of promoting the use of English or French in Alberta;
 - (e) "museum" means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments,

**CURRENT COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION
AR 281/98**

models or designs;

- (f) "retail commercial area" means property used to sell food, beverages, merchandise or services;
- (g) "sheltered workshop" means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;
- (h) "thrift shop" means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.

Exemption for
other property

14 This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.

Day cares,
museums and
other facilities

15 A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

- (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
- (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
- (c) a facility used for the arts or a museum;
- (d) a facility used for the care and supervision of children and that is
 - (i) a day care facility as defined in the *Day Care Regulation* (AR 333/90), and
 - (ii) licensed under that Regulation;
- (e) a facility used by a linguistic organization if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where the majority of the organization's beneficiaries do not reside in the municipality;
- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;

**CURRENT COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION
AR 281/98**

- (j) a facility operated and used by a chamber of commerce;
- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
 - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the community in which the facility is located, and
 - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

Conditions for exemption

16(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) the non-profit organization makes an application for an exemption to the municipality by November 30 of the year preceding the taxation year and supplies the municipality with the following by February 15 in the taxation year:
 - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and
 - (ii) a description of any retail commercial areas in the facility,
 - (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
 - (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
 - (d) the property is not disqualified by virtue of subsection (2) or (3), and
 - (e) the requirements of subsections (4) and (5), if applicable, are met.
- (2) Property referred to in section 15(a), (b), (c), (e), (f), (j) or (k) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.
- (3) Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.
- (4) Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that
- (a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and
 - (b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.

**CURRENT COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION
AR 281/98**

(5) Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

- (a) no disposition of the property may be made without the approval of the municipality, and
- (b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.

(6) If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

Waiver of
application
requirement

17(1) If a municipality has granted a non-profit organization an exemption from taxation under section 16 in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under section 16 in respect of the property without requiring the organization to apply for the exemption.

(2) A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may

- (a) require the non-profit organization that holds the property to provide any information that the organization may be required to provide if it was applying for an exemption, and
- (b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

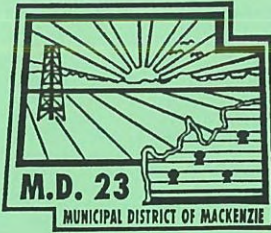
(3) A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

Retail
commercial
areas

18(1) In this section, "exempt facility" means a facility or part of a facility held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 16 of this Regulation.

(2) A retail commercial area that is located within an exempt facility is exempt from taxation if

- (a) the non-profit organization, society as defined in the *Agricultural Societies Act* or community association that holds the exempt facility also holds and operates the retail commercial area, and
- (b) the net income from the retail commercial area is used
 - (i) to pay all or part of the operational or capital costs of the exempt facility, or
 - (ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society or community association and that is exempt from taxation under section 362 of the Act or section 16 of this Regulation.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Committee of the Whole Meeting
Meeting Date:	December 18, 2001
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Alberta Centennial Legacies Task Force
Agenda Item No:	6 e)

BACKGROUND / PROPOSAL:

The MD created a task force to try to access funds for capital project(s) under the Centennial Legacies Grant Program.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Province (see attached) has notified us, that the Centennial Legacies Grant Program has been deferred due to budgetary adjustments.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

That Council disbands the Centennial Legacies Task Force. When the program is re-instated administration will come forward with all the relevant details.

Review: *BH*

Dept. *FINANCE*

C.A.O. *[Signature]*

Cultural Facilities and
Historical Resources Division

Office of the
Assistant Deputy Minister

Old St. Stephen's College
8820 - 112 Street
Edmonton, Alberta
Canada T6G 2P8

Telephone 780/431-2300
Fax 780/427-5598

November 30, 2001

Mr. Bill Landiuk
Director of Corporate Services
M. D. Mackenzie #23
P.O. Box 640
Fort Vermillion, AB T0H 1N0

Dear Bill:

Thank you for your telephone call expressing an interest in the Centennial Legacies Grant Program and informing me of your desire to submit an application to the March 1, 2002 deadline.

As you know, recent and most unfortunate circumstances have significantly affected the province's fiscal situation. The Government of Alberta has had to make several budgetary adjustments, including the deferral of numerous capital projects. I regret that the 2001/2002 Centennial Legacies Grant Program is among the deferrals. Please note that this program has not been cancelled, but merely delayed until the province's economic situation improves and funding is reallocated.

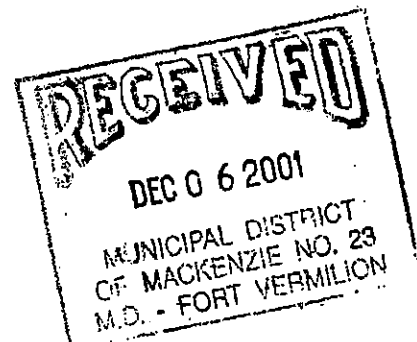
Due to the fact that re-instatement of this program depends on resource revenues, it is not possible to set a timeline for receiving applications. Should the program be re-instated, applicants will be required to complete an updated application form. Information on the status of the Legacies Grant Program will be posted on the Centennial website (www.gov.ab.ca/alberta2005) as it becomes available. When we have approval to proceed with the re-instated program, the revised application and guidelines will also be placed on the site. I therefore would encourage you to check the website regularly for updates. Alternately, please feel free to contact me directly at 431-2310 (a toll-free connection is available through the Government RITE operator at 310-0000).

Thank you for your interest in the Centennial Legacies Grant Program, and please accept my best wishes for success with your project.

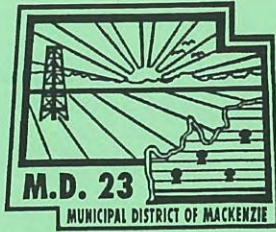
Yours sincerely,



Marilyn Kimura
Manager, Centennial Legacies Program



M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Committee of the Whole
Meeting Date:	December 18, 2001
Originated By:	Harvey Prockiw, CAO
Title:	Voting at Committee Meetings
Agenda Item No:	6 f)

BACKGROUND / PROPOSAL:

We asked Brownlee Fryett for casual legal advice on whether or not M.D. appointed boards and committees must vote and what happens if they do not.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Municipal Government Act does not refer to committee meetings, although Council members could be subject to the same sections of the MGA whether they are at a committee meeting or council meeting.

This issue can be addressed in the Council and Committee Organizational and Procedural bylaw but is not covered in our current bylaw. If this is a problem that Council wishes to address, administration can draft a bylaw amendment stating that if M.D. appointed board and committee members do not vote at a meeting that Council has the authority to retract their appointment.

COSTS / SOURCE OF FUNDING:

Not applicable.

RECOMMENDED ACTION (by originator):

For discussion.

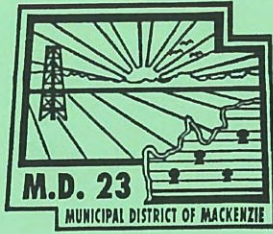
Bring back a bylaw amendment

Review:

Dept.

C.A.O.

M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Committee of the Whole
Meeting Date:	December 18, 2001
Originated By:	Harvey Prockiw, CAO
Title:	Council Committee List
Agenda Item No:	6 g)

BACKGROUND / PROPOSAL:

From time to time the Council Committee List will be brought forward for your information.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Please notify us if you discover errors.

COSTS / SOURCE OF FUNDING:


Not applicable.

RECOMMENDED ACTION (by originator):

For information.

Review:

Dept.

C.A.O. 

Council Committees 2001-2002

Updated December 5, 2001

Committees	Contact	Mailing Address	Council Members	Members At Large	Other Members
Aboriginal Advisory Committee	AAMD&C	4504-101 Street Edmonton AB T6E 5G9	Reeve Neufeld	Harvey Prockiw (Secretariat)	Ben Boettcher (AAMD&C Director, Chair), Harlan Cahoon (Cardston County), Shirley Reinhardt (Wheatland County), Frank Schoenberger (Sturgeon County), Peter Green (County of Vermilion River)
Agricultural Service Board	Chris Kelland	Box 640 Fort Vermilion AB T0H 1N0	Councillor Newman, Councillor Peters	Martin Wieler, Peter Hawryliuk, Clint Rempel	Mike Hall, AAFRD Crop Specialist
Appeal Board for Agricultural Services	Chris Kelland	Box 640 Fort Vermilion AB T0H 1N0	Councillors Thiessen, Driedger and Nanooch		
Assessment Review Board	Eva Schmidt	Box 640 Fort Vermilion AB T0H 1N0	Councillor Kulscar, Councillor Driedger (Alternate)	Jack Eccles, Les Coulthard, Alternate Wally Schroeder	
Bursary Committee	Eileen Steuernagel	Box 640 Fort Vermilion AB T0H 1N0	Reeve Neufeld, Councillor Nanooch, Councillor Kulscar		
Campground Task Force	Harvey Prockiw	Box 640 Fort Vermilion AB T0H 1N0	Councillor Wieler, Councillor Bateman, Councillor Newman	3	
Cooperative Management Planning Board	Jamie Honda- McNeil	11th Floor South Petroleum Plaza 9915-108 Street Edmonton AB T5K 2G8	Councillor Thiessen, Councillor Wieler (Alternate)		Keith Badger (Tallcree), Jim Pearson & Jim Webb (LRR), Mike Keeper & Don Aubrey (Wood Buffalo National Park)

71

Committees	Contact	Mailing Address	Council Members	Members At Large	Other Members
Developer's Agreement Task Force	Paul Driedger	Box 1690 La Crete AB T0H 2H0	Reeve Neufeld, Councillor Wieler	Pending: Henry Enns, Jake Froese, Jake Elias, George Janzen, Doug Schuler	
Footner Forest Liaison Committee	Gord Burnell, c/o Aeromedical Emergency Services	Box 595 High Level AB T0H 1Z0	Councillor Sarapuk, Councillor Thiessen, Councillor Bateman (Alternate)		Gord Burnell (Chair), Bobby Walters & Peter Ernst (T of HL), HL Chamber, Don Watt & Jean Leader (T of RL), Johnson Sewepagaham (LRRCN), Frank Meneen (Tall Cree), Dene-Tha, Maarten Braat (FV Bd of Trade), LC Chamber
Hay Zama Committee	Pat Cabezas	204, 9919-99 Ave Grande Prairie AB T8V 0R6	Councillor Thiessen		Pat Cabezas & Ron Millson (co-chairs), Government (Municipal, Provincial, Federal), Oil & Gas Industry, First Nations, Non-Government Organizations
High Level Forests Public Advisory Committee (Formerly Tolko Footner Regional Public Advisory Committee)	Rachel Wiebe	Box 210 High Level AB T0H 1Z0	Councillor Sarapuk		John Thurston (Chair), Jordan Johnston & Ron Henriet (Co-Chair), George Friesen (Alternative), MEDC (Sec), Barry Gladders (Dechant), Hugh Dennis (Husky), Monty Moore (Oil & Gas), Aaron Doepel (LC Sawmills), Stephen Ahnassay, Tom Gogal, Randy Renauer, Peter Ernst, Sandra White, Gale Dodd, Kurt Kimball, Darrel Kentner, Kim Morton (Fish & Wildlife), Rob Layton (Tolko), Richard Chemago, Dave West (FFP)

79

Committees	Contact	Mailing Address	Council Members	Members At Large	Other Members
Highway 88 Paving and Building Committee	Dave Martens, c/o La Crete Chamber	Box 1088 La Crete AB T0H 2H0	Councillor Driedger, Councillor Wieler, Councillor Nanooch		
Intensive Livestock Operations (ILO) Task Force	Harvey Prockiw	Box 640 Fort Vermilion AB T0H 1N0	Councillor Wieler, Councillor Peters	Clint Rempel, Les Coulthard, Henry Wiebe, Maarten Braat	Mike Mihalay (Town of HL)
Mackenzie Economic Development Corporation	Mike Osborne, General Manager	Box 210 High Level AB T0H 1Z0	Councillor Kulscar		Chair), John Crisp (Sec/Treas), Al Toews, Gerry Hosey, Mark Andrews, Peter Earnst, Iris Kurash, Clark mcAskile, Jack Eccles, Randy Ronsuer, Dave Martens, Jim Cardinal, Ron Arnason, Karen Holditch, Dave
Mackenzie Housing Management Board	Helen Braun, Chairperson	Box 357 La Crete AB T0H 2H0	Councillor Driedger	William Dainard & Noreen McAteer (FV), Wally Schroeder & George Bueckert (LC)	John Unger, George Friesen (LC Municipal Nursing Assoc)
Mackenzie Municipal Services Agency	Veronica Bliska, Chairperson	Box 450 Berwyn AB T0H 0E0	Councillor Nanooch & Reeve Neufeld (Alternate)		Veronica Bliska (Chair), Del Harboarne (V. Chair), Jean Charchuic, Emie Bass, Raymond Wolfe, Fraser Robertson, John Watt (T of RL), Dennis Dykstra (Berwyn), Robert Seidler & Bob Regal (Alternates)
MD of Mackenzie Library Board	Anne Martens, Chairperson	Bag 4000 Fort Vermilion AB T0H 1N0	Councillor Bateman	Catrina Weisbach & Calvin Saloff (FV), Lisa Wardley & Darlene Vanwyk (Zama)	Joyce Wieler (Sec), Kathy Janzen, Sue Calihoo

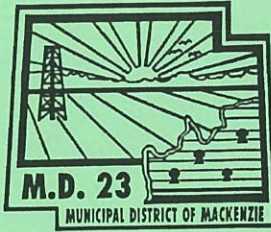
Committees	Contact	Mailing Address	Council Members	Members At Large	Other Members
Mighty Peace Tourist Association	Judy Pimm, President	Box 419, Berwyn AB T0H 0E0	Councillor Kulscar		Trish Freeland (Past Pres), Rhonda Davidson (1st Pres), John Vogt (2nd Pres), Lesley Bunn (3rd Pres), Karen Diebert (4th Pres), Kammie Currie
North Peace Applied Research Association	Maryse Maurice	Box 750, Manning AB T0H 2M0	Councillor Newman	(ASB Appoints)	
Northwest Boreal Education Society (previously Mackenzie Forest Education Society)	Marke Henteleff, Secretary	Box 5276 Peace River AB T8S 1R9	Councillor Sarapuk, Councillor Bateman, Councillor Thiessen (Alternate)		Mike Osborne (MEDC), Mike Davenport (FVSD), Mike Myhali (HL Mayor), Wayne LaGroix & Dave West (Footner Forest), Tom Hoffman (Tolko), Mark Henteleff
Northwest Corridor Development Corporation	Mike Osborn, C/O MEDC	Box 210 High Level AB T0H 1Z0	Mike Osborn		
Prairie Farm Rehabilitation Administration Liaison	Blair English	Box 7047 Peace River AB T8S 1S7	(ASB Appoints)		
Public Safety Services Committee (Disaster Services)	Paul Driedger	Box 1690 La Crete AB T0H 2H0			
Recreation Board - Fort Vermillion	Maarten Braat, Chair	Box 115 Fort Vermillion AB T0H 1N0	Councillor Nanooch		Eric Jorgenson (V. Chair), Marilyn Boissy (Sec), John Twidale (Treas), John Simpson, Noreen McAteer, Louise Smith
Recreation Board - High Level	Town of High Level	Box 485 High Level AB T0H 1Z0	Councillor Kulscar (Requested)		
Recreation Board - Zama	Chair	Box 73 Zama AB T0H 4E0	Councillor Bateman		Darlene Van Wyk (Treas)

Committees	Contact	Mailing Address	Council Members	Members At Large	Other Members
Recreation Society - La Crete	John Martens, Chair	Box 20 La Crete AB T0H 2H0	Councillor Wieler		Ken Wiebe (V. Chair), Andrew Friesen (Sec), Tim Driedger (Arena Manager), Ken Peters (Treas)
Regional Economic Development Initiative (REDI)	Mike Osborne, General	Box 210 High Level AB T0H 1Z0	Councillor Wieler		
Regional Landfill Authority	Ron ? Cathy Crozier, c/o Town of High Level	Box 485, 9813-102 St. High Level AB T0H 1Z0	Councillor Thiessen, Councillor Kulscar		Doug Gramson (Chair/T of HL), Jean Lederer (T of RL), Paddle Prairie, Dene Tha First Nation
Senior Housing Task Force	Harvey Prockiw		Reeve Neufeld		Harvey Prockiw
Subdivision and Development Appeal Board	Eva Schmidt	Box 640 Fort Vermilion AB T0H 1N0	Councillor Sarapuk, Councillor Kulscar	Jack Eccles, Ray Toews, Les Coulthard	
Upper Hay Forest Area Community Timber Permit Program		Box 1420 La Crete AB T0H 2H0	Councillor Wieler		
Upper Hay Recreational Hunting and Fishing Advisory Committee (Previously Fish & Wildlife Advisory Committee)	Greg Newman	Box 640 Fort Vermilion AB T0H 1N0	Councillor Newman	Dave Thompson, Larry Neufeld, Jake J. Wolfe	Jeff Anderson (T of RL), Mike Mihaly (T of HL), Lawrence Gosling and Jamie Salm (RL Sportsmn), Owen Sabiston (FV Conserv Officer), Kim Morton (HL wlife biologist)
Veterinary Advisory Committee	Chris Kelland	Box 640 Fort Vermilion AB T0H 1N0	Councillor Peters	(ASB Appoints) Clint Rempel, Les Coulthard	

Committees	Contact	Mailing Address	Council Members	Members At Large	Other Members
Veterinary Services Incorporated	Chris Kelland	Box 165 Eaglesham AB T0H 1H0	Councillor Peters	(ASB Appoints)	Pending: Dr. Malcolm Gray (Mgr), Shirley Emerson (Birch Hills), Tony Yelnick (MD 16), Bruce Jack (Saddle Hills), Allen Dumas (MD 22), David Mark (MD Big Lakes), Walter Gacek (MD 131), Nick Van Rootselaar (MD 133), Brian Grant (MD 135), Elden McLachlan (MD 136), Dr. Rod Nast (PR Vet Clinic), Dr. Richard McWatt (North Peace Animal Hospital)

76

M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Committee of the Whole
Meeting Date:	December 18, 2001
Originated By:	Harvey Prockiw, CAO
Title:	Fall 2001 Convention Evaluation
Agenda Item No:	6h)

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:


AAMD&C requests that Council complete the attached evaluation of their Fall 2001 convention.

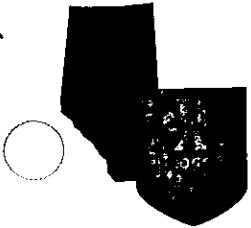
COSTS / SOURCE OF FUNDING:

Not applicable.

RECOMMENDED ACTION (by originator):

Complete the evaluation.

Review:	Dept.	C.A.O. 
---------	-------	--



ALBERTA ASSOCIATION of MUNICIPAL DISTRICTS & COUNTIES

4504 - 101 STREET • EDMONTON ALBERTA T6E 5G9 • TELEPHONE: 436-9375 FAX: 437-5993

LARRY GOODHOPE - Executive Director

November 28, 2001

To All Member Councils:

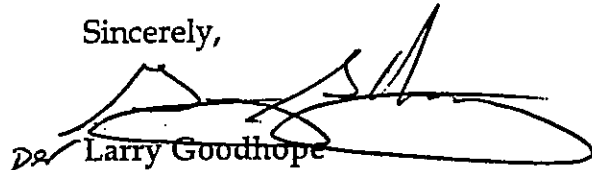
Fall 2001 Convention Evaluation

AAMD&C appreciates Council comments and suggestions about all aspects of the Fall 2001 Convention. Your recommendations will assist us to better meet the needs of convention delegates.

Please take a moment to complete this questionnaire at your next Council Meeting, and we would ask that **only one evaluation form be submitted by Council from each jurisdiction**. Please return the completed questionnaire by fax to (780) 437-5993 or mail it to the AAMD&C office at 4504 - 101 Street, Edmonton, T6E 5G9 prior to **Friday, January 4, 2002**.

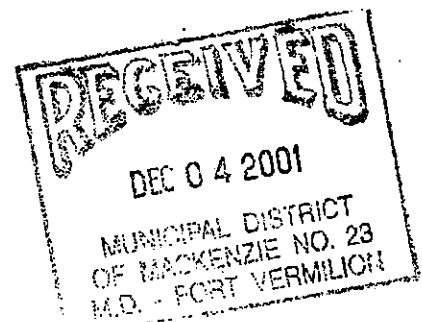
Thank you for your feedback!

Sincerely,


Larry Goodhope
Executive Director

LG/daz

Att.



FALL 2001 CONVENTION EVALUATION

NOVEMBER 19-22, 2001

THE COAST TERRACE INN/DELTA EDMONTON SOUTH

JURISDICTION:

You must complete the above section to be eligible for the draw for "FREE" registration for the Spring 2002 Convention.

PLEASE CHECK THE APPROPRIATE RESPONSE:

CONVENTION

Excellent Good Fair Poor

Overall, how would you rate the Convention?

Comments:

CONVENTION LOCATIONS

Excellent Good Fair Poor

How would you rate the Coast Terrace Inn as the main hotel?

Overall, how would you rate the other facilities?

Delta Edmonton South

Greenwood Inn

Travelodge Edmonton South

Comments:

HANDBOOK/ANNUAL REPORT

Excellent Good Fair Poor

How would you rate the format and style of the Handbook and Annual Report?

Comments:

PLENARY SESSION

Excellent Good Fair Poor

Councillor Orientation Session

• AAMD&C Policy and Communication

• AAMD&C Trade Division

• AAMD&C Insurance Services

• Society of Local Government Managers

• "The Weakest Link" (Brownlee Fryett)

• Municipal Governance & Legislation
(Assistant Deputy Minister Brad Pickering,
Alberta Municipal Affairs)

• Council Conflict Resolution

Annual Business Meeting (i.e. Reports, Financial)

Opening Ceremonies

Comments:

AAMD&C REGISTRATION DESK

Excellent Good Fair Poor

Overall, how would you rate the service?

Comments:

WORKSHOPS

Excellent Good Fair Poor

Cost Sharing For Joint Services

Seismic Exploration & Road Use Agreements -
Two Proposals for Municipal/Energy Sector
Collaboration

Making Meetings Work

Internet Training for First Time Elected Officials

Comments or Suggestions for Future Workshops:

SPEAKERS

Excellent Good Fair Poor

Keynote Speaker – Bob Hooey

Federation of Canadian Municipalities

Intensive Livestock Operation Implementation
Process – Dr. Brian Beitz, NRCB

Address: Honourable Guy Boutilier
Minister of Municipal Affairs

SPEAKERS (CONTINUED)

	Excellent	Good	Fair	Poor
Address: Honourable Shirley McClellan Deputy Premier and Minister of Agriculture, Food and Rural Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address: Honourable Ed Stelmach Minister of Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address: Ken Nicol Leader, Official Opposition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Suggestions for Future Speakers:

MINISTERIAL FORUM

	Excellent	Good	Fair	Poor
How would you rate the format for this session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was there sufficient opportunity to participate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

RESOLUTIONS SESSIONS

	Excellent	Good	Fair	Poor
Overall, how would you rate these sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the traffic light assist in monitoring and maintaining the length of the speakers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

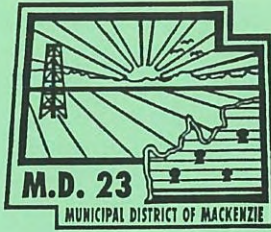
Comments:

MEAL FUNCTIONS/SOCIAL EVENTS

		Excellent	Good	Fair	Poor
Monday	Soup & Sandwich Luncheon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	Welcome Reception <i>Sponsor: UtiliCorp Networks Canada</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	Buffet Breakfast <i>Sponsor: Aon Reed Stenhouse Inc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	Beef on a Bun Luncheon <i>Sponsor: Rural Committee of CEA</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	Social Evening <i>Sponsor: Finning</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	Buffet Breakfast <i>Sponsor: Brownlee Fryett</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	Buffet Luncheon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	Association Social Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Entertainment: Wild Rosini Show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Band: Mainstreet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	Buffet Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	Meet Members of Cabinet and MLAs Luncheon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or Suggestions for Future Social Events:

M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Committee of the Whole
Meeting Date:	December 18, 2001
Originated By:	Harvey Prockiw, CAO
Title:	Additions to the Agenda
Agenda Item No:	617

BACKGROUND / PROPOSAL:

In recent meetings, Councillors have been bringing agenda additions to the Council table without notifying administration.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This practice violates Bylaw 282/01 Council Organizational and Procedural bylaw, section 601, which states "all documents and notice of delegation intended to be submitted to the Council shall be placed in his/her (CAO) hands not later than 4:30 p.m. seven calendar days before the regular meeting".

When additions to the agenda are handed out or discussed at the Council table without administration's prior knowledge, administration is unprepared to give any background or recommendations on the subject. A better solution is to submit the agenda item a week ahead of time to give administration time to prepare a response to the issue.

COSTS / SOURCE OF FUNDING:

Not applicable.

RECOMMENDED ACTION (by originator):

For discussion.

Review:

Dept.

C.A.O.

**M.D. of Mackenzie No. 23 Council
Request For Decision**

Meeting: **Committee of the Whole**
Meeting Date: December 18, 2001
Originated By: Paul Driedger
Director of Planning and Emergency Services

Title: **Enforcement Services
Director's Report for November**

Agenda Item No: 7. a)

BACKGROUND / PROPOSAL:

N/A

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

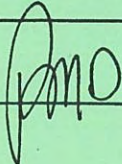
Regular Month End Report.


COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

For information.

Review: 

Dept. Emergency Services C.A.O. 



Comments

- Maintained regular patrols of Zama, Fort Vermilion, La Crete and rural M.D.
- Check Stop in B.H.P near large party.
- Large Check Stop on Zama road with Inspection Services.
- Trial in Fort Vermilion regarding Escaped Prisoner.
- Assist NPTP with subject resisting arrest.
- Assist RCMP with investigation of an Impaired driver.
- Assist RCMP with post Halloween complaints.
- RCMP course on Vehicle stops and searches.
- Assist RCMP during Officer assault.

ENFORCEMENT STATISTICS

	MTD	YTD
Total Number of Charges	53	594
Written Warnings	6	80
Provincial	53	592
Municipal	0	2

HOURS OF ACTIVITY

Patrol Hours	206
Administration	52
Training Hours	64

	MTD	YTD
Highway Traffic Act	46	485
Motor Vehicle Admin. Act	7	70
Gaming & Liquor Act	-	35
Motor Transport Act	-	1
Off-Highway Vehicle Act	-	1
Environment Prot. Act	-	-
Other	-	-

	MTD	YTD
Animal Control Bylaw	-	2
Off-Highway Bylaw	-	-
Unightly Premise Bylaw	-	3
Clean-up Orders	-	4
Lot Clean-ups	-	-
Other	1	6

REVENUE TO MD #23

	MTD	YTD
MRP Potential Current Month Fines	3684	70949
MRP – Fines Paid	6196	43550
Other Enforcement Agencies – Fines Paid	1487	29022
Total – Fines Paid	7683	72571
Revenue to Victims Services	1111	10833

OUTSTANDING TO MD #23

	YTD
MRP – Fines Outstanding	14195
Other Enforcement Agencies – Fines Outstanding	13016
Total – Fines Outstanding	27211

Report Date 01-12-12

Paul DeGroot
Director

M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Council
Meeting Date:	December 18, 2001
Originated By:	Ivan Perich
Title:	Heliport Road Vehicle Restrictions
Agenda Item No:	8 a)

BACKGROUND / PROPOSAL:

Many concerns have been voiced about the Heliport Road regarding – large trucks, speeding traffic, motorists failing to stop at stop signs and rail crossings etc. Inspection Services in High Level has been informed of the concerns. There is a need to implement a policy regarding use of the road by heavy trucks.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

There are a number of options:

- Put up 75% Road Ban signs with authorization only given to local residences and companies providing services to local residences.

PROS

-We'll know everyone who has authorization
-“Stops” all trucks except empty ones from using the road.

CONS

-We cannot prohibit empty trucks from using the road.

- Designate Heliport Road under the Traffic Bylaw 192/99 as a Non-Truck Route and issue authorization to local residences and companies providing them with services with authorization to use trucks on the road at a reduced (70km) speed limit.

PROS

-Trucks using the route will have to have it on their Bill of Lading or face appropriate Penalties.

CONS

-May be an inconvenience to some of the area businesses.

- Designating the road as a Local Traffic Only road.

PROS

-Less paper work.

CONS

-More difficult to implement.

COSTS / SOURCE OF FUNDING:

No additional costs are expected. Lower heavy truck volumes on this road should reduce maintenance costs.

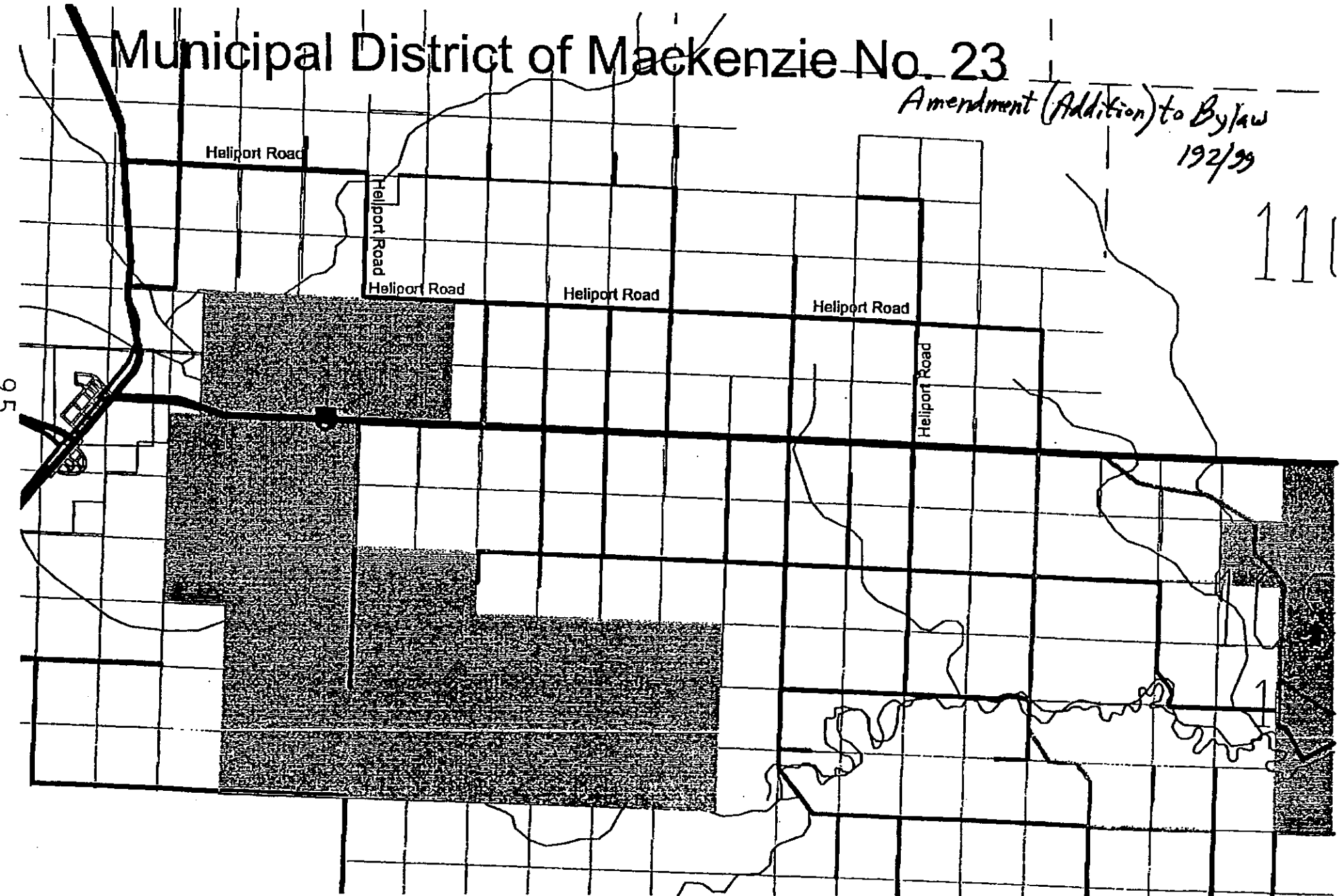
RECOMMENDED ACTION (by originator):

Recommend that both options 1 and 2 be approved by Council.

Municipal District of Mackenzie No. 23

*Amendment (Addition) to Bylaw
192/99*

111



UTILITIES REPORT

November/December 2001

The following is a report on activities accomplished or are ongoing:

- Prepared 2002 Operating Budget, and are making changes as required through further year to date reports.
- Prepared 5 year Capital Budget and are finalizing a number of projected projects.
- Performed costs analysis on converting liquid chlorine to a gas chlorinating system in both Zama and La Crete water treatment plants. Will bring forth to 2002 Capital Budget for Council review.
- Working on fee system for the disposal of municipal waste.
- Utilities staff is actively working on instrumentation and mechanical inspections at the treatment plants and lift stations.
- Zama lift station upgrade is currently under construction and should be completed in January of 2002. The scope of the project is to convert all the single-phase electrical components to three phase. We are utilizing the old La Crete lift station generator since it is still in good working condition as an emergency power back-up system.
- The Fort Vermilion Lift Station upgrade is completed as budgeted. The piping system was more than 24 years old. It has been replaced with stainless steel and should last longer than the original piping system. We also made provisions to install an emergency back-up pump piping system should we experience complete electrical pump failure.
- I am currently working on a rural distribution system. This project is still on the drawing board and has been given to the engineers at PFRA at no cost to the Municipality.
- Attended AMR (Automatic Meter Read) Seminar at the Fort Vermilion water plant held by Atco Power to clarify some of the maintenance of the reading system.
- Attended a H2S Alive course held in La Crete to update expired certificate.
- Pursuing innovative ways to reduce power consumption at the water treatment plants and lift stations. Nothing concrete has been established yet but will bring this to a future Council meeting if required.

Respectfully submitted

Marco Braat
Superintendent of Utilities



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	November 6, 2001
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Bylaw - Payment of taxes by installments
Agenda Item No:	11 a)

BACKGROUND / PROPOSAL:

At the September 25, 2001, Council meeting a discussion occurred about implementing a payment of taxes by installment plan which resulted in the request that administration bring forward a bylaw to provide for the payment of taxes by installments.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The plan envisions that the ratepayer would make monthly payments for January to June of each year based on 1/12 of the prior years' taxes. For July to December the payments would be adjusted for the actual amount that would be calculated less the amounts that were paid from January to June.

The ratepayers benefit by spreading their tax payment over a 12-month period and allow them to budget more effectively.

There will be some minor increase in administrative time and cost in handling of the monthly payment and updating its records.

COSTS / SOURCE OF FUNDING:


Administrative budget.

RECOMMENDED ACTION (by originator):

Council gives second and third reading to Bylaw 277/01.

Review: *Rh*

Dept. *FINANCE*

C.A.O. 

8 (d)

That Councilors Nanook
and Bateman be authorized to
attend appointed to the Development
Task Force and authorized to attend
meetings pertinent to their respective
wards.

MUNICIPAL DISTRICT OF MACKENZIE NO. 23
COUNCIL MEETING

Tuesday, December 18, 2001
7:00 p.m.

Seminar Room, Fort Vermilion School Division Central Office
Fort Vermilion, Alberta

AGENDA

- CALL TO ORDER:** 1. a) Call to Order
7:00 p.m.
- AGENDA:** 2. a) Items to Add or Delete from the Agenda **Page 1**
7:00 to 7:03 p.m.
b) Adoption of the Agenda **Page 1**
7:03 to 7:05 p.m.
- ADOPTION OF THE PREVIOUS MINUTES:** 3. a) Minutes of November 29, 2001 **Page 7**
Special Council Budget Meeting
7:05 to 7:06 p.m.
b) Minutes of the December 4, 2001 **Page 15**
Committee of the Whole Meeting
7:06 to 7:07 p.m.
c) Minutes of the December 4, 2001 **Page 21**
Regular Council Meeting
7:07 to 7:09 p.m.
d) Minutes of the December 5, 2001 **Page 35**
Special Council Budget Meeting
7:09 to 7:10 p.m.
- Invite Pat Calogore
to a mtg.
Hay-Zama*
- BUSINESS ARISING OUT OF THE MINUTES:** 4. a) **Page**
b) **Page**

DELEGATIONS: 5. a) **Page**
b) **Page**

PUBLIC HEARINGS: 6. a) **Page**
b) **Page**

COUNCIL COMMITTEE AND CAO REPORTS: 7. a) Council Committee Reports **Page**
7:10 to 7:20 p.m.
b) CAO Report **Page**
7:20 to 7:25 p.m.

PLANNING AND EMERGENCY SERVICES: 8. a) Bylaw 291/01 – Land Use Bylaw Amendment **Page 45**
Part of NE 17-106-15-W5M
Agricultural District 1 to Rural Country Residential District
7:25 to 7:30 p.m.
b) 2001/2002 Fire Services Training **Page 81**
Municipal Sponsorship Program
7:30 to 7:35 p.m.
c) 2001/2002 Disaster Services Training **Page 89**
Municipal Sponsorship Program
7:35 to 7:40 p.m.
d) *Dev. Task Force* **Page**
e) **Page**

PROTECTIVE SERVICES: 9. a) **Page**
b) **Page**

AGRICULTURAL SERVICES:

10. a) **Page**
b) **Page**

CORPORATE SERVICES:

11. a) Interim Operating Budget
7:40 to 7:45 p.m. **Page 97**
b) Northern CARE
7:45 to 7:50 p.m. **Page 99**
c) Alberta Future Summit 2002 – Red Deer
7:50 to 7:55 p.m. **Page 103**
d) Assessment Review Board Training
7:55 to 8:00 p.m. **Page 107**
e) Budget Meeting Dates
8:00 to 8:05 p.m. **Page 111**
f) Bylaw 293/01 **Page**
g) Policy F1W021 **Page**

OPERATIONAL SERVICES:

12. a) **Page**
b) **Page**

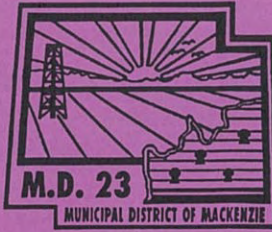
IN CAMERA SESSION:

13. a) Council **Page**
b) **Page**

ADJOURNMENT:

14. a) Adjournment
8:05 p.m.

M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Regular Council
Meeting Date:	December 18, 2001
Originated By:	Eva Schmidt, Executive Assistant
Title:	Minutes of the November 29, 2001 Special Council Budget Meeting
Agenda Item No:	3 a)

BACKGROUND / PROPOSAL:

Not applicable.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the minutes of the Thursday, November 29, 2001 Special Council Budget meeting.

COSTS / SOURCE OF FUNDING:

Not applicable.

RECOMMENDED ACTION (by originator):

That the minutes of the November 29, 2001 Special Council Budget meeting be adopted as presented.

Review: *ES*

Dept. *Admin.*

C.A.O. *(Signature)*

**MUNICIPAL DISTRICT OF MACKENZIE NO. 23
SPECIAL COUNCIL BUDGET MEETING**

Thursday, November 29, 2001

**Seminar Room, Fort Vermillion School Division
Fort Vermillion, Alberta**

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
John W. Driedger	Councillor (entered at 9:20 a.m.)
Betty Bateman	Councillor
Pat Kulscar	Councillor
Michael Nanooch	Councillor (entered at 9:50 a.m.)
Greg Newman	Councillor
Willie Wieler	Councillor

ABSENT:

Joe Peters	Councillor
Wayne Thiessen	Councillor

ALSO PRESENT:

Harvey Prockiw	Chief Administrative Officer
Eva Schmidt	Executive Assistant
Bill Landiuk	Director of Corporate Services
Ivan Perich	Director of Public Works

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

Reeve Neufeld called the Special Council budget meeting to order at 9:11 a.m.

**ADOPTION OF
AGENDA:**

2. **Adoption of Agenda**

MOTION 01-632

MOVED by Councillor Kulscar

That the agenda be adopted as amended by deleting:
6. Policy PW021 – Approach Installation and Repairs
and adding
13. Policy PW018 - Hiring of Private Equipment.

CARRIED

BUDGET:

3. Policy FIN020 – Rural Snowplow Flags for Senior Citizens and/or Handicapped Persons

Amendments were made to Policy FIN020 – Rural Snowplow Flags for Senior Citizens and/or Handicapped; Persons.

Councillor Driedger entered the meeting at 9:20 a.m.

9. Primary and Secondary Highway Priorities

MOTION 01-633

MOVED by Councillor Wieler

That Motion 01-135 be rescinded and that the Alberta Transportation Highway priority list be established as follows:

1. Upgrading of Primary Highway 88, including bridge structures and pavement;
2. Maintenance and Rehabilitation of Highway 697:
 - a) Pave Tompkins west hill
 - b) Widening of the Blumenort intersection;
3. Designation of the Zama Road as a Secondary Highway;
4. Extension of Primary Highway 58 to Wood Buffalo National Park;
5. Extension of Primary Highway 58 to BC Border.

Other maintenance concerns are:

Widening of Highway 58 to Rainbow Lake, and
Continuation of overlay of Highway 35 and 697.

CARRIED

10. Resource Road/New Industry Program – 2002

The Resource Road/New Industry Program – 2002 was received as information.

11. **Resource Road/New Industry Program –
Priorities for 2003**

MOTION 01-634

MOVED by Councillor Wieler

That the Resource Road/New Industry Program priorities for 2003 be postponed for further information.

CARRIED

12. **Council Resolution Request for ICAP Program**

Councillor Nanooch entered the meeting at 9:50 a.m.

MOTION 01-635

MOVED by Councillor Bateman

That the Infrastructure Canada-Alberta Program (ICAP) be postponed to a future budget meeting.

CARRIED

The meeting was recessed at 10:20 a.m.

The meeting was reconvened at 10:26 a.m.

13. **Policy PW018 – Hiring of Private Equipment**

MOTION 01-636

MOVED by Councillor Bateman

That Policy PW018-Hiring of Private Equipment be postponed and be brought back to a future meeting with revisions.

CARRIED

The meeting was recessed at 12:03 p.m.

The meeting was reconvened at 1:00 p.m.

14. Aurora Tours Open House

MOTION 01-637 **MOVED** by Councillor Wieler

That the Aurora Tours Open House be added to the agenda.

CARRIED

MOTION 01-638 **MOVED** by Councillor Kulscar

That Councillor Sarapuk be authorized to attend the Aurora Tour Open House at the High Level Rural Hall on November 29, 2001.

CARRIED

The meeting was recessed at 1:57 p.m.

The meeting was reconvened at 2:08 p.m.

4. Policy PW019 – Road Construction and Standards

Policy PW019 – Road Construction and Standards was revised. This policy will be brought back to Council for final approval.

5. Policy PW020 – Road Repair and Rehabilitation

MOTION 01-639 **MOVED** by Councillor Driedger

That the Rural Road Specification chart be adopted as amended and attached.

CARRIED

6. Policy PW021 – Approach Installation and Repairs

Policy PW021 – Approach Installation and Repairs was deleted from the agenda.

7. Policy PW022 – Construction of Urban Streets

Policy PW022 – Construction of Urban Streets was deferred to a future budget meeting.

8. Designating Local Roads

The Designation of Local Roads was deferred to a future budget meeting.

ADJOURNMENT: Adjournment

MOTION 01-640

MOVED by Councillor Driedger

That the Special Council budget meeting be adjourned at 3:00 p.m.

CARRIED

These minutes were adopted this _____ day of _____, 2001.

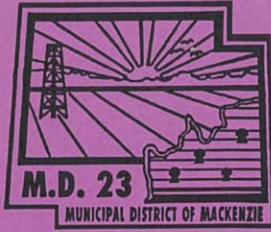
Bill Neufeld, Reeve

Eva Schmidt,
Executive Assistant

ROAD SPECIFICATION - RURAL

	Unit of Measure	Paved	Secondary Highway Equivalent	Collector	Local Road	Low Volume Farm Access	Field Access	Forestry Road
Examples			88 Connector Zama Access	Blue Hills Rd West La Crete Rd Hellport Rd Rocky Lane Rd 27th Baseline Wilson Prairie Ed Lizotte Loop Machesis Rd				
Short Description of Roadway								
Road top width	meter	9 meter initial	12	8	8	8	6	7
Average Height of Fill	meter	N/A	1.0 min	1.0 min	0.9	0.6	0.3	0.3 min
Normal Side Slope		4:1	5:1	5:1	4:1	4:1	3:1	3:1
Normal Ditch Width	meter	3	3	3	3	3	V-ditch up to 3 meters	V-ditch up to 3 meters
Normal Backslope		4:1	4:1	4:1	4:1	4:1	3:1	3:1
Compaction @ Construction	% of Standard Proctor Density	100%	100%	95%	93%; one packer on SP; no packer on Constr.	93% no packer on Constr.	93% no packer on Constr.	93%
Moisture Content @ Construction	% of Standard Proctor Density	100%	100%	95%	95%	93%	93%	93%
Priority		As Required	Case by Case and Depending on need	1	3	4	5	Case by Case
Rate of Regravelling		N/A	500m ³ /mile for 3 yrs	300m ³ / mile for first 3 yrs	200m ³ /mile	200m ³ /mile	150m ³ /mile as needed and as requested	150m ³ /mile at initial construction, then as needed
Private Approach Radius	m	15	15	15	15	15	15	15
Crown Rate		3%	4%	4%	4%	4%	4%	4%
							Do Not Snow Plow	

M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Regular Council
Meeting Date:	December 18, 2001
Originated By:	Eva Schmidt, Executive Assistant
Title:	Minutes of the December 4, 2001 Committee of the Whole Meeting
Agenda Item No:	3 b)

BACKGROUND / PROPOSAL:

Not applicable.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the minutes of the Tuesday, December 4, 2001 Committee of the Whole meeting.

COSTS / SOURCE OF FUNDING:

Not applicable.

RECOMMENDED ACTION (by originator):

That the minutes of the December 4, 2001 Committee of the Whole meeting be adopted as presented.

Review: *ES*

Dept. *Admin.*

C.A.O. *[Signature]*

**MUNICIPAL DISTRICT OF MACKENZIE NO. 23
COMMITTEE OF THE WHOLE**

**Seminar Room, Fort Vermilion School Division Central Office
Fort Vermilion, Alberta**

Tuesday, December 4, 2001

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Betty Bateman	Councillor
Greg Newman	Councillor
Pat Kulscar	Councillor
Michael Nanooch	Councillor
Wayne Thiessen	Councillor
Willie Wieler	Councillor (entered at 11:15 a.m.)

ABSENT:

John Driedger	Councillor
Joe Peters	Councillor

ALSO PRESENT:

Harvey Prockiw	Chief Administrative Officer
Eva Schmidt	Executive Assistant
Paul Driedger	Director of Planning and Emergency Services
Bill Landiuk	Director of Corporate Services
Ivan Perich	Director of Operational Services

Minutes of the Committee of the Whole meeting for the Municipal District of Mackenzie No. 23 held on Tuesday, December 4, 2001, in the Seminar Room of the Fort Vermilion School Division, Fort Vermilion, Alberta.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:04 a.m.

**ADOPTION OF
AGENDA:**

MOTION 01-641

2. a) Adoption of Agenda

MOVED by Councillor Thiessen

That the agenda be adopted as amended by adding:

- 6b) Mackenzie Pork Producers
- 6c) Drainage Ditches.

CARRIED

DELEGATIONS:

3. a)

There were no items under this heading.

**COMMUNITY
SUPPORT**

SERVICES:

(Councillor Sarapuk)

4. a)

There were no items under this heading.

**PLANNING AND
DEVELOPMENT:**

(Councillor Wieler)

5. a)

There were no items under this heading.

Reeve Neufeld turned the Chair over to Councillor Thiessen.

AGRICULTURE

SERVICES:

(Councillor Thiessen)

6. a) Natural Resources Conservation Board

Council discussed information provided on the Natural Resources Conservation Board.

6. b) Mackenzie Pork Producers

Council discussed Mackenzie Pork Producers' request that the M.D. implement a policy to either supply infrastructure support on an ongoing basis to outlying areas or pay the cost of the infrastructure on a one-time basis. Administration will draft a policy regarding infrastructure for new development.

6. c) Drainage Ditches

Drainage ditches were discussed. The Agricultural Service Board would like the M.D to establish a framework for drainage projects via policies. Administration will work on procedures to establish a process for drainage ditch application and bring ideas to the meeting with Alberta Environment on January 9, 2002.

Councillor Thiessen turned the Chair back to Reeve Neufeld.

Reeve Neufeld turned the Chair over to Councillor Kulscar.

**ADMINISTRATIVE
COUNCIL,
PERSONNEL:**
(Councillor Kulscar)

7. a) Financial Indicator Graphs

Council reviewed the financial indicator graphs.

The meeting was recessed at 11:02 a.m.

The meeting was reconvened at 11:09 a.m.

7. b) Strategic Plan

The strategic plan was reviewed and amended.

Councillor Wieler entered the meeting at 11:15 a.m.

A letter will be written to the appropriate Minister requesting that the M.D. of Mackenzie be notified of all public land sales within the municipality.

Councillor Kulscar turned the Chair back to Reeve Neufeld.

The remaining items were added to the regular agenda.

**PROTECTIVE
SERVICES:**
(Councillor Bateman)

8. a)

There were no items under this heading.

**TRANSPORTATION
SERVICES:**
(Councillor Newman)

9. a)

There were no items under this heading.

**UTILITY
SERVICES:**
(Councillor Nanooch)

10. a)

There were no items under this heading.

**RECREATION AND
TOURISM:**
(Councillor Sarapuk)

11. a) High Level Recreation Board

This item was added to the regular agenda.

11. b) Regional Tourism Development Council

This item was added to the regular agenda.

ADJOURNMENT:

12. a) Adjourn Committee of the Whole Meeting

MOTION 01-642

MOVED by Deputy Reeve Sarapuk

That the meeting be adjourned at 12:06 p.m.

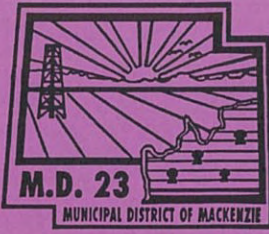
CARRIED

These minutes were adopted this _____ day of _____, 2001.

Walter Sarapuk, Deputy Reeve

Eva Schmidt, Executive Assistant

M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Regular Council
Meeting Date:	December 18, 2001
Originated By:	Eva Schmidt, Executive Assistant
Title:	Minutes of the December 4, 2001 Regular Council Meeting
Agenda Item No:	3 c)

BACKGROUND / PROPOSAL:

Not applicable.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the minutes of the Tuesday, December 4, 2001 regular Council meeting.

COSTS / SOURCE OF FUNDING:

Not applicable.

RECOMMENDED ACTION (by originator):

That the minutes of the December 4, 2001 regular Council meeting be adopted as presented.

Review: <i>ES</i>	Dept. <i>Admin</i>	C.A.O. <i>[Signature]</i>
-------------------	--------------------	---------------------------

**MUNICIPAL DISTRICT OF MACKENZIE NO. 23
REGULAR COUNCIL**

**Seminar Room, Fort Vermilion School Division Central Office
Fort Vermilion, Alberta**

Tuesday, December 4, 2001

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Betty Bateman	Councillor
John Driedger	Councillor
Greg Newman	Councillor
Pat Kulscar	Councillor
Michael Nanooch	Councillor
Wayne Thiessen	Councillor
Willie Wieler	Councillor

ABSENT:

Joe Peters	Councillor
------------	------------

ALSO PRESENT:

Harvey Prockiw	Chief Administrative Officer
Eva Schmidt	Executive Assistant
Paul Driedger	Director of Planning and Emergency Services
Bill Landiuk	Director of Corporate Services
Ivan Perich	Director of Operational Services

Minutes of the regular Council meeting for the Municipal District of Mackenzie No. 23 held on Tuesday, December 4, 2001, in the Seminar Room of the Fort Vermilion School Division Central Office, Fort Vermilion, Alberta.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the Council meeting to order at 12:58 p.m.

AGENDA:

2. a) Items to Add or Delete from the Agenda

Council considered additions and deletions to the agenda.

MOTION 01-643

2. b) Adoption of the Agenda

MOVED by Councillor Thiessen

That the agenda be adopted as amended by adding the following items:

- 11b) High Level Recreation Board
- 11c) Regional Tourism
- 11d) Budget Meeting Dates
- 12a) Policy FIN020 – Rural Snowplow Flags for Senior Citizens and/or Handicapped Persons.

CARRIED

**ADOPTION OF
THE PREVIOUS
MINUTES:**

**3. a) Minutes of the November 27, 2001
Committee of the Whole Meeting**

MOTION 01-644

MOVED by Councillor Kulscar

That the minutes of the November 27, 2001 Committee of the Whole meeting be adopted as amended by changing Motion 01-594 to identify Councillor Nanooch as Chair of Utility Services.

CARRIED

**3. b) Minutes of the November 27, 2001
Regular Council Meeting**

MOTION 01-645

MOVED by Councillor Newman

That the minutes of the November 27, 2001 Regular Council meeting be adopted as presented.

CARRIED

**BUSINESS ARISING
OUT OF THE
MINUTES:**

4. a)

There were no items under this heading.

DELEGATIONS:

5. a)

There were no items under this heading.

PUBLIC HEARING:

6. a)

There were no items under this heading.

**COUNCIL
COMMITTEE AND
CAO REPORTS:**

7. a) **Council Committee Reports**

Councillors presented the Council Committee reports as follows:

Councillor Thiessen reported no meetings.

Councillor Kulscar reported on the Elected Officials seminar.

Councillor Newman reported on the Elected Officials seminar and Agricultural Service Board.

Councillor Wieler reported no meetings.

Councillor Bateman reported on the Elected Officials seminar.

Councillor Nanooch reported on the Elected Officials seminar.

Councillor Driedger reported on the Elected Officials seminar.

Deputy Reeve Sarapuk reported on the Futures Summit in Peace River, Northern Aurora Open House, Veterinary Services Incorporate, and Alberta Association of Municipal District & Counties, tour with the Alberta Winter Games group.

Reeve Neufeld reported on the Elected Officials seminar.

MOTION 01-646

MOVED by Councillor Wieler

That the Council Committee reports be accepted as presented.

CARRIED

7. b) **CAO Report**

The CAO presented his report.

MOTION 01-647

MOVED by Councillor Thiessen

That the CAO report be accepted as presented.

CARRIED

**PLANNING AND
EMERGENCY
SERVICES:**

8. a)

There were no items under this heading.

**PROTECTIVE
SERVICES:**

9. a)

There were no items under this heading.

**AGRICULTURAL
SERVICES:**

10. a)

There were no items under this heading.

**CORPORATE
SERVICES:**

11. a) The Northern Forum

MOTION 01-648

MOVED by Councillor Newman

That the Northern Forum documentation be postponed for more information.

CARRIED

11. b) High Level Recreation Board

MOTION 01-649

MOVED by Councillor Kulscar

That the Town of High Level be requested to provide quarterly reports regarding services funded in the Cost Service Sharing Agreement, together with operating and capital plans.

CARRIED

11. c) Regional Tourism Development Council

MOTION 01-650

MOVED by Councillor Newman

That the Towns of High Level and Rainbow Lake be contacted regarding the creation of an umbrella group to secure funding through the Inter-Municipal Co-operation Grant. Further that resource people from Municipal Affairs be invited to the meeting of this group to provide information on the grant program.

CARRIED

MOTION 01-651

MOVED by Councillor Wieler

That a Regional Tourism Task Force be established consisting of one councillor from each municipality including the M.D. of Mackenzie and the Towns of High Level and Rainbow Lake, and five community members.

CARRIED

11. d) Budget Meeting Dates

MOTION 01-652

MOVED by Councillor Kulscar

That budget meeting dates be scheduled for 10:00 a.m. on Wednesday, December 19, 2001 and 9:00 a.m. on Wednesday, January 9, 2002, in Fort Vermilion.

CARRIED

OPERATIONAL SERVICES:

12. a) Policy FIN020 – Rural Snowplow Flags for Senior Citizens and/or Handicapped Persons

MOTION 01-653

MOVED by Councillor Kulscar

That Policy FIN020 – Rural Snowplow Flags for Senior Citizens and/or Handicapped Persons be adopted as amended and attached.

CARRIED

**IN CAMERA
SESSION:**

13. a)

There were no items under this heading.

ADJOURNMENT:

14. a) **Adjournment**

MOTION 01-654

MOVED by Deputy Reeve Sarapuk

That the meeting be adjourned at 2:25 p.m.

CARRIED

These minutes were adopted this _____ day of _____, 2001.

Bill Neufeld, Reeve

Eva Schmidt, Executive Assistant

Municipal District of Mackenzie No. 23

Title	Road Repair and Rehabilitation	Policy No.	PW020
-------	--------------------------------	------------	-------

Legislation Reference	Municipal Government Act, Section 18
-----------------------	--------------------------------------

Purpose:

To establish criteria for road repair and rehabilitation.

Policy Statement and Guidelines

Existing roads within the Municipal District of Mackenzie require repair and rehabilitation work from time to time. Repair and rehabilitation priorities are hereby established as follows:

1. Roads shall be repaired or rehabilitated according to the following categories:
 - a. Collector
 - b. Local Road
 - c. Low Volume Farm Access
 - d. Field Access

2. Within the above categories, roads shall be prioritized as follows:
 - a) First priority will be to repair and rehabilitate roads where the integrity of the road is affected.

 - b) Second priority will be to repair and rehabilitate roads by using the following criteria to determine road priorities:
 1. Ongoing maintenance costs;
 2. gravel frequency;
 3. grading frequency; and
 4. excessive road width
 5. brushing needs

 - c) Condition of substructure - culvert placement;

 - d) Soft spots;

 - e) Drainage issues;

 - f) Projections for long-term use of the roads; and

 - g) Road users – local traffic, commercial, industrial.

3. Roads shall be repaired or rehabilitated in accordance with the Rural Road Specification Chart and Urban Road Specification Chart.

	Date	Resolution Number
Approved		
Amended		
Amended		

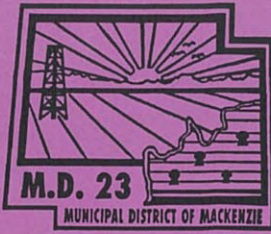
ROAD SPECIFICATION - RURAL

	Unit of Measure	Paved	Secondary Highway Equivalent	Collector	Local Road	Low Volume Farm Access	Field Access	Forestry Road
Examples			88 Connector Zama Access	Blue Hills Rd West La Crete Rd Heliport Rd Rocky Lane Rd 27th Baseline Wilson Prairie Ed Lizotte Loop Machesis Rd				
Short Description of Roadway								
Road top width	meter	9 meter initial	12	8	8	8	6	7
Average Height of Fill	meter	N/A	1.0 min	1.0 min	0.9	0.6	0.3	0.3 min
Normal Side Slope		4:1	5:1	5:1	4:1	4:1	3:1	3:1
Normal Ditch Width	meter	3	3	3	3	3	V-ditch up to 3 meters	V-ditch up to 3 meters
Normal Backslope		4:1	4:1	4:1	4:1	4:1	3:1	3:1
Compaction @ Construction	% of Standard Proctor Density	100%	100%	95%	93%; one packer on SP; no packer on Constr.	93% no packer on Constr.	93% no packer on Constr.	93%
Moisture Content @ Construction	% of Standard Proctor Density	100%	100%	95%	95%	93%	93%	93%
Priority		As Required	Case by Case and Depending on need	1	3	4	5	Case by Case
Rate of Regravelling		N/A	500m3/mile for 3 yrs	300m3 / mile for first 3 yrs	200m3/mile	200m3/mile	150m3/mile as needed and as requested	150m3/mile at initial construction, then as needed
Private Approach Radius	m	15	15	15	15	15	15	15
Crown Rate		3%	4%	4%	4%	4%	4%	4%
							Do Not Snow Plow	

ROAD SPECIFICATION - URBAN

Type	Unit of Measure	Paved Urban Cross section	Paved Urban Cross Section	Paved Urban Cross Section	Gravel - Urban	Gravel - Urban	Gravel - Urban	Laneway Commercial	Laneway Residential	Walkways						
Examples		Parking both sides, with turning lanes throughout	Parking both sides	Parking one side	Parking both sides	Parking one side	No Parking	Heavy usage								
Road top width	m	16.5	12.5	10	12.5	10	8	6	4	2						
Normal Drop From Property Line to Center of Road	m	-0.3	-0.3	-0.3	-0.6	-0.6	-0.3	-0.3	-0.3	0						
Normal Side Slope		4:1	4:1	4:1	6:1 (to allow for widening at paving stage)	6:1 (to allow for widening at paving stage)	4:1	none	none	none						
Normal Ditch Width if Ditch is used	m	3	3	3	3	3	3	none (drainage down centre of laneway)	none (drainage down centre of laneway)	none						
Normal Backslope		3:1	3:1	3:1	3:1	3:1	3:1	none	none	none						
Compaction @ Construction	% of Standard Proctor Density	100	100	100	100	100	100	100	97	97						
Moisture Content @ Construction	% of Standard Proctor Density	100	100	100	100	100	100	100	97	97						

M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Regular Council
Meeting Date:	December 18, 2001
Originated By:	Eva Schmidt, Executive Assistant
Title:	Minutes of the December 5, 2001 Special Council Budget Meeting
Agenda Item No:	3 d)

BACKGROUND / PROPOSAL:

Not applicable.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the minutes of the Wednesday, December 5, 2001 Special Council Budget meeting.

COSTS / SOURCE OF FUNDING:

Not applicable.

RECOMMENDED ACTION (by originator):

That the minutes of the December 5, 2001 Special Council Budget meeting be adopted as presented.

Review:

ES

Dept. *Admin.*

C.A.O.

[Signature]

**MUNICIPAL DISTRICT OF MACKENZIE NO. 23
SPECIAL COUNCIL MEETING**

**Seminar Room, Fort Vermilion School Division Central Office
Fort Vermilion, Alberta**

Wednesday, December 5, 2001

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve (entered at 9:08 a.m.)
Betty Bateman	Councillor
John Driedger	Councillor (entered at 9:23 a.m.)
Pat Kulscar	Councillor
Michael Nanooch	Councillor
Greg Newman	Councillor
Walter Sarapuk	Councillor
Wayne Thiessen	Councillor (entered at 9:10 a.m.)
Willie Wieler	Councillor

ABSENT:

Joe Peters	Councillor
------------	------------

ALSO PRESENT:

Harvey Prockiw	Chief Administrative Officer
Eva Schmidt	Executive Assistant
Paul Driedger	Director of Planning and Emergency Services
Chris Kelland	Agricultural Fieldman
Bill Landiuk	Director of Corporate Services
Ivan Perich	Director of Operational Services
Marco Braat	Superintendent of Utilities, Parks and Playgrounds
Floyd Lafferty	Lead Hand
Youlia Whittleton	Finance Officer

Minutes of the Special Council Budget meeting for the Municipal District of Mackenzie No. 23 held on Wednesday, December 5, 2001, in the Seminar Room of the Fort Vermilion School Division, Fort Vermilion, Alberta.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the Council meeting to order at 9:07 a.m.

AGENDA:

2. b) Adoption of the Agenda

MOTION 01-655

MOVED by Councillor Wieler

That the agenda be adopted as presented.

CARRIED

Reeve Neufeld turned the meeting over to CAO, Harvey Prockiw.

Deputy Reeve Sarapuk entered the meeting at 9:08 a.m.

BUDGET:

3. Blue Hills Fire Protection

Paul Driedger made a presentation regarding the proposed establishment of a Blue Hills Fire Department. Council discussed the proposal.

Councillor Thiessen entered the meeting at 9:10 a.m.

Councillor Driedger entered the meeting at 9:23 a.m.

MOTION 01-656

MOVED by Councillor Wieler

That a fire department be established in Blue Hills as an initial response.

Councillor Bateman requested a recorded vote:

In Favour:

Reeve Neufeld
Councillor Driedger
Councillor Wieler
Councillor Thiessen

Opposed:

Councillor Bateman
Councillor Newman
Councillor Nanooch
Deputy Reeve Sarapuk
Councillor Kulscar

DEFEATED

The meeting was recessed at 9:58 a.m.

The meeting was reconvened at 10:06 a.m.

MOTION 01-657

8. Vehicle Allowance

MOVED by Councillor Newman

That Policy ADM033 – Vehicle Allowance Rate Structure be adopted as attached.

CARRIED

The meeting was recessed at 10:48 a.m.

The meeting was reconvened at 11:01 a.m.

4. Account Coding Structure

The Account Coding Structure was reviewed.

Administration will draft a policy for the Account Coding Structure.

5. Budget Summary

The Budget Summary was reviewed.

6. Budget by Object Code

The Budget by Object Code was reviewed.

Administration will bring an organizational flow chart to Council as well as more detailed employment reports.

The meeting was recessed at 12:00 p.m.

The meeting was reconvened at 12:55 p.m.

7. Tax Projections

The Tax Projection charts were reviewed.

9. Long Term Debt Schedule

The Long Term Debt Schedule was reviewed. Administration will bring the debt level formula to a Council Committee of the Whole meeting.

10. Reserves

The Reserves were reviewed.

11. Budget Detail

The meeting was recessed at 2:02 p.m.

The meeting was reconvened at 2:11 p.m.

Administration will draft a bylaw amendment for Council travel allowances to reflect that when Councillors opt out of driving in the maxivan when the maxivan is going, they receive a mileage rate at half the regular rate. Where Councillors opt to fly they will be reimbursed at half the regular mileage rate.

MOTION 01-658

MOVED by Councillor Bateman

That a budget meeting be scheduled for Monday, January 14, 2002 at 10 a.m. in Fort Vermilion.

CARRIED

ADJOURNMENT:

12. Adjournment

MOTION 01-659

MOVED by Councillor Driedger

That the meeting be adjourned at 3:17 p.m.

CARRIED

These minutes were adopted this _____ day of _____, 2001.

Bill Neufeld, Reeve

Eva Schmidt, Executive Assistant

Municipal District of Mackenzie No. 23

Title	PERSONAL VEHICLE ALLOWANCE RATE STRUCTURE	Policy No.	ADM033
--------------	--	-------------------	---------------

Legislature Reference	Municipal Government Act, Section 5
------------------------------	--

Purpose

To reimburse employees for the use of their personal vehicle for municipal use.

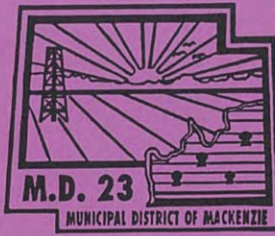
Policy Statement and Guidelines

Based upon the completion of a Vehicle Costing Analysis, it was determined that it would benefit the municipality to allow specific employees the option of using their personal vehicles for municipal business.

1. Employees shall submit their request to use their personal vehicle for municipal use, to the Chief Administrative Officer (CAO).
2. The CAO shall review requests and authorize employees to use their personal vehicle for municipal use by using the following guidelines:
 - a) estimated kilometres shall be determined by the previous years kilometres incurred by the employee;
 - b) vehicle type required;
 - c) authorize payment of fixed bi-weekly rates as per the attached schedule;
 - c) by-weekly rates paid to authorized employees shall be determined using the estimated kilometres and vehicle type in accordance with the attached schedule.
3. If the employee exceeds the annual pre-determined estimated kilometres range the employee shall be reimbursed the difference to the appropriate actual kilometres used.
4. If the employee incurs less kilometres than the pre-determined estimated kilometres the employee shall be dropped to the actual kilometres and the difference shall be taken off of the determined following years estimated kilometres to reconcile what the employee actually should have been paid.
5. The employee shall provide the municipality with a business use insurance policy with the following minimum requirements:
 - a) \$2,000,000 Public Liability and Disability
 - b) use for transporting passengers (6A Endorsement)

6. The municipality shall ensure the M.D. of Mackenzie insurance policy includes "non-owned automobile insurance" for employees using another employee's personal vehicle for municipal use.
7. The employee shall be responsible for all expenses incurred with the use of their personal vehicle for municipal use *with the exception of fuel*.
8. The municipality shall provide the employee with a fuel card and cover the fuel expenses incurred by the use of the personal vehicle for municipal use.
9. The CAO shall review the rate structure and the pre-determined employee ranges prior to January of each year.
10. The CAO shall enter into agreements with the designated employees for the use of their personal vehicle for municipal use.

	Date	Resolution Number
Approved		
Amended		
Amended		



Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	December 19, 2001
Originated By:	Planning & Development
Title:	Land Use Bylaw Amendment (Bylaw 291/01) Part of NE 17-106-15-W5M Agricultural District 1 to Rural Country Residential District
Agenda Item No:	8 a)

BACKGROUND / PROPOSAL:

The applicant is requesting a Land Use Bylaw Amendment to accommodate the development of 7 Rural Country Residential lots. The property is currently zoned Agricultural District 1. There was a previous land use bylaw amendment application submitted in August 2000 (Bylaw 228/00) to rezone the entire quarter to Rural Country Residential which council defeated at the second reading on November 21, 2000.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The parcel is located 0.5 miles from the Hamlet of La Crete boundary. The applicant has requested to rezone a portion of the Southwest side of the quarter section to allow for the development of 7 new Rural Country Residential lots. Plus include an existing subdivision that is located along the south boundary, which would make a total of 8 lots within the area that is to be rezoned. There is an access road that is built to M.D. standards that provides access to the quarter at the southeast corner. Access to each of the 7 new lots will have to be provided via an internal road system running from the East boundary of the quarter across to the Northwest corner of the quarter.

The applicant has provided a Land Evaluation Report that is in support the findings of the evaluator that the land specified and that is proposed to be rezoned is considered poor agricultural land. The portion of the subject property that is currently under cultivation at the higher elevation is classed as better agricultural land that is to remain as such (See Attached Land Evaluation Report).

RECOMMENDED ACTION (by originator):

That first reading be given to Bylaw 291/01 being a Land Use Bylaw Amendment to rezone Part of NE 17-106-15-W5M from Agricultural 1 District to Rural Country Residential District.

Review:	<i>[Signature]</i>	Dept.	<i>Planning</i>	C.A.O.	<i>[Signature]</i>
---------	--------------------	-------	-----------------	--------	--------------------

BYLAW NO. 291/01

**BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LAND USE BYLAW**

WHEREAS, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie No. 23 Land Use Bylaw, and

WHEREAS, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Land Use Bylaw to accommodate rural country residential developments on certain lands within the Municipal District of Mackenzie No. 23.

NOW THEREFORE, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following:

Part of NE 17-106-15-W5M in the Municipal District of Mackenzie No. 23 be amended from Agricultural District 1 "A1" to Rural Country Residential District "RC",

In accordance with attached Schedule "A".

2. The adoption of this bylaw is effective upon the date of the passing of the third and final reading of this resolution.

First reading given on the _____ day of _____, 2001.

Bill Neufeld, Reeve

Eva Schmidt, Executive Assistant

Second Reading given on the _____ day of _____, 2002.

Bill Neufeld, Reeve

Eva Schmidt, Executive Assistant

Third Reading and Assent given on the _____ day of _____, 2002.

Bill Neufeld, Reeve

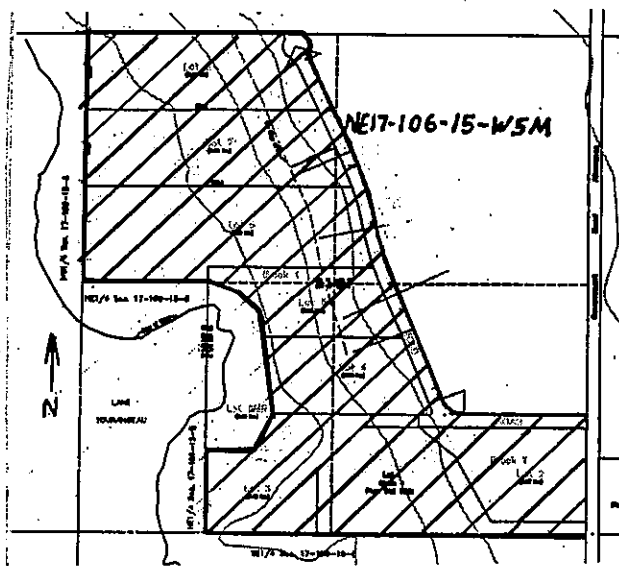
Eva Schmidt, Executive Assistant

SCHEDULE "A"

Bylaw No. 291/01

1. That the following property:

Part of NE 17-106-15-W5M be amended from Agricultural District 1 "A1" to Rural Country Residential District "RC", as described below:



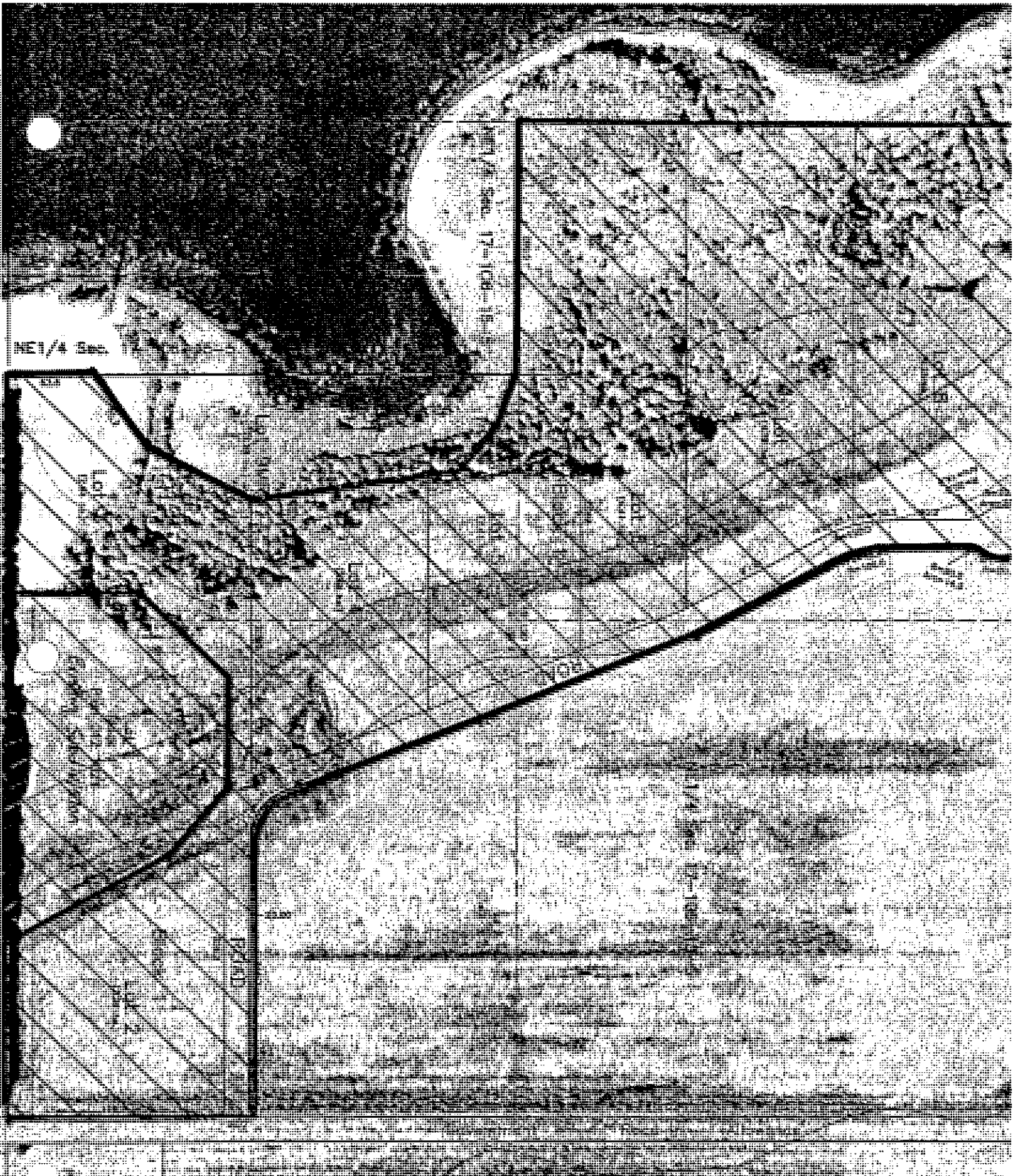
FROM: Agricultural District 1 "A1"

TO: Rural Country Residential District "RC"

Bill Neufeld, Reeve

Eva Schmidt, Executive Assistant

EFFECTIVE THIS _____ DAY OF _____, 2002.

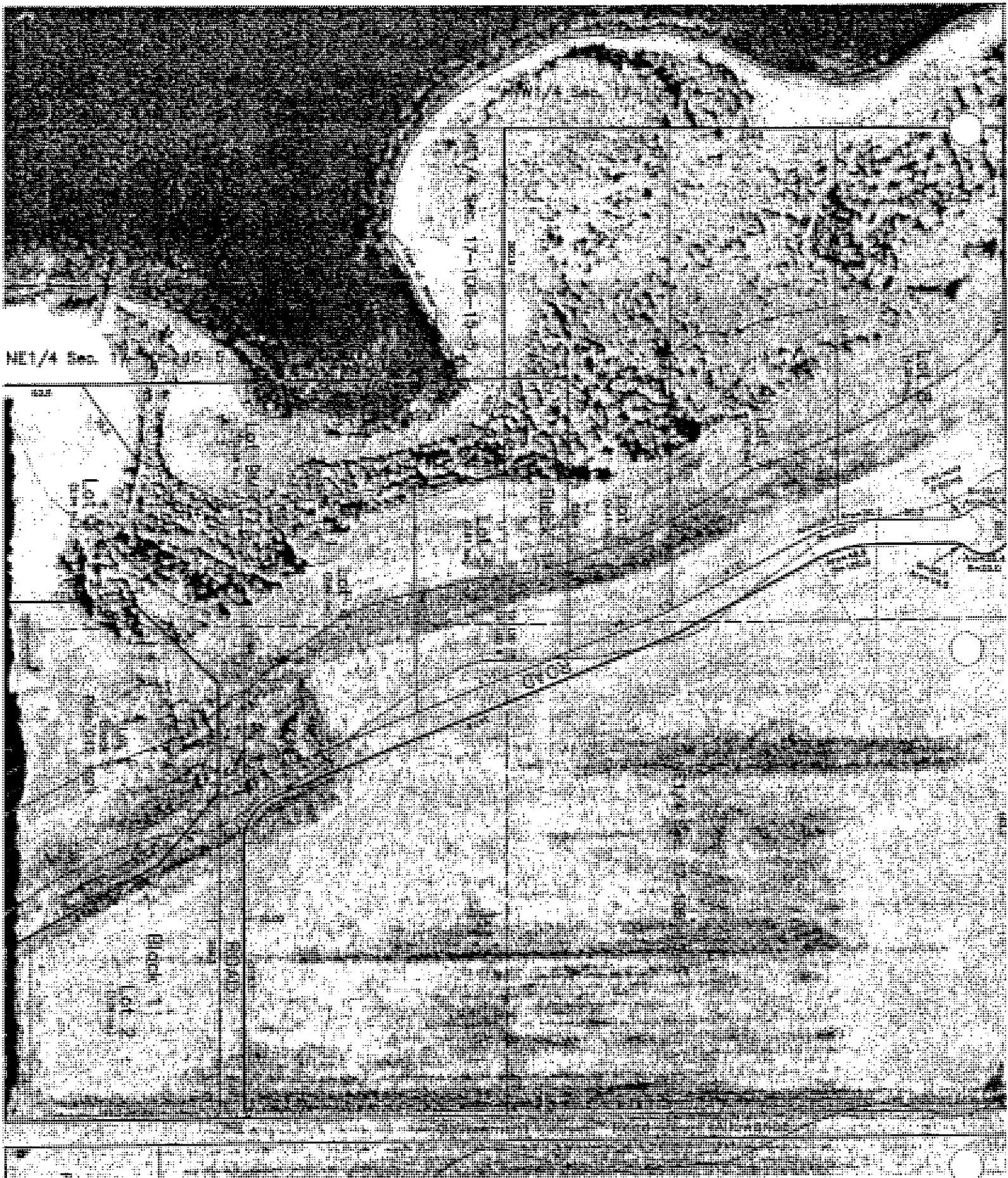


NE 1/4 Sec.

15

100





Paul P. Kniel, P.Ag

7 Bison Crescent High Level, Alberta T0H 1Z0

Phone/Fax: (780) 926-2719

November 12, 2001

Mr. John Fehr

Dear Mr. Fehr:

RE: LAND EVALUATION REPORT


As per your instructions, I have prepared a land evaluation report on the portion of the NE ¼ Section 17, Township 106, Range 15, W5M which you have specified. The findings which I am reporting to you are based on a personal inspection of this property on October 20, 2001.

The Municipal District of Mackenzie #23 has developed policies to encourage agriculture and discourage other development on land deemed to be "better agricultural land". For this purpose, the municipality has developed criteria to determine which lands are better agricultural lands. The purpose of this land evaluation is to determine if there are parcels within the property in question which do not meet those criteria.

In my opinion, the land within the subject area does not currently meet the criteria for "better agricultural land" as developed by the Municipal District of Mackenzie #23.

This report summarizes the process used to gather and analyze data, the observations made during my field inspection and the submission of my findings based upon those field observations and analysis.

Respectfully submitted,


Paul P. Kniel, P.Ag

LAND EVALUATION REPORT

RE:

NE ¼ SECTION 17, TOWNSHIP 106, RANGE 15, W5M

THIS PROPERTY IS LOCATED AT: LA CRETE, ALBERTA

PREPARED FOR:

MR. JOHN FEHR

PREPARED BY:

MR. PAUL P. KNIEL, P.AG
7 BISON CRESCENT
HIGH LEVEL, ALBERTA T0H 1Z0

TABLE OF CONTENTS

SUMMARY1
LIMITING CONDITIONS2
METHODOLOGY.....3
OBSERVATIONS3
ANALYSIS OF FIELD DATA.....4
CONCLUSIONS.....6

ADDENDA

- EXHIBIT A - COMPARISON OF RATING SYSTEMS
- EXHIBIT B - LAND SUITABILITY RATING DOCUMENT
- EXHIBIT C - REFERENCES
- EXHIBIT D - AERIAL PHOTOGRAPH OF STUDY AREA
- EXHIBIT E - PHOTOGRAPHS OF STUDY AREA

SUMMARY

As requested and instructed by John Fehr, on October 20, 2001, a land evaluation was conducted on a portion of NE 17-106-15-W5M. The study site included land in the west and southern parts of the quarter section covering an area of approximately 78 acres. An area in the southwest corner of the quarter section was excluded from our study. Soils in the study area were evaluated using accepted soil survey methods. Soils were given an agricultural capability rating in accordance with the 1995 "Land Suitability Rating System for Agricultural Crops: 1. Spring-Seeded Small Grains" developed by Agriculture and Agri-Food Canada.

The study area is a complex area exhibiting a range of well drained to poorly drained soils. The study area has topography which is level in some areas, gently to moderately sloped in other areas and depressional in other areas. Much of the level and sloped areas were cultivated with the depressional areas showing typical lowland vegetation types.

Based upon the results of this field evaluation, the land contained in the study area does not meet the definition of "better agricultural lands" as defined by the Municipal District of Mackenzie #23.

LIMITING CONDITIONS

This report is prepared at the request of John Fehr. The purpose of the report is to determine if a portion of NE 17-106-15-W5M, as defined by John Fehr, meets the criteria of the Municipal District of Mackenzie #23 for better agricultural land. (It is not reasonable for any person other than the clients to rely on this report without first obtaining written authorization from the same and this consultant. There may be qualifications, assumptions or limiting conditions in addition to those set out below relevant to that person's identity or his intended use.) This report is prepared on the assumption that no other persons will rely on it for any other purpose and that the liability to all such persons is denied.

The analysis and conclusions expressed in this report are based upon a field inspection conducted on October 20, 2001. Should any change in land utilization occur within the study area or in the region of the study area, the analysis and conclusions of this report may be rendered invalid and cannot be relied upon to evaluate the agricultural capability of lands within the study area without further advice from the consultant.

The methods for field data collection, along with the methods used for analysis and conclusions are based on the Land Suitability Rating System for Agricultural Crops: 1. Spring-seeded small grains. This rating system is similar to, but not the same as, the Canada Land Inventory system utilized by the Municipal District of Mackenzie #23 to establish the criteria determining better agricultural land. The user of this report should refer to the comparison of the two systems provided in the addendum and determine if a substitution for the Canada Land Inventory system is appropriate for their use. If the consultant has not been contacted within thirty days of receipt of this report, it is assumed that using the Land Suitability Rating System for Agricultural Crops in substitution for the Canada Land Inventory is acceptable to the client.

Neither possession of this report nor a copy of it carry with it the right of publication. All copyright is reserved to the author and is considered confidential by the author and his client. It shall not be disclosed, quoted from or referred to, in whole or in part, or published in any manner, without the express written consent of the consultant.

The compensation for services rendered in this report does not include a fee for court preparation, court appearance or for preparation or appearance before a regulatory or quasi-judicial organization or body. This evaluation may not be used as evidence in a Court of Law or for assessment appeal purposes, without obtaining prior written consent of the consultant. If signatures are not in original ink, this report is invalid.

METHODOLOGY

A field evaluation was conducted on October 20, 2001. Data collected included horizon thickness, depth, color, texture, consistence, stoniness, drainage and the presence of carbonates. Soil pH was determined using the Helig-Truog Soil Reaction Field Kit. Carbonates were detected using 10% HCl solution. Topography and aspect were visually estimated in the field.

Soil profiles were inspected at two detailed sites and four supplementary sites within the subject area. The field inspection was aided by the use of 1:30000 scale aerial photography which was digitally enlarged.

Each soil type was rated for its agricultural potential using the Land Suitability Rating System for Agricultural Crops: 1. Spring-seeded small grains (1995). This system of soil classification results in a soil index, landscape index, agroclimatic index and organic soils index (where appropriate) for each map unit. These indices are then related to a schedule of class ratings. The class rating schedule contains a range in values from Class 1 to Class 7. Class 1 is the highest rating and Class 7 is the lowest. The class indicated is then compared to the criteria for better agricultural lands established by the Municipal District of Mackenzie #23 in their General Municipal Plan.

For the purpose of this soil evaluation, results were determined using the analysis of field data only. No laboratory analysis of soil samples was conducted.

OBSERVATIONS

The study area encompasses the western and southern portions of NE 17-106-15-W5M, specifically, an area of approximately 78 acres which encompasses a small amount of relatively level upland, an area of gentle to moderate slopes and a depressional area which is adjacent to Lake Tourangeau. An all weather gravel road runs up to the southeast corner of the study area. Other land immediately adjacent to the subject is either under cultivation or has been developed for rural residences.

The study area is characterized by a relative large sloping area with a west aspect and a depressional area at its base. Of the upland portion of the study site, a small amount was currently being cultivated at the time of inspection. The remaining upland area was under hay cover. The lowland area was tree covered with some areas of sedges and similar wetland vegetation. Spruce, willow, larch and birch which are typical of lowland sites were observed at the study site.

.../Cont'd

Surrounded by the lowland area is a very small upland area of aspen. The soils in this area would in use be similar to the level upland portion of the study area. The occurrence of this upland site within the lowland portion of the study area does not impact the use of the lowland site for agricultural purposes. Soil profiles in the study area show indications of generally coarse textured soils which range from poorly drained to well drained. No stones were encountered in any of the sample sites.

Soil pH was measured for each horizon at each detailed site. Values ranged from 6.5 to 8.0 with pH values consistent in one profile but variable in another. Soil textures were estimated using manual techniques. The textures observed varied throughout the profiles but tended towards coarser textures although some finer textured soils were also encountered. Soil structures were generally poorly defined and soil aggregates were weak.

Approximately one half of the study area is currently being used for agricultural purposes.

ANALYSIS OF FIELD DATA

The soils in the study area are a complex which exhibit characteristics of well to poorly drained soils with depressional to moderately sloping topography. The main limitation for the soils in the upland portion of the study area is the low moisture holding capacity of these soils. The main limitation for the soils in the lowland areas is excess water and the effect of this structure on the overall drainage of the soil profile. The upland areas had a soil classification of 6 while the lowland areas had a soil classification of 7.

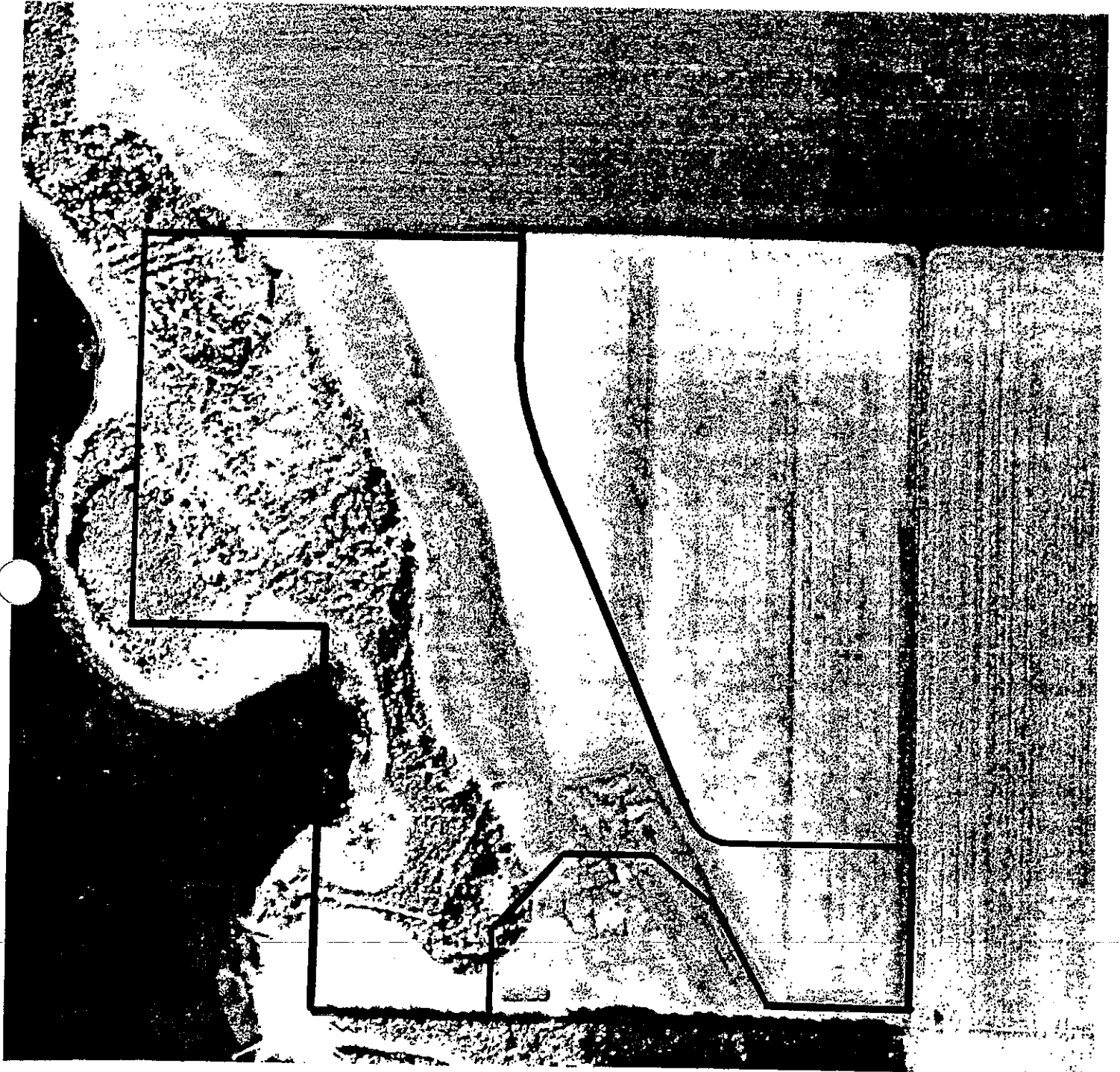



FIGURE 1: Location of the study area

CONCLUSIONS

The study area consists of a portion of land approximately 78 acres in size located in the western and southern portions of NE 17-106-15-W5M.

The study area is a complex of soils where upland areas are affected by soils with a low moisture holding capacity and the lowland areas are affected by poorly drained soils. This land rates as Class 6 and Class 7 soils. These ratings are below the minimum set by the Municipal District of Mackenzie #23 for better agricultural lands. This area, therefore, can be considered as poorer agricultural land..

DATED AND SIGNED AT
HIGH LEVEL, ALBERTA
THIS TWELFTH DAY
OF NOVEMBER, 2001



PAUL P. KNIEL, P.AG

EXHIBIT A
COMPARISON OF RATING SYSTEMS

Chapter 8

APPLICATIONS OF THE SYSTEM

The intent of this chapter is to indicate how the Land Suitability Rating System compares to other systems, some benefits and limitations of the system, how it can be used in land use

planning and other land management decision making and how it can be modified for specific uses.

8.1 Comparison with the Canada Land Inventory: Soil Capability for Agriculture (CLI)

The Land Suitability Rating System differs from the CLI by being more specific and providing a means of documenting and quantifying the rating process. It also includes organic soils. While the format is different, the basic parameters are essentially the same (Table 8.1) and the "class" ratings are very similar. Therefore, changes resulting from the substitution of the present system for the CLI will be minor and there should be no substantial change in land use implications.

Table 8.1 A comparison of the Land Suitability Rating System with the CLI.

Component	CLI	Land Suitability
general	-capability	-suitability
	-11 factors	-17 factors
	-factors not indexed	-factors indexed
	-7 classes	-7 classes
	-limitation (specified)	-limitation (specified)
climate	-frost-free period	-growing season
	-annual precipitation	-moisture index (P-PE)
		-energy index (EGDD)
		-modifiers
soils	-structure	-structure
	-salinity	-salinity, sodicity
	-texture	-texture
	-drainage	-drainage
	-depth	-depth
	-erosion	-organic matter
	-fertility	-soil reaction
	-no organic rating	-organic rating
	-subjective	-specific
landscape	-topography	-slope steepness and length
	-stoniness	-stoniness
	-inundation	-inundation
		-pattern

8.2 Benefits and Limitations of the Land Suitability Rating System

8.2.1 Benefits

1. The system explicitly deals with climate, soils and landscape components.
2. The system accommodates all of the land base including organic soils.
3. Individual factors are identified and explicitly rated.
4. The system provides for documentation of the process.
5. The system is independent of scale.
6. The input requirements are commonly available in most natural resource inventories or soil surveys.
7. The system is flexible. The separation of climate, soils and landscape components facilitates adaptations to a variety of crop, soil quality or land use analyses.
8. The assessments can be converted to algorithms and the final ratings automatically generated.

8.2.2 Limitations

1. The system is designed to assess arable agriculture and cannot be used (without modification) for any other purpose such as carrying capacity for livestock.
2. The system is designed to assess capability for sustained agricultural production. It is not an assessment of crop productivity, which also relies on species selection, management inputs and annual climatic variation.
3. The system does not address unusual nutrient deficiencies (or excesses) in mineral soils.
4. The system does not indicate "best" use or "most profitable" use; these include social and economic considerations.
5. The system does not correspond exactly to previous systems therefore ratings may differ somewhat at both site specific and regional levels. This may affect planning decisions based on past ratings.
6. The system is not process based and cannot be used as a crop growth model.
7. The system is an assessment under a given set of conditions and does not reflect either potential or direction for soil quality change. However recalculation under different conditions could be useful in such an assessment.

8.3 Relationship of Land Suitability Rating to Land Use Planning

The function of land use planning is to guide the decisions on land use in such a way that the resources of the environment are put to the most beneficial use for man, whilst at the same time conserving those resources for the future (FAO, 1976). Land use planning, thus, requires land evaluation: a comparison of the benefit obtained (or potentially obtainable) and the inputs required for different potential uses of land. Ideally land evaluation includes assessment of both the natural resource (physical land evaluation) and socioeconomic aspects (integral land evaluation) of the use of land (Smit et al., 1984).

An agricultural rating is part of a physical land evaluation. In areas where agriculture is the

main endeavor it may be the only physical component involved. In areas of competing use of the natural resource base it would be only one of several evaluations which might include forestry, wildlife or industrial assessments. The point is that agricultural rating is only part of the planning process. In some instances it has been used exclusively in land use plans to a) allow for alienation of public lands if over a specified rating or b) allow subdivision if below a particular value. This might or might not be an appropriate use but it must be stressed that it is not the rating system *per se* which governs the land use but rather the decision of the planning body to use the rating system and to define specific critical values.

This system includes not only the identification of specific kinds of limitations for the specified crops but also rates the seriousness of those limitations. This makes it possible for planners to consider not only the present suitability of the land but also to estimate the kinds and costs of management options to overcome those limitations. For example, a cli-

matic limitation such as inadequate heat units for the specified crops would preclude further consideration of that use of the land. However, a soil limitation such as poor drainage might have a practical solution which could be subjected to a cost-benefit analysis. This could include an analysis of the environmental effects.

8.4 Application to Disturbed/Reclaimed Lands

The system can be used to assess the agricultural suitability or capability of land before and after disturbance. The component factors are all measurable climate, soil or landscape features that affect plant growth. As they are not dependent on undisturbed sites or taxonomic classifications, the fact that the pre- and post-conditions may be quite different in terms of the soil and landscape characteristics should

in no way reduce the reliability of the suitability assessment. The kinds and degrees of limitation may be different but the comparative assessment should be valid. Also, if the disturbed or reclaimed condition had a lower capability than prior to disturbance, the specific limitations would be clearly identified and remedial measures could be designed.

8.5 Application to Land Assessment

Information from capability and productivity ratings have aided land assessors for many years. This system will provide improved information for that purpose as the basis of the ratings is more clearly spelled out and the rat-

ings will be uniform throughout the country. It must be pointed out, however, that the physical suitability of land for production of specified crops is only one of the factors that influence land assessment.

8.6 Application of the System for Other Crops

The majority of factors in the system relate to plant growth. It follows that using the same factors but altering the rating scales could modify the system to provide suitability ratings for other crops. Or, modifications to the landscape component could rate different managements requirements. A suitability rating for sugar beets, for example, would need to recog-

nize different class limits for the climatic parameters and, if irrigated, the slope ratings would also need to reflect different limitations.

Forestry is another area to which the system might be applied. While the individual ratings might change, the factors would still be applicable.

8.7 Application to Soil Quality Assessments

This report describes a procedure for determining the suitability of a tract of land for the production of a particular crop(s). While not explicitly stated, it is understood that sustainability is a key consideration. As quality is defined as "fitness for use", it is clear that any assessment of suitability must also be a statement of quality. In this instance, the use is specified as the suitability for spring-seeded small grains and the system provides a measure of quality for a specified set of conditions.

In so doing, it assesses climate, soil and landscape quality as well as the combined "land" quality.

Soil quality change can be evaluated by applying the system before and after a period of time, after a particular incident such as a wind erosion event or by assignment of specific values. The issue then becomes whether or not the system is sensitive enough to respond to the changes in question.

8.8 Continuing Development of the System

There are a number of initiatives being planned to continue the development of this procedure including:

- a) to evaluate the system and modify as required,
- b) to develop specific rating scales for other important crops or groups of crops such as corn, alfalfa or grasses and,

- c) to develop, for this and future developments, a series of computerized algorithms for the automatic calculation of ratings.

In addition, users are encouraged to contact the Chair, Agronomic Interpretations Working Group with any comments on the present system or suggestions for continuing development.

EXHIBIT B
LAND SUITABILITY RATING DOCUMENT

LAND SUITABILITY RATING DOCUMENT

MAP AREA: _____ NAME: _____ DATE: _____

Map Component 1. _____		SOIL(S)		2. _____	
	Name	Value	deduction	value	Name deduction
1. Moisture factor (M)					
texture	_____	_____	_____	_____	_____
subsoil text adj.	_____	± _____	_____	_____	± _____
water table/% adj.	_____	_____	_____	_____	_____
moisture deduction	_____	_____	_____ c	_____	_____ c
2. Surface factors					
structure (D)	_____	_____	_____	_____	_____
org. C (F)	_____	_____	_____	_____	_____
depth (E)	_____	_____	_____	_____	_____
reaction (V)	_____	_____	_____	_____	_____
salinity (N)	_____	_____	_____	_____	_____
sodicity (Y)	_____	_____	_____	_____	_____
peaty (O)	_____	_____	_____	_____	_____
Basic Soil Rating = 100 - c			_____ = _____ d	100 - c	_____ = _____ d
3. Subsoil factors					
impeding layer (D,R)					
struct. (density)	_____	_____	_____	_____	_____
depth/% adj.	_____	_____	_____	_____	_____
non-conform.	_____	_____	_____	_____	_____
reaction (V)	_____	_____	_____	_____	_____
salinity (N)	_____	_____	_____	_____	_____
sodicity (Y)	_____	_____	_____	_____	_____
Subsoil deduction =			_____ % d = _____ e	_____	_____ % d = _____ e
Interim Soil Rating =			d - e = _____ f	d - e	= _____ f
4. Drainage factor (W)					
depth water table	_____	_____	_____	_____	_____
hydraul. cond.	_____	_____	_____	_____	_____
Drainage deduction =			_____ % f = _____ g	_____	_____ % f = _____ g
FINAL SOIL RATING(S) = f - g =			<input style="width: 50px; height: 20px;" type="text"/>	S = f - g =	<input style="width: 50px; height: 20px;" type="text"/>

Map Component 1. _____		LANDSCAPE (L)		2. _____	
	value	deduction	%	value	deduction
1. Slope (T)					
steepness	_____ %	_____	_____	_____ %	_____
landscape type	_____	_____	_____	_____ m	_____
region	_____	_____	_____	_____	_____
Basic Landscape Rating = 100 -			_____ = _____ a	100 -	_____ = _____ a
2. Stoniness/Coarse fragment (%) deduction					
stoniness (P)	_____	_____	_____	_____	_____
gravel (P)	_____	_____	_____	_____	_____
wood (J)	_____	_____	_____	_____	_____
C.F. deduction =			_____ % a = _____ b	_____	_____ % a = _____ b
Interim landscape rating = a - b =			_____ c	a - b =	_____ c
3. Other deductions (%)					
pattern (K)	_____	_____	_____	_____	_____
flooding (I)	_____	_____	_____	_____	_____
other deductions =			_____ % c = _____ d	_____	_____ % c = _____ d
FINAL LANDSCAPE RATING (L) = c - d =			<input style="width: 50px; height: 20px;" type="text"/>	L = c - d =	<input style="width: 50px; height: 20px;" type="text"/>

MAP AREA _____ NAME: _____ DATE: _____

AGROCLIMATIC (C)

factor	value	deduction	factor	value	deduction
1. Moisture Component (A)			3. Modifying factors		
P-PE Index			spring moisture		
A = 100	-		fall moisture		
2. Energy Component (H)			local frost		
EGDD Index			modification deduction =	%a =	b
H = 100	-				
Basic Climate rating is lowest of A or H = _____ a					
FINAL CLIMATE RATING(C) = a - b = <input type="text"/>					

ORGANIC SOILS (O)

1. Soil Climate (Z)			4. Subsurface factors		
EGDD Index			struct. (%fibre) (B)		
Organic base rating = 100	-		substrate (G)		
2. Moisture factor (M)			texture		
P-PE index			depth		
surface % fibre		b	reaction (V)		
water table			salinity (N)		
subsurf. % fibre		%b = c	Subsurface deduction =	%f =	g
Moisture deduction = b - c =		d	Interim Organic Rating = f - g = _____ h		
3. Surface factors			5. Drainage factor (W)		
struct. (% fibre) (B)			depth water table		
reaction (V)			subsurf. % fibre		
salinity (N)			Drainage deduction =	%h =	i
Surface deduction =		e	Basic Organic Rating = a - d - e = _____ f		
FINAL ORGANIC RATING (O) = h - i = <input type="text"/>					

FINAL RATING CALCULATION

index	or class	factors	%
C= _____	_____	_____	()
S= _____	_____	_____	()
S= _____	_____	_____	()
O= _____	_____	_____	()
L= _____	_____	_____	()
L= _____	_____	_____	()

Index	Class
80-100	1
60-79	2
45-59	3
30-44	4
20-29	5
10-19	6
0-9	7

Final rating using: average ; complex ; most limiting

Symbol	Class	factors	%	Comments
C S(O) L	_____	_____	()	
_____	_____	_____	()	
C S(O) L	_____	_____	()	
_____	_____	_____	()	

**EXHIBIT C
REFERENCES**

REFERENCES

Agriculture Canada Expert Committee on Soil Survey. 1987. The Canadian System of Soil Classification. 2nd ed. Agric. Can. Publ. 1646. 164 pages.

Agronomic Interpretations Working Group, 1995. Land Suitability for Agricultural Crops: 1. Spring-seeded small grains. Edited by W.W. Pettapiece. Tech. Bull. 1995-6E. Centre for Land and Biological Resources Research, Agriculture and Agri-Food Canada, Ottawa. 90 pages, 2 maps.

Infotech Services, 1988. Arable Lands Inventory of Selected Areas in the Peace River Region.

EXHIBIT D
AERIAL PHOTOGRAPH OF STUDY AREA

2

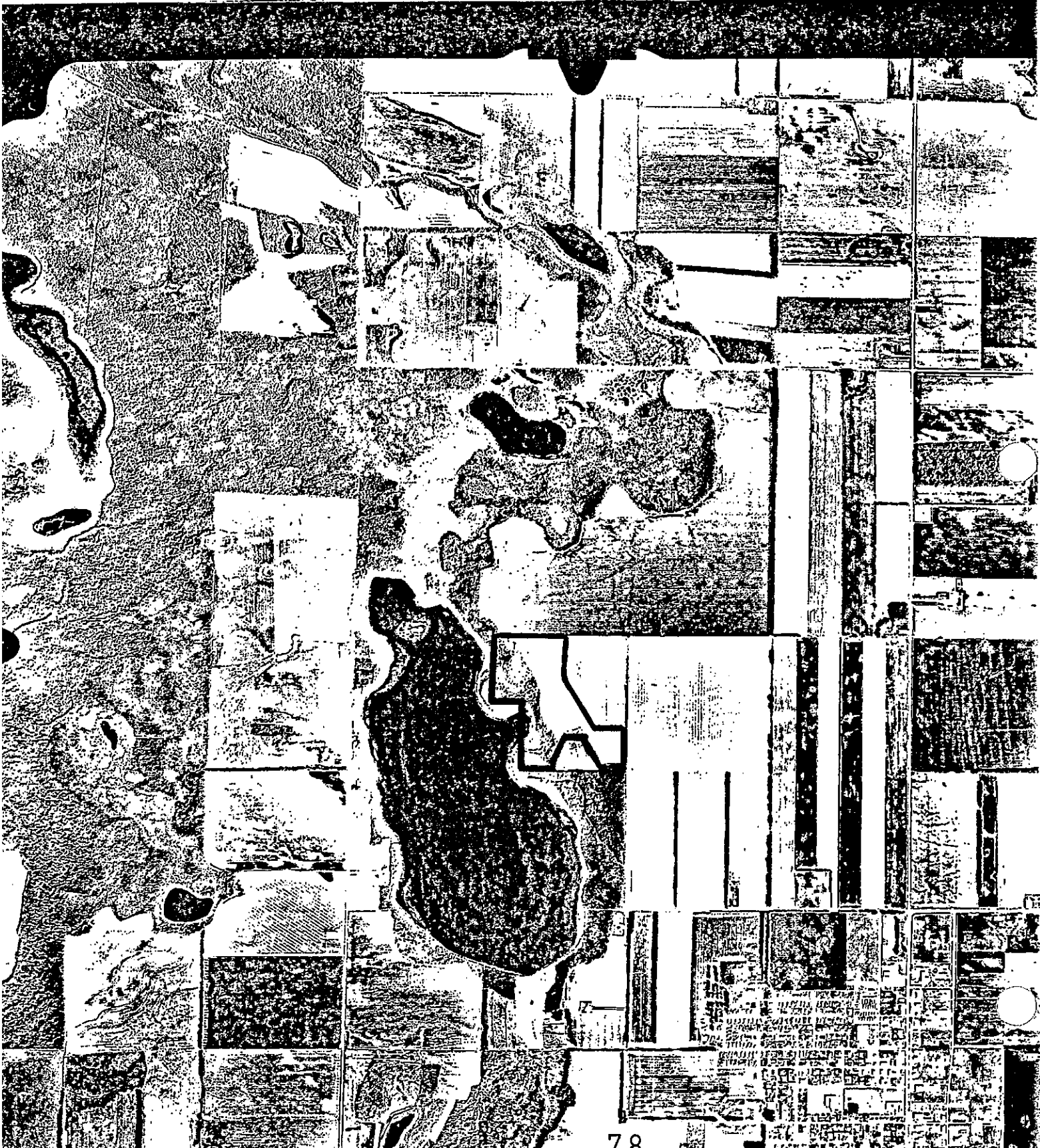
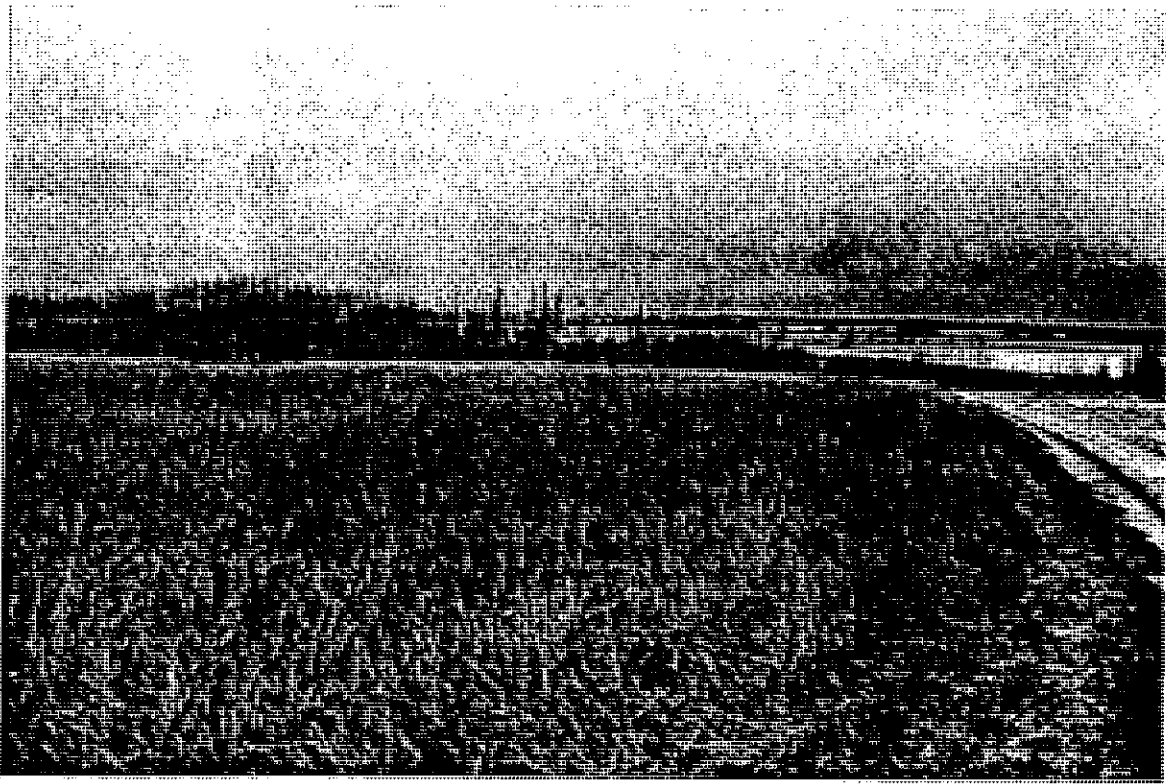
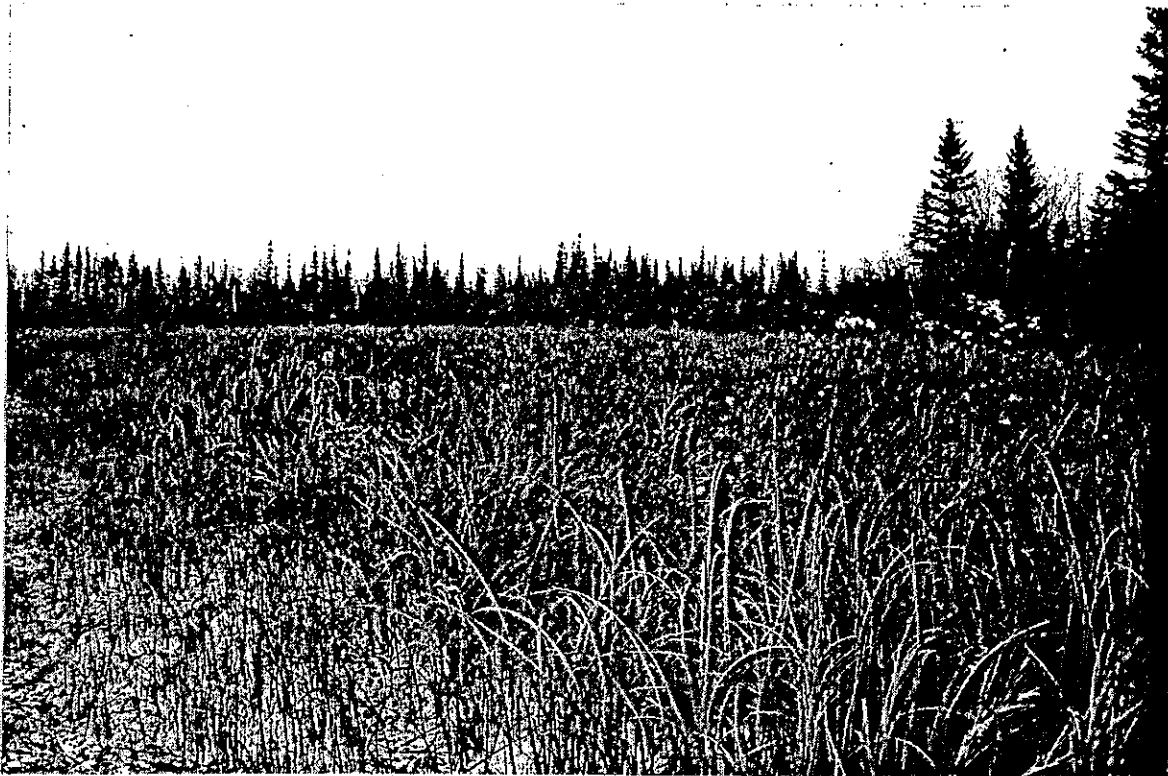


EXHIBIT E
PHOTOGRAPHS OF STUDY AREA

TYPICAL VIEW OF UPLAND AREA



VIEW OF LOWLAND VEGETATION



M.D. of Mackenzie No. 23 Council Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	December 18, 2001
Originated By:	Paul Driedger Director of Planning and Emergency Services
Title:	2001/2002 Fire Services Training Municipal Sponsorship Program
Agenda Item No:	8 b)

BACKGROUND / PROPOSAL:

Alberta Municipal Affairs introduced the Fire Services Training initiative in 2000/2001 to provide training to municipal employees and/or volunteers. We applied for some training in 2000/2001 and received \$1,900.00 grant to improve municipal service delivery.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Municipalities with at least one operational fire department under the municipalities control may apply for a \$2,000 training grant (documentation attached). The funds can be used to obtain fire or equipment service training and/or training programs that will benefit community residents.

One of the options looked at was to enhance our training library that we started in 2000/2001.

COSTS / SOURCE OF FUNDING:

Any costs above the grant amount approved.

RECOMMENDED ACTION (by originator):

That administration be authorized to apply for the 2001/2002 Fire Services Training through the Alberta Municipal Affairs Municipal Sponsorship Program.

Review:



Dept. **EMERGENCY SERVICES** C.A.O.





ALBERTA
MINISTER OF MUNICIPAL AFFAIRS

AR13593

November 9, 2001

MLA, Fort McMurray

Municipal District of Mackenzie No. 23
Municipal Chief Elected Official
PO Box 640
Fort Vermilion, AB
T0H1N0

Dear Mr. Neufeld:

I am pleased to announce that we are extending the special grant initiative for fire and disaster services training under the Municipal Sponsorship Program. Last year's training program was very well received, so we want to build on that success with more training in key areas that strengthen community public safety services.

Your MLAs, Honourable Mike Cardinal, Honourable Pearl Calahasen and Mr. Gary Friedel, are very supportive of this positive initiative. My department and I are very appreciative of that support which helped to make this program a reality.

This initiative will continue to support fire and disaster services training, Safety Codes Officer Training Initiative (SCOTI) Program and training for ground search and rescue volunteers.

We have committed an additional \$1 million under the Municipal Sponsorship Program this year. Application packages are enclosed and they are also being sent to your municipality's fire chief and director of disaster services. For any search and rescue groups in your area, please have them contact your local Alberta Disaster Services District Officer.

The deadline for applications is February 1, 2002, and the training must be completed by March 31, 2003. I encourage you to take advantage of this special initiative.

We are committed to working with you to strengthen public safety services in your community, and across Alberta. This program will help us do that by training local personnel so they can continue to effectively respond to fires, disasters and major emergencies.

Best personal regards,

Guy Boutilier
Minister

Attachments

cc: Honourable Mike Cardinal, MLA
Athabasca-Wabasca Constituency

Honourable Pearl Calahasen, MLA
Lesser Slave Lake Constituency

Mr. Gary Friedel, MLA
Peace River Constituency

Mr. Harvey Prockiw
Municipal Chief Administrative Officer

Alberta Municipal Affairs introduced the Municipal Sponsorship Program in 1998 to promote innovation, cooperation, and excellence in local government. Municipal Affairs is again making additional funding available for special initiatives to improve municipal service delivery.

This initiative offers funding for providing approved fire services training to municipal employees and/or volunteers.

Eligible municipalities can apply for funding under this initiative as long as the applicable program conditions are met. These Program Guidelines apply only to the **2001/2002 Fire Training Special Initiative applications, which must be submitted by February 1, 2002.**

PART 1 - General Requirements

(see Part 1 of the Grant Application form)

Is Your Municipality Eligible?

Any city, town, village, specialized municipality, municipal district, improvement district, special area, or Metis settlement with a population of 20,000 or less may apply for a grant. The program **excludes** summer villages and municipalities with populations of over 20,000.

PART 2 - Fire Services Training Special Initiative Details

(see Part 2 of the Grant Application form)

a) *Direct Fire Training and Related Training Materials and Equipment*

This year's special initiative will allow eligible municipalities the opportunity to use the money to purchase direct training and/or related training materials or equipment that will assist the municipality, the fire department and/or the fire department personnel in obtaining fire or equipment service training and/or training programs that will benefit community residents.

The Municipality must include a proposed training plan and/or a list of training-related materials and equipment with their application. This offers the municipality some flexibility in determining where the money can be best utilized within the training requirements of the fire department.

An eligible municipality that does not have a fire department within its jurisdiction must include a proposed training plan to accommodate its mutual aid partners.

Any changes to the submitted proposed training program or to the equipment or materials list must be made in writing and authorized by the Fire Commissioner's Office prior to acquisition of the training services, materials, or equipment.

b) *Specific Application Requirements*

- All sections of the application must be completed.
- Municipalities must apply individually. However, municipalities may pool their money for training or materials or equipment to enhance specific training or meet localized needs.
- Eligible municipalities that maintain at least one operational fire department within their municipal boundaries and under the direct control of the requesting municipality may apply for a \$2000 training grant.
- Eligible municipalities with no operating fire departments are still eligible for a \$1000 grant.

PART 2(b) - Continued

- A proposed training plan and/or list of training-related materials and equipment must be included with all applications (see Attachment A). This must show:
 - the course(s) and/or training materials and equipment requested,
 - the cost of the course(s),
 - how the grant monies will benefit your municipality,
 - the training or equipment requirements for mutual aid partners from another municipality (*where applicable*),
 - the names of the mutual aid partners receiving the training (*where applicable*),
 - signature of the duly authorized signing officer or designate.

Eligible Items List

Following are eligible training services, materials, and equipment that may be purchased with the grant money. These examples, which are not all-inclusive, may help your municipal and fire department officials with their grant applications.

- Fire training, whether it is individual or department-wide, including courses from the Alberta Fire Training School (through extension, local, challenge, attendance at Vermilion, Internet, distance learning or correspondence). Also, training individuals in coordination of fire training programs such as Learn Not To Burn and Risk Watch.
- Purchase of training materials and equipment (National Fire Protection Association manuals or training videos, International Fire Services Training Administration manuals, Learn Not To Burn, Risk Watch, etc.).
- Purchase of a computer and accessories to assist in accessing programs that are or will be available through distance learning (the Fire Commissioner's Office will specify minimum requirements for this equipment to ensure its appropriateness and capacity).
- Internet connections to facilitate access to needed training materials.
- If a municipality has a specific request, please include it as part of your proposed training plan and/or list of training materials/equipment.
- The grant money cannot be used for renovations, repairs, capital purchases, or personal protective equipment (such as turn-out gear, breathing apparatus, etc.).

PART 3 - Processing Requirements

(see Part 3 of the Grant Application form)

Conditional Grant Agreement

In applying, the municipality is entering into a **Conditional Grant Agreement** with the Province if the application is approved. (The agreement is part of the application form).

The terms of the agreement include the use of the grant for approved purposes only, the eligibility, reporting and accountability requirements, the Minister's right to audit any project, and the Minister's right to require a refund of any grant funds not used in accordance with the agreement.

The funds cannot be used to pay for training carried out or for materials or equipment acquired before the conditional grant agreement is signed by the Minister.

The municipality must cover any additional costs if the project costs exceed the grant amount.

Where a Conditional Grant Agreement is completed incorrectly, a new agreement will be produced with the approved grant amounts entered, and sent out to the municipality for signing.

PART 3 – Continued

Full compliance with the Conditional Grant Agreement, including meeting the conditions that apply after completion of the training, will be required. Failure to comply with the agreement may result in the municipality having to repay the grant.

The training must be completed by **March 31, 2003**. Multi-year funding commitments will not be made.

Application Deadline

The application deadline is **February 1, 2002**. Late applications will not be considered. Applications will be reviewed to ensure all grant requirements are met, including not exceeding your grant eligibility and having all the required approvals submitted with your application.

Further Documentation Required

The Chief Administrative Officer of the municipality receiving the grant must sign and file an **Acknowledgment of Compliance** form by **May 1, 2003**, certifying that the grant funding was used in accordance with the terms of the Conditional Grant Agreement.

Blank Acknowledgment of Compliance forms will be sent out at a later date, or can be requested from Alberta Municipal Affairs, Municipal Services Branch, Grants and Administration Unit, 17th Floor, 10155 - 102 Street, Edmonton AB T5J 4L4.

PART 4 - Inquiries

If you require forms or further information on this Municipal Sponsorship Program special initiative please contact:

Pat Graham, Provincial Fire Commissioner, or
Wayne Girven, Assistant Provincial Fire Commissioner
Phone (780) 427-8392, or
Fax at (780) 427-5898, or

Write to:
Alberta Municipal Affairs
Fire Commissioner's Office
11th Floor 10155 102 Street
Edmonton AB T5J 4L4

M.D. of Mackenzie No. 23 Council

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	December 18, 2001
Originated By:	Paul Driedger Director of Planning and Emergency Services
Title:	2001/2002 Disaster Services Training Municipal Sponsorship Program
Agenda Item No:	8 c)

BACKGROUND / PROPOSAL:

Alberta Municipal Affairs introduced the Disaster Services Training initiative in 2000/2001 to provide training to elected municipal officials, municipal employees, members of the municipal disaster services agency and/or volunteers. We applied for some training in 2000/2001 but were not successful in receiving any funds for training.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

There are a number of training courses for disaster training (documentation attached) that would benefit our municipality. There is a better opportunity for receiving grant funding if we include the neighboring municipalities as participants in the training.

Council should review the training and suggest courses that would assist us in preparing our municipal emergency plan.

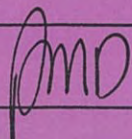
COSTS / SOURCE OF FUNDING:

Any costs above the grant amount approved.

RECOMMENDED ACTION (by originator):

That administration be authorized to apply for the 2001/2002 Disaster Services Training through the Alberta Municipal Affairs Municipal Sponsorship Program.

Review:



Dept. Emergency Services C.A.O.





ALBERTA
MINISTER OF MUNICIPAL AFFAIRS

AR13593

MLA, Fort McMurray

November 9, 2001

Municipal District of Mackenzie No. 23
Municipal Chief Elected Official
PO Box 640
Fort Vermilion, AB
T0H1N0

Dear Mr. Neufeld:

I am pleased to announce that we are extending the special grant initiative for fire and disaster services training under the Municipal Sponsorship Program. Last year's training program was very well received, so we want to build on that success with more training in key areas that strengthen community public safety services.

Your MLAs, Honourable Mike Cardinal, Honourable Pearl Calahasen and Mr. Gary Friedel, are very supportive of this positive initiative. My department and I are very appreciative of that support which helped to make this program a reality.

This initiative will continue to support fire and disaster services training, Safety Codes Officer Training Initiative (SCOTI) Program and training for ground search and rescue volunteers.

We have committed an additional \$1 million under the Municipal Sponsorship Program this year. Application packages are enclosed and they are also being sent to your municipality's fire chief and director of disaster services. For any search and rescue groups in your area, please have them contact your local Alberta Disaster Services District Officer.

The deadline for applications is February 1, 2002, and the training must be completed by March 31, 2003. I encourage you to take advantage of this special initiative.

We are committed to working with you to strengthen public safety services in your community, and across Alberta. This program will help us do that by training local personnel so they can continue to effectively respond to fires, disasters and major emergencies.

Best personal regards,

Guy Boutillier
Minister

Attachments

.../2

cc: Honourable Mike Cardinal, MLA
Athabasca-Wabasca Constituency

Honourable Pearl Calahasen, MLA
Lesser Slave Lake Constituency

Mr. Gary Friedel, MLA
Peace River Constituency

Mr. Harvey Prockiw
Municipal Chief Administrative Officer

Alberta Municipal Affairs introduced the Municipal Sponsorship Program to promote innovation, cooperation, and excellence in local government. Municipal Affairs is again making additional funding available for a special initiative to improve municipal service delivery. This initiative offers funding for providing approved disaster services training to elected municipal officials, municipal employees, members of the municipal disaster services agency and/or volunteers.

Eligible municipalities can apply for funding under this initiative as long as the applicable program conditions are met. These Guidelines apply only to the **2001/2002 Disaster Services Training Special Initiative applications which must be submitted by February 1, 2002.**

PART 1 - General Requirements

(see Part 1 of the Grant Application form)

Is Your Municipality Eligible?

Any city, town, village, specialized municipality, municipal district, improvement district, special area, or Metis settlement with a population of 20,000 or less may apply for a grant. The program excludes summer villages and municipalities with populations of over 20,000.

PART 2 - Disaster Services Training Special Initiative Details

(see Part 2 of the Grant Application form)

a) Disaster Services Training

Only the municipality hosting the course should apply for funding for Disaster Services Training courses. This application should cover all attendees, including those from other municipalities.

A proposed training plan (see Attachment A) **MUST** be enclosed with the application and should include:

- the course(s) requested,
- the number of proposed attendees (by municipality represented),
- the cost of the course(s),
- how the training grant will benefit your municipality, and
- the signature of your Disaster Services District Officer.

b) Eligible Disaster Services Training Courses

Please contact the Disaster Services District Officer serving your area if you are planning to apply for funding for any of the training courses listed below. Because the resources to conduct this important training initiative are very limited, all applications will be reviewed and must be approved by the Executive Director of Disaster Services, Alberta Municipal Affairs, in addition to the usual approval process.

Subject to the approval of Disaster Services, grant assistance is available for the following courses:

Course Name	Minimum Number of Attendees	Maximum Cost per Course
Disaster Services Workshop	30	\$5,000
Emergency Planning for Elected Municipal Officials	20	\$4,000
Basic Emergency Preparedness	20	\$4,000
Emergency Management	25	\$16,000
Emergency Public Information Officers Course	15	\$6,000
Regional Mutual Aid Disaster Exercises	30	\$7,000

The above amounts can include assistance for travel costs (mileage, hotels, etc.) as well as direct training costs. These are maximum costs, and municipalities that expect lower costs can apply for a smaller grant amount.

PART 2 - Continued

Disaster Services Training Special Initiative Funding Available

Each eligible municipality can apply for funding for any combination of Disaster Services Training offered under this initiative. However, the grant eligibility amount (maximum cost per course) cannot be exceeded.

If the number of attendees, at one or more of the specified courses, is significantly less than that shown on the proposed training plan, the municipality will be required to repay Alberta Municipal Affairs the portion of the grant that this shortfall represents. If unexpected circumstances lead to a significant shortfall in course attendance, please advise your Disaster Services District Officer.

PART 3 – Processing Requirements

Conditional Grant Agreement

In applying, the municipality is entering into a **Conditional Grant Agreement** with the Province if the application is approved. (The agreement is part of the application form).

The terms of the agreement include the use of the grant for approved purposes only, the eligibility, reporting and accountability requirements, the Minister's right to audit any project, and the Minister's right to require a refund of any grant funds not used in accordance with the agreement.

The funds cannot be used to pay for training carried out before the conditional grant agreement is signed by the Minister.

The municipality must cover any additional costs if the project costs exceed the grant amount.

Where a Conditional Grant Agreement is completed incorrectly, a new agreement will be produced with the approved grant amounts entered, and sent out to the municipality for signing.

Full compliance with the Conditional Grant Agreement, including meeting the conditions that apply after completion of the training, will be required. Failure to comply with the agreement may result in the municipality having to repay the grant.

The training must be completed by **March 31, 2003**. Multi-year funding commitments will not be made.

Application Deadline

The grant application deadline is **February 1, 2002**. Late applications will not be considered. Applications will be reviewed to ensure all grant requirements are met, including not exceeding your grant eligibility and having all the required approvals submitted with your application.

Further Documentation Required

The Chief Administrative Officer of the municipality receiving the grant must sign and file an **Acknowledgment of Compliance** form by May 1, 2003, certifying that the grant funding was used in accordance with the terms of the Conditional Grant Agreement.

Blank Acknowledgment of Compliance forms will be sent out at a later date, or can be requested from Alberta Municipal Affairs, Municipal Services Branch, Grants and Administration Unit, 17th Floor, 10155 - 102 Street, Edmonton AB T5J 4L4.

PART 4 - Inquiries

If you require forms or further information on this Disaster Services Training Special Initiative please contact the Disaster Services District Officer serving your area,

OR

Marion Boon, Director of Training Programs

Phone (780) 422-9000, or

Fax (780) 422-1549, or

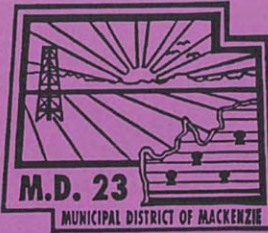
Write to:

Alberta Municipal Affairs

Disaster Services Branch

16th Floor 10155 102 Street

Edmonton AB T5J 4L4



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	December 18, 2001
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Interim Operating Budget
Agenda Item No:	11 a)

BACKGROUND / PROPOSAL:

Council and Administration is still in the process of reviewing and finalizing the 2002 operating and capital budget. In order to pay for expenditures that will be incurred in 2002, it is normal procedure to adopt an interim operating budget for the calendar year. Once the 2002 budget is approved the interim budget ceases to have any effect.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

N/A

COSTS / SOURCE OF FUNDING:

N/A

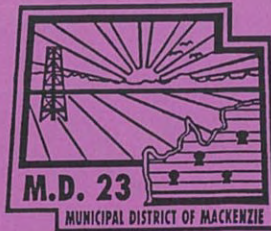
RECOMMENDED ACTION (by originator):

The Council for the MD of Mackenzie adopt an 2002 interim operating budget based on ½ of the 2001 budget amounts.

Review: *BH*

Dept. *FINANCE*

C.A.O. *[Signature]*



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	December 18, 2001
Originated By:	Harvey Prockiw, CAO
Title:	Northern CARE
Agenda Item No:	11 b)

BACKGROUND / PROPOSAL:

In October of 2001, the M.D. of Mackenzie became a member of Northern Coordinated Action for Recycling Enterprises (Northern CARE). Their next Board meeting is scheduled for 10 a.m. on December 28, 2001 at the Inn on 7th in Edmonton.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION (by originator):

That Councillor(s) _____ be authorized to attend the Northern CARE Board meeting in Edmonton on December 28, 2001.

Review:

Dept.

C.A.O.



Fax

To:	Northern CARE Members	From:	Michele Coutu, Admin Coordinator
Fax:		Pages:	1 - (including cover page)
Phone:		Date:	December 10, 2001
Re:	Northern CARE Meeting	CC:	

Urgent For Review Please Comment Please Reply

● **Comments:**

Members,

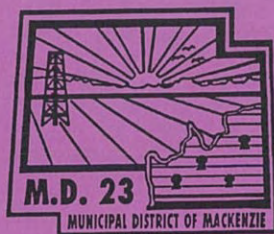
The next Northern Coordinated Action for Recycling Enterprises (Northern CARE) Board meeting is scheduled for 10 a.m. on December 28, 2001 at the Inn on 7th, Edmonton Alberta. Agendas will be mailed out by the end of the week.

Please R.S.V.P. before December 15, 2001 so we know who will be attending and how big of a banquet room we will be requiring.

Thanks much!

Michele Coutu, Administrative Coordinator
Northern Coordinated Action for Recycling Enterprises
Toll Free: 1-866-818-2273

M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Regular Council
Meeting Date:	December 18, 2001
Originated By:	Harvey Prockiw, CAO
Title:	Alberta Future Summit 2002 – Red Deer
Agenda Item No:	11 c)

BACKGROUND / PROPOSAL:

At the November 6 Council meeting, Deputy Reeve Sarapuk was authorized to attend the Alberta Future Summit 2002 Regional Forum in Peace River.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:


A cross-section of participants from the Regional Forums will be invited to participate in the Future Summit Conference in Red Deer on February 4 – 5, 2002. In a letter from the Minister of Revenue and the Chair of the Alberta Economic Development Authority, Deputy Reeve Sarapuk has been asked if he is interested in attending the Summit in Red Deer.

COSTS / SOURCE OF FUNDING:

Not Applicable.

RECOMMENDED ACTION (by originator):

That Deputy Reeve Sarapuk be authorized to attend the Future Summit Conference in Red Deer on February 4 – 5, 2002.

Review:	Dept.	C.A.O. 
---------	-------	--



November 30, 2001

Mr. Walter Sarapuk
Deputy Reeve
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Mr. Sarapuk:

Thank you for attending the Peace River Regional Forum on November 7, 2001 at the Traveller's Motor Hotel. Your participation contributed to what is emerging as a very valuable consultation – the Alberta Future Summit 2002.

The Future Summit will have a hand in setting the strategic direction for Alberta's post-debt future. It is an opportunity to ask Albertans to share their thoughts on the values that should drive future growth in this province and it is a time to look for new and innovative approaches to the opportunities and challenges we will undoubtedly face in the future.

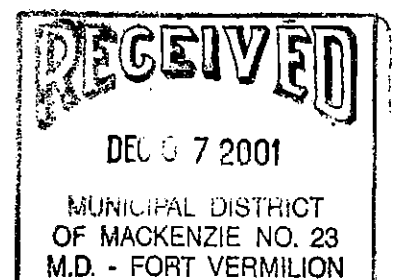
We urge you to stay tuned to the Future Summit process. The input gathered this Fall will become the basis for discussion at the Future Summit Conference, which will be held February 4–5, 2002 in Red Deer. A cross-section of participants from the Regional Forums will be invited to participate in Red Deer. If you are interested in attending, please contact Ms. Maggie Fitzgibbons at Alberta Economic Development, by telephone at (780) 427-6320, or by Email at maggie.fitzgibbons@gov.ab.ca.

Sincerely yours,

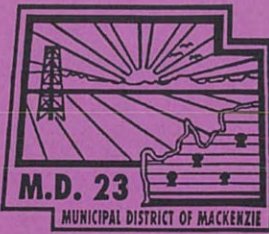
Hon. Greg Melchin, C.A.
Minister of Revenue
Co-Chair, Alberta Future Summit

Mr. Douglas H. Mitchell, Q.C.
Chair, Alberta Economic Development Authority
Co-Chair, Alberta Future Summit

105



M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Regular Council
Meeting Date:	December 18, 2001
Originated By:	Harvey Prockiw, CAO
Title:	Assessment Review Board Training
Agenda Item No:	11 d)

BACKGROUND / PROPOSAL:

The Assessment Services Branch of Municipal Affairs is hosting Assessment Review Board training for board members and clerks across the province.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:


The training session that is closest to M.D. of Mackenzie is Fairview on March 6, 2002. Although the session is geared at first-time members and clerks it is usually a good refresher course for returning members.

COSTS / SOURCE OF FUNDING:

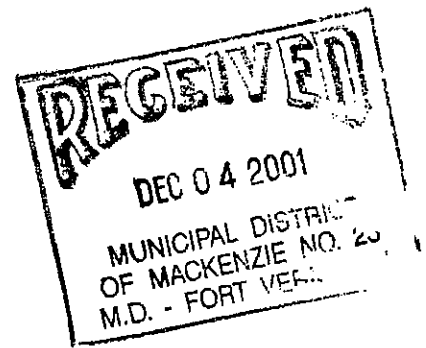
Honourariums and expenses.

RECOMMENDED ACTION (by originator):

That all M.D. of Mackenzie Assessment Review Board members be authorized to attend the Assessment Review Board training sessions in Fairview on March 6, 2002.

Review:	Dept.	C.A.O. 
---------	-------	--

November 28, 2001



Mr. Harvey Prockiw
Chief Administrative Officer
Municipal District of Mackenzie No. 23
P.O. Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Mr. Prockiw:

The Assessment Services Branch of Alberta Municipal Affairs is once again hosting Assessment Review Board (ARB) training sessions in various locations throughout the province. These sessions are free of charge and intended for first-time assessment review board members and clerks.

The following is a list of the dates and locations:

February 6, 2002	Athabasca	Best Western	5211 - 41 Avenue
February 13, 2002	Camrose	Seniors Centre	5415 - 49 Avenue
February 27, 2002	Cochrane	Super 8	10 Westside Drive
March 6, 2002	Fairview	Dunvegan	9812 - 113 Street
March 20, 2002	Hanna	Best Western	113 Paliser Trail
March 27, 2002	Innisfail	Royal Canadian Legion	5108 - 49 Avenue
April 10, 2002	Leduc	Best Western	5207 - 50 Avenue
April 17, 2002	Morinville	Rendezvous Club	9913 -104 Street
May 1, 2002	St. Paul	Recreation Centre	5310 - 48 Avenue
May 8, 2002	Taber	Community Centre	4712 - 50 Street
May 22, 2002	Valleyview	Curling Rink	4429 - 52 Avenue
May 29, 2002	Wainwright	Communiplex	700 - 2 Avenue

.../2

The sessions will take place from 9:00 a.m. to 3:30 p.m. (lunch will be provided). Copies of the Assessment Review Board Training Manual will be supplied for those in attendance. Additional copies are available from the Alberta Queen's Printer for \$25 each.

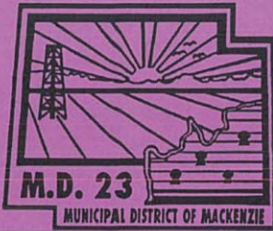
As of December 1, 2001, registration is available for ARB members and clerks by clicking on the *Assessment Review Board Training Session Registration* link at <http://www.gov.ab.ca/ma/as>. No faxed or mailed registrations will be accepted. If you require assistance in registering, please contact Ms. Citas Olympia-Moore at (780) 422-8338. The maximum number of participants is 40 per session, so have your members and clerks register early.

If you would like more information on the training, please contact Mr. Karac Hendriks-West at (780) 415-8394.

Sincerely,

A handwritten signature in black ink, appearing to be 'Steve White', followed by a horizontal line.

Steve White
Executive Director



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	December 18, 2001
Originated By:	Harvey Prockiw, CAO
Title:	Budget Meeting Dates
Agenda Item No:	11 e)

BACKGROUND / PROPOSAL:

Council will require further meetings to review budget items. To date, no meetings have been scheduled to discuss capital projects.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

I anticipate we will require two days to review the capital budget.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION (by originator):

That budget meeting dates be scheduled for January _____ and _____, 2002 at 10 a.m. in Fort Vermilion.

Review:

Dept.

C.A.O.