

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, May 26, 2010
3:00 p.m.**

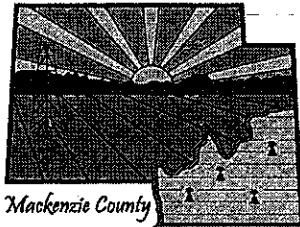
**Room #110 – Town Office
High Level, Alberta**

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	7
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the May 11, 2010 Regular Council Meeting	11
BUSINESS ARISING OUT OF THE MINUTES:	4.	a) b)	
DELEGATIONS:	5.	a) RCMP (In-Camera) – 4:00 p.m. b)	
GENERAL REPORTS:	6.	a) Municipal Planning Commission Meeting Minutes – April 29, 2010 b)	33
PUBLIC HEARINGS:	7.	a) None	
TENDERS:	8.	a) None	
COUNCIL COMMITTEE, CAO AND DIRECTORS REPORTS:	9.	a) None	

CORPORATE SERVICES:	10.	a)	Bylaw 765/10 – La Crete 100 th Avenue Curb, Gutter & Sidewalk Local Improvement Tax	63
		b)	Municipal Government Board	69
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		c)	Proposed New Wastewater Regulations	85
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		g)		
		h)		
PLANNING AND DEVELOPMENT:	12.	a)		
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		c)		
EMERGENCY AND ENFORCEMENT SERVICES:	13.	a)	Request to Waive a Fire Invoice	97
		b)		
		c)		
		d)		

- INFORMATION /
CORRESPONDENCE:** 14. a) Information/Correspondence Items 101
- IN CAMERA
SESSION:** 15. a) La Crete Water Treatment Plant
b) Sale of Closed Road Allowance NE 10-109-13-
W5M (Bylaw 749/09) (Fort Vermilion Rural)
c)
d)
e)
- NEXT MEETING
DATE:** 16. a) Regular Council Meeting
Tuesday, June 8, 2010
10:00 a.m.
Council Chambers, Fort Vermilion, AB
- ADJOURNMENT:** 17. a) Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Minutes of the May 11, 2010 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the May 11, 2010 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the minutes of the May 11, 2010 Regular Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, May 11, 2010
10:00 a.m.**

**Council Chambers
Fort Vermilion, Alberta**

PRESENT:

Greg Newman	Reeve (left at 4:16 p.m.)
Walter Sarapuk	Deputy Reeve (arrived at 12:23 p.m.)
Peter F. Braun	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Ed Froese	Councillor
Bill Neufeld	Councillor
Ray Toews	Councillor
Lisa Wardley	Councillor
Stuart Watson	Councillor

ABSENT:

ADMINISTRATION:

William (Bill) Kostiw	Chief Administrative Officer
Joulia Whittleton	Director of Corporate Services
Mary Jo Van Order	Director of Planning & Development
John Klassen	Director of Operations South
Jeri Phillips	Accounting Clerk (Recording Secretary)

ALSO PRESENT: Members of the media and the public.

Minutes of the Regular Council meeting for Mackenzie County held on May 11, 2010 at the Council Chambers in Fort Vermilion, Alberta.

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

Reeve Newman called the meeting to order at 10:09 a.m.

AGENDA: 2. a) **Adoption of Agenda**

MOTION 10-05-356 **MOVED** by Councillor Neufeld

That the agenda be adopted with the following additions:

10. r) Zama City School

12. d) MPC Letter of Resignation

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the April 28, 2010 Regular Council Meeting

MOTION 10-05-357

MOVED by Councillor Wardley

That the minutes of the April 28, 2010 Regular Council meeting be adopted as presented.

CARRIED

**BUSINESS ARISING
OUT OF THE MINUTES:**

4. a) None

GENERAL REPORTS:

6. a) Parks and Recreation Committee Meeting Minutes – March 25, 2010

MOTION 10-05-358

MOVED by Councillor Toews

That the Parks and Recreation Committee meeting minutes of March 25, 2010 be received for information.

CARRIED

6. b) Mackenzie Housing Management Board Meeting Minutes – March 29, 2010

MOTION 10-05-359

MOVED by Councillor Wardley

That the Mackenzie Housing Management Board meeting minutes of March 29, 2010 be received for information.

CARRIED

**COUNCIL COMMITTEE,
CAO AND DIRECTORS
REPORTS:**

9. a) Council Committee Reports

Councillor Neufeld reported on the Municipal Sustainability Meetings, ice crossing meetings, nuclear meeting in Manning, La Crete airport tender meeting, and the La Crete building committee meeting.

Councillor Froese reported on ice crossing meeting, Municipal Sustainability Meeting, and the Municipal Planning Commission.

Councillor Braun reported on the Council remuneration review committee, La Crete recreation board meeting and annual general meeting, Deh Cho planning session, La Crete building

meeting, Parks and Recreation Committee, Municipal Planning Commission, La Crete and Rocky Lane Municipal Sustainability Meetings, Admin Law II course in Grande Prairie.

Reeve Newman reported on the Council remuneration review meeting, Municipal Sustainability meeting in Fort Vermilion.

Councillor J. Driedger reported on the La Crete building meeting, Municipal Sustainability Meeting in Blue Hills, Community Futures meeting, Mackenzie Library Board, and the nuclear meeting in Manning.

Councillor Watson reported on the Bio Pathways meeting in Edmonton and the Municipal Sustainability meeting in Rocky Lane.

Councillor Toews reported on the Mackenzie Housing Management Board, Parks and Recreation Committee, Health Advisory Council Meeting, walking trails committee meeting, and the Municipal Sustainability meeting.

Councillor Wardley reported on the Zama Park project meeting, Municipal Sustainability meeting and the 2010 census.

Councillor D. Driedger reported on the Ag Land Task Force meeting in High Level, Agriculture Service Board meeting, tour at Tompkins crossing, and the Rocky Lane Municipal Sustainability meeting.

MOTION 10-05-360

MOVED by Councillor Watson

That the Council committee reports be received for information.

CARRIED

9. b) CAO & Director Reports

MOTION 10-05-361

MOVED by Councillor J. Driedger

That the Chief Administrative Officer and Director reports be received for information.

CARRIED

MOTION 10-05-362

MOVED by Councillor Wardley

That administration bring back the policy regarding culvert repair and ditch maintenance.

CARRIED UNANIMOUSLY

MOTION 10-05-363

MOVED by Councillor Braun

That the roadside spraying letter be referred to the Agricultural Service Board.

CARRIED UNANIMOUSLY

MOTION 10-05-364

MOVED by Councillor Toews

That administration bring back the policy regarding the spraying of chemicals by the County for use of chemicals for vegetation control on public property.

CARRIED UNANIMOUSLY

MOTION 10-05-365

MOVED by Councillor Wardley

That the Reeve/designate and one other Councillor be authorized to attend the Cabinet Tour in Grande Prairie or Peace River on May 17/18, 2010.

CARRIED UNANIMOUSLY

MOTION 10-05-366

MOVED by Councillor Watson

That Councillor Neufeld and Councillor J. Driedger (alternate) be authorized to attend the Cabinet Tour in Grande Prairie or Peace River on May 17/18, 2010.

CARRIED UNANIMOUSLY

Reeve Newman recessed the meeting at 11:13 a.m. and reconvened the meeting at 11:20 a.m.

Peter Pynacker, Finance Controller, joined the meeting at 11:20 a.m.

DELEGATIONS:

5. a) Colette Miller, Wilde & Company Chartered Accountants – 11:30 a.m.

Colette Miller from Wilde & Company Chartered Accountants presented the 2009 audited financial statements.

CORPORATE SERVICES:

10. a) 2009 Audited Financial Statements

MOTION 10-05-367

MOVED by Councillor Neufeld

That the 2009 Audited Financial Statements and 2009 Financial Information Report be approved as presented.

CARRIED UNANIMOUSLY

Peter Pynacker left the meeting at 11:56 a.m.

Reeve Newman recessed the meeting at 11:56 a.m.

IN CAMERA SESSION:

MOTION 10-05-368

MOVED by Councillor Froese

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 12:07 p.m.
15. h) Legal

CARRIED

MOTION 10-05-369

MOVED by Councillor J. Driedger

That Council move out of camera at 12:23 p.m.

CARRIED

Deputy Reeve Sarapuk entered the meeting at 12:23 p.m.

Reeve Newman reconvened the meeting at 1:01 p.m.

TENDERS:

8. a) La Crete & Fort Vermilion Airport Upgrades – 1:00 p.m.

MOTION 10-05-370

MOVED by Councillor J. Driedger

That the La Crete & Fort Vermilion Airport Upgrades tenders be opened.

CARRIED

Tenders Received

Knelsen Sand & Gravel Ltd.	\$2,990,894.75
Ruel Bros. Contracting	\$4,651,434.00
Compac Construction Ltd.	\$9,423,312.50

MOTION 10-05-371

MOVED by Councillor Braun

That the La Crete and Fort Vermilion airport upgrade tender be awarded to the lowest qualifying tender subject to budget amendments and contract adjustments.

CARRIED UNANIMOUSLY

8. c) Agricultural Land Lease – 1:00 p.m.

MOTION 10-05-372

MOVED by Deputy Reeve Sarapuk

That the Agricultural Land Lease tenders be opened.

CARRIED

Tenders Received

Darryl Van Patten	\$15.50/per acre
Ernie Driedger	\$17.00/per acre

MOTION 10-05-373

MOVED by Deputy Reeve Sarapuk

That the agricultural land lease tender be awarded to the highest qualifying bidder.

CARRIED

PUBLIC HEARINGS:

7. a) Bylaw 749/09 Road Closure, Jacob Thiessen SE 13-107-15-W5M – 1:00 p.m.

Reeve Newman called the public hearing for Bylaw 749/09 to order at 1:07 p.m.

Reeve Newman asked if the public hearing for proposed Bylaw 749/09 was properly advertised. Mary Jo Van Order, Director of Planning and Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Newman asked the Development Authority to outline the proposed land use bylaw amendment. Mary Jo Van Order, Director of Planning and Development, presented the Development Authority's submission and indicated that first reading was given on February 9, 2010.

Reeve Newman asked if Council has any questions of the proposed land use bylaw amendment. There were no questions.

Reeve Newman asked if any submissions were received in regards to proposed Bylaw 749/09. No submissions were

received.

Reeve Newman asked if there was anyone present who would like to speak in regards to the proposed Bylaw 749/09. There was no one present to speak to the proposed bylaw.

Reeve Newman closed the public hearing for Bylaw 749/09 at 1:12 p.m.

MOTION 10-05-374

MOVED by Councillor Toews

That second reading be given to Bylaw 749/09 being a road closure bylaw to close and sell that portion of the undeveloped road plan 2106EU, lying on the east half of 13-107-15-W5M.

CARRIED

MOTION 10-05-375

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 749/09 being a road closure bylaw to close and sell that portion of the undeveloped road plan 2106EU, lying on the east half of 13-107-15-W5M.

CARRIED

7. b) Bylaw 757/10 Being a Plan Cancellation of Pt. of SW 7-09-13-W5M (Fort Vermilion Rural) – 1:00 p.m.

Reeve Newman called the public hearing for Bylaw 757/10 to order at 1:13 p.m.

Reeve Newman asked if the public hearing for proposed Bylaw 757/10 was properly advertised. Mary Jo Van Order, Director of Planning and Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Newman asked the Development Authority to outline the proposed land use bylaw amendment. Mary Jo Van Order, Director of Planning and Development, presented the Development Authority's submission and indicated that first reading was given on April 13, 2010.

Reeve Newman asked if Council has any questions of the proposed land use bylaw amendment. There were no questions.

Reeve Newman asked if any submissions were received in regards to proposed Bylaw 757/10. One written submission was received from Wayne & Patricia Mercredi in opposition to the

proposed bylaw.

Reeve Newman asked if there was anyone present who would like to speak in regards to the proposed Bylaw 757/10. Donna Lambert was present to speak in favor of the proposed bylaw.

Reeve Newman closed the public hearing for Bylaw 757/10 at 1:23 p.m.

MOTION 10-05-376

MOVED by Reeve Newman

That Bylaw 757/10 being a Plan Cancellation of Pt. of SW 7-109-13-W5M (Fort Vermilion Rural) be TABLED until the two parties reach an agreement on the boundaries of the land involved.

CARRIED

8. e) La Crete Public Works Shop Caretaking Contract – 1:15 p.m.

MOTION 10-05-377

MOVED by Councillor Braun

That the La Crete Public Works Shop Caretaking Contract tenders be opened.

CARRIED

Tenders Received

Helen Peters	\$18,984.00/24 months
Benny Dyck	\$36,000.00/24 months
Susan Driedger	\$94,856.00/24 months
Betty Wieler	\$81,432.00/24 months

8. d) La Crete Administration Building Caretaking Contract – 1:15 p.m.

MOTION 10-05-378

MOVED by Councillor Watson

That the La Crete Administration Building Caretaking Contract tenders be opened.

CARRIED

Tenders Received

Mary Fehr	\$ 2,000.00
Agnes Wiebe	\$ 3,500.00 per month
Susan and Abe Driedger	\$19,931.20
Benny Dyck	\$93,600.00

Gertrude Derksen \$ 1,950 per month

MOTION 10-05-379

MOVED by Councillor Braun

That the La Crete Administration Building and La Crete Public Works Shop caretaking tenders be awarded to the lowest qualifying tender.

CARRIED

5. b) RCMP – 1:30 p.m.

S/Sgt. Shane Ramteemal and Sgt. Wade Trottier were in attendance to discuss enforcement related items.

MOTION 10-05-380

MOVED by Councillor J. Driedger

That Council adopt the three priorities presented by the RCMP which may be discussed at a subsequent Council meeting in-camera.

CARRIED

Reeve Newman recessed the meeting at 1:59 p.m. and reconvened the meeting at 2:10 p.m.

8. b) Fort Vermilion Administration Building Renovation – 2:00 p.m.

MOTION 10-05-381

MOVED by Councillor D. Driedger

That the Fort Vermilion Administration Building Renovation tenders be opened.

CARRIED

Tenders Received

Foothills Carpentry	\$2,495,000.00
Phoenix Construction Inc.	\$2,700,000.00
Mountain Gate Projects Ltd.	\$2,757,000.00
Piche Bros. Contracting Inc.	\$2,079,000.00

MOTION 10-05-382

MOVED by Councillor Toews

That the Fort Vermilion Administration Building Renovation tender be awarded to the lowest tender subject to budget deliberations.

DEFEATED

MOTION 10-05-383

MOVED by Councillor Wardley

That the Fort Vermilion Building Committee be authorized to negotiate with the lowest qualifying bidder to lower the cost of the Fort Vermilion administration building renovation project.

CARRIED UNANIMOUSLY

10. b) Bylaw 739/09 Offsite Levy Bylaw for the Sewer Trunk Main (La Crete)

MOTION 10-05-384

MOVED by Councillor Braun

That second reading be given to Bylaw 739/09 being an Off-site Levy Bylaw for the installation of a sanitary sewer trunk main in the Hamlet of La Crete.

CARRIED

MOTION 10-05-385

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 739/09 being an Off-site Levy Bylaw for the installation of a sanitary sewer trunk main in the Hamlet of La Crete.

CARRIED

10. c) Bylaw 756/10 La Crete Lift Station (NE 10-106-15-W5, NW 11-106-15-W5 and SW 11-106-15-W5)

MOTION 10-05-386

Requires 2/3

MOVED by Councillor Wardley

That second reading be given to Bylaw 756/10 being a borrowing bylaw for the La Crete Lift Station construction to serve NE 10-106-15-W5, NW 11-106-15-W5 and SW 11-106-15-W5.

CARRIED

MOTION 10-05-387

Requires 2/3

MOVED by Councillor Neufeld

That third reading be given to Bylaw 756/10 being a borrowing bylaw for the La Crete Lift Station construction to serve NE 10-106-15-W5, NW 11-106-15-W5 and SW 11-106-15-W5.

CARRIED

10. d) Bylaw 763/10 Offsite Levy Bylaw (La Crete Lift Station

to Serve NW 11-106-15-W5 and SW 11-106-15-W5)

MOTION 10-05-388

MOVED by Councillor Froese

That first reading be given to Bylaw 763/10 being an Offsite Levy Bylaw for the Lift Station Construction to serve NW 11-106-15-W5 and SW 11-106-15-W5 in the Hamlet of La Crete.

CARRIED

10. e) 2010 Budget Amendment for Airports and Buildings

MOTION 10-05-389

MOVED by Councillor Braun

That the capital budget for airports be amended to \$3,904,560.00 with the additional funds of \$904,560.00 coming from the General Operating Reserve.

CARRIED

10. f) Borrowing Bylaw for 2010 Capital Projects

MOTION 10-05-390

MOVED by Councillor Wardley

That the Borrowing Bylaw for 2010 Capital Projects be deleted.

CARRIED

10. g) Payment to the Town of High Level for the 2008 and 2009 Capital Projects

MOTION 10-05-391

MOVED by Councillor Watson

That the 2008 and 2009 payment to the Town of High Level in the amount of \$353,805 be funded from the General Operating Reserve.

CARRIED

10. h) La Crete Ferry Campground

MOTION 10-05-392

MOVED by Deputy Reeve Sarapuk

That \$50,000 be released to the La Crete Ferry Campground with the condition that the funds be used towards capital purchases and that appropriate reports be provided to the County by December 31, 2010, upon completion of the project, and/or provide the project progress report with the 2011 grant

application submission, whichever comes first.

CARRIED

10. i) Finance and Investment Report – April 20, 2010

MOTION 10-05-393

MOVED by Councillor Braun

That the financial reports for the period ended April 30, 2010 be accepted for information.

CARRIED

10. j) CAO Recruitment Request for Proposals

MOTION 10-05-394

MOVED by Councillor Wardley

That Council approve the draft CAO Recruitment Request for Proposals with the new CAO start date of January 1, 2011.

CARRIED

10. k) Councillor Remuneration to Attend Forest Products Association of Canada Bio Pathways Meeting

MOTION 10-05-395

MOVED by Councillor Neufeld

That Councillor Watson be paid per diems and expenses for attending the Forest Products Association of Canada Bio Pathways meeting in Edmonton on April 21, 2010.

CARRIED

10. l) Premier's Visit Update

MOTION 10-05-396

MOVED by Councillor Watson

That the Premier's visit update be received for information.

CARRIED

10. m) Recreation Volunteer Awards

MOTION 10-05-397

MOVED by Councillor Braun

That the recreation volunteer awards be forwarded to the appropriate volunteer groups.

CARRIED

10. n) Minister's Awards for Municipal Excellence

MOTION 10-05-398

MOVED by Deputy Reeve Sarapuk

That the Minister's Awards for Municipal Excellence be received for information.

CARRIED

10. o) Seniors' Week 2010 – Proclamation

MOTION 10-05-399

MOVED by Councillor Neufeld

That Mackenzie County proclaims June 7 – 13, 2010 to be Seniors' Week.

CARRIED

10. p) Mighty Peace Tourist Association Member at Large Position

MOTION 10-05-400

MOVED by Reeve Newman

That the Mighty Peace Tourist Association member at large position update be received for information.

CARRIED

10. q) Tri-Council Meeting

MOTION 10-05-401

MOVED by Councillor D. Driedger

That the County attend the tri-council meeting on May 26, 2010 at 7:00 p.m. in High Level.

CARRIED

MOTION 10-05-402

MOVED by Councillor Wardley

That the May 26, 2010 Regular Council Meeting be held in High Level starting at 3:00 p.m.

CARRIED

Presentation was made to Shane Dempster for his years of service as the Fort Vermilion Fire Chief.

10. r) Zama City School (ADDITION)

MOTION 10-05-403
Requires Unanimous

MOVED by Councillor Watson

That letters of support be sent to the Minister of Education, Hon. Frank Oberle, MLA and the Fort Vermilion School Division Chair for the staffing proposal made by the Zama School Advisory Council requesting current staff levels be maintained.

CARRIED UNANIMOUSLY

Reeve Newman recessed the meeting at 3:05 p.m. and reconvened the meeting at 3:14 p.m.

IN CAMERA SESSION:

MOTION 10-05-404

MOVED by Reeve Newman

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 3:15 p.m.

15. a) Special Projects (AT)

15. b) Inter-municipal Relations

15. c) Fire Invoice

15. d) Access to Plan 002 3789, Block 1, Lot 1 (SE 26-104-14-W5M)

15. e) La Crete Motel Laneway

15. f) Drive-thru Restaurants (La Crete)

15. g) FMA 0200040 Land Withdrawal and Timber Damage/Crown Dues Assessment

CARRIED

MOTION 10-05-405

MOVED by Councillor Froese

That Council move out of camera at 4:05 p.m.

CARRIED

15. a) Special Projects (AT)

MOTION 10-05-406

MOVED Councillor Wardley

That Council continue to negotiate with Alberta Transportation to extend the paving on Highway 88 in 2010 and beyond.

CARRIED

15. b) Inter-municipal Relations and Fire Invoice

15. c) Fire Invoice

MOTION 10-05-407
Requires 2/3

MOVED by Councillor Watson

That Fire Invoice 9781 be adjusted to reflect the charges as per the County's Fire Services Bylaw 684/08.

CARRIED

MOTION 10-05-408

MOVED by Reeve Newman

That Council continues to negotiate with the Town of High Level for comparable fire rates.

CARRIED

15. d) Access to Plan 002 3789, Block 1, Lot 1 (SE 26-104-14-W5M)

MOTION 10-05-409

MOVED by Deputy Reeve Sarapuk

That the access to Plan 002 3789, Block 1, Lot 1 (SE 26-104-14-W5M) be received for information.

CARRIED

15. e) La Crete Motel Laneway

MOTION 10-05-410

MOVED by Councillor Wardley

That the La Crete Motel laneway be received for information.

CARRIED

15. f) Drive-thru Restaurants (La Crete)

MOTION 10-05-411

MOVED by Councillor Toews

That the drive-thru restaurants in La Crete be referred to the Municipal Planning Commission.

CARRIED

15. g) FMA 0200040 Land Withdrawal and Timber Damage/Crown Dues Assessment

MOTION 10-05-412

MOVED by Councillor Braun

That Council have further discussions with the Hon. Frank Oberle regarding the FMA 0200040 land withdrawal and timber damage/crown dues assessment.

CARRIED

12. d) MPC Letter of Resignation (ADDITION)

MOTION 10-05-413

Requires Unanimous

MOVED by Councillor Watson

That Council accept the letter of resignation by Councillor Braun as a member of the Municipal Planning Commission.

CARRIED UNANIMOUSLY

MOTION 10-05-414

MOVED by Councillor Toews

That the following Councillor be appointed to the Municipal Planning Commission.

Nominated:
Councillor Toews
Councillor J. Driedger

Elected:
Councillor J. Driedger

CARRIED

MOTION 10-05-415

MOVED by Councillor Wardley

That the ballots be destroyed.

CARRIED

Reeve Newman recessed the meeting at 4:16 p.m.

Reeve Newman left the meeting at 4:16 p.m.

Deputy Reeve Sarapuk took over the chair and reconvened the meeting at 4:25 p.m.

Joulia Whittleton left the meeting at 4:27 p.m.

**OPERATIONAL
SERVICES:**

**11. a) Tompkins Fire Hall/Public Works Shop Construction
Task Force Committee – Appointment of Members at
Large**

MOTION 10-05-416

MOVED by Councillor Neufeld

That Henry Driedger and Frank Dyck be appointed as Members at Large to the Tompkins Fire Hall/Public Works Shop Construction Task Force Committee.

CARRIED

11. b) Tompkins Crossing

MOTION 10-05-417

MOVED by Councillor Neufeld

That Council advise Alberta Transportation that the County's preferred short-term fix for the Tompkins summer crossing is a hoverbarge and long-term fix should be a bridge.

CARRIED UNANIMOUSLY

11. c) Dust Control

MOTION 10-05-418

MOVED by Councillor Braun

That the dust control policy be received for information.

CARRIED

11. d) Rural Water

MOTION 10-05-419

MOVED by Councillor Watson

That Council instruct administration to proceed to final design of rural water with line sizes as optional and the most direct route option with installation procedures at contractors choice.

CARRIED

11. e) AJA Friesen Road & Water Management Project

MOTION 10-05-420

MOVED by Councillor Watson

That the AJA Friesen project update be received for information.

CARRIED

**PLANNING &
DEVELOPMENT:**

12. a) Bylaw 734/09 Road Closure NE 10-109-13-W5M (Fort Vermilion Rural)

MOTION 10-05-421

MOVED by Reeve Newman

That Bylaw 734/09 Road Closure NE 10-109-13-W5M (Fort Vermilion Rural) be TABLED to the next meeting.

CARRIED

12. b) Bylaw 762/10 Land Use Bylaw Amendment to Rezone Plan 2938RS, Block 3, Lot 1 from Hamlet Commercial District 1 (HC1) to Direct Control District 2 (DC2) (Fort Vermilion – Ray Toews)

Councillor Toews declared a conflict of interest and left the meeting 4:48 p.m.

MOTION 10-05-422

MOVED by Councillor Wardley

That first reading be given to Bylaw 762/10 being a Land Use Bylaw amendment to rezone Plan 2938RS, Block 3, Lot 1 from Hamlet Commercial District "HC1" to Direct Control District 2 "DC2" in Fort Vermilion to accommodate a liquor store.

CARRIED

Councillor Toews rejoined the meeting at 4:51 p.m.

12. c) Lift Station Temporary Access Road – North Point Business Park Ltd. (NE 10-106-15-W5 La Crete)

MOTION 10-05-423

MOVED by Councillor Braun

That consent is given to North Point Business Park Ltd. to construct a temporary access road along the undeveloped road allowance (91 Street or Range Road 15-2) to the east of NE10-106-15-W5M running between the North La Crete Access and the proposed 106 Avenue and then along the proposed 106 Avenue to provide temporary access to the lift station until such time as access is available from the proposed 106 Avenue and this temporary access road shall be built to County standards and include an adequately sized culvert to facilitate the existing drainage ditch.

CARRIED

**EMERGENCY &
ENFORCEMENT
SERVICES:**

13. a) High Intensity Residential Fires (HIRF)

MOTION 10-05-424

MOVED by Councillor J. Driedger

That the letter from the Minister of Municipal Affairs regarding high intensity residential fires response times be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE**

14. a) Information/Correspondence

MOTION 10-05-425

MOVED by Councillor Wardley

That the letter from the Fort Vermilion Recreation Board regarding the rodeo grounds be referred to the Parks and Recreation Committee.

CARRIED

MOTION 10-05-426

MOVED by Councillor J. Driedger

That the information/correspondence items be received for information.

CARRIED

MOTION 10-05-427

MOVED by Councillor Braun

That the letter from the Municipal Government Board regarding Assessment Review Boards be tabled to the next council meeting.

CARRIED

NEXT MEETING DATE:

16. a) Regular Council Meeting
Wednesday, May 26, 2010
3:00 p.m.
High Level, AB

ADJOURNMENT:

17. a) Adjournment

MOTION 10-05-428

MOVED by Deputy Reeve Sarapuk

That the Council meeting be adjourned at 5:08 p.m.

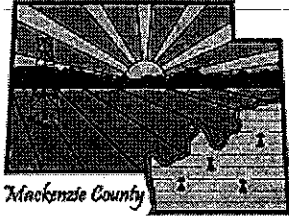
CARRIED

These minutes will be presented to Council for approval on May 26, 2010.

Greg Newman
Reeve

William Kostiw
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes April 29, 2010

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the April 29, 2010 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of April 29, 2010 be received for information.

Author: _____ Reviewed By: _____ CAO _____

**Mackenzie County
Municipal Planning Commission Meeting**

**Council Chambers
Fort Vermilion, Alberta**

Thursday, April 29, 2010 @ 1:00 p.m.

PRESENT

Peter Braun	Chair, Councillor
Jack Eccles	Vice-Chair
Ed Froese	Councillor, MPC Member
Manfred Gross	MPC Member
Beth Kappelar	MPC Member
Mary Jo Van Order	Director of Planning and Development
Sarah Martens	Planning, Development and Emergency Services Administrative Officer

DELEGATION

Maree Vervoort Developer (Arrived at 1:10 p.m.)

1. CALL TO ORDER

Peter Braun called the meeting to order at 1:06 p.m.

2. ADOPTION OF AGENDA

MOTION 10-70 **MOVED** by Beth Kappelar

That the agenda be adopted with the following additions:

- 4i) Development Permit Application 60-DP-10
Aspen Ridge Logging; Restaurant Renovations (Change Door
to Window and Install New Door),
Addition of Drive-Through
Plan 2504TR, Block 7, Lot 9; La Crete
- 4j) Development Permit Application 62-DP-10
Walter Derksen; Single Detached Dwelling with Attached
Garage and Front and Side Covered Deck and Ancillary
Building (Detached Garage)
Part of SW 35-105-15-W5M (Plan 012 1774, Lot 1)
Woodland RV Park (La Crete Rural)
- 4k) Development Permit Application 88-DP-10
Philip Peters; Mobile Home with Deck
Part of NE 6-106-15-W5M (Plan 062 7138, Block 3, Lot 17)
(La Crete Rural – River Drive Developments)

4l) Development Permit Application 90-DP-10
Peter Neufeld; Wood Fence with 1 Foot Variance
Plan 982 5937, Block 27, Lot 6; La Crete

4m) Development Permit Application 93-DP-10
Justin Froese; Wood Fence with 2 Foot Variance
Plan 792 1881, Block 14, Lot 2; La Crete

4n) Development Permit Application 101-DP-10
Northern Lights Rec. Center
Intensive Recreational Use (Ancillary Building – Shed)
Plan 752 1280, Block 5, Lot R1; La Crete

6b) Drive-Through Applications

CARRIED

3. MINUTES

a) Adoption of Minutes

MOTION 10-71 MOVED by Ed Froese

That the minutes of the April 12, 2010 Municipal Planning Commission meeting be adopted as amended.

CARRIED

b) Business Arising from Previous Minutes

No business arising from previous minutes.

4. DEVELOPMENT

Development items 4a through 4n will be discussed later in the meeting.

5. SUBDIVISION

Subdivision item 5a will be discussed later in the meeting.

**b) Subdivision Application 01-SUB-10
NW 4-109-17-W5M; High Level Rural
Maree Vervoort**

Maree Vervoort was in attendance to discuss the subdivision.

It was clarified to Maree Vervoort that in order to consolidate the parcels, the existing road allowance would need to be closed and it would be at Council's discretion whether to close the entire road allowance or a portion of the road allowance.

Maree Vervoort questioned the cost to purchase the closed road allowance. The Municipal Planning Commission advised that an assessment of the closed road allowance would be completed and presented to Council who would make the final decision.

The Municipal Planning Commission discussed legal and physical access to the lands.

MOTION 10-72 MOVED by Manfred Gross

That subdivision application 01-SUB-10- in the name of Maree Vervoort on NW 4-109-17-W5M be tabled to in camera.

CARRIED

Maree Vervoort left at 1:47 p.m.

5. SUBDIVISION

Subdivision item 5c will be discussed later in the meeting.

6. MISCELLANEOUS

Miscellaneous items 6a and 6b will be discussed later in the meeting.

7. IN CAMERA

MOTION 10-73 MOVED by Ed Froese

That the Municipal Planning Commission go in camera at 1:48 p.m.

CARRIED

Development Officer Liane Lambert arrived at 1:55 p.m.

Clarification was needed on Subdivision Application 01-SUB-10 on NW 4-109-17-W5M in the name of Maree Vervoort.

Development Officer Liane Lambert left at 2:04 p.m.

MOTION 10-74 **MOVED** by Ed Froese

That the Municipal Planning Commission come out of in camera at 2:10 p.m.

CARRIED

5. **SUBDIVISION**

Subdivision item 5a will be discussed later in the meeting.

b) **Subdivision Application 01-SUB-10
NW 4-109-17-W5M; High Level Rural
Maree Vervoort**

MOTION 10-75 **MOVED** by Beth Kappelar

That subdivision application 01-SUB-10- in the name of Maree Vervoort on NW 4-109-17-W5M be approved with the following conditions;

1. This approval is for a single fragmented lot subdivision, 25 acres (10.11 hectares) more or less in size.
2. Applicant/developer shall enter into a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the municipality.

- b. Provision of access to the subdivision and to the balance of the quarter in accordance with Mackenzie County standards and at the developer's expense.

Options

- i. Road Plan 802 1388 shall be extended east to the east side of the theoretical road allowance between the NW 4-109-17-W5M and NE 5-109-17-W5M. This road shall be constructed to Mackenzie County standards and at the developer's expense, or**
 - ii. The developer may request to close and purchase the theoretical road allowance between the NW 4-109-17-W5M and NE 5-109-17-W5M and consolidate the three parcels together. Should the developer decide to go with this option then the extension of Road Plan 802 1388 will not be required.**
- c. Alberta Environment requires that any future development on the property (including the required access road) would have to be engineered in such a fashion that there could be no negative impacts to the river channel and the existing riparian buffer. Adequate setback from the top of the bank should be put in place to ensure that the natural river erosion process do not in the future cause either a flood or stability issue to the landowners property or infrastructure. The services of a professional firm with experience in soil stability may be required to make a proper assessment of the site depending on the scope of future development. Contact Alberta Environment prior to any development at (780) 624-6239.
- d. Provision of a storm water management plan. Please contact Liane Lambert, Development Officer to discuss the requirements for your subdivision.
- e. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.

- f. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- g. Provision of utility right-of-way as required by ATCO Electric and Northern Lights Gas.

CARRIED

4. DEVELOPMENT

- a) **Development Permit Application 68-DP-10
Danny Martens; Fence with 1 Foot Variance
Plan 032 5174, Block 23, Lot 39; La Crete**

MOTION 10-76 MOVED by Ed Froese

That Development Permit 68-DP-10 on Plan 032 5174, Block 23, Lot 39 in the name of Danny Martens be APPROVED with the following conditions:

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

1. **A 3 meter utility right-of-way exists within the front (west) yard.** No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
2. **Approval of a fence with variance as noted in condition 3.**
3. **Maximum height of fence: Four (4) feet, placement as shown in the attached site plan.**
4. The fence shall not adversely affect the view of vehicular and pedestrian traffic.
5. The fence shall not encroach onto adjacent properties.
6. **PRIOR** to installation of a new access or changing location of existing access, complete a Request for Access form by

contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.

7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
8. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- b) Development Permit Application 69-DP-10
Built Rite Structures; Manufacturing Firm (Well-site Units)
Plan 082 6161, Block 3, Lot 13; La Crete**

MOTION 10-77 **MOVED** by Manfred Gross

That Development Permit 69-DP-10 on Plan 082 6161, Block 3, Lot 13 in the name of Built Rite Structures be APPROVED with the following conditions:

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

1. A variance of the Mackenzie County Land Use Bylaw section 7.15.A, subsection A is hereby granted to allow a Manufacturing Firm (Well-site Units) within the existing shop.
2. Adhere to any Noise Abatement Bylaw as passed by Mackenzie County Council.
3. This permit may be reexamined at any time and additional conditions imposed if concerns regarding noise are received by Mackenzie County.
4. PRIOR to any new construction taking place on the subject property contact the Development Department for a Development Permit.

5. The Manufacturing Firm shall meet all Alberta Safety Code requirements for Commercial/Industrial buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
6. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 20 meters from regulatory signs, and
 - b. Not less than 1.5 meters from the curb/sidewalk.
7. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
8. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
9. Wiring and conduits of the sign must be concealed from view.
10. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
11. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations

and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- c) Development Permit Application 74-DP-10
Benny Dick; Intensive Recreational Use (5 Cabins – Trail Riding, Overnight Accommodations and Camping)
SE 23-105-16-W5M; West La Crete**

MOTION 10-78 **MOVED** by Jack Eccles

That Development Permit 74-DP-10 on SE 23-105-16-W5M in the name of Benny Dick be APPROVED with the following conditions and subject to an approval letter from the Mighty Peace Fish and Game Association:

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

1. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
3. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
4. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
5. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

6. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
7. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
8. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
9. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
10. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- d) Development Permit Application 75-DP-10
Andrew Krahn; Tradesman's Business
(Carpentry/Log Truck Shop)
Part of NW 29-105-14-W5M (Plan 072 7566, Block 1, Lot 1)
Wilson Prairie**

MOTION 10-79 **MOVED** by Beth Kappelar

That Development Permit 75-DP-10 on Part of NW 29-105-14-W5M (Plan 072 7566, Block 1, Lot 1) in the name of Andrew Krahn be APPROVED with the following conditions:

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

1. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
3. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
4. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
5. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
6. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
7. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
8. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
9. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.

10. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- e) **Development Permit Application 79-DP-10
Sarah Wieler; Wood Fence with 2 Foot Variance
Plan 012 3148, Block 26, Lot 9; La Crete**

MOTION 10-80 **MOVED** by Ed Froese

That Development Permit 79-DP-10 on Plan 012 3148, Block 26, Lot 9 in the name of Sarah Wieler be APPROVED with the following conditions:

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

1. **Utility Rights-of-Way exist within the south and west sides of the lot. The developer is required to obtain permission from all applicable utilities companies prior to the commencement of construction.**
2. **Mackenzie County shall not be held liable for any concerns, issues or damages related to the fence or any part (s) thereof resulting from any work being done on or in the utility right-of-way either by the County, any contractors hired by the County or any utility companies. Any removal and/or replacement of the fence required as a result of work being done on or in the utility right-of-way shall be borne by the landowner.**
3. **The developer shall enter into a Development Agreement with the County for the construction of the fence on the Utility Right-of-Way prior to commencement of construction. The Development Agreement will be registered against the title.**
4. Approval of a fence with variance as noted in condition 5.
5. **Maximum height of fence: Five (5) feet for the front (west) yard and first 25 feet of the north and south side**

yards, Six (6) feet for the remainder of the north and south side yards and rear (east) yard.

6. The fence shall not adversely affect the view of vehicular and pedestrian traffic.
7. The fence shall not encroach onto adjacent properties.
8. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.**
9. **The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.**
10. **The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**

CARRIED

- f) **Development Permit Application 81-DP-10
1366261 Alberta Ltd.; Dwelling – Row (Four-Plex)
with Front and Back Decks
Plan 032 3561, Block 7, Lot 2A; La Crete**

MOTION 10-81 MOVED by Beth Kappelar

That Development Permit 81-DP-10 on Plan 032 3561, Block 7, Lot 2A in the name of 1366261 Alberta Ltd. be APPROVED with the following conditions:

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

1. The front of the building (including decks) shall be 7.62 meters (25 feet) from the front (east) property line; minimum building setbacks (including decks) for the side and rear yards are: 2.44 meters (8 feet) rear (west) yard; 1.52 meters (5 feet) north and south side yard; from the property lines. A Municipal Reserve lot exists adjacent to the north property

line and no construction or development is permitted in or on this Municipal Reserve lot. All setbacks are to be measured from your property lines.

2. The Dwelling – Row (Four-plex) shall meet all Alberta Safety Code requirements for Row Dwellings buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
3. The architecture, construction materials and appearance of the Dwelling – Row (Four-plex) shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
4. Where the lowest opening of the building is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the building is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
5. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
6. The Municipality has assigned an address to each unit as follows (counting up from east to west):
 - 9210 – 103 Street, Unit 5
 - 9210 – 103 Street, Unit 6
 - 9210 – 103 Street, Unit 7
 - 9210 – 103 Street, Unit 8

You are required to display the addresses 9210-5, 9210-6, 9210-7 and 9210-8 on the units (counting up from south to north) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

7. Provide adequate off street parking as follows: 2 stalls per dwelling unit plus 1 additional stall for visitor parking. This would be a total of 9 parking stalls. *“One parking space, including the driveway area, shall occupy 300 square feet.”*
8. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to

ensure that no construction or development is completed on any utility right-of-way.

9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- g) Development Permit Application 83-DP-10
George Neudorf; Intensive Recreation (6 RV Stalls)
Plan 3969TR, Block 4, Lot 1; La Crete**

MOTION 10-82 MOVED by Ed Froese

That Development Permit 83-DP-10 on Plan 3969TR, Block 4, Lot 1, in the name of George Neudorf, be APPROVED with the following conditions:

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

1. This is a temporary permit and expires on April 29, 2011.
2. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighborhood.
3. Minimum RV stall setbacks: 9.1 meters (30 feet) from 101st Avenue and 101st Street; 3.0 meters (10 feet) rear (south) yard; 1.52 meters (5 feet) west side yard. All setbacks are measured from the property lines.
4. The thoroughfare and the RV stalls shall be adequately graveled for dust control purposes.
5. The appearance of the RV stalls shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.

6. The Municipality has assigned the following address to the noted property 10101 –101st Avenue. You are required to display the address (10101) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. The developer must provide a secure water metering enclosure to the satisfaction of the County and the cost will be borne by the developer.
8. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy a minimum of 300 square feet.”* The driveway shall be 10 meters (32.8 feet) from the intersection corner of the property.
9. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards at the developers' expense.
10. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- h) Development Permit Application 85-DP-10
Jake Doerksen; Dwelling – Duplex
Plan 4865TR, Block 7, Lot 7; Fort Vermilion**

MOTION 10-83 MOVED by Jack Eccles

That Development Permit 85-DP-10 on Plan 4865TR, Block 7, Lot 7 in the name of Jake Doerksen be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**
 - a. **25 feet (7.6 meters) front yard facing 46th Ave;**
 - b. **5 feet (1.5 meters) side yard,**
 - c. **8 feet (2.4 meters) rear yard from the property lines.**
2. The architecture, construction materials and appearance of ancillary buildings and other structures shall compliment the natural features and character of the site to the satisfaction of the Development Officer.
3. The Municipality has assigned the following address to the noted property **4608-46th Ave**. You are required to display the address (**4608 Unit A and 4608 Unit B**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
4. **Provide adequate off street parking as follows: The minimum parking for a duplex is 4 stall each. "One parking space, including the driveway area, shall occupy 300 square feet."**
5. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner. **The dwelling duplex shall have two curb cock valves installed, one per dwelling unit.**
6. No construction or development is allowed on or in a rights-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility rights-of-way.
7. **PRIOR** to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at (780) 927-3718. Access to be constructed to

Mackenzie County standards and at the developers expense.

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

CARRIED

4. **DEVELOPMENT**

Development items 4i through 4n will be discussed later on in the meeting.

5. **SUBDIVISION**

Subdivision item 5a and 5c will be discussed later in the meeting.

6. **MISCELLANEOUS ITEMS**

Miscellaneous item 6a will be discussed later in the meeting.

b) **Drive-Through Applications**

MOTION 10-84 **MOVED** by Beth Kappelar

That the Municipal Planning Commission consider each drive-through application on a **case-by-case basis** until the Land Use Bylaw is revised and that Administration be directed to incorporate drive-throughs into the new Land Use Bylaw.

CARRIED

4. **DEVELOPMENT**

- i) **Development Permit Application 60-DP-10 Aspen Ridge Logging; Restaurant Renovations (Change Door to Window and Install New Door), Addition of Drive-Through Plan 2504TR, Block 7, Lot 9; La Crete**

MOTION 10-85 **MOVED** by Jack Eccles

That Development Permit Application 60-DP-10 on Plan 2504TR, Block 7, Lot 9 in the name of Aspen Ridge Logging be tabled until the next Municipal Planning Commission meeting. In addition, Administration will advise the applicant to bring forward a site plan showing how the drive-through is intended to operate.

CARRIED

Chair Peter Braun recessed the meeting at 2:55 p.m.

Chair Peter Braun reconvened the meeting at 3:10 p.m.

Councillor, MPC Member Ed Froese left at 3:10 p.m.

- j) **Development Permit Application 62-DP-10
Walter Derksen; Single Detached Dwelling with Attached
Garage and Front and Side Covered Deck and Ancillary
Building (Detached Garage)
Part of SW 35-105-15-W5M (Plan 012 1774, Lot 1)
Woodland RV Park (La Crete Rural)**

MOTION 10-86 **MOVED** by Jack Eccles

That Development Permit 62-DP-10 on Part of SW 35-105-15-W5M (Plan 012 1774, Lot 1) in the name of Walter Derksen be APPROVED with the following conditions;

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

1. **This permit approval is for a Single Detached Dwelling with Attached Garage and Front and Back Covered Decks and an Ancillary Building (detached garage) only. This approval does not in any way hold Mackenzie County liable for the construction and/or extension of Range Road 15-2 and/or any other access and/or road to serve the subject lands.**
2. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.

3. The maximum area of the Ancillary Building (detached garage) shall be 1023 square feet.
4. The highest point of the Ancillary Building (detached garage) shall be no more than 15 feet in height from grade to roof peak.
5. This Ancillary Building (detached garage) is approved for personal purposes only and no commercial activity is permitted in this building or district. If the developer/owner/resident intends to use the Ancillary Building (detached garage) for commercial use, a rezoning or Land Use Bylaw amendment application must be submitted and approved. Upon approval of the rezoning or Land Use Bylaw amendment, a new development permit must be received and approved prior to the commencement of a commercial use.
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
7. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
8. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations

and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- k) Development Permit Application 88-DP-10
Philip Peters; Mobile Home with Deck
Part of NE 6-106-15-W5M (Plan 062 7138, Block 3, Lot 17)
(La Crete Rural – River Drive Developments)**

MOTION 10-87 **MOVED** by Manfred Gross

That Development Permit 88-DP-10 on Part of NE 6-106-15-W5M (Plan 062 7138, Block 3, Lot 17) in the name of Philip Peters be APPROVED with the following conditions:

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

1. The front of the building (including Decks) shall be minimum of 38.1 meters (125 feet) from the front (west) property line. This setback is required for aesthetic reasons in keeping with the development of the surrounding lands.
2. Minimum building setbacks (including decks) for the side and rear yards are; 7.62 meters (25 feet) rear (east) yard; 7.62 meters (25 feet) north and south side yards, from the property lines. A walkway exists adjacent to the north property line and no construction or development is permitted in or on this walkway. All setbacks are measured from your property lines.
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
4. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy a minimum of 300 square feet.”*
5. Building to be connected to the Municipal water and the cost of connection fee will be borne by the owner.

6. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
7. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards at the developers' expense.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- I) **Development Permit Application 90-DP-10
Peter Neufeld; Wood Fence with 1 Foot Variance
Plan 982 5937, Block 27, Lot 6; La Crete**

MOTION 10-88 **MOVED** by Beth Kappelar

That Development Permit 90-DP-10 on Plan 982 5937, Block 27, Lot 6 in the name of Peter Neufeld be APPROVED with the following conditions:

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

1. **Utility Rights-of-Way exist within the east side of the lot. The developer is required to obtain permission from all applicable utilities companies prior to the commencement of construction.**

2. **Mackenzie County shall not be held liable for any concerns, issues or damages related to the fence or any part (s) thereof resulting from any work being done on or in the utility right-of-way either by the County, any contractors hired by the County or any utility companies. Any removal and/or replacement of the fence required as a result of work being done on or in the utility right-of-way shall be borne by the landowner.**
3. **The developer shall enter into a Development Agreement with the County for the construction of the fence on the Utility Right-of-Way prior to commencement of construction. The Development Agreement will be registered against the title.**
4. Approval of a fence with variance as noted in condition 5.
5. **Maximum height of fence: Four (4) feet for the front (south) yard and first 25 feet of the east and west side yards, Six (6) feet for the remainder of the east and west side yards and rear (north) yard.**
6. The fence shall not adversely affect the view of vehicular and pedestrian traffic.
7. The fence shall not encroach onto adjacent properties.
8. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.**
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. **The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**

CARRIED

**m) Development Permit Application 93-DP-10
Justin Froese; Wood Fence with 2 Foot Variance
Plan 792 1881, Block 14, Lot 2; La Crete**

MOTION 10-89 MOVED by Jack Eccles

That Development Permit 93-DP-10 on Plan 792 1881, Block 14, Lot 2 in the name of Justin Froese be APPROVED with the following conditions:

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

1. Approval of a fence with variance as noted in condition 2.
2. Maximum height of fence: Five (5) feet, placement as shown in the attached site plan.
3. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
4. The fence shall not encroach onto adjacent properties.
5. The fence shall not adversely affect the view of vehicular and pedestrian traffic.
6. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
8. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

**n) Development Permit Application 101-DP-10
Northern Lights Rec. Center
Intensive Recreational Use (Ancillary Building – Shed)
Plan 752 1280, Block 5, Lot R1; La Crete**

MOTION 10-90 **MOVED** by Beth Kappelar

That Development Permit 101-DP-10 on Plan 752 1280, Block 5, Lot R1 in the name of Northern Lights Rec. Center be APPROVED with the following conditions:

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

1. Minimum building setbacks are: 42.67 meters (140 feet) front (north) yard; 2.44 meters (8 feet) rear (south) yard and west side yard; 1.52 meters (5 feet) east side yard; from the property lines. The front (north) yard setback is required for aesthetic reasons in keeping with the existing buildings on site.
2. The Intensive Recreational Use (Ancillary Building – shed) shall be constructed and finished with similar construction materials as the Arena/Curling Rink building and shall compliment the natural features of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
3. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
4. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
5. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

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

CARRIED

5. **SUBDIVISION**

- a) **Subdivision Application 03-SUB-08
NE 11-108-12-W5M; High Level Rural
Vance Clarke**

MOTION 10-91 **MOVED** by Manfred Gross

That a subdivision time extension for 03-SUB-08 on NE 11-108-12-W5M in the name of Vance Clark be granted to expire on September 1, 2010.

CARRIED

- c) **Subdivision Application 08-SUB-10
NE 19-106-14-W5M; La Crete Rural
Cornelius P. and Eva Krahn**

MOTION 10-92 **MOVED** by Beth Kappelar

That subdivision application 08-SUB-10 in the name of Cornelius P. and Eva Krahn, on NE 19-106-14-W5M, be approved with the following conditions:

1. This approval is for a single lot subdivision, 12.40 acres (5.02 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b. Provision of access to the subdivision and the balance of the quarter in accordance with Mackenzie County standards at the developers' expense.

- c. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.
- d. Provision of a storm water management plan. Contact Marion Krahn, Development Officer, at 780-928-3983 to discuss the requirements for your subdivision.
- e. Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f. Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas.
- g. **Subdivision must meet ATCO Electric's conditions as shown in Schedule "C" hereto attached.**

CARRIED

6. MISCELLANEOUS ITEMS

a) Action List

The Action List of April 12, 2010 was reviewed.

8. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ May 10, 2010 at 10:00 a.m. in La Crete
- ❖ May 27, 2010 at 1:00 p.m. in Fort Vermilion

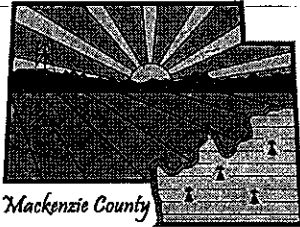
9. ADJOURNMENT

MOTION 10-93 MOVED by Jack Eccles

That the Municipal Planning Commission meeting be adjourned at 3:30 p.m.

CARRIED

These minutes were adopted this 10 day of May, 2010.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Bylaw 765/10 – La Crete 100th Ave Curb, Gutter & Sidewalk Local Improvement Tax

BACKGROUND / PROPOSAL:

Council approved the La Crete 100th Avenue reconstruction project in the 2010 capital budget.

OPTIONS & BENEFITS:

As part of the proposed reconstruction, a new curb, gutter and sidewalk will be installed. The County's policy is to impose a local improvement tax based on 30% cost recovery from the benefiting properties from the new curb, gutter and sidewalk installation.

The estimated cost of construction including engineering is \$176,440 with 30% (or \$52,932) is proposed to be recovered from the benefiting owners over the 10-year period.

Administration prepared a bylaw which is presented for its first reading. Subsequently to receiving its first reading, the bylaw will be advertised and appropriate documentation will be sent to the benefiting owners and an open house will be held.

COSTS & SOURCE OF FUNDING:

NA

RECOMMENDED ACTION:

That first reading be given to Bylaw 765/10 being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for the installation of curb, gutter and sidewalk on 100th Avenue from Plan 7821076, Block 12, Lots 6-13; Plan 7521580, Block 8, Lots 1-5; Plan 3969TR, Block 4, Lots 4-6; and Plan 2504TR, Block 7, Lots 3 & 4, in the Hamlet of La Crete.

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

BYLAW NO. 765/10

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

This bylaw authorizes council of MACKENZIE COUNTY to impose a local improvement tax in respect of all lands that directly benefit from the curb, gutter and sidewalk on 100 Avenue from Plan 7821076, Block 12, Lots 6-13; Plan 7521580, Block 8, Lots 1-5; Plan 3969TR, Block 4, Lots 4-6; and Plan 2504TR, Block 7, Lots 3 & 4, in the Hamlet of La Crete.

WHEREAS the Council of Mackenzie County in the Province of Alberta has decided to issue a bylaw pursuant to Section 397 of the Municipal Government Act to authorize a local improvement charge for construction of Curb, Gutter and Sidewalk on 100 Avenue for Plan 7821076, Block 12, Lots 6-13; Plan 7521580, Block 8, Lots 1-5; Plan 3969TR, Block 4, Lots 4-6; and Plan 2504TR, Block 7, Lots 3 & 4 in the Hamlet of La Crete; and

WHEREAS a local improvement plan has been prepared and the required notice of the project given to benefiting owners in accordance with the attached Schedule "A" and no sufficient objection to the construction of Curb, Gutter and Sidewalk on 100 Avenue for Plan 7821076, Block 12, Lots 6-13; Plan 7521580, Block 8, Lots 1-5; Plan 3969TR, Block 4, Lots 4-6; and Plan 2504TR, Block 7, Lots 3 & 4 in the Hamlet of La Crete has been filed with the County's Chief Administrative Officer; and

WHEREAS the plans and specifications have been prepared. The total cost of the project is estimated to be \$176,440.00 (One Hundred Seventy Six Thousand and Four Hundred Forty Dollars) and the local improvement plan estimates that the following contributions will be applied to the project:

Mackenzie County/Build Canada Fund	\$123,508.00 (70%)
Benefiting Owners	<u>\$52,932.00</u> (30%)
Total Cost	\$176,440.00

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

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

1. That for the purpose of completing curb, gutter and sidewalk project on Plan 7821076, Block 12, Lots 6-13; Plan 7521580, Block 8, Lots 1-5; Plan 3969TR, Block 4, Lots 4-6; and Plan 2504TR, Block 7, Lots 3 & 4 in the Hamlet of La Crete the sum of \$52,932.00 (Fifty Two Thousand Nine Hundred and Thirty Two Dollars) be collected by way of annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule "A" attached.

Local improvement tax for the curb, gutter and sidewalk installation on 100 Avenue in the Hamlet of La Crete

2. The local improvement tax will be collected for 10 (Ten) years and the total amount levied annually against the benefiting owners is \$6,854.94 (Six Thousand Eight Hundred Fifty Four Dollars and Ninety Four Cents).
3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
4. That this bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this day of , 2010.

READ a second time this day of , 2010.

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

Greg Newman
Reeve

William Kostiw
Chief Administrative Officer

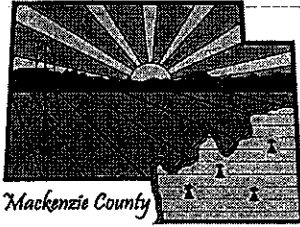
Schedule A to Bylaw No. 765/10

Curb, Gutter and Sidewalk on 100 Avenue in the Hamlet of La Crete

1. Properties to be assessed

Lot	Block	Plan	Front	Rear	Average
13	12	7821076	34.12	35.49	34.81
12	12	7821076	35.66	35.66	35.66
11	12	7821076	35.66	35.66	35.66
10	12	7821076	35.66	35.66	35.66
9	12	7821076	35.66	35.66	35.66
8	12	7821076	35.66	35.66	35.66
7	12	7821076	34.33	35.66	35.00
5	8	7521580	40.53	40.52	40.53
4	8	7521580	40.53	40.52	40.53
3	8	7521580	40.53	40.52	40.53
2	8	7521580	40.53	40.52	40.53
6	8	7521580	40.25	41.57	40.91
1	8	7521580	41.15	45.72	43.44
5	4	3969TR	41.15	45.72	43.44
6	4	3969TR	36.57	36.57	36.57
3	7	2504TR	36.57	36.57	36.57
4	7	2504TR	44.39	45.72	45.06
					<u>656.18</u>

2. Total Assessable Frontage (meters)	656.18
3. Total Levy	\$52,932.00
4. Total Levy per Front Meter	\$ 80.67
5. Annual Unit Rate Per Front Meter of Frontage Payable for a Period of 10 Years at 5.00%	\$ 10.45
6. Total Yearly Assessment against All above Properties	\$ 6,854.94



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Municipal Government Board

BACKGROUND / PROPOSAL:

At the May 11, 2010 regular council meeting it was requested that the attached letter from the Municipal Government Board regarding Assessment Review Boards be further reviewed at this meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

For discussion.

Author: C. Gabriel

Review by: _____

CAO 

April 30, 2010

Managers
Chief Administration Officers

The Municipal Government Board (MGB) has begun to receive requests for the scheduling of our Board members. Our task with the passage of the new legislation is to ensure that hearings and decisions are issued in a timely manner. In order to accomplish this, we will need the cooperation of all the municipalities and the Assessment Review Boards.

In order to have Board members available to send throughout the Province, we are asking that the Assessment Review Board clerks first check with the MGB for the time period in which they wish to schedule their complaints prior to actually setting the dates. We will assign a Board Member for the time period requested. Once a hearing is confirmed, please contact the MGB again with the specific date, time and place. On certain days during the year there may not be Board members available for a hearing based on the demand on our members.

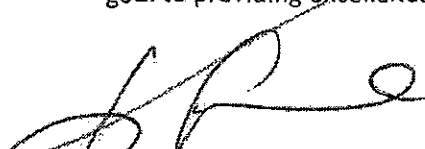
Prior to assigning a member to your hearings, it would be beneficial to know the type of appeals being scheduled, (jurisdiction, warehouse, hotels, etc.), the amount of time you are requesting a Board member for, and the anticipated number of hearings to be held. This will assist us in assigning a Board member best suited for the type of hearing and the time required for a hearing.

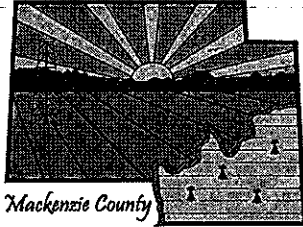
For questions regarding procedures or scheduling, please contact our office for information and we will try to assist you with setting up your hearings. The MGB e-mail address is mgbmail@gov.ab.ca. Our telephone number is 780-427-4864; ask for Susan Lukian.

We will be periodically updating our website to indicate dates that members are not available for any scheduling. Currently we have set aside September 14, 15 and 16 for an all member MGB workshop.

When a Board member has been confirmed, there will be certain documents needed to adjudicate the appeal. Items such as a copy of the complaint, assessment notice and exchange information must be available at the hearing for all members, including the MGB presiding officer.

Further to the letter of February 8, 2010 from Dennis Woolsey, the MGB is also able to provide a variety of support services to the CARB's board. These include the services of case managers, legal services and editing and drafting board decisions. Please contact us with your requirements in this regard, with the goal to providing excellence in the adjudication of assessment appeals in the Province.


Ken Lesniak
MGB Chair



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Land Acquisition for Public Use

BACKGROUND / PROPOSAL:

Council set a date for the auction sale of the tax forfeiture properties to be held on June 8, 2010.

OPTIONS & BENEFITS:

Two of the parcels that are being auctioned off are located in the Hamlet of Fort Vermilion between the River Road and the Peace River (please see the attached map).

Administration is proposing to acquire these two parcels for public use. One of the immediate uses of the lands will be the extension of the walking trails.

Section 429 of MGA allows a municipality to direct a designated officer or an employee to bid for the subject lands.

The assessed value of these lots: Lot A - \$15,050 with outstanding tax including penalties being \$1,244.55; Lot B - \$16,750 with outstanding tax including penalties being \$1,271.49.

Please note that if there are no bidders for these lands, the County will have an option to acquire the titles.

COSTS & SOURCE OF FUNDING:

If there are other bidders, the County will require \$31,800 as a minimum in order to acquire the lands. These funds will be placed into a trust fund and further administration of these will be according to the MGA.

Author: J. Whittleton Reviewed by: _____ CAO

RECOMMENDED ACTION:

That the Chief Administrative Officer be directed to bid on Block A, Plan 3383ET (tax roll 076891) and Block B, Plan 3383ET (tax roll 076892) at the June 8, 2010 auction sale.

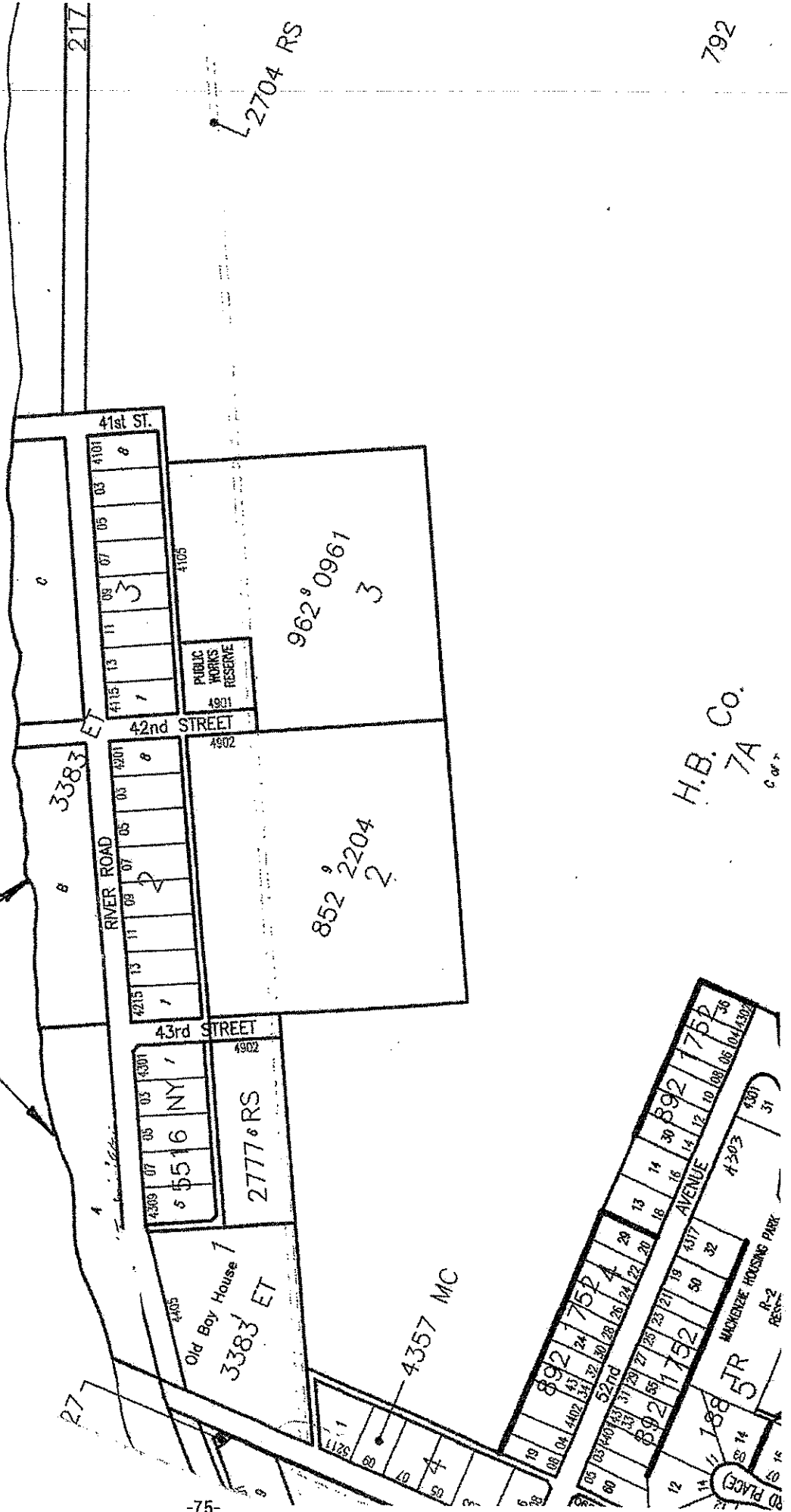
Author: J. Whittleton Reviewed by: CAO

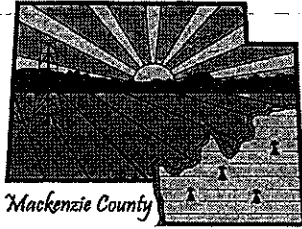
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H.B. Co. 7A C of S

Lots adjacent to Peace River + proposed to be acquired for public use - (walking trails)





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	AJA Friesen Road and Water Management Project

BACKGROUND / PROPOSAL:

This project has been in the works for several years and this land settlement process will move it forward. A letter is attached from GENIVAR regarding the land acquisition cost estimate.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

\$10,000 from 2010 budget.

RECOMMENDED ACTION:

That administration be instructed to proceed with the AJA Friesen Road and Water Management Project as attached.

Author: W. Kostiw

Review by: _____

CAO



Box 349
 La Crete, Alberta T0H 2H0
 Telephone: (780) 928-4461
 Fax: (780) 928-4465
 Email: lacrete@genivar.com

May 18, 2010

File Number: 3009052

Mackenzie County
 4511 46 Avenue
 Box 640
 Fort Vermilion, AB
 T0H 1N0

Attention: Mr. Bill Kostiw, C.A.O.

**RE: AJA Friesen Drainage Project
 Land Acquisition**

Further to our discussions, GENIVAR has received a quote from Roy Northern to complete all the land and easement acquisition work for the AJA Friesen Drainage Project.

The current estimate for this work is **\$8,500.00**. Please find attached a detailed break down of the quote received from Roy Northern. Table 1 below summarizes the estimated land acquisition costs.

Table 1: Summary of Estimated Land Acquisition Costs

Phase	Estimated Cost
Roy Northern Land and Environmental	\$5,800.00
GENIVAR Consultants LP	\$2,700.00
TOTAL	\$8,500.00

As you are aware, the land acquisition process can be quite time consuming, and given the tight timelines on this project, we request that the County provide us with direction, at the earliest opportunity, in order to facilitate the process and meet our target deadlines.

Once we receive authorization to proceed with the work, GENIVAR will schedule a meeting with the County and Roy Northern to discuss the criteria for land acquisition on this project.

Please contact me at (780) 332-1000, if you have any questions or require clarification.

Sincerely,

Mark Onaba, E.I.T
 GENIVAR Consultants LP

Authorization

Name (Printed): _____

Title: _____

Signature: _____

Date: _____

MO/mo

Enclosures: Roy Northern Quotation

cc: John Klassen - Mackenzie County
Garth McCulloch - GENIVAR Red Deer
Mark Schwab - GENIVAR Grimshaw
Samuel Teklé - GENIVAR Sherwood Park
Kevin Henshaw - GENIVAR Sherwood Park
Parul Patel - GENIVAR Sherwood Park



Box 847
 Fairview, AB T0H 1L0
 Phone: (780)835-2682
 Fax: (780)835-2140

Project: AJA Freisen Drainage Project - Mackenzie County

Date: May 14, 2010

Cost Estimate Requested by: Mark Onaba - Genivar

Coordinator	Hours	Rate /hr (\$)	Documents	Processing Charge (\$ per document)	Travel (km)	Travel Rate \$/KM	Per Diem \$3.50/hr	Total (\$)
Coordinate Project - Client Correspondence - Review of Documentation	10	85.00						850.00

Administrators

Set up file	3	65.00						\$195.00
Title Searches	1	65.00						\$65.00
			6	5.00				\$40.00
AbaData	0.5	65.00						\$32.50
			1	38.00				\$38.00
Linelists	2	65.00						\$130.00
Review / Verification of Information	2	65.00						\$130.00
Additional Administrative Support	2	65.00						\$130.00

Documentation

ROW / Lease Agreements			2	95.00				\$190.00
Crown Disposition Application			1	95.00				\$95.00
Acquisition Reports	3	65.00						\$195.00
Courier			3	13.00				\$39.00
Administration Charges			1	30.00				\$30.00

Land Agent

Negotiations and Acquisition	30	85.00					3.50	\$2,655.00
Based on two trips to the area.					1800	1.00		\$1,800.00

Accommodation (if required)

Subtotal \$5,764.50

Telephone / Fax Charges (2.5% of total invoice) \$144.11

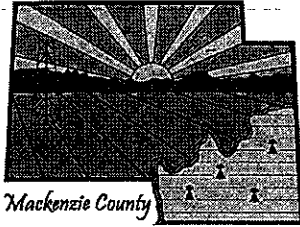
Total Costs \$5,808.61

Please be advised that this is only an estimate as unforeseen circumstances may affect total cost. Any cost savings, in which particular services listed above are not required, will be passed on to the client.

Cost estimates for additional services are available upon request. If you acquire any additional information, please contact this office.

Thank you for the opportunity to submit this proposal.

Hart Proctor
 Project Coordinator, Roy Northern Land and Environmental



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Tompkins Crossing

BACKGROUND / PROPOSAL:

In recent years the operation and capacity of the Tompkins Ferry has been a concern for the County and we have been investigating options.

OPTIONS & BENEFITS:

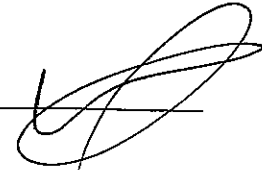
The current options are to expand the existing ferry, add another ferry, or purchase a high capacity hover barge.

COSTS & SOURCE OF FUNDING:

The funding is a provincial responsibility. Estimated cost is \$10,000,000.00.

RECOMMENDED ACTION:

That Council request that Alberta Transportation obtain a hover barge for the Tompkins crossing.

Author: W. Kostiw Review by: _____ CAO 

**Proposal to operate a Hover Ferry Service
On the Peace River at Thompkins Landing**



Prepared for



Mackenzie County

Quotation Number: **3006/1009/140510**

Date: **14 May 2010**

Prepared By: **Hovertrans Solutions Pte Ltd.
Forum 3, Parkway, Solent Business Park
Whitely
Fareham
PO15 7 FH, UK**

**Prepared For:
Mackenzie County
PO Box 640
4511 -46 Avenue
Fort Vermillion
AB, TOH1NO
Canada**

Introduction

MACKENZIE COUNTY are investigating the possibility replacing the existing river ferry service at Thompkins Landing with Hoverbarges and are currently assessing various options before passing to Alberta Transportation.

The present system uses a marine ferry which carries one to two trucks across the river in the summer. During the winter when the ice forms, an ice bridge is put in place. The present systems work well but changes in the water levels and a sand bar which recently appeared can make journeys longer. There is also a period when the ice is forming and breaking that the crossing is out of action.

Alberta Transportation provides a 24/7 operation saving many hours of additional driving and is seen as a vital link for local people and businesses.

Option:

The Hoverbarge is being considered as a possible solution but faces a number of challenges once permission to use this system is finalised.

- The access route must be environmentally friendly but economical
- Health & safety will be a major factor for the operating staff
- The final operation must be reliable and easy to maintain
- Zero environmental pollution
- At least two large trucks should be accommodated on the crossing

The Area

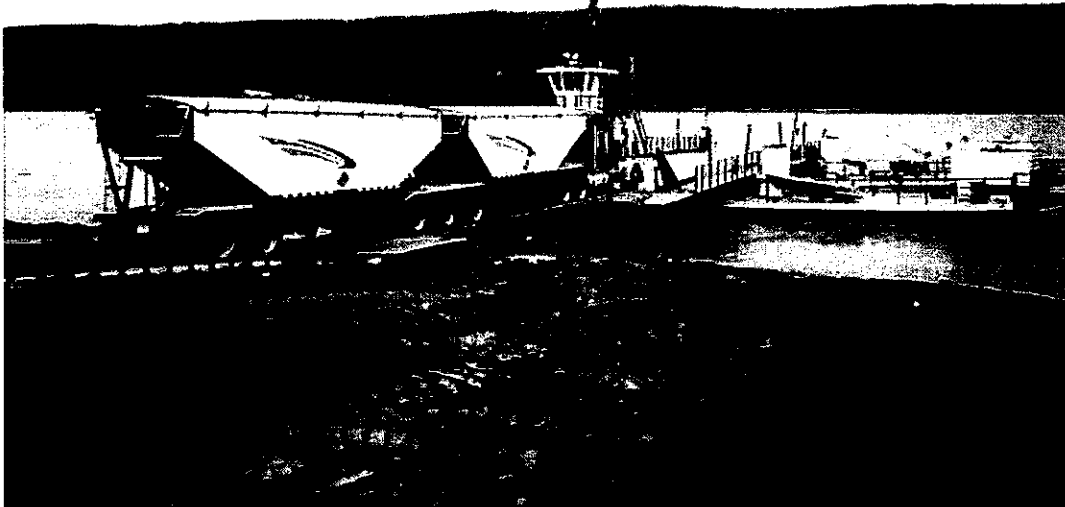
The area is Tompkins Landing Ferry on the Peace River in Northern Alberta.

Full details of the operating area will be required including a local survey, although the viability of the project can be assessed using photographs and contour maps of the area.

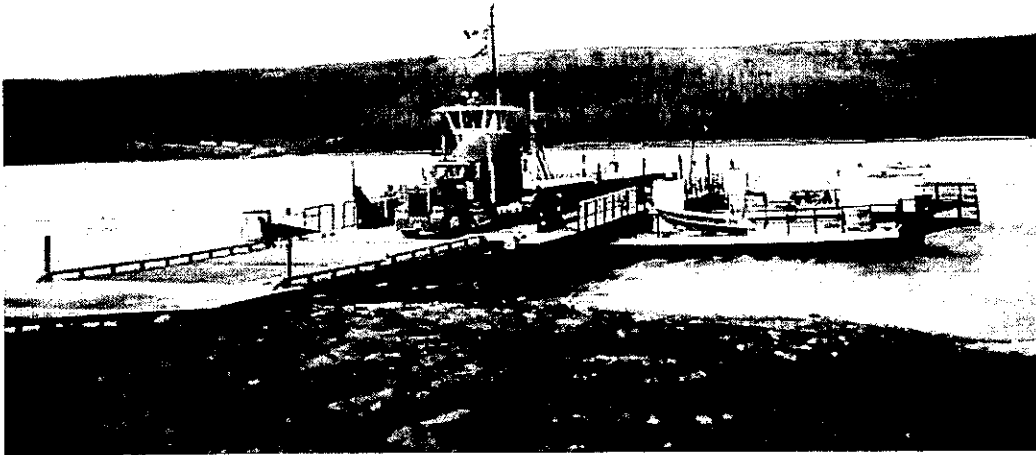




Trucks waiting to be loaded on the Ferry



Tucks loading onto the ferry



Trucks unloading from the ferry

Proposed Solution:

This document contains an outline and approximate budget for providing the capital equipment for the Peace River Thompkins Landing. If acceptable in principal a detail cost will be provided in association with the client.

The Hoverbarge would be used in summer with a chain ferry arrangement. This is well proven technology and used on many Ferry crossings. The advantage of the chain ferry is no cables are used for pulling and the chain gives a positive guide to the vessel being towed across the river.

In winter once the ice is formed it is recommended the Hoverferry moves onto the formed ice and is winched across using Sampson rope instead of Chain.

Chain Ferry Examples (Sometimes referred to as Floating Bridges)

Experience with chain ferries goes back a long way, the Poole to Sandbanks Chain Ferry first started operations in 1923.

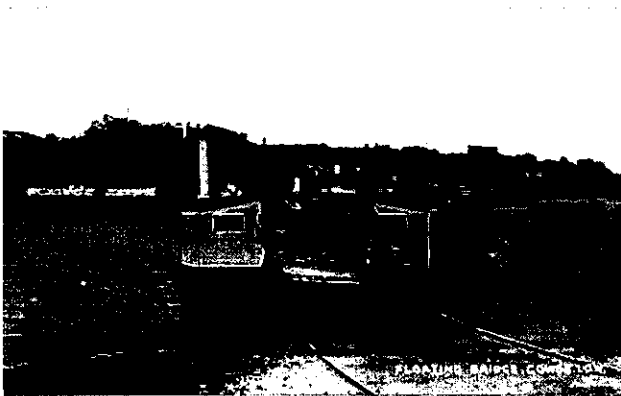
The present ferry, "Bramble Bush Bay", came into service in January 1994, it is the fourth ferry to operate this service since the Bournemouth-Swanage Motor Road and Ferry Company came into being in July 1923 following an Act of Parliament. The ferry, 242 feet in length, has a nominal capacity of 48 cars. Propulsion is provided by diesel-hydraulic driving a chain winch.



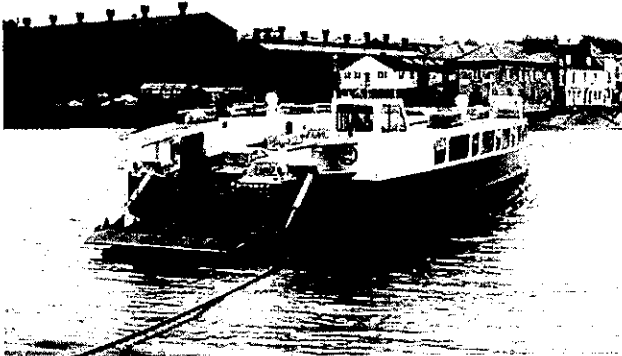
The distance travelled is 375m across, with a 5 knot current and operates every 10 minutes.



Needles Cable ferry: Arrow Lake, BC. 1 km across



Cowes IOW 1882



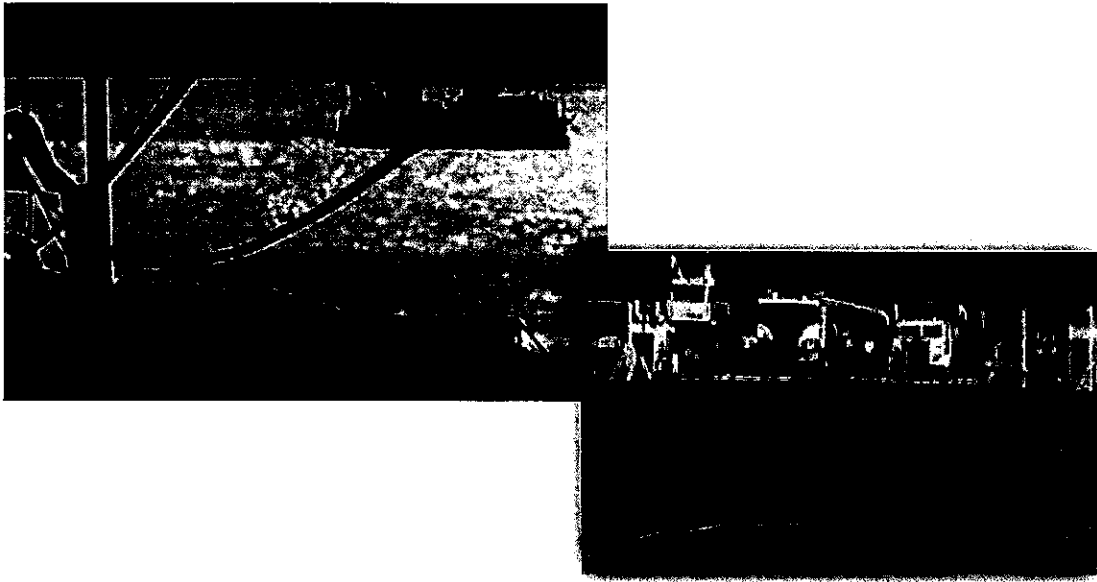
Cowes IOW 1975

Previous Experience

In 1976 the Yukon Princesses (160t payload) operated across the River Yukon for eleven months successfully moving 3000 tons of equipment per day. Operations started when the river was frozen.



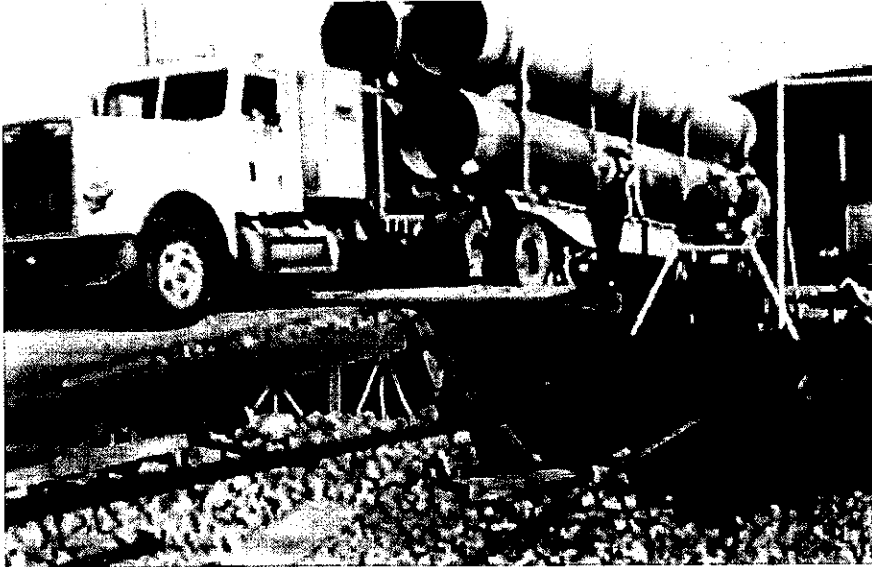
Hoverbarges were winched across with cables.



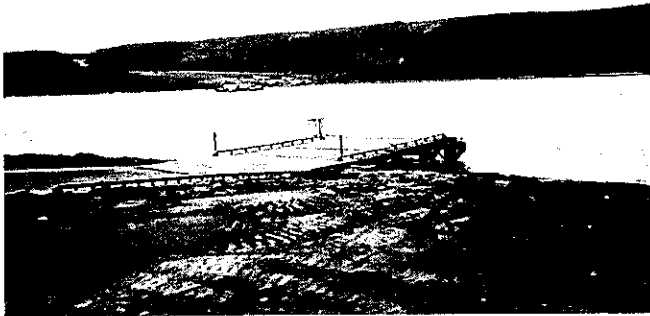
The ramp used is positioned on the land, as the Hoverbarge is amphibious and therefore travels up the slipway. This stops the build up of sediment and allows the Hoverbarge to settle onto hard ground making it more stable when loading and unloading.



A simple ramp used on the Yukon is moved according to the water level. (1976)



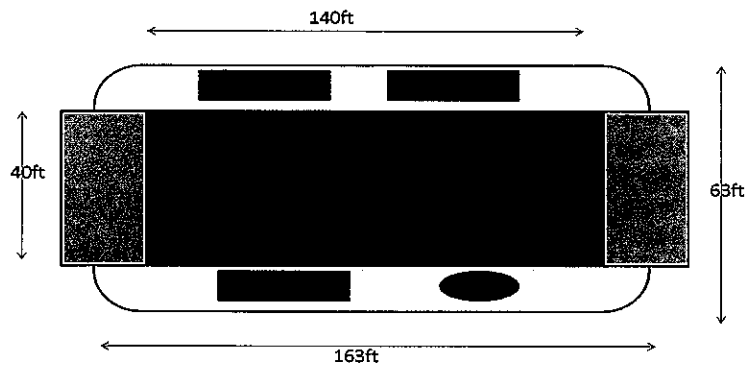
Trucks being unloaded off the Yukon Princess. (1976)



Tompkins Landing Ramp (2010)

Unloading the ferry at the Tompkins Landing is onto a ramp located in the water, which can cause issues with debris and sediment build up.

Draft Layout



Basic Specification of the HTS160T Hoverbarge:

160t Modular Hoverbarge*	
Outside Dimensions	49.7m (L) x 19.20m (W) x 1.52m (D)
Clear Cargo Deck Area	42.7m (L) x 12.2m (W)
Cargo Deck Loading Limit	10t/m ² (can be strengthened in areas to take point loads)
Pontoon Type	Hovertrans solutions own pontoon system
Power	Direct Drive Diesel via 3 x CAT C32 or similar
Approx Fuel Consumption (all engines)	465 l/hr
Lift System	3 x Hovertrans Solutions Centrifugal lift fans
Emissions (engine)	T2CR
Skirt System	Hovertrans Solutions Hoverbarge segmented skirt system
Hover Height	1.8m
Accommodation	Not supplied

* The specification is subject to change without notice and will be confirmed as part of the sale contract.

Timescales

Recommended size is the 200tonne payload Hoverbarge which will have an actual payload in the region of 160t after allowing for the weight of chain and winching systems.

Approximate timescale 6-9 months, ex works plus class requirements from receipt of order.

Costs

Item	Description	Budget Cost (US Dollars)*
160 tonne payload	Basic barge including winches	US\$9.5m
Fuel Costs	Only 2 lift fans are required for operation, therefore estimated fuel consumption is:	310 litres an hour
Skirt maintenance	Skirt wear on water is negligible and similar on ice if properly groomed.	

*US Dollar amount based on exchange rate of USD\$1 = S\$1.38 Singapore Dollars. Price excludes visits outside the UK. Prices quoted are non-binding and for budgetary purposes only. A budget price excludes class, tax and shipping.

Note above price are indicative only as a final contract for supply would be between ST Marine and Alberta Transportation. ST Marine will ultimately be responsible for the performance of the Hoverbarge. A more formal quote will be prepared by ST Marine following review by Alberta Transportation of the requirements.

Terms & Payment

Payment terms to be agreed as part of the sale contract.

No assumptions of inclusions within the offer should be made unless verified in writing.

This quotation is subject to our terms and conditions and is valid for 30 days from 14/05/2010.

Appendix 1

Why Hovertrans Solutions Pte. Ltd.?

Hovertrans Solutions is unique and the only company with the personal who have the experience and knowledge of actually building and operating Hoverbarges.

In addition, Hovertrans Solutions have the access to the correct design facilities to build light marine structures that are acceptable to ABS, coupled with the engineering expertise for building on site.

Engineers of Hovertrans Solutions have successfully designed, built and operated hover transporters across the World. All the craft below have been designed by Hovertrans Solutions Chief Technology Officer.

Some previous projects completed by the personnel of Hovertrans Solutions Pte. Ltd.:

The Siberian

Designed to operate at -50°C and to transport 250 tonne modules across the frozen Siberian landscape.

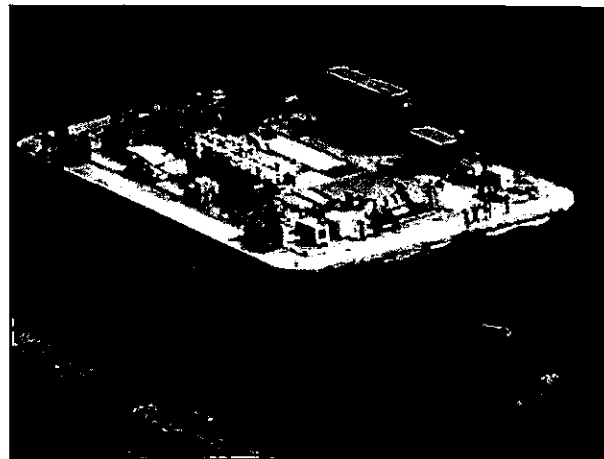
The Siberian has accommodation facilities for 10 crew, with en-suite rooms, galley and mess room, all specially insulated for the sub zero temperatures. *Built by Hovertrans Ltd.*



The Toucan, Suriname

Althev Oil Field services Ltd used the modular Hoverbarge to solve their logistical problem of drilling in the remote swamps of Suriname, S.America.

The answer was a 330 ton payload hover drill barge, with a unique 10ft x 40ft drilling slot. The clever design allowed assembly to take place on the edge of the swamp with limited equipment and resources. *Built by Hovertrans Inc.*

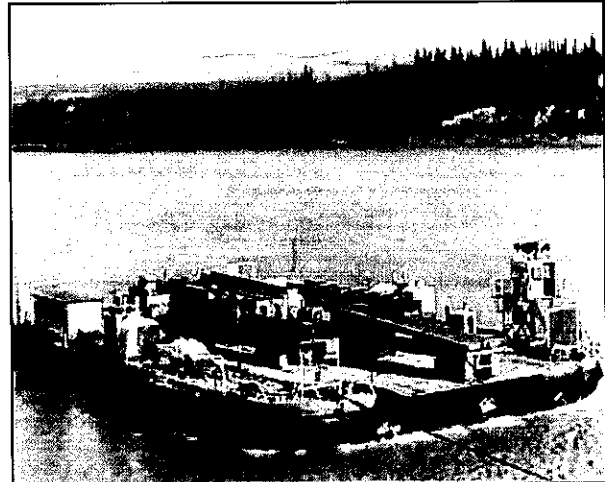


Alyeska Pipeline - Yukon Princesses

The Trans Alaskan pipeline was in danger of slowing down because at the centre of its 1280 km route was the mile wide Yukon River - forming a hazardous natural barrier.

With the road bridge behind schedule, the river frozen over part of the year and a strong, fast flowing river the remainder of the year, there was no solution for a continuous trucking service across the river.

Two 160 ton payload Hoverbarges providing a roll on/roll off service were built in record time and provided the construction teams over 3000 tons of cargo a day with an operating efficiency of 95%. *Built by Mackace Ltd.*



Abu Dhabi - Sea Pearl

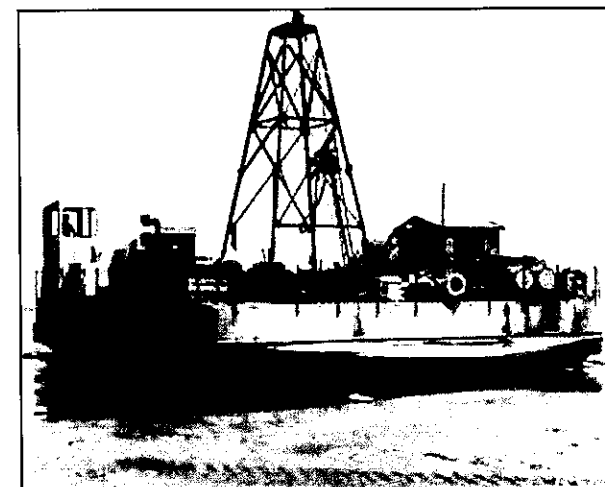
Das Island 178 km off Abu Dhabi, was a liquefaction plant due to be expanded. To move the large amount of plant required would have meant building docking facilities at both Das Island and Abu Dhabi. The problem was solved by supplying a large sea going Hoverbarge (amphibious) named Sea Pearl. Capable of carrying a load of 250 tons, the need for constructing a port was made unnecessary. Built to meet regulations and capable of 2-3m wave heights the Sea Pearl was unique. *Built by Mackace Ltd.*



Dead Sea

Working on a geological survey in the Dead Sea was not the easiest of projects. The area is hot, with quick sands, shallow water and razor sharp salt mushrooms some 45 cms (18 inches) high scattered through the area and the distance from shore was up to 25 km.

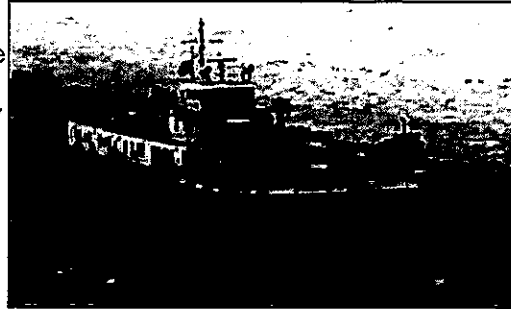
A modular 30-ton payload Hoverbarge was trucked to location and towed with a Rolligon soft tire tractor to the drilling sites. Each day was a new location and the Hoverbarge could



sit even on hot liquid sands and not sink or stick. With a ground pressure of less than 1 psi (0.07 kgf/cm sq) whereas a man will exert 5-10 psi (0.35-0.70 kgf/cm.sq) the barge was able to cover the soft sands, shallow water and salt out crops without delay and no cord roads or dredging required. *Built by Mackace Ltd.*

US Coast Guard

The icebreaker trials on the St Louis River in the USA open up another possibility of harvesting fresh water using the Hover Ice Breaker. *Built by Mackace Ltd.*



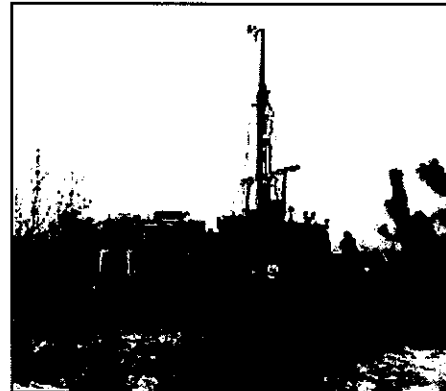
George Wimpey

George Wimpey used the Hoverbarge for taking core samples in difficult areas. Here we see a 50-70 ton payload unit working over tidal mud flats off the English Norfolk coast. Exposed to tidal races that moved at 10 knots and large areas of mud flats at low tide the Hoverbarge was the perfect answer for accessing this difficult area. *Built by Mackace Ltd.*



Fife Scotland

This was another unique situation and coring was necessary on a peat bog that floated like a carpet over a 100m of liquid peat. *Built by Mackace Ltd.*



Majority Shareholder: Singapore Technologies Marine

Singapore Technologies Marine (ST Marine) is a premier shipyard providing turnkey shipbuilding, ship conversion and ship repair services to a worldwide customer base in the naval and commercial markets.

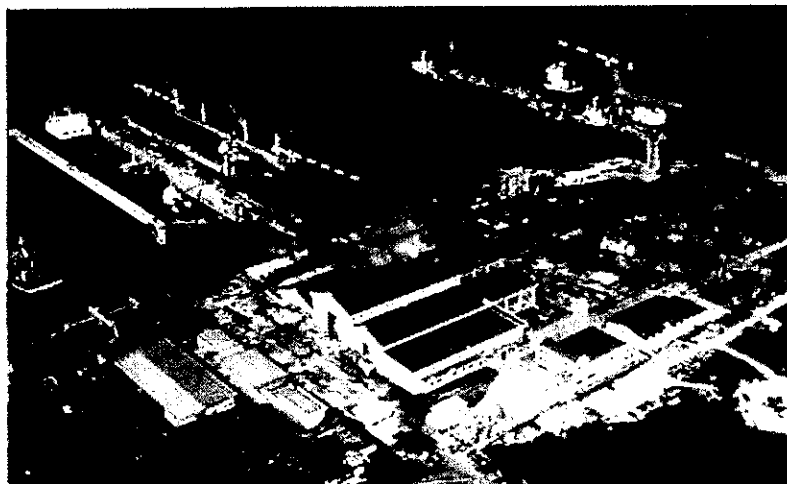
Over 30 years, we have established our self as a supplier of high quality, sophisticated products and services. Our ship design capabilities, supported by 3D modelling and CAD/CAM systems, provide an edge when it comes to customising innovative solutions to customers' exacting operational requirements.

ST Marine offers modern facilities with a combined area of 18.8 hectares, equipped to construct vessels up to 30,000 dwt, and to service up to frigate-sized warships and 70,000 dwt panama sized commercial vessels.

ST Marine's presence in the global new building market, particularly in the Americas, is complemented by **VT Halter Marine**, the US arm of our operations based in Pascagoula, Mississippi.



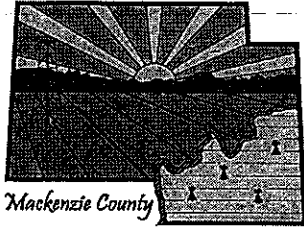
Benoi Yard - Singapore



Tuas Shipyard - Singapore

TERMS & CONDITIONS OF TRADING

- 1. DEFINITIONS:** The organisation for which work is undertaken shall be referred to as the "client" and Hovertrans Solutions Pte. Ltd. shall be referred to as "Hovertrans".
 - 2. ALTERATIONS:** Any alterations to these conditions shall be deemed to be inapplicable unless previously agreed in writing by both parties. Any order placed on Hovertrans shall be deemed to infer acceptance of these conditions and these conditions shall take precedence over any other conditions including those appended to any order unless agreed in writing.
 - 3. QUOTATIONS:** All quotations remain valid for a period of 30 days unless stated otherwise.
 - 4. EXCLUSIONS:** For the sake of clarity, Classification Society, National Approval Fees, as fitted drawings, or consequential losses through this contract.
 - 5. COMPLETION OF WORK:** Any time or date specified for completion of work is an estimate only and is not guaranteed, unless agreed otherwise in writing. Hovertrans shall however, use their best endeavours to comply with agreed completion dates.
 - 6. CANCELLATION:** If the client is the subject of a proposal for voluntary arrangement, or has a petition for an Administration Order or Winding-Up Order brought against it, or passes a resolution for a Winding-Up Order, or makes any composition, arrangement conveyance or assignment for the benefit of its creditors, or purports to do so, or a receiver or any other person is appointed in respect of its undertaking or of all or any of its property; or fails to comply with the provisions for payment provided for in this contract, Hovertrans shall without prejudice to any other rights that they may have, be entitled to terminate this contract by notice in writing to the client. If the client merges with or is taken over by another party, Hovertrans reserves the right to terminate this contract and the client would only be charged for work done and expenses incurred up to that time. If the client cancels for any other reason what so ever all payments for work to that point will be paid in full.
 - 7. INTELLECTUAL PROPERTY:** Hovertrans shall retain full intellectual property rights including copyright, patent and registered design rights. Nothing in the contract shall affect the rights of Hovertrans in respect of any intellectual property rights held prior to the commencement of the work under the contract. The client agrees to indemnify Hovertrans against infringement of third party intellectual property rights or patents on equipment sourced or recommended by the client.
 - 8. FEES:** Work will be charged on a fixed rate, hourly or daily rate &/or royalty basis as agreed. In the event that there are significant changes to the work agreed Hovertrans reserves the right to re-negotiate its fees.
 - 9. PAYMENT:** The client shall settle accounts in accordance with payment terms agreed. If no specific terms have been stated Hovertrans, will submit invoices at the end of each calendar month or on completion of the work, to be paid within 30 days of the invoice date.
 - 10. VALUE ADDED TAX (VAT):** VAT is not included in the quoted price and will be charged at the appropriate rate pertaining at the time of invoicing. (Zero rate for most overseas contracts)
 - 11. EXPENSES:** Where agreed outside of the main contract, Hovertrans shall charge for legitimate expenses incurred in connection with the contract. These may include travel and subsistence costs, reproduction of drawings, photography a Hovertrans and the hire of specialised equipment.
 - 12. MODIFICATIONS:** All changes affecting the work to be undertaken shall be notified in writing to Hovertrans. Where alterations are requested any extra work arising may be charged at normal hourly rates.
 - 13. CONFIRMATION:** Work will not commence until a written instruction to proceed is received from the client. Any such instruction to proceed shall be deemed to infer acceptance of these conditions and the fees proposed.
 - 14. PUBLICITY:** Unless agreed otherwise Hovertrans are entitled to refer to work carried out under this contract in publicity material.
 - 15. LIABILITY:** Hovertrans will not accept any liability for the manufacture, quality or performance of the products, unless it is sole charge of placing fabrication & supply contracts for new supplied equipment, and in any event Hovertrans liability shall be limited to the fee paid to Hovertrans for this contract. Hovertrans liability in the event of any error in its calculations or drawings shall be limited to the correction of the calculations or drawings at its own expense.
 - 16. RESPONSIBILITIES:** Hovertrans shall not incur any responsibilities not outlined in the contract including those defined by regulations such as the Construction (Design and Management) Regulations, unless specifically agreed as part of this contract.
- Where site access is required to undertake any of Hovertrans work, the client shall be responsible for arranging and assuring safe access and accommodation.
- 17. THIRD PARTY RIGHTS:** Nothing in this contract confers or purports to confer on any third party any benefit or any right to enforce any term of this contract. All parties are independent contractors.
 - 18. PRIVACY OF CONTRACT:** The Contract is intended to be a private contract between the parties hereto and it is not intended to confer any rights of enforcement on any third party (other than on a permitted assignee to whom the Contract is actually assigned) even if any of the Contract terms purports to confer a benefit on such a third party.
 - 19. SEVERABILITY:** If any part of these Terms and Conditions is found by any court or authority of competent jurisdiction to be illegal, invalid or unenforceable, then that provision shall, to the extent required, be severed and shall be ineffective, but shall not affect any other provision of these terms and conditions which shall remain in full force and effect.
 - 20. LAW:** The contract is to be governed by Laws of Singapore and both parties are required to submit to the jurisdiction of the Singapore Courts.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Proposed New Wastewater Regulations

BACKGROUND / PROPOSAL:

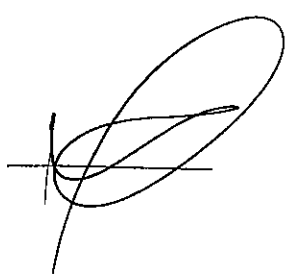
See attached correspondence from FCM regarding the proposed new wastewater regulations.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That Council send a letter in opposition to the proposed new wastewater regulations.

Author: W. Kostiw Review by: _____ CAO 

Miranda McAteer

From: FCM President/ Président de la FCM [President@fcm.ca]
Sent: Thursday, May 13, 2010 1:14 PM
To: Bill Kostiw
Subject: FCM Alert: proposed new wastewater regulations could be largest property tax increase / de la FCM – Le nouveau projet de règlement sur les eaux usées pourrait engendrer la plus forte hausse d'impôts fonciers de l'histoire canadienne
Attachments: Resolution - waste water - annual conference 2010 FINAL-FR.doc; 2010-05-12 - template letter for members FINAL-EN.doc; 2010-05-12 - template letter for members FINAL-FR.doc; Resolution - waste water - annual conference 2010 FINAL-EN.doc



Dear mayors, councillors, reeves and wardens,

I want to update you on Environment Canada's proposed new wastewater treatment regulations. Given that these regulations could result in the largest property tax increases in Canadian history, of as much as \$1,000 annually for a decade or more in affected communities, we have made this a top advocacy priority. Also, I urge you to take urgent local action as well.

As you may know, in late March, the federal government proposed new regulations to govern municipal wastewater facilities. The regulations are open for public comment for 60 days, until May 19. More information can be found here <http://www.gazette.gc.ca/rp-pr/p1/2010/2010-03-20/html/reg1-eng.html>.

These regulations will require upgrades to wastewater systems in some 400 municipalities across Canada, and will cost tens of billions of dollars. In just four cities, local officials have estimated the cost of meeting these new regulations to be more than \$4 billion, which is \$2 billion less than Environment Canada's estimate for the entire country.

While we strongly support efforts to improve wastewater treatment and protect Canada's rivers, lakes and oceans as a sector, we need Ottawa and the provinces to step up and commit to a fair and workable plan to pay for these new standards. Unfortunately, the proposed regulations have been published without any national funding strategy. This means that the cost of meeting the new obligations would be, by default, imposed on municipalities and our local taxpayers. I am sure you will agree that our communities and their hard-working property taxpayers – already faced with a \$123 billion municipal infrastructure deficit, which does not even include the costs of meeting these new regulations – can't afford to pay the full cost all on their own.

I should add that although these new regulations do not directly affect all of us, they should be of concern to all of us. These regulations are a reflection of infrastructure challenges that all of us face, where our councils are forced to balance the need to deliver safe drinking water with the need to upgrade crumbling overpasses and insufficient waste water treatment and congested roads, all while collecting just 8 cents of every tax dollar paid.

With these regulations, the federal government has acknowledged that there is a significant infrastructure gap in this country, and has recognized that solutions will require years to implement. Yet at the same time, these proposed regulations do not include a role for the federal government in financing the solutions. We all need to ensure that all federal leaders understand that improving local infrastructure through the hammer of regulation, without addressing the financing challenges underlying the problem, will not eliminate the infrastructure deficit at a fair and reasonable cost to taxpayers.

FCM is organizing a nationally coordinated municipal response to these regulations to convince federal, provincial and territorial governments to deal fairly and realistically with the funding question, as well as with the more technical aspects of the proposed regulations, including, cost estimates which are far too low, and unclear performance standards and implementation schedules.

I am asking you to take up this fight locally. Attached you will find a template letter you can customize and send to your local MPs, MLAs as well as to federal Environment Minister Prentice. I have also attached a draft resolution which I would urge your council to adopt and make public.

Together we can ensure that the country moves towards properly treated wastewater and cleaner natural water bodies, without unfairly and unreasonably burdening property tax payers with massive tax increases. I urge you to take action locally to raise awareness of this issue. I look forward to seeing you in Toronto at the end of the month at FCM's Annual Conference. This issue is sure to dominate discussions there. Come out and add your voice to the debate and ensure our concerns are heard in Ottawa.

Please do not hesitate to contact me with questions or concerns at president@fcm.ca.

Sincerely,

Basil Stewart
President

Aux maires/mairesse, conseillers/conseillères, préfets et directeurs/directrices,

J'aimerais vous faire part des plus récents développements dans le projet de règlement sur les eaux usées d'Environnement Canada. Il s'agit de l'un des dossiers auxquels nous consacrons le plus d'efforts actuellement, parce que ce règlement pourrait donner lieu à la plus forte hausse d'impôts fonciers jamais vue au Canada, soit jusqu'à 1 000 \$ par année pendant 10 ans ou plus dans les municipalités touchées. Je vous demande également d'intervenir de toute urgence sur la scène locale.

Comme vous le savez, à la fin de mars, le gouvernement fédéral a présenté un projet de règlement pour régir les installations municipales de traitement des eaux usées. Le projet de règlement est soumis aux commentaires publics pendant 60 jours, soit jusqu'au 19 mai. Vous trouverez plus de détails à ce sujet à <http://www.gazette.gc.ca/rp-pr/p1/2010/2010-03-20/html/reg1-eng.html>.

Ce règlement exigera la mise à niveau de systèmes de traitement des eaux usées de quelque 400 municipalités de l'ensemble du Canada qui coûteront des dizaines de milliards de dollars. Juste dans quatre villes, les autorités municipales ont estimé qu'il en coûtera plus de 4 milliards de dollars pour

EMERGENCY RESOLUTION

May 6, 2010

ENV10.X.XX

PROTECT PROPERTY TAX PAYERS BY COST-SHARING PROPOSED NEW FEDERAL WASTEWATER REGULATIONS

WHEREAS Environment Canada has recently proposed draft regulations that would set a baseline standard for all wastewater systems in Canada; and,

WHEREAS municipalities support efforts to improve wastewater treatment and protect Canada's rivers, lakes and oceans; and,

WHEREAS these regulations will require upgrades to one in four wastewater systems in Canada, directly affecting over 400 municipalities; and,

WHEREAS cities and communities are already facing an estimated \$123-billion municipal infrastructure deficit that does not include the cost of meeting these new wastewater regulations and \$115 billion more is needed to expand and build new infrastructure to serve growing populations and support economic development; and,

WHEREAS the cost of meeting these new regulations in just four cities is estimated by the local authorities at more than \$4 billion, which accounts for almost all of Environment Canada's \$5.9 billion estimate for the entire country, suggesting that the government's estimates are far too low; and,

WHEREAS Environment Canada has proposed these draft regulations without a cost-shared funding strategy, which means that the cost of meeting these new obligations would be, by default, imposed on municipal taxpayers; and,

WHEREAS the cost of upgrading waste water systems without a cost-shared funding strategy will result in the largest property tax increase in Canadian history, resulting in an average increase of \$1,000 for hundreds of thousands of households in affected communities, and/or will require displacing projects that meet other local priority needs; and,

WHEREAS these regulations, although not directly affecting every community, reflect the infrastructure challenges facing every municipal government in the country, where councils are forced to balance the need to deliver safe drinking water with the need to upgrade crumbling overpasses and insufficient waste water treatment and congested roads, all while collecting just eight cents of every tax dollar paid; and,

WHEREAS there are serious concerns with Environment Canada's cost estimates and technical aspects of the regulations that can not be resolved within the 60 day public comment period; and

THEREFORE BE IT RESOLVED that FCM call on the federal government to work with municipalities, provinces and territories to develop a cost-shared financing and implementation plan for these new wastewater regulations, as part of a long-term national plan to eliminate the municipal infrastructure deficit.

BE IT FURTHER RESOLVED that FCM call on Environment Canada, as a first step in the development of a cost-shared funding plan, to commit to work in partnership with municipalities to establish a thorough and objective estimation of the front-line costs and trade-offs of meeting the regulations and to resolve outstanding technical and implementation issues.

[sponsors]

DRAFT TEMPLATE

Mr. Randall Meades
Director General
Public and Resources Sectors Directorate
Environment Canada
351 Saint-Joseph Boulevard, 13th Floor
Gatineau, Quebec
K1A 0H3

RE: CANADA GAZETTE, PART I, Vol. 144, No. 12 — March 20, 2010
WASTEWATER SYSTEMS EFFLUENT REGULATIONS

Dear Mr. Meades:

I am writing to comment on the recently introduced national regulations related to the treatment of wastewater effluent. While we welcome and support the intent of the regulations, we are deeply concerned by their impact on municipal finances and most importantly on property taxpayers.

Because of the complexity of the regulations and the statutory time constraints, we will focus our comments on two principal issues: funding and consultation.

From a municipal perspective, the main problem with the proposed regulations is that they appear to have been developed largely as a theoretical exercise, characterized by underestimated implementation costs and hypothetical funding strategies.

The reality is that these regulations, if implemented without due consideration to appropriate funding mechanisms, will add billions to an already unmanageable national infrastructure backlog.

INSERT COMMUNITY SPECIFIC PARAGRAPH IF SPECIFIC FIGURES AVAILABLE

In our own community we estimate the capital costs alone at over \$XX.

A 2007 Federation of Canadian Municipalities (FCM) study set the national municipal infrastructure deficit at \$123 billion. The study also probed deeper, revealing “sub-deficits” in various classes of infrastructure, with water and wastewater systems needing \$31 billion, even before these new regulations.

The cost estimates provided in the Regulatory Impact Analysis Statement (RIAS) suggest that upgrading to meet the regulations would cost approximately \$6 billion. This appears to be a gross underestimation of real costs. Recent media reports suggest that, taken together, just a handful of projects in communities across the country will surpass that amount.

Yet, Minister Prentice’s March 19 announcement of the regulations did not include any new cost-sharing program or plan to assist municipalities and property taxpayers.

On the contrary, the minister suggested that the federal government would be supporting upgrades through its existing Green Infrastructure Fund and Building Canada Fund. However, heavy draws have been made on both to pay for infrastructure projects as part of the government's Economic Action Plan. Both funds are now virtually fully committed. So where will the money come from to upgrade thousands of municipal wastewater systems?

Unless a new funding mechanism is developed, the answer is: from the pockets of our property taxpayers.

INSERT COMMUNITY SPECIFIC PARAGRAPH IF SPECIFIC FIGURES AVAILABLE

In our own community, we estimate that the regulations will cost an additional \$ XX per household.

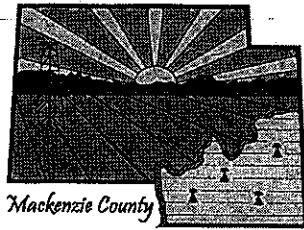
Our second comment relates to the consultation process.

Despite seven years of discussion by the Canadian Council of Ministers of the Environment, and another three years of study by Environment Canada, the proposed regulations fail to address fundamental issues. They severely underestimate the true cost of upgrading wastewater systems to meet the new standards, and contain no cost-shared funding strategy. There are also important questions to answer about the technical requirements of the regulations, how performance will be monitored, and how smaller urban and rural communities, without the staff resources to implement the regulations, will comply.

While we understand the normal Canada Gazette process, it is important to note that the 60-day comment period has not allowed for a complete discussion of these issues or the development of any intergovernmental strategy to address them.

In conclusion, we urge the Minister of the Environment to develop an appropriate cost-sharing plan to support implementation of these regulations in a manner that doesn't unfairly shift the full burden to property taxpayers; and, as a first step, he commit to consult and work in partnership with municipalities to establish a thorough and objective estimation of the front-line costs of meeting the regulations and to resolve outstanding technical and implementation issues.

Respectfully submitted,



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Council Road Tour

BACKGROUND / PROPOSAL:

Council scheduled June 10th & 11th as their annual road tour dates. Administration is recommending that these dates be changed to June 21st & 22nd or July 8th & 9th.

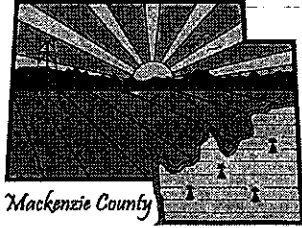
OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

For discussion.

Author: W. Kostiw Review by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	John Klassen, Director of Operations-South
Title:	Janitorial Services

BACKGROUND / PROPOSAL:

Mackenzie County advertised via tender for a Janitor for the Public Works Shop and the La Crete Office Administration Building. The tender process closed on May 11, 2010. The current Public Works Shop contract expires June 2010 and there is no contract in place for the La Crete Office Administration Building. A number of tenders were received but contained inconsistencies and errors in the tender process.

OPTIONS & BENEFITS:

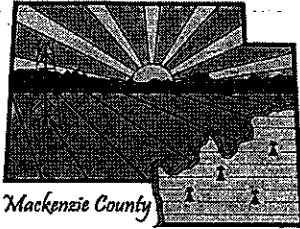
Hiring an employee to provide the services will allow Mackenzie County to save funds.

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That Council reject the tenders for both the Public Works Shop and the La Crete Office Administration Building caretaking contracts based on their inconsistencies and errors and THAT Council consider hiring an employee for such services.

Author: P. Short **Review By:** _____ **CAO** _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Request to Waive a Fire Invoice

BACKGROUND / PROPOSAL:

Administration prepares invoices for fire services as per the County's established bylaw.

OPTIONS & BENEFITS:

We received a request to waive a portion of an invoice which is not covered by insurance. Please review the attached request.

COSTS & SOURCE OF FUNDING:

Operating Expenditures

RECOMMENDED ACTION:

For discussion

Author: J. Whittleton Reviewed By: _____ CAO _____

*Specie
RFD*

P. O. Box 1563
La Crete, AB T0H 2H0
SW 26 - 105 - 14 - W5

May 17, 2010.

La Crete Fire Department
Mackenzie County
La Crete, AB T0H 2H0

Dear Sir:

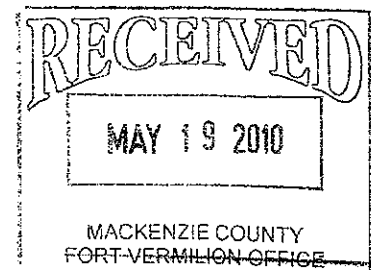
On January 25, 2010 we had a house fire where we lost our residence entirely. The La Crete Fire Department responded to our call for help, but they were unable to salvage our house.

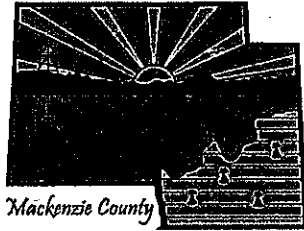
We received a statement totalling \$6,692.16 from the fire department, and our Insurance Agent, MMI Insurance, paid \$3,000.00 of this amount, leaving an unpaid balance of \$3,692.16

Our house was totally destroyed, and we hereby appeal for mercy from the La Crete Fire Department with regards to the balance owing, as we are unable to pay this amount.

Sincerely,

Frank J. Driedger
Frank J. Driedger





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 26, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

	Page
o Letter from Minister of Transportation	103
• New West Partnership	105
o Northern Alberta Elected Leaders Meeting	111
• Reeves and CAOs Meeting	113
o Clear Hills County Community Barbeque	115
• 15 th Annual Aboriginal Gathering & Pow Wow	117
o Articles	119
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RECOMMENDED ACTION:

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

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



ALBERTA
TRANSPORTATION

Office of the Minister

AR44259

May 10, 2010

Mr. Greg Newman
Reeve
Mackenzie County
P.O. Box 640
Fort Vermillion, AB T0H 1N0

Dear Mr. Newman:

Premier Ed Stelmach forwarded your letter of April 14, 2010 regarding matters that were discussed during his recent visit to the northwestern region of Alberta. I am pleased to respond on behalf of the Premier on the issues affecting Alberta Transportation.

The paving of Highway 88 remains a priority with Alberta Transportation. Paving is expected to be completed on 65 kilometres of Highway 88 in 2010. Detailed engineering design is being completed on other sections of the highway, and they will be advanced as budgets allow in future years.

Alberta Transportation's regional staff have been working closely with your county to explore options to enhance ferry service at Tompkins Landing. As you pointed out in your letter, several options are being explored, and staff have actively sought out your county's input on the best avenue to proceed.

Alberta Transportation has also been working with your county on issues related to the Zama Access Road for many years. Unfortunately, the function performed by the road is not provincial in nature in that it only serves as an access to a single community. As such, Alberta Transportation is not prepared to assume administration and control of this access roadway.

Alberta ■

.../2

Mr. Greg Newman
Page Two

There are no current plans to realign Highway 58 west of High Level in order to bypass the town. Such a bypass has been referenced in previous planning studies, but no detailed functional planning has been completed. Further, traffic volumes on Highway 35 through High Level are less than 4,000 vehicles per day, with an average of less than 17% heavy trucks. This would suggest that a bypass is not required in the immediate future. However, as provincial priorities permit, a detailed functional plan will be developed for a bypass of High Level in the eventuality that heavy traffic does increase significantly in the future.

Thank you for raising these important transportation issues. Alberta Transportation looks forward to working with your county to meet its transportation needs.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Ouellette', with a stylized flourish at the end.

Luke Ouellette
Minister of Transportation
M.L.A., Innisfail-Sylvan Lake

cc: Honourable Ed Stelmach, Premier
Honourable Frank Oberle, M.L.A., Peace River

next on agenda
Info

Dear (Alberta's Mayors and Reeves):

I am pleased to advise you that on April 30, 2010, the Premiers of Alberta, British Columbia and Saskatchewan signed the New West Partnership. The Partnership focuses on four areas intended to promote economic growth in the three western provinces:

- **Interprovincial trade:** a comprehensive inter-provincial agreement to remove barriers to trade, investment and labour mobility;
- **International cooperation:** joint initiatives that will result in high-quality, cost-effective activities internationally;
- **Innovation:** collectively support and build capacity for innovation in order to strengthen and diversify the economic foundation of the West; and
- **Government procurement:** achieving efficiencies and cost-savings through joint government purchasing of goods and services.

A key element of the Partnership is the *New West Partnership Trade Agreement* which extends to Saskatchewan the ground-breaking work Alberta and British Columbia achieved with the *Trade, Investment and Labour Mobility Agreement* (TILMA).

The *New West Partnership Trade Agreement* was built on the success of the TILMA. The 2007 TILMA afforded Alberta businesses and workers seamless access to a wide range of opportunities in British Columbia. Under the *New West Partnership Trade Agreement*, Albertans will now derive these same benefits from Saskatchewan, including:

.../2

- access by Alberta suppliers to the procurements of Saskatchewan crown corporations --- a market estimated to be worth over \$1 billion;
- enhancement of labour mobility in Alberta through mutual recognition of the certifications of workers in over 120 occupations in all three provinces;
- a broader pool of qualified workers for Alberta businesses;
- reduction in the red-tape businesses face through unnecessary differences in regulations between the three provinces; and
- seamless registration of Alberta businesses in all three provinces.

When it comes into effect on July 1, 2010, the *New West Partnership Trade Agreement* will supersede the former TILMA. It will establish the three western provinces as the largest, open regional market in Canada and will strengthen the competitive position of Alberta, British Columbia and Saskatchewan both nationally and internationally.

Fundamentally, the provisions of the *New West Partnership Trade Agreement* that apply to the MASH sector (municipalities, academic institutions, school districts, health entities) do not change from those found under the TILMA. The procurement thresholds remain the same and these opportunities will be extended to Saskatchewan suppliers. The Saskatchewan MASH sector will have two years to transition to the new rules, much as the Alberta and B.C. MASH sector did under the TILMA.

The attached press release and fact sheet will provide you further details. The complete Agreement can be found at: www.international.alberta.ca. Should you have any questions, please contact our info line at 780-427-6548.

Sincerely yours,

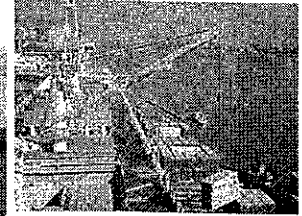
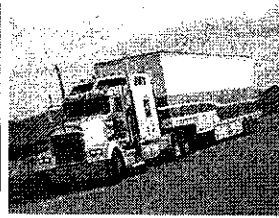
Original signed

Iris Evans
Minister

Attachments

New West Partnership

TRADE AGREEMENT



The Agreement

- On April 30, 2010, the Governments of Alberta, British Columbia and Saskatchewan signed an unprecedented economic agreement, the *New West Partnership*, which includes a comprehensive agreement on trade, investment and labour mobility called the New West Partnership Trade Agreement (NWPTA).
- Built on the groundbreaking success of the Trade, Investment and Labour Mobility Agreement (TILMA) between Alberta and British Columbia, the NWPTA extends Alberta and British Columbia's commitments to include a new partner, Saskatchewan. The trade obligations under the NWPTA remain the same as those made under the TILMA, but they will now apply across the three western provinces.
- The NWPTA will come into effect on July 1, 2010 and will create Canada's largest interprovincial free trade zone with a market of almost 9 million people and a combined GDP of more than \$555 billion – a market that rivals Ontario in size and is easily the most dynamic economic region in Canada. The goal of the NWPTA is to strengthen the economies of the three provinces by creating a more open and competitive marketplace.

Key Elements of the NWPTA

Procurement

Public procurements will be conducted in an open, fair and transparent manner, ensuring equal opportunity for suppliers in all three provinces to an expanded field of selling opportunities.

Labour Mobility

Certified workers will automatically have their credentials recognized in all three provinces and be able to begin work immediately without being subject to additional training or examination.

Transparency

Provinces will notify each other to ensure that new measures, including standards and regulations, are not unnecessarily different and that they do not result in impediments to trade, investment or labour mobility.

Legitimate Objectives

Each province will continue to protect important public interest objectives, such as public security and safety, the protection of human, animal or plant life or health, the protection of the environment and the health and safety of workers.

Streamlining Regulations

Unnecessary differences in provincial regulations and standards related to all facets of trade, investment and labour mobility will be eliminated.

Non-discrimination

Workers and businesses will be treated equally, regardless of their province of residency.

Dispute Resolution

The NWPTA provides for penalties up to \$5 million if a government is found to be non-compliant with its obligations and fails to bring itself into compliance. This demonstrates the seriousness with which the three governments treat their commitments.

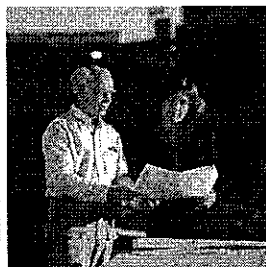
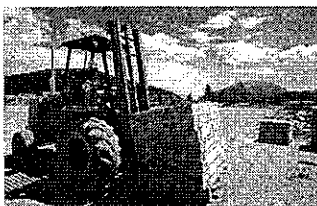
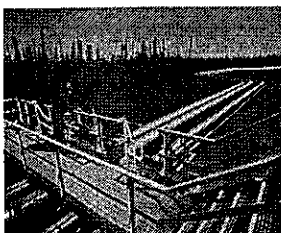
The Benefits of the NWPTA

- Access by Alberta suppliers to the procurements of British Columbia and, for the first time, Saskatchewan Crown corporations.
- Enhancement of labour mobility in Alberta through mutual recognition of the certifications of workers in over 120 occupations in all three provinces.
- A broader pool of qualified workers for Alberta businesses.
- Reduction in the red-tape businesses face through unnecessary differences in regulations between the three provinces.
- Seamless registration of Alberta businesses in all three provinces.

What the NWPTA Means

- The NWPTA covers all public sector entities, including government ministries and their agencies, boards and commissions, Crown corporations, municipalities, school boards and publicly-funded academic, health and social service organizations.
- The obligations of the NWPTA replicate Alberta and British Columbia's existing commitments under the TILMA. For example, the dollar levels at which the NWPTA applies to public procurement are the same as under the TILMA, as outlined below.

<i>Public Entities</i>	<i>Goods</i>	<i>Services</i>	<i>Construction</i>
Departments, ministries, agencies, boards, councils, committees, commissions and similar agencies of a Party.	\$10,000	\$75,000	\$100,000
Crown corporations, government owned commercial enterprises and other entities that are owned or controlled by a Party through ownership interest. (Does not apply to Saskatchewan until July 1, 2012).	\$25,000	\$100,000	\$100,000
Regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social services entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities. (Does not apply to Saskatchewan until July 1, 2012).	\$75,000	\$75,000	\$200,000



Implementation Schedule

//New West Partnership Trade Agreement comes into effect **July 1, 2010**

- All NWPTA obligations will apply to Alberta and British Columbia since these replicate the existing commitments of the two provinces under the TILMA.
- The NWPTA obligations will also apply to all Saskatchewan government entities and measures; however, the application of the NWPTA is delayed in certain cases to allow Saskatchewan the necessary time to transition its measures into full compliance.

//Transitional Period

- Saskatchewan ministries will post all tender notices on a common electronic system.
- Saskatchewan will complete the reconciliation of any differences in commercial vehicle registration rules.
- The NWPTA procurement provisions, including non-discrimination and requirements to post tenders on a common electronic system, will apply to Saskatchewan Crown corporations, municipalities, school divisions or publicly-funded academic and health and social service entities.

July 1, 2011

- Alberta, British Columbia and Saskatchewan will have mutually recognized or otherwise reconciled any differences in regulations and standards that restrict or impair trade, investment or labour mobility as well as their measures relating to business registration and reporting requirements.

July 1, 2012

- Saskatchewan measures relating to financial services and financial occupations will be subject to the NWPTA.

July 1, 2013



Miranda McAteer

cc m/a

From: Jan Mazurik [Jan.Mazurik@gov.ab.ca]
Sent: Wednesday, May 12, 2010 3:53 PM
Subject: NAEL June 2010 Meeting

Good afternoon everyone! The date of Friday, June 25th has been settled on as the next meeting date for the NAEL group. The meeting will be in Spirit River at the Town Hall Centennial Hall Complex. The Honourable Ron Liepert, Minister of Energy has been sent an invite to attend the meeting. If you have any other agenda items, please forward them to me as soon as possible. Thanks!

Jan

Jan Mazurik

Executive & Council Assistant

Northern Alberta Development Council

206 Provincial Building, 9621 - 96 Avenue

Peace River, Alberta T8S 1T4

Phone: (780) 624-6338 Fax: (780) 624-6184

email: jan.mazurik@gov.ab.ca

www.nadc.gov.ab.ca <http://www.gov.ab.ca/nadc/>

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cc *gmd*
Carol Gabriel

From: Linda Walton [Linda.Walton@MDGreenview.ab.ca]
Sent: Wednesday, May 19, 2010 11:19 AM
To: biglakes@mdbiglakes.ca; cao@mdbiglakes.ca; irenec@birchhillcounty.com; council@clearhillscounty.ab.ca; cao@clearhillscounty.ab.ca; lynn@mdfairview.ab.ca; ben@mdfairview.ab.ca; emcdonald@countygp.ab.ca; brogan@countygp.ab.ca; Linda Walton; Jim Squire; gregnewman@xplornet.com; Bill Kostiw; teresatupper@hotmail.com; cao@mdnorth22.ab.ca; harvnag@telusplanet.net; ramiles@northernsunrise.net; psinclair@mdopportunity.ab.ca; harvey@mdopportunity.ab.ca; donron@telusplanet.net; mdpeace@wispernet.ca; council@saddlehills.ab.ca; tpeach@saddlehills.ab.ca; md130adm@telusplanet.net; lturcotte@mismokyriver.com; klas_hudson@hotmail.com; melissa.blake@woodbuffalo.ab.ca; Rodney.Burkard@woodbuffalo.ab.ca; Tom Burton
Cc: execsecretary@mdbiglakes.ca; donnar@birchhillscounty.com; melissa@clearhillscounty.ab.ca; lynn@mdfairview.ab.ca; Sheryle Runhart; linda.walton@mdgreenview.ab.ca.; Carol Gabriel; adminassist@mdnorth22.ab.ca; general@northernsunrise.net; Helen@mdopportunity.ab.ca; mdpeace@wispernet.ca; admin@saddlehills.ab.ca; lpele@mismokyriver.com; Carol Charest; kevin.greig@woodbuffalo.ab.ca
Subject: [SPAM] - Reeves and CAOs Meeting - Zone 4 - Email found in subject

Please be advised that the next Reeves and CAOs Meeting has been scheduled for June 4th, 2010 at 10:00 a.m. and will be held at the Woking and District Community Hall located in Woking.


If you are unable to make the meeting but have concerns you would like brought up, please send your concerns to tburton@aamdc.com.

Should you require further information, please direct your inquiries to Teresa Marin at 780-524-7627 or to teresa.marin@mdgreenview.ab.ca next week. Teresa is currently on holidays and will return Friday, May 21st.

Please pass this information along to the Reeve or CAO, just in case I've missed someone. Thank you very much for your assistance with this.

Linda Walton
CAO's Executive Assistant
Municipal District of Greenview No. 16
4707-50 Street, Box 1079
Valleyview, Alberta
T0H 3N0

Tel: 780.524.7600 or 1.888.524.7601 | Direct: 780.524.7637
Fax: 780.524.4307

 Please consider the environment before printing this e-mail.

cc agenda
info.



Clear Hills County

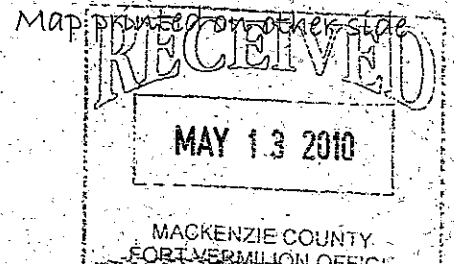
Invitation

County of MacKenzie CAO & Council

The Reeve & Council of
Clear Hills County
officially invite you to attend the
7th Annual
Clear Hills County Community Barbeque.

The summer celebration will be held on
Friday, July 23, 2010
at the George Lake Campground.
Social: 5:00 p.m.
Barbeque: 6:00 p.m.

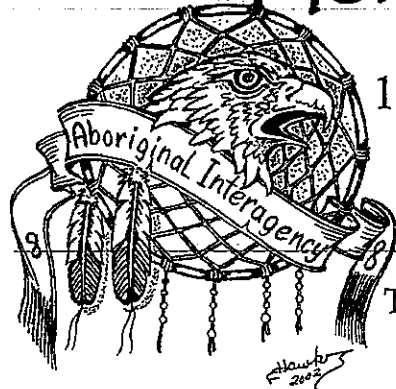
Please RSVP by June 1, 2010
Dallas Logan
Ph: [780]685-3925
e-mail: dallas@clearhillscounty.ab.ca



"Clearly an Area of Opportunity"



Honouring Mother Earth



15th Annual Aboriginal Gathering
and 7th Annual Pow Wow
June 12th and 13th, 2010



Twelve Foot Davis Ball Diamond, Peace River, AB

The Aboriginal Interagency Committee
IS NOT responsible for any theft,
accidents, injury or travel assistance.
NO DRUGS OR ALCOHOL PERMITTED

EVERYONE
WELCOME

Categories and Prizes

Category	1st	2nd	3rd
Golden (50+):	\$600	\$400	\$300
Adult:	\$600	\$400	\$300
Teen:	\$300	\$200	\$100
Junior:	\$150	\$100	\$75
Drum Contest:	\$3,000	\$2,000	\$1,500
Metis Jigging & Fiddle Events:	\$350	\$250	\$150

Graduation Special

Fashion Show Special

Tiny Tots Prizes Paid Daily

Soup and Bannock Feast - Saturday Night

Arena Director: Gene Cardinal

M.C.: Eugene Cardinal

Host Drum: SEEKASKOOTCH

Drum Boss: SEEKASKOOTCH

GRAND ENTRIES DAILY - 1:00 pm

Free admission and no registration fees.
Some on-site camping available, phone for more information.

Entertainment Aboriginal Crafts Display Tables

Keptachi Games Children's Activities Dancers Hand Drum Groups Concessions

L. Staine 2010

For more information please contact:

Dennis Whitford

dennis.whitford@gov.ab.ca

780-624-6367

Christina Hogaboam

christina.hogaboam@gov.ab.ca

780-624-6316

Host Hotel: Nova Inn, Peace River

Discount Camping: Lions Campground, Peace River

Website: www.PeaceRiverAIC.com

Fiscal Austerity and Urban Innovation

Challenges Facing Canadian Cities

Fiscal austerity is currently a very pressing challenge for municipal administrators and politicians alike. The global recession has caused the primary sources of municipal revenue to evaporate. Mortgage foreclosures have resulted in escalating property tax arrears. Plant closures have not only thrown workers out their jobs, but vacant facilities are being demolished – returning property valuation to a vacant status. The impact has seen municipal tax rolls bottom out as the municipality's tax base declines in value. The combination of these events has placed great pressure on local officials to balance their budgets and to sustain service levels, all in the same breath.

Help to relieve the fiscal challenges experienced by local governments has not been forthcoming, as the provincial governments struggle to balance their own budgets.

The policy mandarins in Ottawa have recognized the federal government, too, has fallen behind in its policy thinking about cities, and have responded. The 2003 budget provided \$5 billion in funding from the federal gas tax to be transferred through negotiation with the provinces for urban transit improvements. To sustain the health of Canadian cities, the 2004 federal budget eliminated the GST on municipal purchasing, resulting in a \$7 billion transfer directly to municipalities over the next decade. As well, the 2006 federal budget has earmarked \$1.4 billion set aside in three trust funds to be made available to provinces and territories to help address short-term pressures with respect to affordable housing, including transitional and supportive housing. With the on-set of the global recession, the Government of Canada announced the creation of a new \$4-billion Infrastructure Stimulus Fund, aimed

at getting shovels in the ground for infrastructure projects across Canada over the next two years. These funds are focused on the rehabilitation of existing assets, but new construction is eligible, provided it can be fully completed by March 31, 2011 (review the Canadian Federal Budget on-line at <www.fin.gc.ca>).

A Retrospective Look at Fiscal Austerity in Canada

The fiscal stress that Canadian cities face today dates back to 1995. The federal Liberal government of the day, facing a \$39 billion budget deficit, forged ahead with an historic restructuring of Canada's social policy. The Canada Assistance Plan was replaced with the Canada Health and Social Transfer. Under the new system, federal transfers to the provinces were capped. To compensate for the decline in funding, Ottawa gave the provinces more latitude to fashion their own social programs, with the effect of punishing thousands of low-income families in cities all across Canada.

The consequences of Ottawa's decentralization of social policy became most pronounced in Ontario during Mike Harris's term as premier. Having swept office on a tax-cutting platform, the Harris government quickly slashed welfare rates and ended rent control, triggering a tidal wave of urban homelessness. Ontario also compelled municipalities to pick up the bill for social assistance, leaving redistribution spending in the hands of local politicians. Ontario's cities, with the largest proportion of welfare recipients, are now vulnerable to severe budget crunches when welfare costs spike.

The Ontario government, responding to the service delivery challenges and the need to balance their own provincial budget, imposed Local Services Realignment on local municipalities in 1998. Property tax room at the municipal level was created by uploading the costs of public education to the province. In return, municipalities were downloaded responsibility and costs for social housing, social assistance, public transit, public health, land ambu-



Robert Heuton is Court Manager for the City of Windsor and lectures at Wayne State University in Detroit, Michigan and the University of Windsor. He can be contacted at <aa0491@wayne.edu>.

lance and provincial offences courts – although the Ontario government provided Community Reinvestment Funding to ensure the program transfers would be revenue neutral. Nevertheless, in 2001 the Provincial Auditor reported that the Community Reinvestment Fund did not fully sustain revenue neutrality as was intended. Thus, since the late 1990s, Ontario municipalities have experienced challenges meeting the increasing demands of infrastructure investment and program delivery.

Furthermore, cities across Canada need to eliminate an infrastructure deficit that is priced at \$123 billion by the Federation of Canadian Municipalities. Manitoba provides one exemplary model. Revenue-sharing was introduced with its municipal partners in 2002, to support and sustain local service levels. Manitoba shares portions of income tax, fuel taxes, VLT revenue, and casino revenues with its municipalities. Conversely, fast growth regions such as Alberta have reduced and shifted the burden of municipal service delivery directly on the local tax base. In order to balance the provincial budget, Alberta cut transfer payments to municipalities re-allocating almost 10 percent of municipal funding from the province to municipalities. New Brunswick recently completed a study to amalgamate rural communities and villages in an effort to streamline the distribution of provincial grants to local government in that province. The result of these initiatives remains the same; Canadian local governments rely heavily on three revenue sources – property taxes, user fees, and intergovernmental transfers.

How are Canadian Cities responding to the Fiscal Challenges?

To answer this question, in the fall of 2008, an online survey was circulated to municipal officials across Canada. The survey was part of the Fiscal Austerity and Urban Innovation (FAUI) Project. FAUI provides the opportunity to analyze the methods employed by municipal governments in dealing with diminished federal and provincial funding. The project identifies innovations by local governments around the world, documents their workings, clarifies where and why they are successful, and brings information about these innovations to others worldwide. Since its inception in 1982, FAUI has become the most extensive study of local government in the world. To date, more than 800 persons have participated; expenditures have exceeded \$20 mil-


lion; and original surveys have been conducted of mayors, council members, and administrators. The project also includes demographic, economic and fiscal data for localities in some 30 countries, with over 50 books published to date. The project is unusual, if not unique, in combining a large-scale sophisticated research effort with decentralized data collection, interpretation, and policy analysis. The Canadian data is from an initial survey in 1983 of municipal officials and the new survey in 2009.

For the 2008 survey, a broadcast message was sent out to 225 municipalities with direct contact web-addresses from the Federation of Canadian Municipalities database. Seventy-six responses were received from Canadian municipal officials participating in the web survey. To enhance the results further, a direct mail out survey was circulated to CAOs or treasurers of Canadian municipalities with population over 10,000 in the spring of 2009. An additional 44 responses were received via the direct mail method, giving us a total of 120 responses to the survey, resulting in a 40 percent response rate.¹

When CAOs were asked to rate the most important problems their communities face in managing municipal finances, an interesting dichotomy may be observed. Certainly declining fiscal support from provincial governments is ranked high in importance. However, CAOs are also concerned about rising service demands from citizens, and constituencies expecting more from their local government. These observations fit the research of Terry Clark, at the University of Chicago, suggesting that local government leaders must now contend with a “new political culture.” As wealth increases, people grow more concerned with lifestyle and amenities. Nevertheless, citizens within this new political culture are fiscally conservative. They favour less direct government intervention and support contracting out public service delivery. These groups organize around new issues of service provision such as waste recycling and parks maintenance programs. Yet, these citizens will rally in support of social issues. Social issues have fiscal implications, such as providing extra funding

1 Contact the project coordinator, Terry Clark, at <www.fau.org>. A special thanks is extended to Brienne Girard, Graduate Research Associate, the Harris School of Public Policy at the University of Chicago, for her extensive data analysis.

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“Survey results clearly identify that municipal officials must not only find local revenue sources, but must also provide quality services, and manage shrinking revenues with greater efficiency and effectiveness.

for non-profit housing. Such demands are articulated by activists and intelligent citizens, who refuse treatment as docile subjects. Thus, in this new environment of urban politics, policy outcomes are highly variable, fragmented, and unstable placing added pressure on local government budgets.

CAOs were then asked to rank a list of fiscal management strategies that have been deployed by their municipalities to sustain service levels and balance budgets. Municipal treasurers have resorted to increasing property tax levies, pressing their provincial governments for conditional grant transfers to fund public transit, improve roads, and build water and sewer infrastructure. However, the most significant observation from the survey is the importance municipal administrators place on improving productivity and deploying labour savings techniques. Ontario is one example, with 15 of the larger cities working together on benchmarking municipal services. The Ontario Municipal Benchmarking Initiative (OMBI) facilitates a culture of service excellence in municipal government. OMBI has created new ways to measure, share and compare performance statistics to help councils, staff, and citizens understand where their administrations are performing well and where they can make service delivery improvements in their municipality.

Finally, the study confirms that local politicians set the spending priorities of their local communities. A significant trend observed from the survey results is the active participation of “new political culture” groups in the local government budget process. There is increased participation from low-income advocates that support social assistance programs for the homeless. Civic organizations are pressuring local councils to increase spending for arts and culture. These advocacy interests are competing with taxpayers associations and business organizations that want to see tax

cuts. Yet, neighbourhood citizens are not remaining passive. They expect their councillors to sustain community services. The dynamics of the local political environment can be directly attributed to the increased fiscal responsibilities that have been placed on the door steps of city halls since the era of provincial downloading began across Canada.

Conclusion

Canadian cities are under increasing pressure to find effective ways to respond to the needs of their citizens. With diminishing assistance from senior levels of government, municipal officials face numerous challenges in setting direction for their community, and generating resources to carry out their mission. The fiscal austerity and urban innovation survey results clearly identify that municipal officials must not only find local revenue sources to address their problems, but must also provide quality services, and manage shrinking revenues with greater efficiency and effectiveness.

Local political leadership is very important in facilitating cooperative agreements between local communities, business leaders, and senior government officials. More discussions and case study research must be initiated to share information and ideas on new and innovative approaches in municipal management to combat fiscal restraints. Further analysis and interviews with municipal and provincial officials is required to confirm our observations noted thus far.

Fiscal austerity and restraint pose challenges for local politicians to maintain community sustainability. As note, many global problems have been laid to rest on the front steps of city halls. Research and study of the impact of dealing with social welfare, health, homelessness, and poverty are critical to understanding what kinds of innovation actually work. MW



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"Preparing for the future" means parting with the past



John Skorobohacz



Joe Levack

In today's day and age, it's doubtful that you ask your new employees to perform in the same manner as their predecessors. In fact, it's highly doubtful that your successor will perform your job the same way you have. Personal traits, strengths, weaknesses, and management style all play a significant role in how we take on and accomplish our duties, despite the fact that most of those duties will remain relatively static.

Culture also plays a key role in determining how and, in some cases, when work gets done. It is not the intent of this article to tackle issues related to human rights, discriminatory employment practices, or the duty to accommodate. While the question of cultural bias is, in fact, a very real and serious issue, the focus here is on the cultural differences between the new generation entering the workforce versus the generation that is preparing to retire from the workforce.

Dictionary.com defines culture as "*the behaviours and beliefs characteristic of a particular social, ethnic, or age group.*" When considering the subtleties of sourcing a website for definitions as opposed to *Webster's Dictionary* (hard cover or paperback), we continue to have a heightened

awareness of the shift in culture. It may be a stretch to imagine most of the "younger" folks even owning a printed dictionary. Our first step in dealing with the challenges before us starts with the acknowledgement of the attitudinal differences between the generations, and then moving on to deal with the change that is about to take place.

Understanding the Demographics

Since a traditional recruitment process can be both time consuming and costly, it is critical to have a solid understanding of the organization's demographics as you undertake your recruitment process. When we look at typical recruitments, the process can consume up to six months before the successful candidate is on the job. If we follow the point identified in a recent research study,¹ we can deduce that companies (and for that matter government) typically spend upwards of 50 times more to recruit \$100K executive/professionals than they invest in annual training once the individuals come on board. Estimates of the cost of recruiting are as wide and varied as the number of studies available. Suffice it to say that when weighing the cost of managerial time spent in the recruitment process, costs of recruitment agencies, advertisements, test-

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¹ *It's 2008: Do You Know Where Your Talent Is?* A Deloitte Research Study.



... we have an expectation that our employees will work as hard as we do, care about the organization as much as we do and display a level of competence similar to our own.

ing, training, and the cost of work not being performed (or being performed at overtime rates) while the vacancy exists, it is an expenditure that every organization would rather avoid. Those who have been involved in recruitment may relate to the pressures of expediting the process for the sake of getting a person in place. In many instances, they subsequently suffer the consequences of re-doing the process a short time later in order to get the right individual in place. The end result is to ensure that the right hiring process is undertaken initially, rather than getting it done fast.

When we engage in the recruitment process, keep in mind we have a tendency to transfer our vision or impression of ourselves onto others. We start with the fact that we have an expectation that our employees will work as hard as we do, care about the

organization as much as we do and display a level of competence similar to our own. While this may be a naturally occurring phenomenon, we must be particularly sensitive to our biases when it comes to recruitment. Consider the example of a manager of a customer service team hiring a new customer service representative. In all likelihood, the manager was promoted because of strong technical and customer service skills and would likely have reasonably good organizational and financial skills. As recruitment for a customer service representative commences, the focus of the organization will be on securing an individual with strong verbal communication skills; broad knowledge of the business; as well as proficiency with computer software applications relevant to the nature of the work to be performed.

Now, consider the same scenario, but add the wrinkle that the manager is nearing retirement and the customer service representative job is an entry level position for which the average age of new recruits is 25. The job interview is, in all likelihood, going to be a two-way street. The recruit wants to ensure that the organization will meet his or her own needs in areas such as pay, benefits, and opportunities for advancement. However, as the balance of power in the employment relationship shifts (as discussed in our article last month) issues such as compatibility with the supervisor, flexibility of working hours, and the culture/reputation of the organization will begin to take on a much higher priority. So, the question that now arises from the scenario described above, becomes: Will the manager who is either at or nearing retirement,



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and sporting a much different outlook in comparison to our recruits, portray the organizational face that will attract the best candidates for this entry-level job? Further, we ask the question: If we don't attract the right employees today, how deep will our talent pool of potential supervisors and managers be tomorrow?

Match-Making Venture

For decades, recruitment has been a symbiotic relationship with employers filling today's needs and individual candidates seeking steady employment. With this impending demographic shift, recruitment in the employment relationship is becoming more of a compatibility or match making venture. Both parties will be eyeing the other and considering the options related to the merits of entering into an employment relationship.

You can certainly anticipate that candidates in these circumstances will start asking more pointed questions during interviews. Questions about how the vacancy was created, attrition rates, promotional opportunities, specific timing of raises, time off, training opportunities, and the like will become common. Also, expect an increase in the negotiation process that occurs between the point of a job offer being made and accepted. Expect to ask more open-ended questions during interviews, and anticipate that candidates will utilize these opportunities to seek out positions where they believe they can have greater personal impact and influence. If you are not willing to listen and engage them and their ideas during an interview, what are their chances of them being heard after they are hired?

Progressive organizations will adopt creative approaches to recruitment that go beyond a simple ad in the local paper and a notice on your website. In short, you will need to embrace the fact that recruitment today truly means recruitment, and not simply hiring a body to fill a vacancy. More progressive companies have already begun to look at "talent building," rather than the recruitment treadmill. They begin the process by looking inward to match the aspirations and experience of their employees with the organization's strategic needs. The way forward through talent building is to have a solid understanding of which jobs are critical to the organization and which are most at risk. Consider these questions that will assist you to identify the strategic needs of your organization: What work/job related skills are currently in

“ If you are not willing to listen and engage them and their ideas during an interview, what are their chances of them being heard after they are hired? ”

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If you lost your skilled employees due to the labour shortage, how significant would the impact be upon meeting current corporate expectations?

short supply in the general workforce, and what is the likely impact of the shortage on your organization? If you lost your skilled employees due to the labour shortage, how significant would the impact be upon meeting current corporate expectations? Which employees from the critical segment of your workforce have the greatest current and future potential? How will you secure that talent through the corporation's current policies and practices?

By taking the step to identify ways of "developing" your employees, you will begin to stretch them and build new skills that you may not need to recruit into your organization in the near term. You have reviewed your

demographic data. You have determined that this new hire and those that follow will form the nucleus of your organization's future management pool in the not too distant future. Now, you need to consider how you protect your investment in them by keeping them engaged in the organization. (Our next article, in the June issue, will discuss a variety of strategies to consider as we look at how to develop your talent to ensure future success for your organization.)

Sending the Right Signals

A concluding word of advice: Become and stay aware of your organization's reputation as an employer. Leaders are leaders for a reason and

natural leaders at the age of 20 or 25 are typically leaders throughout their lives. For your organization to successfully attract the best talent, your reputation is important. However, if the organization cannot live up to its brand, its ability to retain talent and potential leaders will be adversely impaired.

In short, your corporate culture can just as easily help to attract and retain talent as it can send a signal to stay far away. A positive culture will help you survive in the future, and will initiate a level of loyalty that will allow the organization to focus on its mission – instead of spinning its tires with on-going, expensive (and often fruitless) recruitment activities. MW

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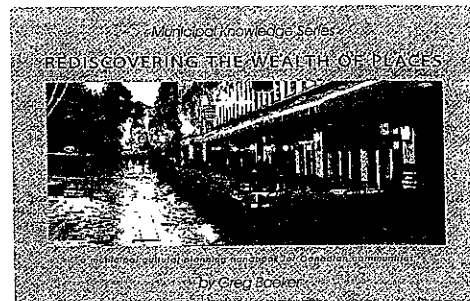
Rediscovering the Wealth of Places

by Dr. Greg Baeker

Recognizing the new economic realities facing them, a growing number of municipalities across Canada are turning to municipal cultural planning as a powerful tool to support economic development and community building. These represent municipalities of all sizes and circumstances – from large urban centres to mid-size cities to rural areas and small towns.

Rediscovering the Wealth of Places is a practical introduction to core planning concepts and tools. This includes a methodology for cultural mapping and the systematic identification of a wide range of local cultural assets. A strong focus is placed on the effective integration of culture in planning across municipal departments, and with a look at some leading practices from Canada and around the world.

This important work includes chapters from Elena Bird, David T. Brown, Susan M. Gardner, Jeannette Hanna, Gord Hume, Colin Mercer, Jennifer Keesmaat, Mark Kuznicki, and Kevin Stolarick.



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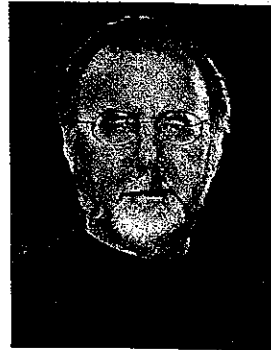
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GOVERNANCE ZONE

COUNCIL-CAO COVENANT

(Part 2)



George B. Cuff

In part one of this mini-series on a Council-CAO Covenant, I wrote, "One of the most significant issues facing any council is how they interrelate with their chief administrative officer (CAO)." I recommended a council-CAO covenant, together into one place the various commitments that a council should be prepared to make and I suggested a number of commitments that a council should be prepared to make to their CAO. This month, I follow up with the other side of the coin: what should a CAO be prepared to commit to his or her council?

What Should a CAO Covenant?

A chief administrative officer ought to be prepared to covenant with council to:

Conduct myself as your chief policy advisor in an honest and ethical manner.

There are two key and very significant aspects to this element of the covenant: one is that the CAO will act as council's chief policy advisor; the second is that he or she will do so in an honest and ethical manner. While I could write a book describing the CAO as a chief policy advisor, perhaps it is sufficient to express briefly that if the CAO is not advising council on every policy decision, either the council is not expecting very much or the CAO does not have a good grasp on what the single most important thing an advisor to council should be doing. And, despite the degree of importance that I place on the advisory aspect of a CAO's posi-

tion, none of that will matter if the CAO is not acting in an ethical manner. The administrative organization is known by its leadership. If it is tainted by scandal, the fact that the rest of the organization is suffering should not be that surprising.

Ensure that the mayor and councillors are accorded respect in all of my personal and public comments.

It's too easy to fall in with the rest of an audience and say disparaging things about a council that may be struggling through an issue. This proviso underlines the importance of two separate, yet intertwined, concepts: that the CAO will be very careful to always show respect to his or her elected officials, regardless of any personal misgivings about this councillor or that, and secondly, that there are no "off site" locations wherein a CAO will freely express any negative impressions.

Provide advice (on all issues) that is professionally sound, ethical, legal, and in accordance to the policies and objectives of council.

Council has the right to expect that all advice either authored or signed off by the CAO will be the absolute best that he or she can offer on that issue with the resources and information available. The council should never be looking behind the report to see what the CAO may be hiding. If he or she is guilty of doing that, the trust is broken and the relationship is at an end.

Guide the actions of the administration so that they are in accordance with the policies and objectives of council.

It is the responsibility of a CAO to set the standard, communicate the expectations of his or her department heads, and expect them to do the same with their direct reports. The standard is that which ought to be expected if staff is following the direction of management as intended, and if that direction is in concert with the policies of council. This is

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neither too much to expect nor too onerous a burden on the CAO. Council needs to have this assurance.

Act only on the will of council as a whole as established by the resolutions, policies, and by-laws of council.

The CAO agrees to follow the will of council as expressed by the official statements of the council as conveyed by policies, resolutions and by-laws. The CAO is not expected to follow the will of the mayor if that is contrary to the will of council, nor the whim of a member of council, regardless of how vigorously stated.

Forward any complaints or concerns of council to the appropriate department and individual so that reasonable and prompt follow-up is assured.

Council members are not expected to find their way through the organization to the "best" person to handle a complaint or enquiry. A protocol should inform councillors of the right course of action to follow. The CAO is ultimately responsible for ensuring that such a protocol exists, and that any enquiries are responded to promptly and within policy.

Ensure that council is made aware of the full picture with regard to each issue, at least to the extent that the administration is aware of such information, and ensure that council has access to the reasonable decision options as well as my recommendation as your CAO.

Council's decisions depend upon good inputs – is generally in the form of an agenda package, largely constructed by the administration. This commitment by the CAO stipulates that he or she will ensure that council will have access to the full picture on any issue, as well as a thoughtful recommendation from the CAO.

Seek to ensure that council is aware of any key issues as they arise, and thus avoid the problems associated with surprises.

In my 12-year life as an elected official (during which I also worked full-time as a consultant), I had an ongoing arrangement with our CAO: he would endeavour to make

sure I was not confronted by a surprise in terms of what was happening in my community. While this took some degree of scheduling given our travels, he was excellent at making sure that, to the best of his ability, I was not caught "off guard" about an incident at home. Even when the issue might have been embarrassing, the CAO would claim full responsibility, and express his commitment to getting the issue resolved.

Maintain a current understanding of the applicable legislation, as well as relevant programs, policies, and initiatives of the provincial and federal governments.

The CAO has an obligation to be informed. He or she has an administration who have access to their counterparts in the provincial or federal governments and can find out what changes of substance they should be aware of that may impact the municipality. It is not the function of elected officials to do this legwork.

Admit to any mistakes of substance made by myself or my staff and take corrective action.

Similar to the point above, relative to no surprises, the CAO makes a commitment to be accountable for mistakes in the actions of the administration, and to take the necessary actions to make sure such mistakes are reduced or eliminated.

Listen carefully to the concerns of council vis-à-vis my performance, and seek to improve any deficiencies on an ongoing basis.

In some pieces of legislation, the council is obligated to provide the CAO with an annual review of his or her performance. This is a very significant component of good governance and should be religiously pursued by both the council and CAO. In this instance, the CAO is committing to making any needed improvements noted by the council.

The relationship of a CAO to his or her council is a complex one and core to the well-being of any community. This "covenant" seeks to embrace most of the significant pieces of that relationship. It sets out what I believe to be central to the "marriage vows" undertaken by both parties whenever a CAO is hired. MW

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