

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MARCH 15, 2012

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Thursday, March 15, 2012
10:00 a.m.**

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

AGENDA

Page

CALL TO ORDER:	1.	a)	Call to Order	
AGENDA:	2.	a)	Adoption of Agenda	
STRATEGY & POLICY SESSION:	3.	a)	None	
ADOPTION OF PREVIOUS MINUTES:	4.	a)	Minutes of the February 28, 2012 Special Council Meeting	7
		b)	Minutes of the February 29, 2012 Regular Council Meeting	11
		c)	Minutes of the March 5, 2012 Special Council Meeting	21
DELEGATIONS:	5.	a)	Brian Locher, DCL Siemens – Rural Road Network Plan – 1:15 p.m.	
		b)		
GENERAL REPORTS:	6.	a)	Mackenzie Housing Management Board Meeting Minutes – January 30, 2012	25
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COMMUNITY & PROTECTIVE SERVICES:	7.	a)	Future Landfill Land Acquisition	41
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		c)		

OPERATIONAL SERVICES:	8.	a)	Policy PW019 Road Construction Eligibility and Road Allowance Use	45
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		c)		
PLANNING & DEVELOPMENT:	9.	a)	Bylaw 844-11 Land Use Bylaw Amendment to Rezone Part of FORTVER, Range 2, Lot 7A from Urban Fringe "UF" to Direct Control "DC" (Fort Vermilion)	55
		b)	Sale of Former Municipal Reserve Lot Plan 052 2048, Block 4, Lot 3 (Lake Side Estates - La Crete)	61
		c)		
		d)		
PUBLIC HEARINGS:	Public Hearings are scheduled for 1:00 p.m.			
	10.	a)	Bylaw 852-12 Land Use Bylaw Amendment Rezoning Plan 922 0041, Block 1, Lot 1 (NW 12-104-18-W5M) from Agricultural "A" to Highway Development "HD" (Bluehills)	65
CORPORATE SERVICES:	11.	a)	Policy ADM046 Hiring Policy	75
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		c)	Request to Waive Penalties – Roll 411047 and 410673	85
		d)	Seniors Housing in Mackenzie Region	89
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Funding

i)

j)

**INFORMATION /
CORRESPONDENCE:**

12. a) Information /Correspondence

105

**IN CAMERA
SESSION:**

13. a) Legal

b) Labour

c) Land

**NEXT MEETING
DATE:**

14. a) Regular Council Meeting
Wednesday, March 28, 2012
4:00 p.m.
Zama County Office

ADJOURNMENT:

15. a) Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Minutes of the February 28, 2012 Special Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the February 28, 2012 Special Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the minutes of the February 28, 2012 Special Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**February 28, 2012
1:00 p.m.**

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

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION: Roy Brideau Chief Administrative Officer

ALSO PRESENT: None

Minutes of the Special Council meeting for Mackenzie County held on February 28, 2012 in the Council Chambers at the Fort Vermilion County Office.

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

Reeve Neufeld called the meeting to order at 1:16 p.m.

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

MOTION 12-02-125 **MOVED** by Deputy Reeve Sarapuk

That the agenda be adopted as presented.

CARRIED

BUSINESS: 3. a) **CAO Evaluation**

MOTION 12-02-126 **MOVED** by Deputy Reeve Sarapuk

That Council move in-camera at 1:16 p.m.

CARRIED

Roy Brideau left the meeting at 1:35 p.m.

Reeve Neufeld recessed the meeting at 2:25 p.m. and reconvened the meeting at 2:35 p.m.

Reeve Neufeld recessed the meeting at 3:45 p.m. and reconvened the meeting at 3:54 p.m.

MOTION 12-02-127

MOVED by Councillor D. Driedger

That Council move out of camera at 4:30 p.m.

CARRIED

MOTION 12-02-128

MOVED by Councillor Bateman

That Council provide the Chief Administrative Officer (CAO) with the performance appraisal results, and engage Activation Analysis Group for the purpose of providing an in-depth review of the appraisal results and to formulate an action plan, and that Council re-evaluate the CAO in sixty (60) days to determine improvements.

CARRIED UNANIMOUSLY

Roy Brideau rejoined the meeting.

MOTION 12-02-129

MOVED by Councillor Bateman

That Council move in-camera at 4:50 p.m.

CARRIED

MOTION 12-02-130

MOVED by Councillor Wardley

That Council move out of camera at 5:26 p.m.

CARRIED

ADJOURNMENT:

4. a) Adjournment

MOTION 12-02-131

MOVED by Councillor D. Driedger

That the Special Council meeting be adjourned at 5:27 p.m.

CARRIED

These minutes will be presented to Council for approval on March 15, 2012.

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Minutes of the February 29, 2012 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the February 29, 2012 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the minutes of the February 29, 2012 Regular Council meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, February 29, 2012
4:00 p.m.**

**Rural Hall
High Level, Alberta**

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor (arrived at 4:08 p.m.)
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

J. Roy Brideau	Chief Administrative Officer
Joulia Whittleton	Director of Corporate Services
John Klassen	Director of Operations
Al Hoggan	Director of Community & Protective Services
Chris Wilcott	Development Officer
Carol Gabriel	Executive Assistant

ALSO PRESENT: Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on February 29, 2012 at the Rural Hall in High Level, Alberta.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 4:03 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 12-02-132 MOVED by Councillor Derksen

That the agenda be adopted with the following additions:

8. b) Road Allowances

CARRIED

**STRATEGY & POLICY
SESSION:**

3. a) None

**ADOPTION OF
PREVIOUS MINUTES:**

**4. a) Minutes of the February 13, 2012 Regular Council
Meeting**

MOTION 12-02-133

MOVED by Councillor Bateman

That the minutes of the February 13, 2012 Regular Council meeting be adopted as presented.

CARRIED

**4. b) Minutes of the February 17, 2012 Special Council
Meeting**

MOTION 12-02-134

MOVED by Councillor Bateman

That the minutes of the February 17, 2012 Special Council meeting be adopted as presented.

CARRIED

GENERAL REPORTS:

**6. a) Mackenzie Library Board Meeting Minutes – January
5, 2012**

MOTION 12-02-135

MOVED by Councillor Wardley

That the Mackenzie Library Board meeting minutes of January 5, 2012 be received for information.

CARRIED

**6. b) Municipal Planning Commission Meeting Minutes –
February 2, 2012**

MOTION 12-02-136

MOVED by Councillor J. Driedger

That the Municipal Planning Commission meeting minutes of February 2, 2012 be received for information

CARRIED

Councillor Jorgensen joined the meeting at 4:08 p.m.

**OPERATIONAL
SERVICES:**

MOTION 12-02-137

8. a) La Crete Ferry/Ice Bridge Signage

MOVED by Councillor Derksen

That the La Crete Ferry/Ice-Bridge signage be accepted as proposed with an additional sign at the Blumenort Intersection.

CARRIED

MOTION 12-02-138

Requires Unanimous

8. b) Road Allowances (ADDITION)

MOVED by Councillor J. Driedger

That road allowances be referred to the Agricultural Land Use Planning Committee to provide a recommendation to Council.

CARRIED UNANIMOUSLY

**CORPORATE
SERVICES:**

MOTION 12-02-139

(requires 2/3)

11. a) Bylaw 854-12 Fee Schedule Bylaw

MOVED by Councillor Braun

That second reading be given to Bylaw 854-12 being the Fee Schedule Bylaw for Mackenzie County as amended.

DEFEATED

DELEGATIONS:

5. a) S/Sgt. Tom Love, Fort Vermilion RCMP

Presentation by S/Sgt. Tom Love, Fort Vermilion RCMP regarding the crime statistics in the region.

**COMMUNITY &
PROTECTIVE
SERVICES:**

MOTION 12-02-140

7. a) La Crete Hamlet Pick-up Survey Results

MOVED by Councillor Wardley

That staff be instructed to develop a hamlet residential waste pick up program and related polices for consideration by the Waste Management Ad Hoc Task Force and tabled for council consideration and action.

CARRIED

Reeve Neufeld recessed the meeting at 5:03 p.m. and reconvened the meeting at 5:16 p.m.

CORPORATE SERVICES:

11. a) Bylaw 854-12 Fee Schedule Bylaw

MOTION 12-02-141
(requires 2/3)

MOVED by Councillor Wardley

That second reading be given to Bylaw 854-12 being the Fee Schedule Bylaw for Mackenzie County as presented.

CARRIED

MOTION 12-02-142
(requires 2/3)

MOVED by Councillor D. Driedger

That third reading be given to Bylaw 854-12 being the Fee Schedule Bylaw for Mackenzie County as presented.

MOTION 12-02-143
(requires 2/3)

MOVED by Deputy Reeve Sarapuk

That the dust control fee in Bylaw 854-12 Fee Schedule Bylaw be amended as follows:

Dust Control Calcium Chloride	\$500/200 linear meters per application	Applicable
Dust Control for Seniors	\$250	

DEFEATED

MOTION 12-02-142
(requires 2/3)

MOVED by Councillor Braun

That third reading be given to Bylaw 854-12 being the Fee Schedule Bylaw for Mackenzie County as presented.

CARRIED

PLANNING & DEVELOPMENT:

9. a) Long Term Impacts of Reducing Residential Lot Sizes in Hamlets

MOTION 12-02-144

MOVED by Councillor Braun

That administration and the Municipal Planning Commission obtains public input to permit a minimum lot size of 55' X 100'

for single family residential lots and a minimum lot size 60' X 100' for multiple family lots as well as altering the side yard setbacks to maximize useable yard area in conjunction with the Area Structure Plan reviews.

CARRIED

Reeve Neufeld recessed the meeting at 5:54 p.m. and reconvened the meeting at 6:28 p.m.

PUBLIC HEARINGS:

10. a) None

11. b) Community Investment Readiness Pilot Project

MOTION 12-02-145

MOVED by Councillor Jorgensen

That Mackenzie County engage in the Northern Alberta Community Investment Readiness Pilot Project initiative for the period March 2012 to December 2013.

CARRIED UNANIMOUSLY

11. c) Elected Officials Education Program

MOTION 12-02-146

MOVED by Councillor D. Driedger

That Councillors be authorized to participate in one in class course and two online courses per year, subject to successful completion, through the Elected Officials Education Program, and are eligible to claim one per diem per course.

CARRIED

11. d) Medical Students Skills Weekend

MOTION 12-02-147

MOVED by Councillor Derksen

That Councillors be authorized to attend one of the sessions during the Medical Students Skills Weekend on March 2 – 3, 2012.

CARRIED UNANIMOUSLY

11. e) 2012 FCSS Program Reviews

MOTION 12-02-148

MOVED by Councillor Flett

That the local FCSS groups be advised to participate in the 2012 FCSS Program Reviews.

CARRIED

11. f) March 15, 2012 Council Meeting

MOTION 12-02-149

MOVED by Councillor Braun

That the March 15, 2012 regular council meeting start at 10:00 a.m.

CARRIED

11. g) 7th Annual Stronger Together Conference

MOTION 12-02-150

MOVED by Councillor Derksen

That the 7th Annual Stronger Together Conference be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

12. a) Information/Correspondence

MOTION 12-02-151

MOVED by Councillor Jorgensen

That the information/correspondence be received for information.

CARRIED

IN CAMERA SESSION:

MOTION 12-02-152

MOVED by Councillor J. Driedger

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 6:42 p.m.

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

CARRIED

MOTION 12-02-153

MOVED by Councillor Bateman

That Council move out of camera at 7:20 p.m.

CARRIED

13. a) Legal – Seniors Housing

MOTION 12-02-154

MOVED by Councillor Bateman

That the County support the lodge requisitioning in the region to be split into two authorities, with Wards 6, 7, 8, 9, 10, the Town of High Level and the Town of Rainbow Lake being requisitioned by the new requisitioning authority in order to build a new lodge in the High Level area which will provide a reasonable and equitable access to all seniors within the region while Wards 1, 2, 3, 4, and 5 continue to be requisitioned by the Mackenzie Housing Management Board to provide services at the La Crete Lodge.

Councillor Wardley requested a recorded vote.

In Favor

Councillor Bateman
Councillor Flett
Councillor Wardley
Deputy Reeve Sarapuk

Opposed

Councillor Braun
Councillor D. Driedger
Councillor J. Driedger
Reeve Neufeld
Councillor Derksen
Councillor Jorgensen

DEFEATED

MOTION 12-02-155

MOVED by Reeve Neufeld

That the Mackenzie Housing Management Board be invited to meet with the three municipalities and the Minister of Housing or designate to discuss seniors housing in the region.

CARRIED

13. b) Labour – CAO Contract

MOTION 12-02-156

MOVED by Councillor Bateman

That the Reeve and Deputy Reeve be authorized to seek legal

advice in regards to the CAO contract as discussed.

CARRIED

**NEXT MEETING
DATE:**

14. a) Regular Council Meeting
Thursday, March 15, 2012
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

15. a) Adjournment

MOTION 12-02-157

MOVED by Councillor Derksen

That the regular Council meeting be adjourned at 7:32 p.m.

CARRIED

These minutes will be presented to Council for approval on March 15, 2012.

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Minutes of the March 5, 2012 Special Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 5, 2012 Special Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

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

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

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**March 5, 2012
2:00 p.m.**

**Best Western Mirage Hotel
High Level, AB**

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION: None

ALSO PRESENT: Barry Sjolie, Solicitor, Brownlee LLP (via teleconference)
Colin Fetter, Solicitor, Brownlee LLP (via teleconference)

Minutes of the Special Council meeting for Mackenzie County held on March 5, 2012 at the Best Western Mirage Hotel in High Level, AB.

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

Reeve Neufeld called the meeting to order at 2:08 p.m.

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

MOTION 12-03-158 **MOVED** by Councillor Wardley

That the agenda be adopted as presented.

CARRIED

BUSINESS: 3. a) **Highway 88 Connector**

MOTION 12-03-159 **MOVED** by Councillor J. Driedger

The Mackenzie County advertise for public tender engineering services for the Highway 88 Connector in its entirety for the

tendering process, grading and construction as per the detail design to pavement ready state.

CARRIED

BUSINESS: 3. b) **CAO Contract**

MOTION 12-03-160 **MOVED** by Councillor D. Driedger

That Council move in-camera at 2:12 p.m.

CARRIED

MOTION 12-03-161 **MOVED** by Councillor J. Driedger

That Council move out of camera at 3:25 p.m.

CARRIED

MOTION 12-03-162 **MOVED** by Councillor Braun

That Council proceed with the personnel matter in accordance with legal advice.

CARRIED

MOTION 12-03-163 **MOVED** by Councillor Wardley

That Council proceed with personnel changes as discussed and that the Reeve contact personnel as discussed.

CARRIED

ADJOURNMENT: 4. a) **Adjournment**

MOTION 12-03-164 **MOVED** by Councillor D. Driedger

That the Special Council meeting be adjourned at 3:27 p.m.

CARRIED

These minutes will be presented to Council for approval on March 15, 2012.

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Mackenzie Housing Management Board Meeting Minutes – January 30, 2012

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the January 30, 2012 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Mackenzie Housing Management Board meeting minutes of January 30, 2012 be received for information.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
January 30, 2012 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance:

George Friesen, Chair
John W. Driedger, Vice Chair
Wally Olorenshaw
Ellis Forest
Mike Kowal (10:06)
Jack A. Eccles

Regrets:

Dave Neufeld
Peter H. Wieler
Abe Peters

Administration:

Barb Spurgeon, Chief Administrative Officer
Zona Peters, Health Care Manager
Scott Shelton, Housing Manger
Lisa Unruh, Executive Assistant

Call to Order:

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

Agenda:

Approval of Agenda

12-001

Moved by Ellis Forest

That the agenda be amended to include:

6.6 Skills Day
6.7 LCMNA Contract

Carried

Minutes: **November 28, 2011 Organizational Board Meeting**

12-002 Moved by John W. Driedger

That the minutes of the November 28, 2011 Organizational Board meeting be approved as distributed.

Carried

November 28, 2011 Board Meeting

12-003 Moved by John W. Driedger

That the minutes of the November 28, 2011 Regular Board meeting be approved as distributed.

Carried

December 06, 2011 Special Board Meeting

12-004 Moved by Jack A. Eccles

That the minutes of the December 06, 2011 Special Board meeting be approved as distributed.

Carried

Mike Kowal entered the meeting at 10:06 a.m.

Reports: **CAO Report**

12-005 Moved by Wally Olorenshaw

That the Chief Administrative Officer report be received for information.

Carried

Financial Reports

Housing – December 31, 2011

12-006

Moved by John W. Driedger

That the December 31, 2011 Housing financial report be received for information.

Carried

Lodge – December 31, 2011

12-007

Moved by Ellis Forest

That the December 31, 2011 Lodge financial report be received for information.

Carried

Assisted Care – December 31, 2011

12-008

Moved by Wally Olorenshaw

That the December 31, 2011 Assisted Care financial report be received for information.

Carried

Arrears Report

12-009

Moved by Ellis Forest

That the December 2011 arrears report be received for information.

Carried

New Business:

Error on Requisition Calculations

12-010

Moved by Wally Olorenshaw

That the update on incorrectly calculated requisitions be received for information.

Carried

Zama Housing

12-011

Moved by Mike Kowal

That a letter be written to Alberta Housing and Municipal Affairs advising willingness to manage housing units in Zama under the Direct To Landlord Rent Supplement Program.

Carried

High Level Requisition- Interest

12-012

Moved by Jack A. Eccles

That correspondence regarding interest invoiced on overdue requisitions be received for information.

Carried

Meeting Dates

12-013

Moved by Mike Kowal

That the February regular board meeting date be changed to March 2, 2012.

Carried

ASCHA Convention & Tradeshow

A general discussion was held on who would be attending the ASCHA Convention and to let administration know.

Meeting Dates

12-014

Moved by John W. Driedger

That the March 26, 2012 regular board meeting be changed to March 23, 2012 as the ASCHA Convention is on that date.

Carried

Skills Day

12-015

Moved by John W. Driedger

That the Heimstaed Lodge provide dinner free of charge to the student physicians coming to La Crete for the Skill Competition on March 2, 2012.

Carried

LCMNA Contract

12-016

Moved by Ellis Forest

That a letter be written to Mackenzie County, The Town of Rainbow Lake and the Town of High Level once the addendum is signed on the lease agreement.

Carried

Information Items:

12-017

Moved by Ellis Forest

That the following items be received for information:

Bank reconciliation for November 2011
Bank reconciliation for December 2011
Senior Advisory Council for Alberta – Appointment
Insight
ASCHA SLC Committee Meeting
Correspondence North Peace Housing & ASCHA

Carried

In Camera:

Next Meeting Date: Regular Board Meeting
March 2, 2012
Fireside Room – Phase I
Heimstaed Lodge

Adjournment:

12-018 Moved by Mike Kowal

That the board meeting of January 30, 2012 be adjourned at
11:17 a.m.

Carried

George Friesen, Chair

Lisa Unruh,
Executive Assistant



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Municipal Planning Commission Meeting Minutes – February 16, 2012

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the February 16, 2012 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of February 16, 2012 be received for information.

Author: C. Gabriel Review by: _____ CAO _____

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, February 16, 2012 @ 10:00 a.m.

PRESENT

John W. Driedger	Chair, Councillor, MPC Member
Wally Schroeder	Vice-Chair, MPC Member
Beth Kappelar	MPC Member
Jacque Bateman	MPC Member, Councillor
Danny Friesen	MPC Member

ADMINISTRATION

Joulia Whittleton	Director of Corporate Services
Liane Lambert	Development Officer
Christopher Wilcott	Development Officer
Jennifer Braun	Administrative Assistant

ALSO PRESENT

Eric Jorgensen	Councillor
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1. CALL TO ORDER

John W. Driedger called the meeting to order at 10:00 a.m.

2. ADOPTION OF AGENDA

MOTION 12-016 **MOVED** by Jacque Bateman

That the agenda be adopted with the following additions:

5b) Availability of Industrial Lots in Fort Vermilion

5c) Gravel Pit Rezoning from "UF" Urban Fringe to "DC" Direct Control in Fort Vermilion

CARRIED

3. MINUTES

a) Adoption of Minutes

MOTION 12-017 **MOVED** by Wally Schroeder

That the minutes of the February 2, 2012 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

No business arising from the previous Minutes.

4. SUBDIVISION

**a) Subdivision Application 01-SUB-12
NW 16-106-17-W5M; La Crete Rural
Jake Krahn (Landowner)**

MOTION 12-018 MOVED by John W. Driedger

That Subdivision Application 01-SUB-12 in the name of Jake Krahn (Landowner), on NW 16-106-14-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) A dedication of the most westerly 5.18 meters of the proposed subdivision is required for future road widening.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - e) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.

- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

CARRIED

- b) Subdivision Application 02-SUB-12
SE 29-107-13-W5M
David & Elizabeth Krahn (Landowners)/ Stuart Krahn (Agent)**

MOTION 12-019 MOVED by Beth Kappelar

That Subdivision Application 02-SUB-12 in the name of David and Elizabeth Krahn (Landowners)/Stuart Krahn (Agent), on SE 29-107-13-W5M, be APPROVED with the following conditions:

- 1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.
- 2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) A dedication of the most northerly 5.18 meters of the proposed subdivision is required for future road widening.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - e) **Provision of a storm water management plan.
Contact Planning and Development staff at 780-928-**

3983 to discuss the requirements for your subdivision.

- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

CARRIED

- c) **Subdivision Application 03-SUB-12
SE 25-106-14-W5M; La Crete Rural
Albert Enns (Landowner)**

MOTION 12-020 MOVED by Wally Schroeder

That Subdivision Application 03-SUB-12 in the name of Albert Enns (Landowner), on SE 25-106-14-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) A dedication of the most easterly 5.18 meters of the proposed subdivision is required for future road widening.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

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

CARRIED

5. MISCELLANEOUS ITEMS

a) Action List

MOTION 12-021 MOVED by Wally Schroeder

The Action List of February 16, 2012 was reviewed and be received for information.

CARRIED

b) Availability of Industrial Lots in Fort Vermilion

MOTION 12-022 MOVED by Beth Kappelar

The Planning and Development Department further investigate as to what action could be taken in regards to the vacant, contaminated lots in Mackenzie County.

CARRIED

c) Bylaw 844-11 Land Use Bylaw Amendment to Rezone Part of FORTVER, Range 2, Lot 7A from Urban Fringe "UF" to Direct Control "DC"; Fort Vermilion

MOTION 12-023 MOVED by Jacquie Bateman

That the update regarding the rezoning the gravel pit in the community of Fort Vermilion be received for information.

CARRIED

6. **IN CAMERA**

There were no items to discuss in camera.

7. **NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ March 8, 2012 at 10:00 a.m. in La Crete
- ❖ March 29, 2012 at 10:00 a.m. in Fort Vermilion
- ❖ April 12, 2012 at 10:00 a.m. in La Crete
- ❖ April 26, 2012 at 10:00 a.m. in Fort Vermilion

8. **ADJOURNMENT**

MOTION 12-024 **MOVED** by Beth Kappelar

That the Municipal Planning Commission meeting be adjourned at 11:19 a.m.

CARRIED

These minutes were adopted this 8th day of March, 2012.

John W. Driedger, Chair



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Al Hoggan, Director of Community & Protective Services
Title:	Future Landfill Land Acquisition

BACKGROUND / PROPOSAL:

The January 5, 2012 Waste Management Ad-Hoc Task Force passed motion 12-007, *“That administration proceed with securing the proposed landfill property under a lease for future use.”*

Also, regarding the future potential landfill site, the following motion has been passed:

Finance Committee:

“That administration defines the potential locations for the proposed County waste landfill and brings a recommendation to council regarding the land acquisition (preferably a full quarter section), along with a timeline for soil testing proceedings and funding options.”

Waste Management Task Force:

“That administration take to council securing the lands: N1/2 27 106 13 5, SW1/2 27 106 13 5 for possible future landfill subject to successful testing for landfill purposes.”

Through investigation administration determined that the approximate cost of full landfill testing would be \$300,000 to \$500,000. The Waste Management Ad-Hoc Task Force made and passed motion 12-006, *“That the concept of a landfill be tabled indefinitely and that available funds be diverted to transfer station upgrades”.*

Although the landfill has been indefinitely postponed administration recommends that Mackenzie County move ahead with the purchase of the identified lands.

Author: Al Hoggan **Reviewed by:** _____ **CAO** _____

OPTIONS & BENEFITS:

Option 1: Would be to proceed with the purchase of the lands from Sustainable Resource Development. The benefit of acquisition is that Mackenzie County would retain ultimate control of the said lands. Future development of the lands as a landfill, or any other development as seen fit by Council would only be restricted by policy, by-law, provincial regulation, or provincial legislation. The disadvantage to a land purchase would be the capital investment. Also it should be stated that there is ultimately no guarantee that the lands in question would be suitable as a location for a potential future landfill.

Option 2: Would be to proceed with a simple lease of the land from Sustainable Resource Development. The benefit to a lease would be no capital investment, and the land would be secured for future County use. The major disadvantage to a lease is that the County may be restricted in the usage of the lands as indicated in the terms of the potential lease.

COSTS & SOURCE OF FUNDING:

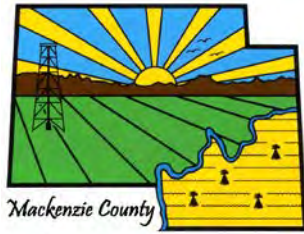
The anticipated cost of purchasing 27-106-13-5 (north and south quarters) would be \$140,000.

Source of funding would be the General Capital Reserve as per Council motion 11-03-306, *“that the 2011 budget be amended to include the following land purchases with funding coming from the General Capital Reserve....Sec.27-105-13-W5 (North and South Half), Future Landfill Site (Regional)....”*

RECOMMENDED ACTION:

That administration be authorized to proceed with the purchase of 27-106-13-5 (north and south quarters) without continuing further landfill testing, with funding coming from the General Capital Reserve.

Author: Al Hoggan Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Al Hoggan, Director of Community & Protective Services
Title:	Request to Waive Fire Service Invoice #10934

BACKGROUND / PROPOSAL:

On November 10, 2010 a fire was reported in the Heliport Road area and subsequently was attended by both the High Level RCMP detachment and the High Level Fire Department. The fire was determined to be caused by brush pile burning and was ordered extinguished by the RCMP as in the opinion of the RCMP and the High Level Fire Chief a public safety hazard existed due to the very low visibility caused by the heavy smoke.

The fire was attended only by the High Level Fire Department and Mackenzie County was invoiced through our Mutual Aid Agreement by the Town of High Level for the amount of \$3,100.00.

The land owner has requested that Mackenzie County waive the fire service invoice in the amount of \$1,640.00.

OPTIONS & BENEFITS:

Option #1: Do not waive the fire invoice.

Option #2: Waive the fire invoice.

COSTS & SOURCE OF FUNDING:

N/A

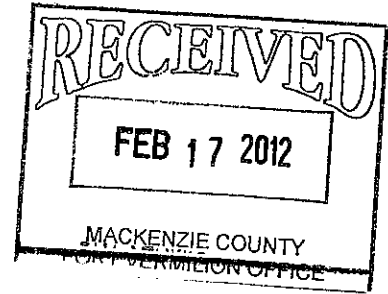
RECOMMENDED ACTION:

That Mackenzie County not waive fire invoice 10934 in the amount of \$1,640.00.

Author: Al Hoggan Reviewed by: _____ CAO _____

Kirk Rose
PO Box 3414
High Level, Alberta
T0H 1Z0

February 14, 2012



Mackenzie County
Attention: Joulia Whittleton
Director Corporate Services
PO Box 640
Fort Vermilion, Alberta
T0H 1Z0

Dear Ms. Whittleton,

Date: November 10, 2010
Location: SE31-110-18-W5
Type: Fire/Misc
Incident #: 2010-108

With respect to Invoice #IVC0000000010934 in the amount of \$1,640.00 I would respectfully request that Council consider the circumstances of this 'incident' and the costs incurred by myself as the property owner, resulting from the Order to Extinguish and the negligence of the Fire Department, and please waive the amount invoiced for fire response cost recovery:

Recognizing that it is lawful by Alberta Sustainable Resource Development to burn brush piles without a burning permit between the period of November 1st and March 31st and that neither the Mackenzie County nor the Town of High Level regulate burning on rural properties outside of the regular provincial burning season, it was entirely legal for me to do so in November 2010 on this location. I'm sure you can also appreciate that I was most certainly not the only land owner burning in the general area on this date. Granted, the winds shifted unexpectedly; however, that was completely out of my control.

I understand that a call to 911 for fire response was made by a neighbor and that RCMP was also dispatched. The RCMP arrived on scene first and determined the smoke to be coming from brush piles rather than a structure. When the fire department arrived, they observed without any other response action and determined that the fire(s) were, in fact, not out of control nor were they threatening life or adjacent property. Nonetheless, and much to my displeasure, an "Order to Extinguish" was issued by the Town of High Level's Fire Department Chief, Rodney Schmidt.

As disturbing, unfair and unjust as the Order was to me, I certainly believed that I was obligated by the authority of it and immediately hired a Cat with Operator to extinguish all the piles. The total cost incurred to completely extinguish all the brush piles was \$14,847.00 including equipment transport costs and GST. As farmers yourselves, many of you will understand the damage to the soil created by the spreading of burning brush piles for the purpose of extinguishment. It was enough detriment to prevent me from planting the hay crop intended for this land in the Spring. And, if that was not enough, when the Fire Department departed the property they failed to close a gate, that they had opened in order to access the property, allowing 70 head of cattle into my bale stacks storage so you can image the mess and unnecessary loss of livestock feed suffered as well.

I trust that your consideration for burning regulations; your respect and support for a tax paying land-owner who makes a poor but honest living by Agriculture in the Mackenzie County; and, that your regard for the losses that I have already endured will result in the honourable and just waiving of this invoice.

Sincerely,


Kirk Rose



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	John Klassen, Director of Operations
Title:	Policy PW019 Road Construction Eligibility and Road Allowance Use

BACKGROUND / PROPOSAL:

As per the Ag Land Task Force Committee motion administration revised schedule "A" of Policy PW019 (see attached).

MOTION 03-12-15 **MOVED** by Councilor Bateman

That the Policy PW019 Road Construction Eligibility and the agreement be presented to council with the following changes:

1. Clarify what is required to be done in a right of way in order to provide access – a vehicular access must be provided (min 25 feet);
2. An agreement be granted on first come first serve basis and up to the property only;
3. An expiration date of a County Road Allowance agreement to coincide with an applicant's Local Timber Permit from Alberta Sustainable Resource Development.

CARRIED

OPTIONS & BENEFITS:

This will provide clarification for administration and the general public of the requirements for providing a form of access to future agricultural lands.

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That Policy PW019 Road Construction Eligibility and Road Allowance Use be amended as presented.

Author: John Klassen **Reviewed by:** _____ **CAO** _____

Mackenzie County

Title	Road Construction Eligibility and Road Allowance Use	Policy No.	PW019
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Legislation Reference	Municipal Government Act, Part 3, Div. 2, Section 18
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Purpose:

To define road construction eligibility and priorities.

This policy rescinds and replaces Policy PW002–95.

Policy Statement and Guidelines

Mackenzie County shall be solely responsible for new road construction standards and approvals. Landowners may build roads on municipal road allowances as approved by the County.

Definitions

For the purpose of this policy the following definitions shall apply:

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

New Agricultural Lands – Lands sold as part of an Agricultural Land Expansion Program. This status stays with the land for 5 years after transfer of title from Crown Land to privately owned.

Alberta SRD – Alberta Sustainable Resource Development

General

1.1 Construction of roads shall take place on statutory road allowances or road right-of-way, wherein:

- a. The construction extends and forms part of the existing network of roads;
- b. The construction meets all design, specifications and standards as determined by Mackenzie County;
- c. The application has been made on a “Request for Road Construction ” form, attached as **Schedule B** of this policy, by the landowner(s) for Mackenzie

County's consideration;

- d. The road to be constructed is required to facilitate the agricultural growth of Mackenzie County due to an Agricultural Land Expansion Program; and
- e. The project has been approved by Mackenzie County and all other regulatory agencies; and
- f. The road to be constructed to privately owned land shall extend only to the nearest property line of the land owned by the applicant; and
- g. The annual road building budget for the given year has sufficient funds.

1.2 Applications for road construction must be received by August 31st annually.

1.3 Construction outside of the road right-of-way shall be generally accepted when:

- a. The construction is necessary to meet the design, specifications and standards as determined by Mackenzie County;
- b. The construction along the road allowance is not cost effective;
- c. Mackenzie County derives either an economic and/or social benefit from the resulting development.

1.4 Mackenzie County may, but need not, provide drainage improvements in conjunction with the road construction. The road ditches may be designed to drain water to a certain point along the road, and ditches may only be extended beyond the road construction limits if needed to protect the road infrastructure.

Requirements

2.1 Consideration shall only be given for the construction of roads to access agricultural lands provided:

- a. A minimum area of eighty (80) acres of the land on any one quarter is in production or is in seedbed condition for the production of an agricultural crop or has been fenced for livestock operations; and
- b. That the property to be accessed is not accessible via an adjacent property that is under the ownership or direct control of the same person(s), spouse of the said person(s), business, or business owned by said person(s). Title searches will be done as of September 30 of each year.

- c. If the above listed criteria has not been achieved, and the road right-of-way requires clearing or temporary improvements, the applicant may enter into an agreement with the municipality allowing the applicant to make the improvements necessary in order to access their land, as per **Schedule A** of this policy. All right-of-way clearing must be approved by Alberta SRD. All subsequent improvements, such as ditching and/or drainage of wetlands, require approval from the regulatory agency.
- d. Mackenzie County/Council reserves the right to apply any/all special funding in order to develop a road grid system that will maximize the access to New Agricultural Lands.

2.2 Consideration shall be given for the construction of roads for residential access provided:

- a. The applicant shall provide to Mackenzie County an irrevocable letter of credit, certified cheque or other suitable financial commitment in the amount of \$10,000 per half mile.*- This shall be submitted by the date established within a letter that will be delivered to the applicant after council has tentatively approved the construction of the access. If the property owner builds a residence on the subject property within a two-year period from the date the road has been substantially completed, the irrevocable letter of credit or certified cheque shall be returned.
- b. That the property to be accessed is not accessible via an adjacent property that is under the ownership or direct control of the same person(s) or spouse of the said person(s), business, or business owned by said person(s). Title searches will be done as of September 30 of each year.

2.3 Industry

Consideration shall be given for the construction of roads for industrial access on a case-by-case basis.

Within each classification consideration shall be given on a case-by-case basis.

3.1 Council may approve construction of a road in the current year when a road construction cost sharing agreement is developed between the applicant and the County.

Council reserves the right to modify the priority of a project when the distribution of costs for the construction of a road is presented as a cost shared project. Subject to the discretion of County Council, the upgrading of any of the road infrastructure within the municipality may be given a higher priority.

	Date	Resolution Number
Approved	19-Dec-01	01-713
Amended	22-May-02	02-377
Amended	04-Jun-02	02-393
Amended	24-Sep-02	02-666
Amended	26-Nov-02	02-848
Amended	20-Apr-04	04-276
Amended	14-Oct-08	08-10-724
Amended	10-Jan-12	12-01-019

SCHEDULE "A"

PW019

THIS AGREEMENT made the _____ day of _____, 201____, at the Hamlet of _____, in the Province of Alberta.

BETWEEN:

MACKENZIE COUNTY
P.O. Box 640
Fort Vermilion, AB
T0H 1N0

(Hereinafter referred to as "the County")

AND:

(Hereinafter referred to as "the Applicant/s")

WHEREAS this agreement pertains to the use of County Road Allowances for the purpose of accessing property;

AND WHEREAS this agreement shall be issued on a first come first served basis to any qualifying applicant for the road allowance indicated within this agreement;

AND WHEREAS the Applicant has requested permission from the County for use of the County Road Allowance located at _____ as outlined in Schedule "C" hereto annexed for the purpose of accessing your property located at _____, as outlined in Schedule "C" hereto annexed;

AND WHEREAS the road allowance to be cleared to privately owned land shall extend only to the nearest property line of the land owned by the applicant;

AND WHEREAS the County has no issues or concerns with the Applicant removing the brush, clearing and disposal of the brush within the road allowance, subject to Sustainable Resource Development (SRD) approval;

AND WHEREAS the Applicant, at minimum, must windrow the brush to the pin side of the road allowance, and provide a break in the windrow every 200 meters and at every drainage course and/or water course;

AND WHEREAS the Applicant, at minimum, must clear and grub and/or stump a trail that is, at minimum, 25 feet wide, which shall allow vehicular access to the property previously stated in this agreement;

AND WHEREAS the Applicant must obtain all approvals from the appropriate regulatory agencies for subsequent improvements within the road allowance related to drainage and/or wetlands;

AND WHEREAS the County and the Applicant hereby agrees the County will not be responsible for any damages incurred resulting from clearing this road allowance;

AND WHEREAS the Applicant hereby agrees that all property pins shall remain intact and shall not be removed or disturbed in any way as it is an offense to remove or disturb any property pins;

AND WHEREAS by executing this agreement, the County does not imply an obligation to build a road at this location;

AND WHEREAS the Applicant hereby accepts the terms and conditions as outlined in this agreement with respect to accessing the road allowance, as outlined in Schedule "C" hereto annexed;

AND WHEREAS this agreement expires annually on April 30th.

SIGNED by the parties as of the date first written above.

MACKENZIE COUNTY

(Witness)

(Mackenzie County)

(Witness)

(Applicant)

(Witness)

(Applicant)



MACKENZIE COUNTY

P.O. Box 640, Fort Vermilion, Alberta, T0H 1N0
Telephone (780) 927-3718 Fax 927-4266
Public Works (780) 928-3983 Fax 928-3636

SCHEDULE B

PW019

REQUEST FOR ROAD CONSTRUCTION

All road requests submitted on this application form will be investigated by the Roads Department and submitted to Council for consideration. **The deadline for submission of applications for consideration in the next Roads Program is August 31.**

Affected Land Location _____ ¼ Section _____ Township _____ Range _____ West of _____ Meridian

OR Lot _____ Block _____ Plan _____ Hamlet OR Rural

Name of Owner / Occupant _____

Postal Address _____ Phone Number _____

Date on which the land was acquired _____

What is the condition of the present access? _____

Road Required for: Farmland Access Residential Access Both

Do you live on this land now? Yes No If No, where do you live? _____

Do you plan to live on this land? Yes No If Yes, When? _____

Is there a dwelling on this land now? Yes No If No, have you started to build one Yes No

Have you applied for: Power? Yes No Gas? Yes No Telephone? Yes No

Would the proposed road form part of a school bus route (immediately or in the future)? Yes No

If above answer is Yes: Number of school age children _____ Number of pre-school age children _____

What is the current status of the land? Pasture/Crop/Hay _____ acres Treed _____ acres

Other (recreation, subdivision, etc) _____ acres Recently cleared _____ acres

What are your immediate plans for the land? Pasture /Crop/Hay _____ acres Clear trees _____ acres

Other (recreation, subdivision, etc) _____ acres

Signature of Applicant

Date

For office use only

Date Stamp

Received at _____ Office

By _____
Signature

Location Sketch of Road Request

Township (eg. 107-14-W5M) _____



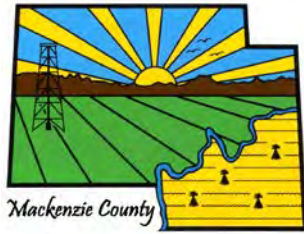
31	32	33	34	35	36
30	29	28	27	26	25
19	20	21	22	23	24
18	17	16	15	14	13
7	8	9	10	11	12
6	5	4	3	2	1

Please: clearly mark the location of all existing roads in **BLACK** ink and the location of the requested road in **RED** ink in the area provided above, OR provide a photocopy of a Land Ownership Map for the area.

Please also indicate details such as:

- low areas, sloughs and muskegs
- buried utilities
- drainage ditches
- powerlines
- bridges or culverts required
- Trees (planted and natural)
- pipelines
- Buildings and driveways

The information provided on this form shall be used by Mackenzie County for planning and scheduling road construction and maintenance programs only.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Bylaw 844-11, Land Use Bylaw to Rezone Part of FORTVER, Range 2, Lot 7A from Urban Fringe to Direct Control

BACKGROUND / PROPOSAL:

At their February 13, 2012 council meeting and subsequent to public hearing on Bylaw 844-11, council proceeded with second and third readings of the bylaw. The second reading was passed and the third reading was tabled.

Due to a number of local ratepayers speaking in opposition of the proposed rezoning, Council discussed that administration arranges a meeting between the community and the developer.

OPTIONS & BENEFITS:

Administration looked into the appropriateness of having a public meeting prior to rezoning approval and we prepared two options for Council's consideration.

In order to better explain the reasons for administration's recommendation further in this RFD, firstly, we wish to mention that it is important for the community to understand that Council would not consider this rezoning in the absence of good cause; secondly, we trust the community will not rush to judgment without full knowledge of all the facts; and thirdly, we wish to highlight the following points:

What is a public hearing?

As part of a development process, a municipality must comply with the legislative requirement to hold a public hearing for all rezoning applications and for development permit applications in a Direct Control zone. All rezoning proposals are advertised for

+

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

two weeks in local papers and the owners of adjacent/affected properties to the proposed development are notified and advised of the public hearing.

The public hearing is open to any person who feels that they have an interest in the proposed rezoning and/or development (if rezoning is done in conjunction with a development permit approval for Direct Control zones). The hearings in Mackenzie County are usually done during regular council meetings and chaired by the Reeve.

After the application is introduced, the applicant is given an opportunity to outline the proposal and answer any questions that Council may have. Once the applicant is finished, the Reeve opens the floor to anyone who wishes to speak in favour or in opposition of the proposal.

The Public Hearing is the final opportunity to provide input to Council on the rezoning proposal.

What is the difference between the rezoning process and development permit issuance?

Zoning regulates the development of property by encouraging proper land use and building compatibility in accordance with communities' goals and visions for the future. Zoning regulations are implemented through the review and approval of development applications and the issuance of development permits.

The County's land use bylaw outlines various zones and associated permitted and discretionary uses within these zones. One of the zones is Direct Control.

The purpose of the Direct Control zone is to provide for special or innovative developments which, in the opinion of Council, may require specific regulations that are generally unavailable in other land use districts. In general terms this means Council has full discretion regarding establishing conditions in regard to any particular development and can make these as restrictive or relaxed as deemed appropriate.

By rezoning a property from Urban Fringe to Direct Control, council sends a message that we are willing to permit certain development but it will be subject to specific conditions.

Through the development permit review and approval process various conditions can be identified and discussed and the developer must comply.

Please be advised that any development in a Direct Control zone requires a public hearing for a development permit.

Author: J. Whittleton Reviewed by: CAO

Option 1:

That Council proceeds with third reading of the Bylaw.

Ideally, in the controversial development situations, such as a gravel pit within a hamlet boundary, it is advisable to engage all affected parties in the discussion process as early as possible. Therefore, an advantage of this option is that it opens up an immediate opportunity to begin the direct dialog between the developer, the community and administration through public meetings.

Option 2:

That Council passes a motion rescinding the third reading tabling motion, the second reading motion and reopens the public hearing on the rezoning bylaw at a later date.

This option provides an opportunity for interested and/or affected parties to speak in favour or in opposition of the rezoning, however, this option delays having an open discussion public meeting between the community, the developer and administration on any particular topics or conditions for this particular development as may be appropriate.

Should Council choose this option, the following motion would be in order:

WHEREAS at the Council meeting of February 13, 2012, the public hearing for Bylaw 844-11 (being a Land Use Bylaw amendment to rezone Part of FORTVER, Range 2, Lot 7A from Urban Fringe "UF" to Direct Control "DC" to accommodate a Natural Resources Extraction Industry as amended) was closed and second reading of Bylaw 844-11 was granted, following representations by proposed Developer (Knelsen Sand and Gravel Ltd.) to have an open house with affected neighbors, to better explain the future development of the lands subject to Bylaw 844-11;

AND WHEREAS, on review, Council would prefer to have all relevant information (both from the Developer and affected parties) provided to Council through the public hearing process;

NOW THEREFORE, Council hereby:

- Rescinds the third reading tabling motion;
- Rescinds second reading of Bylaw 844-11; and
- Directs that the public hearing for Bylaw 844-11 will reconvene on April 4, 2012 at 7:00 pm in the Fort Vermilion Council Chambers.

Administration recommends that Council proceeds for the third reading of the rezoning bylaw.

Author: J. Whittleton Reviewed by: CAO

COSTS & SOURCE OF FUNDING:

NA

RECOMMENDED ACTION:

Motion 1:

That third reading be given to Bylaw 844-11 being the Land Use Bylaw to Rezone Part of FORTVER, Range 2, Lot 7A from Urban Fringe to Direct Control.

Motion 2:

That administration coordinates a public meeting with the developer and the community regarding the proposed development of FORTVER, Range 2, Lot 7A.

Author: J. Whittleton Reviewed by: _____ CAO _____

BYLAW NO. 844-11
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a Gravel Pit within Hamlet Boundaries.

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

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

Part of FORTVER, Range 2, Lot 7A

be rezoned from Urban Fringe “UF” to Direct Control “DC”, as outlined in Schedule “A”.

READ a first time this 10th day of January, 2012.

READ a second time this 13th day of February, 2012.

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

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer

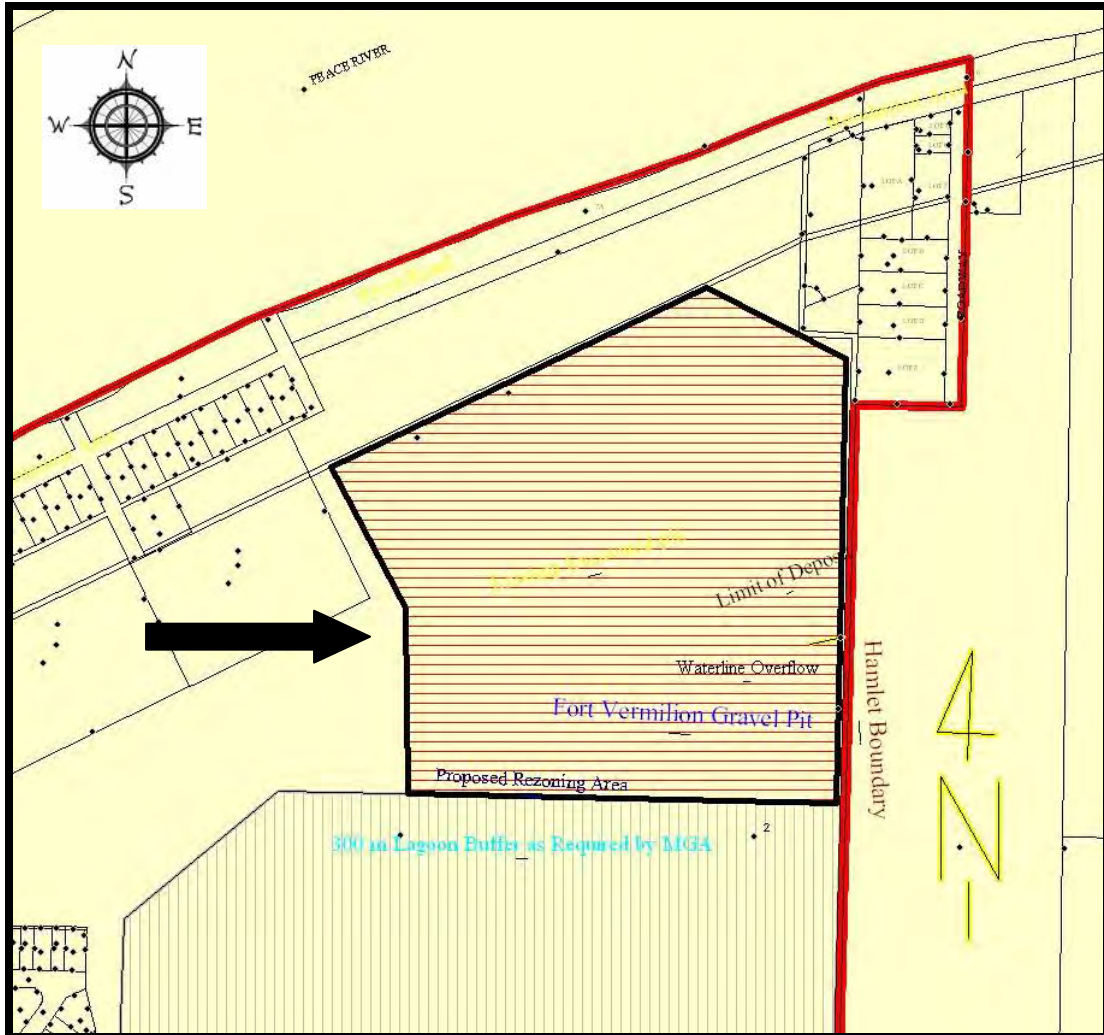
BYLAW No. 844-11

SCHEDULE "A"

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

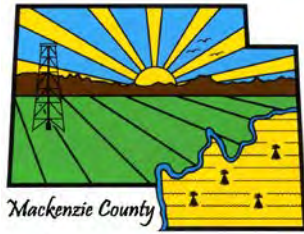
Part of FORTVER, Range 2, Lot 7A

In the Hamlet of Fort Vermilion be rezoned from Urban Fringe "UF" to Direct Control "DC".



FROM: Urban Fringe "UF"

TO: Direct Control "DC"



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Sale of Former Municipal Reserve Lot Plan 052 2048, Block 4, Lot 3 (Lake Side Estates - La Crete)

BACKGROUND / PROPOSAL:

The subject lands are the former Municipal Reserve lot within Lake Side Estates in La Crete. These lands were closed for the purpose of sale by Bylaw 687-08 and given a variance by Bylaw 705-09 for the purpose of subdivision. This process was initiated by the Parks and Recreation Committee who recommended that parks within the Hamlets be placed within high density residential areas instead of Country Residential areas.

The matter was presented to Council at the January 24, 2011 Council meeting where the following motion was made:

Motion 11-01-082 That Plan 052 2048, Block 4, Lot 3 be made available for sale by sealed tender closing at 1:00 p.m., Wednesday, February 23rd, 2011 and be subject to subdivision of the lands as shown in Bylaw 705-09.

On the February 23, 2011 Council meeting, the following motions were made:

Motion 11-02-175 That the minimum sale value of Plan 052 2048, Block 4, Lot 3 be established as 80% of the appraised value;

Motion 11-02-176 That the tender for Sale of Land – Plan 052 2048, Block 4, Lot 3 (Lake Side Estate – La Crete) be opened.

Author: Chris Wilcott **Reviewed by:** _____ **CAO** _____

Tenders Received:

Edward & Anna Harder \$10,250.00
George & Frieda Boehlig \$36,500.00
George & Frank Goertzen \$35,000.00; and

Motion 11-02-177 That all bids for the sale of Plan 052 2048, Block 4, Lot 3 be rejected.

OPTIONS & BENEFITS:

The sale of the lands is subject to the purchaser subdividing and servicing the lands prior to any construction/development. Cost of subdivision includes, but is not limited to, payment of off-site levies, engineering, surveying, water and sewer servicing, endeavour to assist and access construction.

The current value of the lands is:

- \$46,980 assessed value 2012
- \$55,000 appraised value 2010

The estimated sale value of the two subdivided lots is estimated at \$80,000 (\$40,000/lot).

Please note that in accordance with Section 70 of the Municipal Government Act (MGA), the disposal of lands by the municipality must be advertised if the lands are being sold for less than the market value.

Administration recommends that Plan 052 2048, Block 4, Lot 3 be made available for sale by sealed tender closing at 1:00 p.m., Wednesday, April 11th, 2012 and be subject to subdivision of the lands as shown in Bylaw 705-09.

Administration recommends that a reserved bid be set at the assessed value and be included in the advertisement.

COSTS & SOURCE OF FUNDING:

Cost of advertising (approximately \$250) will be offset with the sale proceed.

RECOMMENDED ACTION:

That Plan 052 2048, Block 4, Lot 3 be made available for sale by sealed tender closing at 1:00 p.m., Wednesday, April 11, 2012 and be subject to subdivision of the lands as shown in Bylaw 705-09. Further, that a reserved bid be set at the assessed value of \$46,980.

Author: C. Wilcott Reviewed by: J. Whittleton CAO R. Brideau



113 Street

002 2619

114 AVE

052 2048

110 ST

114 AVE

107 ST

115 AVE

052 2048

107 ST

Subject Property

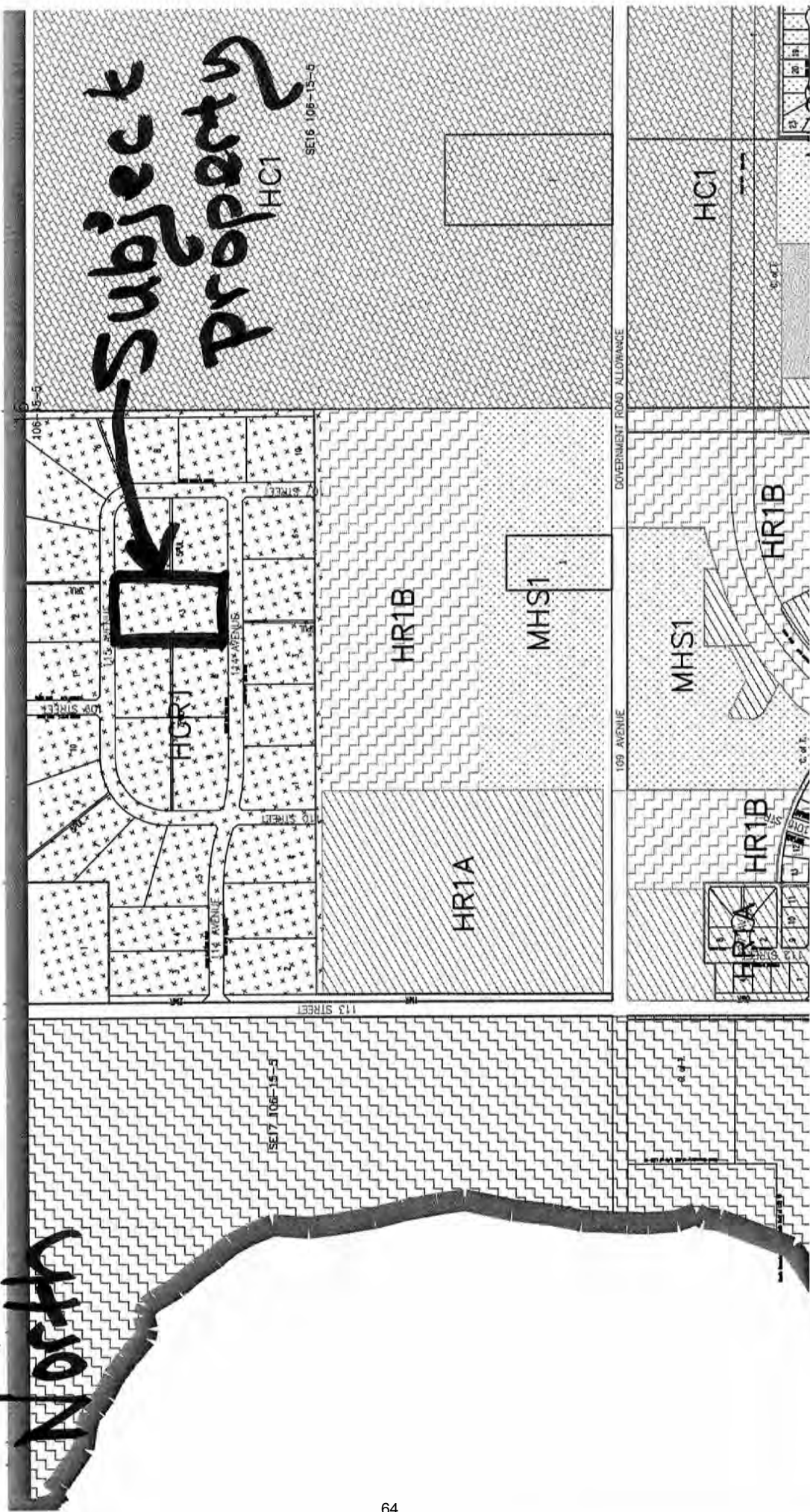




NORTH

Subject Property
HC1

SET 6 106-15-6





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	PUBLIC HEARING Bylaw 852-12 Land Use Bylaw Amendment Rezoning Plan 922 0041, Block 1, Lot 1 (NW 12-104-18-W5M) from Agricultural "A" to Highway Development "HD" (Bluehills)

BACKGROUND / PROPOSAL:

Bylaw 852-12, being a Land Use Bylaw amendment request to rezone Plan 922 0041, Block 1, Lot 1 (NW 12-104-18-W5M) from Agricultural (A) to Highway Development (HD) in order to accommodate the operation of a Service Station and Convenience Store in Bluehills, received first reading at the February 13, 2012 Council meeting.

This proposed service station and convenience store is to be located on a 12 ac +- subdivision adjacent to Highway 697 west of Blue Creek and directly north of the Bluehills road intersection. This is the same location that many years ago a previous store operated and served the local area community. The applicant wishes to once again provide this service to the local area residents and any bypassing travelers.

The applicant has been in contact with Alberta Transportation with his plans in order to make them aware of his proposal. As part of his proposal he will be providing two accesses one directly north of the Bluehills intersection and an additional access several meters west.

Bylaw 852-12 was forwarded to Alberta Transportation for their comments and concerns, who responded on March 6, 2012 with no concerns for the proposed rezoning.

Author: L. Lambert **Reviewed by:** _____ **CAO** J. Roy Brideau

OPTIONS & BENEFITS:

Provides the local area residents and passing travelers access to a service station, rest stop and conveniences.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

RECOMMENDED ACTION:

MOTION 1

That second reading be given to Bylaw 852-12, being a Land Use Bylaw amendment to rezone Plan 922 0041, Block 1, Lot 1 (NW 12-104-18-W5M) from Agricultural (A) to Highway Development (HD) to accommodate the operation of a Service Station and Convenience Store.

MOTION 2

That third reading be given to Bylaw 852-12, being a Land Use Bylaw amendment to rezone Plan 922 0041, Block 1, Lot 1 (NW 12-104-18-W5M) from Agricultural (A) to Highway Development (HD) to accommodate the operation of a Service Station and Convenience Store.

Author: L. Lambert Reviewed by: _____ CAO J. Roy Brideau

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 852-12

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 852-12
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

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

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

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

Plan 922 0041, Block 1, Lot 1(NW 12-104-18-W5M)

within Mackenzie County, be rezoned from Agricultural “A” to Highway Development “HD”, as outlined in Schedule “A” hereto attached.

READ a first time this 13th day of February, 2012.

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

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

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer

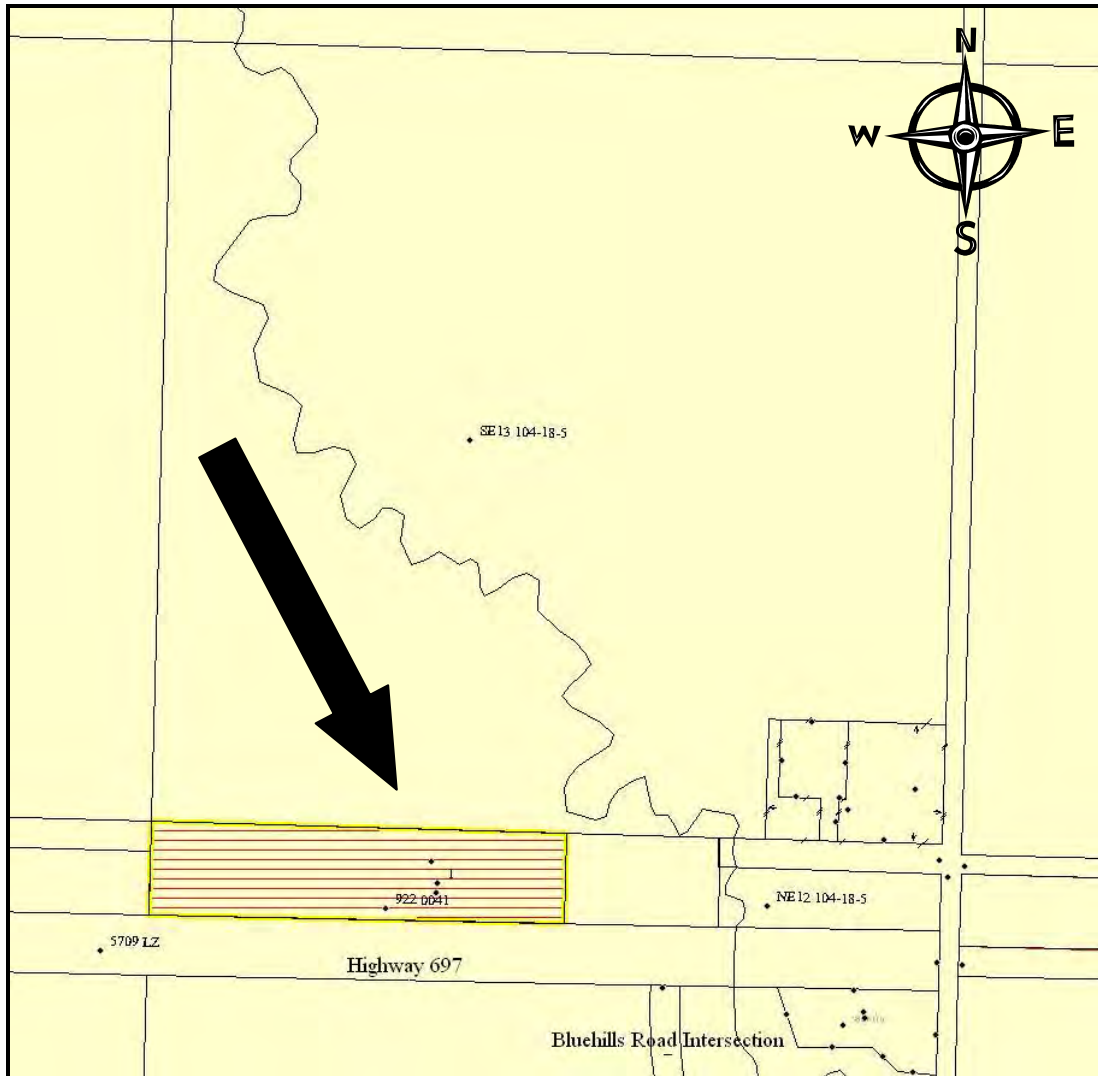
BYLAW No. 852-12

SCHEDULE "A"

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

Plan 922 0041, Block 1, Lot 1(NW 12-104-18-W5M)

within Mackenzie County, be rezoned from Agricultural "A" to Highway Development "HD", as outlined in Schedule "A" hereto attached, to accommodate commercial development.

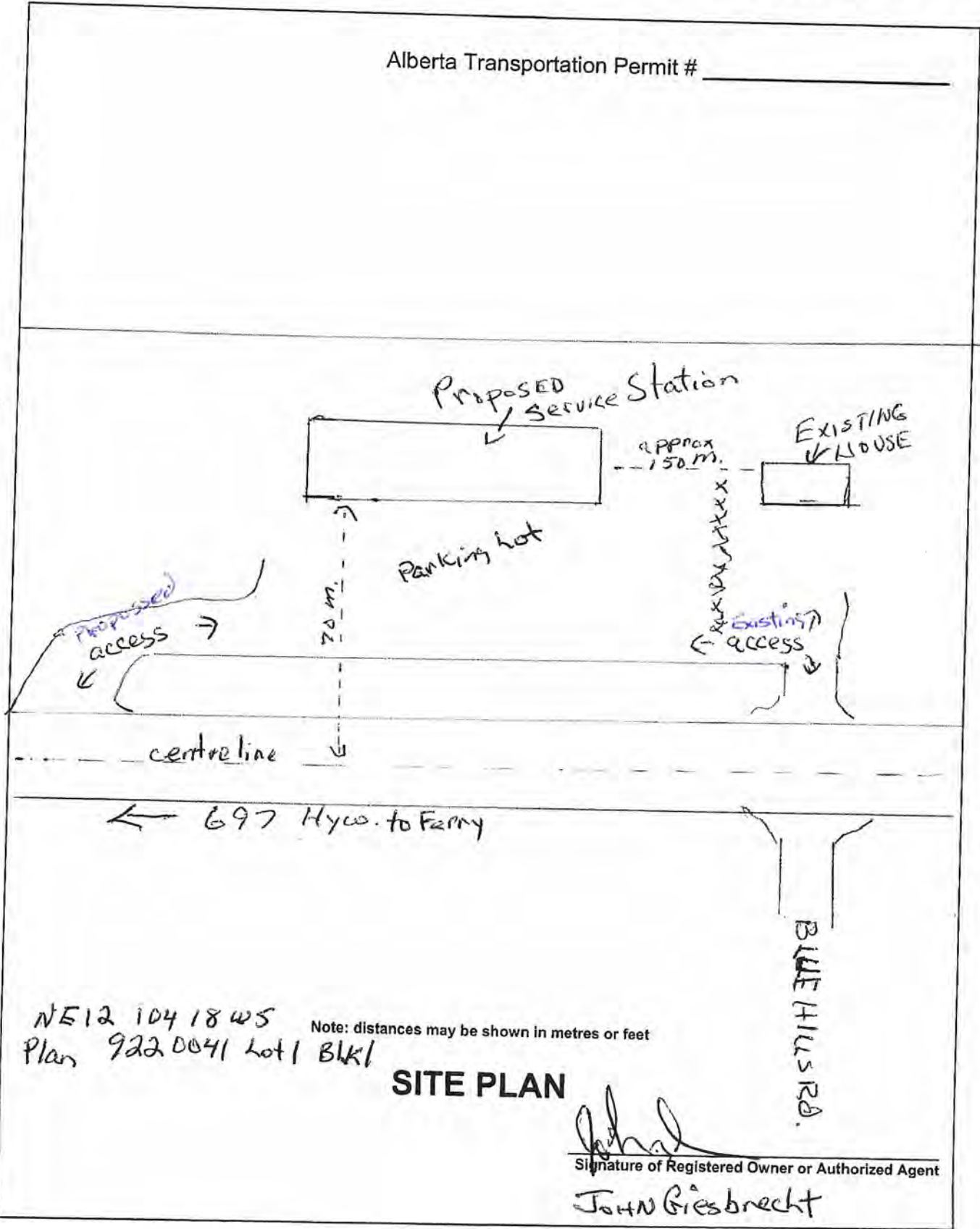


FROM: Agricultural "A"

TO: Highway Development "HD"

ROADSIDE DEVELOPMENT APPLICATION FOR DEVELOPMENT NEAR A PROVINCIAL HIGHWAY

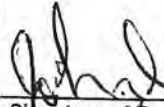
Alberta Transportation Permit # _____



NE12 1041845
Plan 922 0041 Lot 1 BLK1

Note: distances may be shown in metres or feet

SITE PLAN


Signature of Registered Owner or Authorized Agent
John Giesbrecht

4
N

Residential Portion to remain Agricultural Zoning

Proposed Highway Development Zoning

922 0041

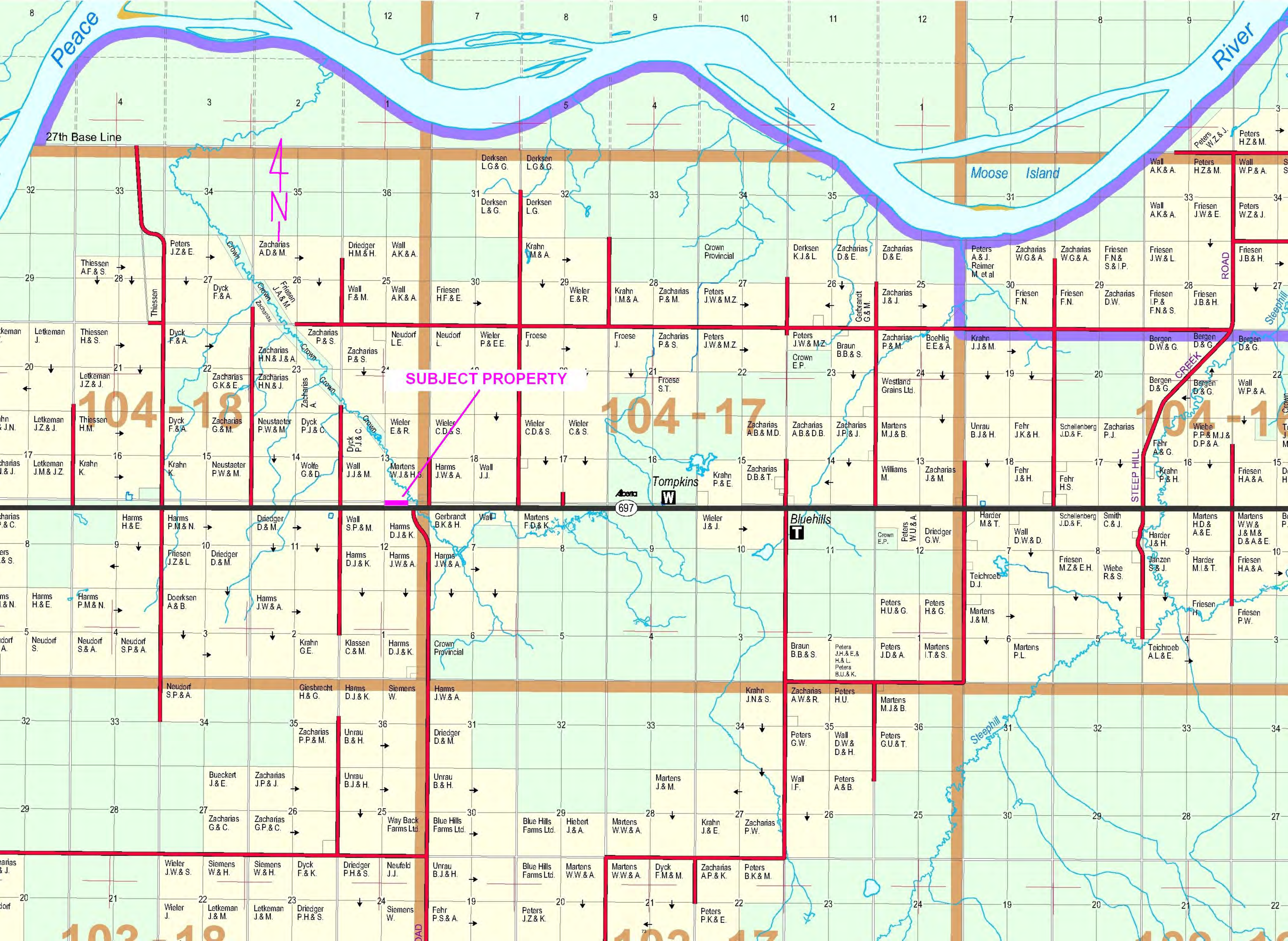
5709 LZ

Highway 697

Bluehills Road Intersection

NE12 104-18-5

982 6



SUBJECT PROPERTY

104-18

104-17

104-16

27th Base Line

Moose Island

Tompkins

Bluehills

103-18

103-17

103-16

ROAD

STEEP HILL CREEK

Letkeman J.Z. & J.

Zacharias H.N. & J.A.

Zacharias P.S.

Bergen D.W. & G.

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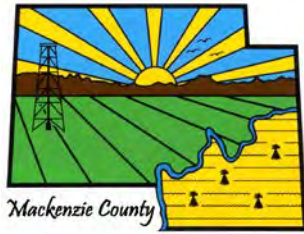
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MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Policy ADM046 Hiring Policy

BACKGROUND / PROPOSAL:

Council established a hiring policy (see attached).

OPTIONS & BENEFITS:

The Policy specifies compensation levels for seasonal staff:

- *The pay grid for all Seasonal Staff is as follows:*
 - *1st year – MW plus \$2.00 (or \$11.40/hour)*
 - *2nd year – MW plus \$3.00 (or \$12.40/hour)*
 - *3rd year – MW plus \$4.00 (or \$13.40/hour)*
 - *4th year – MW plus \$5.00 (or \$14.40/hour)*

(MW – Minimum Wage as established by the Province of Alberta)

Alberta's current minimum wage is \$9.40.

Administration was experiencing difficulties finding and retaining staff during the past summer seasonal work. This was partially due to our wages being lower in comparison to some other organizations. For example, Fort Vermilion School Division offers wages from \$13.68/hour to \$18.25/hour to their summer seasonal employees.

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

Administration recommends that Council revisit the Policy and considers implementing the following grid:

- 1st year – MW plus \$3.00 (or \$12.40/hour)
- 2nd year – MW plus \$4.00 (or \$13.40/hour)
- 3rd year – MW plus \$5.00 (or \$14.40/hour)
- 4th year – MW plus \$6.00 (or \$15.40/hour)

COSTS & SOURCE OF FUNDING:

Annual Operating Budget

RECOMMENDED ACTION: (requires 2/3)

That Policy ADM046 Hiring Policy be amended by replacing the Seasonal Staff grid with the following grid:

- 1st year – MW plus \$3.00 (or \$12.40/hour)
- 2nd year – MW plus \$4.00 (or \$13.40/hour)
- 3rd year – MW plus \$5.00 (or \$14.40/hour)
- 4th year – MW plus \$6.00 (or \$15.40/hour)

Author: J. Whittleton Reviewed by: _____ CAO _____

Mackenzie County

Title	Hiring Policy	Policy No:	ADM046
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Legislation Reference	MGA, Part 5, Division 6 and Part 6
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Purpose

Mackenzie County believes it is necessary to have a policy in place to govern and regulate hiring procedures, including the hiring of relatives of Members of Council, Committees and Municipal Employees.

Policy Statement and Guidelines

Mackenzie County is an equal employment opportunity employer committed to hiring practices that will provide the municipality with the best combination of training, experience and cost.

The municipality supports and practices a policy of non-discrimination in all human resource practices related to recruitment, hiring, compensation, training, transfers or promotions, benefits and all other terms of employment. We support the intent of all related federal and provincial legislation regarding non-discrimination related to race, religion, gender, sexual orientation, age, handicap, color or national origin.

Guidelines:

1. All union positions must be posted internally for 10 calendar days. External advertising (i.e. local papers, professional organizations, and the County website) can be concurrent with internal posting. External advertising should be for a period of at least two weeks.
2. Human Resources (further referred to as "HR") will be responsible for all job postings with input from the appropriate party i.e. Department Supervisors/Directors/CAO/Council.
3. All resumes and application forms are to be submitted to HR.
4. All resumes and applications will be reviewed by HR, a Director or Manager and one member of the department and a short-list will be made.
5. HR, a Director or Manager and one member of the department shall conduct interviews and hire for all unionized position. In accordance with the AUPE Collective Agreement, Article 10.01, if all qualifications are the same, preference may be given to present Employees over external applicants.

6. Council shall conduct interviews and hire for the position of Chief Administrative Officer. HR may assist as required.
7. The Chief Administrative Officer shall conduct interviews and hire for all Executive positions. HR may assist as required.
8. Compensation for unionized positions at initial hiring will be at Level 1 unless deemed otherwise by the CAO.
9. Compensation for seasonal staff shall be established as follows:
 - Seasonal (Summer) Staff will be hired for a period of less than 4 months;
 - Preference will be given to applicants with a valid driver's license;
 - During the hiring process, preference will be given to the university/college students;
 - The pay grid for all Seasonal Staff is as follows:
 - 1st year – MW plus \$2.00
 - 2nd year – MW plus \$3.00
 - 3rd year – MW plus \$4.00
 - 4th year – MW plus \$5.00

(MW – Minimum Wage as established by the Province of Alberta)

Employment of Family Members

Family member means an Employee's spouse (including common-in-law spouse), parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, or the husband or wife of any of them. Article 2(g) of the AUPE Collective Agreement.

- (a) The County will not show preference nor will it discriminate either in favour for or against any relatives of employees, elected representatives or appointed representatives who wish to apply for employment.
- (b) Any member of the hiring team will declare a familial relationship as defined under the definition of Family Members as soon as he/she becomes aware that a relative has applied for the position. He/she will exclude him/herself from the selection process. Another individual will be selected to fill the vacancy.
- (c) A familial relationship that has been reported will have no bearing on the hiring decision as long as they will not be reporting directly to a family member.
- (d) Recommendations are permissible, under no circumstances shall employees, elected or appointed representatives' place any undue pressure or interference in the selection process.

Reporting Relationship

A person shall not hire or directly supervise one of their relatives. A direct reporting relationship is one where an employee has responsibility for and authority over another employee to assign and schedule duties and conduct performance evaluations.

Any familial direct reporting relationships that may exist at the time this policy is adopted by Council and those which come into being by means other than initial hiring will be allowed to continue. However, in the event that a direct reporting relationship between relatives is the result of a personal decision (e.g. marriage) or job change, every effort will be made to transfer one of the affected employees, to a comparable position within the organization.

	Date	Resolution Number
Approved	July 25, 2007	07-07-683
Amended	April 23, 2008	08-04-282
Amended	April 28, 2010	10-04-316



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Policy ADM046 Handi-Van Use

BACKGROUND / PROPOSAL:

Council established a handi-van use policy.

OPTIONS & BENEFITS:

Administration recommends adding a requirement for all handi-van operators to obtain vehicle safety training specific to the County's handi-vans and the use of the chair lift. This training will be provided internally through the Department of Community and Protective Services.

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

That Policy ADM048 Handi-Van Use be amended as presented.

Author: J. Whittleton Reviewed by: _____ CAO _____

Mackenzie County

Title	Handi-Van Use	Policy No:	ADM048
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Legislation Reference	MGA, Section 1 b)
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Purpose

To provide standard policy regarding the delivery of the Handi-Van transportation services to the persons with mobility impairments and/or senior citizens within the Mackenzie County.

Policy Statement and Guidelines

Statement:

Mackenzie Council recognizes that the handi-van services are an important resource for the persons with mobility impairments and/or senior citizens and is an effective travel option that connects the users to the medical needs as well as to the life enhancing activities that may otherwise be neglected.

The handi-van system consists of the two handi-vans equipped with wheel-chair lifts.

The handi-van services shall be provided to the County residents exclusively with the priority given to persons with mobility impairments. The handi-van transportation services shall be limited to within Mackenzie County boundaries. The handi-van use for a medical appointment within the Mackenzie Region may be permitted.

Guidelines:

1. The handi-van transportation services shall be delivered through partnership with the local non-profit organizations (further referred to as “the Group”) operating within the County.
2. The County shall enter into formal agreements with the Groups using the following guideline:
 - 2.1. Responsibilities of the County:
 - a. The County shall own the handi-vans.
 - b. The County shall be responsible for adequate insurance coverage, the costs of annual inspections, and repairs and maintenance of the handi-vans.
 - c. The County shall be responsible for reviewing the annual handi-van usage and costs reports, monitoring quality of the service provision, assessing the needs and implementing appropriate changes regarding the handi-van system as required.
 - 2.2. Responsibilities of the Group operating the handi-van transportation service:

- a. The Group shall not permit an operator to drive a handi-van without receiving proper authorization from the County. Approval of operators shall be done in the following manner:
 - Upon a request to permit, the Group shall direct an applicant to the Mackenzie County, advising the applicant to provide a copy of his/hers drivers license, his/hers current driver's abstract and his/hers claims experience letter from their personal insurer to the County;
 - The County shall complete the review of the submitted documents and release a letter to the Group authorizing a new operator within five working days of the request;
 - An operator shall be required to obtain vehicle safety training through the County prior to their first trip; the operator will be granted a certificate through the Department of Community and Protective Services;
 - An operator that has been inactive (did not operate a handi-van for over 365 days) will be required to reapply.
 - All operators must provide their driver's abstract to the County on annual basis at operator's cost. Failure to provide the driver's abstract shall disqualify a previously approved operator.
- b. The Group shall be responsible for all scheduling within the County while giving the priority to persons with mobility impairments. A booking shall be requested at least three days in advance of a trip. The trips scheduled with less than three day notice may be accommodated subject to availability of a handi-van.
- c. The Group shall be responsible to undertake a handi-van visual inspection after each trip and undertake routine maintenance of the handi-van at every 5,000 kilometers interval. The Group must utilize the County's vehicle repair services at the County's shops. The Group may use a qualified repair shop in emergency situations and/or with prior approval by the County Chief Administrative Officer and/or Designate.
- d. The Group shall be responsible for providing a monthly report to the County's Administration by 20th of every month using the forms provided by the County.
- e. The Group shall be responsible for providing an annual report for each calendar year to Council by March 31 of a subsequent year containing the following:
 - Vehicle mileage on January 1 and December 31 (mileage per trip must be reconciled to the overall vehicle mileage from January 1 to December 31)
 - Purpose of the trips and destinations

- Number and nature of requests that the Group was not able to accommodate
- Total costs incurred during a year for the handi-van service operations including the Group's employees' hours.

2.3. Responsibilities of the handi-van user:

- a. Provide a request for a handi-van use as per this policy and be prepared to be flexible when scheduling a non-medical trip, recognizing the priority will be given to the persons with mobility impairments and recognizing that conflicting schedules may exist.
- b. The handi-van user shall be responsible for all fuel costs associated with his/her trip.
- c. The handi-van user shall be responsible for cleaning the van before returning it to the Group.
- d. The handi-van user shall be responsible for reporting any mechanical problems to the Group upon returning the handi-van.

3. Administrative responsibilities:

3.1 Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy and for provision of the annual report to Mackenzie County Council.

	Date	Resolution Number
Approved	10-Aug-10	10-08-654
Amended	23-Feb-11	11-02-174
Amended		



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Request to Waive Penalties – Roll 411047 and 410673

BACKGROUND / PROPOSAL:

Property taxes of \$152,022.81 for the 2011 taxation year are currently outstanding for the tax roll 411047. As a result there was a penalty of 6% totaling \$8,348.97 levied in July, 2011 and a 12% penalty totaling \$19,246.41 levied in January 2012. This has brought the total outstanding amount to \$179,633.20.

Taxes on roll 410673 were only partially paid leaving an outstanding balance of \$6,344.95.

OPTIONS & BENEFITS:

The president of Winter Petroleum has written a letter requesting relief on penalties, confirming that they will start making payments on the principle starting March 25, 2011.

If Council chooses to offer a relief of 50% of penalties levied to date on tax roll 411047, it should be done on the understanding that the arrears from roll 410673 totaling \$6,344.95 be paid, that all 2012 property taxes levied be paid by June 30th, and that the owner enters into tax arrears plan for the outstanding principle with payments being made by preauthorized monthly payments starting March 25, 2011.

COSTS & SOURCE OF FUNDING:

If Council chooses to proceed with providing any relief, the penalties will be written off to Property Tax Write-offs Account.

Author: D. Pawlik **Reviewed by:** J. Whittleton **CAO** _____

RECOMMENDED ACTION:

For discussion.

Author: D. Pawlik **Reviewed by:** J. Whittleton **CAO**

Winter Petroleum Ltd.

#203 - 5809 MacLeod Tr. S.W.
Calgary, Alberta. T2H 0J9



Phone: (403) 252-8845
Fax: (403) 252-8854

February 23, 2012

The Reeve and Council
MacKenzie County
Box 640, Ft. Vermillion, AB
T0H 1N0

Re.: Interest Rates on Winter Petroleum Ltd. Municipal Tax

Our company has operated in the MacKenzie County for approximately 16 years. The value of our assets follow natural gas as the price of the commodity rises and falls. The last few years the price of natural gas has depreciated significantly, therefore, the value of our assets has also depreciated.

We understand that the value of the infrastructure is set by information provided by the ERCB. The ERCB values are based on replacement cost of installation.

Our property has not only declined in production volumes but the price we receive for the commodity is also lower. There are properties similar to our Negus property that can be purchased by the purchaser agreeing to take on the cost of abandonment. Two properties we recently acquired were purchased for the cost of abandonment.

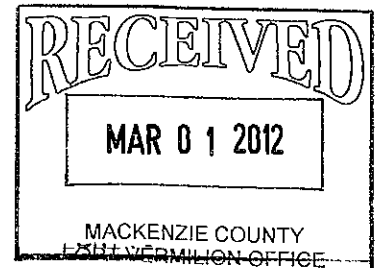
In my discussions with the County regarding our outstanding tax bill from 2011 it was made quite clear to me that there was nothing that was going to happen regarding a reduction of our 2011 tax bill, the only area that there may be a possibility of reducing the outstanding balance would be relief on the interest charged (**penalty**).

We are writing this letter to ask for relief on the interest and we will start making payments on the outstanding balance based on 12 equal payments, first payment starting March 25, 2012.

I understand that there have not been any payment problems from other oil and gas operators in the area but they may have more oil production than Winter Petroleum which is a big advantage for them.

Yours Sincerely,
Alvin Liknes

President
Winter Petroleum Ltd.





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Seniors' Housing in Mackenzie Region

BACKGROUND / PROPOSAL:

Seniors' housing services have been provided by Mackenzie Housing Management Board with the lodge located in the Hamlet of La Crete. Three local municipalities have been requisitioned for this service proportionate to their equalized assessments.

OPTIONS & BENEFITS:

A Tri-council Committee has been established to discuss and bring recommendations to their respective council's in regards to the seniors' housing authority changes to accommodate the regional needs.

The Tri-council Committee met on February 7, 2012.

The following motion was passed unanimously and requires each council's endorsement in order to proceed with implementation:

THAT the Committee bring forward to their Councils a proposed housing board structure of four members from Mackenzie County, two from the Town of High Level and two from the Town of Rainbow Lake with quorum being six members and that all financial decisions require a 2/3 majority. Further, that the Ministerial Order for the new board state that the first capital priority is a lodge in High Level.

Administration was advised that both Town Councils have approved the Tri-Council Committee's recommendation.

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

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

The Tri-Council Committee is scheduled to meet on April 3rd and will be meeting with a Ministry representative. Administration requests that Council provides their direction to the County's Tri-Council Committee members and administration regarding their position for this item.

Author: J. Whittleton Reviewed By: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Peace Oil Sands Conference

BACKGROUND / PROPOSAL:

See attached information regarding the Peace Oil Sands Conference in Peace River, AB from May 1 – 3, 2012.

Please note that a council meeting is currently scheduled for May 1, 2012 which cannot be changed due to the tax forfeiture auction advertised for this meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

\$100.00 – Registration Fee
\$600.00 – Per Diems
\$375.00 – Mileage
\$450.00 – Lodging
\$1,525.00 Estimated Total per person

RECOMMENDED ACTION:

For discussion.

Author: C. Gabriel Review by: _____ CAO _____



February 6, 2011

For Immediate Release

Peace Oil Sand Conference
Taking Stock of the Opportunities and Addressing the Challenges

Building on the overwhelming success of last year's inaugural event, the Regional Economic Developers are collaborating to bring the 2nd Annual Peace Oil Sands (POS) Conference May 1st - 3rd, 2012 at the Belle Petroleum Centre in Peace River, AB. The POS Strategy educates industry, politicians and local entrepreneurs on the benefits of sustainable developments of the Peace Oil Sands. The North Peace is positioned as the logical place to establish businesses and a long term support system is created to maintain continued growth into the future.

On May 2nd Oil and Gas 101 is being offered again as the educational component for local service providers, contractors, entrepreneurs, elected officials, and the general public to teach the local community the processes involved in one of the industries that is a major player in our local economy.

The POS Conference, on May 3rd, is a platform for major oil companies and service companies to showcase existing and upcoming developments in the area. Business and development opportunities will be identified from this process and specific scenarios further developed within the planning context of the North Peace municipalities, industries and communities.

Through the Economic Development Network, a partnership between Northern Sunrise County, County of Northern Lights, Smoky River Regional Economic Development, Lac Cardinal Regional Economic Development, Woodland Cree First Nation, Town of Peace River and Community Futures Peace Country, this conference has been organized. The POS Conference is positioned as the annual venue for Oil & Gas producers to showcase their existing and upcoming developments and for service providers, contractors, purchasers and elected officials to network in an economic development focused event.

Registration is required to attend any of the sessions. Please visit the website for additional information and to register. www.POSConference.com

Community Futures Peace Country can be contacted for **sponsorship opportunities** using the information below:

Agnes Knudsen

Toll free: 1.877.851.9996

Phone: 780.624.1161

Fax: 780.624.1308

agnes@cfpeacecountry.com

Media inquires may be directed to:

Mathieu Bergeron, EDO

Northern Sunrise County

780.625-1115

mbergeron@northernsunrise.net



The Regional Economic Developers Network (comprised of Community Futures Peace Country and Economic Development Officers (EDOs) from Northern Sunrise County, Smoky River Regional Economic Development, Lac Cardinal Regional Economic Development, the Town of Peace River, the County of Northern Lights and the Woodland Cree First Nations) is collaborating to bring the second Peace Oil Sands (POS) Conference and Tradeshow to the region. This year we are adding a tradeshow component to the event, all of which will be held from May 1st - 3rd, 2012 at the Belle Petroleum Centre in Peace River, AB.

The POS Conference and Tradeshow provides industry, politicians and local entrepreneurs the opportunity to network, increase energy literacy and combine strategies towards the responsible development of the Peace Oil Sands. The North Peace is ideally positioned to further develop the cluster of businesses required to support these developments.

Based on demand from last year's participants, an industry tradeshow will be added to all three days to provide industry yet another platform for networking and business development.

POS Conference and Tradeshow Agenda

- May 1st will mark the opening of the event with the Tradeshow beginning, combined with entertainment, light fares and networking.
- May 2nd will feature a brief overview of Oil & Gas developments in a course format followed by a bus tour through the Peace Oil Sands. The intent of the day is to increase energy literacy among the general population in the Peace Country and provide future industry workers with a glimpse of what to expect as they enter the workforce. The tradeshow will be open throughout most of the day providing businesses the opportunity for further networking and recruitment.
- The main conference will be held on May 3rd, and will feature presentations from industry representatives. Major developments and innovation scheduled to take place in the region throughout 2012 and 2013 will be presented to attendees. Sessions will also provide participants the opportunity to ask questions and make the necessary contacts to secure work in the Peace Oil Sands.

Hospitality suites will be available for any private meetings that service providers wish to engage in with industry representatives. Arrangements can be made directly with the Belle

Petroleum Centre by contacting Toni Antonietti at (780)624-8318 or via email at toni@bellemarketing.ca.

Last year's conference was sold out with 170 participants representing 75+ companies. Building on last year's success and with the addition of the tradeshow, we anticipate to sell out the 250 seats at the conference with another 750 people attending the conference and/or the tradeshow.

As a stakeholder in the Peace Oil Sands, we are providing you with sponsorship opportunities in order to ensure continued success of this event. Following is a breakdown of the sponsorship levels and all it entails; we look forward to hearing from you regarding your support of this project.

If you have any questions or would like to discuss sponsorship, please contact **Agnes Knudsen** at (780) 624-1161 or via email agnes@cfpeacecountry.com.

Respectfully,

A. Knudsen

Agnes Knudsen
CED Projects Officer, Community Futures Peace Country
POS Sponsorship Representative

Project Partners:



Platinum Sponsorship: \$10,000+

- Retractable Banner Stand display on stage (provided by sponsor)
- Acknowledgement and salute in delegate packages
- Acknowledgement and salute on POS Website
- Opportunity to introduce your company (2 minutes only)
- Complimentary trade show space
(2 - 10'x10' indoor booths or 1- 20'x20' outdoor booth)
- 4 Complimentary registrations

Gold Sponsorship: \$5,000+

- Retractable Banner Stand display in room (provided by sponsor)
- Acknowledgement and salute in delegate packages
- Acknowledgement and salute on POS website
- Complimentary trade show space (1 - 10'x10' indoor booth)
- 2 Complimentary registrations

Silver Sponsorship: \$2,500+

- Acknowledgement and salute in delegate packages
- Acknowledgement and salute on POS Website
- Discounted trade show space (cost of the additional space; either indoor or outdoor)
- 1 complimentary registration

Bronze Sponsorship: \$500+

- Acknowledgement and salute in delegate packages
- Acknowledgement and salute on POS Website

Project Partners:





Sponsorship Request

I would like to sponsor

Fill in amount →

Platinum	Gold	Silver	Bronze

Tradeshow Space Information			
Indoor Space (10'x10')		Outdoor Space (20'x20')	
1 st Space: \$450.00		1 st Space: \$1,000.00	
Additional Space: \$350.00		Additional Space: \$800.00	
# of spaces required		# of spaces required	

Organization: _____

Contact Name: _____

Signature: _____

Title: _____

Address: _____

City/Town: _____

Postal Code: _____

Telephone: _____

E-mail: _____

If sponsoring, please email your corporate logo to agnes@cfpeacecountry.com

Community Futures Peace Country
 Attn: Agnes Knudsen
 9816 - 98 Avenue
 Peace River, AB T8S 1J5

Project Partners:





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	2012 Northwest Fire Conference

BACKGROUND / PROPOSAL:

See attached letter from the Peace Regional Fire Chiefs regarding the 2012 Northwest Fire Conference being held on April 26 – 28, 2012 in Peace River.

Mackenzie County has donated \$500 annually towards this event. Also, included with the donation are 2 complimentary tickets to the BBQ social evening at the Sawridge Inn and Conference Centre on April 27th.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

\$500.00 – 2012 Operating Budget – Grants to Other Organizations

RECOMMENDED ACTION:

That Mackenzie County sponsor the 2012 Northwest Fire Conference in the amount of \$500.00 with funding coming from 2012 operating budget.

Author: C. Gabriel Review by: _____ CAO _____



Peace Regional Fire Chiefs
PO Box 493
Nampa, AB T0H 2R0
Ph: (780) 624-2993
Fax: (780) 322-3849
Email: firechiefs@prfc.ca



February 28, 2012

CAO Roy Brideau
Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Sir:

Re: 2012 Northwest Fire Conference April 26-28, 2012

Over the last sixteen years the Peace Regional Fire Chief's has held an annual conference in Peace River which attracts fire departments from all over Northern Alberta. Our goal is to make the conference as accessible and as cost effective as we possibly can. The programs for the sessions we plan are pertinent to the firefighters in our region and provide them with additional knowledge and expertise to use while providing needed protection in their own communities.

The past three years the PRFC has expanded the annual conference to include some of North America's leading fire service experts to provide training that is normally inaccessible to your fire department. Some of this year's conference highlights include:

- Live fire training provided by Draeger Safety Systems, the Peace River Fire Department, County of Northern Lights and the High Level Fire Department. Training includes flashover simulation, prevention and interior fire attack techniques under controlled conditions
- Nobody Gets Left Behind Training Group: This highly talented training group from California is returning to the Peace Country to provide the following seminars to your firefighters:
 - Commanding the RIT: Does your fire department ever enter a structure while firefighting? If so they require by OH&S standards to have a Rapid Intervention Team. This full day session will provide firefighters practical information on how to put that team into action. It will involve practical scenarios and training that your firefighters can bring back to their own fire station.
 - 10 Common Engine Operations Errors: This session will bring to light 10 common errors that your firefighters may encounter at a fire ground. Learn how to correct those errors and make your fire ground safer and more organized.
 - Forcible Entry and Rescue: This session will teach your firefighters how to properly force entry into a structure when it is required.
 - Removal of Civilians: How do you get people out of structures properly? This session will show your firefighters how.
- Slave Lake Wildfires – Lessons Learned: A panel discussion and presentation on the Slave Lake Wildfires regarding what was learned to provide your firefighters with take information on helping your community in the event of a wildfire. This discussion will



Peace Regional Fire Chiefs
PO Box 493
Nampa, AB T0H 2R0
Ph: (780) 624-2993
Fax: (780) 322-3849
Email: firechiefs@prfc.ca

include Slave Lake Fire Chief Jamie Coutts as well as representatives from the Calgary Fire Department and SRD.

- Wildland Urban Interface: Chief Rich Graber from the Upper Pine Fire Protection District in Bayfield Colorado is a leading instructor for Draeger Safety Systems and lectures on many fire service topics including wildland urban interface, air management and fire service management. Rich will be leading a full day session on Wildland Urban Interface Fire attack strategies that include practical training for your firefighters.

Please ensure that your fire departments attend this conference to ensure that your firefighters have access to some of the best training in the Peace Region. Attendance by your firefighters is not only beneficial to them but to the success of our region as well.

As you can see, a huge amount of resources are required to put on this Fire Conference, from the hundreds of hours donated by people to the financial support provided by both municipalities and others. In the past, organizations such as yours have been the key to our success in fundraising to put on this annual event. Naturally, you recognize that the Fire Conference provides us with the opportunity to promote and encourage the provision of adequate fire protection and fire prevention service in all areas of Northern Alberta. We are asking for your support in the form of a monetary donation to the Peace Regional Fire Chiefs. The address is as follows:

Peace Regional Fire Chiefs
PO Box 493
Nampa, AB T0H 2R0

All Corporate and Municipal Sponsors contributing over \$500 will be offered two (2) complimentary tickets to the BBQ Social Evening at the Sawridge Inn and Conference Centre on April 27th, 2012. Please include the name of the person that the tickets can be held for.

Thank you for your continued support.

Sincerely,

Rodney Schmidt
President
Peace Regional Fire Chiefs

Fire Chief and Director of Protective Services
Town of High Level



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Mackenzie County Logo

BACKGROUND / PROPOSAL:

In 2008 a project logo was designed by ISL Engineering for the Municipal Development Plan. The logo was designed using the same concept as the original but with a more modern touch.



Administration is recommending that the project logo used for the Municipal Development Plan be edited with the removal of the arrow and the "moving forward" and redesigned for the purposes of using it as a promotional logo.

The second logo is NOT intended to replace the existing official corporate logo. We are simply adding another image with a different twist.

This request was presented to Council on October 29, 2008 however approval was not granted at that time.

Author: C. Gabriel Review by: _____ CAO _____

The following is a list of suggested uses for the second logo:

- Promotional products
- County clothing (individuals would have a choice of which logo they wish to use)
- Website
- Facebook
- Tourism advertisements

The official County logo will continue to be used in all official capacities such as letterhead, billing, signage, etc. unless otherwise directed by Council.

OPTIONS & BENEFITS:

To enhance our visual identity on social media sites and promotional products.

COSTS & SOURCE OF FUNDING:

\$1,458.00 – Promotional Budget

RECOMMENDED ACTION:

That administration be authorized to proceed with the redesign of the County logo and that options be presented to Council for approval.

Author: C. Gabriel Review by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Assessment Contract – Request for Additional Funding

BACKGROUND / PROPOSAL:

The County entered into a contract with Alliance Assessment Inc. for the provision of assessment services.

OPTIONS & BENEFITS:

Due to the Alberta SRD's agricultural land sales, the assessor had to retain some additional assistance for capturing and assessing the new lands.

The assessor submitted a request for consideration to be compensated. Please see the attached request.

COSTS & SOURCE OF FUNDING:

General operating reserve

RECOMMENDED ACTION: (requires 2/3)

That administration be authorized to compensate Alliance Assessment Inc. at the rate of \$13.25 per parcel for the lands sold through the Alberta Sustainable Resource Development in collaboration with the County.

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

From: [Rand Affolder](#)
To: [Joulia Whittleton](#)
Subject: Not. to Patent-New Accounts
Date: Sunday, February 05, 2012 12:37:13 PM

Joulia,

Further to our meeting from last Tuesday, Alliance has experienced extra unanticipated work from the auction of 1/4's in 2011.

Alliance contracts farmland assessments to another company and as a result has paid out more than \$8,000 to this company as well as numerous hours spent by Alliance to add these assessments accurately to your assessment roll.

In order to assess these parcels we needed to review air photo's, look for any bush clearing, and adjust accordingly. As a result appoximatly 20% showed some kind of clearing so we used your "Global Mapper" to determine the proper acres and incorporate the same into the value of assessment.

In addition to checking for clearing we also needed to search ownership of each 1/4 to add "RAP" (Rural Assessment Exemption Policy), and add any of these 1/4's back to the home 1/4 and grant further exemption as necessary.

The easy calculation would be our yearly contract is \$179,000, you have 13,500 parcels so we charge \$13.25 per parcel. Their were appoximatly 600 new accounts so $600 \times \$13.25 = \$7,955$ (rounded to \$8,000)

Alliance is out more than this but as a valued client we will simply absorb any extra costs and it would be greatly appreciated if the County would grant this \$8,000 to compensate what we paid out to the other company.

We will need to add a new clause as we work on a new contract, so we will be compensated into the future as you have advised me more 1/4's will be auctioned.

I thank-you for your consideration on this matter.

Best regards,

Randy; President of Alliance Assessment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 15, 2012
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Mackenzie Frontier Tourist Association
- Town of Rainbow Lake – Mackenzie Regional Waste Management Commission Land Lease
- AUMA Local Matters Campaign
- AAMDC Building Relationships – The Upcoming Provincial Election
-
-
-
-
-
-
-
-
-

RECOMMENDED ACTION:

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

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

Mackenzie County Action List as of March 5, 2012

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
August 11, 2009 Council Meeting			
09-08-643	That administration pursue the federal government in order to acquire a portion of the land for the third phase of the Fort Vermilion Walking Trail project as discussed.	Joulia	In Progress
February 8, 2011 Regular Council Meeting			
11-02-129	That administration investigate options for a snow dump area in the La Crete area before the 2011-12 winter season.	John	Planning to create an area in conjunction with the LC lagoon project
March 8, 2011 Regular Council Meeting			
11-03-249	That the Finance Committee be authorized to discuss fire invoicing issues with the Town of High Level.	Joulia Finance	12-Sep-11 Special Meeting
March 30, 2011 Regular Council Meeting			
11-03-279	That the Policy RESV016 La Crete Emergency Service Reserve be TABLED for further review.	Al	Under review
April 12, 2011 Regular Council Meeting			
11-04-350	That administration be authorized to enter into a Memorandum of Understanding with the Fort Vermilion School Division regarding the County's three year commitment to contribute \$50,000 annually towards the Rocky Lane Public School Agriculture Program with the funding being channeled through the Rocky Lane Agricultural Society.	Joulia	Rocky Lane Ag Society reviewing a draft agreement.
11-04-369	That the Finance Committee be authorized to meet with the Town of High Level representatives to discuss the Airport Vicinity Protection Area, potable water line arrangements, the Annexation Agreement and the Regional Mutual Aid Agreement.	Roy Joulia	CAO currently reviewing agreements to determine suitability of actions to be taken.
11-04-370	That an offer be made to Alberta Health Services to lease out the High Level, La Crete and Fort Vermilion ambulance facilities as discussed.	Al	In progress
May 10, 2011 Regular Council Meeting			
11-05-447	That administration be authorized to assist the La Crete Agricultural Society in their pursuit of acquiring a space for the purpose of developing a "Jubilee Plaza".	Roy	Report with location options (pros & cons) completed. Contact information for preferred location being researched.

Motion	Action Required	Action By	Status
11-05-451	That Council request that staff work with the La Crete Swimming Pool Committee to assist them in the development of a business plan approach for the La Crete Swimming Pool project.	Roy	CAO has supplied information on project costs and operations of a similar size pool to the committee for their information. The committee tabled their proposal with the LC Recreation Board and they approved this project as their number 1 priority for new projects. Council during their 2012 budget process set aside the request for funding for this project. Councillor Braun and CAO will be meeting representatives on Feb. 13, 2012.
June 29, 2011 Regular Council Meeting			
11-06-551	That Mackenzie County retract motion 11-02-150 and 11-03-307 and award Superior Safety Codes a three year Safety Codes Services Contract subject to the current fees remaining in place for the first three months of the contract term and that the new fees as proposed by Superior Safety Codes commence thereafter and that the fee split be 70/30 percent for Superior Safety Codes and Mackenzie County respectively.	Joulia	Ready for signature; QMP is under review with AB Safety Codes Council and Municipal Affairs Meeting with Municipal Affairs March 9 th
September 23, 2011 Regular Council Meeting			
11-09-762	That administration bring back emergent type changes to the Land Use Bylaw as they relate to the Hamlet of Zama.	Joulia	Public Hearing scheduled for March 28 th
October 26, 2011 Regular Council Meeting			
11-10-865	That the County fill the ditch on the right of way (NW 21-106-15-W5M), level the culvert, and build a berm on H. Klassen's land as per Alberta Environment's request.	John Grant	Two of the three items have been completed. Waiting for direction on the third item
November 8, 2011 Regular Council Meeting			
11-11-913	That the sale of tax forfeiture public land auction date be set for May 1, 2012 in Fort Vermilion.	Joulia	01-May-12
November 30, 2011 Regular Council Meeting			
11-11-948	That administration assist the La Crete Community Library Society in compiling cost information for a stand-alone facility in conjunction with the Mackenzie Library Board.	Al	In progress
January 10, 2012 Regular Council Meeting			
12-01-018	That administration be directed to offer the remaining unit to other local area First Nations for \$1.00 (one dollar), as is – where is, and if no	Al	In progress

Motion	Action Required	Action By	Status
	interest is expressed that the remaining unit be offered to the Tallcree First Nations for \$1.00 (one dollar) as is – where is.		
January 23, 2012 Regular Council Meeting			
12-01-052	That the Reeve and Chief Administrative Officer be authorized to meet with the appropriate Canada Post authorities to review options regarding the La Crete Post Office.	Roy	In progress
12-01-057	That a letter be sent to the Northwest Health Foundation thanking them for their invitation and advising that Council has declined the request to appoint a County representative.	Roy	
12-01-068	That Council undertakes a review of the committee list at their next working session.	Roy	April 11, 2012
12-01-069	That administration be authorized to negotiate access options to Plan 0023789, Block 1, Lot 1 as discussed.	Roy Joulia	In progress
February 13, 2012 Regular Council Meeting			
12-02-095	That third reading of Bylaw 844-11 being a Land Use Bylaw to rezone Part of FORTVER, Range 2, Lot 7A from Urban Fringe "UF" to Direct Control "DC" to accommodate a Natural Resources Extraction Industry be TABLED.	Joulia	In progress
12-02-103	That Policy RESV018 Water Reserve Fund be TABLED to the next meeting.	John Joulia	April 11, 2012
February 29, 2012 Regular Council Meeting			
12-02-138	That road allowances be referred to the Agricultural Land Use Planning Committee to provide a recommendation to Council.	Joulia	March 15, 2012
12-02-140	That staff be instructed to develop a hamlet residential waste pick up program and related polices for consideration by the Waste Management Ad Hoc Task Force and tabled for council consideration and action.	AI	
12-02-144	That administration and the Municipal Planning Commission obtains public input to permit a minimum lot size of 55' X 100' for single family residential lots and a minimum lot size 60' X 100' for multiple family lots as well as altering the side yard setbacks to maximize useable yard area in conjunction with the Area Structure Plan reviews.	Joulia	
12-02-148	That the local FCSS groups be advised to participate in the 2012 FCSS Program Reviews.	Joulia	In progress
12-02-155	That the Mackenzie Housing Management Board	Joulia	In progress

Motion	Action Required	Action By	Status
	be invited to meet with the three municipalities and the Minister of Housing or designate to discuss seniors housing in the region.		
March 5, 2012 Special Council Meeting			
12-03-159	The Mackenzie County advertise for public tender engineering services for the Highway 88 Connector in its entirety for the tendering process, grading and construction as per the detail design to pavement ready state.	John	

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

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



February 23, 2012

Mackenzie County Council
Box 640
Fort Vermilion, AB
T0H 1N0

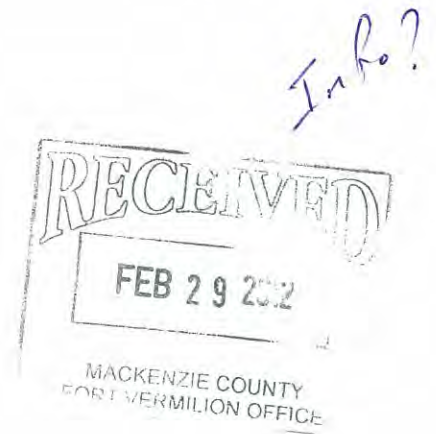
Dear sirs and madams,

Thank you for your continued support of the Mackenzie Frontier Tourist Association (MFTA). We would like to request that any tourism information from your municipality be shared with us, either through your representatives to our organization, or through administration. We will attempt to ensure that all MFTA news reaches your council in a timely fashion to promote effect dialogue between our organizations.

Sincerely,

A handwritten signature in black ink, appearing to read "Beth Kappelar", written in a cursive style.

Beth Kappelar, MFTA Chairperson





TOWN OF
RAINBOW LAKE

Box 149
65 Imperial Drive
Rainbow Lake, AB
T0H 2Y0
Ph: 780-956-3934
Fx: 780-956-3570

February 28, 2012

Honorable Frank Oberle
Minister of Sustainable Resource Development
Member of Executive Council
Executive Branch
420 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Honorable Oberle:

Re: Request from Mackenzie Regional Waste Management Commission to extend Land Lease Number MLL 830153 from the current 10 year lease to 70 year lease.

The Council for the Town of Rainbow Lake has been made aware that the application to extend this land lease was submitted in September 2010. The Mackenzie Regional Waste Management Commission is still waiting for an approval for this land lease extension. We respectfully request that you check into this application on behalf of the region. Please advise if there is anything that can be done to speed up the approval process.

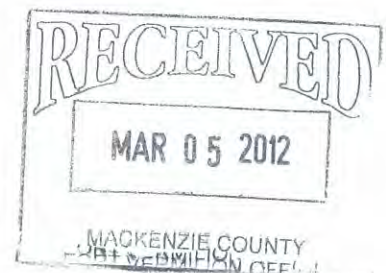
Should you need clarification regarding the application please contact Pat Sliworsky with the Mackenzie Regional Waste Management Commission. He may be contacted by phone at 780 926 2958 or via email at psliworsky@xplornet.com.

Please accept our appreciation for your efforts on our behalf.

Sincerely,

for: Boyd Langford, Mayor

Cc: Town of High Level
Mackenzie County ✓





March 1, 2012

ALBERTA URBAN MUNICIPALITIES ASSOCIATION

Dear Mayor and Councillors:

RE: AUMA's Local Matters Campaign

Thank you for your thoughtful guidance about the Local Matters campaign at the February Mayors' Caucuses. The AUMA Board of Directors is energized and delighted that you have expressed such a strong desire to use the Local Matters Toolkit in your communities to keep the message top of mind. Based on the success to date and your feedback, we have updated the key messages of the campaign and original Local Matters Toolkit, including the Local Activation Guide.

Next week we begin a new part of the Local Matters campaign a public awareness campaign, which is a first for our Association. We are aiming to inform and educate this new audience about the importance of local government, about the fact that it is the municipal order of government that meets their daily needs as citizens "on the ground" and about the realities of municipal funding. Beginning Monday March 5 and for the next 2-3 weeks, you will see print and hear radio advertising throughout the province supporting the need for a new provincial-municipal relationship. The public will be directed to a new section of the AUMA website to get more information and provide feedback.

The updated Local Matters Toolkit is enclosed here for your use. We hope the public awareness campaign will help you initiate or follow up conversations about why Local Matters *matters* in your communities. We hope the Local Matters Toolkit will be a guide for taking the message further. The Local Matters Toolkit, the advertising and all Local Matters information is available on our website www.auma.ca. We urge you to use this new awareness campaign to engage the citizens of your communities about municipal issues now, before the provincial election is called.

Background

Through 2011 your Executive Committee met with the Premier, Cabinet Ministers, the Rural Caucus, and government administration to promote a new Provincial-Municipal relationship. We took the message directly to MLAs at the February 2011 MLA Breakfast.

We also met with Opposition Party leaders and hosted all candidates in leadership races at the June Mayors' Caucuses. We launched the Local Matters webpage featuring the Local Matters Toolkit and Local Activation Guide for members and we focused the 2011 Annual Convention on the Local Matters theme. In 2012, we reviewed and messaging at the Board Strategic Retreat and February Mayors' Caucuses. At the MLA Breakfast we gave notice of our public awareness campaign.

In short, we have been actively promoting Local Matters to the Government of Alberta and we have had success. Now is the time to engage the public to help strengthen our position for the future. Please let us know about your experiences in promoting Local Matters in your communities.

Sincerely,

Linda Sloan

AUMA President on behalf of AUMA Board

Encl. cc. CAOs

AMP ALBERTA MUNICIPAL PLACE

300 - 8616 51 Avenue Edmonton, AB T6E 6E6
Toll Free: 310-AUMA (2862) Phone: 780-433-4431 Fax: 780-433-4454 www.AUMA.ca

Alberta Urban Municipalities Association

#300-8616- 51 Ave Edmonton, AB T6E 6E6

(780) 433-4431 / 310.AUMA Fax: (780) 433-4454 www.auma.ca



2011/2012 AUMA Board of Directors

Sloan, Councillor Linda

President

(City of Edmonton)

Business Phone: (780) 496-8122

Cell: (780) 915-8880

Fax: (780) 496-8113

E-Mail: president@uma.ca

Stevenson, Alderman Jim

Vice-President & Director – Cities over 500,000

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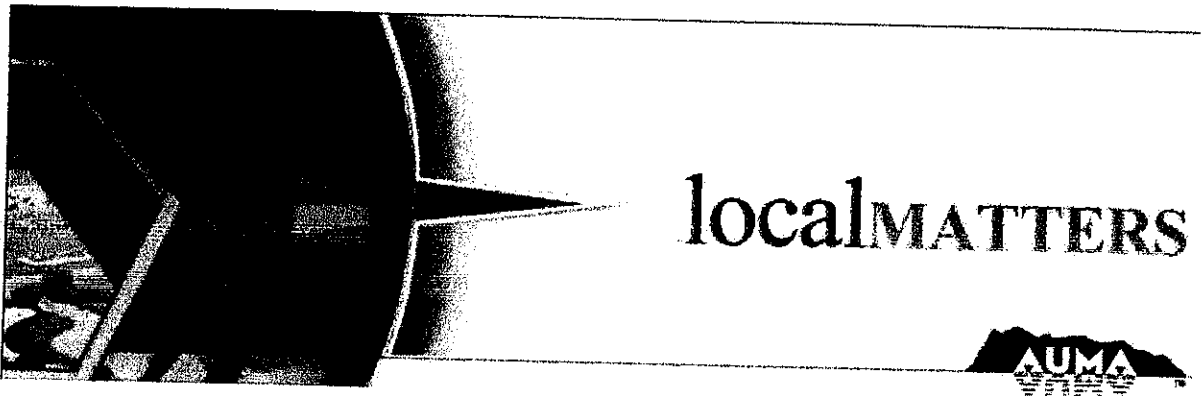
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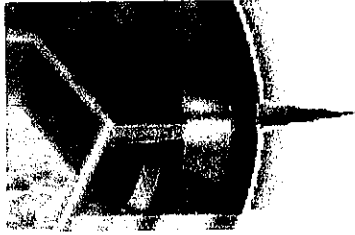
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Local Activation Toolkit

February, 2012



localMATTERS



Welcome to the Local Matters Toolkit Local Matters is the message AUMA members are sending to the Government of Alberta about the importance and opportunities of empowered municipal governments for all Albertans, during this unusually dynamic period in Alberta politics. The Board of Directors of AUMA has embarked on a focused Local Matters campaign at the provincial level. Enclosed are tools for AUMA members to now take this Local Matters message into your own communities. We believe that the success of local activation will be the measure of success for the Local Matters campaign. The Local Activation Guide is a roadmap as you begin using the tools. Each component of the toolkit has been created to assist you in activating the Local Matters campaign in a different way. You can use the individual parts of the toolkit as you see fit—as is, or with the addition of local information to localize the messaging. We urge you to use the tools and communicate your experiences with us. To do so, and for downloads and more information, see the [Local Matters page](#) on the AUMA web site.



Linda Sloan
AUMA President
On behalf of the AUMA Board of Directors

Table of Contents

Toolkit Components

Local Activation Guide

First steps and ideas on how to activate Local Matters where it matters – locally!

Key Messages

A thorough summary of the Local Matters message, which can be used as is to supplement the Backgrounder or as an enclosure to letters.

Talking Points

Step-by-step notes to support you in telling the Local Matters story.

Brochure

A first introduction hand-out or a leave-behind at presentations.

Pocket Message Card

A handy reminder of the Local Matters key messages that you can keep at your fingertips

Backgrounder

Use as addition to media information or as supplement to formal presentations when Local Matters is the main topic of discussion.

OpEd

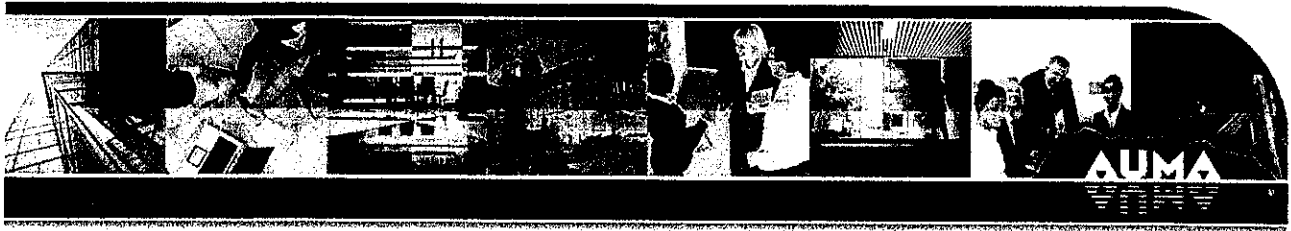
A terrific kick-off introduction of the Local Matters campaign concepts for use in the Opinion/Editorial sections of local newspapers. Can be used as part of information package with Key Messages and Backgrounder.

Letter and Media templates

Included for assistance in keeping the Local Matters messaging consistent.

Fact sheets

Confront the myths: Municipalities are Big Spenders and Just Raise Taxes



Local Matters Campaign Toolkit

Local Activation Guide

The success of the Local Matters campaign is rooted in local activation; that is, in the fact that AUMA elected officials can connect with **key influencers** at the local level to educate and engage them on the driving issues of the Local Matters campaign.

Like all political campaigns it comes down to delivering key messages effectively to a wide range of stakeholders. Here are some ideas for taking Local Matters into your community.

Who, Where, are local key influencers

Chamber of Commerce	Service Clubs
Business Associations	School Board officials
MLAs, Provincial party representatives and declared candidates	News media
Federal party representatives and candidates	Economic Development groups

How to approach them

Pursue speaking engagements	One on ones, Introduction meetings	Board to Board
Regular meetings	Candidate forums	Letters to the editor
Hosted reception	Letters to MLAs, MPs	Letters to stakeholders

Tools

PowerPoint Presentation	Key Messages	Talking Points
Letter Templates	Backgrounder	OpEd Article
Media Release Templates		

Suggestions for engagement

Who to engage	Where, When	Why	TOOLKIT
Mayor and Chamber President	One-on-one, introductory meeting	Inform of Local matters, request advice on how to further activate locally; ask for opportunity to present	Backgrounder Key Messages Talking Points
Mayor	Regular Chamber meeting	Introduce concept Feed back and ideas	Presentation Key Messages Talking Points
Council, select key local influencers	Regular Council meeting Pre-meeting reception.	Follow-up with request for comments, suggestions and Q&A	Talking Points Backgrounder Key Messages
Council representatives, Business Association Board members/ Economic Development Association members	Regular Association meeting	Brief introduction and Q&A Feedback and ideas	Presentation Key Messages Backgrounder
MPs, Local Federal Party representatives / candidates Select Council members	One-on-ones Candidate forums	Introduce local issues illustrating need for new relationships, order of government (provide candidate with platform fodder)	Key Messages Backgrounder
MLAs, Provincial party representatives, declared candidates Select Council members	One-on-ones Candidate forums Party events	Introduce key local issues illustrating need for new relationships, order of government	Backgrounder Key Messages Talking points
Mayor Local media	Interviews, editorial board meeting, Council releases	Introduce, link and use local key messages consistently: one-on-ones, Board meeting coverage, public events	Talking Points Key Messages Backgrounder OpEd



Key Messages:

Local Matters – Let Us Govern

Let's Acknowledge Today's Reality

- Municipalities are elected by their citizens to deliver **core** municipal services – the critical “on the ground” infrastructure like roads, sewers, bridges, water lines and recreation.
- Alberta right now is remarkably different from Alberta in the 1990s.
- Our municipal centres are growing, creating constant pressures on the services and infrastructure that matter most in neighbourhoods, towns and cities across Alberta.
- The Electorate has little patience for complex decision-making among governments.
- Under the current relationship between the municipal and provincial orders of government, municipalities can't cover the costs of basic services with their current level of financial capacity. Instead municipalities rely heavily on a complex, outmoded ad-hoc grant system. This doesn't make sense.
- It's time to recognize municipalities require the matching of powers and resources to fulfill their responsibilities and obligations to provide core services. It's what taxpayers expect and it makes sense.

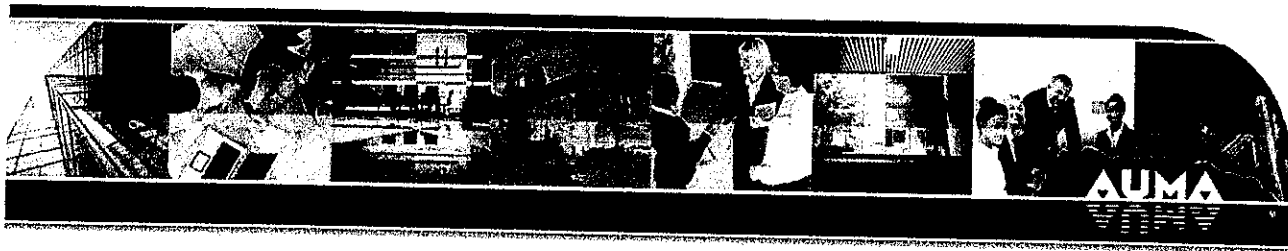
It's Time for a New Provincial/Municipal Relationship Built on Respect and Accountability

- There is a better way for the province and municipalities to work together, to cooperate, and to ensure critical services and infrastructure commitments are properly planned, funded, delivered and maintained.
- Alberta needs a new provincial/municipal relationship that empowers municipal governments and is driven, like democracy, by the citizens in their communities.

Let's Do It Better. Local Matters.

With a new relationship based on clear authorities and shared respect, Alberta can enter a new era with local governments. This new relationship would:

- Revamp grants to address joint government initiatives while providing assistance to those municipalities with limited tax capacity to meet the needs of their communities.
- Become recognized as an order of government and entrench the appropriate changes into the Municipal Government Act in which there are clearly defined obligations, clearly defined authorities to match those obligations, and the financial capacity to meet those obligations
- Bring policy and decisions closer to people.
- Restructure a decades-old system of multiple, complex grant processes on a request-by-request basis (this acts like a lottery that picks winners and losers).
- Make planning and delivery of services more sustainable and reliable.
- Make the use of dollars more transparent and enable municipal leaders to be fully accountable to their citizens.
- Make more efficient use of tax dollars—reduce the administration of grants substantially.
- Ensure municipalities are fully responsive to the needs of taxpayers—directly proportionate to the tax dollars collected.



Talking Points:

Local Matters – Empowered Municipalities – Alberta’s Future

Towards a New Relationship between Municipalities and the Government of Alberta

AUMA is **grateful** for the commitment to municipalities made by the provincial government through the Municipal Sustainability Initiative, but we know that this initiative has a **definitive end date and a maximum amount to be distributed**.

MSI funding has been **used for core services within municipalities** and demonstrates a genuine concern for addressing community needs. Basic grants, such as transportation, also help address core needs in municipalities.

However, municipal responsibilities and needs have **evolved** in the past decade and it is time for the **relationship** between governments to evolve too.

Municipalities say, “**Let us govern.**”

The quality of life and basic health and safety of our communities are **at risk** if municipalities are asked to continue to rely on grants to fund their citizens’ core needs. This is why we are asking for a **better approach** to how governments work together, and to how municipalities are funded in a way that encourages long-term community sustainable planning and thinking.

Although provincial and municipal governments have different roles and responsibilities, Albertans don’t always make that distinction, nor should they, since citizens look to their elected officials to represent their interests and serve the **greater good**.

Making sure municipalities have sufficient financial capacity is AUMA’s **top priority**, and the time is right to accelerate the discussion. For more than 100 years, Alberta’s municipal governments have provided Albertans with core infrastructure and services. The provision of municipal infrastructure and services cannot be dependent on a system of improvised grants that changes annually.

We understand that when economic growth slows, the province is less able to invest, but this doesn’t mean that funding has to be **ad hoc**.

Core services are essential to the health and well-being of our citizens and our communities, and require reliable funding sources that allow for long-term planning and sustainability.

Infrastructure is core to a municipality’s sustainability/viability—infrastructure requires very long term planning, implementation and maintenance. To make that happen, the province must ensure municipalities have sufficient financial capacity to fulfill their infrastructure demands. This would be matched with reduced demand for grants from the province.

There is a mismatching of revenues and capacities that needs to be adjusted.

This does **not** mean that all grants should disappear. There is still a **strong need for grants** such as:

- Providing a base for assisting municipalities with limited tax capacity
- **Provincial programs** that are delivered by municipalities (e.g., FCSS, libraries, affordable housing)
- **Shared Responsibilities** between the province and municipalities (e.g. policing for safe communities)
- **Regional cooperation** incentives and opportunities (e.g., infrastructure and economic development)
- **Major infrastructure** costs such as integrated, multi-modal transportation systems that help achieve objectives of both the province and Municipalities; and
- **Provincial programs and incentives** (e.g.: **economic stimulus**) that help achieve objectives and priorities of the Government of Alberta

Essentially our call for action to the Government of Alberta is to become recognized as an order of government, in which there are

1. Clearly defined obligations
2. Clearly defined authorities to match those obligations, and
3. The financial capacity to meet those obligations

Municipalities are mandated to deliver the core services such as:

- Roads, bridges, transportation
- Sewers, water treatment and waterlines
- Recreation, land-use planning, bylaws

But a strong community is also:

- The arts
- Its social fabric
- Its culture

When Alberta's communities flourish, Alberta flourishes

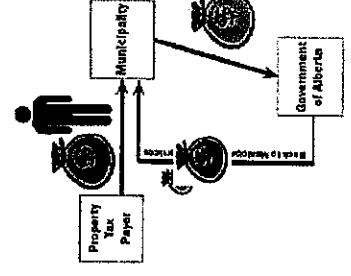
Grants have a purpose, but not for critical core municipal services

- Grants are required for:
 - Assistance to municipalities that have limited tax capacity to meet their citizens' needs
 - Provincial programs delivered by municipalities (FCSS, libraries, affordable housing)
 - Shared Provincial/Municipal programs (police)
 - Regional/joint projects and incentives (economic stimulus)
 - Major infrastructure costs such as integrated, multi-modal transportation systems that help achieve objectives of both the province and municipalities, and
 - Provincial programs and incentives (e.g. economic stimulus) that help achieve objectives and priorities of the Government of Alberta

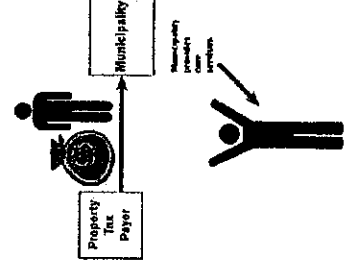
The current system doesn't make sense

- **The solution:** Ensure the shortest distance between the tax payer and the tax spender

Today



Future



To flourish, municipalities need the authority and resources to deliver core services reliably

- We are unable now to cover core costs out of current revenue with limited ability to tax
- We rely on a complex and *ad hoc* system of grants



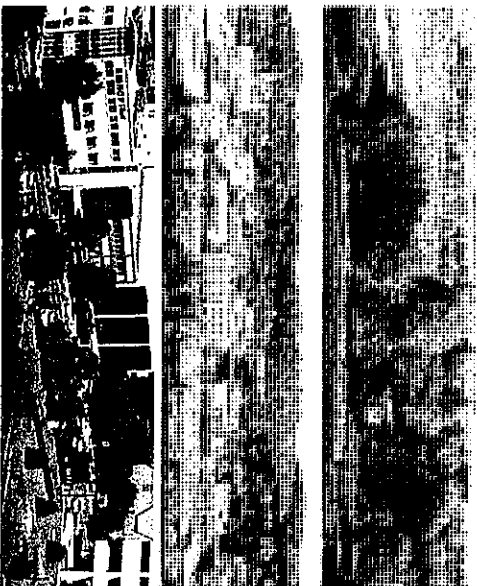
It's time for a new relationship between Municipalities and the Government of Alberta

- Based on recognition as an order of government with:
- clearly defined obligations
- clearly defined authorities to match those obligations, and
- the financial capacity to meet those obligations

What is this really about?

- It's about **local decision-making**
- It's about **access** and how money is distributed to ensure **efficient planning**
- It's about a **solution** for long-term **municipal stability, planning and transparency**

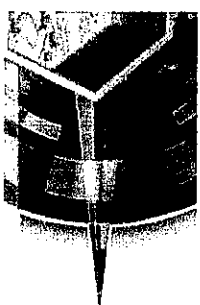
It's about flourishing communities within a flourishing Alberta!



Let's do it better!

Let's establish a new relationship with:

- **Clear vision**
- **Clear goals**
- **Clear authorities**



LOCAL MATTERS



Empowered Municipalities

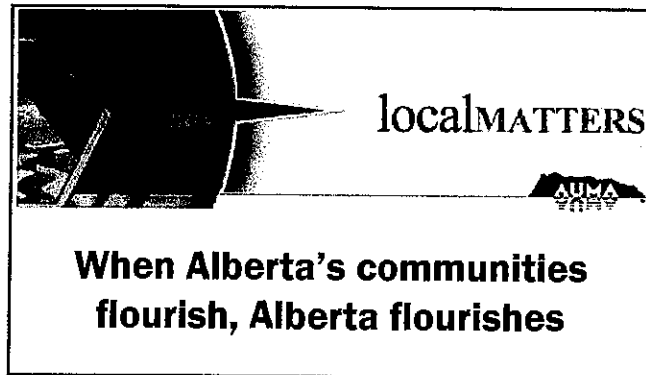
Alberta's Future



Alberta Urban Municipalities Association
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 Edmonton, AB T6E 6E6
 780-433-4431/310-AUMA
 www.auma.ca main@auma.ca

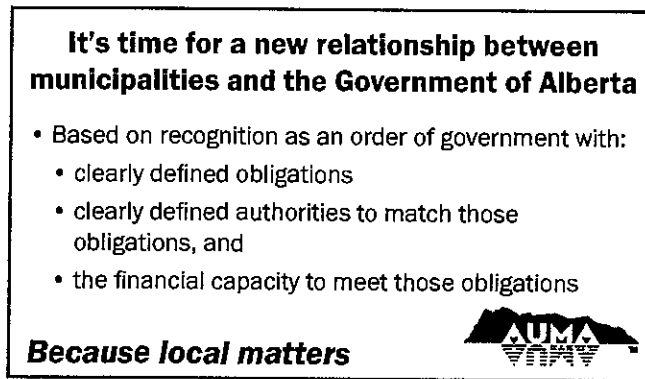


front



The front cover features a dark, abstract image on the left side. The word "localMATTERS" is printed in a serif font on the right. Below it, the AUMA logo is visible. The main headline reads: "When Alberta's communities flourish, Alberta flourishes".

back



The back cover contains the following text:

It's time for a new relationship between municipalities and the Government of Alberta

- Based on recognition as an order of government with:
 - clearly defined obligations
 - clearly defined authorities to match those obligations, and
 - the financial capacity to meet those obligations

Because local matters

The AUMA logo is located at the bottom right of the page.



Issue Background:

Local Matters – Empowered Municipalities – Alberta’s Future

Towards a New Relationship between Municipalities and the Government of Alberta

The Alberta Urban Municipalities Association (AUMA) represents all of Alberta’s urban municipalities including cities, towns, villages, summer villages, and specialized municipalities, as well as Associate and Affiliate members. AUMA works to develop partnerships between all three orders of government, and in particular to create a stronger, more mature relationship with the Government of Alberta (GoA).

As part of this ongoing effort, in 2011 AUMA launched the Local Matters campaign to focus on the need for change during this unusual period of political transition. Ensuring sufficient financial capacity for municipalities is AUMA’s top priority, as it will give municipalities the authority and resources to deliver essential core services reliably. Now is the right time to accelerate the discussion.

In short, the campaign makes the case that municipalities, with the responsibility for providing critical, core services, must have the parallel power and resources to fulfill their obligations to the community. Municipalities are saying, “Let us govern.”

Local Matters identifies and addresses the dual challenges municipalities and the province face today. First, municipalities and the province are dealing with the strained infrastructure and increasingly overextended public services that have resulted from the unprecedented growth Alberta experienced in recent years. Over the past decade, Alberta’s population has grown by more than 200,000 people.

But we also face the reality of economic recovery. Local Matters allows municipalities to plan for long-term sustainability, growth and accountability—ensuring we are able to create vibrant, healthy communities that are economically sound, environmentally responsible, and culturally and socially rich. It recognizes that when Alberta’s communities flourish, Alberta flourishes. And it stresses that in order to flourish; municipalities need the authority and resources to deliver core services reliably.

Local Matters calls for the GoA and AUMA to begin now to build a new relationship with a solid a governance framework where obligations are clear, with clearly defined authorities and the financial capacity to meet those obligations.

This would allow for more certainty, better efficiency and cost-effectiveness, and greater accountability in future planning. At the same time, it would streamline and simplify multiple, complex government programs and processes, reducing inefficiencies and maximizing resources.

Local Matters is in keeping with many of the priorities expressed by the Government of Alberta. In a report of the Minister’s Council on Municipal Sustainability, released in March 2007, it was noted that “it may be appropriate to develop a long-term framework agreement between the province and municipal representatives to formalize the nature and terms of a revised framework for local authorities that “solutions should provide meaningful benefits for municipalities, the province and taxpayers of Alberta.”

Local Matters would set a standard for how other provinces, and perhaps even the federal government, work with municipalities. Much as Alberta led the way with development of the Trade, Investment and Labour Mobility Agreement, the GoA now has an opportunity to lead the rest of Canada in establishing a new, accountable and effective governance framework with its municipalities.

AUMA's members have voted on a number of resolutions asking the province to improve the relationship between municipalities and the GoA. We are at a pivotal time to take the important next steps. By working together to build a new governance framework, the GoA and AUMA can ensure municipalities have sufficient financial capacity to meet citizen demands for essential, local core services. In the long term, the overall quality of life in Alberta would be improved, and our future competitiveness as municipalities and as a province would be enhanced.



OpEd: Local Matters – It’s time to acknowledge today’s realities

February 2012

In the 2010 municipal elections, Albertans indicated it’s time to deal with the growing pains felt around the province...the aftershocks of adding 220,000 people in just 10 years. It’s time to address the need for new sidewalks and roads, the increased pressures for more garbage collection, snow removal, fixing potholes, recycling programs, more police officers, hockey rinks and soccer fields. They said it’s time to focus on the stuff of day-to-day life, the stuff that has real, immediate and tangible impact. They also said it is time to make sure what we have is maintained.

They said it’s time to acknowledge that local matters.

We are Alberta’s urban municipalities and we heard them. For more than 100 years, Alberta’s municipal governments have provided Albertans with core infrastructure and services. And we’ve done it while relying on property taxes, service fees and an outmoded system of ad-hoc grants. The grant system for core services makes it impossible to undertake long-term planning. This has to change. The provision of municipal infrastructure and services can no longer be dependent on a system of improvised grants that changes annually.

We believe change to the way we fund these essential services is needed to fully address Albertans concerns. But we can’t do it on our own. Our ability to deliver these services is dependent on our relationship with the province. And the current municipal-provincial funding relationship doesn’t give us the sufficient financial capacity to pay for basic municipal services.

Gaining the sufficient financial capacity for municipalities is our top priority, and the time is right to accelerate the discussion.

Alberta Urban Municipalities Association (AUMA) has called for a new relationship with the provincial government; one that recognizes municipalities as an order of government with clearly defined obligations and authorities with the financial capacity to meet those obligations. AUMA members say here is a better way for the province and municipalities to work together, to cooperate, and to ensure critical services and infrastructure commitments are properly planned, funded and delivered by both governments. We know that when communities flourish, Alberta flourishes. But in order to flourish, municipal governments need the authority and resources to deliver essential, core services reliably.

Let’s be clear: What we want is for municipalities to have sufficient financial capacity so they can better plan.

We are not in any way saying all grants should disappear. There is a strong need for grants—to assist municipalities with limited tax capacity, for the delivery of provincial programs by municipalities, to support regional cooperation efforts and opportunities and for major infrastructure costs, such as integrated transportation systems or incentive programs (e.g. economic stimulus) to achieve provincial and municipal objectives.

Municipalities are an order of government that is already transparent and accountable. They are the order of government that understands exactly what their communities—and their citizens—need. They already collect property tax dollars, plan, and make decisions about local services and expenditures. Clarifying municipal obligations and matching authorities, as well as the financial capacity to meet those obligations is core to what will make this relationship work.

With a new relationship based on a shared respect and an innovative approach, the Government of Alberta can lead a new era with local governments. This new relationship can:

- Vastly improve long-term infrastructure, financial and land use planning
- Bring policy and decisions closer to people
- Define clear goals and responsibilities in major funding areas
- Streamline decades-old processes
- Make planning and delivery of services more sustainable
- Improve efficiencies
- Formalize how the province and municipalities engage

It's time for meaningful change. Municipalities must be able to reliably meet the needs of their communities.

We are at a pivotal time and firmly believe that by working together with the Government of Alberta to build a new partnership we can make a difference—improving the quality of life in Alberta and our future competitiveness.

Local Matters General Letter template

Date

Dear [stakeholder]

Alberta's urban municipalities believe there is a better way for the province and municipalities to work together, to cooperate, and to ensure critical services and infrastructure commitments are properly planned, funded and delivered.

This is why the Alberta Urban Municipalities Association (AUMA) has embarked on a campaign to promote a new Provincial-Municipal relationship called Local Matters. It is a campaign to acknowledge today's realities – that there is a problem with how municipalities are funded and that we need a solution. "Local Matters" is an expression of the idea that the municipal order of government must be able to directly meet the needs of its citizens "on the ground".

Specifically, municipalities require the provincial government to work with AUMA towards the goal of recognizing municipalities as an order of government with clearly defined obligations, clearly defined authorities to match those obligations, and the financial capacity to meet those obligations. Municipalities are saying, "Let us govern. Empowered municipalities are Alberta's future".

During the current environment of transition and political change in Alberta, the time to take the opportunity of the Local Matters message to Albertans is now.

[We would like to meet and discuss...]

[We would like to present campaign information...]

[We have enclosed information...]

[Make a statement about local activity...]

[Concluding statement with contact and link to more information etc]

Sincerely,

[Signature]

Local Matters MLA, MP Letter template

Date

Dear [MLA, MP]

Alberta's urban municipalities believe there is a better way for the province and municipalities to work together, to cooperate, and to ensure critical services and infrastructure commitments are properly planned, funded and delivered.

You may be aware of the Alberta Urban Municipalities Association (AUMA) campaign to promote a new Provincial-Municipal relationship called Local Matters. It is a campaign to acknowledge today's realities – that there is a problem with how municipalities are funded and that we need a solution. "Local Matters" is an expression of the idea that the municipal order of government must be able to directly meet the needs of its citizens "on the ground".

Specifically, municipalities require the provincial government to work with AUMA towards building a new relationship that recognizes and respects municipalities as the order of government closest to citizens every day. The terms of this relationship would incorporate clearly defined obligations, clearly defined authorities to match those obligations, and the financial capacity to meet those obligations. In essence Municipalities are saying, "Let us govern. Empowered municipalities are Alberta's future".

During this dynamic political environment in Alberta, we would like to ensure you have a local perspective of this provincial campaign.

[We would like to meet and discuss...]

[We would like to present campaign information...]

[We have enclosed information...]

[Make a statement about local activity...]

[Concluding statement with contact and link to more information etc]

Sincerely,

[Signature]

CC: Alberta MLAs and MPs

Local Matters General Media release template

Date

[Name of Municipality] believes there is a better way for the province and municipalities to work together, to cooperate, and to ensure critical services and infrastructure commitments are properly planned, funded and delivered.

This is why today *[Enter the date of Media Release]*, the council of *[Enter municipality name Council]* is announcing support of Alberta Urban Municipalities Association (AUMA) campaign to promote a new Provincial-Municipal relationship to empower municipalities for Alberta's future. Local Matters is a campaign to acknowledge today's realities – that there is a problem with how municipalities are funded and that we need a solution. "Local Matters" is an expression of the idea that the municipal order of government must be able to directly meet the core municipal needs of its citizens".

Specifically, municipalities require the provincial government to work with AUMA towards the goal of recognizing municipalities as an order of government in which there are:

1. Clearly defined obligations,
2. Clearly defined authorities to match those obligations, and
3. The financial capacity to meet those obligations.

Alberta's urban municipalities are saying, "let us govern" and during the current environment of transition and political change in the province, *[Name of Municipality]* endorses the goals of the Local Matters Campaign... the time for municipalities to stand together and take the message to the Government of Alberta is now.

[Make a statement about local activity...]

[Concluding statement with contact and link to more information etc]

Sincerely,

[Signature]

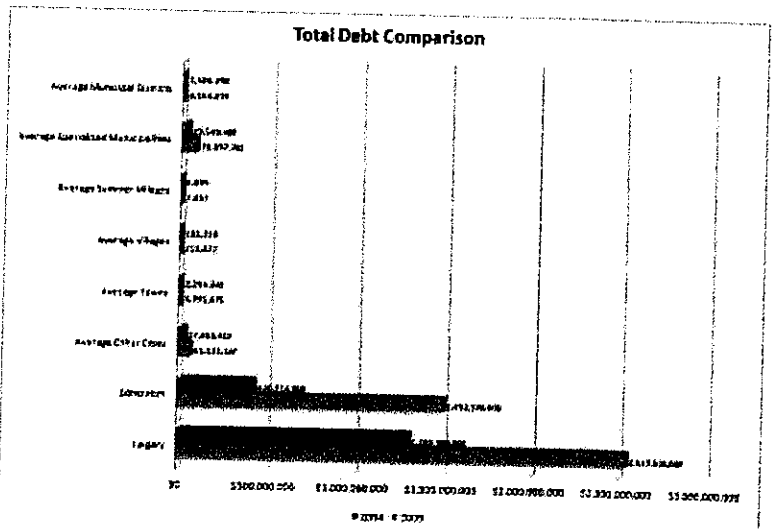


localMATTERS

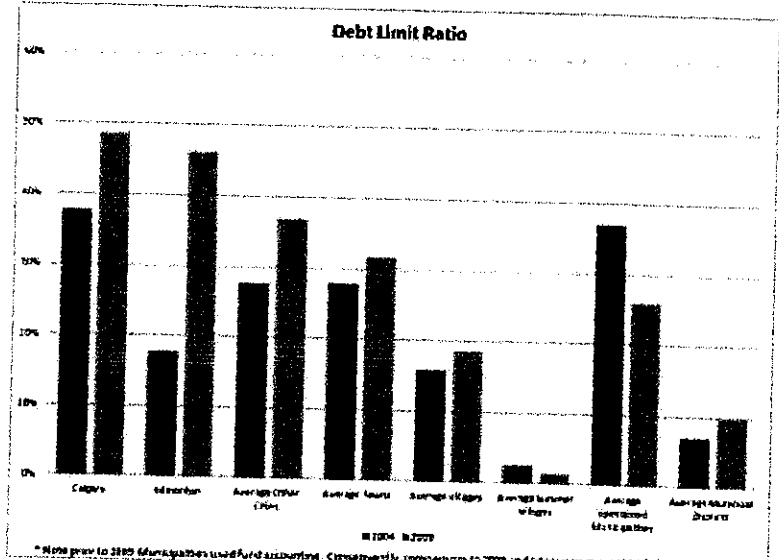
Myth: Need Money? Raise Taxes

Fact is:

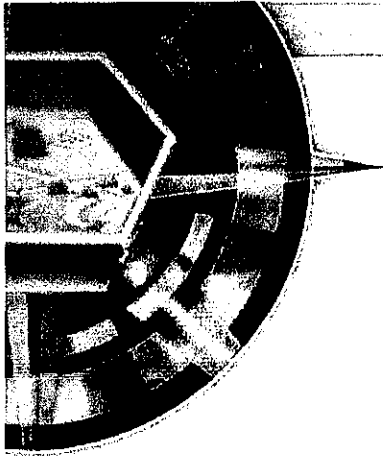
- Alberta municipalities, like the province, must respond to the social, infrastructural, environmental demands associated with rapid economic growth.
- However, unlike the province municipalities have very few funding options available.
- To cope municipalities have been taking on debt (see chart 1) – however this is a short term solution and many Alberta municipalities have seen a rapid increase in their debt to debt limit ratios (see chart 2)
- Raising property tax revenue – However, property tax room is constrained by the fact that the province takes over 30% of the property tax collected in Alberta and the fact that property taxes often impact those with reduced ability to pay like seniors, low income families, individuals and families on social supports – individuals and families who did not see growth in their income which accompanied the economic boom.
- In short, municipalities are out of options.



* Note prior to 2007 municipalities used fund accounting. Consequently, comparisons to 2007 and other years may not be fully comparable.



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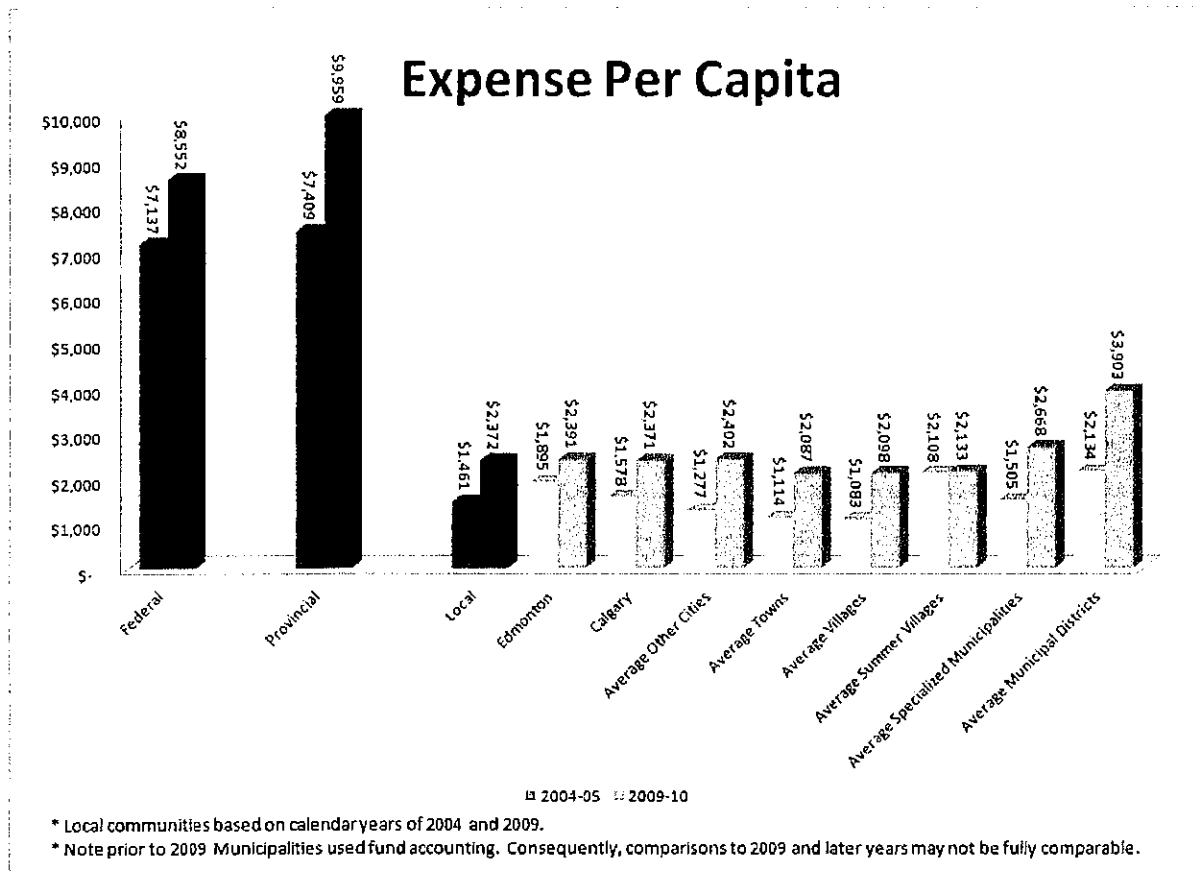


localMATTERS

Myth: Municipalities are Big Spenders

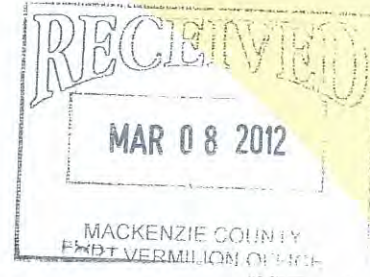
Fact is:

Expense per capita of the province is over 3x that of local governments, despite the fact that municipalities provide, roads, police, transit, health services (ambulatory services), fire services, waste disposal, water, etc.





Partners in Advocacy & Business
March 1, 2012



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

Dear Mr. Neufeld:

Re: Building Relationships – The Upcoming Provincial Election

The AAMDC Board of Directors is looking forward to the upcoming provincial election to represent the voice of rural Alberta. As an association our aim is to solidify our existing relationships and foster new ones.

The faces within the legislature are undoubtedly changing. As such, the AAMDC along with our member municipalities need to educate and inform all potential provincial decision makers that rural Alberta is more than simply a land bank. Rural municipalities along with their urban counterparts make diverse and unique contributions to the success of Alberta and in relation have diverse and unique challenges.

It is our continued goal to raise awareness that while urban municipalities represent 85 per cent of the population, rural municipalities steward 90 per cent of the land mass that houses 90 per cent of municipal roads and 97 per cent of municipal bridges. Indeed, it is shortsighted to focus simply on cities and population—an easy thing to do given their visibility. We need to do our utmost to ensure decision makers know that **rural still matters**. In fact, it is the combined contributions of both urban and rural municipalities that make Alberta and its citizens successful.

Though the AAMDC may not feature prominently in the media, rest assured we are representing your interests. So in the coming weeks, the AAMDC will continue its practice of delivering our message directly to decision makers and promoting our collaborative, solution-based approach. Working together is how real change happens. However, you have a role locally. I encourage you to review the enclosed Rural Still Matters materials and use the messages as you build relationships with new and veteran candidates in your area. You can drive home the messages that we know so well but others are unaware of. Together, we can open the ears and doors of these candidates providing long-term benefits to the AAMDC's provincial interests as well as your local issues.

Sincerely,

Bob Barss
President



Rural Still Matters!

Moving Local Government Forward

JOIN THE DISCUSSION

In 2008, the Alberta Association of Municipal Districts and Counties (AAMDC) hosted the Rural Matters! national symposium. The event brought delegates together from across the nation to discuss issues pertaining to rural Canada and set rural priorities. As a result, rural stakeholders were encouraged to advocate those priorities in their local context.

The AAMDC did and continues to do our part to forward the ideas and priorities outlined for moving local government forward in Alberta. There's been a lot of discussion about municipalities and how they interact with other levels of government. The time is right, with change on the provincial political horizon. It's encouraging that the dialogue is getting more attention, and it's an excellent opportunity to build on our long-time position—**Rural Still Matters!**

Municipalities are encouraged to support the AAMDC in building on these priorities by putting them in the Alberta context and informing decision-makers with the concepts embodied by the **Rural Still Matters!** initiative. It is a shared responsibility to move these messages forward and work for their successful outcome in the best interest of all Albertans.

- Local government is the government closest to the people. As such, we are best positioned to know what our citizens need and how to provide it.
- More than simply land, rural Alberta is a vital part of this province's economy, culture and future. Rural Albertans are as diverse and unique as their urban counterparts.
- Local governments in this province deal with myriad complex problems on a day-to-day basis. Municipalities are uniquely positioned to provide local services that reflect local need.
- Funding is a critical issue. All municipalities have very limited means to raise the necessary funds to meet the costs of adding or replacing needed infrastructure and funding service delivery.
- Municipalities are in the best position to determine where spending should be allocated based on their own long-term plans.
- Collecting a tax raises the bar on accountability for municipalities and makes accountability a primary consideration when expending these funds. Municipalities want to continue to be empowered to do that in a way to meet unique local needs, and improve transparency and accountability.
- Quality infrastructure is critical to supporting a healthy, vibrant province. For rural municipalities, the majority of municipal funding is spent on providing infrastructure such as roads, bridges and water not services. Rural infrastructure needs do not necessarily reflect population.
- Rural municipalities are expected to provide a comparable level of services as their urban counterparts but without the advantage of economies of scale. In addition, other non-population based variables such as environment or safety standards add to municipal expenses.
- Municipalities need and will continue to need long-term, sustainable funding options supported by other levels of government.
- The AAMDC believes it is imperative for the Alberta government to maintain its investment in municipal infrastructure spending. It is within the mandate and responsibility of other orders of government to address the fiscal imbalance.
- With any funding scenario, it is important to recognize that this is to address an existing imbalance with current roles and responsibilities. Improvements in funding should not be accompanied by additional municipal responsibilities. Doing so would only increase the fiscal imbalance.
- Consultation is essential. The impacts of any changes affecting municipalities will vary across municipalities, so the AAMDC believes more analysis and discussion is the way to proceed. We look forward to full engagement in discussions focused on the practical, working aspects of inter-governmental relationships.



Rural Still Matters!

Moving Local Government Forward

FREQUENTLY ASKED QUESTIONS

Why does rural matter?

More than simply land, rural Alberta is a vital part of this province's economy, culture and future. Rural Albertans are as diverse and unique as their urban counterparts. In 2008, the AAMDC hosted a national symposium to discuss the issues pertaining to rural municipalities and identify rural priorities. It was an immensely successful event, and we are doing our part in Alberta to forward the ideas and priorities outlined for moving local government forward. The time is right with change on the provincial political horizon, the time is right to renew our efforts.

What's with the "still"?

There's been a lot of discussion about municipalities and how they interact with other levels of government. We say "still", because these issues and discussion points are not new. We've been advocating all along—particularly for the recognition of the unique situations and challenges facing rural municipalities. We're pleased the dialogue is getting more attention. It is an excellent opportunity to build on our long-time position that rural really does matter.

Do you think local matters?

Of course it matters. Local government is the government closest to the people. And as such, we are best positioned to know what our citizens need and how to provide it. But it goes further. Rural matters. More than simply land, rural Alberta is a vital part of this province's economy, culture and future. Rural Albertans are as diverse and unique as their urban counterparts.

Why is funding such an important issue?

Local governments in this province deal with a myriad of complex problems on a day-to-day basis. Most significant among these issues for rural municipalities is how to finance the hard infrastructure that is essential to the economic growth and viability of the municipality and by extension, the on-going prosperity of the province. What makes this situation even more critical is the fact that all municipalities have very limited means to raise the funds necessary to meet the required expenditures.

As the government closest to the people, we know what their needs are. As elected officials, it is our job to develop long-range plans to address those needs. As a result, municipalities are in the best position to determine where spending should be allocated based on their own long-term plans.

What funding issues are unique to rural Alberta?

Quality infrastructure is critical in supporting a healthy, vibrant province. For rural municipalities, the majority of municipal funding is spent on providing infrastructure such as roads, bridges and water, not services. Rural infrastructure needs do not necessarily reflect population. For example, one rural municipality has a population of 2,100 but is responsible for 2,200 kilometres of road and potentially hundreds of bridges. At the same time, rural municipalities are expected to provide a comparable level of services as their urban counterparts but without the advantage of economies of scale. Still further, other non-population based variables such as environment or safety standards add to municipal expenses.

Do municipalities need a new relationship with the provincial government?

The impacts of any changes will vary across municipalities, so the AAMDC believes more analysis and discussion is the way to proceed. Ultimately, we believe that any discussion should focus on the practical, working aspects of intergovernmental relationships. Municipalities need and will continue to need long-term, sustainable funding options supported by other levels of government. We believe it is imperative for the Alberta Government to maintain its investment in municipal infrastructure spending. Because it is within their responsibility to address the fiscal imbalance.



How would municipalities benefit from a new relationship with the provincial government?

Relationships evolve over time, and we are always open to discussion on how to best serve citizens. These discussions need to consider autonomy, transparency, accountability, flexibility and equity. Inevitably in discussions about the relationship, we will need to address the funding needs of municipalities including those unique to rural Alberta where population is not necessarily the driving factor. The impacts of any changes will vary across municipalities, so the AAMDC believes more analysis and discussion is the way to proceed.

Should municipalities be recognized as a third level of government?

As long as the municipal-provincial relationship continues to be effective, accountable, transparent, sustainable and upholds the principle of autonomy, the constitution should likely be left as is. There can be advantages to being an entity of the province especially when you are a municipality with limited capacity. The AAMDC believe that any discussion should focus on the practical, working aspects of intergovernmental relationships.

Does the MGA need to be rewritten?

The MGA was a flagship piece of legislation that has been modeled by other provinces. Our position is, let's keep it that way by making and keeping it current through timely reviews. It is time for a comprehensive review and we're ready for it. It is time to get the discussion going. The AAMDC looks forward to being involved in this review through consultation.

What can municipalities do on their own to ensure the ability to provide infrastructure and services?

We encourage municipalities to continue to commit themselves to finding sustainable, local solutions to local challenges. Most municipalities understand their role and do their part. This includes long-range planning, partnering with neighbouring municipalities, finding service efficiencies and make the best use of existing infrastructure. It also means taxing responsibility to provide the best value for taxpayer dollars.

Is tax revenue the answer?

It could be, but there are a lot of options and a lot of unknowns. What we do know is that without the current system of grants, even the healthiest municipalities will have fiscal gaps. Municipalities need and will continue to need long-term, sustainable funding options supported by other levels of government. Whatever the solution, it is within the mandate and responsibility of other orders of government to help offset those deficits. To be clear, when tax revenue is offered as a potential solution, we believe it is tax sharing with the provincial government. For example, the provincial government, has an obligation to ensure that all Albertans participate in the province's prosperity. Municipal governments have neither the mandate nor the means to match the actions of the provincial or federal government.

With any funding scenario, it is important to recognize that this is to address an existing imbalance with current roles and responsibilities. Improvements in funding should not be accompanied by additional municipal responsibilities.

Would the AAMDC prefer to continue with a grant-based system?

Grants aren't perfect, but municipalities have received much assistance from this type of funding and we appreciate it. For example, municipalities received an unprecedented level of funding through the Municipal Sustainability Initiative (MSI). But MSI is not a complete solution, and it is a commitment with an expiry date. Other grant programs cause municipalities to compete with one another and require significant capacity to access and manage. Sometimes success is dependent on who can write the best grant application. Regardless of the main funding mechanism, there will always be a need for grant programs.

What does all of this mean to the average citizen?

From the taxpayers perspective, knowing where the money comes from is easy—it comes from them. More importantly it is knowing where the tax dollar goes, what benefit do they receive and that the benefit is provided in an efficient and effective manner. Collecting a tax raises the bar on accountability for municipalities and makes accountability a primary consideration when expending these funds. As municipalities, we want to continue to be empowered to do that in a way to meets unique local needs and improves transparency and accountability at the local level.

