

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

NOVEMBER 8, 2011

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, November 8, 2011
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 October 25, 2011 Organizational Council Meeting	1
		b)	Minutes of the October 26, 2011 Regular Council Meeting	19
DELEGATIONS:	5.	a)		
		b)		
GENERAL REPORTS:	6.	a)	Municipal Planning Commission Meeting Minutes – October 3, 2011	29
		b)		
		c)		
		d)		
COMMUNITY & PROTECTIVE SERVICES:	7.	a)		
		b)		

OPERATIONAL SERVICES:	8.	a)	Tompkins Landing Ice-Bridge <i>(RFD to be handed out at the meeting)</i>	
		b)		
		c)		
PLANNING & DEVELOPMENT:	9.	a)	Bylaw 804-11 Road Closure lying between SE 13-104-18-W5M and NE 12-104-18-W5M (Blue Hills)	41
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		c)		
		d)		
PUBLIC HEARINGS:	10.	a)	None	
CORPORATE SERVICES:	11.	a)	Bylaw 827-11 Electoral Ward Boundaries	57
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		d)	Policy FIN029 Asset Disposal - DRAFT	95
		e)	Highway 88 Connector Paving Project <i>(RFD to be handed out at the meeting)</i>	
		f)	County Owned Trailers in the Hamlet of Zama	103
		g)	Public Land Sale – Tax Rolls 106026 and 219457	107
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		k)	Federation of Canadian Municipalities (FCM) Conference	115
	l)	Surplus ASB Operating Funds	117	

m)

n)

**INFORMATION /
CORRESPONDENCE:**

12. a) Information /Correspondence

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**IN CAMERA
SESSION:**

13. a) Legal

b) Labour

c)

d)

**NEXT MEETING
DATE:**

14. a) Regular Council Meeting
Wednesday, November 30, 2011
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

15. a) Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Minutes of the October 25, 2011 Organizational Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the October 25, 2011 Organizational Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the minutes of the October 25, 2011 Organizational Council meeting be adopted as presented.

Author: C. Gabriel Review by: _____ CAO _____

**MACKENZIE COUNTY
ORGANIZATIONAL COUNCIL MEETING**

Tuesday, October 25, 2011

1:00 p.m.

**Conference Room
La Crete County Office**

PRESENT:

Jacque Bateman	Councillor
Peter Braun	Councillor
Elmer Derksen	Councillor (left the meeting at 3:42 p.m.)
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor
Eric Jorgensen	Councillor (arrived at 1:04 p.m.)
Bill Neufeld	Councillor
Walter Sarapuk	Councillor
Lisa Wardley	Councillor

ABSENT:

ADMINISTRATION:

J. Roy Brideau	Chief Administrative Officer
Joulia Whittleton	Director of Corporate Services
Al Hoggan	Director of Community & Protective Services
Carol Gabriel	Executive Assistant

ALSO PRESENT: Members of the public.

Minutes of the Organizational Council meeting for Mackenzie County held on October 25, 2011 in the Conference Room in the La Crete County Office.

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

J. Roy Brideau, Chief Administrative Officer, called the meeting to order at 1:01 p.m.

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

MOTION 11-10-798 **MOVED** by Councillor J. Driedger

That the agenda be adopted as presented.

CARRIED

VOTING PROCEDURE 3. a) **Voting Procedure**

MOTION 11-10-799

MOVED by Councillor Neufeld

That all elections required at the organizational meeting be held by secret ballot.

CARRIED

**ELECTION OF REEVE &
DEPUTY REEVE:**

4. a) Election of Reeve

Mr. Brideau called for nominations for the position of Reeve for Mackenzie County for the period October 25, 2011 to October 2012.

First Call: Councillor Wardley nominated Councillor Neufeld.
Accepted.

Councilor Jorgensen arrived at 1:04 p.m.

Second Call: Councillor Bateman nominated Councillor D.
Driedger. Declined.

Third Call: None

MOTION 11-10-800

MOVED by Councillor Braun

That nominations cease for the position of Reeve.

CARRIED

Councillor Neufeld was acclaimed Reeve for Mackenzie County for the period October 25, 2011 to October 2012.

4. b) Election of Deputy Reeve

Mr. Brideau called for nominations for the position of Deputy Reeve for Mackenzie County for the period October 25, 2011 to October 2012.

First Call: Councillor Flett nominated Councillor Sarapuk.
Accepted.

Second Call: None

Third Call: None

MOTION 11-10-801

MOVED by Councillor Derksen

That nominations cease for the position of Deputy Reeve.

CARRIED

Councillor Sarapuk was acclaimed Deputy Reeve for Mackenzie County for the period October 25, 2011 to October 2012.

4. c) Oath of Office – Reeve & Deputy Reeve

The Oath of Office was administered to the Reeve and Deputy Reeve by Joulia Whittleton.

TURNOVER OF CHAIR: 5. a) Turnover of Chair to the Reeve

Mr. Brideau turned over the chair to newly elected Reeve Neufeld.

BYLAWS/POLICIES: 7. a) Bylaw 786-10 Honorariums & Expense Reimbursements for Councillors and Approved Committee Members

MOTION 11-10-802
Requires 2/3

MOVED by Councillor Wardley

That Bylaw 786-10 Honorariums & Expense Reimbursements for Councillors and Approved Committee Members be received for information.

CARRIED

7. b) Bylaw 784-10 Organizational/Procedural Bylaw

MOTION 11-10-803 **MOVED** by Councillor Jorgensen

That administration bring back the organizational and procedural bylaw with changes as discussed.

CARRIED

COUNCIL COMMITTEES & TASK FORCES 8. a) Appointment of Council Members to Council Committees, Boards and Task Forces

MOTION 11-10-804 **MOVED** by Councillor D. Driedger

That the following Councillors be appointed to the **Agricultural Land – Land Use Planning Committee** for the period October 25, 2011 to October 2012.

Councillor Bateman
Councillor D. Driedger
Councillor Derksen
Councillor Jorgensen

CARRIED

MOTION 11-10-805 **MOVED** by Councillor Wardley

That the **Communications Ad Hoc Committee** be abolished.

CARRIED

MOTION 11-10-806 **MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Community Sustainability Committee** for the period October 25, 2011 to October 2012.

Councillor Braun
Councillor Bateman
Councillor Wardley
Councillor Jorgensen

CARRIED

MOTION 11-10-807 **MOVED** by Councillor Bateman

That the **La Crete County Building Task Force, Fort Vermilion County Building Task Force, High Level/Zama County Building Task Force**, and the **Tompkins Fire Hall Building Committee** be abolished.

CARRIED

MOTION 11-10-808 **MOVED** by Councillor Braun

That the following Councillors be appointed to the **Education Task Force** for the period October 25, 2011 to October 2012.

Councillor Flett
Councillor Wardley
Councillor D. Driedger

CARRIED

MOTION 11-10-809 **MOVED** by Councillor J. Driedger

That the following Councillors be appointed to the **Equipment Committee** for the period October 25, 2011 to October 2012.

Councillor Derksen
Councillor J. Driedger
Deputy Reeve Sarapuk

CARRIED

MOTION 11-10-810 **MOVED** by Councillor Bateman

That the following Councillors be appointed to the **Finance Committee** for the period October 25, 2011 to October 2012.

Reeve Neufeld
Councillor Braun
Councillor Wardley
Deputy Reeve Sarapuk

CARRIED

MOTION 11-10-811 **MOVED** by Councillor Wardley

That the **First Nations Consultation Committee** consist of all members of Council.

CARRIED

MOTION 11-10-812 **MOVED** by Councillor Wardley

That the **Government Liaison Committee** and the **Highway 88 Task Force** be abolished.

CARRIED

MOTION 11-10-813 **MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Inter-Municipal Planning Commission** for the period October 25, 2011 to October 2012.

Councillor Bateman
Councillor J. Driedger

CARRIED

MOTION 11-10-814 **MOVED** by Councillor J. Driedger

That the following Councillor be appointed to the **Inter-Municipal Subdivision and Development Appeal Board** for the period October 25, 2011 to October 2012.

Deputy Reeve Sarapuk
Councillor Wardley (alternate)

CARRIED

Reeve Neufeld recessed the meeting at 2:10 p.m. and reconvened the meeting at 2:26 p.m.

MOTION 11-10-815 **MOVED** by Councillor Bateman

That the **Land Use Framework Ad Hoc Committee** be abolished.

CARRIED

MOTION 11-10-816 **MOVED** by Councillor Bateman

That the following Councillor be appointed to the **Mackenzie Housing Management Board** for the period October 25, 2011 to October 2012.

Nominated:
Councillor J. Driedger
Councillor Jorgensen

Elected:
Councillor J. Driedger

CARRIED

MOTION 11-10-817 **MOVED** by Councillor Jorgensen

That the following Councillors be appointed to the **Mackenzie Library Board** for the period October 25, 2011 to October 2012.

Councillor Wardley
Councillor J. Driedger

CARRIED

MOTION 11-10-818 **MOVED** by Councillor Bateman

That the **Mackenzie Pipeline Ad Hoc Committee** be abolished

CARRIED

MOTION 11-10-819

MOVED by Councillor Flett

That the following Councillors be appointed to the **Municipal Planning Commission** for the period October 25, 2011 to October 2012.

Nominated:

Councillor Derksen
Councillor J. Driedger
Councillor Bateman

Elected:

Councillor Bateman
Councillor J. Driedger

CARRIED

MOTION 11-10-820

MOVED by Councillor Bateman

That the following Councillors be appointed to the **Parks and Recreation Committee** for the period October 25, 2011 to October 2012.

Councillor Braun
Councillor Flett
Councillor Wardley
Councillor D. Driedger

CARRIED

MOTION 11-10-821

MOVED by Councillor Braun

That the following Councillors be appointed to the **Rural Water Line Committee** for the period October 25, 2011 to October 2012.

Councillor Derksen
Councillor Jorgensen
Councillor J. Driedger

CARRIED

MOTION 11-10-822

MOVED by Councillor Bateman

That the following Councillors be appointed to the **Subdivision & Development Appeal Board** for the period October 25, 2011 to October 2012.

Councillor Wardley

Deputy Reeve Sarapuk (alternate)

CARRIED

MOTION 11-10-823

MOVED by Councillor Flett

That the following Councillors be appointed to the **Tompkins Crossing Committee** for the period October 25, 2011 to October 2012.

Nominated:

Councillor Derksen

Reeve Neufeld

Councillor D. Driedger

Councillor J. Driedger

Elected:

Reeve Neufeld

Councillor D. Driedger

Councillor J. Driedger

CARRIED

MOTION 11-10-824

MOVED by Councillor Braun

That the following Councillors be appointed to the **Waste Management Ad Hoc Task Force** for the period October 25, 2011 to October 2012.

Nominated:

Councillor Braun

Councillor J. Driedger

Councillor Derksen

Councillor Jorgensen

Councillor Bateman

Elected:

Councillor Braun

Councillor J. Driedger

Councillor Jorgensen

Councillor Bateman

CARRIED

MOTION 11-10-825

MOVED by Councillor Wardley

That the **Weed Control Appeal Board** be comprised of all council with the exception of the ASB members.

CARRIED

MOTION 11-10-826

MOVED by Councillor Bateman

That the **Zama Economic Development Committee** be abolished.

CARRIED

8. c) Appointment of Members at Large to County Boards/Committees

MOTION 11-10-827

MOVED by Councillor Braun

That the **Assessment Review Board** member at large positions be readvertised.

CARRIED

MOTION 11-10-828

MOVED by Councillor Bateman

That the following Members at Large be appointed to the **Municipal Planning Commission** for a one year term ending October 2012.

Beth Kappelar
Wally Schroeder
Danny Friesen

CARRIED

MOTION 11-10-829

MOVED by Councillor Flett

That the following Member at Large be appointed to the **Inter-Municipal Planning Commission** for a one year term ending October 2012.

Beverley Hilhorst

CARRIED

MOTION 11-10-830

MOVED by Deputy Reeve Sarapuk

That the following Members at Large be appointed to the **Subdivision & Development Appeal Board** for a one year term ending October 2012 and readvertise the remaining position.

Joe Peters
Ray Toews

CARRIED

MOTION 11-10-831

MOVED by Councillor Bateman

That the following Members at Large be appointed to the **Inter-Municipal Subdivision & Development Appeal Board** for a one year term ending October 2012.

Joe Peters
Ray Toews

CARRIED

MOTION 11-10-832

MOVED by Councillor Flett

That the following Members at Large be appointed to the **Mackenzie Housing Management Board** for a one year term ending October 2012 and that the remaining La Crete position be readvertised.

Dave Neufeld
Mike Kowal
Peter Wieler

CARRIED

MOTION 11-10-833

MOVED by Councillor Bateman

That the letter from the Mackenzie Library Board disqualifying a member at large for missing three consecutive meetings be accepted.

CARRIED

MOTION 11-10-834

MOVED by Councillor Flett

That the following Members at Large be appointed to the **Mackenzie Library Board** for a one year term ending October 2012.

Daryl Zielsdorf
Susan McNeil

CARRIED

MOTION 11-10-835

MOVED by Councillor Bateman

That the following Member at Large be appointed to the **Mighty Peace Tourist Association** for a one year term ending October 2012.

Daryl Zielsdorf

CARRIED

MOTION 11-10-836

MOVED by Councillor Flett

That all ballots be destroyed.

CARRIED

Reeve Neufeld recessed the meeting at 3:03 p.m. and reconvened the meeting at 3:12 p.m.

**APPOINT
REPRESENTATIVES:**

**9. a) Appointment of Council Representatives to Other
Committees**

MOTION 11-10-837

MOVED by Councillor Braun

That the following Councillors be appointed to the **Commuter Air Access Network (CAANA)** for a one year term ending October 2012.

Councillor Jorgensen
Councillor J. Driedger (alternate)

CARRIED

MOTION 11-10-838

MOVED by Councillor D. Driedger

That the following Councillors be appointed to the **Caribou Mountains Wildland Advisory Committee** for a one year term ending October 2012.

Councillor Jorgensen
Deputy Reeve Sarapuk (alternate)

CARRIED

MOTION 11-10-839

MOVED by Councillor Wardley

That the following Councillor be appointed to the **Community Futures Northwest** for a one year term ending October 2012.

Councillor J. Driedger

CARRIED

MOTION 11-10-840

MOVED by Councillor J. Driedger

That the following Councillors be appointed to the **Family Community and Support Services (FCSS)** for a one year term ending October 2012.

La Crete – Councillor Braun
Fort Vermilion – Councillor Flett

CARRIED

MOTION 11-10-841 **MOVED** by Councillor Jorgensen

That the following Councillor be appointed to the **Hay Zama Bison Advisory Committee** for a one year term ending October 2012.

Councillor Wardley

CARRIED

MOTION 11-10-842 **MOVED** by Councillor Jorgensen

That the following Councillors be appointed to the **Hay Zama Committee** for a one year term ending October 2012.

Councillor Wardley
Councillor Flett
Deputy Reeve Sarapuk (alternate)

CARRIED

MOTION 11-10-843 **MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Hay Zama Tourism Sub-Committee** for a one year term ending October 2012.

Councillor Wardley
Councillor Flett
Deputy Reeve Sarapuk (alternate)

CARRIED

MOTION 11-10-844 **MOVED** by Councillor Braun

That the following Councillor be appointed to the **High Level Forests Public Advisory Committee** for a one year term ending October 2012.

Deputy Reeve Sarapuk

CARRIED

MOTION 11-10-845 **MOVED** by Councillor Bateman

That no Councillors be appointed to the **High Level & District Recreational Advisory**.

CARRIED

MOTION 11-10-846

MOVED by Councillor Flett

That the following Councillors be appointed to the **Mackenzie Frontier Destination Marketing Organization** for a one year term ending October 2012.

Councillor Braun
Councillor Wardley

CARRIED

MOTION 11-10-847

MOVED by Councillor Wardley

That the following Councillor be appointed to the **Mackenzie Regional Community Policing Society** for a one year term ending October 2012.

Councillor Flett

CARRIED

MOTION 11-10-848

MOVED by Councillor Wardley

That the following Councillor be appointed to the **Mighty Peace Tourist Association** for a one year term ending October 2012.

Councillor Braun

CARRIED

MOTION 11-10-849

MOVED by Deputy Reeve Sarapuk

That the following Councillor be appointed to the **Northern Lights Forest Education Society** for a one year term ending October 2012.

Councillor Bateman

CARRIED

MOTION 11-10-850

MOVED by Councillor Jorgensen

That the following Councillors be appointed to the **Northwest Corridor Development Corporation** for a one year term ending October 2012.

Councillor Braun
Councillor Jorgensen
Councillor J. Driedger

CARRIED

MOTION 11-10-851 **MOVED** by Councillor Braun

That the following Councillor be appointed as the County's representative on the **Partners in Prevention Committee** for a one year term ending October 2012.

Councillor Wardley

CARRIED

MOTION 11-10-852 **MOVED** by Councillor D. Driedger

That no Councillors be appointed to the **Railway Task Force**.

CARRIED

MOTION 11-10-853 **MOVED** by Councillor Bateman

That the following Councillors be appointed to the **Recreation Boards** for a one year term ending October 2012.

Fort Vermilion – Councillor Flett
La Crete – Councillor Braun
Zama City – Councillor Wardley

CARRIED

MOTION 11-10-854 **MOVED** by Councillor Flett

That the following Councillors be appointed to the **Regional Economic Development Initiative** for a one year term ending October 2012.

Councillor Wardley
Councillor D. Driedger

CARRIED

MOTION 11-10-855 **MOVED** by Councillor Braun

That the following Councillors be appointed to the **Veterinary Services Incorporated** for a one year term ending October 2012.

Deputy Reeve Sarapuk
Councillor D. Driedger (alternate)

CARRIED

OTHER BUSINESS: **9. a) 2012 Council Meeting Dates**

Councillor Derksen left the meeting at 3:42 p.m.

MOTION 11-10-856 **MOVED** by Councillor Wardley

That the 2012 TENTATIVE council meeting dates be approved as follows:

Date	Location	Time
Tuesday, January 10, 2012	Fort Vermilion	10:00 a.m.
Wednesday, January 25, 2012	Fort Vermilion	10:00 a.m.
Tuesday, February 14, 2012	Fort Vermilion	10:00 a.m.
Wednesday, February 29, 2012	Fort Vermilion	10:00 a.m.
Tuesday, March 13, 2012	Fort Vermilion	10:00 a.m.
Wednesday, March 28, 2012	Fort Vermilion	10:00 a.m.
Tuesday, April 11, 2012	Fort Vermilion	10:00 a.m.
Wednesday, April 25, 2012	Fort Vermilion	10:00 a.m.
Tuesday, May 8, 2012	Fort Vermilion	10:00 a.m.
Wednesday, May 23, 2012	Fort Vermilion	10:00 a.m.
Wednesday, June 12, 2012	Fort Vermilion	10:00 a.m.
Wednesday, June 27, 2012	Fort Vermilion	10:00 a.m.
Tuesday, July 10, 2012	Fort Vermilion	10:00 a.m.
Wednesday, July 25, 2012	Fort Vermilion	10:00 a.m.
Tuesday, August 14, 2012	Fort Vermilion	10:00 a.m.
Wednesday, August 29, 2012	Fort Vermilion	10:00 a.m.
Tuesday, September 11, 2012	Fort Vermilion	10:00 a.m.
Wednesday, September 26, 2012	Fort Vermilion	10:00 a.m.
Tuesday, October 9, 2012	Fort Vermilion	10:00 a.m.
Wednesday, October 24, 2012	Fort Vermilion	10:00 a.m.
Tuesday, November 6, 2012	Fort Vermilion	10:00 a.m.
Wednesday, November 28, 2012	Fort Vermilion	10:00 a.m.
Tuesday, December 11, 2012	Fort Vermilion	10:00 a.m.

CARRIED

DESTRUCTION OF **10 a) Destruction of Ballots**
BALLOTS

MOTION 11-10-857 **MOVED** by Councillor Wardley

That all ballots used during the 2011 organizational meeting be

destroyed.

CARRIED

ADJOURNMENT:

11. a) Adjournment

MOTION 11-10-858

MOVED by Councillor Braun

That the Organizational Council meeting be adjourned at 3:59 p.m.

CARRIED

These minutes will be presented to Council for approval on Tuesday, November 8, 2011.

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Minutes of the October 26, 2011 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the October 26, 2011 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the minutes of the October 26, 2011 Regular Council meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, October 26, 2011
10:00 a.m.**

**Council Chambers
Fort Vermilion, Alberta**

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor (left at 1:55 p.m.)
Dicky Driedger	Councillor
John W. Driedger	Councillor
Odell Flett	Councillor (arrived at 10:08 a.m.)
Eric Jorgensen	Councillor (arrived at 10:07 a.m.)
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

J. Roy Brideau	Chief Administrative Officer
Joulia Whittleton	Director of Corporate Services
Al Hoggan	Director of Community & Protective Services
Carol Gabriel	Executive Assistant

ALSO PRESENT: Members of the media.

Minutes of the Regular Council meeting for Mackenzie County held on October 26, 2011 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 10:00 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 11-10-859 **MOVED** by Deputy Reeve Sarapuk

That the agenda be adopted as amended.

8. a) Tompkins Ice-Bridge

13. c) Zama Trailers

CARRIED

**STRATEGY & POLICY
SESSION:**

3. a) **None**

**ADOPTION OF
PREVIOUS MINUTES:**

4. a) **Minutes of the October 11, 2011 Regular Council Meeting**

MOTION 11-10-860

MOVED by Councillor Wardley

That the minutes of the October 11, 2011 Regular Council meeting be adopted as presented.

CARRIED

DELEGATION:

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

Councillor Jorgensen arrived at 10:07 a.m.
Councillor Flett arrived at 10:08 a.m.

MOTION 11-10-861

MOVED by Councillor J. Driedger

That the RCMP report be received for information.

CARRIED

5. b) **Fort Vermilion Recreation Board**

No delegation was present.

IN CAMERA SESSION:

MOTION 11-10-862

MOVED by Councillor Derksen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 10:21 a.m.

12. a) Legal

12. b) Labour

13. c) Zama Trailers

CARRIED

Reeve Neufeld recessed the meeting at 12:10 p.m. and reconvened the meeting at 12:47 p.m.

MOTION 11-10-863

MOVED by Councillor D. Driedger

That Council move out of camera at 1:29 p.m.

CARRIED

Reeve Neufeld recessed the meeting at 1:30 p.m. and reconvened the meeting at 1:42 p.m.

12. a) Legal

MOTION 11-10-864

MOVED by Councillor Derksen

That the culvert located at NW 21-106-15-W5M be graded so that it is horizontal with the north end and complete the project as recommended by Alberta Environment.

Councillor Derksen requested a recorded vote.

In Favor:

Councillor Derksen
Councillor J. Driedger
Reeve Neufeld
Deputy Reeve Sarapuk
Councillor Braun

Opposed:

Councillor Flett
Councillor Bateman
Councillor D. Driedger
Councillor Jorgensen
Councillor Wardley

DEFEATED

MOTION 11-10-865

MOVED by Councillor Jorgensen

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.

CARRIED

Councillor Derksen left the meeting at 1:55 p.m.

MOTION 11-10-866

MOVED by Councillor Wardley

That the County engage GENIVAR and make application to Alberta Environment regarding the potential ditch at the outlet of the culvert located on the county road lying north of NW 21-106-15-W5M and bring information back to Council.

CARRIED

12. b) Labour

12. c) Zama Trailers (ADDITION)

GENERAL REPORTS:

6. a) Municipal Planning Commission Meeting Minutes for August 11, 2011, August 30, 2011, and September 15, 2011

MOTION 11-10-867

MOVED by Deputy Reeve Sarapuk

That the Municipal Planning Commission meeting minutes of August 11, 2011 (corrected), August 30, 2011, and September 15, 2011 be received for information.

CARRIED

6. b) Mackenzie Library Board Meeting Minutes – August 23, 2011

MOTION 11-10-868

MOVED by Councillor Wardley

That the Mackenzie Library Board minutes of August 23, 2011 be received for information.

CARRIED

6. c) Mackenzie Housing Management Board Meeting Minutes – August 29, 2011

MOTION 11-10-869

MOVED by Councillor Braun

That the Mackenzie Housing Management Board minutes of August 29, 2011 be received for information.

CARRIED

**COMMUNITY &
PROTECTIVE
SERVICES:**

7. a) 2011 Solid Waste Hauling Tender Results

Councillor Bateman declared herself in conflict of interest and left the meeting.

MOTION 11-10-870

MOVED by Councillor Flett

That the 2011 Haul of Solid Waste Tender be awarded to the lowest qualified bidder.

CARRIED

Councillor Bateman rejoined the meeting.

**OPERATIONAL
SERVICES:**

8. a) Tompkins Ice-Bridge (ADDITION)

MOTION 11-10-871
Requires Unanimous

MOVED by Councillor Bateman

That the Tompkins ice-bridge contract be tendered.

CARRIED UNANIMOUSLY

**PLANNING &
DEVELOPMENT:**

**9. a) Development Statistics Report 2011 – January to
September 2009 to 2011 Comparison**

MOTION 11-10-872

MOVED by Deputy Reeve Sarapuk

That the development statistics report 2011 January to September comparisons be received for information.

CARRIED

PUBLIC HEARINGS:

10. a) None

**CORPORATE
SERVICES:**

11. a) Town of High Level – 2012 Capital Projects

MOTION 11-10-873

MOVED by Deputy Reeve Sarapuk

That a letter be sent to the Town of High Level accepting the 2012 capital projects as indicated in the Town's request and that administration includes the estimated capital cost in the 2012 budget and publicize our contribution accordingly.

CARRIED

MOTION 11-10-874

MOVED by Councillor Bateman

That administration send a letter to the Town of High Level requesting their long term capital project requirements.

CARRIED

**11. b) Penalties Write-off – Tax Rolls 076973, 077126,
098336 and 192075**

MOTION 11-10-875

Requires 2/3

MOVED by Councillor Bateman

That penalties of \$165.45 for roll 076973; \$13.31 for roll 077126; \$84.49 for roll 098336 and \$266.09 for roll 192075 totaling \$529.34 be written off.

CARRIED UNANIMOUSLY

11. c) Agricultural Land Sales

MOTION 11-10-876

MOVED by Councillor Braun

That Council support the Agricultural Land Use Planning Committee's recommendation regarding the agricultural land sales.

CARRIED

11. d) Highway 88 Connector Paving Project

Reeve Neufeld recessed the meeting at 3:04 p.m. and reconvened the meeting at 3:22 p.m.

MOTION 11-10-877

MOVED by Councillor Bateman

That the engineering and grading be completed on Highway 88 to bring it to shovel ready status and that the pavement be put on hold.

MOTION 11-10-878

MOVED by Councillor Wardley

That the vote on Motion 11-10-877 be TABLED to the November 30, 2011 Council meeting.

CARRIED

11. e) Land Use Framework – MMSA Survey

MOTION 11-10-879

MOVED by Councillor Wardley

That the Mackenzie Municipal Services Agency's (MMSA) survey completed by Council and reflecting the County's

position regarding the Land Use Framework be submitted to MMSA as presented.

CARRIED

11. f) Royal Canadian Legion – Request for Funding

MOTION 11-10-880
Requires 2/3

MOVED by Councillor Flett

That the Fort Vermilion Royal Canadian Legion's request for roof repairs in the amount of \$12,000.00 be approved with funding coming from the Grants to Other Organizations.

CARRIED

11. g) Financial Report – September 30, 2011

MOTION 11-10-881

MOVED by Councillor Wardley

That the financial reports for the period ended September 30, 2011 be accepted for information.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

12. a) Information/Correspondence

MOTION 11-10-882

MOVED by Councillor Wardley

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

CARRIED

**NEXT MEETING
DATE:**

14. a) Regular Council Meeting
Tuesday, November 8, 2011
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

15. a) Adjournment

MOTION 11-10-883

MOVED by Councillor Jorgensen

That the regular council meeting be adjourned at 3:58 p.m.

CARRIED

These minutes will be presented to Council for approval on November 8, 2011.

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes for October 3, 2011

BACKGROUND / PROPOSAL:

Information item. The adopted minutes of the October 3, 2011 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of October 3, 2011 be received for information.

Author: J. Braun **Reviewed By:** M. Krahn **CAO** J. Roy Brideau

**Mackenzie County
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, Alberta**

Monday, October 3, 2011 @ 10:00 a.m.

PRESENT

Jack Eccles	Chair
John W. Driedger	Vice-Chair, Councillor
Elmer Derksen	Councillor, MPC Member
Danny Friesen	MPC Member
Wally Schroeder	MPC Member
Joulia Whittleton	Director of Corporate Services
Marion Krahn	Supervisor of Planning Services

ABSENT

Liane Lambert	Development Officer
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DELEGATIONS

Mark Dick	Developer (arrived at 10:10 a.m., left the meeting at 10:13 a.m.)
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1. CALL TO ORDER

Jack Eccles called the meeting to order at 10:05 a.m.

2. ADOPTION OF AGENDA

MOTION 11-249 **MOVED** by John W. Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MOTION 11-250 **MOVED** by Wally Schroeder

That the minutes of the September 15, 2011 Municipal Planning Commission meeting be adopted as amended.

CARRIED

b) Business Arising from Previous Minutes

No business arising from the previous Minutes.

4. DELEGATIONS

No delegations present.

5. DEVELOPMENT

- a) Development Permit 219-DP-11
Abe Martens; Garage – Detached with Size Variance
Part of NW 32-105-15-W5M
(Plan 002 0753, Block 1, Lot 1); La Crete Rural**

MOTION 11-251 MOVED by Elmer Derksen

That Development Permit 219-DP-11 on Part of NW 32-105-15-W5M (Plan 002 0753, Block 1, Lot 1) in the name of Abe Martens be APPROVED with the following conditions:

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

1. **Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.**
2. **A 44 square foot variance for the Garage - Detached is hereby granted. The maximum area of the Garage - Detached shall be 1120 square feet.**
3. The interior ceiling height of the Garage - Detached shall not exceed more than 3.7 meters (12 feet) in height and a maximum height of one storey.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
5. **The Garage-Detached is approved for residential purposes only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Garage-Detached for commercial or industrial uses, a new**

development permit is required prior to the commencement of the commercial or industrial use.

6. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
7. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
8. Access was inspected and approved September 14, 2011 with the condition that should there be a water problem in the spring, you are required to add an extension to your culvert and gravel the extended access.
9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- b) Development Permit Application 225-DP-11
Eva and Susie Driedger; Manufactured Home –
Single Wide with Setback Variance and Deck
Plan 042 5759, Block 30, Lot 14; La Crete**

MOTION 11-252 **MOVED** by John W. Driedger

That Development Permit 225-DP-11 on Plan 042 5759, Block 30, Lot 14 in the name of Eva and Susie Driedger be APPROVED with the following conditions:

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

1. **Approval of a Manufactured Home - Single Wide with Deck and with a setback variance as noted in condition 2.**
2. **The front of the Mobile Home shall be 7.62 meters (25 feet) from the front (east) property line. The minimum front (north) yard setback for the Deck is: 7.62 meters (25 feet). The minimum building setbacks (including Deck) for the side and rear yards are: 2.44 meters (8 feet) rear (west) yard; 1.52 meters (5 feet) south side yard; 2.29 meters (7.5 feet) north side yard, from the property lines.**
3. **The Mobile Home shall be situated on the north side of the lot with the deck located on the south side of the Mobile Home.**
4. The undercarriage of the Manufactured Home – Single Wide shall be screened from view by skirting or such other means satisfactory to the Development Authority.
5. The architecture, construction material and appearance of the Manufactured Home – Single Wide with Deck shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
6. The Municipality has assigned the following address to the noted property **10318-109 Street**. You are required to display the address (**10318**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
8. This permit approval is subject to an access to the property being constructed to County standards, PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the

property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

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

CARRIED

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

4. DELEGATIONS

Mark Dick arrived at 10:10 a.m. (during the discussion and decision of the Development Permit 225-DP-11). Mark indicated that he is present to hear the proceedings as the Manufactured Home – Single Wide considered in Development Permit 225-DP-11 is being sold by his Manufactured Home and RV Sales business.

Mark requested lenience of the two week advertising period in order to allow the unit to be placed on site before winter. The Supervisor of Planning Services explained that the 2 week advertising period is required in accordance with the *Municipal Government Act* and therefore the County is unable to make any exceptions to it. The Supervisor of Planning Services further advised that if the applicants decide to proceed with the placement of the Manufactured Home – Single Wide prior to the end of the appeal period, they do so solely at their own risk.

Mark Dick left the meeting at 11:13 a.m. and did not return.

- c) **Development Permit Application 243-DP-11
Dave Gerbrandt; Manufactured Home – Single Wide
Addition with Setback Variance; Part of NE 13-105-16-W5M
(Plan 102 4801, Block 1, Lot 1); West La Crete**

MOTION 11-253 MOVED by Wally Schroeder

That Development Permit 243-DP-11 on Part of NE 13-105-16-W5M (Plan 102 4801, Block 1, Lot 1) in the name of Dave Gerbrandt be APPROVED with the following conditions:

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

1. **Approval of a Manufactured Home - Single Wide Addition with setback variance as noted in condition 2.**
2. **Minimum building setbacks:**
 - a. **41.15 meters (135 feet) from any road allowances,**
 - b. **15.24 meters (50 feet) from the east and west property lines, and**
 - c. **7.62 meters (25 feet) from the north property line.**
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
5. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
6. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
8. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

6. SUBDIVISION

- a) Subdivision Application 13-SUB-11
SE 11-108-14-W5M; Blumenort
Peter H. and Hilda Wieler**

MOTION 11-254 MOVED by Wally Schroeder

That Subdivision Application 13-SUB-11 in the name of Peter H. and Hilda Wieler, on SE 11-108-14-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 22.88 acres (9.26 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) In accordance with Section 15 of the Subdivision and Development Regulations, provision of the following at the cost of the developer:
 - a) Dedication of a 30 meter wide service right-of-way by plan of survey across the highway frontage of the proposed subdivision at no cost to the department.
 - b) Construction of a service road from the access to the south boundary of the proposed parcel so as to provide physical access to the remnant lands. Construction of the service road is to be to the satisfaction of the municipality and at no cost to Alberta Transportation.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - d) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 or 780-927-3718 to discuss the requirements for your subdivision.

- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- g) 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 29-SUB-11
NE 9-110-18-W5M; High Level Rural
Jay and Janice Lanti**

MOTION 11-255 **MOVED** by Danny Friesen

That Subdivision Application 29-SUB-11 in the name of Jay and Janice Lanti on NE 9-110-18-W5M, be TABLED for further information.

CARRIED

- c) **Subdivision Application 30-SUB-11
NE 32-105-13-W5M; La Crete Rural
Peter and Ann Derksen**

MOTION 11-256 **MOVED** by Elmer Derksen

That Subdivision Application 30-SUB-11 in the name of Peter and Ann Derksen (Landowners)/Mark Bakalar (Agent), on NW 32-105-13-W5M, be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 10.0 acres (4.05 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 developers' expense.
- c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- d) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- g) 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

6. MISCELLANEOUS ITEMS

a) Action List

The Action List of September 15, 2011 was reviewed.

7. IN CAMERA

There were no In Camera items to discuss.

8. NEXT MEETING DATES

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ October 24, 2011 10:00 a.m. in La Crete
- ❖ November 10, 2011 10:00 a.m. in Fort Vermilion
- ❖ November 28, 2011 10:00 a.m. in La Crete

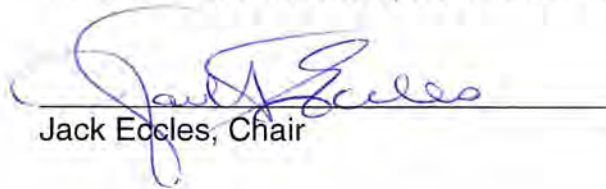
9. **ADJOURNMENT**

MOTION 11-257 **MOVED** by John W. Driedger

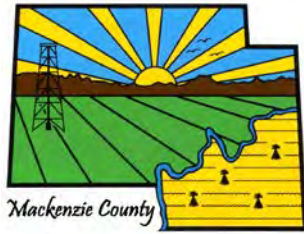
That the Municipal Planning Commission meeting be adjourned at 11:12 a.m.

CARRIED

These minutes were adopted this 24th day of October 2011.



Jack Eccles, Chair



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	Marion Krahn, Supervisor of Planning Services
Title:	Bylaw 804-11 Road Closure lying between SE 13-104-18-W5M and NE 12-104-18-W5M (Blue Hills)

BACKGROUND / PROPOSAL:

Bylaw 804-11, being a Road Closure Bylaw for the closure of a statutory road allowance lying between SE 13-104-18-W5M and NE 12-104-18-W5M for the purpose of sale and consolidation with the adjacent lands, received first reading at the March 30, 2011 Council meeting.

In accordance with Alberta Transportation Road Closure Procedures, all road closure Bylaws must receive a Public Hearing prior to being sent to Alberta Transportation for approval. Public Hearing for the subject Bylaw was completed on April 28, 2011. Alberta Transportation's approval was received October 24, 2011 and therefore, the Bylaw is presented for second and third reading.

OPTIONS & BENEFITS:

The portion of road in question is the undeveloped road allowance between two quarter sections north of Highway 697. When Highway 697 was constructed, it was constructed south of the actual government road allowance thereby leaving a small portion of land fragmented between the highway and the road allowance.

In 1992, a portion of the land fragmented by the highway, road allowance and Blues Creek was subdivided and given separate title. Today, the landowner of Plan 922 0041, Block 1, Lot 1 is requesting that the road allowance north of NE 12-104-18-W5M be closed so that they may purchase a portion of the closed road to consolidate into their parcel thereby giving them more room to develop.

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

The applicant is only looking at purchasing the portion of closed road between Blues Creek and the west quarter line. The applicant wishes to pay for the portion of closed road lying to the south of the Sommerfeld Mennonite Church as a gift to the church. The matter of adding these lands to the church property would be done after the road allowance is closed.

All landowners adjacent and affected by this road closure request have signed the application in support of the closure.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

RECOMMENDED ACTION:

MOTION 1

That second reading be given to Bylaw 804-11, being a Road Closure Bylaw for the closure and sale of the Government Road Allowance lying north of NE 12-104-18-W5M.

MOTION 2

That third reading be given to Bylaw 804-11, being a Road Closure Bylaw for the closure and sale of the Government Road Allowance lying north of NE 12-104-18-W5M.

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

BYLAW NO. 804-11

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

**FOR THE PURPOSE OF CLOSING A
STATUARY ROAD ALLOWANCE IN ACCORDANCE
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000**

WHEREAS, Council of Mackenzie County has determined that the statutory road allowance, as outlined on Schedule "A" attached hereto, be subject to a road closure, and

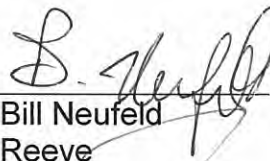
WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

NOW THEREFORE, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of sale, the government road allowance described as follows, subject to the rights of access granted by other legislation or regulations:

All that portion of Government Road Allowance lying north of
NE 12-104-18-W5M

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

READ a first time this 30th day of March, 2011.


Bill Neufeld
Reeve


Roy Brideau
Chief Administrative Officer

APPROVED this ST 21 day of OCTOBER, 2011.


Minister of Transportation

Approval valid for _____ months.

READ a second time this ___ day of _____, 2011.

READ a third time and finally passed this ___ day of _____, 2011.

Bill Neufeld
Reeve

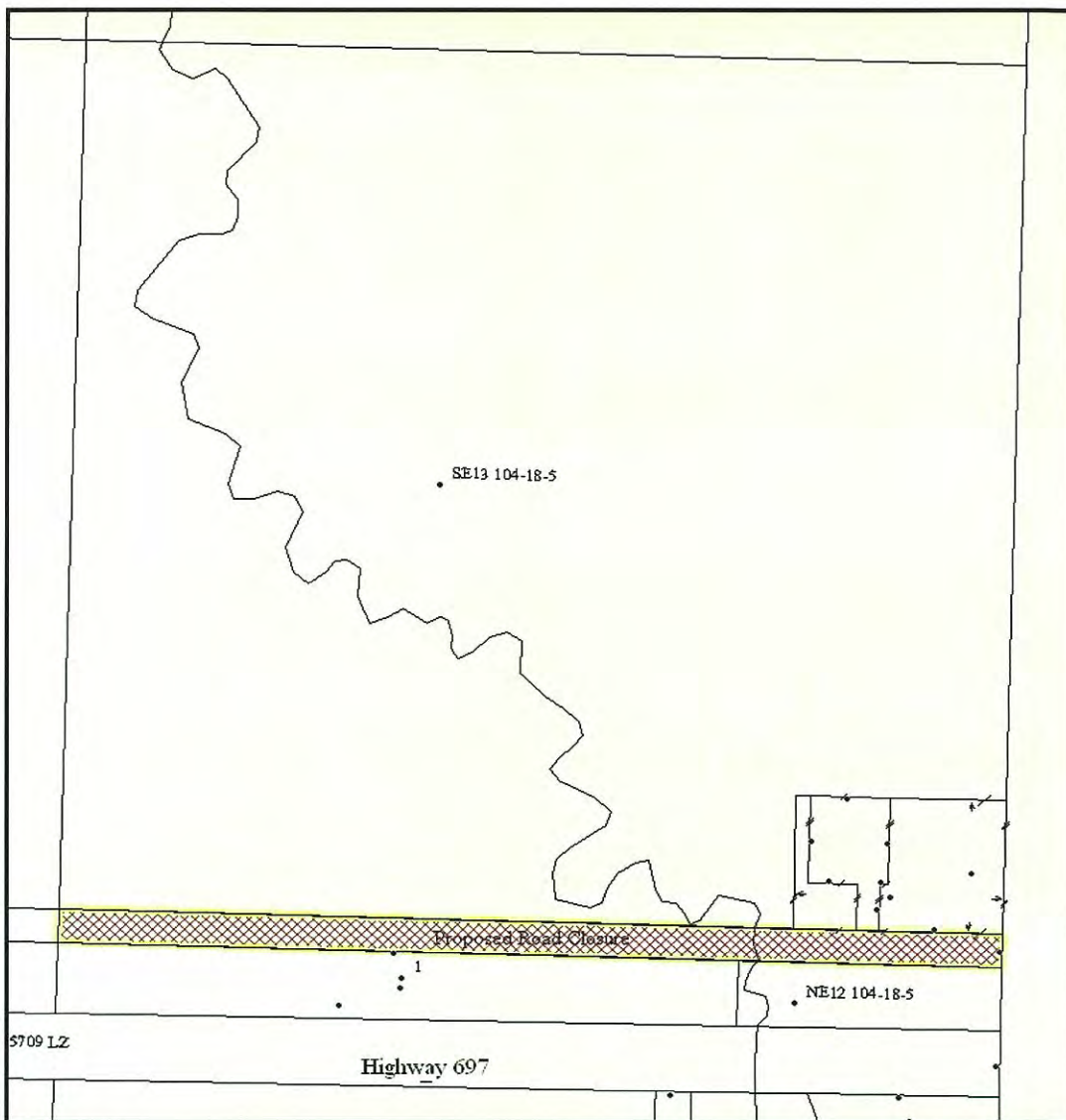
Roy Brideau
Chief Administrative Officer

BYLAW NO. 804-11

SCHEDULE "A"

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

All that portion of Government Road Allowance lying north of NE 12-104-18-W5M,
be subject to closure and sale.





LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT John Giesbrecht		NAME OF ADJACENT LANDOWNER(S) (NORTH) <i>Helena S. Martens</i>		NAME OF LANDOWNER (P 922 0041, B 1, L 1) Jacob K. & Helena Gerbrandt	
ADDRESS Box 496		ADDRESS <i>PO Box 98</i>		ADDRESS Box 1818	
TOWN La Crete AB		TOWN <i>La Crete AB</i>		TOWN La Crete AB	
POSTAL CODE TOH 2H0	PHONE (RES.) 928-2962	POSTAL CODE <i>TOH 2H0</i>	PHONE (RES.) <i>780-928-3802</i>	POSTAL CODE TOH 2H0	PHONE (RES.) 928-4749

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Road Closure of Part of Twp Rd 104-2

REASONS SUPPORTING PROPOSED AMENDMENT:

Closure of undeveloped road allowance which is not being used due to close proximity of Highway 697. This portion of road is intended to be added to Part of NE 12-104-18-W5M (Plan 922 0041, Block 1, Lot 1) which is in the process of being purchased by the applicant.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 150.00 _____ RECEIPT NO. 128642
[Signature] _____ Jan 28/11
 APPLICANT DATE

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

Helena Gerbrandt,
Jacob K. Gerbrandt
 REGISTERED LANDOWNERS _____ DATE _____

[Signature]
 ADJACENT LANDOWNER(S) NORTH _____ DATE Jan 21/11

David Harms South Kornelia Harms
Box 215 Kornelia Harms
La Crete 928-2224
 ADJACENT LANDOWNER SOUTH _____ DATE Jan 22/11

Application is being made with the
intent that the east side of Blue Hills
Creek portion be added to existing Church
Title

Wm S W
on behalf of Church

JAN 28/11
Date.

SW1

NW

SE13 104-18-5

NE12 104-18-5

922 0041

5709 LZ

Proposed Road Closure

Highway 697

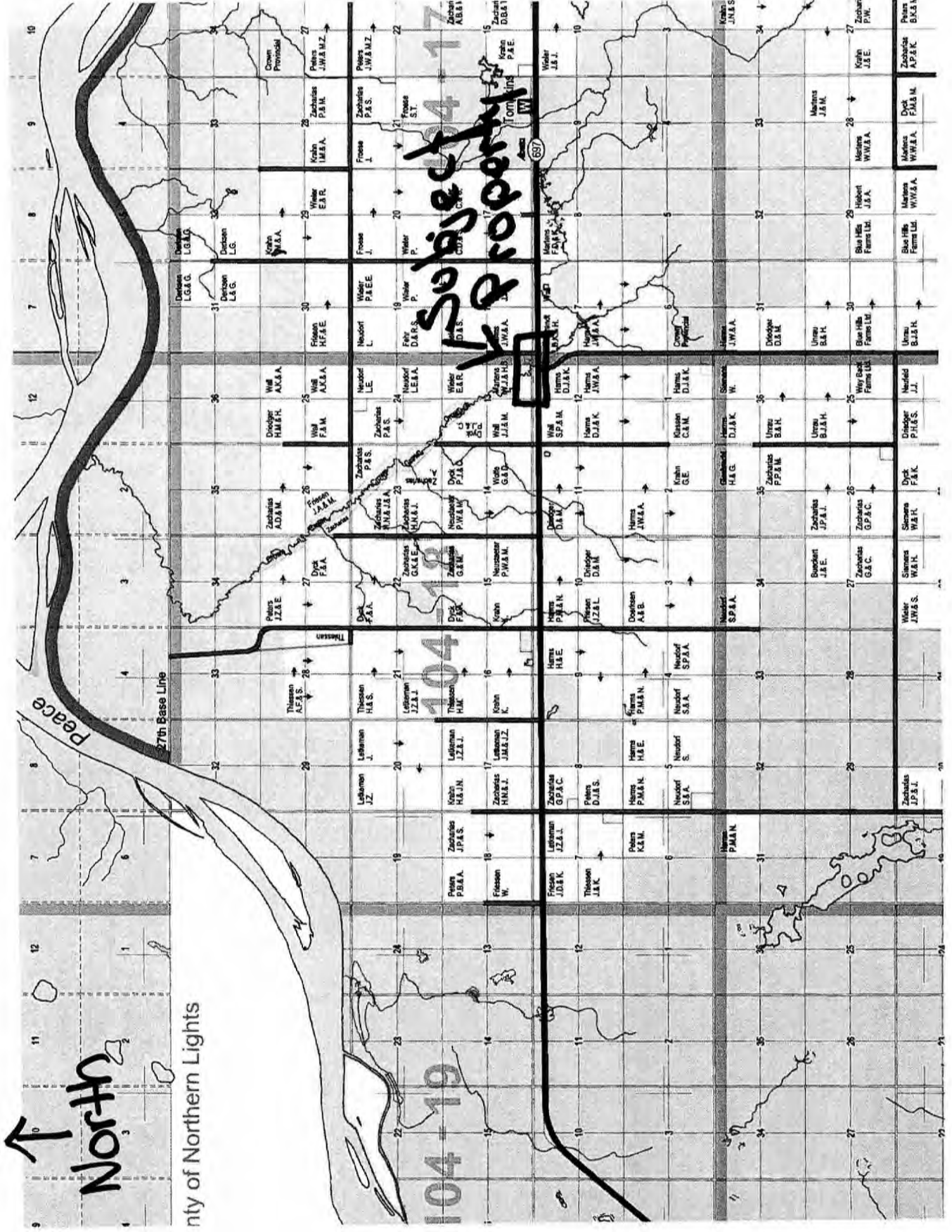
TO BE ADDED PROPERTY
TO CHURCH PROPERTY

Total Len: 197.4 ft, Total Brg: 0° 04' 15.7"



North

City of Northern Lights





Church

Road Allowance

Jacob & Helen Gerbrandt

NE12 104-18-5

Highway 697

NE 12-104-18-W5M



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	Jouliia Whittleton, Director of Corporate Services
Title:	Bylaw 840-11 Fee Schedule Bylaw

BACKGROUND / PROPOSAL:

Bylaw 840-11, being a revised Fee Schedule Bylaw, is presented to Council for revisions to the Safety Codes Permit fees. Administration and Superior Safety Codes have reviewed portions of the fees and determined that changes are needed to better address fees for sheds, moved on buildings, gas and plumbing permits for Mobile Homes and replacement of non-residential appliances.

OPTIONS & BENEFITS:

The following chart shows both the current and proposed fees as well as an explanation for the proposed amendments;

Building Permit	Current Fee	Proposed Fee	Difference/ Explanation
Shed (over 200 sq ft)	Homeowner - \$175.00 Contractor - \$150.00	Homeowner - \$0.40/sq ft Contractor - \$0.30/sq ft	Homeowner - \$80.00 Contractor - \$60.00 <i>(Based on 200 sq ft building)</i> This fee amendment is intended to align building size with permit price.
Relocation of a Building on Blocking or Piles amended to Placement of House/ Modular/Mobile Home/ Garage/Addition only	Homeowner - \$175.00 Contractor - \$150.00	Homeowner - \$175.00 Contractor - \$150.00	Amendment will allow permit applicants to move the stated buildings without having to put them on blocking or piles. (Ex: move garage/shed on concrete slab)
Gas Permit	Current Fee	Proposed Fee	Difference/ Explanation
Remove Mobile/Modular Home (connection only)	Homeowner - \$100.00 Contractor - \$75.00	Homeowner - \$85.0 Contractor - \$75.00	Subject to number of outlets may be slightly less or

Author: M. Krahn **Review by:** **CAO** J. Roy Brideau

		(based on one outlet) Homeowner - \$105.00 Contractor - \$85.00 (based on two outlets)	slightly more. This change is intended to align costs for all housing types.
Add Replacement of Non-Residential Appliances	Not listed	First appliance - \$70.00 Add \$15.00 for each additional	Needed in order to determine fees for non-residential appliance replacement.
Plumbing Permit	Current Fee	Proposed Fee	Difference/ Explanation
Remove Mobile/ Modular Home (connection only)	Homeowner - \$100.00 Contractor - \$75.00	Homeowner - \$85.00 Contractor - \$75.00 (based on one outlet) Homeowner - \$95.00 Contractor - \$85.00 (based on two outlets)	Subject to number of outlets, may be slightly less than current fee. Mobile/Manufactured Homes usually have 2 plumbing connections. This change is intended to align costs for all housing types.

Note: A 4% Safety Codes Council fee is added to each Safety Codes Permit and remitted to the Safety Codes Council as required.

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

MOTION 1: (requires 2/3)

That first reading be given to Bylaw 840-11, being the Fee Schedule Bylaw.

MOTION 2: (requires 2/3)

That second reading be given to Bylaw 840-11, being the Fee Schedule Bylaw.

MOTION 3: (requires unanimous)

That consideration be given to proceed to third reading of Bylaw 840-11, being the Fee Schedule Bylaw.

MOTION 4: (requires 2/3)

That third reading be given to Bylaw 840-11, being the Fee Schedule Bylaw.

Author: M. Krahn Review by: _____ CAO J. Roy Brideau

SAFETY CODES FEES

BUILDING PERMIT FEES

RESIDENTIAL	HOMEOWNER	CONTRACTOR
Main Floor (basement included)	\$0.65/sq ft	\$0.55/sq ft
Additional Storey's	\$0.40/sq ft	\$0.30/sq ft
Garages (Attached/Detached)/Sheds (over 200 sq ft)	\$0.40 sq/ft	\$0.30/sq ft
Additions	\$0.50/sq ft	\$0.40/sq ft
Relocation of a Building on a Basement or Crawlspace	\$0.60/sq ft	\$0.50/sq ft
Relocation of a Building on Blocking or Piles	\$175.00	\$150.00
Placement of House/Modular/Mobile Home/Garage/Addition only	\$175.00	\$150.00
Major Renovations (Any Structural Change)	\$0.50/sq ft	\$0.40 sq ft

Fireplaces/Wood Burning Appliances	\$175.00	\$150.00
Decks (Greater Than 2 Feet Above Grade)	\$175.00	\$150.00
Sheds (Over 200 Square Feet)	\$175.00	\$150.00
Minimum Residential Building Permit Fee	\$175.00	\$150.00

COMMERCIAL/ INDUSTRIAL/ INSTITUTIONAL
\$6.00 per \$1,000 of project value
Minimum fee is \$300.00
Notes: 1. Project value is based on the actual cost of material and labour. 2. Verification of cost may be requested prior to permit issuance.

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES (CONT)

GAS PERMIT FEES

RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	\$90.00	\$75.00
Additional Propane Tanks	\$15.00/tank	\$15.00/per tank
Temporary Heat	\$100.00	\$75.00

Grain Dryer	Contractor Required	\$250.00
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DESCRIPTION	HOMEOWNER	CONTRACTOR
Mobile/Modular Home (connection only)	\$100.00	\$75.00

NON- RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	Contractor Required	\$75.00
Additional Propane Tanks	Contractor Required	\$15.00/per tank
Gas/Propane Cylinder Refill Center	Contractor Required	\$150.00

REPLACEMENT OF NON-RESIDENTIAL APPLIANCES	FEE
<i>First Appliance</i> <i>Add \$15.00 for each additional appliance</i>	<i>\$70.00</i>

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES (CONT)

PLUMBING PERMIT FEES

RESIDENTIAL INSTALLATIONS		
Number of Fixtures	HOMEOWNER	CONTRACTOR
1	\$85.00	See contractor fees
2	\$95.00	See contractor fees
3	\$105.00	See contractor fees
4	\$115.00	See contractor fees
5	\$125.00	See contractor fees
6	\$135.00	See contractor fees
7	\$140.00	See contractor fees
8	\$149.00	See contractor fees
9	\$164.00	See contractor fees
10	\$176.00	See contractor fees
11	\$186.00	See contractor fees
12	\$195.00	See contractor fees
13	\$204.00	See contractor fees
14	\$215.00	See contractor fees
15	\$224.00	See contractor fees
16	\$234.00	See contractor fees
17	\$245.00	See contractor fees
18	\$252.00	See contractor fees
19	\$263.00	See contractor fees
20	\$273.00	See contractor fees
Add \$8.00 for each fixture over 20		

DESCRIPTION	HOMEOWNER	CONTRACTOR
Mobile/Modular Home (connection only)	\$100.00	\$75.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Bylaw 827-11 Electoral Ward Boundaries

BACKGROUND / PROPOSAL:

After a lengthy process, Bylaw 827-11 Electoral Boundaries Bylaw was developed.

OPTIONS & BENEFITS:

The Bylaw received its first reading on July 11, 2011 and was advertised as per the Municipal Government Act requirements.

Public open houses were held during the last week of October 2011.

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION: (requires 2/3)

Motion 1:

That second reading be given to Bylaw 827-11 being an electoral boundaries bylaw.

Motion 2:

That third reading be given to Bylaw 827-11 being an electoral boundaries bylaw.

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

BYLAW NO. 827-11

**BEING A BY-LAW OF
MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,**

**TO ESTABLISH THE ELECTORAL WARD BOUNDARIES
FOR MACKENZIE COUNTY**

WHEREAS, Section 148 (2) (b) of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000, and amendments thereto enables Council to pass a Bylaw to change the ward boundaries for the County, and

WHEREAS, Section 148 (2) (d) of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000, and amendments thereto enables a Council to pass a Bylaw specifying that there will be one Councillor elected for each ward established; and

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

1. For the purposes of the October 2013 general municipal election and thereafter, Mackenzie County Council shall be comprised of ten (10) Councillors with one (1) Councillor elected from each ward;
2. The number and boundaries of each of the ten (10) wards are described in Schedule "A" and are illustrated on the map titled as Schedule "B", which are attached and form part of this Bylaw and shall exclude any and all incorporated municipalities situated therein;
3. That the ward boundary bylaw be reviewed no less than every two terms of Council;
4. This Bylaw shall come into full force and effect upon the date of final passage thereof.

First Reading given on the 11th day of July, 2011.

Second Reading given on the _____ day of _____, 2011.

Third Reading and Assent given on the _____ day of _____, 2011.

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer

DRAFT

SCHEDULE "A"

Electoral Ward Descriptions for Mackenzie County

All the lands herein lying west of the Fifth (5th) Meridian unless otherwise noted in the description.

All the lands herein excepting thereout the lands comprising any incorporated municipality, Indian Reserve situated therein.

Ward One

Township 97:

- All of Ranges 1 to 18 inclusive, and
- in Ranges 19 and 20, all those portions lying east of the right bank of the Peace River;

Township 98:

- All of Ranges 1 to 17 inclusive, and
- in Ranges 18 to 20 inclusive, all those portions lying east of the right bank of the Peace River;

Township 99:

- All of Ranges 1 to 17 inclusive, and
- in Ranges 18 and 19, all those portions lying east of the right bank of the Peace River;

Townships 100 and 101:

- All of Ranges 1 to 18 inclusive, and
- in Ranges 19 and 20, all those portions lying east of the right bank of the Peace River;

Townships 102 and 103:

- All of Ranges 1 to 18 inclusive, and
- in Range 19, all those portions lying east of the right bank of the Peace River;

Township 104:

- In Ranges 1 to 16 inclusive, sections 1 to 18 inclusive,
- in Range 17, all those portions lying south and west of the right bank of the Peace River, and
- in Ranges 18 and 19, all those portions lying south and east of the right bank of the Peace River;

Township 105:

- In Ranges 17 and 18, all those portions lying south of the right bank of the Peace River.

Ward Two

Township 104:

- In Ranges 1 to 15 inclusive, sections 19 to 36 inclusive, and
- in Range 16, all those portions of sections 19 to 36 inclusive lying south and east of the right bank of the Peace River;

Township 105:

- In Ranges 1 to 14 inclusive, sections 1 to 30 inclusive,
- in Range 15, all of sections 1 to 31 inclusive, and the west half of section 32, and
- in Range 16, all those portions of section 1 to 4 inclusive, 10 to 15 inclusive, 23 and 24, 25 to 27 inclusive and 33 to 36 inclusive lying east of the right bank of the Peace River;

Township 106:

- In Range 15, the west half of section 5, and all of section 6, and
- in Range 16, all that portion lying south of the Etna (Atlas) Landing Road and east of the right bank of the Peace River.

Ward Three

Township 106:

- In Range 15, all that portion lying within the boundary of the Hamlet of La Crete excepting thereout that portion lying east of 99th Street.

Ward Four

Township 105:

- In Ranges 1 to 14 inclusive, sections 31 to 36 inclusive, and
- in Range 15, the east half of section 32, and all of sections 33 to 36 inclusive;

Township 106:

- In Ranges 1 to 13 inclusive, sections 1 to 24 inclusive,
- in Range 14, sections 1 to 18 inclusive, 23 and 24, and
- in Range 15, all of section 1, the south half of section 2, the southeast quarter of section 3, the north half of section 11, all of sections 12 to 14 inclusive, the north half and southeast quarter of section 15, and all that portion lying within the boundary of the Hamlet of La Crete excepting thereout that portion lying west of 99th Street.

Ward Five

Township 106:

- In Ranges 1 to 13 inclusive, sections 25 to 36 inclusive,
- in Range 14, sections 19 to 22 inclusive, and 25 to 36 inclusive,
- in Range 15, all of section 7, all of sections 8, 16 and 17 excepting thereout all those portions lying within the boundary of the Hamlet of La Crete, all of sections 18 to 30 inclusive, all that portion of section 31 lying south of the right bank of the Peace River, all those portions of sections 32 and 33 lying south and east of the right bank of the Peace River, and all of sections 34 to 36 inclusive,
- in Range 16, all those portions of sections 1 to 5 inclusive and 8 to 17 inclusive lying east of the right bank of the Peace River and north of the Etna (Atlas) Landing Road, all those portions of sections 21 to 28 inclusive lying east of the right bank of the Peace River, all those portions of sections 30 to 32 inclusive lying north of the right bank of the Peace River, all those portions of section 33 lying north and east of the right bank of the Peace River, all of sections 34 and 35, and all those portions of section 36 lying south and west of the right bank of the Peace River, and
- in Range 17, all those portions of sections 25 and 26 lying north of the right bank of the Peace River, all those portions of section 35 lying east of the right bank of the Peace River, and all of section 36;

Township 107:

- In Ranges 1 to 13 inclusive, sections 1 to 18 inclusive,
- in Range 14, all of sections 1 to 23 inclusive and 26 to 29 inclusive, all that portion of section 30 lying south and east of the right bank of the Peace River, all those portions of sections 31 and 32 lying south of the right bank of the Peace River, all that portion of section 33 lying south and east of the right bank of the Peace River, and all of sections 34 and 35,
- in Range 15, all those portions of sections 1 to 3 inclusive, 10 to 14 inclusive, 23 to 25 inclusive lying east of the right bank of the Peace River, and all those portions of sections 6, 7, 18 and 19 lying west of the right bank of the Peace River,
- in Range 16, all of section 1, all those portions of section 2 lying south and east of the right bank of the Peace River, all those portions of sections 3 to 6 inclusive lying south of the right bank of the Peace River, and all those portions of sections 11 to 13 inclusive and 24 lying east of the right bank of the Peace River, and
- in Range 17, all those portions of section 1 lying east of the right bank of the Peace River.

Township 108:

- In Range 14, all those portions of sections 2 to 4 inclusive, 11 and 14 lying south and east of the right bank of the Peace River;

Ward Six

Township 107:

- In Ranges 1 to 7 inclusive, sections 19 to 36 inclusive,
- in Range 8, all those portions of sections 19 to 36 inclusive lying south of the right bank of the Peace River,
- in Ranges 9 to 13 inclusive, sections 19 to 36 inclusive, and
- in Range 14, sections 24, 25 and 36;

Township 108:

- All of Ranges 1 to 3 inclusive,
- in Range 4, all those portions lying south and east of the right bank of the Peace River,
- in Ranges 5 to 10 inclusive, all those portions lying south of the right bank of the Peace River,
- in Range 11, all those portions lying south and west of the right bank of the Peace River,
- all of Range 12 excepting thereout those portions lying within the boundary of the Hamlet of Fort Vermilion,
- in Range 13, all of sections 1 to 18 inclusive excepting thereout those portions lying within the boundary of the Hamlet of Fort Vermilion excepting thereout the original Fort Vermilion Settlement range 3 lots 11 and 12, all those portions of section 19 lying south of the right bank of the Peace River, all of section 20 excepting thereout that portion lying north of the right bank of the Peace River and west of Highway number 88, all of sections 21 to 28 inclusive excepting thereout those portions lying within the boundary of the Hamlet of Fort Vermilion excepting thereout the original Fort Vermilion Settlement range 3 lots 11 and 12, all those portions of sections 29 and 32 lying east of Highway number 88, and all of sections 33 to 36 inclusive, and
- in Range 14, all of sections 1 and 12, and all those portions of sections 13 and 24 lying south of the right bank of the Peace River;

Township 109:

- All of Ranges 1 and 2,
- in Ranges 3 and 4, all those portions lying south and east of the right bank of the Peace River,
- in Range 11, all those portions lying south of the right bank of the Peace River,
- in Range 12, all of sections 1 to 3 inclusive, all those portions of section 4 and the north half of section 5 lying east of the right bank of the west channel of the Peace River, the south halves of sections 5 and 6, all those portions of sections 9 and 10 lying east of the right bank of the west channel of the Peace River, all of section 11, all those portions of sections 12 to 14 inclusive and the southeast quarter of section 15 lying south of the right bank of the Peace River, and that portion of the southwest quarter of section 15 lying south of the right bank of the west channel of the Peace River, and
- in Range 13, the south halves of sections 1 to 4 inclusive, and all that portion of the south half of section 5 lying east of Highway number 88;

Township 110:

- All of Range 1,
- in Range 2, all those portions lying south and east of the right bank of the Peace River, and
- in Range 3, all those portions lying south of the right bank of the Peace River;

Township 111:

- In Ranges 1 and 2, all those portions lying south of the right bank of the Peace River.

Ward Seven

Township 108:

- In Ranges 12 and 13, all those portions lying within the boundary of the Hamlet of Fort Vermilion excepting thereout that portion lying within the original Fort Vermilion Settlement range 3 lots 11 and 12.

Ward Eight

Township 106:

- In Ranges 15 and 16, all those portions lying north of the right bank of the Peace River;

Township 107:

- In Range 8, all those portions lying north of the right bank of the Peace River,
- in Ranges 14 to 16 inclusive, all those portions lying north of the right bank of the Peace River, and
- in Range 17, all that portion section 1 lying north and west of the right bank of the Peace River, and all of sections 12, 13, 24, 25 and 36;

Township 108:

- In Ranges 4 to 11 inclusive, all those portions lying north of the right bank of the Peace River,
- in Range 13, all that portion lying north of the right bank of the Peace River and west of Highway number 88,
- in Range 14, all that portion lying north and west of the right bank of the Peace River,
- all of Ranges 15 and 16, and
- in Range 17, all of sections 1, 12, 13, 24, 25 and 36;

Township 109:

- In Range 3, all those portions lying north and west of the right bank of the Peace River,

- in Range 4, all those portions lying north and west of the right bank of the Peace River,
- all of Ranges 5 to 10 inclusive,
- in Range 11, all those portions lying north and east of the right bank of the Peace River,
- in Range 12, all those portions of section 4 and the north half of section 5 lying west of the right bank of the west channel of the Peace River, all of the north half of section 6, all of sections 7 and 8, all that portion of section 9 lying west of the right bank of the west channel of the Peace River, all those portions of section 13 lying north and east of the right bank of the Peace River, all those portions of section 14 lying north of the right bank of the Peace River, all those portions of southeast quarter and north half of section 15 lying north and west of the right bank of the Peace River, all that portion of the southwest quarter of section 15 lying north of the right bank of the west channel of the Peace River, and all of sections 16 to 36 inclusive,
- in Range 13, the north halves of sections 1 to 5 inclusive, all that portion of the south half of section 5 lying west of Highway number 88, and all of sections 6 to 36 inclusive,
- all of Ranges 14 to 16 inclusive, and
- in Range 17, all of sections 1, 12, 13, 24, 25 and 36;

Township 110:

- In Ranges 2 and 3, all those portions lying north of the right bank of the Peace River, and
- all of Ranges 4 to 16 inclusive, and
- in Range 17, all of sections 1, 12, 13, 24, 25 and 36;

Township 111:

- In Range 1, all those portions lying north of the right bank of the Peace River,
- in Range 2, all those portions lying north and west of the right bank of the Peace River, and
- all of Ranges 3 to 16 inclusive;

Townships 112 to 120 inclusive:

- All of Ranges 1 to 16 inclusive;

Townships 121 to 126 inclusive:

- All of Ranges 10 to 16 inclusive.

Ward Nine

Township 104:

- In Ranges 16 and 17, all those portions lying north of the right bank of the Peace River;

Township 105:

- In Range 16, all those portions lying west of the right bank of the Peace River,
- in Range 17, all those portions lying north and east of the right bank of the Peace River,
- in Range 18, all those portions lying north and west of the right bank of the Peace River,
- all of Ranges 19 to 25 inclusive, and
- all of Ranges 1 to 13 inclusive west of the Sixth (6th) Meridian;

Township 106:

- In Range 16, all those portions of sections 1 to 28 inclusive lying west of the right bank of the Peace River, all of section 29, and all those portions of sections 30 to 33 inclusive lying south of the right bank of the Peace River,
- in Range 17 all those portions lying south and west of the right bank of the Peace River,
- all of Ranges 18 to 25 inclusive, and
- all of Ranges 1 to 13 inclusive west of the Sixth (6th) Meridian;

Township 107 to 110 inclusive:

- In Range 17, all sections 2 to 11 inclusive, 14 to 23 inclusive and 26 to 35 inclusive
- all of Ranges 18 to 24 inclusive, and
- all of Ranges 1 to 12 inclusive west of the Sixth (6th) Meridian;

Townships 111 to 113 inclusive:

- All of Ranges 17 to 24 inclusive, and
- all of Ranges 1 to 12 inclusive west of the Sixth (6th) Meridian;

Ward Ten

Townships 114 to 122 inclusive:

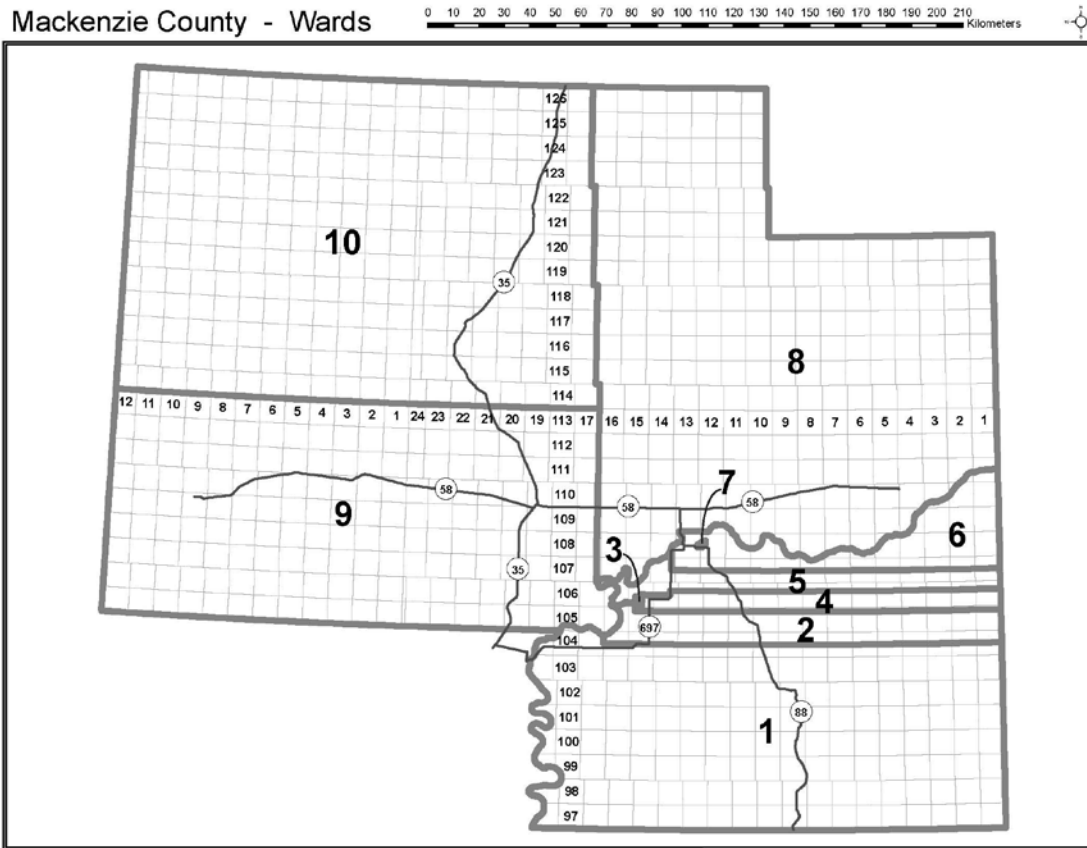
- All of Ranges 17 to 24 inclusive, and
- all of Ranges 1 to 12 west of the Sixth (6th) Meridian inclusive;

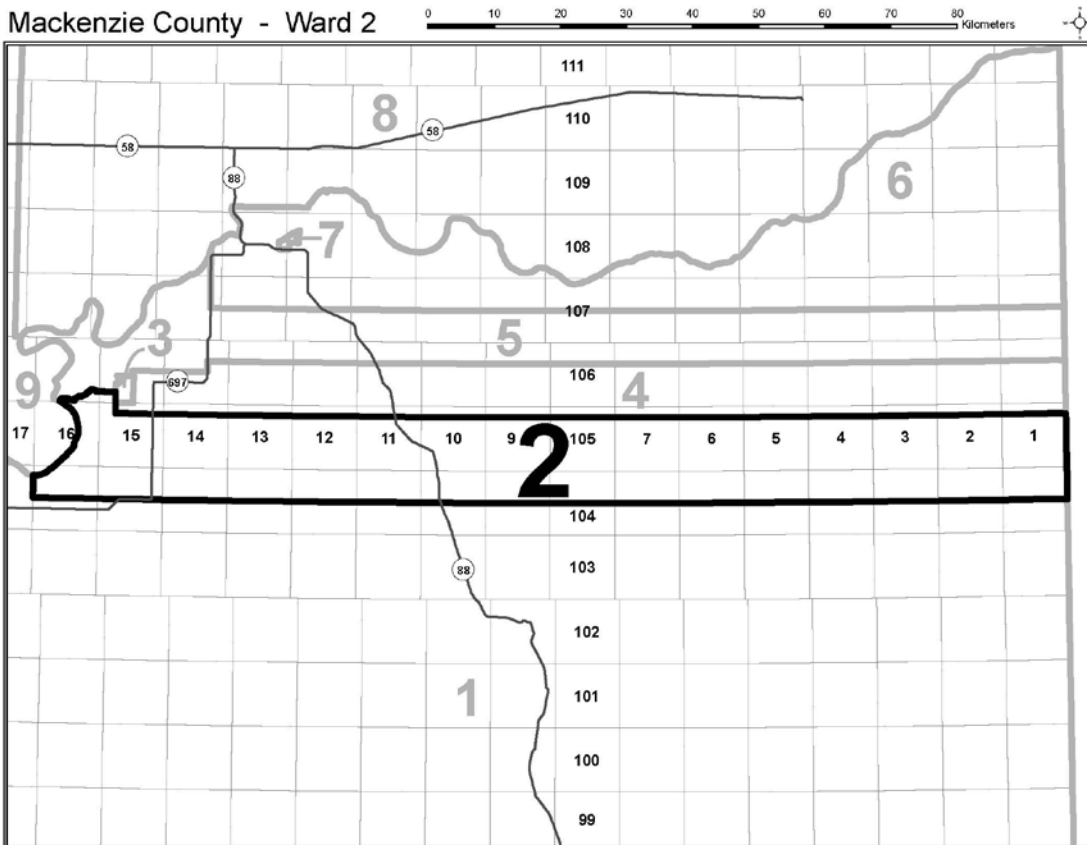
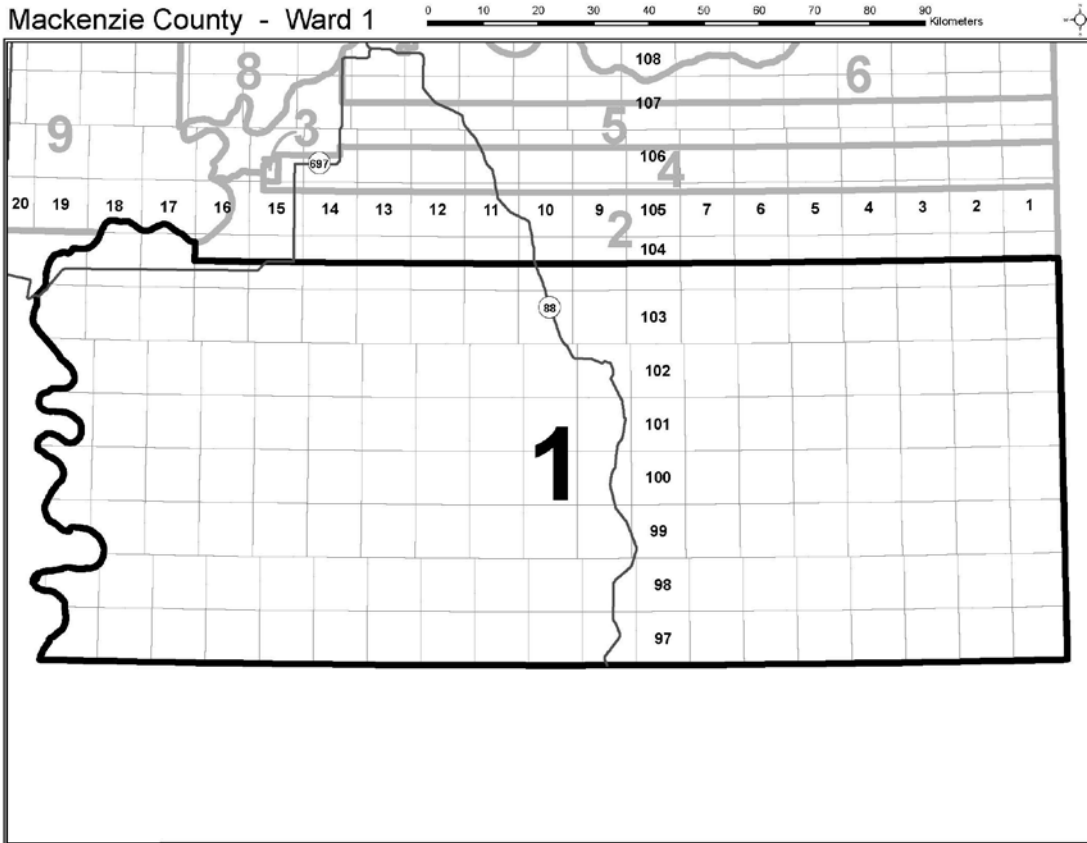
Townships 123 to 126 inclusive:

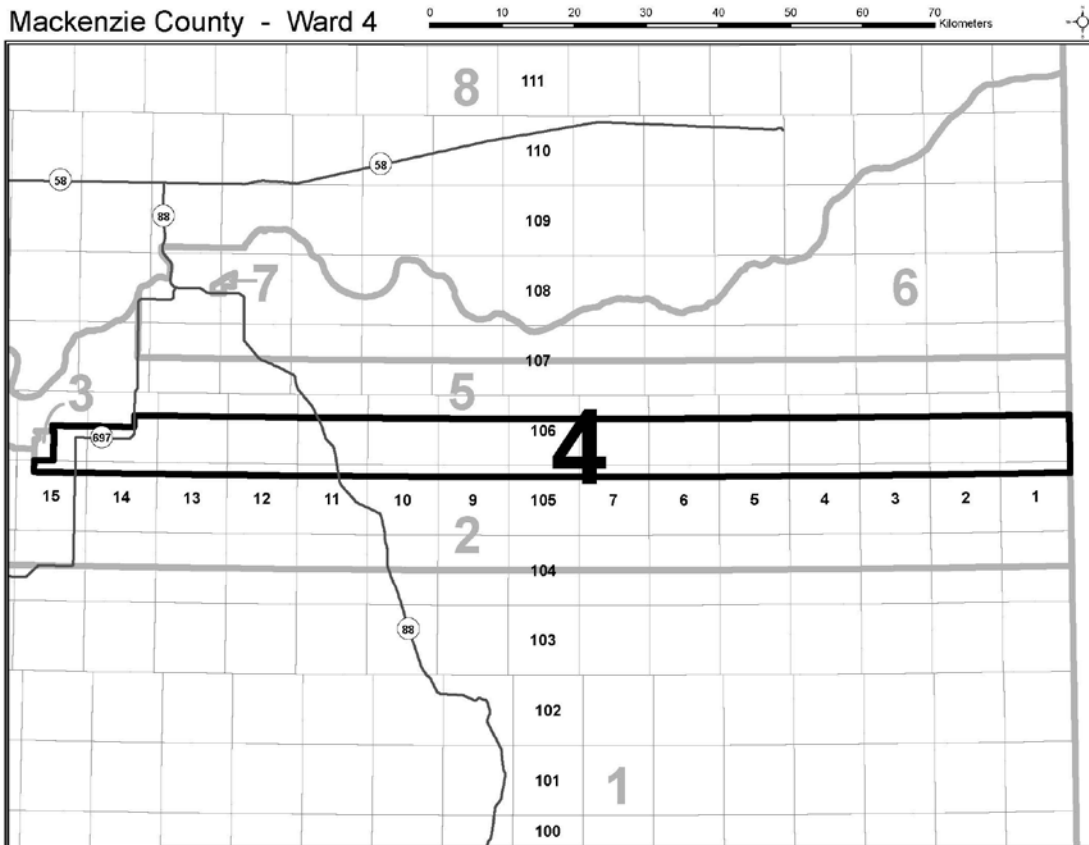
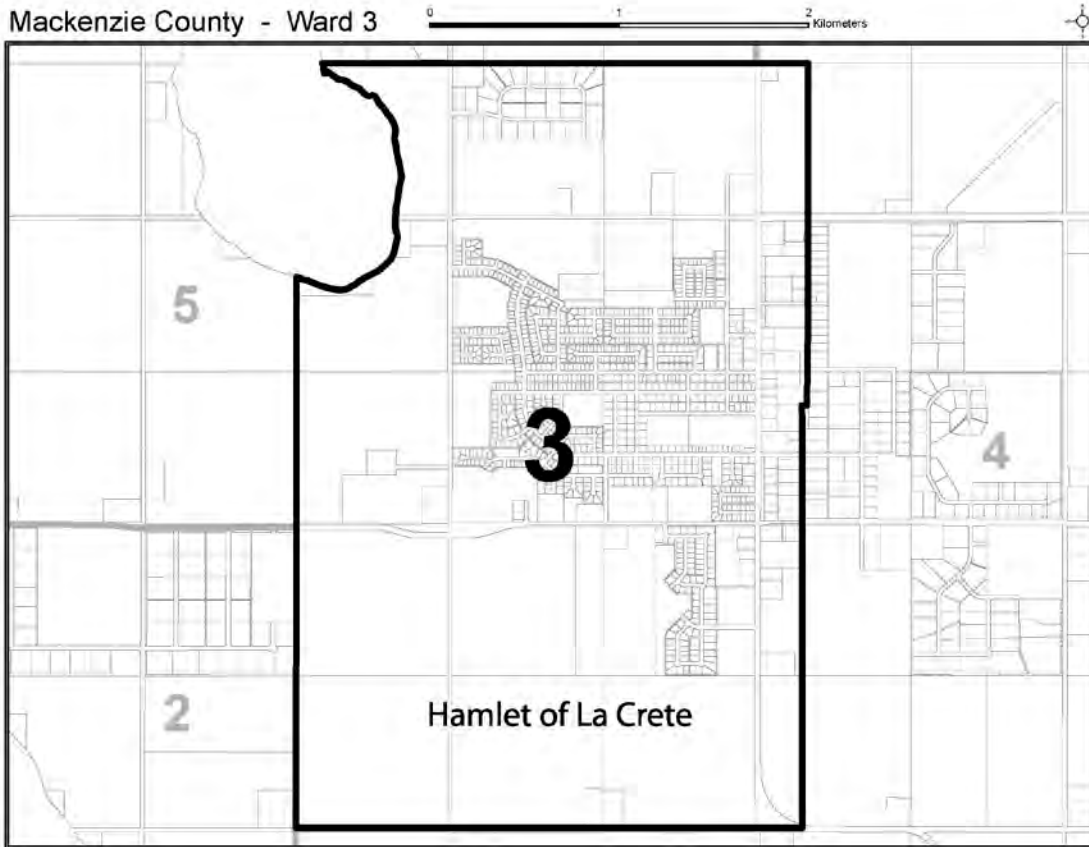
- All of Ranges 17 to 23 inclusive, and
- all of Ranges 1 to 12 west of the Sixth (6th) Meridian inclusive.

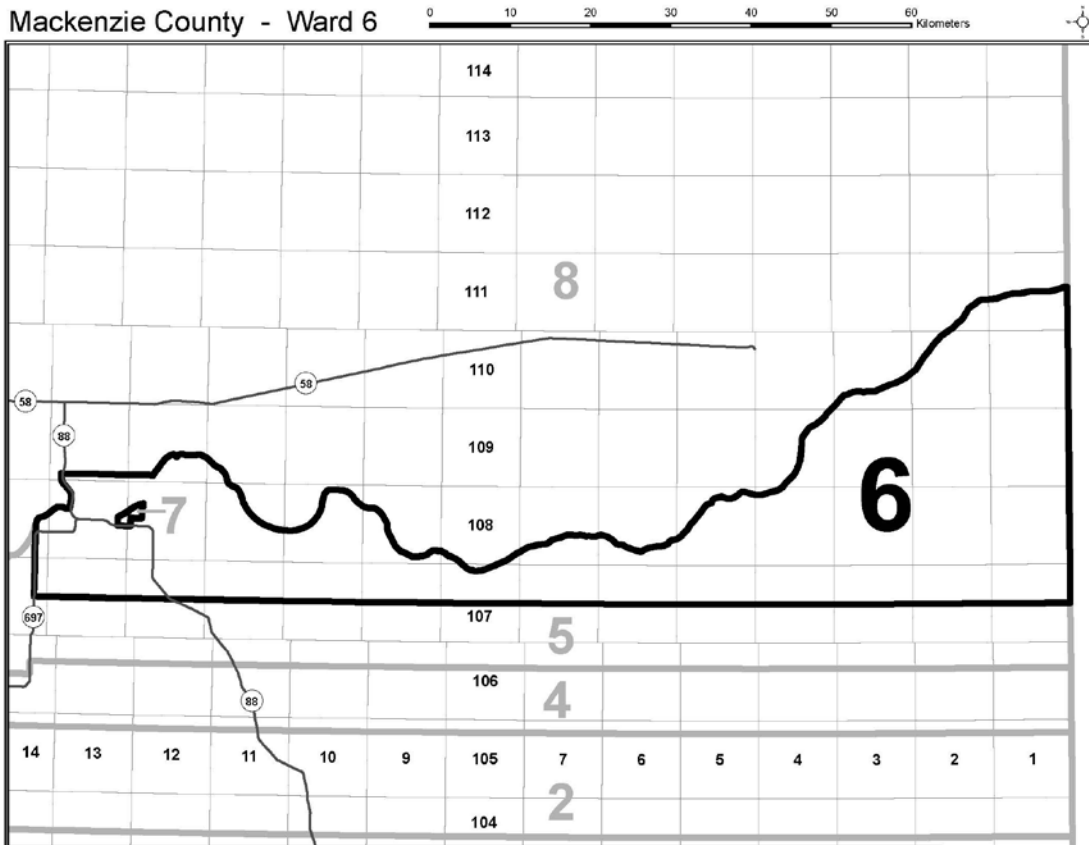
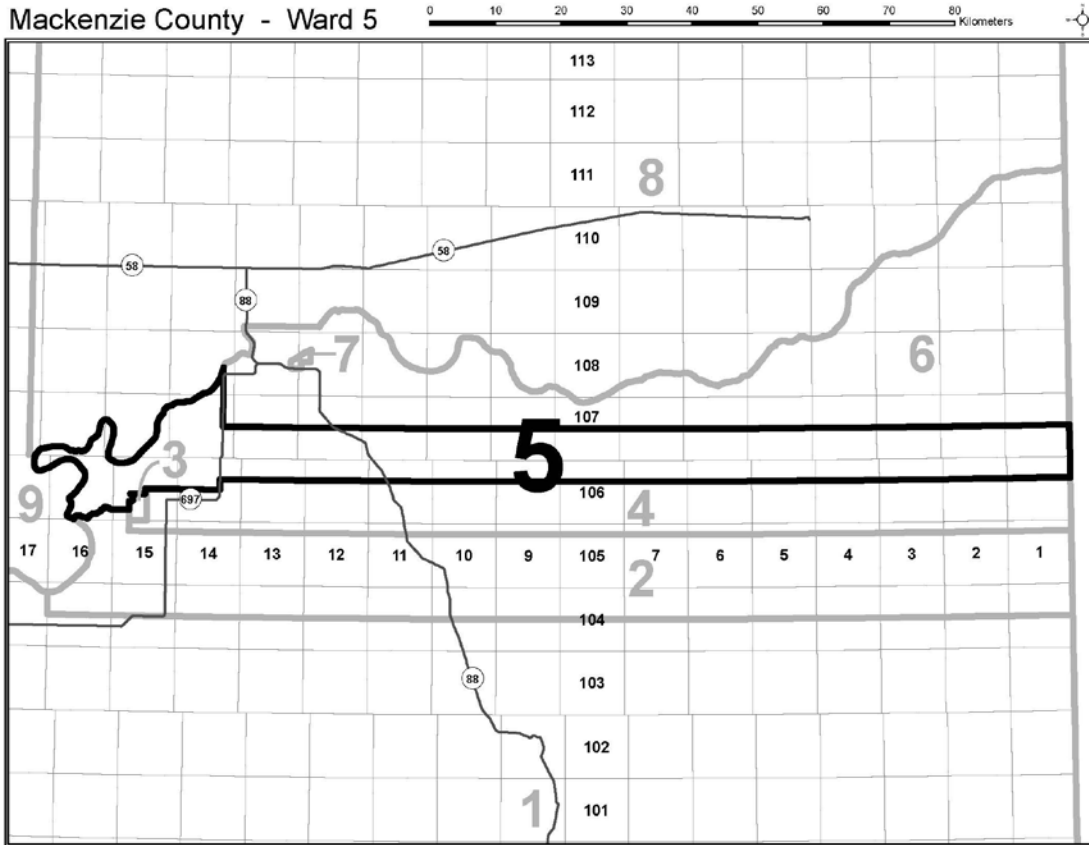
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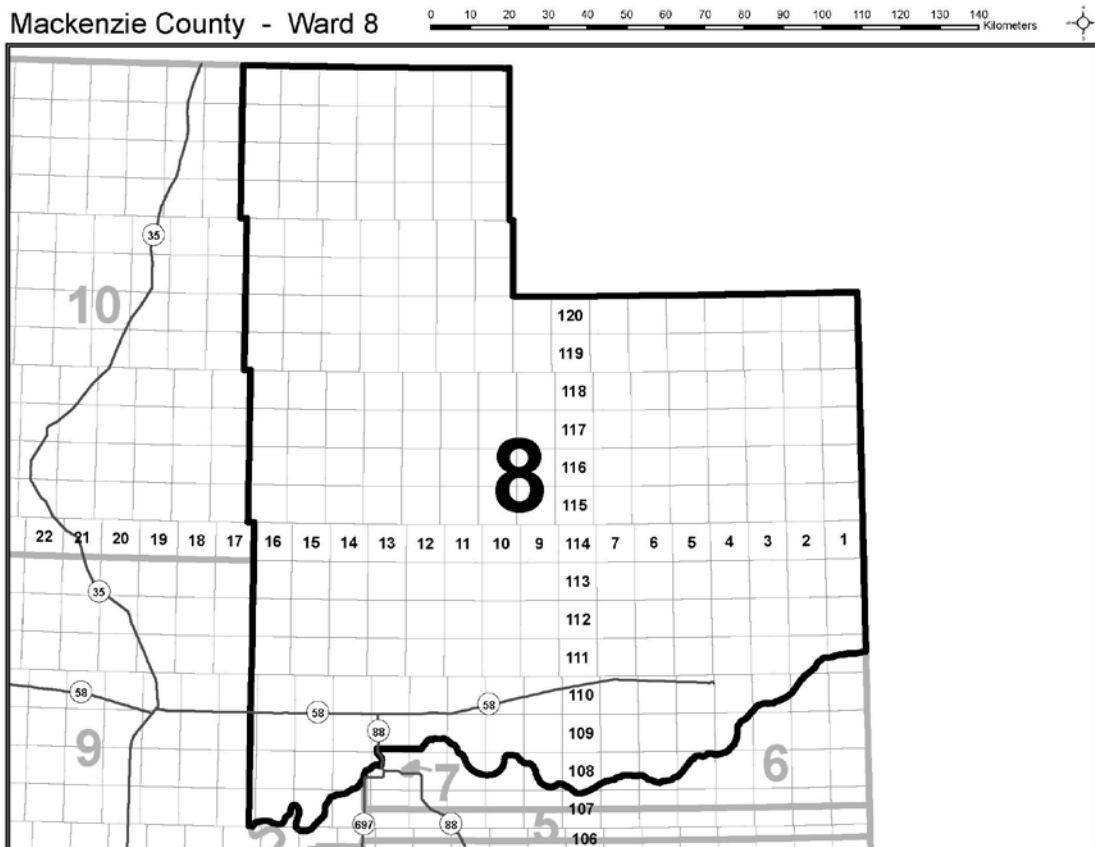
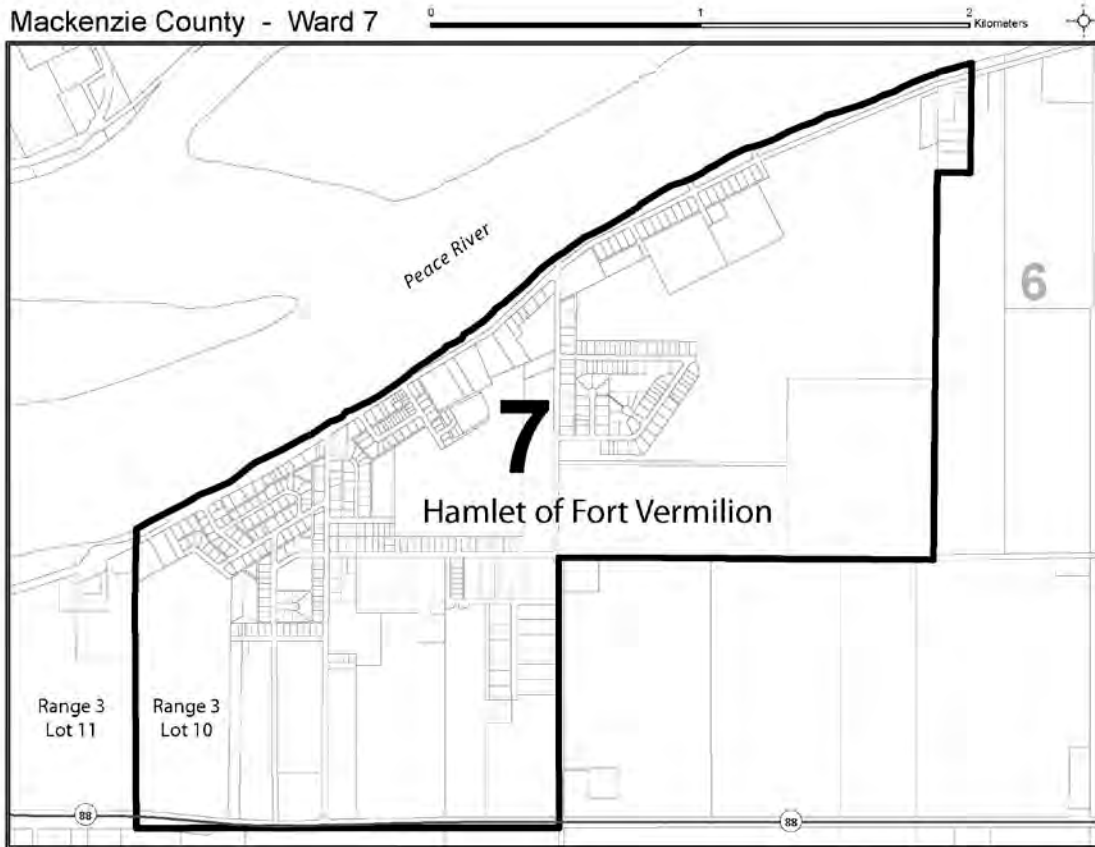
Electoral Ward Maps for Mackenzie County

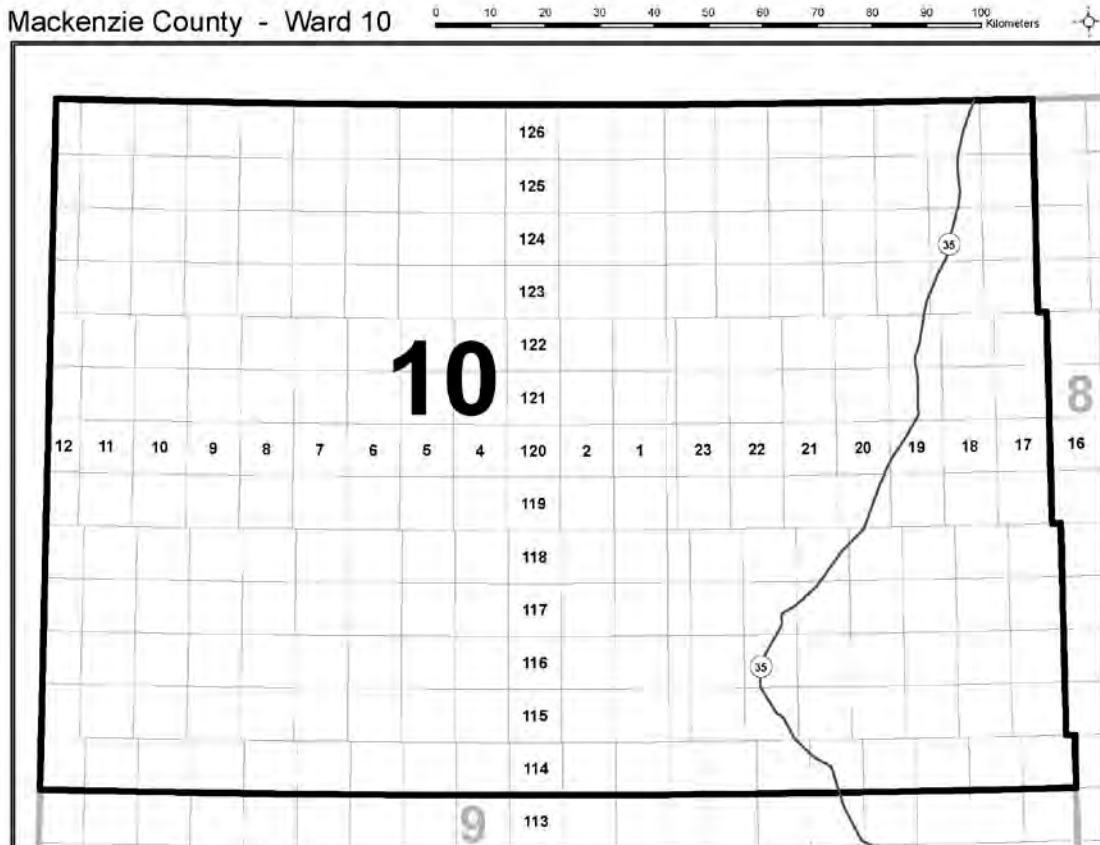
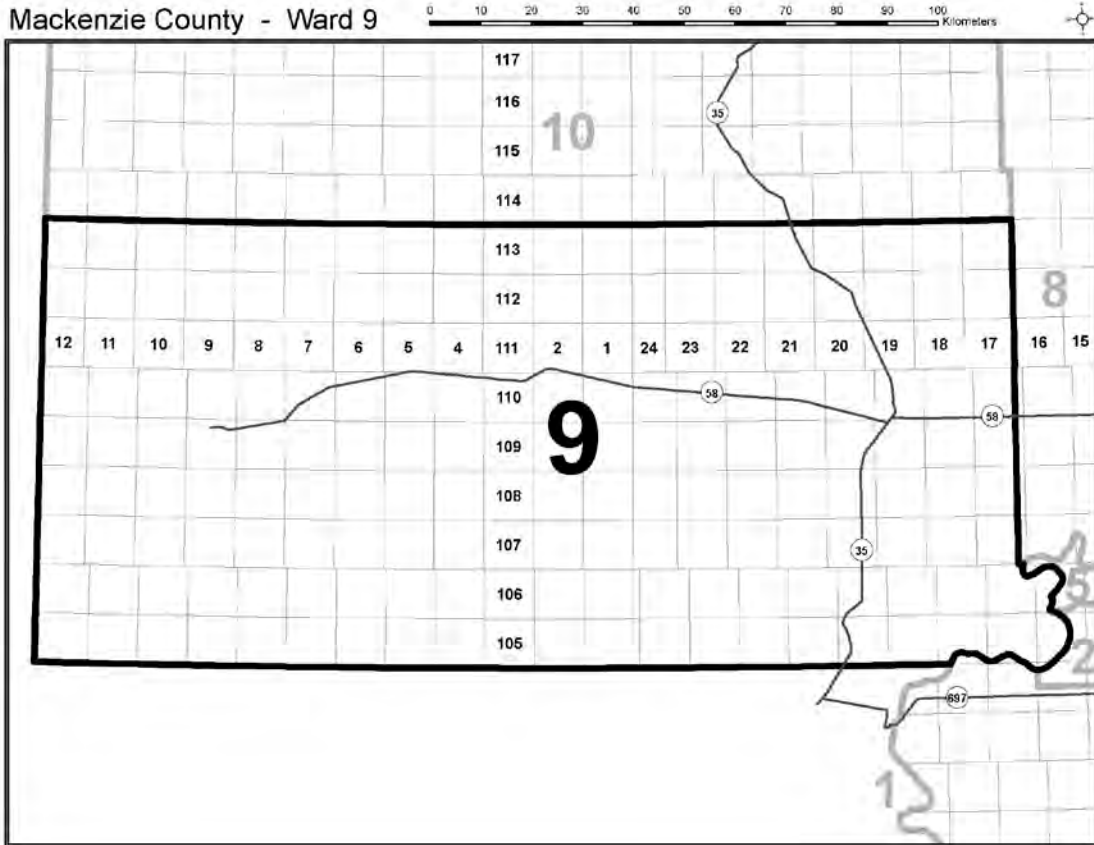


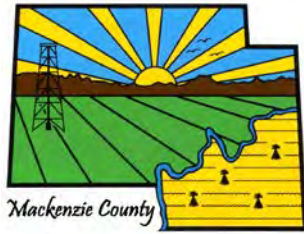












MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	November 8, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Bylaw 841-11 Organizational and Procedural Matters of Council, Council Committees and Councillors

BACKGROUND / PROPOSAL:

The organizational/procedural bylaw was reviewed at the organizational meeting on October 25, 2011. The bylaw has been amended as discussed and is being presented for all three readings.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

Motion 1

That first reading be given to Bylaw 841-11 being the bylaw for organizational and procedural matters of Council, Council Committees and Councillors.

Motion 2

That second reading be given to Bylaw 841-11 being the bylaw for organizational and procedural matters of Council, Council Committees and Councillors.

Motion 3 (requires unanimous)

That consideration be given to go to third reading of Bylaw 841-11 being the bylaw for organizational and procedural matters of Council, Council Committees and Councillors.

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

Motion 4

That third and final reading be given to Bylaw 841-11 being the bylaw for organizational and procedural matters of Council, Council Committees and Councillors.

Author: _____ Review Date: _____ CAO _____

BYLAW NO. ~~784-10~~ 841-11

**BEING A BY-LAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

**TO PROVIDE THE ORGANIZATIONAL AND PROCEDURAL MATTERS OF
COUNCIL, COUNCIL COMMITTEES AND COUNCILLORS**

WHEREAS, the Municipal Government Act, Being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the "MGA" provides for the establishment of Council committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

WHEREAS, the MGA provides for organizational and procedural matters of Council, Council committees and Councillors.

NOW THEREFORE, the Council of Mackenzie County, duly assembled, enacts as follows:

Code of Ethics

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people.

To this end it is imperative that:

- a) Government decisions and policy be made through the proper channels of government structure.
- b) Public office not be used for personal gain.
- c) The public have confidence in the integrity of its government.

Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for Mackenzie County Council so that they may carry out their duties with impartiality and equality of services to all, recognizing that the basic functions of elected local government officials are, at all times, services to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of Mackenzie County Council in order that they shall maintain the highest

standards of conduct in public office and faithfully discharge the duties of office without fear or favour.

Councillors shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta.
2. Not use confidential information for personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive the applicable confidential information.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
5. Preserve the integrity and impartiality of Council.
6. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.
7. Not assume that any unethical activities (not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation) will be condoned.

Municipal Office

101. In accordance with the MGA, the main municipal office shall be the administration office located at Fort Vermilion, Alberta.

Chief and Deputy Chief Elected Official

201. In accordance with the MGA, the chief elected official shall have the title of Reeve and the deputy chief elected official shall have the title of Deputy Reeve.
202. Annually, at the organizational meeting of Council, Council shall elect the Reeve and the Deputy Reeve.

Meetings of Council

Organizational Meetings

301. The organizational meeting of Council shall be held according to the MGA, no later than two weeks after the third Monday in October. Any changes in the date, time and location may be made at a regular Council meeting at least two weeks in advance and must be advertised

Regular Meetings

302. The dates, times, and place of regular meetings of Council shall be established at the Organizational meeting annually according to the MGA and may be amended by motion of Council at any time.

303. The Chief Administrative Officer shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.

304. If a quorum is not present within thirty minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.

305. In the case that the Reeve and Deputy Reeve is not in attendance within thirty minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.

Electronic Communication System Meetings

401. All council meetings may be conducted by means of electronic communication systems provided the facilities allow all councillors at the meeting to participate and to hear the discussion by all other participants at the meeting.

402. A Councillor participating in a meeting described in section 401 will be considered to have voted in the affirmative unless that councillor voices a negative vote on the motion.

403. A councillor participating in a meeting described in section 401 is considered to be present at the meeting and will be recorded in the minutes as being present via electronic communication.

404. Council recognizes the importance of face-to-face interaction and as such limits each Councillor to a maximum of three **Council** meetings annually using electronic communications without Council approval.

Conduct of Meetings

501. Every delegate to a regular Council meeting, and each member of Council shall address the chair but shall not speak until recognized by the chair.
502. The Reeve or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and within time limits specified by the Reeve or other presiding officers.
503. A motion may be withdrawn by the mover at any time before voting.
504. The following motions are not debatable.
- a) Adjournment.
 - b) Take a Recess.
 - c) Question of Privilege.
 - d) Point of Order.
 - e) Limit Debate on the Matter before Council.
 - f) Division of a Question.
 - g) Table the Matter to Another Meeting.
505. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Reeve or other presiding officer so directs.
506. Whenever the Reeve or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council or Council Committee, he shall appraise the member thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds majority vote of the members present.
507. In all cases not provided for in the proceedings of the Council and Council Committee, the "Revised Roberts Rule of Order" shall be followed and in such cases the decision of the Reeve or other presiding officer shall be final and accepted without debate.

Delegations

601. A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council shall address a letter or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer so that it arrives at least at 4:30 o'clock in the afternoon seven calendar days immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council it shall be so stated in the letter.
602. Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Reeve or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Reeve or other presiding officer.
603. Notwithstanding Section 602, where the Reeve or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Reeve or other presiding officer may limit the length of time granted to the delegation.
604. Delegations who have not submitted a letter in accordance with Section 601 may be granted by the Reeve or other presiding officer a maximum of 15 minutes to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Sections 602 and 603 to present the matter outlined.

Agenda and Order of Meetings

701. Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at the regular meeting.
702. To enable the Chief Administrative Officer to prepare a proper agenda, all documents and notice of delegations intended to be submitted to the Council shall be submitted to the Chief Administrative Officer not later than 4:30 p.m., seven calendar days before the regular meeting.
703. Additions placed on the agenda at the meeting shall be discouraged; however an addition may be made to the agenda with a simple majority

consent of Councillors present. Actions resulting from the agenda additions require unanimous consent given by those Councillors present. Exceptions to actions requiring unanimous consent are a tabling motion or that the agenda item be received as information.

704. The Chief Administrative Officer shall, to the best of his ability, place at the disposal of each member of Council, a copy of the agenda and all supporting materials not later than 4:30 p.m., four calendar days before the regular meeting.
705. The only exception to Section 704 shall be “in camera” issues, which shall be distributed at the Council meeting and shall be returned to the Chief Administrative Officer immediately after the Council meeting. Large volume documentation supporting “in camera” issues may be distributed to Council prior to the Council meeting.
706. Motions of Council or Council Committees do not require a seconder.

Individual Recording of Council Proceedings

801. No person shall, unless a two thirds majority consent of Council is given, record the proceedings of Council through tape recorder, video camera, or other devices. This provision does not apply to the preparation of the minutes of the Council meetings by the Chief Administrative Officer or the designate of the Chief Administrative Officer.

Council Committees and Boards

901. Standing Committees shall be established by Council from time to time and shall be governed by the Terms of Reference adopted by Council.
902. Members of any Mackenzie County Committees or Boards that have legal decision making powers shall vote on all matters entertained by that Committee or Board.
903. Where a Committee or Board member fails to comply with Section 902 that member shall be automatically disqualified.

General

1001. Bylaw No. 529/05 **784-10** and all amendments thereto are hereby repealed.

READ a first time this _____ day of _____, 2011.

READ a second time this _____ day of _____, 2011.

READ a third time and finally passed this _____ day of _____, 2011.

Bill Neufeld
Reeve

J. Roy Brideau
Chief Administrative Officer



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Policy FIN011 Utility Collection

BACKGROUND / PROPOSAL:

Policy FIN011 Utility Collection was established by Council in 1998.

OPTIONS & BENEFITS:

Administration reviewed the policy and current practices and proposed a few amendments which were reviewed by the Finance Committee at their October 24th meeting. The Committee passed a motion to recommend to Council the Policy's amendments as presented.

There are two changes within the attached document:

1. An additional paragraph that deals with the water cardlock accounts arrears;
2. Removal of the water meter read requirement and addition of the "date door tag hang" requirement on Schedule C.

Please review the revised policy.

COSTS & SOURCE OF FUNDING:

Annual Operating Budgets

RECOMMENDED ACTION:

That Policy FIN011 Utility Collection be amended as presented.

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

Municipal District of Mackenzie No. 23 Mackenzie County

Title	UTILITY COLLECTION	Policy No.	FIN011
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Legislation Reference	Municipal Government Act, Section 288 and 309 Division 3
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Purpose
To ensure that all collections are dealt with in a systematic manner.

POLICY STATEMENT AND GUIDELINES

OBJECTIVES

- ~~to provide incentives for timely payment of utilities.~~
- to impose a consistent and effective method of collection action for ratepayers who fail to pay their utility accounts.
- ~~to identify the collection process in a summary form.~~
- ~~to identify the rates of penalties to be imposed.~~

PROCEDURE

On a monthly basis, utility invoices shall be generated. The Utilities Clerk shall take every step to ensure that these billings are accurate.

All connection and disconnection notices, as provided by the field staff ~~and/or requests from the customers~~, shall be reflected in the billings. Upon receipt of a disconnection notice ~~and/or a new connection from a customer~~, the Utilities Clerk shall ~~review the account~~, make adjustments to reflect the change in status, then prepare a statement of account for the user advising of the account balance and requesting a payment ~~in conjunction with the monthly billing~~.

At the close of each month and with the reconciliation of the utility ~~subsystem~~ subledger, as directed by the ~~Treasurer~~ Director of Corporate Services (DCS), the Utilities Clerk shall review the aged analysis report and identify those accounts that are ~~30 days~~ in arrears from the statement date of the invoice and proceed as follows:

~~Each of these users shall then be forwarded a letter reminding them that their account is in arrears. At the close of the next month and the 60-day period, a double registered demand letter shall be sent requesting payment prior to a given date to prevent further action.~~

~~By the close of the following month, with 90 days having elapsed from the invoice date, immediate action shall be taken as follows.~~

- ~~forward letter after 60 days of arrears advising of date that utility service shall be disconnected, giving the customer a minimum of 14 days to pay the account in full. Any arrangements for partial payment must be approved by the CAO or the Treasurer.~~

- b) If the customer has not paid the account within the 14 days, one of the following may be undertaken:
 - i) the Bylaw Officer shall issue a further 24 hour notice, in person, that the water shall be terminated. At that time the Bylaw Officer shall determine if there are any extenuating circumstances.
 - ii) forward letter advising of date that action shall be commenced by distress and sale of goods and chattels of the person who owes for the utility service, or
 - iii) forward letter advising that continued non-payment by the owner and occupant of the property shall result in a transfer to their tax account, or
- c) If the action under b) i) is undertaken then the water shall be physically shut off with authorization of the CAO or Assistant CAO.
- d) If necessary the municipality may proceed in court in accordance with the bylaw to collect unpaid debts or to acquire an order to cease the use of services which are not being paid for.

Metered Users

Arrears period	Action
Over 30 days in arrears	Send a past due first notice (<i>Schedule A</i>) advising customer of his/hers arrears.
Over 60 days in arrears	Send a past due second notice (<i>Schedule A</i>) within the first week of a month advising that if the account is not paid in full by the last date of the month (by 90 th day of arrears), the utility may be disconnected.
Over 90 days in arrears	<p>Advise DCS of the outstanding arrears of over 90 days. Prepare and send a registered past due final notice (<i>Schedule B</i>) within the first week of a month signed by DCS allowing 14 calendar days to pay.</p> <p>Send a Door Tag request (<i>Schedule C</i>) to the applicable Water Treatment Plant to the attention of the Utilities Officers for distribution to the affected properties.</p>
Over 104 days in arrears	<p>A list outlining all arrears over 104 days shall, along with completed Disconnection Authorization Forms (<i>Schedule D</i>) for each account, be submitted to Chief Administrative Officer (CAO) and/or Designated Officer within fourth week of a month for approval to disconnect.</p> <p>Utilities Clerk shall submit the Disconnection Authorization Forms signed by CAO and/or Designated Officer to the Utilities Officer.</p> <p>Utilities Officer must disconnect the utility within 24 hours of receiving the Disconnection Authorization.*</p>

*Disconnections during winter – if Utilities Officer has reasons to believe that the disconnection may create technical difficulties, the Utilities Officer shall notify CAO and/or Designated Officer in writing within 24 hours of receiving the Disconnection Authorization.

Cardlock Users

All water cards with the accounts in arrears past 30 (thirty) days shall be deactivated. No card shall be reconnected until a payment is received for the outstanding amount in full.

Reconnections

No reconnection shall be made until a payment for the full outstanding amount is made plus the applicable reconnection fee as established by the County’s Water & Sewer Services Bylaw and/or Fee Schedule Bylaw.

Utilities Clerk shall complete and submit a Reconnect Authorization (*Schedule E*) to the applicable Water Treatment Plant to the attention of a Utilities Officer.

Administrative responsibilities

Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	Date	Resolution Number
Approved	Oct 14/98	98-312
Amended		
Amended		

**Schedule A
Past Due Notice, Utility Collection Policy**



Mackenzie County

PO Box 640, Fort Vermilion, AB T0H 1N0
Phone: (780) 927-3718 Fax: (780) 927-4266
Toll Free: 1-877-927-0677 Email: office@mackenziecounty.com

Date

Past Due Notice

Name
Address

Dear <Name>,

Re: <Utility Account>
Service Address: <Street Name/Number>
Outstanding Amount:<\$\$\$>

This letter is to advise that your utilities account has been in arrears for more than XX days.

If your account balance of \$_____ is not paid in full by 4:30 p.m. by the last working day of this month, your utilities services may be disconnected. Once disconnected, the services will not be reconnected until the full amount outstanding plus all applicable reconnection fees on your account are paid.

We appreciate receiving your payment to avoid further action and/or collection proceedings. If you have paid the outstanding balance, please disregard this letter.

If you have questions, please contact _____, Utilities Clerk at (780) 927-3718 at the County's Fort Vermilion Office.

Regards,

Utilities Clerk

Cc: _____, Director of Corporate Services
_____, Finance Controller

**Schedule B
Past Due Final Notice, Utility Collection Policy**



Mackenzie County
PO Box 640, Fort Vermilion, AB T0H 1N0
Phone: (780) 927-3718 Fax: (780) 927-4266
Toll Free: 1-877-927-0677 Email: office@mackenziecounty.com

Date

Name
Address

Past Due Final Notice

Dear <Name>,

Re: <Utility Account>
Service Address: <Street Name/Number>
Outstanding Amount:<\$\$\$>

This letter is to advise that your utilities account has been in arrears for more than **90** days.

You have been put on notice that if your account balance of \$_____ is not paid in full by 4:30 p.m. by the 14th of this month, your utilities services will be disconnected without further notice and the total amount outstanding may be transferred to your taxes. Once disconnected, the services will not be reconnected until the full amount outstanding plus all applicable reconnection fees on your account are paid.

If you have paid the outstanding balance, please notify the undersigned immediately upon receiving this notice.

If you have questions, please contact _____, Utilities Clerk at (780) 927-3718 at the County's Fort Vermilion Office.

Regards,

Utilities Clerk

Cc: _____, Director of Corporate Services
_____, Finance Controller

**Schedule C
Utility Collection Policy**

Door Tag Request

Date _____

Utility Account# _____

Name _____

Street Address _____

Stall/Unit _____ Lot _____ Block _____ Plan _____

For Utilities Clerk Use Only

Date of Payment Made in Full _____

For Utilities Officer Use Only

Meter Identification # _____ IMT _____

Date Door Tag Hung _____

Comments/Concerns _____

Utilities Officer's Signature _____

Date Faxed/Sent to Utilities Clerk _____

**Schedule D
Utility Collection Policy**

Disconnect Authorization

Date _____ Utility Account# _____

Customer ID _____

Name _____

Street Address _____

Stall/Unit _____ Lot _____ Block _____ Plan _____

CAO Signature _____
(by signing, CAO authorizes a Utilities Officer to disconnect the utility services to the above mentioned account)

For Utilities Clerk Use Only

Date of Payment Made in Full _____

For Utilities Officer Use Only

Meter Identification # _____ IMT _____

Meter Reading _____ Date Disconnect _____

Comments/Concerns _____

Utilities Officer's Signature _____

Date Faxed/Sent to Utilities Clerk _____

Schedule E
Utility Collection Policy

Reconnect Authorization

Date _____ Utility Account# _____

Customer ID _____

Name _____

Street Address _____

Stall/Unit _____ Lot _____ Block _____ Plan _____

For Utilities Clerk Use Only

By signing, I verify that the payment on the above account was made in full plus all applicable reconnection fees.

Date of Payment _____ Signature _____

For Utilities Officer Use Only

Meter Identification # _____ IMT _____

Meter Reading _____ Date Reconnect _____

Comments/Concerns _____

Utilities Officer's Signature _____

Date Faxed/Sent to Utilities Clerk _____

From: [Fred Wiebe](#)
To: [Joulia Whittleton](#)
Cc: [John Klassen](#); [Darlene Underhay](#)
Subject: RE: Utilities Collection Policy
Date: Thursday, October 20, 2011 2:41:25 PM

Joulia,

I guess from the operators perspective, the only concerns are with schedule C. The door tag request sheet does not ask for "Date door tag hung". The other question is, do we need the meter information when we just hang the door tag? I don't see this as being useful, so could we remove that portion from schedule C?

Thanks,

Fred Wiebe

Senior Utilities Officer
ph. 780.928.3835
cell. 780.841.1681
fax. 780.928.4713
e-mail. fwiebe@mackenziecounty.com

From: Joulia Whittleton
Sent: Wednesday, October 19, 2011 2:33 PM
To: Joulia Whittleton; John Klassen; Darlene Underhay; Fred Wiebe
Subject: RE: Utilities Collection Policy

Here is the revised, revised version (I misnamed the schedules in the previous version).

Sorry and thanks again

Joulia Whittleton

Director of Corporate Services

Mackenzie County
P.O. Box 640, Fort Vermilion, AB, T0H 1N0, Canada
Direct Tel: 780.927.3719 ext. 2223
Tel.: 780.927.3718, Fax: 780.927.4266
Toll Free: 1.877.927.0677
Cell: (780)-841-8343 Email: jwhittleton@mackenziecounty.com

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From: Joulia Whittleton
Sent: Wednesday, October 19, 2011 9:25 AM
To: John Klassen; Darlene Underhay; Fred Wiebe
Subject: Utilities Collection Policy

Here is the draft as we discussed at our meeting and here is your chance to provide additional comments as I am including this version on the Fin.Com agenda for October 24th.

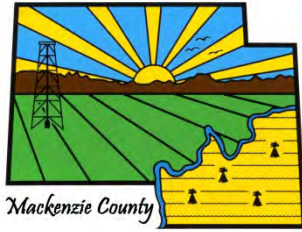
Thanks

Joulia Whittleton

Director of Corporate Services

Mackenzie County
P.O. Box 640, Fort Vermilion, AB, T0H 1N0, Canada
Direct Tel: 780.927.3719 ext. 2223
Tel.: 780.927.3718, Fax: 780.927.4266
Toll Free: 1.877.927.0677
Cell: (780)-841-8343 Email: jwhittleton@mackenziecounty.com

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MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Policy FIN029 Asset Disposal - DRAFT

BACKGROUND / PROPOSAL:

Mackenzie County disposes its assets as they are being replaced or no longer serve their purpose.

OPTIONS & BENEFITS:

There is no written procedure or policy in place currently that outlines the appropriate steps to dispose an asset.

There is a reference in the Tangible Capital Assets Policy stating that the trade-in amounts will be brought forward during the budget deliberations and accounted for in the annual budget.

The Finance Committee reviewed and discussed this policy at their October 24th meeting. The Committee passed a motion to recommend to Council approving the policy as presented.

There is an addition in the attached policy from that presented to the Committee. The change is an additional disposal method at the discretion of the CAO.

Please review the draft policy that outlines the asset disposal process.

COSTS & SOURCE OF FUNDING:

The proceeds from sale of assets are usually either recorded as general operating revenue (for smaller items) or offset with the cost of a new asset to replace an old unit.

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

RECOMMENDED ACTION:

That Policy FIN029 Asset Disposal be established as presented.

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

Mackenzie County

Title	Asset Disposal Policy	Policy No:	FIN029
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Legislation Reference	Municipal Government Act, 17 (1) and 70
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Purpose

To provide a framework and guidance for the disposal of county's assets.

1. INTRODUCTION

Mackenzie County replaces its assets that outlive their useful lives and/or no longer required for operational reasons.

2. OBJECTIVES

The objectives of the asset disposal policy are to:

- Safeguard county's assets against inappropriate disposal or loss.
- Ensure that the disposal is advertised in public media (if applicable).
- Ensure that all people who are interested in the asset have an equal opportunity to purchase the asset.
- Ensure that the assets are sold at no less than fair market value unless otherwise approved by Council.
- Improve and enhance the control over asset disposal.

3. SCOPE

The asset disposal policy is applicable to all County's assets.

4. ASSET DISPOSAL REQUEST

All departments shall plan for disposal of assets on an annual basis in conjunction with their departments' annual budget preparation.

The departments that intend to dispose their assets are responsible for preparing the asset disposal request form (Schedule A).

The planning for disposal should include a detailed assessment of assets identified as surplus, redundant or obsolete by the department. In assessing the assets considered for disposal, the departments should consider the following:

- Assets can still deliver the services at acceptable quality level.
- Assets can still deliver services effectively and efficiently.
- Assets have reached the end of their useful life.
- Assets have become uneconomical to operate and maintain.
- The technology of the assets is outdated.
- Assets have negative effects on the community and environments.

5. APPROVAL OF ASSET DISPOSAL

The disposal request shall be submitted to Chief Administrative Officer or Designate for approval. Chief Administrative Officer or Designate shall be responsible for assessing and approving the disposal request. A copy of the approved form shall be submitted to the County's Finance Controller.

6. ADVERTISEMENT

If applicable, the approved disposal shall be publicly advertised through the appropriate media as specified in the asset disposal request and approved by the Chief Administrative Officer.

7. DISPOSAL METHODS

The following methods of disposal shall be used:

- Public Auction

The advantages of auctions are as follows:

- The process is open to public.
- It may maximize the number of potential buyers when selling the assets.
- All potential buyers have equal opportunities to purchase the assets.
- The transaction may be settled at fair market value.

The disadvantages of auctions may include:

- The commission fees may be higher than the selling fees for private sales.
- The marketing fees for public auction may be higher than private sales.

- Trade-in

The disposed assets may be traded-in on purchasing new assets. This method is applicable to the vehicles and equipment categories of assets. When this method is selected, the department is responsible to have the quote for trade-in value from the vendor. The trade-in value offered by the vendor needs to be assessed by the person who conducts the transaction to ensure this value is fair and reasonable. The trade-in value must be approved by the Chief Administrative Officer or Designate before entering into the trade-in agreement.

- Tender

The value of the disposed assets and the prospect of maximizing the disposal value need to be considered when selecting this method. A reserved bid shall be set for all assets proposed to be disposed by this method. The tenders shall be advertised for two consecutive weeks. After the tender is closed, the tenders shall be open in the presence of the Finance Controller. The results of the tender shall be presented to Chief Administrative Officer with a recommendation of the successful bidder and approving the appropriate action.

If all received tenders are below the predetermined reserved bid, a request for decision shall be prepared and submitted to Council requesting to dispose an asset below the reserved bid to the highest bidder.

- Donation

The surplus assets can be donated to registered charities, not-for-profit organizations, and other governments. The transfers of the disposed assets shall be approved by Chief Administrative Officer or Designate before transferring the ownership and physical assets.

- Other

Other methods of disposal may be utilized as authorized by the Chief Administrative Officer. A quarterly report of such activities shall be submitted to Council.

8. APPROVAL OF THE TRANSACTION

Director of Corporate Services shall be responsible for approving the financial transactions resulting from disposal of assets.

9. TRANSFER THE PHYSICAL ASSETS TO THE PURCHASERS

The departments that dispose their assets are responsible for transferring the ownership and physical assets. When transferring the assets to the purchasers, the purchasers must present the original receipt of the payment.

The department shall be responsible for notifying the County's Risk Manager/Insurance Clerk that removal of an asset from the County's insurance is required.

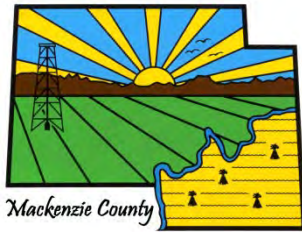
10. ADMINISTRATIVE RESPONSIBILITY

Chief Administrative Officer or designate is responsible for compliance with this policy.

	Date	Resolution Number
Approved		
Amended		
Amended		

**Schedule A
Asset Disposal Policy**

ASSET DISPOSAL REQUEST FORM	
SECTION A: INFORMATION ABOUT THE DISPOSED ASSET	
UNIT NUMBER:	
TYPE OF THE ASSET:	
DESCRIPTION OF THE ASSET:	
SERIAL NUMBER:	
DATE ACQUIRED:	
ORIGINAL COSTS:	
EXPECTED USEFUL LIFE:	
ESTIMATED FAIR VALUE:	
DISPOSING DEPARTMENT:	
SECTION B: PROPOSED DISPOSAL PLAN	
ESTIMATED DATE OF DISPOSAL:	
REASON FOR DISPOSAL:	
ADVERTISEMENT PLAN:	
DISPOSAL METHOD:	
DISPOSAL VALUE:	
PURCHASER NAME:	
OTHER COMMENTS:	
DEPARTMENT MANAGER/DIRECTOR	DATE
SECTION C: APPROVAL OF DISPOSAL	
CHIEF ADMINISTRATIVE OFFICER	DATE



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	County Owned Trailers in the Hamlet of Zama

BACKGROUND / PROPOSAL:

Mackenzie County acquired three modular trailers during the Zama Water Treatment Plant construction period. This was done to provide accommodations for the WTP construction crew as it made financial sense vs. paying a substantial amount for the contractor's subsistence under the contract if the working crew was to reside in Nor-Alta Lodge.

Since the completion of the Plant, the trailers were occupied from time-to-time either by County employees working shifts in Zama or by other contractors performing work on County projects.

Over a year ago, the County was notified by Mackenzie Housing Management Board that they were approved for funding to establish additional affordable housing units in the Region. Since Zama was earlier identified as an area in need of affordable housing, Mackenzie Housing Management Board agreed to purchase the three trailers with lots for \$110,000/property. The Board was to accept applications from the Zama residents and to assess their qualifications under the rent-to-purchase affordable housing program.

Since the County's trailers were located on rented lots within a trailer park, the County had a dilemma – the affordable housing program was going to work only if the trailers are sold with the lots.

The owner of the trailer park previously submitted a subdivision application for the lots subdivision within the park with the intention to sell. The applicant was requested to provide detailed as-built drawings of the park's infrastructure. Due to the fact that the park was built a long time ago, the Park's owner was not able to locate the requested drawings and the application was put on hold.

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

When the housing project surfaced, the County approached the Park owner with a request to “rejuvenate” his application and agreed to assist with the cost of reestablishing the infrastructure drawings. In return, the park owner was going to reduce his price per lot to be sold to the County.

The subdivision was completed and the lots were sold to the County. This information was communicated to Council and the Zama Lots project is included in 2011 capital project.

The County now owns a total of five lots and five trailers in the Hamlet of Zama. Two of the County’s trailers have been occupied by the County’s permanent employees.

OPTIONS & BENEFITS:

During the business plan review, Mackenzie County Council identified provision of affordable housing in the Hamlet of Zama as one of their priorities. This goal was identified before the changes in economy experienced today. The housing needs are still present in Zama, but may be at a different level (affordable housing vs. low income housing).

Affordable Housing

Mackenzie Housing Management Board advertised the affordable housing program in Zama and invited residents to complete and submit their applications.

Barb Spurgeon, CAO of Mackenzie Housing Management Board was in attendance at the October 24th Finance Committee meeting. The Committee and administration were informed that due to low response to the program’s advertisement in the Hamlet of Zama (have not identified any qualifying applicants) and due to a much higher demand for affordable housing in other areas of the County, the Board is reconsidering its initial commitment to acquire the three trailers from the County.

Low Income Housing Program in Zama?

The Committee and administration were also advised of the differences between the affordable housing program (rent-to-purchase arrangement) and the low income housing program (rentals only).

Mackenzie Housing Management Board acquires and resells properties to qualifying applicants through a rental purchase agreement under the affordable housing program. New acquisitions have been funded by Alberta Housing and Urban Affairs. Alberta Housing programs are self-perpetuating programs meaning that the initial investment is through AB Housing and the funds collected reinvested into the new housing units. The application criteria are set by the Board within the Alberta Housing guideline.

In the low income housing program, the properties are owned by Alberta Housing and the Board manages the rentals based on the low income housing program’s criteria.

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

The Committee was advised that Council has an option of approaching Alberta Housing (now combined with the Ministry of Municipal Affairs) to assess the Hamlet of Zama's need for low income housing and potentially purchase the County's properties for the purpose to provide low income housing to the Zama residents. The low income housing program criteria for the applicants are set by the Province and the Board manages the low income housing program for the Province.

Other options?

In addition to the low income housing consideration, the Committee discussed the following options with respect to these County properties:

Option 1

Advertise the properties (trailers on the lots) for sale by sealed tender. The reserved bids for the properties will be set if this option is chosen.

Option 2

Advertise the trailers for sale (trailers will be removed from the properties) for sale by sealed tender. The reserved bids for trailers will be set if this option is chosen.

Option 3

Hold off making a decision until next year as the housing demand may arise with an increase in activities in and around Zama. Maintain low heat supply to the trailers during the upcoming winter to avoid freezing.

Option 4

Rent the trailers. In this option the County will be acting as a landlord and a rental amount will have to be established (using the market value approach) along with a policy or procedure regarding appropriate arrangements with the renters. Please note, if Council considers option 4, Administration does not recommend providing a low income housing version for establishing the rental amounts for these trailers as we do not have an expertise in assessing who does and does not qualify.

Please note that Options 3 & 4 can be combined: rent the trailers until there is an improvement in the economic situation and reassess the future of the trailers once again.

Administration recommends that:

1. Council considers approaching Alberta Municipal Affairs regarding the low income housing program in the Hamlet of Zama
2. Council discusses the other four options.

Author: J. Whittleton Reviewed by: CAO

Please note that if the rental option is considered, Council should be aware that some additional staff time may be required to maintain the trailers, the County may encounter rental collections problems and any other potential issues that normally have been associated with “landlord” expenses.

COSTS & SOURCE OF FUNDING:

The County budgets for annual operating expenses to maintain the trailers and the lots. If the trailers will be rented, the rental revenue will be used to offset the maintenance costs.

RECOMMENDED ACTION:

Motion 1:

That the low income housing program for the Hamlet of Zama be explored.

Motion 2:

That administration be authorized to proceed as follows regarding the three Zama trailers: *[identify an option]*.

Author: J. Whittleton Reviewed by: CAO



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Public Land Sale – Tax Rolls 106026 and 219457

BACKGROUND / PROPOSAL:

The property under tax rolls 106026 and 219457 was placed under Tax Notification 102 096 630 in March 2010. Prior to the Public Auction held on August 9, 2009, a Tax Arrears Agreement was signed with the property’s owner and regular payments were being made. The agreements are now in default as a payment has not been received on roll 106026 since June 7, 2011 and on roll 219457 since March 28, 2011. Letters have been sent requesting payments with no response.

Under the terms of the agreement:

“6. County will terminate the agreement in the following circumstances:

- (a) Where the owner of the parcel breaches the agreement by failing to make a payment as described in clauses 2 and 3.”

Note: Clauses 2 and 3 set out the monthly payments and type of payments requirements.

The assessed value of property is:

Roll	Location	Legal	Ward	Assessed Value
106026	4802 – 50 Street	2938RS;6;21	7	\$240,050
219457	4720 – 49 Avenue	2938RS,1,11	7	\$ 48,510

Author: J. Whittleton Reviewed by: _____ CAO _____

OPTIONS & BENEFITS:

Administration recommends that based on the default of payments, the tax rolls 106026 and 219457 property can be placed for sale under the Tax Forfeiture by way of Public Auction.

The suggested dates to meet with advertising requirements are as follows:

Ad in Alberta Gazette	Date of Auction			
November 30/11	January 10/12	January 25/12	February 14/12	February 29/12
December 15/11	February 14/12	February 29/12	March 13/12	
December 31/11	February 29/12	March 13/12	March 28/12	
January 15/12	March 13/12	March 28/12	April 11/12	
January 31/12	March 13/12	March 28/12	April 11/12	April 25/12

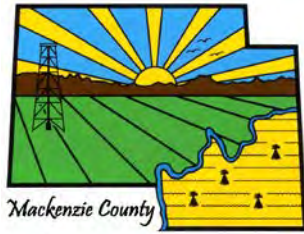
COSTS & SOURCE OF FUNDING:

Costs will be recovered from sale of the property.

RECOMMENDED ACTION:

That the sale of tax forfeiture public land auction date be set for _____

Author: J. Whittleton Reviewed by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	November 8, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	2012 Council Meeting Dates

BACKGROUND / PROPOSAL:

The 2012 council meeting dates were tentatively approved on October 25, 2011 at the organizational meeting.

The revised meeting list includes four evening meetings, one in each community.

Administration is also recommending that the April 25, 2012 meeting and the May 8, 2012 meeting be rescheduled to May 1, 2012 due to scheduling conflicts.

OPTIONS & BENEFITS:

To allow residents from the various communities to attend council meetings in their area should they so choose.

COSTS & SOURCE OF FUNDING:

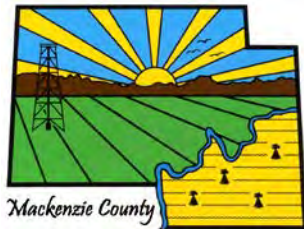
Author: C. Gabriel **Review By:** _____ **CAO** _____

RECOMMENDED ACTION:

That the 2012 Regular Council meetings be scheduled as follows:

Date	Location	Time
Tuesday, January 10, 2012	Fort Vermilion	10:00 a.m.
Wednesday, January 25, 2012	Fort Vermilion	10:00 a.m.
Tuesday, February 14, 2012	Fort Vermilion	10:00 a.m.
Wednesday, February 29, 2012	High Level Rural	4:00 p.m.
Tuesday, March 13, 2012	Fort Vermilion	10:00 a.m.
Wednesday, March 28, 2012	Zama	4:00 p.m.
Tuesday, April 11, 2012	Fort Vermilion	10:00 a.m.
Wednesday, April 25, 2012	Cancel Meeting	
Tuesday, May 8 1 , 2012 <small>(changed to May 1)</small>	Fort Vermilion	10:00 a.m.
Wednesday, May 23, 2012	Fort Vermilion	4:00 p.m.
Wednesday, June 12, 2012	Fort Vermilion	10:00 a.m.
Wednesday, June 27, 2012	Fort Vermilion	10:00 a.m.
Tuesday, July 10, 2012	Fort Vermilion	10:00 a.m.
Wednesday, July 25, 2012	Fort Vermilion	10:00 a.m.
Tuesday, August 14, 2012	Fort Vermilion	10:00 a.m.
Wednesday, August 29, 2012	Fort Vermilion	10:00 a.m.
Tuesday, September 11, 2012	Fort Vermilion	10:00 a.m.
Wednesday, September 26, 2012	La Crete	4:00 p.m.
Tuesday, October 9, 2012	Fort Vermilion	10:00 a.m.
Wednesday, October 24, 2012	Fort Vermilion	10:00 a.m.
Tuesday, November 6, 2012	Fort Vermilion	10:00 a.m.
Wednesday, November 28, 2012	Fort Vermilion	10:00 a.m.
Tuesday, December 11, 2012	Fort Vermilion	10:00 a.m.

Author: C. Gabriel Reviewed By: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Budget Meeting Dates

BACKGROUND / PROPOSAL:

Due to scheduling conflicts, administration is recommending that the budget meeting dates scheduled for December 1st and 2nd be changed.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the December 1st and 2nd council budget meetings be rescheduled to January 4, 2012 and January 18, 2012 beginning at 10:00 a.m. in the Fort Vermilion Council Chambers.

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



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	2012 Charity Golf Tournament

BACKGROUND / PROPOSAL:

Mackenzie County has hosted a Charity Golf Tournament for the past three years. Administration is seeking Council's direction on continuing to host this tournament.

Should Council recommend proceeding to host a tournament in 2012, administration will arrange to:

- Select a date
- Seek a Title Sponsor

OPTIONS & BENEFITS:

Provides an opportunity to promote our region and provide funds to a charitable organization.

COSTS & SOURCE OF FUNDING:

Council has in the past sponsored the BBQ at the event in the amount of \$3,000 which is being recommended to be included in the 2012 budget.

Administration time.

RECOMMENDED ACTION:

For discussion.

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



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	J. Roy Brideau, Chief Administrative Officer
Title:	Federation of Canadian Municipalities (FCM) Conference

BACKGROUND / PROPOSAL:

The 2012 Federation of Canadian Municipalities (FCM) Conference is being held in Saskatoon from June 1 – 4, 2012.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

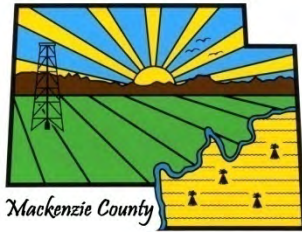
Per Diems and Travel & Subsistence – 2012 Operating Budget

RECOMMENDED ACTION:

That the following Councillors be authorized to attend the 2012 Federation of Canadian Municipalities (FCM) Conference being held in Saskatoon from June 1 – 4, 2012.

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-
-
-

Author: C. Gabriel Review by: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Surplus ASB Operating Funds

BACKGROUND / PROPOSAL:

Due to the fact that the Agriculture Service Board has put a temporary moratorium on all operation spending to review the Water Management Policy there is a significant amount of unused operation funds. The ASB passed this motion at the October 13, 2011 ASB meeting:

“That the remaining funds from the 2-63-30-259 budget be transferred to the County Drainage Reserve in December 2011 so the remaining funds can be utilized in 2012.”

As of October 31, 2011 there is approximately \$360,000 unused funds in the account. There will be some funds used in our beaver program and one (1) day labor drainage project to be completed.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the unused funds from 2-63-30-259 be transferred to the Municipal Drainage Reserve in December 2011.

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



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 8, 2011
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 Letter
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RECOMMENDED ACTION:

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

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

**Mackenzie County
Action List as of October 26 2011**

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
September 9, 2008 Council Meeting			
08-09-633	That the Parks & Recreation Committee explores other regional locations for a provincial campground.	Al	In progress
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
November 10, 2010 Regular Council Meeting			
10-11-1060	That third reading be given to Bylaw 783-10, being a temporary road dedication bylaw for the existing roadway through the N ½ 26-104-14-W5M for the purpose of access to Part of SE 26-104-14-W5M (Plan 002 3789, Block 1, Lot 1).	Marion	Negotiations underway
10-11-1061	That administration proceed with registering the road plan as per Bylaw 783-10	Marion	Negotiations underway
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	2012 Budget
March 8, 2011 Regular Council Meeting			
11-03-231	That the industrial water rate be TABLED to the next meeting.	Joulia	2012 Budget
11-03-242	That administration investigate what other municipalities do regarding teleconferencing during in-camera sessions.	Carol	Oct. 2011 Organizational 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
11-03-305	That the Communications Ad Hoc Committee review 911 dispatch as discussed.	Roy	In progress
April 12, 2011 Regular Council Meeting			
11-04-350	That administration be authorized to enter into a	Joulia	Rocky Lane Ag Society

Motion	Action Required	Action By	Status
	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.		reviewing a draft agreement.
11-04-362	That the Waste Management Ad Hoc Committee bring back implementation models for hamlet residential waste collection in La Crete.	Al	Al and Councillor Braun attending a waste conference.
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	12-Sep-11 Special Meeting
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".	Marion	Report with location options (pros & cons) completed. Contact information for preferred location being researched.
11-05-449	That the Chief Administrative Officer familiarize himself with the Fort Vermilion FCSS and the Recreation board concerns.	Roy	
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	Two meetings have been held with the Pool Committee. Assisted Committee with brochures for Get to Know You Nights
May 31, 2011 Regular Council Meeting			
11-05-510	That administration brings forward the dust control policy for review and the application procedure for information.	Roy	December 2011
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.	Marion	Draft agreement under review, will be ready for signature shortly.

Motion	Action Required	Action By	Status
July 11, 2011 Regular Council Meeting			
11-07-586	That Council officially declares Mackenzie County an "Agricultural Disaster Zone".	Grant	Letter sent
July 27, 2011 Regular Council Meeting			
11-07-606	That administration develop a policy for hamlet utility servicing that reflect the options and benefits as discussed and review the existing water/sewer Bylaw.	John	Meeting scheduled for October 28, 2011
August 9, 2011 Regular Council Meeting			
11-08-624	That administration prepare a plan to evaluate the preservation of 100A street in La Crete for future road expansion and that no development on these lands be approved.	Joulia	In progress
11-08-629	That a letter be sent to the Minister of Environment regarding the reopening of the Rainbow Pipeline.	Roy	Letter sent
11-08-648	That the minimum lots sizes in HR1A and HR2 be brought back for discussion.	Marion	
August 22, 2011 Regular Council Meeting			
11-08-662	That Council direct administration to develop a policy and strategy session to be held monthly; the same day as a regular Council meeting.	Roy	1 st session held October 11, 2011
11-08-674	That the following approach be taken to gather the information for the Upper and Lower Peace Region Position Paper on local level (Mackenzie Municipal Service Agency Initiative): <ol style="list-style-type: none"> 1. A council workshop be set for October 3, 2011 at 2:00 p.m. in Fort Vermilion to Discuss and complete the MMSA's Land Use Framework survey; 2. The survey be made available to public at the County's offices (voluntary participation) 3. Send the survey to the industry stakeholders; 4. Participate in a tri-council regional meeting if possible. 	Joulia	Advertisements have been placed and available online.
11-08-679	That any further discussions on the High Level Rural Ratepayers meeting be deferred to the September 12, 2011 Strategy meeting.	Roy	12-Sep-11
11-08-681	That administration write a letter to Alberta Transportation strongly voicing our disappointment in the current level of service and to investigate ways to improve the service of the La Crete Ferry.	Roy	Sent via email to Minister of Transportation
11-08-683	That administration write a letter to Alberta Transportation to erect a ferry sign at Blumenort intersection.	Roy	Drafting letter

Motion	Action Required	Action By	Status
11-08-689	That Council direct administration to sign the Mutual Aid Agreement with the Town of High Level and the Town of Rainbow Lake, for fire services within Mackenzie Region, as presented.	AI	In progress
September 13, 2011 Regular Council Meeting			
11-09-705	That the Hazardous Materials Mutual Aid Agreement be TABLED for further information.	AI	
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.	Marion	Under review. Items will be reviewed with area Councillor, researched and then presented to Council.
11-09-763	That, in order to undertake the priority Water Treatment Plant Improvement and the Main Lift Station Upgrade projects in the Hamlet of Zama, administration prepares and submits two applications under the Alberta Water & Wastewater Program for these projects and that the following action be taken:		
11-09-767	That administration prepare a statement that can be shared with the public regarding protocol for in-camera sessions.	Roy	
11-09-770	That administration prepare a report of the history of the La Crete post office and present options to Council to address the safety concerns.		
11-09-773	That administration be authorized to negotiate a rental agreement with River Road Cable as presented in Option 1.	AI	
11-09-774	That the Chief Administrative Officer and the chair of the Ice-Bridge Committee set up a meeting with Alberta Transportation to discuss the Tompkins Ice-Bridge.	Roy	Meeting held October 3, 2011
11-09-775	That a response letter be sent to the Town of High Level regarding annexation.	Roy	Letter being drafted.
11-09-776	That administration invite Environment Canada – Canadian Wildlife Service Prairie and Northern Region as a delegation to the October 11, 2011 Council meeting to discuss the proposed national recovery strategy for boreal caribou.	Roy	Possibly attending a meeting in November.
October 25, 2011 Organizational Council Meeting			
11-10-803	That administration bring back the organizational and procedural bylaw with changes as discussed.	Carol	08-Nov-11
11-10-827	That the Assessment Review Board member at	Carol	Deadline for applications

Motion	Action Required	Action By	Status
	large positions be readvertised.		15-Nov-11
11-10-830	That the following Members at Large be appointed to the Subdivision & Development Appeal Board for a one year term ending October 2012 and readvertise the remaining position.	Carol	Deadline for applications 15-Nov-11
11-10-832	That the following Members at Large be appointed to the Mackenzie Housing Management Board for a one year term ending October 2012 and that the remaining La Crete position be readvertised.	Carol	Deadline for applications 15-Nov-11
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	
11-10-866	That the County engage GENIVAR and make application to Alberta Environment regarding the potential ditch at the outlet of the culvert located on the county road lying north of NW 21-106-15-W5M and bring information back to Council.	Grant	
11-10-871	That the Tompkins ice-bridge contract be tendered.	John	Tender opening 04-Nov-11
11-10-873	That a letter be sent to the Town of High Level accepting the 2012 capital projects as indicated in the Town's request and that administration includes the estimated capital cost in the 2012 budget and publicize our contribution accordingly.	Roy	Letter drafted.
11-10-874	That administration send a letter to the Town of High Level requesting their long term capital project requirements.	Roy	Letter drafted.
11-10-878	That the vote on Motion 11-10-877 be TABLED to the November 30, 2011 Council meeting.	Roy	30-Nov-11

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	
Service delivery items:		
Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards;	Marion, 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;	Marion	
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, Don, John	



Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Sirs and Madams,

The Mackenzie Frontier Tourist Association would like to thank Mackenzie County for all the support you have extended our society. Your financial and organizational contribution has enabled our development, and we are now a registered society and are actively pursuing industry memberships throughout the Mackenzie Region.

We are currently in the process of creating a promotional map for local service, recreation and accommodation providers, which will inform tourists about the wonderful variety of things to do in our region. We are eager to present it to you at an upcoming Council meeting.

As our membership numbers continue to increase, we see much potential for the future. With your continued support, we will be able to market our region in Canada and throughout the world. Our goal is to ultimately support a diversified economy that will help sustain our communities.

We would like to request that you think of us during your upcoming budget talks, and allow us to continue the work we are doing with continued financial support in the next year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Beth Kappelar".

Beth Kappelar, MFTA Chairperson