

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, September 24, 2008
4:00 p.m.**

**Council Chambers
Fort Vermilion, Alberta**

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF THE PREVIOUS MINUTES:	3.	a) Minutes of the September 9, 2008 Regular Council Meeting	7
BUSINESS ARISING OUT OF THE MINUTES:	4.	a) b)	
DELEGATIONS:	5.	a) Accurate Assessment Group Ltd. – 5:00 p.m. b) Alliance Assessment Consultants Ltd. – 5:30 p.m. c) Al Stan (Blue Sky Alberta) – 6:00 p.m. d) Aeromedical – 6:15 p.m. e)	
GENERAL REPORTS:	6.	a) Municipal Planning Commission Meeting Minutes – August 28, 2008	19
		b) Mackenzie Housing Management Board Meeting Minutes – January 4, 2008 to July 28, 2008	41
PUBLIC HEARINGS:	7.	a) None	



TENDERS:	8.	a)	98 th Avenue Road Upgrades – 100 Street to 108 Street (La Crete)	
		b)	AJA Friesen Road	
COUNCIL COMMITTEE, CAO AND DIRECTORS REPORTS:	9.	a)	None	
CORPORATE SERVICES:	10.	a)	Policy ADM047 – Local Authorities Pension Plan	85
		b)	Policy FIN022 – Budget Development	91
		c)	Land and Roads Inventory Data for the Tangible Capital Asset Project (TCA)	97
		d)	Seniors' Lodge Feasibility & Analysis Study	99
		e)	AAMD&C Fall Convention	101
		f)	Town of High Level Guest Speaker	109
		g)	Hay Zama Wood Bison Advisory Committee	115
		h)	Remembrance Day	
		i)		
		j)		
OPERATIONAL SERVICES:	11.	a)	Mackenzie Housing (Fort Vermilion)	
		b)	Wadlin Lake Caretaking Contract	121
		c)		
		d)		
		e)		
PLANNING, EMERGENCY, AND ENFORCEMENT SERVICES:	12.	a)	Zama Fire Truck (Tanker) (ADDITION)	
		b)		



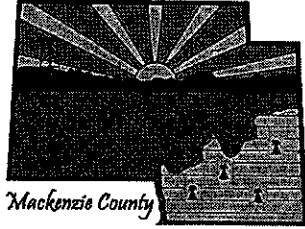
c)

**INFORMATION /
CORRESPONDENCE:** 13. a) Information/Correspondence Items 129

**IN CAMERA
SESSION:** 14. a) Personnel
b) Special Projects
c) Ambulance
d) Legal
e) Inter-municipal Relations
f) Doctors Clinics
g) Assessment Services Contracts
h)
i)

**NEXT MEETING
DATE:** 15. a) Regular Council Meeting
Tuesday, October 14, 2008
10:00 a.m.
Council Chambers, Fort Vermilion, AB

ADJOURNMENT: 16. a) Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Minutes of the September 9, 2008 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the September 9, 2008 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the minutes of the September 9, 2008 Regular Council meeting be adopted as presented.

Author: C. Gabriel

Review by: _____

CAO 

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

Tuesday, September 9, 2008

10:00 a.m.

Council Chambers

Fort Vermilion, AB

PRESENT:

Greg Newman	Reeve
Walter Sarapuk	Deputy Reeve
Peter Braun	Councillor
Dicky Driedger	Councillor
John W. Driedger	Councillor
Ed Froese	Councillor
Bill Neufeld	Councillor
Ray Toews	Councillor
Lisa Wardley	Councillor

ABSENT: Stuart Watson Councillor

ADMINISTRATION:

William (Bill) Kostiw	Chief Administrative Officer
Joulia Whittleton	Director of Corporate Services
Ryan Becker	Director of Planning & Emergency Services
John Klassen	Director of Operations (South)
Mark Schonken	Project Comptroller
Carol Gabriel	Executive Assistant

ALSO PRESENT: Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on September 9, 2008 at the Council Chambers in Fort Vermilion, Alberta.

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

Reeve Newman called the meeting to order at 10:06 a.m.

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

MOTION 08-09-627 **MOVED** by Councillor J. Driedger

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

10. f) School Division Wards/Trustees

10. g) Letter of Support Rocky Lane Agricultural Society

CARRIED

**ADOPTION OF THE
PREVIOUS MINUTES:**

- 3. a) Minutes of the August 27, 2008 Regular Council Meeting**

MOTION 08-09-628

MOVED by Councillor Toews

That the minutes of the August 27, 2008 Regular Council meeting be adopted as presented.

CARRIED

**BUSINESS ARISING
OUT OF THE MINUTES:**

- 4. a) None**

DELEGATIONS:

- 5. a) None**

GENERAL REPORTS:

- 6. a) Parks & Recreation Committee Meeting Minutes – July 24, 2008**

MOTION 08-09-629

MOVED by Councillor Wardley

That the Parks and Recreation Committee meeting minutes of July 24, 2008 be received for information.

CARRIED

- 6. b) Municipal Planning Commission Meeting Minutes – August 11, 2008**

MOTION 08-09-630

MOVED by Councillor Froese

That the Municipal Planning Commission meeting minutes of August 11, 2008 be received for information.

CARRIED

PUBLIC HEARINGS:

- 7. a) None**

TENDERS:

- 8. a) 98th Avenue Road Upgrades – 100 Street to 108 Street (La Crete) (extended to September 16, 2008 at 1:00 p.m.)**

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

- 9. a) Council Committee Reports**

Councillor D. Driedger reported on the Agriculture Land Task Force meeting, Regional Consultation meeting, Veterinary Advisory Committee meeting, Council workshop, and the Highway 697 drainage tour.

Councillor Toews reported on the CAANA meeting, Edmonton City Centre Airport public hearings, and the Finance Committee meeting.

Councillor Wardley reported on the ISL Engineering planning meeting, Parks & Recreation Committee meeting, Municipal Development Plan Update meeting, Assessment Review Board hearings, and the County Library Board meeting.

Councillor J. Driedger reported on the AAMDC Zone meeting, Council workshop, Parks & Recreation Committee, Town of High Level negotiations, La Crete Building Committee, and the Mackenzie Library Board meetings.

Deputy Reeve Sarapuk reported on the Council workshop, and REDI meetings.

Reeve Newman reported on the AAMDC zone meeting, Council workshop, Town of High Level negotiations, and the Hutch Lake follow up meeting.

Councillor Braun reported on the Council planning session, Parks & Recreation Committee meeting, La Crete Building Committee meetings, Municipal Development Plan Update meeting, Municipal Planning Commission meetings, meeting with the Premier, Mackenzie Regional Waste Management Commission, and the Finance Committee meeting.

Councillor Froese reported on the Municipal Development Plan Update meeting, and the Municipal Planning Commission meetings.

Councillor Neufeld reported on the Agriculture Service Board meeting, Mackenzie Housing Management Board, Finance Committee meeting, and the meeting with the Premier.

MOTION 08-09-631

MOVED by Councillor D. Driedger

That a meeting be scheduled on September 22nd or 23rd at 9:00 a.m. in Fort Vermilion with Sustainable Resource Development (SRD) for the review of the Agriculture Land Task Force Phase II.

CARRIED

MOTION 08-09-632

MOVED by Councillor Wardley

That a letter be sent requesting what can be done at Hutch Lake to become a provincial campground and what services they can provide.

CARRIED

MOTION 08-09-633

MOVED by Councillor Wardley

That the Parks & Recreation Committee explore other regional locations for a provincial campground.

CARRIED UNANIMOUSLY

MOTION 08-09-634

MOVED by Councillor Braun

That the council verbal reports be accepted as information.

CARRIED

Reeve Newman recessed the meeting at 11:01 a.m. and reconvened the meeting at 11:11 a.m.

9. b) CAO and Director Reports

MOTION 08-09-635

MOVED by Councillor J. Driedger

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

CARRIED

**CORPORATE
SERVICES:**

**10. a) Bylaw 681/08 Authorizing Imposition of a Local
Improvement Tax Curb, Gutter and Sidewalk on 98th
Avenue from 100th Street to 108th Street (La Crete)**

MOTION 08-09-636

MOVED by Councillor Wardley

That first reading be given to Bylaw 681/08 being a bylaw authorizing imposition of a local improvement tax for Curb, Gutter and Sidewalk on 98 Avenue from Plan 9722482 Block 11, Lot 24; Plan 9722482, Block 22, Lots 7-11; Plan 0620273, Block 10, Lots 23 & 24; Plan 7521580, Block 5, Lots 16-22; Plan 7521580, Block 11, Lot 8; Plan 7521580, Block 9, Lots 8 & 9; Plan 8420426,

Block 5, Lots 27-33, Plan 1922NY, Block 5, Lots 9-14; Plan 9624008, Block 5, Lot 35; Plan 1160NY, Block 1, Lot 2; Plan 5824NY, Block 1, Lot 11; Plan 509RS, Block 1, Lot 12; Plan 1089RS, Lot D; Plan 6076RS, Block 6, Lots 6 & 7; Plan 1425, Block 6, Lots 7-11 & 23; Plan 9320809, Block 10, Lots 2, 3, 5, 6, 7; Plan 9523371, Block 11, Lot 10; Plan 9722482, Block 23, Lots 4-11; Plan 9722482, Block 24, Lot 1; Plan 9925746, Block 24, Lot 2 in the Hamlet of La Crete.

CARRIED

10. b) Assessment Services Request for Proposals

MOTION 08-09-637

MOVED by Councillor Froese

That administration review the assessment services request for proposals jointly with the Towns of Rainbow Lake and High Level and bring forward a recommendation to the September 24, 2008 regular council meeting.

CARRIED

10. c) Community Emergency Preparedness & Resiliency Forum

MOTION 08-09-638

MOVED by Deputy Reeve Sarapuk

That two Councillors be authorized to attend the Community Emergency Preparedness & Resiliency Forum in Grande Prairie on September 16 & 17, 2008.

CARRIED

10. d) Council Meeting Dates

MOTION 08-09-639

MOVED by Councillor D. Driedger

That the following Regular Council meetings and Budget meetings be scheduled as follows:

- October 24 – Budget Meeting (10 am in Fort Vermilion)
- October 29 – Organizational Meeting (1 pm in Fort Vermilion)
- October 29 – Regular Meeting (4 pm in Fort Vermilion)
- November 6 – Regular Meeting (10 am in Fort Vermilion)
- November 18 – Budget Meeting (10 am in Fort Vermilion)
- November 26 – Regular Meeting (4 pm in Fort Vermilion)

CARRIED

10. e) Annual Christmas Banquet & Long Service Awards

MOTION 08-09-640

MOVED by Councillor Braun

That the County hold their annual Christmas Banquet and Long Service Awards on December 13, 2008 to be held at the La Crete Heritage Centre.

CARRIED

10. f) School Board Wards/Trustee (ADDITION)

MOTION 08-09-641

Requires Unanimous

MOVED by Councillor Wardley

That Mackenzie County requests that a school board trustee ward be designated for Zama City/Meander River.

CARRIED UNANIMOUSLY

10. g) Community Initiatives Grant Letter of Support – Rocky Lane Agricultural Society

MOTION 08-09-642

Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That a letter of support be sent for the Rocky Lane Agricultural Society Community Initiatives Grant application.

CARRIED UNANIMOUSLY

**OPERATIONAL
SERVICES:**

11. a) None

**PLANNING,
EMERGENCY, AND
ENFORCEMENT
SERVICES:**

12. a) School Zone Bylaw 666/08

MOTION 08-09-643

MOVED by Councillor Wardley

That third reading be given to Bylaw 666/08 being a bylaw for establishing school zones within Mackenzie County as presented.

MOTION 08-09-644

MOVED by Councillor Neufeld

That Motion 08-09-643 be amended as follows:

- Change the urban time zones from 8:00 a.m. to 4:30 p.m.
- Change the rural time zones from 8:00 a.m. to 9:30 a.m., 11:30 a.m. to 1:30 p.m., and 3:00 p.m. to 4:30 p.m.
- Delete the La Crete Public School zone (2. b)).

Reeve Newman requested a recorded vote:

In Favor:

Councillor J. Driedger
Councillor D. Driedger
Councillor Neufeld
Councillor Froese

Opposed:

Councillor Toews
Councillor Wardley
Deputy Reeve Sarapuk
Reeve Newman
Councillor Braun

DEFEATED

MOTION 08-09-645

MOVED by Councillor Braun

That Motion 08-09-643 be amended as follows:

- Change the urban time zones from 8:00 a.m. to 4:30 p.m.
- Change the rural time zones from 8:00 a.m. to 9:30 a.m., 11:30 a.m. to 1:30 p.m., and 3:00 p.m. to 4:30 p.m.

DEFEATED

MOTION 08-09-643

MOVED by Councillor Wardley

That third reading be given to Bylaw 666/08 being a bylaw for establishing school zones within Mackenzie County as presented.

Councillor Wardley requested a recorded vote.

In Favor:

Councillor Toews
Councillor Wardley
Reeve Newman

Opposed:

Councillor Neufeld
Councillor Froese
Councillor Braun
Councillor D. Driedger
Deputy Reeve Sarapuk
Councillor J. Driedger

DEFEATED

Reeve Newman recessed the meeting at 12:16 p.m. and reconvened the meeting at 12:57 p.m.

12. b) Ambulance

Review and discussion was held by Council in regards to the

Requests for Proposals received for ambulance services.

IN CAMERA SESSION:

MOTION 08-09-646

MOVED by Councillor Neufeld

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 1:16 p.m.

- 14. a) Personnel
- 14. b) Special Projects
- 14. c) Legal
- 14. d) Ambulance
- 14. e) Inter-municipal Relations

CARRIED

MOTION 08-09-647

MOVED by Councillor D. Driedger

That Council move out of camera at 1:54 p.m.

CARRIED

14. a) Personnel

MOTION 08-09-648

MOVED by Councillor D. Driedger

That the personnel update be received for information.

CARRIED

14. b) Special Projects

MOTION 08-09-649

MOVED by Deputy Reeve Sarapuk

That the special projects update be received for information.

CARRIED

14. c) Legal

MOTION 08-09-650

MOVED by Councillor Braun

That the legal update be received for information.

CARRIED

14. e) Inter-municipal Relations

MOTION 08-09-651

MOVED by Councillor Braun

That the inter-municipal relations be received for information.

CARRIED

14. d) Ambulance

MOTION 08-09-652

MOVED by Councillor Neufeld

That the ambulance request for proposals be awarded to the lowest qualifying bidder subject to final negotiations.

CARRIED UNANIMOUSLY

**INFORMATION/
CORRESPONDENCE:**

13. a) Information/Correspondence Items

MOTION 08-09-653

MOVED by Councillor J. Driedger

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

CARRIED

NEXT MEETING DATE:

15. a) Regular Council Meeting

Regular Council Meeting
Wednesday, September 24, 2008
4:00 p.m.
Council Chambers, Fort Vermilion, AB

ADJOURNMENT:

16. a) Adjournment

MOTION 08-09-654

MOVED by Councillor Wardley

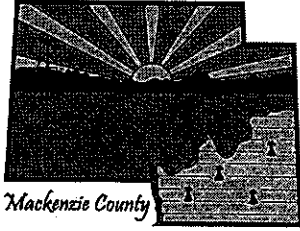
That the Regular Council meeting be adjourned at 1:57 p.m.

CARRIED

These minutes will be presented to Council for approval on Wednesday, September 24, 2008.

Greg Newman, Reeve

Carol Gabriel, Executive Assistant



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes August 28, 2008

BACKGROUND / PROPOSAL:

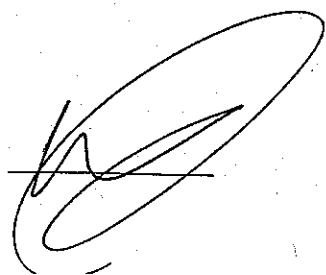
Information item. The adopted minutes of the August 28, 2008 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Municipal Planning Commission meeting minutes of August 28, 2008 be received for information.

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

**Mackenzie County
Municipal Planning Commission Meeting**

**Council Chambers
Fort Vermilion, Alberta**

Thursday, August 28th, 2008 @ 6:00 p.m.

PRESENT

Peter Braun	Chair, Councillor
Ed Froese	Councillor
Jack Eccles	Vice-Chair, MPC Member
Manfred Gross	MPC Member
Beth Kappelar	MPC Member
Ryan Becker	Director of Planning and Emergency Services (left the meeting at 6:46 p.m.)
Marion Krahn	Development Officer
Liane Lambert	Development Officer

1. CALL TO ORDER

Peter Braun called the meeting to order at 6:03 p.m.

2. ADOPTION OF AGENDA

MOTION 08-206 **MOVED** by Beth Kappelar

That the agenda be adopted with the following additions:

- 4i) Development Permit Application 118-DP-08
Richard Harder; Ancillary Building – Detached Garage
Plan 072 2976, Block 1, Lot 7 (NW 21-110-19-W5M)
Inter-Municipal Development Plan Corridor;
Willie Driedger Subdivision

- 4j) Development Permit Application 217-DP-08
Peter Driedger; Mobile Home with Existing Addition;
Removal of Existing Mobile Home
Plan 5824NY, Block 1, Lot 9; La Crete

- 5h) Subdivision Application 12-SUB-07
NE 7-107-13-W5M; Blumenort
John and Helen Schmidt

CARRIED

3. ADOPTION OF MINUTES

MOTION 08-207 **MOVED** by Manfred Gross

That the minutes of the August 11th, 2008 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. DEVELOPMENT

Development Permit Applications 4a and 4e through 4j to be discussed later in the meeting.

- b) Development Permit Application 182-DP-08
Peter Schmidt; Owner/Operator and Shop Addition
Pt of NE 6-106-15-W5M (Plan 062 4578, Block 2, Lot 2)
La Crete Rural**

MOTION 08-208 **MOVED** by Manfred Gross

That Development Permit 182-DP-08 on Part of NE 6-106-15-W5M (Plan 062 4578, Block 2, Lot 2) in the name of Peter Schmidt be amended to include the following conditions:

- 12. The maximum number of Mobile Homes allowed on this site is one (1). Any additional Mobile Homes are required to be stored off-site on a commercial or industrial zoned property.
- 13. This permit may be revoked at any time, if, in the opinion of the Development Authority, the Owner/Operator Business has become detrimental or otherwise incompatible with the amenities of the neighborhood.

CARRIED

- a) **Development Permit Application 241-DP-03**
Jacob G. and Elizabeth Wiebe/Ernie Wall
Extension of Renovation Deadline
Plan 852 2227, Block 15, Lot 25 (10621-102 Avenue)
La Crete

MOTION 08-209 **MOVED** by Beth Kappelar

That a time extension for the renovations required in Development Permit 241-DP-03 on Plan 852 2227, Block 15, Lot 25 be granted to expire August 28, 2009. No further time extensions of this date will be granted.

CARRIED

- c) **Development Permit Application 196-DP-08**
Tom Van Hemert c/o Alberta Parks;
Mobile Home with Two Decks
Plan 6018NY, Block 1, Lot 2, Stall 4; High Level Airport

MOTION 08-210 **MOVED** by Jack Eccles

That Development Permit 196-DP-08 in the name of Tom van Hemert c/o Alberta Parks on Plan 6018NY, Block 1, Lot 2, Stall 4, be approved with the following conditions:

1. The building shall be set back 3.7 meters (12 feet) from the front property line; minimum building setbacks for the side and rear yards 1.5 meters (5 feet), from the property lines.
2. The architecture, construction materials and appearance of the mobile home and deck shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
3. The undercarriage of the mobile home shall be screened from view by skirting or such other means satisfactory to the Development Authority.
4. You are required to display the stall number (04) 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.

5. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
6. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*
7. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards at the developer’s expense.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.

CARRIED

- d) **Development Permit Application 201-DP-08
Ed Harder Construction Ltd.; Dwelling – Multiple (4-plex)
Plan 6076RS, Block 6, Lot 1; La Crete**

MOTION 08-211 **MOVED** by Beth Kappelar

That Development Permit 201-DP-08 on Plan 6076RS, Block 6, Lot 1 in the name of Ed Harder Construction Ltd. be approved with the following conditions:

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

1. The existing residence (Mobile Home with Addition) shall be removed from the property prior to the commencement of construction of the Dwelling – Multiple (4-Plex).
2. The lowest opening of the Dwelling – Multiple (4-Plex) shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.
3. The building shall be 7.62 meters (25 feet) from the west and north property lines; minimum building setbacks for the east side and rear yards are: 7.62 meters (25 feet) rear (south) yard; 4.6 meters (15 feet) east side yard, from the property lines.

4. The Dwelling – Multiple (4-Plex) shall face 102nd Street and be located toward the west boundary of the lot.
5. 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 to the satisfaction of the Development Authority.
6. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
7. The Municipality has assigned the following address to the noted property 9713-102 Street. You are required to display the address (9713) 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.
8. Provide adequate off street parking as follows: 2 stalls per dwelling unit plus 1 additional stall per 4 dwelling units for visitor parking. This would be a total of 9 parking stalls.
9. No construction or development is allowed on a right-of-way.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

5. SUBDIVISION

- a) **Subdivision Application 25-SUB-05
SE 16-106-15-W5M; La Crete
852886 AB Ltd. (Jake Froese)**

MOTION 08-212 **MOVED** by Beth Kappelar

That motion 08-203 be upheld.

CARRIED

**b) Subdivision Application 44-SUB-07
Part of SW 9-106-15-W5M; La Crete
852886 Alberta Ltd. (Peter Fehr)**

MOTION 08-213 **MOVED** by Beth Kappelar

That condition 4.4. (a) of the Developers Agreement for Subdivision Application 44-SUB-07 Developers Agreement on Part of SW 9-106-15-W5M in the name of Peter Fehr/852886 Alberta Ltd. be amended to read:

Provision of municipal servicing (water, sanitary and storm sewer) to each lot at such time as the Municipal Servicing becomes available to the subdivision.

CARRIED

Chairman Braun called a recess at 6:49 p.m. and reconvened the meeting at 6:51 p.m.

Subdivision Applications 5c through 5h to be discussed later in the meeting.

6. MISCELLANEOUS ITEMS

a) Vanguard Realty Ltd.

The Municipal Planning Commission discussed the Vanguard Realty Ltd. Municipal Reserve park lands.

MOTION 08-214 **MOVED** by Ed Froese

That the Municipal Reserve land provision for NW 9-106-15-W5M in the name of Vanguard Realty Ltd. be received as information.

CARRIED

Miscellaneous Item 6b to be discussed later in the meeting.

4. DEVELOPMENT

- e) **Development Permit Application 207-DP-08
Donald Doerksen; Recycling Facility (Bottle Depot)
Plan 2938RS, Block 6, Lot 16; Fort Vermilion**

MOTION 08-215 MOVED by Ed Froese

That Development Permit 207-DP-08 on Plan 2938RS, Block 6, Lot 16 in the name of Donald Doerksen be approved with the following conditions:

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

1. **Development Permit #207-DP-08 expires on the 10th day of September, 2009, to be brought back to the Municipal Planning Commission for review prior to expiration.**
2. **The developer must comply with all of Alberta Safety Codes regulation for a commercial building.**
3. The Recycling Facility shall not involve the storage of goods (bottles) or the sorting of bottles in the public view (Front yard). All activity shall be contained within the structures or in the back of the lot.
4. The **minimum** building setbacks are:
 - i. 9.1 meters (30 feet) from the front property line;
 - ii. 3.0 meters (10 feet) rear yard from the property lines.
 - iii. **0 side yard setback, building must meet with Alberta Safety Codes regulations.**
5. This permit may be revoked at any time, if, in the opinion of the Development Authority, the Recycling Facility has become detrimental or otherwise incompatible with the amenities of the neighborhood.
6. The buildings shall be of accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
7. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

**f) Development Permit Application 209-DP-08
L.C.M.N.A./La Crete Care and Share
Retail Store – Roof Extension
Plan 1160NY, Block 5, Lot 4; La Crete**

MOTION 08-216 **MOVED** by Jack Eccles

That Development Permit 209-DP-08 on Plan 1160NY, Block 5, Lot 4 in the name of L.C.M.N.A./La Crete Care and Share 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: 30.48 meters (100 feet) front yard (from 100th street); 3.0 meters (10 feet) rear yard; 1.5 meters (5 feet) side yard, from the property lines.
2. The retail store – roof addition shall be constructed and finished with similar construction materials as the existing building and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
3. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
4. The municipality has assigned the following address to the noted property 10001-100th Street. You are required to display the address (10001) 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.
5. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

**g) Development Permit Application 210-DP-08
Scrap 4 You; Edward and Anna Harder
Home Based Business – Scrapooking
Plan 052 2048, Block 3, Lot 4; La Crete**

MOTION 08-217 MOVED by Manfred Gross

That Development Permit 210-DP-08 on Plan 052 2048, Block 3, Lot 4 in the name of Scrap 4 You be approved with the following conditions:

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

1. This permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business has become detrimental or otherwise incompatible with the amenities of the neighborhood.
2. The Home Based Business is permitted to be operated out of the existing home only and the area for it shall not exceed an area of 200 square feet (18.58 square meters).
3. The Home Based Business shall not involve the storage of goods in the public view, a change in appearance of the residence or its accessory buildings.
4. Shall not employ any employees who do not reside on-site.
5. An unlighted sign to identify the Home Based Business may be placed on the exterior of the house and the sign shall not exceed 1.1 meters (12 square feet).
6. At all times, the privacy of the adjacent dwellings shall be preserved and the home based business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.

CARRIED

**h) Development Permit Application 215-DP-08
Andreas and Nettie Penner; Mobile Home with Deck;
Removal of Existing Home and Addition
Plan 792 1881, Block 16, Lot 10; La Crete**

MOTION 08-218 MOVED by Jack Eccles

That Development Permit 215-DP-08 on Plan 792 1881, Block 16, Lot 10 in the name of Andreas and Nettie Penner be approved with the following conditions:

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

1. The front of the mobile home shall be 7.62 meters (25 feet) from the front (south) property line. The minimum front (south) yard setbacks for the deck are: 7.62 meters (25 feet). The minimum setbacks for the side and rear yards are: 2.43 meters (8 feet) rear (north) yard; 1.52 meters (5 feet) side (east and west) yards, from the property lines.
2. The mobile home shall be situated on the east side of the lot with the deck located on the west side of the mobile home.
3. The undercarriage of the mobile home shall be screened from view by skirting or such other means satisfactory to the Development Authority.
4. The architecture, construction materials and appearance of mobile home and deck shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. The Municipality has assigned the following address to the noted property 10214-101 Avenue. You are required to display the address (10214) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
6. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
7. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*

8. No construction or development is allowed on a right-of-way.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

- i) **Development Permit Application 118-DP-08
Richard Harder; Ancillary Building – Detached Garage
Plan 072 2976, Block 1, Lot 7 (NW 21-110-19-W5M)
Inter-Municipal Development Plan Corridor
Willie Driedger Subdivision**

MOTION 08-219 **MOVED** by Beth Kappelar

That the Developers Agreement and Development Permit 118-DP-08 on Plan 072 2976, Block 1, Lot 7 (NW 21-110-19-W5M) in the name of Richard Harder be amended to include the following condition:

10. That the Developers Agreement being registered against the lands be discharged upon the fulfillment of the conditions contained therein or at such time as the County ceases to register Developers Agreements for Development Permits against affected lands, whichever is earliest.

CARRIED

- j) **Development Permit Application 217-DP-08
Peter Driedger; Mobile Home with Existing Addition;
Removal of Existing Mobile Home
Plan 5824NY, Block 1, Lot 9; La Crete**

MOTION 08-220 **MOVED** by Manfred Gross

That Development Permit 217-DP-08 on Plan 5824NY, Block 1, Lot 9 in the name of Peter 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. The front of the mobile home shall be 7.62 meters (25 feet) from the front (west) property line. The minimum front (west) yard setbacks for the addition are: 7.62 meters (25 feet). The minimum setbacks for the side and rear yards are: 2.43 meters (8 feet) rear (east) yard; 1.52 meters (5 feet) side (east and west) yards, from the property lines.
2. The mobile home shall be situated lengthwise east and west on the property.
3. The undercarriage of the mobile home and addition shall be screened from view by skirting or such other means satisfactory to the Development Authority.
4. The architecture, construction materials and appearance of mobile home and addition shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. The exterior finish of the mobile home and addition shall be the similar in appearance. The exterior of the mobile home is required to be painted to match the existing addition. The Developer has until September 3, 2009 to complete the exterior revisions in accordance with this permit.
6. The Municipality has assigned the following address to the noted property 9709-101 Street. You are required to display the address (9709) 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. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*
9. No construction or development is allowed on a right-of-way.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

5. SUBDIVISION

- c) Subdivision Application 09-SUB-08
SE 17-106-14-W5M; La Crete Rural
Henry J. Peters**

MOTION 08-221 MOVED by Ed Froese

That the Municipal Reserve of the subdivision decision for 09-SUB-08 on SE 17-106-14-W5M in the name of Henry J. Peters be amended to read as follows:

Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current assessed value. The current municipal assessed value for this property is \$94.97 per acre. Municipal reserve is charged at 10%, which is \$9.50 per subdivided acre. 15.94 acres times \$9.50 equals \$151.43.

CARRIED

- d) Subdivision Application 14-SUB-08
SE 1-104-17-W5M; Tompkins Landing Area
Isaac T. Martens**

MOTION 08-222 MOVED by Jack Eccles

That subdivision application 14-SUB-08 in the name of Isaac T. Martens on SE 1-104-17-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 3.0 acres (1.21 hectares) in size.
2. Applicant/developer shall enter into a Developer's 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. A development permit is required for the Mobile Home (Bush Trailer) prior to registration of the subdivision.

- b. Provision of access to the subdivision and the balance of the quarter in accordance with Mackenzie County standards at the developer's expense.
- c. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.
- d. Dedication of the most easterly 5.18 meters of the proposed subdivision for future road widening.
- e. Provision of a storm water management plan. Contact Marion Krahn, Development Officer, at 780-928-3983 to discuss the requirements for your subdivision.
- f. Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g. Subdivision must meet ATCO Electric's conditions as follows:
 - i. Any existing power line easements and/or utility right-of-ways must remain in place.
 - ii. No driveways or approaches may be installed under the power line without first obtaining a Crossing Agreement from ATCO Electric.
 - iii. Costs associated with changes required to correct any line clearance problems as a result of the lot development shall be borne by the developer.
 - iv. Any costs incurred for the relocation or repair of the existing electrical facilities will be the responsibility of the developer.
 - v. No work shall proceed under the power line without first receiving written permission from ATCO Electric.
 - vi. There must be 9 meters clearance from all buildings, trees, and materials to the power line. The existing and any future power line route will require maintenance of a cleared right-of-way to ground level and to a minimum width of 7.0 meters on either side of the line route. The

owner should be aware of the potential for brushing along the existing and possible future power line alignment.

- vii. If the County, in conjunction with the subdivision approval, takes title to a portion of the property to allow for future road widening, the power line which is presently outside the road allowance will then effectively be located within the new road allowance.

CARRIED

- e) **Subdivision Application 16-SUB-08
SE 7-109-19-W5M; High Level Rural
Abe Wolfe**

MOTION 08-223 MOVED by Jack Eccles

That the Municipal Reserve of the subdivision decision for 16-SUB-08 on SE 7-109-19-W5M in the name of Abe Wolfe be amended to read as follows:

Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$35.67 per acre. Municipal reserve is charged at 10%, which is \$3.57 per subdivided acre. 20 acres times \$3.57 equals \$71.34.

CARRIED

- f) **Subdivision Application 19-SUB-08
Part of SE 23-104-15-W5M; Buffalo Head Prairie Area
Simon Froese**

MOTION 08-224 MOVED by Beth Kappelar

That subdivision application 19-SUB-08 in the name of Simon Froese on Part of SE 23-104-15-W5M be approved with the following conditions:

1. This approval is for a two lot subdivision, approximately 5 acres (2.02 hectares) and 11 acres (4.45 hectares) in size.

2. Applicant/developer shall enter into a Developer's 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 and a roadside development permit from Alberta Transportation.
 - b. Provision of access to the subdivision and the balance of the quarter in accordance with Mackenzie County and Alberta transportation standards at the developer's expense. The access to both subdivided parcels shall be located on west side of the proposed lots, off of the Buffalo Head Prairie School road (north/south portion). The existing access to the balance of the quarter section is required to be removed and a new access created off of the Buffalo Head Prairie School road (north/south portion). Alberta Transportation is prepared to undertake the removal of the existing field access at no cost to the developer subject to a release signed by the developer. The existing access to the north parcel shall be removed and a new access created off of the Buffalo Head Prairie School road (north/south portion).
 - c. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations.
 - d. Provision of a storm water management plan. Contact Marion Krahn, Development Officer, at 780-928-3983 to discuss the requirements for your subdivision.
 - e. Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f. Provision of utility right-of-way as required by Northern Lights Gas Co-op.
 - g. Subdivision must meet ATCO Electric's conditions as follows:
 - i. Any existing power line easements and/or utility right-of-ways must remain in place.

- ii. No driveways or approaches may be installed under the power line without first obtaining a Crossing Agreement from ATCO Electric.
- iii. Costs associated with changes required to correct any line clearance problems as a result of the lot development shall be borne by the developer.
- iv. Any costs incurred for the relocation or repair of the existing electrical facilities will be the responsibility of the developer.
- v. No work shall proceed under the power line without first receiving written permission from ATCO Electric.
- vi. There must be 9 meters clearance from all buildings, trees, and materials to the power line. The existing and any future power line route will require maintenance of a cleared right-of-way to ground level and to a minimum width of 7.0 meters on either side of the line route. The owner should be aware of the potential for brushing along the existing and possible future power line alignment.
- vii. If the County, in conjunction with the subdivision approval, takes title to a portion of the property to allow for future road widening, the power line which is presently outside the road allowance will then effectively be located within the new road allowance.

CARRIED

**g) Subdivision Application 21-SUB-08
SE 13-104-15-W5M; Buffalo Head Prairie
Peter Wiebe (Rose Meadow Farm Ltd.)**

MOTION 08-225 **MOVED** by Jack Eccles

That subdivision application 21-SUB-08 in the name of Peter Wiebe, Agent, (Rose Meadow Farm Ltd., Landowner) on SE 13-104-15-W5M be approved with the following conditions:

1. This approval is for a single lot subdivision, 10.01 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into a Developer's Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b. Provision of access to the subdivision and the balance of the quarter in accordance with Mackenzie County standards at the developer's expense.
 - c. All sewage disposals shall conform to the Alberta Private Sewage Treatment and Disposal Regulations. The existing pump out is required to be amended to meet current regulations and an approved Private Sewage Permit shall be submitted to the County prior to registration.
 - d. Dedication of the most easterly 5.18 meters of the proposed subdivision for future road widening.
 - e. Provision of a storm water management plan. Contact Marion Krahn, Development Officer, at 780-928-3983 to discuss the requirements for your subdivision.
 - f. Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - g. Provision of utility right-of-way as required by Northern Lights Gas Co-op.
 - h. Subdivision must meet ATCO Electric's conditions as follows:

- i. Any existing power line easements and/or utility right-of-ways must remain in place.
- ii. No driveways or approaches may be installed under the power line without first obtaining a Crossing Agreement from ATCO Electric.
- iii. Costs associated with changes required to correct any line clearance problems as a result of the lot development shall be borne by the developer.
- iv. Any costs incurred for the relocation or repair of the existing electrical facilities will be the responsibility of the developer.
- v. No work shall proceed under the power line without first receiving written permission from ATCO Electric.
- vi. There must be 9 meters clearance from all buildings, trees, and materials to the power line. The existing and any future power line route will require maintenance of a cleared right-of-way to ground level and to a minimum width of 7.0 meters on either side of the line route. The owner should be aware of the potential for brushing along the existing and possible future power line alignment.
- vii. If the County, in conjunction with the subdivision approval, takes title to a portion of the property to allow for future road widening, the power line which is presently outside the road allowance will then effectively be located within the new road allowance.

CARRIED

**h) Subdivision Application 12-SUB-07
NE 7-107-13-W5M; Blumenort
John and Helen Schmidt**

MOTION 08-226 **MOVED** by Manfred Gross

That a time extension be granted to February 28, 2009 (Additional 6 months) for subdivision application 12-SUB-07 on NE 7-107-13-W5M in the name of John and Helen Schmidt.

CARRIED

6. MISCELLANEOUS ITEMS

b) Action List

The Action List of August 11, 2008 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:

- ❖ September 8th, 2008 at 10:00 a.m. in La Crete
- ❖ September 25th, 2008 at 6:00 p.m. in Fort Vermilion

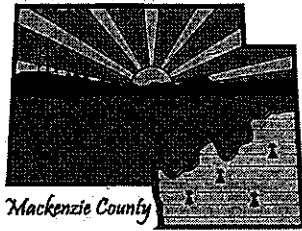
9. ADJOURNMENT

MOTION 08-227 **MOVED** by Ed Froese

That the Municipal Planning Commission meeting be adjourned at 7:35 p.m.

CARRIED

These minutes were adopted this 8th day of September 2008.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Mackenzie Housing Management Board Meeting Minutes January 4, 2008 to July 28, 2008

BACKGROUND / PROPOSAL:

Information item. The adopted minutes from January 4, 2008 to July 28, 2008 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That the Mackenzie Housing Management Board meeting minutes from January 4, 2008 to July 28, 2008 be received for information.

Author: C. Gabriel

Review By: _____

CAO

A large, stylized handwritten signature in black ink, likely belonging to the Chief Administrative Officer, William Kostiw.

**MACKENZIE HOUSING MANAGEMENT BOARD
SPECIAL BOARD MEETING
JANUARY 4, 2008 – 5:00 P.M.
HEIMSTAED LODGE, LA CRETE**

In Attendance: Wally Shroeder, Chair
Abe Peters
George Friesen
Ellis Forest
Bill Neufeld
Sharon McLean

Regrets: Jim Thompson
Dave Neufeld

Administration: Helen Braun, CAO

Call to Order: Wally Schroeder called the special board meeting to order at 5:07 p.m.

New Business: **Draft Contract with Health Region**

08-01 Moved by Abe Peters

That consideration be given to go in camera at 5:09 p.m.

08-02 Carried
Moved by Abe Peters

That the Board come out of in camera at 6:15 p.m.

Carried

08-03 Moved by Ellis Forest

That the Chief Administrative Officer be authorized to work with the lawyer on the draft contract to make the changes as discussed.

Carried

The Chief Administrative Officer will complete the draft and send it to the Board members for their review.

Adjournment:

08/04

Moved by George Friesen

That the special board meeting of January 4, 2008 be adjourned at 6:25 p.m.

Carried

Wally Schroeder, Chair

Helen Braun, CAO

**MACKENZIE HOUSING MANAGEMENT BOARD
SPECIAL BOARD MEETING
JANUARY 28, 2008 –9:30 A.M.
HEIMSTAED LODGE, LA CRETE**

In Attendance: Wally Shroeder, Chair
Abe Peters
George Friesen
Ellis Forest
Bill Neufeld
Sharon McLean
Jim Thompson
Brenda Chorney

Regrets: Dave Neufeld

Administration: Helen Braun, CAO
Barb Spurgeon, Operations Manager
Corrine Card, Housing Manager

Call to Order: Wally Schroeder called the board meeting to order at 9:37 a.m.

Agenda:
08-05 Moved by Jim Thompson

That the agenda be amended to include the following:

- 8.1 Housing application
- 8.2 Couple's fees in Lodge

Carried

Minutes: December 19, 2007 Board Meeting

08-06 Moved by Bill Neufeld

That the minutes of the December 29, 2007 be approved as distributed.

Carried

January 4, 2008 Special Board Meeting

08-07 Moved by Abe Peters

That the minutes of the January 4, 2008 be approved as distributed.

Carried

Reports: CAO Report

08-08 Moved by Bill Neufeld

That the CAO report be accepted for information.

Carried

Financial Reports
Housing Budget December 31, 2007

08-09 Moved by Jim Thompson

That the December 31, 2007 housing budget be accepted as presented.

Carried

Sharon McLean entered the meeting at 9:50 a.m.

New Business: Lodge Budget December 31, 2007

08-10 Moved by George Friesen

That the December 31, 2007 Lodge budget be accepted as presented.

Carried

Ellis Forest and Brenda Chorney entered the meeting at 10:15 a.m.

08-11

Moved by Jim Thompson

That the lodge surplus be returned proportionally to the municipalities after the 2007 audit has been completed; and that administration bring forward a recommendation on what the proportional payment amounts would be.

Carried

New Business:

Draft Contract with Health Region

08-12

Moved by Jim Thompson

That consideration be given to go in camera at 10:25 a.m.

Carried

08-13

Moved by Ellis Forest

That the Board come out of in camera at 11:07 a.m.

Carried

2008 Lodge Budget

08-14

Moved by George Friesen

That consideration be given to go in camera at 11:10 a.m.

Carried

08-15

Moved by Ellis Forest

That the Board come out of in camera at 11:33 a.m.

Carried

08-16

Moved by Ellis Forest

That a letter be written to the Town of Rainbow Lake, Town of High Level and Mackenzie County in regard to increasing the capital lodge reserve.

Carried

08-17

Moved by George Friesen

That the 2008 Lodge operating budget be approved.

Carried

08-18

Moved by Brenda Chorney

That the 2008 health funded portion of the Lodge Budget be approved.

Staff Wage Grids

08-19

Moved by Jim Thompson

That the staff wage grid be accepted for information.

Carried

Special Leave/Sick Day Policy

08-20

Moved by Bill Neufeld

That a policy be drafted to allow for special leave and sick days for staff.

Carried

Debit/Credit Card System

08-21 Moved by Ellis Forest

That Administration be authorized to purchase a debit/credit card system for Fort Vermilion and La Crete offices.

Carried

IT Contract

08-22 Moved by Ellis Forest

That the IT Contract proposal be accepted for information.

Carried

2007 Audit

08-23 Moved by Jim Thompson

That Meyers, Norris and Penny LLP be contracted to conduct the 2007 financial audit.

Carried

MOU with Mackenzie Regional Community Policing Society

08-24 Moved by Bill Neufeld

That the verbal CAO update on the MOU with Mackenzie Regional Community Policing Society be accepted for information.

Carried

Official Opening of Phase III

The Board asked Administration to bring this item back after the elections.

Board Administration Support

Helen Braun advised the Board that the Operations Manager would be assuming responsibility for Board administrative support and included the job description in the Board package.

Information Items:

Bank Reconciliation for December 31, 2007
Tobacco Reduction Act

08-25

Moved by Bill Neufeld

That the information items be accepted for information.

Carried

In Camera

Housing Application
Couple's fees in Lodge

08-26

Moved by Jim Thompson

That consideration be given to go in camera at 11:52 a.m.

Carried

08-27

Moved by Jim Thompson

That the Board come out of in camera at 12:07 p.m.

Carried

Board Minutes
January 28, 2008

Next Meeting Date: February 25, 2008 – 9:30 a.m.
Family Dining Room – Phase III
Heimstaed Lodge

Adjournment:

08-28 Moved by Ellis Forest

That the board meeting of January 28, 2008 be adjourned at
12:12 p.m.

Carried

Wally Schroeder, Chair

Helen Braun, CAO

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
February 25, 2008 – 9:30 A.M.
HEIMSTAED LODGE, LA CRETE**

In Attendance:

Abe Peters
George Friesen, Vice-Chair
Ellis Forest
Bill Neufeld
Sharon McLean
Jim Thompson
Brenda Chorney

Regrets:

Dave Neufeld
Wally Shroeder, Chair

Administration:

Helen Braun, CAO
Barb Spurgeon, Operations Manager
Corrine Card, Housing Manager

Call to Order:

Vice-Chair George Friesen called the board meeting to order at 9:30 a.m.

Agenda:

08-29

Moved by Jim Thompson

That the agenda be approved as distributed.

Carried

Board member Bill Neufeld entered the meeting at 9:31 a.m.

Minutes: **December 19, 2007 Board Meeting**

08-30 Moved by Ellis Forest

That the minutes of the January 28, 2008 board meeting be approved as distributed.

Carried

Reports: **CAO Report**

08-31 Moved by Jim Thompson

That a letter be written to our Member of Parliament regarding the impact on housing caused by Tall Cree First Nation not paying the Fort Vermilion School Division.

Carried

08-32 Moved by Bill Neufeld

That a letter be written to the Premier thanking him taking the time to meet with Mackenzie Housing and listening to Mackenzie Housing concerns and in appreciation of Health Minister Dave Hancock.

Carried

08-33 Moved by Ellis Forest

That the CAO report be accepted for information.

Carried

Financial Reports

Housing Budget January 31, 2008

08-34

Moved by Abe Peters

That the January 31, 2008 housing budget financial report be accepted as presented.

Carried

Lodge Budget January 31, 2008

08-35

Moved by Jim Thompson

That the January 31, 2008 Lodge budget financial report be accepted as presented.

Carried

New Business:

Health Contract

Helen Braun gave a brief update on the status of the negotiations with Health for a contract.

2008 Lodge Requisition

Ellis Forest advised the Town of High Level would be asking for a meeting with Mackenzie Housing and other municipalities regarding the 2008 requisition.

Lodge Budget Reserve

08-36

Moved by Ellis Forest

That a Capital Reserve account be established to provide funds for repairs and upgrading according to facility lifecycle and to also provide funds for capital acquisitions as approved by the three requisitioning municipalities; and

That \$100,000 be transferred from operating surplus to the Capital Reserve.

Carried

Special Leave/Illness Policy

08-37

Moved by Brenda Chorney

That Policy 5.11 Illness/Special Leave Days (ISL) be approved as presented effective January 1, 2008.

Carried

Lodge Equipment Purchases

08-38

Moved by Ellis Forest

That approval be given to purchase staff lockers, resident mailboxes , and the kitchen renovations as per the new price quotes.

Carried

Electronic Fund Transfers and Online Banking

08-39

Moved by Abe Peters

That approval be given to set up on-line banking for Mackenzie Housing accounts with ATB Financial; and The Accountant and Operations Manager be given authorization to access on-line banking.

Carried

08-40

Moved by Bill Neufeld

That decision on user fees for credit card payments be tabled for at least six months.

Carried

Vice-Chair George Friesen recessed the meeting at 11:15 a.m.

Vice-Chair George Friesen reconvened the meeting at 11:20 a.m.

2008 – 2010 Draft Business Plan

08-41

Moved by Jim Thompson

That the draft 2008 – 2010 Business Plan be accepted for information.

Carried

Staff Organizational Chart

08-42

Moved by Jim Thompson

That consideration be given to go in camera at 11:45 a.m.

Carried

08-43

Moved by Ellis Forest

That the Board come out of in camera at 11:55 p.m.

Carried

08-44 Moved by Brenda Chorney

That the staff organizational chart be approved as presented.

Carried

ASCHA Conference

08-45 Moved by Bill Neufeld

That all Board members be authorized to attend the ASCHA Conference in Edmonton April 1 and 2, 2008.

Carried

ASCHA – Response to the Throne Speech

Helen Braun reviewed with the Board ASCHA's response and interpretation of the Throne speech.

Information Items:

Bank Reconciliation for January 31, 2008
ASCHA Board of Directors Report
Northern Pioneer Article

08-46 Moved by Bill Neufeld

That the information items be accepted for information.

Carried

In Camera

No Items

Next Meeting Date:

To Be Announced (March 12 or 13)
Supper Meeting – 6:00 p.m.
Family Dining Room – Phase III
Heimstaed Lodge

Adjournment:

08-47

Moved by Jim Thompson

That the board meeting of February 25, 2008 be adjourned at
12:08 p.m.

Carried

Wally Schroeder, Chair

Helen Braun, CAO

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
March 27, 2008 – 9:30 A.M.
HEIMSTAED LODGE, LA CRETE**

In Attendance: Wally Shroeder, Chair
George Friesen, Vice-Chair
Ellis Forest
Bill Neufeld
Jim Thompson

Regrets: Dave Neufeld
Abe Peters
Sharon McLean
Brenda Chorney

Administration: Helen Braun, CAO
Barb Spurgeon, Operations Manager

Call to Order: Chair Wally Schroeder called the board meeting to order at 9:31 a.m.

Agenda:
08-48 Moved by Jim Thompson

That the agenda be amended to include:
6.6 Official Opening
6.7 Lodge Family/Residents Meeting
6.8 Hiring Processes
6.9 Co-op and UFA Investments

Carried

Minutes: **February 25, 2008 Board Meeting**

08-49 Moved by Jim Thompson

That the minutes of the February 27, 2008 board meeting be approved as distributed.

Carried

Reports: **CAO Report**

08-50 Moved by Jim Thompson

That the CAO report be accepted for information.

Carried

Financial Reports **2007 Audited Financial Statements**

08-51 Moved by George Friesen

That the 2007 audited financial statements be approved as presented.

Carried

Housing Budget February 29, 2008

08-52 Moved by Bill Neufeld

That the February 29, 2008 housing budget financial report be accepted as presented.

Carried

Lodge Budget February 29, 2008

08-53 Moved by Ellis Forest

That the February 29, 2008 Lodge budget financial report be accepted as presented.

Carried

New Business: **2008 – 2010 Business Plan**

08-54 Moved by Ellis Forest

That the 2008 – 2010 Business Plan be approved as presented.

Carried

Meeting with High Level Town Council

Helen Braun advised that the Town Council from High Level would be joining the Board for supper and a tour on April 7, 2008 at 6:00 p.m.

Lodge Resident Terms of Occupancy

08-55 Moved by George Friesen

That the updated Lodge Resident Terms of Occupancy be approved as presented.

Carried

Business Credit Cards

08-56 Moved by Bill Neufeld

That a corporate credit card be applied for in the amount of \$10,000.00 for the Chief Administrative Officer, and;

That a corporate credit card be applied for in the amount of \$2,500.00 for the Lodge Manager

Carried

Lodge Funding

08-57

Moved by Jim Thompson

That the CAO pursue the designated assisted living funding.

Carried

Official Opening – Phase III

Bill Neufeld advised the Board the Premier and new Health Minister have indicated they would like to attend our official opening and advised they would be available June 27 or 28, 2008.

Lodge Resident/Family Annual Meeting

08-58

Moved by Bill Neufeld

That the annual Lodge resident/family meeting be held on the evening of May 27, 2008 and the May Board meeting be held the same date at 3:00 p.m.

Carried

Hiring Processes

Helen Braun and Barb Spurgeon reviewed the process for hiring staff members with the Board.

Co-op and UFA Investments

08-59

Moved by Jim Thompson

That Administration apply to have Mackenzie Housing's investments recalled.

Carried

Information Items:

Bank Reconciliation for February 29, 2008
News Release – Premier Names new Cabinet
Letter to Premier Stelmach
Letter to MP Chris Warkentin
News Paper Article

08-60

Moved by Jim Thompson

That a follow up letter be sent to our Member of Parliament Chris Warkentin regarding the impacts of Tall Cree Band not paying their school fees to Fort Vermilion School Division.

Carried

08-61

Moved by Bill Neufeld

That the information items be accepted for information.

Carried

In Camera

No Items

Next Meeting Date:

April 29, 2008 – 6:00 p.m.
Family Dining Room – Phase III
Heimstaed Lodge

Adjournment:

08-62

Moved by Jim Thompson

That the board meeting of March 27, 2008 be adjourned at
11:35 p.m.

Carried

Wally Schroeder, Chair

Helen Braun, CAO

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
April 29, 2008 – 6:00 P.M.
HEIMSTAED LODGE, LA CRETE**

- In Attendance:** Wally Shroeder, Chair
George Friesen, Vice-Chair
Ellis Forest
Bill Neufeld
Jim Thompson
Sharon McLean
Dave Neufeld
- Regrets:** Abe Peters
Brenda Chorney
- Administration:** Helen Braun, CAO
Barb Spurgeon, Operations Manager
- Call to Order:** Chair Wally Schroeder called the Board meeting to order at 6:03 p.m..
- Agenda:**
08-63 Moved by Ellis Forest
- That the agenda be amended to include:
6.8 Community Health Council – Fort Vermilion
- Carried
- Minutes:** **March 25, 2008 Board Meeting**
- 08-64 Moved by Dave Neufeld
- That the minutes of the March 25, 2008 Board meeting be approved as distributed.
- Carried

Reports: **CAO Report**

08-65 Moved by George Friesen

That the CAO report be accepted for information.

Carried

Financial Reports **Housing Budget March 31, 2008**

08-66 Moved by Bill Neufeld

That the March 31, 2008 Housing budget financial report be accepted as presented.

Carried

Lodge Budget March 31, 2008

08-67 Moved by Ellis Forest

That the March 31, 2008 Lodge budget financial report be accepted as presented.

Carried

Assisted Care contract budget March 31, 2008

08-68 Moved by Dave Neufeld

That the March 31, 2008 Assisted Care contract budget financial report be accepted as presented.

Carried

New Business:

Lodge Grand Opening – Phase III

Bill Neufeld gave a brief update on his conversation with the Premier in regard to attending the Phase III grand opening. The Premier indicated that he may be available the last weekend in June to attend the grand opening. Helen Braun will contact MLA Frank Oberly for confirmation

Update on joint municipality meeting

The municipal representatives gave a brief overview of the joint municipality meeting regarding Mackenzie housing. They advised the municipalities did not support increasing the capital reserve.

Alberta Senior Citizen's Housing Association Letter

08-69

Moved by Ellis Forest

That a letter be sent to the Alberta Seniors Minister requesting an increase to LAP funding.

Carried

Designated Assisted Living Update

Jim Thompson requested a recorded vote for the following motion:

08-70

Moved by George Friesen

That designated assisted living residents be charged \$500.00 per month for increased services.

Carried, Unanimous

APHAA General Meetings and Education Sessions

08-71 Moved by Dave Neufeld

That the CAO be authorized to attend the annual APHAA General Meetings and Education Sessions in Leduc on May 14 and 15, 2008.

Carried

Request for Support – Swimming Pool Committee

08-72 Moved by Jim Thompson

That the request for support from the La Crete Swimming Pool Committee be received for information.

Carried

Maintenance Truck Quotes

Helen Braun provided the Board with quotes on a truck for maintenance . A general discussion was held, consensus was that a 4X4 was needed for the maintenance staff.

Community Health Council – Fort Vermilion

08-73 Moved by Jim Thompson

That the CAO respond to the list of items given to Jim Thompson from the Fort Vermilion CHC.

Carried

08-74 Moved by Bill Neufeld

That a public meeting be held in Fort Vermilion May 26 at 7:00 p.m. to answer community questions.

Carried

Information Items:

News Release –Northern Pioneer Mackenzie Housing
News Paper Article Herald Tribune – Care Centre
Inquiries
News Paper Article- Information Breach

08-75

Moved by Bill Neufeld

That the information items be accepted for information.

Carried

In Camera

No Items

Next Meeting Date:

May 27, 2008 – 3:00 p.m.
Family Dining Room – Phase III
Heimstaed Lodge

Adjournment:

08-76

Moved by Jim Thompson

That the board meeting of April 29, 2008 be adjourned at
7:27 p.m.

Carried

Wally Schroeder, Chair

Helen Braun, CAO

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
May 27, 2008 – 3:00 P.M.
HEIMSTAED LODGE, LA CRETE**

- In Attendance:** Wally Shroeder, Chair
George Friesen, Vice-Chair
Ellis Forest
Bill Neufeld
Sharon McLean
Dave Neufeld
- Regrets:** Jim Thompson
Brenda Chorney
- Administration:** Helen Braun, CAO
Barb Spurgeon, Operations Manager
- Call to Order:** Chair Wally Schroeder called the Board meeting to order at 3:00 p.m..
- Agenda:**
08-77 Moved by Ellis Forest
- That the agenda be amended to include:
6.7 Maintenance Truck
- Carried
- Minutes:** **April 29, 2008 Board Meeting**
- 08-78 Moved by Bill Neufeld
- That the minutes of the April 29, 2008 Board meeting be approved as distributed.
- Carried

Reports:

CAO Report

Abe Peters entered the meeting at 3:07 p.m.

Sharon McLean entered the meeting at 3:13 p.m.

08-79

Moved by Bill Neufeld

That the CAO report be accepted for information.

Carried

Financial Reports

Housing Budget April 30, 2008

08-80

Moved by Dave Neufeld

That the April 30, 2008 Housing budget financial report be accepted as presented.

Carried

Lodge and Assisted Care Budget April 30, 2008

08-81

Moved by Ellis Forest

That the April 30, 2008 Lodge and Assisted Care budget financial report be accepted as presented.

Carried

New Business:

Lodge Grand Opening – Phase III

Helen Braun gave a brief update on the Phase III grand opening. She advised the Premier could not attend on June 27. By consensus it was decided to set a new date for the Grand Opening.

Helen Braun will contact MLA Frank Oberle

DAL Funding

08-82

Moved by George Friesen

That motion 08-70 be amended to read:

That designated assisted living residents be charged \$500.00 per month for increased services effective July 1, 2008.

Carried

Mackenzie Regional Governance Forum

Wally Schroeder advised the next regional governance forum would be held June 6, 2008 at the Executive House in High Level for Board members who are able to attend.

Zone Meeting Report

08-83

Moved by Bill Neufeld

That the verbal report from Wally Schroeder on the May Zone meeting be received for information.

Carried

Fort Vermilion Public Meeting Report

08-84

Moved by Ellis Forest

That the verbal report from the CAO on the Fort Vermilion Public meeting be received for information.

Carried

Health Regions

Helen Braun gave the Board a brief update on the status of the health regions and provided a news release from the Alberta Government.

Maintenance Truck

Helen Braun gave an update on the status of getting a new maintenance truck. She advised that the truck had been turned down and was told to include it in next year's budget. The board directed her to pay for the repair work on the truck and work toward a solution.

Information Items:

News Release –Northern Pioneer

08-85

Moved by Bill Neufeld

That the information items be accepted for information.

Carried

In Camera

No Items

Next Meeting Date:

June 24, 2008 – 9:30 a.m.
Family Dining Room – Phase III
Heimstaed Lodge

Adjournment:

08-86

Moved by Ellis Forest

That the board meeting of May 27, 2008 be adjourned at 3:55 p.m.

Carried

Wally Schroeder, Chair

Helen Braun, CAO

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING**

June 30, 2008 – 8:00 P.M.

Mackenzie County Boardroom, Fort Vermilion

- In Attendance:** Wally Shroeder, Chair
George Friesen, Vice-Chair
Ellis Forest
Bill Neufeld
Brenda Chorney
Dave Neufeld
- Regrets:** Jim Thompson
Sharon McLean
- Administration:** Helen Braun, CAO
Barb Spurgeon, Operations Manager
- Call to Order:** Chair Wally Schroeder called the Board meeting to order at 8:03 p.m.
- Agenda:**
08-87 Moved by Ellis Forest
- That the agenda be amended to include:
6.7 Lodge Room Temperatures;
and deleting:
6.4 Lodge rent criteria \$265 Rule
- Carried
- Minutes:** **April 29, 2008 Board Meeting**
- 08-88 Moved by Bill Neufeld
- That the minutes of the May 27, 2008 Board meeting be approved as distributed.
- Carried

Reports: **CAO Report**

08-89 Moved by George Friesen

That the CAO report be accepted for information.

Carried

Financial Reports **Housing Budget May 31, 2008**

08-90 Moved by Dave Neufeld

That the May 31, 2008 Housing budget financial report be accepted as presented.

Carried

Lodge Budget May 31, 2008

08-91 Moved by Ellis Forest

That the May 31, 2008 Lodge budget financial report be accepted as presented.

Carried

Assisted Care Budget May 31, 2008

08-92 Moved by Bill Neufeld

That the May 31, 2008 Assisted Care budget financial report be accepted as presented.

Carried

New Business: **Lodge Grand Opening – Phase III**

08-93 Moved by Bill Neufeld

That the plan for the grand opening of phase III in the Heimstaed be adopted as discussed.

Carried

DAL Funding

08-94 Moved by Ellis Forest

That motion 08-70 be amended to read:

That designated assisted living residents be charged \$500.00 per month for increased services upon completion of the DAL designation.

Carried

Review of 2008 Business Plan Goals

08-95 Moved by Dave Neufeld

That the quarterly report on the 2008 business plan goals be received for information.

Carried

Mileage Rate

08-96 Moved by Ellis Forest

That mileage rates for Mackenzie Housing Management Board and employees follow the federal rate effective immediately.

Carried

Board and CAO Evaluations

08-97

Moved by Dave Neufeld

That a special meeting be scheduled to complete the board and CAO evaluations.

Carried

Lodge Room Temperatures

A discussion was held on the room temperatures in resident rooms facing the west. Administrations will look into options to help reduce the temperatures and report back to the board.

Information Items:

Newsletter – Fort Vermilion
Letter from Northern Lights Health Region

08-98

Moved by Ellis Forest

That the information items be accepted for information.

Carried

Wally Schroeder recessed the meeting at 9: 20 p.m.

Wally Schroeder reconvened the meeting at 9:26 p.m.

In Camera

08-99

Moved by Brenda Chorney

That the meeting be moved in camera to discuss personnel issues at 9:27 p.m.

Carried

Board Minutes
June 30, 2008

08-100 Moved by Ellis Forest

That the meeting be moved out of in camera at 9:45 p.m.

Carried

08-101 Moved by Brenda Chorney

That the draft organizational chart be approved as presented effective June 30, 2008.

Carried

08-102 Moved by Bill Neufeld

That the proposed salary increases for July 1, 2008 be approved as presented.

Next Meeting Date: July 28, 2008 – 9:00 a.m.
Family Dining Room – Phase III
Heimstaed Lodge

Adjournment:

08-103 Moved by Ellis Forest

That the board meeting of June 30, 2008 be adjourned at 9:53 p.m.

Carried

Wally Schroeder, Chair

Helen Braun, CAO

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
July 28, 2008 – 9:00 A.M.
Family Dining Room – Heimstaed Lodge**

- In Attendance:** Wally Schroeder, Chair
George Friesen, Vice-Chair
Ellis Forest
Bill Neufeld
Abe Peters
- Regrets:** Jim Thompson
Sharon McLean
Brenda Chorney
Dave Neufeld
- Administration:** Helen Braun, CAO
Barb Spurgeon, Operations Manager
- Call to Order:** Chair Wally Schroeder called the Board meeting to order at 9:02 a.m.
- Agenda:**
08-104 Moved by Bill Neufeld

That the agenda be approved as distributed.

Carried
- Minutes:** **June 30, 2008 Board Meeting**

08-105 Moved by Ellis Forest

That the minutes of the June 30, 2008 Board meeting be approved as distributed.

Carried

Reports:

CAO Report

08-106

Moved by Abe Peters

That the CAO report be accepted for information.

Carried

Financial Reports

Housing Budget June 30, 2008

08-107

Moved by Bill Neufeld

That the June 30, 2008 Housing budget financial report be accepted as presented.

Carried

Lodge Budget May 31, 2008

08-108

Moved by Ellis Forest

That the June 30, 2008 Lodge budget financial report be accepted as presented.

Carried

Administration was directed to bring the final capital costs for Phase III to the next meeting.

Assisted Care Budget May 31, 2008

08-109

Moved by George Friesen

That the May 31, 2008 Assisted Care budget financial report be accepted as presented.

Carried

08-110

Moved by George Friesen

That the 2008 Assisted Care budget be amended to increase the budget to \$1,202,000.

Carried

New Business:

Premier's Visit

Helen Braun advised the Board the Premier would be in the Lodge on September 5, 2008 from 4:15 to 5:00 p.m. She asked which Board members would be able to attend. A board and spouse supper will be arranged following the Premier's visit.

Lodge Residents and Family Surveys

Helen Braun reviewed the results of the 2008 resident and family surveys with the Board.

Non-Recurring Maintenance Progress

Helen Braun reviewed the Non-recurring maintenance projects and the status of each.

Health Contract

Helen Braun updated the Board as to the status of identifying the Lodge as a DAL facility.

Board and CAO Evaluations

By consensus, it was agreed that a special board meeting would be scheduled for September 10, 2008 to complete the board and CAO evaluations. The results would be communicated to the CAO at the September 25, 2008 Board meeting at 10:00 a.m.

Staff Professional Development and Appreciation Supper

08-111

Moved by Abe Peters

That \$15,000 be approved for the staff professional development and appreciation supper scheduled for October 23 and 24, 2008.

Carried

Information Items:

May and June Bank Reconciliations
Letter from Minister of Seniors and Housing

08-112

Moved by Bill Neufeld

That the information items be accepted for information.

Carried

Wally Schroeder recessed the meeting at 9: 20 p.m.

Wally Schroeder reconvened the meeting at 9:26 p.m.

In Camera

No Items

Next Meeting Date:

August 25, 2008 – 1:00 p.m.
Family Dining Room – Phase III
Heimstaed Lodge

Adjournment:

08-113

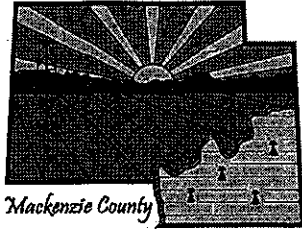
Moved by Ellis Forest

That the board meeting of July 28, 2008 be adjourned at 11:03 a.m.

Carried

Wally Schroeder, Chair

Helen Braun, CAO



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	John Klassen, Director of Operations – South
Title:	98th Avenue, Pavement, Curb, Gutter & Sidewalk – La Crete

BACKGROUND / PROPOSAL:

Tenders were received and reviewed by the County on September 16, 2008 in Fort Vermilion for the 98th Avenue, pavement, curb, gutter and sidewalk in La Crete. The lowest tender was Knelsen Sand and Gravel at \$3,195,313.00.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Funding to be provided through Capital Project #6-32-30-21.

The 2008 budget includes \$500,000 for engineering and some underground work and electrical relocations. The balance of this project will be reflected in the 2009 proposed budget.

*AMND 50%
Reserves*

RECOMMENDED ACTION:

That the tender for the 98th avenue, pavement, curb, gutter and sidewalk in La Crete be awarded to the lowest qualified bidder.

Mackenzie County
RESERVES
Estimated December 31, 2008 balances

Account	Name	ESTIMATED					Ending Balance
		Beginning Balance	2008 New Proposed Projects	Projects Carried Forward to 2008	Contribution from/(to) Operating Fund	Transfers Contribution from/(to) Capital Fund	
04-711-12	Operating Fund Reserve	\$1,832,953					\$1,170,953
04-712-41	Reserve-Off Site Levy - Water	\$565,856	(\$617,000)	(\$20,000)	(\$25,000)		\$565,856
04-712-51	Grants to Other Organizations Reserve	\$88,846					\$88,846
04-712-61	Reserve - Development	\$183,585					\$183,585
04-712-62	Reserve-P.T.O.A.G.	\$0					\$0
04-712-72	Recreation-Parks Reserve	\$117,358		(\$95,359)		\$50,000	\$71,998
04-713-72	Subdivisions Reserve	\$169,103					\$169,103
04-714-32	Gravel Reclamation Reserves	\$22,377					\$22,377
04-714-72	Municipal Reserve	\$83,659					\$83,659
04-720-32	Gravel Crushing Reserve	\$255,523					\$255,523
	Capital Fund Reserve	\$3,319,260	(\$617,000)	(\$115,359)	(\$25,000)	\$50,000	\$2,611,900
04-711-72	Incomplete Capitiasi - Recreation	\$7,224					7,223.67
04-712-12	Incomplete Capital - Admin & Planning	\$660,168	(\$62,885)	(\$456,223)			141,060.03
04-712-23	Incomplete Capital - Fire Department	\$51,485		(\$51,485)			(0.23)
04-712-25	Incomplete Capital - Ambulance	\$346,818		(\$249,962)			96,855.99
04-712-26	Incomplete Capital - Enforcement	\$123					122.78
04-712-33	Incomplete Capital - Airport	\$169,517		(\$100,000)			69,516.82
07-31-760	Incomplete Capital - Vehicle Replacement	\$520,000		(\$520,000)			0.00
04-712-63	Agriculture - Reserve	\$50,000					50,000.00
04-712-71	Recreation Reserve - Zama	\$12,148					12,147.90
04-712-72	Recreation Boards - Capital to be identified					\$120,000	0.00
04-713-32	Reserve-Roads(General)	\$2,185,428	(\$3,437,160)	(\$1,736,770)		\$4,032,948	495,493.61
04-713-41	Water Treatment Plant Reserve	\$214,803					214,802.64
04-713-43	Incomplete Capital - Sewer	\$326,083		(\$364,846)			46,236.93
04-713-61	Incomplete Capital - Development	\$45,146				\$85,000	45,146.44
04-713-71	Recreation Reserve - Fort Vermillion	\$49,745					49,744.94
04-714-37	Drainage Reserve	\$438,731	(\$475,000)	(\$524,414)		\$600,000	14,317.46
04-715-32	Walking Trails - Fort Vermillion	\$8,961					8,961.25
04-716-32	Walking Trails - LaCrete	\$0					0.00
04-717-32	Walking Trails - Zama	\$0					0.47
04-718-32	Incomplete Capital - Shop & Storage	\$0					0.00
04-719-32	Public Works - Incomplete Capital	\$2,729,214		(\$3,278,166)		\$548,952	(0.06)
04-760-41	Reserve - Water Upgrading(incomplete capital)	\$714,621		(\$667,947)			26,674.20
04-760-42	Reserve - Sewer Upgrading	\$85,000					0.00
04-760-43	Reserve-Waste	\$29,173					29,173.09
04-760-97	General Capital Reserve	\$995,999		(\$149,660)			846,318.79
04-761-31	Vehicle Replacement Reserve	\$466,702	(\$323,092)	(\$18,548)		\$544,000	689,061.60
04-761-43	Reserves - Garbage Projects(incomplete capital)	\$8,500					8,500.00
04-765-23	Emergency Services Reserves	\$435,838	(\$48,240)	(\$33,515)		\$275,000	629,082.52
		\$10,561,426	(\$4,346,377)	(\$8,171,566)	\$0	\$5,571,948	3,312,167.15
	TOTAL RESERVES	\$13,870,686	(\$4,963,377)	(\$8,286,916)	(\$25,000)	\$5,621,948	\$6,072,341

Current Budget Development Policy states:

County's maximum debt limit not to exceed 40% of the total allowable debt limit and the minimum reserves be set at 20% of the total allowable debt limit.	20% of the 2007 total debt limit:	\$8,380,539
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Municipality CT MACKENZIE

Date 24-Sep-2008

Project Street/Building/Area La Crete 98th Avenue Reconstruction

Detailed Location From 100 to 108 Street

Project Description/Objective (I.E. what will be accomplished) Reconstruction of 98th Avenue (from 100th Street to 108th Street) including storm water management, curb, gutter, sidewalk, hot mix paving

Primary Accomplishments Most significant components	Quantity	Unit of Measure	Activity			Funding Sources
			New	Rehab	Replace	
ROADWAY CONSTRUCTION OR REHAB:	700	METRES		X		AMIP

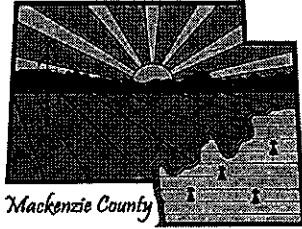
Estimated Project Costs:

Item	year	2008	2009	2010	2011	2012	2013	2014+
DESIGN		\$250,000						
CONSTRUCTION			\$2,500,000					
OTHER		\$250,000						
Total		\$500,000	\$2,500,000	\$0	\$0	\$0	\$0	\$0
TOTAL								\$3,000,000

Other Comments:

Contact Person: Joulia Whittleton

Phone: (780) 927-3718



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	John Klassen, Director of Operations – South
Title:	AJA Friesen Road, La Crete, AB

BACKGROUND / PROPOSAL:

Five bids were received and reviewed for AJA Friesen Road. The lowest bid was Frank Wiens with an amount of \$50,000.00 per mile. Bid results are attached for your perusal.

The total project consists of six miles, although the 2008 portion will consist of the two miles east and one mile west of Highway 697.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Funding to be provided through the Capital Project #6-32-30-75

The total funds allocated to this project are \$700,000 for the complete project. The unused portion will need to be carried forward to 2009.

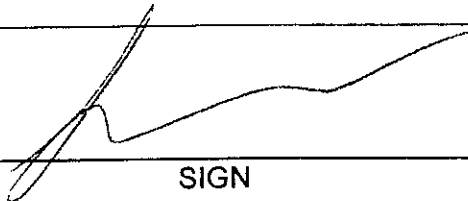
RECOMMENDED ACTION:

That the AJA Friesen Road Project be awarded to the lowest qualified bidder with the culverts and gravel to be provided by the County.

TENDER OPENING

AJA Friesen Road
September 15, 2008
Time: _____

Name	Total Tender Amount
Forrest Trotter	\$150,000/mile
Frank Wiens	\$50,000/mile
Total Harvesting Ltd.	\$83,400/mile
Andrew Driedger	\$175,000/mile
Pineridge Logging	\$195,000/mile



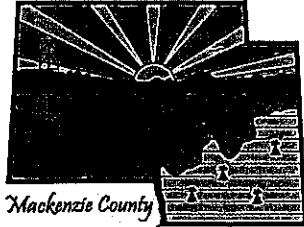
SIGN

JOHN KLASS

PRINT

SIGN

PRINT



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Local Authorities Pension Plan Policy ADM047

BACKGROUND / PROPOSAL:

County employees have been participating in the Local Authorities Pension Plan. Until now, the Plan has been administered using the general LAPP Manual guidelines.

OPTIONS & BENEFITS:

In order to have clarity and consistency in the administration of the Plan, administration drafted a policy. Please see the draft attached.

COSTS & SOURCE OF FUNDING:

NA

RECOMMENDED ACTION:

That the Local Authorities Pension Plan Policy ADM047 be approved as presented.

Author: _____ Review Date: _____ CAO _____

Mackenzie County

Title	Local Authorities Pension Plan	Policy No:	ADM047
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Legislation Reference	MGA, Section 5 b)
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Purpose

To be in compliance with the regulations and legislation of the Local Authorities Pension Plan.

Policy Statement and Guidelines

Membership Eligibility

1. In accordance with Article 18.01(a) of the Alberta Union of Provincial Employees Local 118/008 Collective Agreement, **Full-Time Permanent and Part Time Permanent Staff** are eligible for the Local Authorities Pension Plan (hereinafter referred to as "LAPP").

Under LAPP, participation is **mandatory** when an employee works a minimum 30 hours per week on a regularly scheduled basis with no predetermined end date.

Full Time/Part Time Temporary Staff with a defined end date or event that has been established for the end of the employment **are not eligible to participate in the plan.**

New employees should be told of their membership status at the time of hire (when deciding on membership eligibility).

Mackenzie County (hereinafter referred to as the "County") will provide eligible employees with a copy of the pension member handbook during their commencement/orientation.

2. The following employees **cannot** participate in the plan according to the LAPP guidelines:
 - a. Part-Time Temporary employees;
 - b. Permanent employees working less than 14 hours per week or 728 hrs per service year;
 - c. Employees that would begin participation in the plan after the end of the year in which they reach age 69;
 - d. Employees receiving a monthly pension from the plan based on their previous participation in the plan;
 - e. Married female employees who opted out of participation before July 1, 1978.
 - f. Employees excluded from membership according to this policy.

Terms of Probationary Period

The probationary period for entering the pension plan is one (1) year less any previous employment with the County (i.e. full-time, permanent, part-time, temporary and casual

employment).

- or -

Less any previous period of service with another employer that participates in LAPP, if the member moved immediately from the former employer to the County, including situations where a member moves immediately from one employer to another through an employer amalgamation.

Where the probationary period has ended and the employee is:

- On a leave without salary;
- On parenting leave; or
- Receiving temporary disability benefits from Workers Compensation;

the employee is to be registered in LAPP as soon as the probationary period ends.

Periods of leave or disability as specified above do not extend a probationary period.

Buying Probationary Period as Optional Service

Employees may purchase probationary periods of service as optional service. If an employee applies to purchase a probationary period within five years of becoming a member of the LAPP with the County, the cost to purchase the probationary period is based on the contributions that would have been made to the LAPP had the employee been a participant, plus interest. The County would then be liable for the employer's share of the contributions and interest for the probationary period. To purchase the service on a contribution-cost basis, the employee must be, and have remained throughout the period, employed with the County. If an employee applies to purchase a probationary period more than five years after becoming a member in LAPP, the cost will be calculated using the actuarial reserve costing method and the County is not liable for any portion of the cost.

Calculation of Pensionable Service for the Year

The method of calculation to determine the pensionable service will be as follows:

The total number of pay periods or portions of pay periods a member working full-time throughout the service year would be required to work.

Pensionable Salary

Pensionable salary includes regular pay & retroactive pay.

Date of Birth Verification

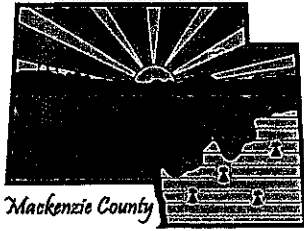
The date of birth will be verified prior to submitting Member Registration Forms by making a photocopy of the participant's original birth certificate. The photocopy will be stamped "This is a true and certified copy" signed and dated by the Plan Administrator for the County.

Employer Compliance

In compliance with LAPP, the County will obtain an independent auditor on an annual basis to examine its records, policies and procedures relevant to pension processes to confirm the accuracy and integrity of the data submitted and that processes are followed. The auditor will report their findings directly to Alberta Pension Association Corporation and to the County.

	Date	Resolution Number
Approved		
Amended		
Amended		

Draft



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting: Regular Council Meeting

Meeting Date: September 24, 2008

Presented By: Joulia Whittleton, Director of Corporate Services

Title: Budget Development Policy FIN022

BACKGROUND / PROPOSAL:

Attached is a copy of the Budget Development Policy FIN022 approved/amended by Council on April 11, 2007.

OPTIONS & BENEFITS:

The County departments are in the process of preparing their operating and capital budgets.

The Policy states that Council will provide budget guidelines in September of each year. Administration has obtained some information from Council through the business planning session and will be incorporating this information into the budget as applicable. Administration is seeking additional input from Council with respect to the 2009 budget preparation.

Council set the date for the first budget meeting for October 23, 2008. The proposed agenda for that meeting is as follows:

- Review the grant requests and identify the groups to be invited for presenting their request to Council (including Recreation Boards, FCSS, Library budgets);
- Review the estimated 2009 assessment data;
- Review the 2008 development data;
- Review the gravel history and re-gravelling data for the last three or four years (including 2008);
- Review the current water consumptions and revenue statistics; review our water/sewer departments costs; review our current utility rate methodology; review the other methods of determining the water/sewer rates; obtain direction from Council with respect to the utility rates;
- Review the first draft of the 2009 operating budget;

Author: _____ **Review Date:** _____ **CAO**

- Review and discuss the 2008 capital project list and identify the projects to be carried forward to 2009.

Administration requests that Council review the Budget Development Policy FIN022 and provide input if any changes are desired to be made to this policy.

COSTS & SOURCE OF FUNDING:

NA

RECOMMENDED ACTION:

For discussion

Author: _____ Review Date: _____ CAO _____

Mackenzie County

Title	Budget Development	Policy No:	FIN022
--------------	---------------------------	-------------------	---------------

Purpose

To provide an efficient and effective process for the development of the yearly operating and capital budgets.

Policy Statement and Guidelines

Step 1 – Budget Guidelines

Council will provide Administration, in September each year, with direction as to their expectation for the municipal tax rate; percent increase (or decrease) in operating or capital expenditures that is acceptable. This expectation will be based on factors such as assessment growth, union collective agreement, provincial funding, and ratepayers' wishes.

It is important to note, that the municipality has no control over the school and senior's lodge requisitions and has always "passed through" these expenditures to the ratepayers.

County's maximum debt limit not to exceed 40% of the total allowable debt limit and the minimum reserves be set at 20% of the total allowable debt limit.

Approval of budget guidelines by September 15.

Step 2 - Management Review with each functional area

Based on the guidelines established by Council, each functional group will prepare a draft budget which contains the following expenditures: operating, capital, updated 5 year capital summary, 25 year equipment summary

The CAO will meet with each of the functional area to discuss their requests and needs and make appropriate changes where necessary.

Management review to be completed by October 15.

Step 3 – Budget Compilation

Finance to compile all the individual documents into a budget package that will contain the following:

1. Summary of budget guidelines adopted by Council for the proposed year.
2. Summary of assumptions made by Administration in the preparation of the proposed budget. Items such as:
 - a. Wages and benefits % and \$ increase
 - b. Estimated assessment % and \$ growth
 - c. General % factor used for utilities or typical expenditures
 - d. Major dollar increases for "special" or known issues (e.g. insurance/debentures)
 - e. Proposed staff additions and the corresponding wage and benefits etc costs
 - f. New reserves or recommended changes to existing reserves
 - g. The amount of engineering costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
 - h. Summary of major increases or decreases for each function
 - i. Any other items that would provide Council with information to make their decision making more effective and efficient
3. Budget package will contain the following:
 - a. Summary of total operating revenue and total expenditures
 - b. Revenue and expenditures by function
 - c. Grant requests
 - ~~✗~~ d. Five year capital project summary
 - ~~✗~~ e. Twenty five year capital equipment
 - f. Proposed capital project budget for up coming year
 - g. Summary of increases and decreases to reserve balances
 - h. Any capital projects carry forwards (if known at this time)
 - i. Supporting charts or graphs for information that will prove beneficial for budget review (e.g. assessment information)

Where appropriate, information will be provided that shows previous year information, available current year information and percentage increases or decreases from one year to next.

Budget compilation to be completed by November 1.

Step 4 - Budget Meetings

The following timing and order will be set aside for the budget review:

- a. Grant requests – 2 days (includes any group delegations)
- b. Operating expenditures – 1 day
- c. Capital projects – 2 days

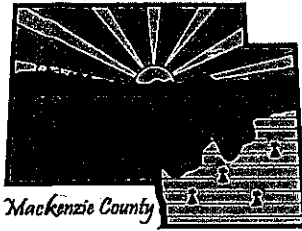
Budget meetings to be completed by December 21.

Step 5 – Formal Budget Ratification by Council first meeting in January

Administration will incorporate all changes/modifications that came about through the budget deliberations in step 4 and request formal budget ratification.

Budget ratification by January 10.

	Date	Resolution Number
Approved	September 24, 2002	02-681
Amended	April 11, 2007	07-349
Amended		



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting: Regular Council Meeting

Meeting Date: September 24, 2008

Presented By: Joulia Whittleton, Director of Corporate Services

Title: Land and Roads Inventory Data for the Tangible Capital Asset Project (TCA)

BACKGROUND / PROPOSAL:

As Council is aware, all municipal governments will be required to comply with the Public Sector Accounting Board Section 3150 by 2009 (TCA section). A municipality will be required to account for its assets and record them in its financial statements.

An excerpt from Section 5.0:

"From a management perspective, the key benefit to having local governments adopt tangible capital asset accounting is to obtain better information for decision making. While financial statements themselves will not necessarily provide detailed information about the stock, condition and costs of a local government's assets, it is the underlying information, records and discipline that allows such to be reported that gives government the information it needs to make informed decisions."

OPTIONS & BENEFITS:

ISL Engineering has been working on the GIS Road Infrastructure and Utilities Infrastructure project for the County. The utilities infrastructure data has been compiled using as-buils and other information supplied by our utilities personnel. In order to complete the road inventory data for the TCA project, the compilation of data such as surface type, subsurface type, road width, and year of construction is required. The County Public Works employees are currently gathering this data. Subject to Council approval, once this data is compiled, it will be transferred to ISL Engineering. They will create the RoadNet data layers and generate inventory quantities categorized by the four mentioned above data attributes (although the year of construction may be impossible to find).

Author: _____ Review Date: _____ CAO 

In addition, the County is required to account for land under roads and other municipally owned land.

Administration obtained a quote from ISL Engineering to compile the land inventory data and to layer the RoadNet data for inventory purposes in conjunction with the ongoing project:

- Lands Under Roads Inventory – estimated \$9,500
- Municipally Owned Land Inventory – estimated \$3,450
- Data layers for the RoadNet – estimated \$8,750

COSTS & SOURCE OF FUNDING:

\$21,700 from General Operating Reserve

RECOMMENDED ACTION:

That the 2008 Capital Budget be amended by including \$21,700 from the General Operating Reserve for the GIS RoadNet/Utilities project.

Author: _____ Review Date: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Senior's Lodge Feasibility Study and Analysis Study

BACKGROUND / PROPOSAL:

The County and the Town of High Level agreed to jointly undertake the Senior's Lodge Feasibility Study and Analysis Study.

OPTIONS & BENEFITS:

MK Strategy Group, Inc. was chosen to undertake the study for the municipalities.

The following motion passed at the July 23, 2008 meeting:

MOTION 08-07-549 **MOVED** by Councillor Wardley

That the County recommend the proposal by MK Strategy Group Inc. to complete the Senior's Lodge Feasibility Study.

CARRIED

At the tri-council meeting in April/08, the municipalities agreed to split the costs based on population.

COSTS & SOURCE OF FUNDING:

The cost of this study will be \$58,830 plus travel expenses

Town of High Level 2006 population – 3,849 or 28% of the total
Mackenzie County 2006 population – 10,002 or 72% of the total

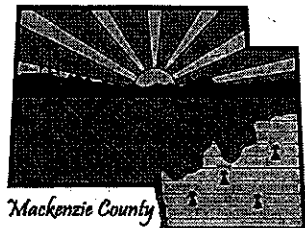
\$58,830 x 72% = \$42,357.60 plus 72% of the travel expenses is the estimated County cost for the Study.

Author: _____ Review Date: _____ CAO 

RECOMMENDED ACTION:

That the 2008 Budget be amended by including the inter-municipal Senior's Lodge Feasibility Study and Analysis Study in the amount of \$50,000 with funding coming from the General Operating Reserve.

Author: _____ Review Date: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	AAMD&C Fall Convention

BACKGROUND / PROPOSAL:

See attached information regarding the fall 2008 AAMD&C convention.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That all Councillors, the Chief Administrative Officer, and two Directors be authorized to attend the 2008 AAMD&C Fall Convention on November 11 – 14, 2008 in Edmonton.

Author: William Kostiw

Review By: _____

CAO



MEMBER BULLETIN

September 10, 2008

Fall 2008 Centennial Convention Registration Now Open

Registration for the Fall 2008 Centennial Convention is now available through the AAMDC website at www.aamdc.com under **Events and Programs > AAMDC Conventions > Fall 2008 Centennial** or click here. You will need your member log in to access the registration tools. The following items are available for your use:

- Convention Program Agenda & Registration
- Partners' Program Agenda & Registration
- Online hotel reservations

New this year, the AAMDC has instituted an **early bird deadline of October 10, 2008**, so book early for the best rates. Also new this year, registration fees include one (1) ticket to the Centennial Gala on Thursday, November 13, 2008. For those delegates requiring a ticket for their partners/guests, please utilize the Partners' Program online registration tool available here.

	Early Bird	After October 10, 2008
Members	\$375	\$425
Guests	\$425	\$475

Cancellations received before October 31, 2008 will receive a full refund. Please note that after this date there will be no refund for registration fees.

As an additional reminder, **the deadline for all individual or district-endorsed resolutions is October 13, 2008**. Resolutions received after October 13, 2008 and not falling under the definition of emergent will not be dealt with.

Enquiries may be directed to:

Michelle Hay
Advocacy and Resolutions Coordinator
(780) 955.4085

Gerald Rhodes
Executive Director
(780) 955.4077

Attachment



Fall 2008 Centennial Convention Program

Tuesday, November 11, 2008

- | | |
|-------------------|---|
| 9:00 am – 7:00 pm | AAMDC Registration/Information Desk
<i>Foyer on Pedway Level (Outside Hall D)</i> |
| 1:30 – 2:30 pm | Reeves/Mayors Meeting
<i>Salon 4 on Meeting Level</i> |
| 3:00 - 3:30 pm | Opening Ceremonies
<i>Hall D on Pedway Level</i> |
| 3:30 - 4:30 pm | Annual General Meeting
<i>Hall D on Pedway Level</i> <ul style="list-style-type: none">▪ In Memoriam▪ R. W. Hay Award▪ President's Report▪ Financial Statements▪ Credentials Committee▪ Bylaw Amendments |
| 4:30 – 4:40 pm | Say Cheese! Commemorative Delegate Group Photo
<i>Hall D on Pedway Level</i> |
| 4:40 pm – 6:00 pm | Municipal Affairs Open House
<i>Location TBD</i> |
| 6:00 pm – 8:00 pm | Welcome Reception
<i>Hall D on Pedway Level</i> |



Fall 2008 Centennial Convention Program

Wednesday, November 12, 2008

6:30 am – 8:30 am	<p>Buffet Breakfast <i>Hall D on Pedway Level</i></p>
7:00 am – 3:30 pm	<p>AAMDC Registration/Information Desk <i>Foyer on Assembly Level (Outside Hall A)</i></p>
8:30 am – 8:50 am	<p>The Honourable Ray Danyluk, Minister of Municipal Affairs <i>Hall A on Assembly Level</i></p>
8:50 am – 9:00 am	<p>Introduction of Municipal Interns <i>Hall A on Assembly Level</i></p>
9:00 am – 9:20 am	<p>The Honourable George Groeneveld, Minister of Agriculture and Rural Development (TBC) <i>Hall A on Assembly Level</i></p>
9:20 am – 9:40 am	<p>The Honourable Ron Liepert, Minister of Health and Wellness (TBC) <i>Hall A on Assembly Level</i></p>
9:40 am – 10:00 am	<p>The Honourable Ted Morton, Minister of Sustainable Resource Development (TBC) <i>Hall A on Assembly Level</i></p>
10:00 am – 10:15 am	<p>Refreshment Break <i>Assembly Level Foyer</i></p>
10:15 am – 11:20 am	<p>Ministerial Forum <i>Hall A on Assembly Level</i></p>
11:20 am - Noon	<p>The Honourable Ron Stevens, Deputy Premier of Alberta and Minister of International and Intergovernmental Relations (TBC) <i>Hall A on Assembly Level</i></p>
Noon - 1:30 pm	<p>MLA Luncheon <i>Hall D on Pedway Level</i></p>
1:30 pm – 3:00 pm	<p>Breakout Sessions</p> <ul style="list-style-type: none"> ▪ Larry Campbell - Salon 4 on Meeting Level ▪ Bob Koehler - Salon 8 on Meeting Level ▪ Darci Lang - Salon 12 on Meeting Level
3:00 pm – 3:30 pm	<p>Refreshment Break <i>Provided in Meeting Level Foyer</i></p>
3:30 pm – 5:00 pm	<p>Breakout Sessions</p> <ul style="list-style-type: none"> ▪ Larry Campbell - Salon 4 on Meeting Level ▪ Bob Koehler - Salon 8 on Meeting Level ▪ Darci Lang - Salon 12 on Meeting Level
6:00 pm – 11:00 pm	<p>Finning Night <i>Hall D on Pedway Level</i></p>



Fall 2008 Centennial Convention Program

Thursday, November 13, 2008

6:30 am – 8:30 am	Buffet Breakfast <i>Hall C on Assembly Level</i>
8:00 am – 3:30 pm	AAMDC Registration/Information Desk <i>Foyer on Assembly Level (Outside Hall A)</i>
8:30 am – 9:00 am	A Shared Solution: Marketing Alberta's Municipal Careers (TBC) <i>Hall A on Assembly Level</i>
9:00 am – 9:20 am	Nominations for President <i>Hall A on Assembly Level</i>
9:20 am – 9:30 am	Representative from the Official Opposition (TBC) <i>Hall A on Assembly Level</i>
9:30 am – 10:30 am	Municipal Excellence Awards <i>Hall A on Assembly Level</i>
10:30 am – 11:00 am	Refreshment Break <i>Assembly Level Foyer</i>
11:00 am – 11:30 am	Electrical Transmission in Alberta presented by EPCOR (TBC) <i>Hall A on Assembly Level</i>
11:30 am – Noon	Election for President <i>Hall A on Assembly Level</i>
Noon – 1:00 pm	Buffet Luncheon <i>Hall C on Assembly Level</i>
1:00 pm – 1:20 pm	Nominations for Vice President <i>Hall A on Assembly Level</i>
1:20 pm – 2:20 pm	Keynote Address: Darryl Sittler <i>Hall A on Assembly Level</i>
2:20 pm – 2:40 pm	The Honourable Luke Ouellette, Minister of Transportation (TBC) <i>Hall A on Assembly Level</i>
2:40 pm – 3:00 pm	Federal Government Address (TBC) <i>Hall A on Assembly Level</i>
3:00 pm – 3:20 pm	Refreshment Break <i>Assembly Level Foyer</i>
3:20 pm – 3:30 pm	FCM Update presented by Tim Stone of Saddle Hills County <i>Hall A on Assembly Level</i>
3:30 pm – 4:00 pm	Election for Vice President <i>Hall A on Assembly Level</i>
4:00 pm – 4:30 pm	Election for Directors <i>District 1 – Hall A</i> <i>District 4 – Hall C</i>
6:00 pm – Midnight	Centennial Gala <i>Hall D on Pedway Level</i>

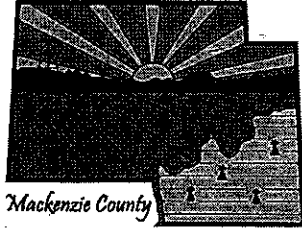


Fall 2008 Centennial Convention Program

Friday, November 14, 2008

6:30 am – 8:30 am	Buffet Breakfast <i>Hall C on Assembly Level</i>
8:00 am – 12:00 pm	AAMDC Registration/Information Desk <i>Foyer on Assembly Level</i>
8:30 am – 10:15 am	Resolution Session <i>Hall A on Assembly Level</i>
10:15 am – 10:30 am	Refreshment Break <i>Assembly Level Foyer</i>
10:30 am – 11:30 am	Keynote Address: Don Newman <i>Hall A on Assembly Level</i>
11:30 am – Noon	The Future of Policing presented by D/Commr. and Commanding Officer of RCMP K Division Rod Knecht <i>Hall A on Assembly Level</i>
Noon – 12:30 pm	Unfinished Business <ul style="list-style-type: none">▪ Door Prize Draws▪ God Save the Queen
12:30 pm – 1:30 pm	Buffet Luncheon <i>Hall C on Assembly Level</i>

DRAFT



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Town of High Level Guest Speaker

BACKGROUND / PROPOSAL:

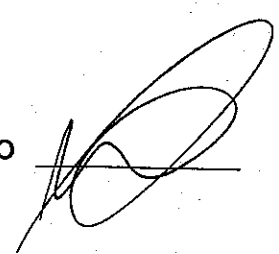
See attached invitation from the Town of High Level to attend a session with their guest speaker, Mr. Kit Grant.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That Council and two Directors be authorized to attend the Town of High Level guest speaker session on October 30, 2008.

Author: William Kostiw Review By: _____ CAO 

Carol Gabriel

From: Karen Holditch [kholditch@highlevel.ca]
Sent: Friday, September 12, 2008 11:05 AM
To: Carol Gabriel; tbroome@rainbowlake.ca
Cc: Jennifer Sawatzky; Dean Krause
Subject: Invitation to a Guest speaker

The Town of High Level is hosting a guest speaker, Mr. Kit Grant, for our staff and Council on October 30, 2008 in TOHL Council Chambers (10511-103 St HL). Please see details at the link below. We are running two sessions, one morning and afternoon, and would like to invite your Council & staff to join us. Mr. Grant was a featured keynote speaker at the spring LGAA conference in Kananaskis.

Spaces available to you are limited to 20 per session on a first-come first-served basis. Lunch will be brought in. **Please confirm your attendance prior to October 20th to jsawatzky@highlevel.ca**

We hope that you are able to take advantage of this opportunity with us and look forward to seeing you there. Regards,

http://www.speakers.ca/grant_kit.aspx

Karen Holditch R.P.R.
Assistant C.A.O.
Town of High Level
10511-103 Street
High Level, AB T0H 1Z0
780-926-2201
direct line 780-821-4007
www.highlevel.ca



KIT GRANT
The Director of Comfort Zone Infiltration

Since 1976, Kit Grant has designed and presented keynotes, seminars and workshops internationally. He has delivered programs in 14 countries on four continents to more than 770,000 people representing a variety of organizations.

Grant has worked as a clinical psychologist, a school counsellor, a supervisor in the food and beverage industry, and as a salesperson and sales manager for a major communications company. A member of the Canadian Speaking Hall of Fame, Grant specializes in pushing people outside of their comfort zones in order to better adapt to new ones. From 2001-2002, he served as World President and Chair of the Executive Council of the International Federation for Professional Speakers, and was the 2005 recipient of the International Ambassador Award for service to the global speaking industry. Listed in Who's Who in both Canada and the U.S., Kit provides the latest information to assist both individuals and corporations to meet the challenges of today and the future.

Highly animated and energetic, Kit provides a variety of techniques to assist his audiences with both personal and professional development. Kit's practical, non-theoretical approach moves people to take personal responsibility for their outcomes. Audiences receive a fast-paced, fun program providing them with tools to take immediate action and achieve the results they deserve.

COMMENTS FROM AUDIENCES

"You certainly were the buzz at the conference. I guess that explains your evaluation score of 11 out of 10!"

Shoppers Drug Mart

"After 11 years of organizing these annual conferences, I can confidently say that you are the first speaker we have hired who was able to make the people laugh so hard, they cried! You were the most entertaining and interesting speaker we have ever had at our conference."

Canadian Automatic Sprinkler Association

TOPICS

The Customer is Not Always Right!... You Get The Results You Deserve

Service must be part of who you are ... not something you must do! Changing your service culture to one of commitment provides an advantage taking you far beyond your competition's best efforts. Kit outlines how to build your Dynamic Service System and reveals how INPUT produces FEEDBACK which creates REALITY. His real life examples will have your audience laughing and learning. Armed with a plan of action, employees produce immediate improvements in customer satisfaction paying huge dividends.

Still Flailing After All These Years?... Success Through Responsibility

Recognizing your personal power and acting with it moves you to new levels of performance. Kit reveals a step-

by-step action guide your audience members will use to create a motivating and productive environment. Your people will recognize their personal responsibility in moving from where they are to where you want them to be. They leave the program with notes in hand ... written carefully on a piece of paper or scrawled on any available napkin! They learn to take action now, change any negative self-talk, and set targets that push them beyond perceived limitations to get things done.

It's Not My Fault!... Why Are They Being So Difficult?

Working (or living) with other people is sometimes difficult. Some people are easier to deal with than others. Kit identifies how different perspectives on life and relationships are both important and challenging. Getting results requires increased understanding of the strengths, limitations, motivators and de-motivators of each person. Your people will never be quite the same after this session as Kit's humorous examples from both personal and professional situations will have them "rolling in the aisles". The strength of your organization may depend on recognizing and valuing each person's uniqueness and contribution to team results.

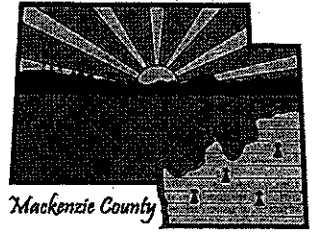
The Successful Leader... The Manager As A Coach

Leading people to successful results requires managers and supervisors to build a motivating workplace where mission and goals are clearly defined. Kit demonstrates the roles of coach, mentor and counselor to enable today's leader to get the best from each individual. Rewarding performance fairly allows people to understand and appreciate the principles of continuous improvement. As leaders improve communication skills, they build trusting environments that positively impact results.

Web: www.speakers.ca
Email: info@speakers.ca
Phone: 416.345.1559 or
800.333.4453
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Find this page online at speakers.ca
http://www.speakers.ca/grant_kit.aspx



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Hay Zama Wood Bison Advisory Committee

BACKGROUND / PROPOSAL:

Alberta Sustainable Resource Development is looking for participation from Mackenzie County as well as the Upper Hay Fish & Wildlife Committee in a Wood Bison Advisory Committee for the Hay Zama Wood Bison population.

The first committee meeting will be held in mid-October.

OPTIONS & BENEFITS:

Rainbow Lake??

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That _____ be appointed to the Hay Zama Wood Bison Advisory Committee.

Author: William Kostiw

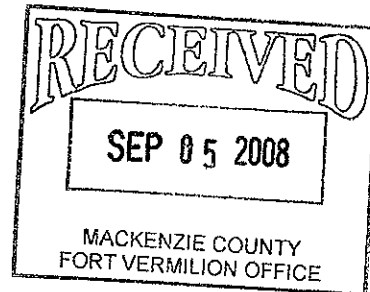
Review By: _____

CAO

Fish and Wildlife Division
Bag 900-26
9621 – 96 Avenue
Peace River, Alberta
T8S 1T4

Telephone: (780) 624-6405
Fax: (780) 624-6455

September 3, 2008



Mr. Greg Newman
Upper Hay Fish and Wildlife Committee
Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Mr. Newman:

I am writing to seek your organization's participation in a Wood Bison Advisory Committee for the Hay Zama Wood Bison population. As you are aware this successful reintroduction program began in the 1980s and the population has grown to the extent that a hunting season has been established to deal with public safety and disease management issues.

The Fish and Wildlife Division would like to form an Advisory Committee made up of local stakeholders to provide advice on the short and long-term management of this bison herd. A draft "Terms of Reference" for committee members is as follows:

General:

To provide a forum for the exchanging information and make recommendations regarding the long-term sustainability of the Hay Zama wood bison population in Wildlife Management Units (WMUs) 536 and 539.

Specifically:

- ❖ To provide a forum for the exchanging of information and developing recommendations regarding management issues such as:
 - Public safety in communities,
 - Motor vehicle collisions with bison,
 - Hunting seasons and harvest allocations,
 - Disease surveillance, and
 - Any other matter directly impacting the Hay Zama bison herd.

- ❖ Each person on the committee will:
 - Participate on behalf of and communicate back to their respective organization.

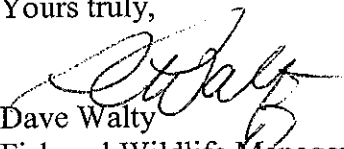
- Attend meetings as required.
- Participate on the committee on the basis of one-year terms, with renewal determined by their respective organization.

- ❖ It is anticipated that all meetings will be in High Level.
- ❖ The primary purpose of the committee is to exchange information, and to provide advice to Alberta Sustainable Resource Development. The work of the committee is intended to be informal, with decisions made by consensus, whenever possible. Where consensus cannot be achieved, dissenting opinions will be recorded.
- ❖ The committee will be chaired and convened by a representative of Alberta Sustainable resource Development, Fish and wildlife Division.

Attached is a list of the various stakeholders we are inviting to participate in this committee. We would like to have our first meeting of the Advisory Committee in mid-October. If you could provide us with the name and contact information for a person from your organization to participate we will add them to our list.

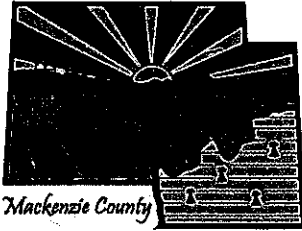
The Fish and Wildlife Division appreciates the contribution of your organization in this matter.

Yours truly,


Dave Walty
Fish and Wildlife Management Program Manager
Peace Upper Hay Area

Hay Zama Bison Advisory Committee

Organization	Representative	Contact email & ph #
Alberta Sustainable Resource Development	D. Moyles	
Fish & Wildlife Division	J. Gerwing	
	M. Besko/G. Hamilton	
Dene Tha' First Nation		
Tourism, Parks and Recreation		
Hay Zama Management Committee		
Mackenzie County		
Upper Hay Fish & Wildlife Committee		
High Level Sporting Assn.		
Town of High Level		
Member at Large		



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	John Klassen, Director of Operations – South
Title:	Wadlin Lake Caretaking Contract

BACKGROUND / PROPOSAL:

It was requested at the Parks and Recreation Committee meeting on August 26, 2008 that the Wadlin Lake contract be amended to reflect the duties of the current facilities at the campground.

OPTIONS & BENEFITS:

The revised agreement is attached for your review.

COSTS & SOURCE OF FUNDING:

Funding to be provided from the 2009/2010 Operating budget.

RECOMMENDED ACTION:

That the Wadlin Lake Caretaking Contract be accepted as presented.

Author: C. Friesen

Review Date: _____

CAO

WADLIN LAKE CARETAKING CONTRACT

CONTRACT SERVICE AGREEMENT made this _____ day of _____,
20__.

BETWEEN: MACKENZIE COUNTY

OF THE FIRST PART

AND:

OF THE SECOND PART

I. DEFINITIONS:

- a. "Season" refers to the period of time commencing _____, and
expiring _____ of each year.

**THE PARTIES in consideration of the mutual promise, terms, covenants
and conditions set out herein agree as follows:**

II. TERMS OF REFERENCE:

A. THE CONTRACTOR SHALL:

**Be responsible for the maintenance, operation and security of Wadlin
Lake Park in the Mackenzie County, in the Province of Alberta, daily for
the period commencing _____, 20__, expiring on _____,
20__ and commencing on _____, 20__, and expiring on
_____, 20__.**

- 1. Maintenance and operation of water system:**

- a) **Ensure the well pumps are maintained in a state of good repair at all times.**

2. Maintenance and operation of washrooms:

- a) **Ensure washrooms are stocked with an adequate supply of toilet tissue, antibacterial soap, paper towel, fly catchers etc at all times throughout the season.**
- b) **Carry on routine maintenance and daily cleanup of washrooms as necessary.**
- c) **Check daily, sanitary effluent levels in toilet reservoirs and contact the County office to advise when necessary for sewage removal. Sewage removal costs will be borne by Mackenzie County. Invoices shall be submitted directly to Mackenzie County.**
- d) **Ensure open accessibility to the sanitary dumping station for RV's and if not accessible contact Mackenzie County and advise of same.**

3. Removal of Garbage:

- a) **Distribute garbage bags to all park users on a daily basis, asking them to voluntarily take their garbage with them.**
- b) **Garbage that is collected on site shall be hauled to the nearest Waste Transfer Station or Landfill Site, by the Contractor.**

4. Maintenance, Security and Safety of Grounds:

- a) **Carry on routine maintenance including but not limited to the following:**
 - i. **Mowing grass;**
 - iii. **Whipper Snipping;**
 - iv. **Raking;**
 - v. **Shoveling; and**
 - vi. **Sweeping**
- b) **Check garbage receptacles daily and empty garbage bins.**
- c) **Clean washroom facilities daily.**

- d) Carry on routine maintenance and daily cleanup of fish stands as necessary.
 - e) Maintain all signage and flagging as necessary.
 - f) Ensure the park is safe for public usage at all times.
 - g) Clean Shelter on a daily basis.
 - h) Clean up drift wood along the dock and boat launch.
 - i) Removal of all deadfall and overhang within the campground.
 - j) Maintain Volleyball Court.
 - k) Maintain Playground area.
 - l) Maintenance and monitoring of all seasonal sites.
 - m) Ensure all vacant campsites are clean including emptying the firepits and collecting all garbage.
 - n) Ensure the campground/park is kept in a clean, well groomed, organized and esthetically pleasing state.
 - n) Perform other maintenance duties as required by Mackenzie County.
5. Contractors will provide own equipment for cleanup of grounds. The Contractor will be responsible to provide maintenance of the necessary equipment. A list of all maintenance equipment must be provided to Mackenzie County prior to the start of each season.
 6. Ensure an adequate supply of appropriate size firewood is available for the campers at all times and that the woodbins are adequately filled. The firewood will be supplied by Mackenzie County.
 7. Collect and keep records of park activities and revenue collected from day and overnight camping fees.
 8. Submit all revenues collected and all records kept to the Mackenzie County office in either La Crete or Fort Vermilion on a biweekly basis.
 9. Ensure campers obey park rules as established by Mackenzie County for Wadlin Lake Park.
 10. Provide personal contact with campers to promote responsible camping.

11. Provide directions and brochures to campers and answer any questions they may have pertaining to the area.
12. All janitorial cleaning supplies, toilet paper, paper towel, hand soap and garbage bags are to be provided at the Contractors cost.
13. Reporting of all potential hazards in the campground should be done in writing and submitted to Mackenzie County.
14. Obtain an approved Direct Purchase Order from Mackenzie County prior to making any purchases on behalf of Mackenzie County.
15. Supply own vehicle to perform the works prescribed in this Agreement.
16. Supply own living accommodations on site to be located in the proximity of the lakeshore to carry on business. A description of the living accommodations must be provided to Mackenzie County prior to the start of each season, indicating the make, year and model of the accommodations.
17. At all times remain an independent Contractor and shall not be an Employee for Mackenzie County.
18. Be responsible for the deduction and payment of any monies owing to any level of government or government agency, including Unemployment Insurance Payments, Workers' Compensation Commission Payments and Income Tax Deductions, and Mackenzie County shall have no responsibility for the deduction, collection or payment of the same, on behalf of the Contractor.
19. Indemnify and save harmless the Council, employees and agents from all claims, damages, costs, actions and suits caused by or arising either directly or indirectly out of the performance of this Agreement or by reason of any matter or things done, permitted or omitted to be done, by the Contractor.
20. If required by Provincial or Federal regulation provide proof of WCB Coverage and liability insurance.

B. MACKENZIE COUNTY SHALL:

1. Install well pumps at beginning of season and remove such at end of season.
2. Mackenzie County will remove sewage from the toilet reservoirs and sanitary dump station when deemed necessary by the Contractor.

- 3. Pay to the Contractor the fee as agreed upon over the contract period in proportionate payments on a monthly basis, upon receipt of invoice at the end of the month.
 - 4. Allow the Contractor to operate a concession and any other applicable campground revenue generating activities for his own profit pending approval of a list submitted to Mackenzie County prior to the start of each season. The Contractor must receive approval from the Health Inspector prior to commencing operation of the concession.
- III. Upon a successful yearend and a Parks and Recreation Committee review Mackenzie County may award up to fifty percent (50%) of the receipted day use and overnight fees collected to the Contractor. A successful yearend will be determined on the basis of customer and County satisfaction as well as meeting and/or exceeding the terms of this contract.
- IV. This Agreement may be terminated by either party giving to the other party 60 days notice in writing. If, upon breach of contract, the Contractor does not correct his actions with 48 hours of being notified in writing, the contract may be terminated.
- IV. Mackenzie County may, prior to the expiry of the contract time, extend the contract time for a further two year period subject to conditions mutually agreed to in writing by Mackenzie County and the Contractor.
- V. In the event that the Agreement is terminated prior to the expiration date, the Contractor is entitled to receive payment proportionate to past services performed. If terminated all equipment and property belonging to the Contractor must be removed from the park premises within seven (7) days.

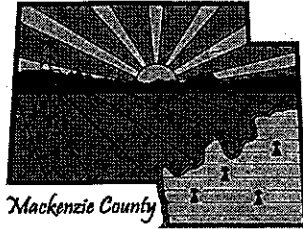
DATED AT _____, in the Province of Alberta, this _____ day of _____, 2008.

Witness

CONTRACTOR

Witness

MACKENZIE COUNTY



MACKENZIE COUNTY

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24th, 2008
Presented By:	Ryan Becker, Director of Planning and Emergency Services
Title:	Zama Fire Truck (Tanker)

BACKGROUND / PROPOSAL:

Mackenzie County currently operates a 1994 pumper truck and a 2001 Ford rescue truck from the Zama fire hall. Both units were surplus when other departments in the County received new equipment. The recent fire at the Apache plant near Zama highlighted the need for a more suitable piece of firefighting equipment in Zama. The community of Zama has a significant concentration of oil / gas field sites. Purchasing a tanker unit that is properly equipped to travel over the gravel / oilfield roads and is easy to operate is a necessity.

OPTIONS & BENEFITS:

Administration is seeking Councils permission to move ahead and request quotes from fire truck manufacturers.

The Municipal Sponsorship program has funds available to offset the costs of purchasing this equipment. Total funds available from the grant if accepted will be \$104,016.00, the balance to come from Emergency Services reserve funds.

RECOMMENDED ACTION:

That administration apply for the Municipal Sponsorship Program grant funding for the purpose a replacement Fire tanker in Zama.

Author: Ryan Becker,
Director

Reviewed by: Ryan Becker,
Director

CAO Bill Kostiw,
C.A.O.



2008 Municipal Sponsorship Program Application

Municipality Information	
Name	Mackenzie County
Address	Box 640 Fort Vermilion, Alberta T0H 1N0
Contact Name	William (Bill) Kostiw, C.A.O.
Telephone	(780) 927-3718

Office Use Only
Municipal Code
Application Number

- A separate grant application is required for each project being undertaken.
- A municipality participating in a project must assign a minimum of 10 per cent of its base grant amount to the project.
- In the case of an Intermunicipal Project only one application is required from the managing partner municipality. This application should be accompanied by supporting resolution(s) from the managing municipality and each contributing municipality.
- Municipal Sponsorship Program funding must not be used to pay for work done or materials obtained prior to April 1, 2008. Projects for this program year will be completed by December 31, 2009.
- For assistance in completing this application, please contact a grant policy advisor by dialing toll free 310-0000, then (780) 427-2225.

Project Information

1. Project Name (please be brief): Zama City fire truck replacement
2. How many Projects is your municipality applying for? (3 projects maximum) 1
3. Provide a description of your Project. (Point form is acceptable)

(Describe **what** is to be done and **how** your municipality intends to implement the Project (e.g., sources of labour, supplies, and equipment), the location of the Project, if appropriate, and any other information that will explain what will be accomplished using the Municipal Sponsorship Program grant.)

What:

Mackenzie County intends to replace the fire pumper unit located in Zama with a tanker unit. The current pumper was relocated to Zama from Fort Vermilion when they received a new pumper unit in 2006. The pumper does not meet the needs of the community, a unit that has the capability to carry more water is a necessity. Zama City has an abundance of industrial (oil / gas) facilities within the hamlet boundaries as well as in the surrounding area.

How:

Mackenzie County is currently receiving quotes from fire truck manufacturers for the procurement of the new tanker unit.

Project Information *(continued)*

4. Check off all of the Municipal Sponsorship Program objective(s) that this project meets, and then describe how this project meets the(se) checked objective(s).

- Improved governance or administration
- Enhanced services or service delivery
- Increased intermunicipal cooperation

Providing Mackenzie County residents and businesses with adequate fire suppression equipment.

Grant Calculation

5. Indicate if this is a Single Municipal Project or an Intermunicipal Project and show the allocation(s) and the bonus amount (if applicable) below. (Note: Maximum 2 decimal places in % allocated.)

Single municipality

Base Funding		% Allocated to this Project		\$ Allocated to this Project
65,100.00	x	100.00 %	=	\$ 65,100.00
		<small>Max. 2 decimal places</small>		<small>Insert this figure into Box 5(a)</small>

OR

Intermunicipal (List each participating municipality, including the managing municipality, and indicate the percentage each municipality is allocating to the project. Attach a separate sheet, if necessary.)

Municipality	Base Funding		% Allocated to this Project		\$ Allocated to this Project
		x	%	=	\$ 0.00
		x	%	=	\$ 0.00
		x	%	=	\$ 0.00
Sub-total:					\$ 0.00
x 0.35					\$ 0.00
TOTAL					\$
					<small>Insert this figure into Box 5(a)</small>

\$65,100.00 5(a)

Grant Calculation (continued)

6. Is this a Priority Project, as defined in Appendix A of the Program Guidelines, and therefore eligible for a Priority Bonus?

No (Insert a zero amount (\$0) into box 6(a) and go to Step 7.)

Yes (Select the category below that best fits your project, and complete the Priority Bonus calculation.)

Priority Categories:

- Energy Efficiency
- Infrastructure Management Systems
- Emergency Services (Excluding Ground Ambulance Services)
- Sustainability and Land Use Planning
- Water/Wastewater/Solid Waste Management Systems
- Recreation

Bonus Calculation:

Enter amount from 5(a)	\$ 65,100.00			
x 0.60 =	\$ 39,006.00	→	\$ 104,016.00	6(a)

7. TOTAL grant amount requested: *Add together amounts from 5(a) and 6(a)* \$ 104,016.00 **7**
Round to the nearest dollar.

8. Provide or attach a detailed breakdown of the cost estimates for each of the Project components that will be **funded by the grant**. (Note: the total grant dollars allocated in **8(a)** must be equal to the total grant amount requested in **Question 7**.)

Project Component	Estimated Cost	Grant Dollars Allocated to this Component
Fire Tanker	\$ 300,000.00	\$ 104,016.00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Grant Dollars Allocated		\$ 104,016.00 8(a)

If you are requesting priority bonus funding, calculate what percentage of the Grant Dollars Allocated in 8(a) will be applied to one or more of the priority project categories, and insert that amount in 8(b).

(Note: to qualify for priority bonus funding, the amount in 8(b) must be at least 70 per cent. See page 7 of the 2008 Program Guidelines for an example of this calculation.)

% of Grant Dollars Allocated to Priority Project Categories 100.00 % **8(b)**

CERTIFICATION

This section must be completed by the applicant or by the managing partner municipality.

I certify that:

The municipality is prepared to enter into a conditional grant agreement with the Province of Alberta when this application is approved.

_____ Signature of Duly Authorized Signing Officer	_____ William (Bill) Kostiw, C.A.O. Print Name
_____ September 25, 2008 Date of Signature	_____ (780) 927-3718 Telephone Number (include area code)

Before mailing this application, check that the following has been done:

- the application form has been signed; and
- copies of council resolutions from each of the participating municipalities are attached, including the managing partner municipality, **if your application is for an Intermunicipal Project.**

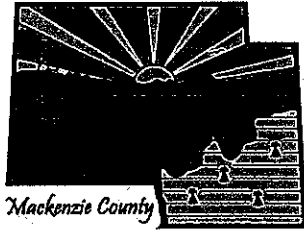
If you have any questions, please call (780) 427-2225 or toll-free by first dialing 310-0000.

The application deadline is September 30, 2008.

Return completed applications to:

Alberta Municipal Affairs
Municipal Services Branch
Municipal Grants and Information Services
17th Floor, 10155 102 Street
Edmonton, Alberta T5J 4L4

or by fax: (780) 422-9133



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

The information/correspondence items will be presented on the meeting day.

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• FireSmart Community Grant Funding	133
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• Restorative Justice Week 2008	149
• Synergy Alberta Conference 2008	151
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• AAMD&C Convention	157
•	
•	

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

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

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

**Mackenzie County
Action List as of September 9, 2008**

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
October 10, 2006 Council Meeting			
06-714	That the Wolfe Lake Water Point be referred to the Operations Committee for review.	John K. Ed, John W. Bill N., Ryan Greg	In progress
October 10, 2007 Council Meeting			
07-10-876	That administration work on the three and seven year infrastructure plans and consult with engineers as required.	Mark	In progress
October 25, 2007 Council Meeting			
07-10-958	That the Chief Administrative Officer follow up with the Emergency Services communications network.	Ryan, Jason, John, Greg	October 2008
November 13, 2007 Council Meeting			
07-11-1050	That administration negotiate the purchase of Public Land with Alberta Sustainable Resource Development for the future urban expansion for the Hamlet of Zama.	Ryan Lisa Bill K.	In progress
March 11, 2008 Council Meeting			
08-03-187	That administration research options and costs of auditing the local non-profit organizations that operate the County owned facilities or grounds.	Joulia	In progress
March 26, 2008 Council Meeting			
08-03-227	That administration issue a request for proposals for the development of land in Zama.	Ryan Don Lisa	In progress
June 10, 2008 Council Meeting			
08-06-403	That Mackenzie County take a leadership role in lobbying for upgraded rail service.	Bill K. Walter	In progress
08-06-418	That administration inspect the sites and prepare a cost estimate for the paving of the Pioneer Homes (Fort Vermilion) and the Altenheim (La Crete) parking lots and bring it back for Council's perusal.	Bill K. John K. Dave C.	In progress 2009 Budget
June 25, 2008 Council Meeting			
08-06-468	That administration revisit and update the Hutch Lake lot prices and bring them back for Council	Ryan Dave C.	In progress

Motion	Action Required	Action By	Status
	review and approval.		
July 10, 2008 Council Meeting			
08-07-487	That administration investigate the options of purchasing FORTVER Range 2 Riverlot 8 in the Hamlet of Fort Vermilion and bring back to Council.	Bill K. Ryan	Oct. 14/08
08-07-488	That the 10.7% fuel surcharge be approved for the L & P Disposal Ltd. waste contract for the hauling and dumping components on a condition that if the fuel price drops below \$1.03 per litre (the "base price", or November, 2007 price), the fuel surcharge shall be removed from invoices and the original contract unit price be adjusted to reflect the drop in fuel pricing.	Joulia John K.	In progress
08-07-494	That administration investigate the cost of creating a professional quality promotional package for the County.	Carol Joulia Peter B.	In progress
August 27, 2008 Council Meeting			
08-08-605	That the Subdivision Application from Blue Sky Alberta be forwarded to the Planning Department and the Municipal Planning Commission for review and recommendation to Council.	Ryan	In progress
September 9, 2008 Council Meeting			
08-09-631	That a meeting be scheduled on September 22 nd or 23 rd at 9:00 a.m. in Fort Vermilion with Sustainable Resource Development (SRD) for the review of the Agriculture Land Task Force Phase II.	Ryan	Sept. 23/08 9:00 am (FV)
08-09-632	That a letter be sent requesting what can be done at Hutch Lake to become a provincial campground and what services they can provide.	John K. Joulia	In progress
08-09-633	That the Parks & Recreation Committee explore other regional locations for a provincial campground.	John Joulia	In progress
08-09-637	That administration review the assessment services request for proposals jointly with the Towns of Rainbow Lake and High Level and bring forward a recommendation to the September 24, 2008 regular council meeting.	Joulia Dean Terry	Sept. 24/08
08-09-641	That Mackenzie County requests that a school board trustee ward be designated for Zama City/Meander River.	Bill Carol	In progress



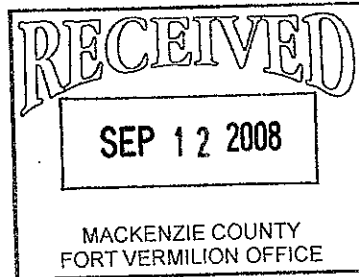
ALBERTA
SUSTAINABLE RESOURCE DEVELOPMENT

Office of the Minister

AR20136

AUG 25 2008

His Worship Gregory Alan Newman
Mackenzie County
P.O. Box 640
Fort Vermilion, Alberta T0H 1N0



Dear Reeve Newman:

Congratulations on your successful application for the FireSmart Community Grant Program. We are pleased to contribute \$29,000 towards eligible FireSmart Grant initiatives as identified in your application for the community of High Level.

This program is integral to Alberta's initiative of minimizing the risk of wildfire to human life and communities, and is an example of how provincial and municipal governments can work together to accomplish a common goal for Albertans.

Thank you for your commitment and support in working towards creating FireSmart communities. I wish you success with your project. If you have any questions about the program, please contact Mrs. Tracy Price, FireSmart Support Technologist, at (780) 644-3298 (toll free by first dialing 310-0000).

Sincerely,

Ted Morton
Minister

cc: Frank Oberle, MLA
Peace River

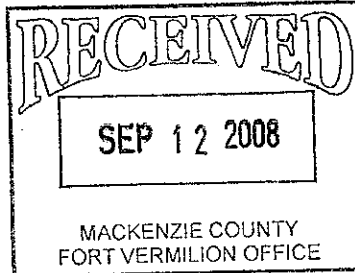
William Kostiw, Chief Administrative Officer
Mackenzie County



ALBERTA

SUSTAINABLE RESOURCE DEVELOPMENT

Office of the Minister



AR20136

AUG 25 2008

His Worship Gregory Alan Newman
MacKenzie County
P.O. Box 640
Fort Vermilion, Alberta T0H 1N0

Dear Reeve Newman:

Congratulations on your successful application for the FireSmart Community Grant Program. We are pleased to contribute \$25,000 towards eligible FireSmart Grant initiatives as identified in your application for the community of Zama City.

This program is integral to Alberta's initiative of minimizing the risk of wildfire to human life and communities, and is an example of how provincial and municipal governments can work together to accomplish a common goal for Albertans.

Thank you for your commitment and support in working towards creating FireSmart communities. I wish you success with your project. If you have any questions about the program, please contact Mrs. Tracy Price, FireSmart Support Technologist, at (780) 644-3298 (toll free by first dialing 310-0000).

Sincerely,

Ted Morton
Minister

cc: Frank Oberle, MLA
Peace River

William Kostiw, Chief Administrative Officer
MacKenzie County



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lac La Biche - St. Paul*

September 12, 2008

Dear Board Chairperson,

The government is committed to a strong, province-wide public library service and is continuing its consultation with libraries to enhance services in key areas.

Over the past year, I have received valuable information and feedback from public library stakeholders. As a result, the Government of Alberta is assessing its role in the provision of public library service and its relationships with other library stakeholders.

As you may be aware, I recently announced that a three-member MLA committee will lead a set of focused consultation sessions in 11 locations across the province. The purpose of these sessions will be to develop strategies for the government to support libraries in:

- o maintaining the traditional role of public libraries while embracing new directions for the future;
- o collaborating to achieve benefits not possible from working independently and to achieve innovative approaches to enhance services to Albertans;
- o maximizing service delivery through the use of technology.

As a valued stakeholder in Alberta's public library system, I invite you to send one or two members from your organization to a consultation session in your area. Your feedback will help the province better support libraries as they look to the future.

The sessions will be guided by a workbook that we will send to you electronically.

Details on the consultation session locations, times and dates are attached.

Please RSVP to Karen Petch at 780-427-9709 or Karen.Petch@gov.ab.ca

Sincerely,

Ray Danyluk
Minister

104 Legislature Building, Edmonton, Alberta Canada T5K 2B6 Telephone 780-427-3744 Fax 780-422-9550
4434 - 50th Avenue, St. Paul, Alberta Canada T0A 3A2 Telephone 780-645-6999 Fax 780-645-5787
Toll Free From All Areas 1-866-674-6999

PUBLIC LIBRARY CONSULTATION SESSIONS

DATES AND VENUES

September 22, 2008

Red Deer

9:00 a.m. - 1:00 p.m.
Red Deer Public Library
4818-49 Street

Drumheller

5:00 p.m. - 9:00 p.m.
Drumheller Public Library
224 Centre Street (upstairs)

September 24, 2008

Calgary

1:00 p.m. - 5:00 p.m.
Calgary Public Library
Fish Creek Branch
11161 Bonaventure Drive SE

September 25, 2008

Medicine Hat

9:00 a.m. - 1:00 p.m.
Esplande Cutbanks Room
2375 - 10 Avenue SW

Lethbridge

5:00 p.m. - 9:00 p.m.
Chinook Arch Library System
2902 - 7 Avenue N

September 29, 2008

Edmonton - Session 1

9:00 a.m. - 1:00 p.m.
Edmonton Public Library
Lois Hole Branch
17650 - 69 Avenue

Edson

5:00 p.m. - 9:00 p.m.
Edson Public Library
4726 - 8 Avenue

September 30, 2008

Wainwright

9:00 a.m. - 1:00 p.m.
Wainwright District Communiplex
650 - 2 Avenue

St. Paul

5:00 p.m. - 9:00 p.m.
St. Paul Public Library
4802 - 53 Street

October 1, 2008

Edmonton - Session 2 (LIBRARY SUPPORT ORGANIZATIONS ONLY)

1:00 p.m. - 5:00 p.m.
Edmonton Public Library
7 Sir Winston Churchill Square

October 6, 2008

Grande Prairie

9:00 a.m. - 1:00 p.m.
Peace Library System
8301 - 110 Street

Peace River

5:00 p.m. - 9:00 p.m.
Holy Family Catholic Regional Division
10307 - 99 Street

LIBRARY STAKEHOLDER CONSULTATION WORKBOOK

Why we're consulting with you and what about

Over the years, communities have changed and library users have changed, but the way the province supports libraries has not. Alberta Municipal Affairs want to better support public libraries as they look to the future. It is our goal to support and strengthen the public library service while respecting each library system's autonomy and independence.

The province's role in support of Alberta's public library service

The role of the Government of Alberta is to:

- monitor and administer the *Libraries Act* while respecting the diversity, autonomy, and independence of libraries and their communities;
- support equitable access to public library service for all Albertans;
- maintain viable public library governance;
- support and encourage greater collaboration between municipal and regional library boards;
- provide funding assistance; and
- establish a provincewide network for communications and sharing of library resources between libraries and the Government of Alberta.

Who are the stakeholders?

- Municipal councils
- Local and regional library boards
- Provincial government

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, bold, sans-serif font.

Into the future

The Government of Alberta endorses three goals looking to the future of public library service.

1. Support a strong provincewide public library service

Library service in Alberta today includes:

- equitable and barrier-free access to public library programs and services;
- programs and services to enhance literacy and lifelong learning;
- seamless access to all publicly-held information collections and databases in the province; and
- reference services to access information and resources with help from skilled library staff who are well trained and compensated.

Building on a solid base means maintaining traditional library services while adopting new initiatives and innovations.

2. Promoting collaboration and innovation

Public library services will be improved by strategic partnerships and co-operation between libraries and stakeholders. This includes:

- working together to harness the full potential of the library network forming a comprehensive Alberta library system; with a particular focus on programs and services to children, immigrants, and seniors
- consolidating publicly-held collections and databases to best support and service all Albertans through their public library
- innovative use of technology, through working together with all library groups and private sector
- enhancing collaboration between the public library sector and the provincial government, in particular Alberta Education, Alberta Culture and Community Spirit, Alberta Employment and Immigration and Alberta Service Alberta.

3. Capitalizing on technology

Technology will be used extensively to build on existing library service and promote collaboration and innovation between libraries. Alberta's public libraries will be introduced to new information management technologies that will maximize the capabilities of the SuperNet and its associated systems.

Workbook

Please read through the workbook and use the space provided to record your thoughts, ideas, and feedback. You may submit your written comments after the consultation to provide a record of your input.

Goal 1: Support a strong provincewide public library service

Please refer to the definition "supporting a strong provincewide public library service" on page two. Using this definition, suggest ways the Government of Alberta can build upon the traditional library and better position library services to meet the future needs of Albertans.

1. Library programs and services

Over the years, library users have increasingly supported programs and services offered by public libraries. As community needs have changed, library programs and services have followed suit.

What are the libraries currently doing to meet the needs of Albertans? Consider in particular youth, new Albertans, and under-represented or disadvantaged groups such as aboriginals and the disabled. How could their needs be met more effectively?

What do public libraries do to meet the needs of Albertans in accessing government information, libraries, and databases? How could this be improved?

What are public libraries currently doing to meet the needs of students? Is there more that could be done to support students?

2. Workforce development challenges

What kind of education/skills will library workers need in the future?

What suggestions would you make to address the issues of:

- attracting, hiring, training, and retaining skilled and competent staff

- attracting, training, and retaining volunteers

- attracting, training, and retaining board trustees

- an aging library workforce and engaging the next generation

3. Library stakeholder roles and responsibilities

Under provincial legislation, public libraries and regional library systems are governed by a locally-appointed board of trustees. It's the board's responsibility to provide good governance and ensure effective operation of the library. This system offers local autonomy and allows libraries to better understand and respond to community needs.

Is the public library system structured effectively? Why or why not?

Consider all the players: municipal councils, local and regional boards, board trustees, provincial government, The Alberta Library, The Alberta Library Trustees Association and the Library Association of Alberta. What would you see as the primary roles for each and how could their roles enhance a provincewide library service? Are the roles of library partners clear and understood?

Do you see a need for a formal body, at the provincial level, to provide leadership for provincewide inter-library initiatives? If so, how can this be accomplished while maintaining local autonomy?

What changes to stakeholder roles and responsibilities would improve governance and operations?

Goal 2: Collaboration and innovation

Collaboration between libraries fosters efficiency and effectiveness and improves programs and services. Collaboration facilitates innovation when creating programs and services. In addition, collaboration between libraries and the volunteer sector (community organizations and not-for-profit groups) allows libraries to better respond to community needs.

Are public libraries effectively resource sharing between stakeholders? How can the province promote collaboration and sharing between the municipal libraries, the library systems, and other organizations?

Are public libraries effective in engaging and collaborating with their communities and community organizations? How could this be improved?

How can libraries support and collaborate with Alberta Education, specifically programming for children? How can Alberta Education support public libraries?

How can libraries support and collaborate with Alberta Employment and Immigration? How can the library help new immigrants? How can Employment and Immigration support public libraries?

How can libraries support and collaborate with government departments like Alberta Culture and Community Spirit? How can libraries support Alberta authors, Alberta's culture and historical assets? What initiatives affecting the volunteer sector can libraries and the department collaborate on? How can Culture and Community Spirit support public libraries?

Provincial government departments are stakeholders in public library service.

How can collaboration and co-operation between the provincial government and public libraries be enhanced? What innovations would be mutually beneficial to libraries and the government? What innovations would benefit the library user?

In what order would you implement these innovations?

Goal 3: Capitalizing on technology

Modern technology plays a large role in public library programs and services and in the day-to-day operations of libraries. Technology is particularly prominent as libraries share information and data electronically. The provincial government is committed to using technology to enhance libraries. Its goal is to establish a seamless network to allow public access to all publicly-held information and databases in the province.

What technology challenges do libraries face? How can they be resolved? Please list in order of importance or urgency.

Has the SuperNet improved the delivery of library programs and services, in what ways?

Could more be done to capitalize on the SuperNet to enhance programs and service?

In addition to the SuperNet, what other ways can the provincial government take leadership in terms of technology? Are there initiatives or innovations that could be achieved through a provincewide library approach?

Board Highlights

In an effort to provide staff, physicians, Community Health Councils, volunteers and stakeholders with a quick summary of Board meeting activity, we send out Board Highlights following Board Meetings. Board Highlights are not official minutes, they are notes for your information.

The Alberta Health Services (AHS) Board met in Grande Prairie, Wednesday, August 13, 2008.

Welcome New Board Member

- AHS Interim Board Chair Ken Hughes welcomed Cathy Roozen to the AHS Board.
- Ms. Roozen was appointed to the interim AHS Board in early August.
- Ms. Roozen is an Edmonton businesswoman and former member of the Alberta Cancer Board.
- The Board appreciates Ms. Roozen's interest, willingness to serve and the contribution she is making, Mr. Hughes said.
- The appointment followed the resignation of interim Board member Pierre Crevolin at the end of July.
- During the meeting, Ms. Roozen was appointed to serve on the Board Governance committee and to Chair the Board's Health Councils committee.

Monthly Public Meetings

- The AHS board has established a Public Board Meeting Schedule at locations around the province, through to the spring of 2009.
- The meeting schedule is posted on the AHS website, under About Us: (<http://www.albertahealthservices.ca>).
- The public meeting schedule is part of a deliberate approach to do business in public so Albertans can be aware of the activities and directions of Alberta Health Services, Mr. Hughes said.
- Mechanisms also exist for staff and the public to provide input and suggestions to the AHS Board. They include:
 - The public can provide input, suggestions or share concerns with AHS Board or Administration through the AHS web site 'We Want To Hear From You' form.
 - To keep informed, the public can also subscribe to AHS News via email.
 - AHS staff can provide input or bring suggestions or concerns to Board and management attention through 'Bright Ideas,' a web-based suggestion form.
 - Since its launch this summer, over 500 suggestions from staff have been received.
 - Suggestions have included ideas on how to support staff, from on-site day care ideas to e-learning opportunities.
 - Mr. Hughes said he has also been impressed with suggestions that clearly show AHS staff's concern for the environment.
 - The Board welcomes and considers all suggestions, Mr. Hughes said.

AHS Board Member Selection

- Mr. Hughes reported that the process of recruiting members for the permanent, 15-member AHS Board is underway.
- A Calgary-based search firm has been engaged to lead the process and it will target Alberta and beyond.
- Advertisements inviting interested Albertans to serve on the AHS Board are being placed in the province's weekly and daily newspapers.
- The goal is to recruit the 15 board members by November, when they'll be recommended to the Minister of Health and Wellness for permanent appointment.

Grande Prairie Activities

- AHS Board members met with a number of groups during their time in Grande Prairie August 12 and 13.
- On August 12, Board members:
 - Met with Grande Prairie-based STARS officials
 - Toured the QEII Hospital
 - Met with members of the Grande Prairie Chamber of Commerce; and,
 - Hosted a dinner for regional community leaders, CHC members and former Peace Country Health board members
- The AHS Board was pleased to have the opportunity to acknowledge the contribution of former Board of Governor members who have volunteered their energy and knowledge for a long period of time, and formally thank them, Mr Hughes said.
- On Wednesday, August 13, Mr. Hughes addressed the Grande Prairie Rotary Club luncheon meeting, before conducting the AHS Board Meeting in the afternoon.

General Business Bylaws and Resolutions

- The AHS Board passed a number of general business bylaws and resolutions.
- The bylaws and resolutions included:

Banking Resolution

- Following change made to leadership positions in the 12 health services entities, the AHS Board approved a motion to update executive signing authorities.

AHS Board Terms of Reference, Principles and Policies

- The Board approved a motion directing the new Terms of Reference, Principles and Policies to the Board Governance Committee for review.

Amendments to the Alberta Health Services General Bylaws

- The Board approved a motion to submit the AHS General Bylaws to government for approval.

Recommendations from Health Regions

- The AHS Board dealt with recommendations from Health Region entities.
- Business previously conducted in the Regions that required Board bylaw or appointment approval, such as Foundation bylaws and appointments, now falls under the domain of the AHS Board.
- Mr. Hughes spoke about the value of the contributions made by Health Foundations and re-affirmed AHS direction that funds raised in communities across the province be used in the communities they were raised in.

Calgary Health Region

- Appointments to Claresholm & District Health Foundation were approved.
- Appointment of Board Members to the Calgary Health Trust was approved.

Palliser Health Region

- Palliser Health Foundation Bylaws were approved.

Alberta Cancer Board

- Appointment of Alberta Cancer Foundation Trustees was approved.

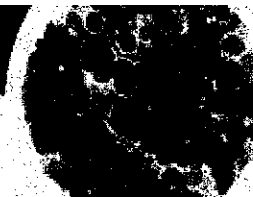
Next Board Meeting

- The next AHS Public Board meeting will be held in Medicine Hat on September 24.
- AHS Board meeting minutes are posted on the AHS Web site at:
<http://www.albertahealthservices.ca/about/boardmeetings/default.aspx>



**RESTORATIVE
JUSTICE WEEK 2008**

Fostering a restorative
worldview

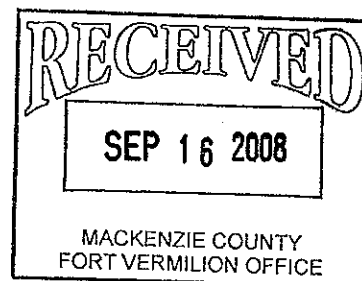


It gives me great pleasure to call upon all mayors, reeves, councillors and community Leaders from across Canada to proclaim Restorative Justice Week 2008. The Correctional Service of Canada (CSC) has been an active partner in the restorative justice community for more than a decade and has been proud to provide leadership to the annual celebration since 1996.

Restorative Justice Week 2008 will be held within Canada, and throughout the world, from November 16th to November 23rd. The theme is “**Fostering a Restorative Worldview**”, which focuses on sharing the concrete learning and results that have come from the growing experience of practitioners and stakeholders in the application of restorative justice concepts and techniques. In 2007, there were 167 towns and cities across Canada, representing almost 40% of the Canadian population, who proclaimed Restorative Justice Week.

Things you could do as leaders in your community include the following:

- Declare / proclaim Restorative Justice Week 2008. **Please visit <http://www.csc-scc.gc.ca/text/rj/rj2008/proc-eng.shtml> for a printable proclamation form;**
- Host a town hall meeting to promote an awareness of how restorative justice is expressed in your communities;
- Promote an open, respectful dialogue in an effort to help members of your community deal with issues such as community safety and relationship deterioration caused by conflict, in order to nurture the healing process;
- Invite a guest speaker(s) from your community involved in restorative justice to share their perspectives or feel free to contact CSC's Chaplaincy, Restorative Justice, and Victim Services Branch for speakers to come to your event at: **RestorativeJustice@csc-scc.gc.ca**



.../2

Municipal participation in previous year's efforts has been a great success and we are hoping to build on that this year with your support. Please let us know if your city, town or village is planning an event or proclaiming Restorative Justice Week 2008 as we would like to recognise your participation in our national report. It would be appreciated if you could fax a copy of the proclamation or minutes of meeting with contact information to the attention of Carol-Anne Grenier at (613) 943-2171.

Sincerely,

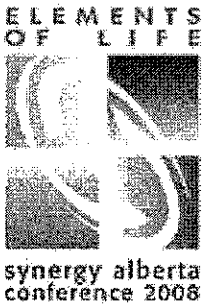
A handwritten signature in black ink, appearing to read 'Don Head', with a stylized, cursive script.

Don Head

Carol Gabriel

From: Gary Redmond [gary.redmond@synergyalberta.ca]
Sent: Thursday, September 11, 2008 2:50 PM
To: 'Gary Redmond'
Subject: Synergy Alberta Conference 2008

Synergy Alberta Conference 2008 – *Register Now!*



This year's Synergy conference will be held October 27 to 29, 2008 at the Capri Centre in Red Deer, Alberta.

- Synergy Alberta aims to foster and support mutually satisfactory resource development outcomes in communities by providing information, mutual learning, communication, skills development, facilitation and resources to synergy groups across Alberta.
- The conference will feature leading keynote presenters and participants will also have the opportunity to participate in break-out sessions from expert presentations from leaders in the areas of water, air, land and safety.
- The conference also features a trade show showcasing representatives from synergy groups, industry, local businesses, government and regulatory agencies will also be held in conjunction with the conference.

More information is available at www.synergyalberta.ca, including on-line registration. If you would like information/registration forms mailed to you, please let me know!

Thanks and I look forward to seeing at the end of October.

Gary

Gary Redmond

Executive Director, Synergy Alberta
Direct 780.504-1281
Fax 780.634.0364
www.synergyalberta.ca

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Carol Gabriel

From: Anna Chandra [anna.chandra@aagi.ca]
Sent: Thursday, September 11, 2008 9:32 AM
To: John Szumias; Mary-Anne Stanway; Eugene Wauters; Julian Koziak; George deRappard; Shaun Miles; Lloyd Johnston; Gary Friedel; Paul Gervais; Gordon Hay; Jane Hettinger; Sylvia Kennedy; John Brodrick; Bob McEwen; Jenny Wallace; Radjko Dodic; Denis Shigematsu; Randy Hodgkinson; Don Good; Tim Stone; John Watt; Jim Spalding; Melissa Blake; Barry Robinson; Village of Nampa; Paul Chalifoux; Roger Jackson; Allan Romeril; Diane Slater; Bob Miles; ray; Louis Grimble; Graham Kedgley; Roger Holland; Mike Rodzick; Luc Mercier; Ralph Henderson; Dale Monaghan; Rob King; Bob Hall; Leanne Beaupre; Bill Neufeld; Bill Kostiw; Lorne Hickey; Don Grimble; Karon Kosof; Dan Dibbelt; Allen Geary; Wayne Ayling; Harold Wilson; Doreen Lloyd; Jim Rennie; dkrause; Jake Fehr; Everett McDonald; Morley K. Workun; Glenn Taylor; Trevor Thain /Mayor of Town of Whitecourt; George Schmidt; Guy Packford; John Brodrick; Colette Borgun; Don Peterson; Michael Ouellette; Scott Cameron - MD Bonnyville; Ernie Isley - Town of Bonnyville; APRIL- EVE WIBERG; Kerry Pawluski; Ernest Pawluski
Subject: This needs a respond
Attachments: edmonton journal Sept.11, 2008.pdf



edmonton
journal Sept.11, 2008

Hi,

Attached is the Edmonton Journal article that was published today.

Take a note of the paragraph that says:

"Of course, closing the City Centre Airport will be inconvenient for cabinet ministers, for rural mayors and councillors, for executives and aboriginal leaders. It's wise to hear their views but, with respect, this isn't their city."

We need to start sending letters to editor.

Regards,

Anna

--

Anna Chandra
Activation Analysis Group Inc
Telephone : (780) 415-5172
Fax: (780) 463-5280

City Centre Airport must be grounded

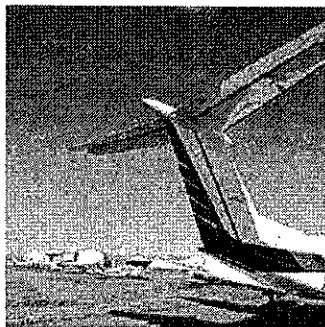
Strathcona airstrip near Josephburg could pick up the slack

Todd Babiak

The Edmonton Journal

Thursday, September 11, 2008

One summer, when I was a university student, I worked in the office of a provincial cabinet minister. The hours were long, the phone calls were angry and the lunches -- occasionally at strip clubs -- were surreal. But the airplane rides, from the City Centre Airport to points north and south, often with rum, were fantastic. I will cherish them for the rest of my life. Since that summer, like 99 per cent of Greater Edmontonians, I have used the International for my flying needs.



CREDIT: John Lucas, The Journal
Strathcona Airport, north of Josephburg

Last week at a public hearing, a consortium of northern politicians, rich people and aboriginal leaders who, unlike Edmontonians, can't fathom driving to the International for their flying needs, protested against closing the City Centre Airport -- thereby protesting against reason.

"It appears to us that you're saying you know what we need, and this appears to be paternalistic," said Don Good, a town councillor from Peace River.

Actually, what Edmontonians have been saying since 1995, when an overwhelming majority voted to consolidate flights at the International, is that they know what they need. A more perfect instance of paternalism is a coalition of well-connected politicians and executives from Calgary and rural Alberta bullying Edmonton into subverting democracy.

On Tuesday afternoon, I drove from the Yellowhead north on secondary highway 830, over rolling hills and lush pastures. A few kilometres south of Josephburg, I crested a hill and beheld the majestic towers and smoke plumes of the Industrial Heartland.

Just north of Josephburg, I pulled into the Strathcona Airport, with its shiny new runway.

A couple of years ago, Shell Canada paid approximately \$5 million for the runway so they could land 30-seat airplanes a few minutes south of its Scotford Upgrader.

"We have had other companies speak to us about their intention to move to Josephburg," says Tracy Bednard, vice-president of communications for Edmonton Airports. "Shell alone represented nine per cent of our annual revenue."

It's a serene place now, with dogs running around the squat hangars, but it won't be for long. Strathcona County Mayor Cathy Oleson isn't averse to folding Josephburg into the Regional Airport Authority, if more Heartland companies move their flights. "If there is demand, it's certainly something to be looked at," she says. "Maybe that would help serve the region, depending on what Edmonton decides to do with its airports. I get the bigger picture."

As for the teams of oilsands and diamond workers coming into Edmonton for points north, they have been using the International in ever greater numbers, as the fastest-growing major airport in Canada continues to add more and more flights. A gateway only really needs one superb gate.

The net income of the Edmonton City Centre Airport is \$500,000, the cost of a 900-square-foot bungalow in Old Strathcona. If it is to remain viable, it will need another \$35 million over the next 10 years -- even as paying clients

such as Shell move to Josephburg. According to a report released in June, the city could sell the land for a \$500-million profit and provide up to \$95 million every year in tax revenue.

This would mitigate the need for further sprawl into the farmland surrounding the city, providing homes for up to 32,000 residents in a transit-oriented development. NAIT could expand next door, downtown highrises could rise higher and the city could proceed with plans to extend the LRT not only to NAIT but to a fully-consolidated International Airport.

Not only is all of this "smart growth" a good financial decision, with clear social, cultural and environmental benefits, it coincides with the City of Edmonton Vision for 2040, compiled by citizen groups in a series of community meetings last fall and winter.

The important and agonizing question of medical ambulance isn't as clear as it seems. Edmonton is a continental oddity; most major city health regions are perfectly well-served by an airport in outlying areas, with helicopters. There may be a level of inconvenience in moving training schools from City Centre, but Villeneuve Airport is already the primary location for flight training in the region. Preserving the aeronautical history of the City Centre Airport is easy enough, and there are excellent models in Edmonton's Griesbach neighbourhood and Calgary's Garrison Woods, where military heritage has been incorporated in the design of an area and in its public spaces.

Of course, closing the City Centre Airport will be inconvenient for cabinet ministers, for rural mayors and councillors, for executives and aboriginal leaders. It's wise to hear their views but, with respect, this isn't their city. The longer we delay this excruciatingly obvious decision, to spare their disappointment, the worse it will be -- for tenants at the airport, for developers and city planners, and for Edmontonians who have wanted flight consolidation at a high-calibre International Airport for 13 years.

"City Centre is an expensive airport, it's an old airport and it doesn't pay for itself," says Bednard.

"But either way, we need a decision. The continued uncertainty is bad for everyone."

Well, not everyone. I have been on those wonderful little airplanes. I've taken that quick drive down 109th Street to the legislature building. It's deliciously convenient, and if I still had access to it, I would want the uncertainty to go on forever.

tbiak@thejournal.canwest.com

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CLOSE WINDOW

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Carol Gabriel

From: Dale Monaghan [dalehi5@telus.net]
Sent: Thursday, September 11, 2008 10:01 AM
To: Ernest Pawluski; Kerry Pawluski; APRIL- EVE WIBERG; Ernie Isley - Town of Bonnyville; Scott Cameron - MD Bonnyville; Michael Ouellette; Don Peterson; Colette Borgun; John Brodrick; Guy Packford; George Schmidt; Trevor Thain /Mayor of Town of Whitecourt; Glenn Taylor; Morley K. Workun; Everett McDonald; Jake Fehr; dkrause; Jim Rennie; Doreen Lloyd; Harold Wilson; Wayne Ayling; Allen Geary; Dan Dibbelt; Karon Kosof; Don Grimble; Lorne Hickey; Bill Kostiw; Bill Neufeld; Leanne Beaupre; Bob Hall; Rob King; Ralph Henderson; Luc Mercier; Mike Rodzick; Roger Holland; Graham Kedgley; Louis Grimble; ray; Bob Miles; Diane Slater; Allan Romeril; Roger Jackson; Paul Chalifoux; Village of Nampa; Barry Robinson; Melissa Blake; Jim Spalding; John Watt; Tim Stone; Don Good; Randy Hodgkinson; Denis Shigematsu; Radjko Dodic; Jenny Wallace; Bob McEwen; John Brodrick; Sylvia Kennedy; Jane Hettinger; Gordon Hay; Paul Gervais; GaryFriedel; Lloyd Johnston; Shaun Miles; George deRappard; Julian Koziak; Eugene Wauters; Mary-Anne Stanway; John Szumlas; Anna Chandra
Subject: Re: This needs a respond

Did anyone listen to the Leslie Primeau show on 630 CHED last night? Her show included the weekly "political pundits" panel (two other fellows... I don't recall their names). All three ranted about the stupidity to even fathom the closure of the City Centre Airport. They all suggested that very rarely do they agree on any given topic though for over 10 minutes spoke very passionately about how City Hall has to get its focus around a 50 year plan, a plan that HAS TO include a transportation plan including air. They ranted about how a few developers will get their way at the cost of Edmonton's residents and how high density, low cost housing 'jammed' into the ECCA site will inevitably lead to the slum-like conditions developed when Chicago converted their commuter airport into similar housing. "30,000 people on that property?! We'll need a huge police presence and I see now long term economic benefit, likely a net economic drain" commented one of the guests on the show.

Somehow we have to engage Leslie, get on her show, send her perhaps the Journal article and challenge her to discuss the idiocy of the Journal for suggesting that politicians eat lunch at strip joints and drink rum on 'company time'. I think the credibility of the editorialist should be challenged by his scathing, insulting and totally offside summary of how leaders of the Provincial Govt conduct themselves and thus by association the credibility of his comments related to the airport.

One final point: Edmonton has for years voiced concern over the "power shift" of the prov govt to Calgary, mostly as a result of Klein's reign. We should offer support to Edmonton by suggesting that the push to close the airport is only encouraging yet further 'power shift' to Calgary where the govt, Cabinet Ministers etc will have "20 minute" access from McDougal Centre to the Avitats located on the south end of the Calgary airport. There's some 'spin' for our team to suggest that supporters of closing the muni are actually fuelers of the 'move govt to Calgary' mosaic.

Anna, can CAANA make it easier for letters to flow from our team by CAANA providing the contact "how to send a letter" info (email, fax etc for the Journal and of course the Sun)?

My thoughts,

Dale

Air Mikisew

----- Original Message -----

From: "Anna Chandra" <anna.chandra@aaqi.ca>
To: "John Szumlas" <john.szumlas@aaqi.ca>; "Mary-Anne Stanway" <ma@aircocharters.com>; "Eugene Wauters" <ewauters@aamdc.com>; "Julian Koziak" <julian@chateaulouis.com>; "George deRappard"



Ponoka County ^{agenda}

September 16, 2008

Reeves & Council
All Municipal Districts & Counties

Dear Sir/Madam:

RE: Proposed Reeves'/Mayors' Meeting, November 11, 2008

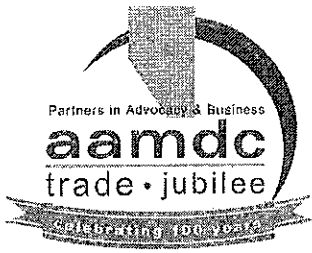
We have received a letter from Don Johnston, President of AAMD&C in response to our recent letter expressing our concern about scheduling the Reeves'/Mayors' meeting on Remembrance Day. We have enclosed a copy for your information.

As the letter indicates, our President advises that no further secretarial or communication support will be forthcoming and Ponoka County is certainly not prepared to offer it. Therefore, unless a municipality is prepared to volunteer, it is our intention to simply cancel the meeting.

Hopefully, we will get an opportunity to discuss the matter on the convention floor, perhaps during election of officers!

Yours truly,

Gordon Svenningsen
Reeve



September 10, 2008

Ponoka County
Reeve Gordon Svenningsen
4205 Highway 2A
Ponoka, AB T4J 1V9

Dear Reeve Svenningsen:

RE: Reeves'/Mayors' Meeting at AAMDC Conventions

At the April 2008 AAMDC Board of Directors meeting, a consideration of the Spring 2008 Convention evaluation results led to a discussion regarding the Reeves'/Mayors' meeting. Over the last few conventions, an increase in negative comments regarding this meeting has been noted. The comments can be summarized as follows:

- the need for better structure of the meetings
- the meeting should not be a forum to promote resolutions
- attendees are neither reeves nor mayors let alone elected officials within the membership

Historically, the meeting has been chaired by the County of Ponoka. To date, the AAMDC has been offering secretarial and communication assistance which has resulted in some confusion over who leads and is ultimately responsible for this initiative. The AAMDC has, at times, been a target for criticism due to this confusion.

At the August 2008 AAMDC Board of Directors meeting, it was decided that the AAMDC would continue to support the Reeves'/Mayors' meeting through the provision of a venue and refreshments if requested. However, at this time, the AAMDC can no longer offer secretarial or communications support. Should you wish to continue offering a Reeves'/Mayors' meeting, the responsibility for issuing a call for topics, assembling the agenda, taking minutes and disseminating them will rest solely with Ponoka County.

In recent correspondence you also indicate that the timing of this meeting at the upcoming Fall 2008 Centennial Convention is not feasible. As the lead for the Reeves'/Mayors' meeting, this time can be altered. I would suggest contacting Susan Valentine at (780) 955.4076 to make the needed revisions.

It is hoped that this will serve to clarify the role the AAMDC plays with regard to the Reeves'/Mayors' meeting while still supporting the interests and needs of our members. If you have any questions or concerns, please contact me at (403) 380.0685.

Yours sincerely,

Donald W. Johnson
President

2510 Sparrow Drive Nisku, AB T9E 8N5 Phone (780) 955.3639 Fax (780) 955.3615 Web www.aamdc.com

Alberta Association of Municipal Districts & Counties



Ponoka County

September 9, 2008

President Don Johnston
Alberta Association of Municipal Districts & Counties
2510 Sparrow Drive
Nisku, Alberta
T9E 8N5

Dear President Don:

At a recent meeting, Ponoka County Council resolved that we express, in the strongest possible terms, its objection to commencing the fall convention on Remembrance Day, November 11. We take very seriously our obligations as elected officials to attend ceremonies in our communities and we are sure most municipal councils feel the same. It is impossible to attend the Reeve's meeting because of conflicting times.

We are most concerned that our Association appears to have minimized the importance of this historic date and the duties of elected officials. We believe it sends a terrible message to the public and, in particular, our veterans and current military personnel. If this was the only date available for the Shaw Center, then a different venue should have been selected.

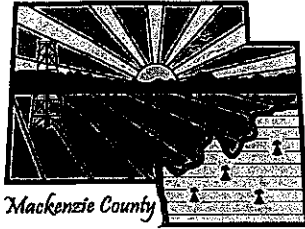
We look forward to your response.

Yours truly,

Gordon Svenningsen
Reeve

c.c. All M.D.'s & Counties

*Note
I agree 100%
with Gordon
Bill K.*



MACKENZIE COUNTY REQUEST FOR DECISION

CONFIDENTIAL

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2008
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Assessment Services Request for Proposal (RFP)

BACKGROUND / PROPOSAL:

The current assessment services contract is expiring. Council directed administration to request for proposals for provision of the assessment services.

OPTIONS & BENEFITS

The RFPs were done jointly with the Town of High Level and Rainbow Lake. The RFPs were sent out to five firms that provide assessment services to municipalities.

We received a proposal from each, Alliance Assessment Consultants Ltd. (the County's current assessor) and Accurate Assessment Group Ltd. We received a letter from Northern Assessment Services Group stating that they wish to put forward a proposal and have a plan to put forward but cannot sign the certification agreeing to all the terms and conditions of the RFP.

We received one late proposal. The proposal is from KCL Consulting. This firm approached the County about a year ago about submitting a proposal. We assured them that we would forward a request for proposal to them once it is out. In error, the 2008 RFP was not sent out to them. The following is result of their proposal:

KCL Consulting Inc.

	2009 assessment for 2010 taxation year	2010 assessment for 2011 taxation year	2011 assessment for 2012 taxation year	2012 assessment for 2013 taxation year
Single municipality contract	\$353,252	Adjustment to the previous year's rate for inflation or CPI on July 1	Adjustment to the previous year's rate for inflation or CPI on July 1	Adjustment to the previous year's rate for inflation or CPI on July 1

There is no difference in price for the regional contract.

Annual building and development permit cycles in excess of 7.5% of the overall parcel count as well as complex commercial, industrial or oil field facilities will need to be negotiated separately.

The following are results from qualifying proposals (for a four-year contract):

Author: _____ **Review Date:** _____ **CAO** _____

Alliance Assessment Consultants Ltd.

	2009 assessment for 2010 taxation year	2010 assessment for 2011 taxation year	2011 assessment for 2012 taxation year	2012 assessment for 2013 taxation year
Single municipality contract	\$185,000	\$185,000	\$185,000	\$185,000

There is no difference in price for a regional contract.

Additional/Incidental costs will be charged at \$85/hour plus out of pocket expenses for the following: defense of assessments beyond MGB hearings; cost of investigations of defense of assessments submissions or appeals related to economic, locational or functional depreciation relating to "special purpose" properties; plant expansions over \$7M; special municipal requests.

Accurate Assessment Group Ltd. (totals are calculated based on assumption that number of parcels will not increase; the contract price is calculated by multiplying per parcel charge by number of parcels from 2008 record; per parcel charge will increase annually for residential, non-residential and industrial assessments)

	2009 assessment for 2010 taxation year	2010 assessment for 2011 taxation year	2011 assessment for 2012 taxation year	2012 assessment for 2013 taxation year
Single municipality contract	\$322,650 plus \$113,825 (\$25/parcel for farmland digitizing) Total: \$436,475 Note: optional - the digitizing cost can be amortized over four year term	Total: \$355,970 (reduction from 2009 is due to decrease in per parcel charge for farmland to \$5)	Total: \$366,525	Total: \$377,080
Regional contract (three tendering municipalities must choose the same contractor)	Total: \$407,160 (savings are in per parcel charges for residential and non-residential)	Total: \$326,655 (savings are in per parcel charges for residential and non-residential and decrease in per parcel charge for farmland to \$5)	Total: \$337,210 (savings are in per parcel charges for residential and non-residential)	Total: \$347,765 (savings are in per parcel charges for residential and non-residential)

Additional/Incidental costs will be charged at \$75/hour plus \$.55/km for travel and out of pocket expenses for the following: 2008 general assessment ARB/MGB hearings; industrial/M&E ARB/MGB hearings; supplementary assessment if the County elect to implement them; plant expansions over \$7M; special municipal requests.

COSTS & SOURCE OF FUNDING:

Annual operating budget

RECOMMENDED ACTION:

That a two-year contract be awarded to Alliance Assessment Consultants Ltd. with a possibility of two-year renewal subject to further negotiations by administration.

Author: _____ Review Date: _____ CAO _____

Assessment Firms Presentations

Some example questions to ask:

- What are your firms overall goals/objectives?
- Why do you want to serve Mackenzie County?
- Will communications with ratepayers take place through the open houses after the assessment notes mailed out?
- Does your firm have 1-800 number to be used by our ratepayers?
- What would be your firm's response time to a ratepayer inquiry?
- What would be your firm's response time to an administration or council inquiry?
- Will you provide and present market values vs. growth assessment analysis to Council on annual basis?
- How often are you planning to undertake inspections of residential properties?
- What is your methodology for assessing industrial and machinery & equipment properties?
- How will you represent the County at an assessment appeal hearing?
- Do you have any experience with MGB hearings?

Municipality Type:
All

Municipality Name:
Mackenzie County



Mackenzie County

Municipal Code:0505

Grants from Municipal Affairs and Housing *	<u>2008/2009 to date</u>	<u>2007/2008</u>	<u>2006/2007</u>
Unconditional Municipal Grants	\$23,178	\$23,178	\$23,178
Municipal Debenture Interest Rebate			
Municipal Sponsorship Grant		\$93,275	\$104,668
Grants in Place of Taxes	\$52,945	\$46,671	\$47,255
Special Grants			
Fire Services			
Disaster Services			
Municipal Sustainability Initiative Capital	\$1,700,722	\$1,098,180	
Municipal Sustainability Initiative Operating	\$258,318	\$184,568	
MSI Strategic Initiatives		\$35,418	

Debt limit information	<u>2006</u>	<u>2005</u>	<u>2004</u>
Debt limit	\$38,587,697	\$32,092,446	\$27,062,188
Actual debt	\$7,203,745	\$7,720,088	\$8,024,844
Debt servicing limit	\$6,426,433	\$5,348,741	\$4,510,365
Actual servicing	\$1,305,973	\$1,259,721	\$1,199,815
Reserves	\$11,638,394	\$8,417,621	\$6,814,851
Actual education taxes	\$6,776,569	\$6,722,877	\$6,479,279
Equalized municipal tax rates**	0.0103	0.0099	0.0096

Equalized assessment	<u>2007</u>	<u>2006</u>	<u>2005</u>
Residential	\$274,721,107	\$245,070,500	\$214,858,917
Farmland	\$36,865,030	\$36,866,590	\$36,889,100
Non residential	\$139,096,964	\$130,633,417	\$125,586,880
Non-residential linear	\$943,403,240	\$807,593,350	\$721,430,140
Non-residential railway	\$2,578,380	\$2,532,320	\$2,509,310
Non-res. co-generating M&E			
Machinery and equipment	\$448,625,210	\$423,746,350	\$437,246,380
	<u>\$1,845,289,931</u>	<u>\$1,646,442,527</u>	<u>\$1,538,520,727</u>

excluding linear \$ 708,215,760

Total assessment services cost	\$197,331	\$217,987
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* Grants from the department do not include Housing and Libraries grants. Not all these grants are per capita grants based strictly on population. Does not include other provincial government

Municipality Type:
All

Municipality Name:
Municipal District of Big Lakes



Municipal District of Big Lakes

Municipal Code:0506

Grants from Municipal Affairs and Housing *	<u>2008/2009 to date</u>	<u>2007/2008</u>	<u>2006/2007</u>
Unconditional Municipal Grants	\$12,349	\$12,349	\$12,349
Municipal Debenture Interest Rebate			\$379
Municipal Sponsorship Grant		\$74,018	\$70,676
Grants in Place of Taxes	\$850,087	\$783,107	\$756,202
Special Grants			
Fire Services		\$19,800	\$15,000
Disaster Services			
Municipal Sustainability Initiative Capital	\$1,096,615	\$906,551	
Municipal Sustainability Initiative Operating	\$170,630	\$152,361	
MSI Strategic Initiatives		\$17,828	

	<u>2006</u>	<u>2005</u>	<u>2004</u>
Debt limit information			
Debt limit	\$24,775,259	\$22,720,467	\$18,345,693
Actual debt	\$1,367,045	\$1,573,897	\$706,841
Debt servicing limit	\$4,129,210	\$3,786,745	\$3,057,616
Actual servicing	\$292,502	\$292,502	\$127,723
Reserves	\$13,896,094	\$10,973,439	\$11,420,797
Actual education taxes	\$5,589,422	\$5,720,087	\$5,828,085
Equalized municipal tax rates**	0.0099	0.0091	0.0083

	<u>2007</u>	<u>2006</u>	<u>2005</u>
Equalized assessment			
Residential	\$141,532,858	\$129,989,842	\$121,847,545
Farmland	\$35,945,440	\$35,984,650	\$35,914,080
Non residential	\$103,626,510	\$95,052,022	\$89,528,270
Non-residential linear	\$739,578,280	\$658,151,610	\$590,121,360
Non-residential railway	\$1,563,710	\$1,535,780	\$1,521,820
Non-res. co-generating M&E			
Machinery and equipment	\$300,195,480	\$279,631,270	\$264,486,800
	<u>\$1,322,442,278</u>	<u>\$1,200,345,174</u>	<u>\$1,103,419,875</u>

excluding linear \$540,657,784

Total assessment services cost	\$155,970	\$119,053
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Municipality Type:
All

Municipality Name:
Municipal District of Opportunity No. 17



Municipal District of Opportunity No. 17

Municipal Code:0512

Grants from Municipal Affairs and Housing *	<u>2008/2009 to date</u>	<u>2007/2008</u>	<u>2006/2007</u>
Unconditional Municipal Grants	\$8,511	\$8,511	\$8,511
Municipal Debenture Interest Rebate			
Municipal Sponsorship Grant		\$47,984	\$49,484
Grants in Place of Taxes	\$49,586	\$47,197	\$48,205
Special Grants			
Fire Services			
Disaster Services			\$3,000
Municipal Sustainability Initiative Capital	\$970,144	\$941,150	
Municipal Sustainability Initiative Operating	\$152,272	\$148,212	
MSI Strategic Initiatives		\$16,260	
	<u>2006</u>	<u>2005</u>	<u>2004</u>
Debt limit information			
Debt limit	\$48,291,664	\$38,152,608	\$34,130,210
Actual debt	\$263,675	\$282,612	\$300,045
Debt servicing limit	\$8,048,610	\$6,458,768	\$5,688,368
Actual servicing	\$43,312	\$43,312	\$43,312
Reserves	\$26,345,040	\$17,684,804	\$14,693,077
Actual education taxes	\$5,458,345	\$5,524,639	\$5,193,484
Equalized municipal tax rates**	0.0203	0.0188	0.0189
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Equalized assessment			
Residential	\$99,516,333	\$88,181,263	\$68,090,310
Farmland	\$349,730	\$351,370	\$346,130
Non residential	\$103,624,208	\$92,636,820	\$83,881,660
Non-residential linear	\$826,781,600	\$747,244,160	\$650,800,030
Non-residential railway			
Non-res. co-generating M&E			
Machinery and equipment	\$312,663,400	\$283,945,790	\$246,905,200
	<u>\$1,342,935,271</u>	<u>\$1,212,359,403</u>	<u>\$1,050,023,330</u>
Total assessment services cost		\$159,264	\$158,542

Excluding linear \$ 465,115,243

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Municipality Type:
All

Municipality Name:
Woodlands County



Woodlands County

Municipal Code:0480

Grants from Municipal Affairs and Housing *	<u>2008/2009 to date</u>	<u>2007/2008</u>	<u>2006/2007</u>
Unconditional Municipal Grants	\$9,514	\$9,514	\$9,514
Municipal Debenture Interest Rebate			
Municipal Sponsorship Grant		\$68,528	\$65,435
Grants in Place of Taxes	\$3,457	\$2,835	\$2,799
Special Grants			
Fire Services		\$3,700	
Disaster Services			
Municipal Sustainability Initiative Capital	\$998,792	\$807,893	
Municipal Sustainability Initiative Operating	\$156,430	\$135,780	
MSI Strategic Initiatives		\$18,814	
	<u>2006</u>	<u>2005</u>	<u>2004</u>
Debt limit information			
Debt limit	\$18,668,679	\$16,006,253	\$13,014,230
Actual debt	\$1,069,150	\$1,995,885	\$1,250,000
Debt servicing limit	\$3,111,447	\$2,667,709	\$2,169,038
Actual servicing	\$879,465	\$979,465	\$440,001
Reserves	\$9,500,121	\$8,605,730	\$9,692,058
Actual education taxes	\$4,661,023	\$5,029,043	\$4,975,853
Equalized municipal tax rates**	0.0053	0.0053	0.0053
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Equalized assessment			
Residential	\$223,497,939	\$197,195,199	\$179,301,610
Farmland	\$14,729,500	\$14,724,510	\$14,912,730
Non residential	\$132,718,579	\$127,043,312	\$119,948,476
Non-residential linear	\$612,430,270	\$528,298,470	\$477,283,780
Non-residential railway	\$1,378,870	\$1,354,240	\$1,341,930
Non-res. co-generating M&E			
Machinery and equipment	\$596,079,850	\$537,231,120	\$504,466,690
	<u>\$1,580,835,008</u>	<u>\$1,405,846,851</u>	<u>\$1,297,255,216</u>
	<i>Excluding linear \$ 876,194,141</i>		
Total assessment services cost		\$169,822	\$165,889

* Grants from the department do not include Housing and Libraries grants. Not all these grants are per capita grants based strictly on population. Does not include other provincial government

Municipality Type:
All

Municipality Name:
Mountain View County



Mountain View County

Municipal Code:0226

Grants from Municipal Affairs and Housing *	<u>2008/2009 to date</u>	<u>2007/2008</u>	<u>2006/2007</u>
Unconditional Municipal Grants	\$31,769	\$31,769	\$31,769
Municipal Debenture Interest Rebate			
Municipal Sponsorship Grant		\$163,462	\$156,069
Grants in Place of Taxes		\$1,575	\$1,637
Special Grants		\$210,000	\$36,000
Fire Services			
Disaster Services			
Municipal Sustainability Initiative Capital	\$2,310,918	\$1,547,635	
Municipal Sustainability Initiative Operating	\$346,891	\$260,106	
MSI Strategic Initiatives		\$42,715	
	<u>2006</u>	<u>2005</u>	<u>2004</u>
Debt limit information			
Debt limit	\$33,185,147	\$33,039,114	\$24,346,995
Actual debt	\$2,917,616	\$2,982,249	\$3,059,166
Debt servicing limit	\$5,530,858	\$5,506,519	\$4,057,833
Actual servicing	\$238,928	\$238,928	\$255,149
Reserves	\$10,851,088	\$8,559,366	\$10,606,367
Actual education taxes	\$9,542,088	\$9,640,005	\$9,717,940
Equalized municipal tax rates**	0.0066	0.0059	0.0058
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Equalized assessment			
Residential	\$915,197,583	\$881,914,123	\$776,895,129
Farmland	\$161,184,580	\$161,249,010	\$161,284,650
Non residential	\$118,683,554	\$109,228,717	\$101,329,277
Non-residential linear	\$787,859,660	\$690,183,210	\$642,421,561
Non-residential railway	\$3,544,270	\$3,558,990	\$3,488,060
Non-res. co-generating M&E			
Machinery and equipment	\$275,220,160	\$255,698,380	\$242,262,300
	<u>\$2,261,689,807</u>	<u>\$2,101,832,430</u>	<u>\$1,927,680,977</u>
	<i>Excluding linear</i>	<i>\$1,408,090,230</i>	
Total assessment services cost		\$465,811	\$467,320

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Municipality Type:
All

Municipality Name:
Leduc County



Leduc County

Municipal Code:0201

Grants from Municipal Affairs and Housing *	<u>2008/2009 to date</u>	<u>2007/2008</u>	<u>2006/2007</u>
Unconditional Municipal Grants	\$36,724	\$36,724	\$36,724
Municipal Debenture Interest Rebate			
Municipal Sponsorship Grant		\$167,789	\$160,215
Grants in Place of Taxes	\$7,278	\$7,925	\$7,661
Special Grants		\$60,000	\$35,000
Fire Services		\$34,000	
Disaster Services			
Municipal Sustainability Initiative Capital	\$2,421,550	\$1,672,965	
Municipal Sustainability Initiative Operating	\$362,949	\$281,170	
MSI Strategic Initiatives		\$43,169	
	<u>2006</u>	<u>2005</u>	<u>2004</u>
Debt limit information			
Debt limit	\$56,418,630	\$45,553,589	\$39,116,957
Actual debt	\$20,527,526	\$15,490,386	\$13,597,256
Debt servicing limit	\$9,403,105	\$7,592,265	\$6,519,493
Actual servicing	\$1,854,885	\$1,582,484	\$1,388,736
Reserves	\$13,234,553	\$9,985,579	\$11,166,152
Actual education taxes	\$10,314,810	\$10,327,790	\$9,821,264
Equalized municipal tax rates**	0.0081	0.0085	0.0087
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Equalized assessment			
Residential	\$905,809,949	\$738,543,966	\$663,458,061
Farmland	\$93,412,930	\$93,720,600	\$93,796,460
Non residential	\$950,370,616	\$763,399,660	\$664,517,217
Non-residential linear	\$1,048,640,590	\$714,159,320	\$679,133,430
Non-residential railway	\$2,315,650	\$2,274,310	\$1,199,230
Non-res. co-generating M&E			
Machinery and equipment	\$98,581,550	\$92,497,480	\$87,851,540
	<u>\$3,099,131,285</u>	<u>\$2,404,595,336</u>	<u>\$2,189,955,938</u>
Total assessment services cost		\$350,935	\$303,563

Excluding linear \$1,688,161,706

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Municipality Type:
All

Municipality Name:
Municipal District of Greenview No. 16



Municipal District of Greenview No. 16

Municipal Code:0481

Grants from Municipal Affairs and Housing *	2008/2009 to date	2007/2008	2006/2007
Unconditional Municipal Grants	\$16,822	\$16,822	\$16,822
Municipal Debenture Interest Rebate			\$150
Municipal Sponsorship Grant		\$91,141	\$87,027
Grants in Place of Taxes		\$26,441	\$19,841
Special Grants		\$75,000	
Fire Services			
Disaster Services			\$3,000
Municipal Sustainability Initiative Capital	\$2,485,470	\$2,235,487	
Municipal Sustainability Initiative Operating	\$372,228	\$375,712	
MSI Strategic Initiatives		\$22,525	
	<u>2006</u>	<u>2005</u>	<u>2004</u>
Debt limit information			
Debt limit	\$45,331,671	\$33,645,573	\$25,205,585
Actual debt	\$195,847	\$30,715	\$43,651
Debt servicing limit	\$7,565,279	\$5,607,596	\$4,200,931
Actual servicing	\$62,823	\$18,174	\$18,174
Reserves	\$22,668,152	\$20,218,925	\$17,708,136
Actual education taxes	\$12,830,801	\$13,501,754	\$12,879,141
Equalized municipal tax rates**	0.0058	0.0050	0.0049
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Equalized assessment			
Residential	\$219,535,978	\$189,622,751	\$158,720,478
Farmland	\$54,462,130	\$54,450,840	\$54,414,760
Non residential	\$210,683,360	\$188,171,803	\$173,068,628
Non-residential linear	\$2,392,541,760	\$1,969,691,950	\$1,703,677,530
Non-residential railway	\$3,027,060	\$3,027,820	\$3,027,090
Non-res. co-generating M&E			
Machinery and equipment	\$1,014,443,170	\$860,029,960	\$740,945,530
	<u>\$3,894,693,458</u>	<u>\$3,264,995,124</u>	<u>\$2,833,854,016</u>
Total assessment services cost		\$211,870	\$283,090

Excluding linear \$1,092,275,354

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Municipality Type:
All

Municipality Name:
Clearwater County



Clearwater County

Municipal Code:0377

Grants from Municipal Affairs and Housing *	<u>2008/2009 to date</u>	<u>2007/2008</u>	<u>2006/2007</u>
Unconditional Municipal Grants	\$32,344	\$32,344	\$32,344
Municipal Debenture Interest Rebate			\$105
Municipal Sponsorship Grant		\$156,654	\$149,583
Grants in Place of Taxes	\$2,495	\$35,723	\$43,966
Special Grants			
Fire Services			
Disaster Services		\$7,000	\$5,000
Municipal Sustainability Initiative Capital	\$2,834,853	\$2,245,947	
Municipal Sustainability Initiative Operating	\$422,942	\$377,470	
MSI Strategic Initiatives		\$40,601	

	<u>2006</u>	<u>2005</u>	<u>2004</u>
Debt limit information			
Debt limit	\$38,581,308	\$42,371,294	\$26,105,183
Actual debt	\$0	\$11,451	\$21,674
Debt servicing limit	\$6,430,218	\$7,061,882	\$4,350,864
Actual servicing	\$0	\$12,825	\$12,826
Reserves	\$16,864,955	\$16,107,284	\$14,034,381
Actual education taxes	\$13,847,580	\$13,850,008	\$13,778,954
Equalized municipal tax rates**	0.0046	0.0045	0.0045

	<u>2007</u>	<u>2006</u>	<u>2005</u>
Equalized assessment			
Residential	\$631,730,651	\$590,889,130	\$526,636,829
Farmland	\$58,050,630	\$57,846,510	\$58,103,900
Non residential	\$206,507,081	\$191,301,750	\$178,432,457
Non-residential linear	\$1,876,671,600	\$1,599,133,350	\$1,400,122,130
Non-residential railway	\$1,217,220	\$1,250,970	\$1,218,280
Non-res. co-generating M&E			
Machinery and equipment	\$1,048,218,150	\$967,119,380	\$876,290,060
	<u>\$3,822,395,332</u>	<u>\$3,407,541,090</u>	<u>\$3,040,803,656</u>

Excluding linear \$1,807,156,770

Total assessment services cost	\$368,113	\$391,757
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Municipality Type:
All

Municipality Name:
Parkland County



Parkland County

Municipal Code:0245

Grants from Municipal Affairs and Housing *	<u>2008/2009 to date</u>	<u>2007/2008</u>	<u>2006/2007</u>
Unconditional Municipal Grants	\$73,461	\$73,461	\$73,461
Municipal Debenture Interest Rebate		\$179	\$338
Municipal Sponsorship Grant			
Grants in Place of Taxes	\$13,898	\$13,422	\$13,585
Special Grants		\$43,000	\$36,000
Fire Services		\$26,000	\$19,000
Disaster Services			
Municipal Sustainability Initiative Capital	\$3,658,999	\$2,028,018	
Municipal Sustainability Initiative Operating	\$542,570	\$340,844	
MSI Strategic Initiatives			
	<u>2006</u>	<u>2005</u>	<u>2004</u>
Debt limit information			
Debt limit	\$67,142,609	\$50,131,772	\$46,985,375
Actual debt	\$6,856,296	\$7,296,206	\$7,419,684
Debt servicing limit	\$11,190,435	\$8,355,295	\$7,830,896
Actual servicing	\$813,534	\$820,127	\$794,096
Reserves	\$31,696,169	\$28,337,164	\$24,295,372
Actual education taxes	\$12,503,968	\$11,909,918	\$10,977,676
Equalized municipal tax rates**	0.0056	0.0056	0.0059
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Equalized assessment			
Residential	\$2,387,800,771	\$2,167,153,532	\$1,957,727,086
Farmland	\$44,891,500	\$45,289,340	\$45,356,280
Non residential	\$338,423,752	\$311,538,363	\$299,195,507
Non-residential linear	\$808,456,580	\$767,768,810	\$743,660,670
Non-residential railway	\$12,406,320	\$12,184,790	\$12,074,020
Non-res. co-generating M&E			
Machinery and equipment	\$130,787,340	\$121,060,970	\$115,983,450
	<u>\$3,722,766,263</u>	<u>\$3,424,995,805</u>	<u>\$3,173,997,013</u>
<i>Excluding linear</i>		<i>\$2,645,042,205</i>	
Total assessment services cost		\$506,788	\$442,608

* Grants from the department do not include Housing and Libraries grants. Not all these grants are per capita grants based strictly on population. Does not include other provincial government

Yellowhead County

Municipal Code:0482

Grants from Municipal Affairs and Housing *	<u>2008/2009 to date</u>	<u>2007/2008</u>	<u>2006/2007</u>
Unconditional Municipal Grants	\$30,058	\$30,058	\$30,058
Municipal Debenture Interest Rebate		\$305	\$1,084
Municipal Sponsorship Grant		\$99,989	\$132,835
Grants in Place of Taxes	\$24,374	\$24,609	\$26,358
Special Grants			\$100,000
Fire Services			
Disaster Services			
Municipal Sustainability Initiative Capital	\$2,925,536	\$2,480,293	
Municipal Sustainability Initiative Operating	\$436,105	\$416,856	
MSI Strategic Initiatives		\$35,540	
	<u>2006</u>	<u>2005</u>	<u>2004</u>
Debt limit information			
Debt limit	\$53,783,884	\$42,158,978	\$40,939,959
Actual debt	\$3,956,618	\$566,001	\$294,482
Debt servicing limit	\$8,963,981	\$7,026,496	\$6,823,327
Actual servicing	\$406,201	\$161,605	\$155,697
Reserves	\$22,789,284	\$17,230,014	\$18,614,621
Actual education taxes	\$15,292,469	\$15,121,681	\$14,922,055
Equalized municipal tax rates**	0.0065	0.0061	0.0060
	<u>2007</u>	<u>2006</u>	<u>2005</u>
Equalized assessment			
Residential	\$526,049,168	\$460,245,654	\$430,717,381
Farmland	\$39,739,060	\$39,791,450	\$39,783,200
Non residential	\$294,482,891	\$254,860,722	\$223,374,284
Non-residential linear	\$2,325,990,480	\$1,871,791,540	\$1,601,849,590
Non-residential railway	\$38,883,910	\$38,283,620	\$37,983,530
Non-res. co-generating M&E	\$5,639,000	\$8,450	\$8,730
Machinery and equipment	\$1,146,078,240	\$962,829,070	\$850,722,460
	<u>\$4,376,862,749</u>	<u>\$3,627,810,506</u>	<u>\$3,184,439,175</u>
	<i>Excluding linear +</i>	<i>1,717,735,346</i>	
Total assessment services cost		\$332,372	\$300,436

* Grants from the department do not include Housing and Libraries grants. Not all these grants are per capita grants based strictly on population. Does not include other provincial government investments or expenditures in the municipality.

** The formula is to divide prior year's Municipal Property Taxes by current year's Total Equalized Assessment.

Municipality Type:
All

Municipality Name:
Municipal District of Rocky View No. 44



Municipal District of Rocky View No. 44

Municipal Code:0269

Grants from Municipal Affairs and Housing *	<u>2008/2009 to date</u>	<u>2007/2008</u>	<u>2006/2007</u>
Unconditional Municipal Grants	\$63,494	\$63,494	\$63,494
Municipal Debenture Interest Rebate			
Municipal Sponsorship Grant			
Grants in Place of Taxes	\$7,403	\$14,905	\$8,523
Special Grants		\$50,000	\$5,033
Fire Services			\$35,000
Disaster Services			
Municipal Sustainability Initiative Capital	\$5,965,753	\$4,163,278	
Municipal Sustainability Initiative Operating	\$877,405	\$699,710	
MSI Strategic Initiatives			

Debt limit information	<u>2006</u>	<u>2005</u>	<u>2004</u>
Debt limit	\$76,755,633	\$60,966,081	\$48,737,655
Actual debt	\$34,585,345	\$10,565,903	\$5,491,707
Debt servicing limit	\$12,792,606	\$10,161,014	\$8,122,943
Actual servicing	\$1,845,915	\$1,115,632	\$1,010,041
Reserves	\$23,428,210	\$18,424,416	\$14,587,580
Actual education taxes	\$25,659,452	\$23,137,804	\$21,433,636
Equalized municipal tax rates**	0.0031	0.0031	0.0030

Equalized assessment	<u>2007</u>	<u>2006</u>	<u>2005</u>
Residential	\$5,912,254,717	\$4,921,839,138	\$4,402,429,125
Farmland	\$163,077,772	\$163,373,710	\$163,795,530
Non residential	\$514,009,862	\$418,782,404	\$351,498,597
Non-residential linear	\$668,660,950	\$582,071,010	\$527,211,970
Non-residential railway	\$12,500,260	\$11,260,220	\$9,831,940
Non-res. co-generating M&E			
Machinery and equipment	\$410,862,400	\$388,028,900	\$369,483,000
	<u>\$7,681,365,961</u>	<u>\$6,485,355,382</u>	<u>\$5,824,250,162</u>

Excluding linear + 5,892,024,152

Total assessment services cost	\$461,110	\$467,316
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* Grants from the department do not include Housing and Libraries grants. Not all these grants are per capita grants based strictly on population. Does not include other provincial government

PART A - EXECUTIVE SUMMARY

1.0 Overview

1.1 Introduction

Assessments are prepared in accordance with Part 9 of the Municipal Government Act (the Act) and the regulations. Audits of assessments are normally performed under the authority of section 20 of the Matters Relating to Assessment and Taxation Regulation (Alberta Regulation 220/2004) by assessment auditors who are appointed by the Minister of Municipal Affairs.

1.2 Objective of the Audit

The objective of the detailed assessment audit is to provide an unbiased opinion as to the quality of a municipality's assessment roll. The opinion will be based upon a review of the practices and procedures used in the administration of the municipality's assessment program in relation to the applicable legislation, regulations, and the audit procedures outlined in the detailed assessment audit manual. The audit also provides a means to make recommendations to the municipality to improve assessment performance.

The detailed assessment audit divides the assessment process into a number of topics. For each topic, there are tasks, and each task is designated as either required by legislation and/or regulations, required by best practice, desirable, or information. This audit will focus on the tasks in the assessment process that are required by legislation and/or regulations. The tasks designated as required by best practice, desirable, and information were reviewed in conjunction with the audit that was last conducted in Mackenzie County in 2005.

1.3 Scope and Results

In Scope

Properties that Mackenzie County is required to prepare assessments for were reviewed.

Out of Scope

The following topics are out of scope for this audit:

- Provincial and municipal tax policy,
- Equalized assessment and education requisition policy,
- Business assessment and taxation provisions in Part 10 of the Act other than those for property tax,
- Supplementary assessments, and
- Linear property assessments.

Findings of Audit

In our opinion, Mackenzie County, in preparing its 2007 assessment roll, has met most of the standards with respect to legislated requirements. In addition, the municipality has implemented most of the recommendations contained in the previous detailed audit report prepared on January 25, 2006. It is a matter of concern that 5 recommendations have not yet been implemented.

This report contains 17 recommendations (including those recommendations that are outstanding from the previous detailed audit report). Of these, there are 6 recommendations that are considered to be of particular importance and require action in the upcoming assessment year.

The remaining 11 recommendations identify opportunities to improve practices and procedures used by Mackenzie County within the context of best practices in Alberta.

Summary of Recommendations

Compliance with Legislation and/or Regulations

Overall, the municipality has complied with most of the requirements of Part 9 of the Municipal Government Act and the applicable regulations. The exceptions that were noted are:

High priority:

1. For each parcel of land assessed at the market value standard, the assessor must maintain a record of the land use bylaw code. To comply with ASSET, the information must be maintained in the CAMA system.
2. The assessor must ensure that an assessment is prepared for buildings that are included in the reported costs of machinery and equipment.

3. To correct the data discrepancies for some farm land parcels, the assessor must review all farm land properties. (Note: This recommendation was also contained in the previous detailed audit report.)
4. The assessor must document the calculations of all railway properties to show how the assessed value was determined.
5. The assessor must review the assessments of the unsold fair manufactured home class to ensure that the assessments are equitable in relation to the sold properties in the class.
6. The assessor must review the assessments to ensure that all of the strata (property groupings) within the residential property category meet the regulated standard.

Adoption of Best Practices

A number of standards respecting best assessment practices have been adopted in Alberta because they contribute to a high quality assessment program. Municipalities can reasonably be expected to meet these standards even though they are not specifically expressed in legislation.

High priority:

It is recommended that:

1. The County ensure that true records of data and information about every property in the municipality are transferable from the assessor to the County at any time. The ownership and retention of property data should be included in the assessment services contract.
2. The assessor conducts a site inspection of all properties that had a development permit issued (including oil/gas properties) in the same year the permit was issued. If the development did not begin in the year that the development permit was issued, the assessor should conduct the inspection in the following year(s).
3. The assessor develop a schedule to conduct a site inspection of medium to large oil/gas properties at least every 2 years (e.g., plants, batteries, satellites, compressors, etc.), and small oil/gas properties at least every 5 years (e.g., metering, separating, oil storage, injection, dehydrator, etc.).
4. The assessor ensures that all reported costs and information regarding machinery and equipment are properly documented and recorded.

5. The assessor ensures that the costs and information related to buildings are separated from the reported costs of machinery and equipment.
6. The assessor conduct a site inspection of sawmill properties yearly to ensure that information regarding the machinery and equipment and related improvements is current and accurate. (Note: This recommendation was also contained in the previous detailed audit report.)
7. The municipality provide the assessor with an image of the 2003 aerial photos in the GIS system for each farm land parcel, or provide a workable arrangement whereby information from the GIS system can be used by the assessor to identify changes. This would assist the assessor with the re-inspection cycle for farm land. (Note: This recommendation was also contained in the previous detailed audit report.)

Medium priority:

It is recommended that:

1. The assessment services contract describe a plan for the re-inspection of regulated and market value properties and define the type of inspections (e.g., exterior only, interior, drive-by, etc.) that are to be carried out in the municipality. (Note: This recommendation was also contained in the previous detailed audit report.)
2. The assessor continue to input the last inspection date, the inspection type and the person who inspected the property into the CAMA system to assist with reviewing whether the re-inspection plan is being followed. This also includes no change properties. (Note: This recommendation was also contained in the previous detailed audit report.)
3. The assessor develops and uses the income approach to value the hotel, motels, apartments and manufactured home parks. Also, income data to be used, where applicable, in the hamlets of La Crete and Fort Vermilion to supplement the other approaches to value non-residential properties. (Note: This recommendation was also contained in the previous detailed audit report.)
4. The assessor reviews the assessments of the strata (property groupings) that appear to be outside the standard for the price related differential (PRD).

Observations

Even though the County's assessment services contract describes the responsibilities and duties that the contracted assessor will complete, the municipality should obtain a copy of the Alberta Assessors' Association guide "Resource Requirements for Professional Assessment Services" to assist in the development of future assessment contracts.

Acknowledgements

The cooperation received from the municipality's staff is greatly appreciated. We received all the information, reports and explanations that were required to conduct the audit in a timely and courteous manner.

Next Steps

Mackenzie County acceptance of these recommendations will demonstrate a commitment towards the continued improvement of assessment practices in the municipality, and will contribute toward enhancing assessment quality across the province.

The assessor and the chief administrative officer were asked to respond to the conclusions and recommendations contained in the audit report, indicating the actions that will be taken to address the recommendations and the timeframe in which the actions will be completed. The specific tasks reviewed for the audit, the auditor's conclusions and recommendations, and the municipality's response are presented in "Part B - Findings and Municipal Response," on pages 7 to 24.

A follow-up audit will be conducted in 2009 to evaluate the progress on actions taken by the municipality to address the recommendations contained in the report.

