

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, August 10, 2010
9:00 a.m.**

**Council Chambers
Fort Vermilion, Alberta**

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the July 28, 2010 Regular Council Meeting	11
BUSINESS ARISING OUT OF THE MINUTES:	4.	a) b)	
DELEGATIONS:	5.	a) John Szumlas, Activation Analysis – 9:30 a.m. CAO Recruitment Update (IN-CAMERA) b) Mackenzie Charity Golf Presentations – 12:00 p.m. c) Agriculture Service Board – 11:30 a.m. (IN-CAMERA) d) Keith Lyseng, Sustainable Resource Development – 1:30 p.m. (IN-CAMERA) e) Fort Vermilion Office Sod Turning – 2:30 p.m. f) g)	

GENERAL REPORTS:	6.	a)		
		b)		
PUBLIC HEARINGS:	7.	a)	None	
TENDERS:	8.	a)	Lubricant Products Request for Proposals	25
		b)		
COUNCIL COMMITTEE, CAO AND DIRECTORS REPORTS:	9.	a)	Council Committee Reports	
		b)	CAO and Director Reports	29
CORPORATE SERVICES:	10.	a)	ADM048 – Handi-Van Use Policy DRAFT	73
		b)	Fort Vermilion Handi-Van Replacement	81
		c)	Tax Write-Off – Roll 214857	83
		d)	Request to Waive a Penalty on Tax	85
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		f)	Member at Large Application Process	99
		g)	Inactive Council Committees	127
		h)		
		i)		
		j)		
OPERATIONAL SERVICES:	11.	a)	Airports	133
		b)	AJA Friesen Water Management Project	135
		c)	High Level Rural Drainage	145
		d)	Dust Control	147
		e)	La Crete Administration Building	149

- f) Tourangeau Lake Private Dock 151
- g) Fort Vermilion Lagoon Hay 155
- h) Rural Water Update 159
- i)
- k)

**PLANNING &
DEVELOPMENT:**

- 12. a)
- b)

**EMERGENCY &
ENFORCEMENT
SERVICES:**

- 13. a) Unsightly Premises Bylaw 161
- b)

**INFORMATION /
CORRESPONDENCE:**

- 14. a) Information/Correspondence Items 163

**IN CAMERA
SESSION:**

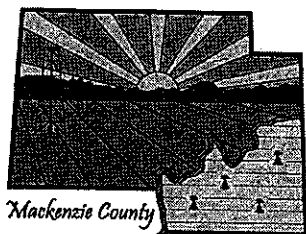
- 15. a) Access to Plan 002 3789, Block 1, Lot 1
(SE 26-104-14-W5M)
- b) Airport Lease Fees
- c) Ice-Bridge Contract Negotiations
- d) Mustus Energy
- e)
- f)

**NEXT MEETING
DATE:**

- 16. a) Regular Council Meeting
Wednesday, August 25, 2010
4:00 p.m.
Council Chambers, Fort Vermilion, AB

ADJOURNMENT:

- 17. a) Adjournment



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Minutes of the July 28, 2010 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the July 28, 2010 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

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

Author: C. Gabriel Review by: *For CAO - JNL*

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, July 28, 2010
4:00 p.m.**

**Council Chambers
Fort Vermilion, Alberta**

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

ABSENT: Greg Newman Reeve
Stuart Watson Councillor

ADMINISTRATION: Joulia Whittleton Director of Corporate Services
John Klassen Director of Operations (South)
Marion Krahn Acting Supervisor of Planning & Development
Carol Gabriel Executive Assistant

ALSO PRESENT: Members of the media and the public.

Minutes of the Regular Council meeting for Mackenzie County held on July 28, 2010 at the Council Chambers in Fort Vermilion, Alberta.

CALL TO ORDER: 1. a) Call to Order

Deputy Reeve Sarapuk called the meeting to order at 4:07 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 10-07-616 MOVED by Councillor Braun

That the agenda be adopted with the following additions:

- 10. h) La Crete Agricultural Society – Letter of Support for Alberta Farmers' Market Status
- 11. e) Access Off Highway 88 (Friesen/Baer)
- 11. f) AJA Friesen Water Management
- 15. c) Ice-Bridge Contract Negotiations

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the July 8, 2010 Regular Council Meeting

MOTION 10-07-617

MOVED by Councillor Wardley

That the minutes of the July 8, 2010 Regular Council meeting be adopted as presented.

CARRIED

DELEGATIONS:

5. a) RCMP (Enhanced Policing Memorandum of Agreement) – 5:00 p.m.

MOTION 10-07-618

MOVED by Councillor Neufeld

That the RCMP delegation be received for information.

CARRIED

**BUSINESS ARISING
OUT OF THE MINUTES:**

4. a) None

GENERAL REPORTS:

6. a) None

TENDERS:

8. a) None

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

9. a) None

**CORPORATE
SERVICES:**

10. a) Municipal Internship Program

MOTION 10-07-619

MOVED by Councillor Wardley

That administration prepares and submits an application under the Municipal Internship Program for Administrators and Land Use Planners with appropriate operational funding being addressed in 2011 and 2012 budgets.

CARRIED

10. b) Regional Economic Development Initiative Invoice

MOTION 10-07-620

MOVED by Councillor Toews

That the \$25,000 membership fee for 2010/11 be released to the

Regional Economic Development Initiative.

CARRIED

**10. c) Request to Reduce Water/Sewer Charge (UT
102357.04)**

MOTION 10-07-621

MOVED by Councillor Braun

That the sewer charge on Utility Account 102357.04 be reduced based on the last six month average.

CARRIED

PUBLIC HEARINGS:

7. a) Bylaw 766-10 Land Use Bylaw Amendment to Rezone Plan 902 0600, Block 15, Lots 13 through 17, Plan 902 0600, Block 19, Lots 1 through 5, Plan 912 2041, Block 15, Lots 18 through 22 and 24, Plan 912 2041, Block 19, Lots 6 through 8, Plan 912 3390, Block 19, Lots 10 through 16, Plan 932 0276, Block 15, Lots 25 through 27, and Plan 932 0276, Block 19, Lot 9 from Mobile Home Subdivision District 2 "MHS2" to Hamlet Residential District 1 "HR1" (La Crete)

Deputy Reeve Sarapuk called the public hearing for Bylaw 766-10 to order at 4:38 p.m.

Deputy Reeve Sarapuk asked if the public hearing for proposed Bylaw 766-10 was properly advertised. Marion Krahn, Acting Supervisor of Planning and Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Deputy Reeve Sarapuk asked the Development Authority to outline the proposed land use bylaw. Marion Krahn Acting Supervisor of Planning and Development, presented the Development Authority's submission and indicated that first reading was given on June 8, 2010.

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

Deputy Reeve Sarapuk asked if any submissions were received in regards to proposed Bylaw 766-10. No submissions were received.

Deputy Reeve Sarapuk asked if there was anyone present who would like to speak in regards to the proposed Bylaw 766-10.

There was no one present to speak to the proposed bylaw.

Deputy Reeve Sarapuk closed the public hearing for Bylaw 766-10 at 4:39 p.m.

MOTION 10-07-622

MOVED by Councillor Froese

That second reading be given to Bylaw 766-10 being a Land Use Bylaw amendment to rezone Plan 912 3390, Block 19, Lots 10 through 16, Plan 932 0276, Block 19, Lot 9, Plan 932 0276, Block 15, Lots 25 through 27, Plan 912 2041, Block 15, Lots 18 through 22 and 24, Plan 912 2041, Block 19, Lots 6 through 8, Plan 902 0600, Block 15, Lots 13 through 17, and Plan 902 0600, Block 19, Lots 1 through 5 from Mobile Home Subdivision District 2 "MHS2" to Hamlet Residential District 1 "HR1".

CARRIED

MOTION 10-07-623

MOVED by Councillor Neufeld

That third reading be given to Bylaw 766-10 being a Land Use Bylaw amendment to rezone Plan 912 3390, Block 19, Lots 10 through 16, Plan 932 0276, Block 19, Lot 9, Plan 932 0276, Block 15, Lots 25 through 27, Plan 912 2041, Block 15, Lots 18 through 22 and 24, Plan 912 2041, Block 19, Lots 6 through 8, Plan 902 0600, Block 15, Lots 13 through 17, and Plan 902 0600, Block 19, Lots 1 through 5 from Mobile Home Subdivision District 2 "MHS2" to Hamlet Residential District 1 "HR1".

CARRIED

**7. b) Bylaw 767-10 Road Closure
All that Portion of Road and Corner Cut –Offs Lying
within Plan 082-9175 (La Crete)**

Deputy Reeve Sarapuk called the public hearing for Bylaw 767-10 to order at 4:40 p.m.

Deputy Reeve Sarapuk asked if the public hearing for proposed Bylaw 767-10 was properly advertised. Marion Krahn, Acting Supervisor of Planning and Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Deputy Reeve Sarapuk asked the Development Authority to outline the proposed road closure bylaw. Marion Krahn Acting Supervisor of Planning and Development, presented the Development Authority's submission and indicated that first



PROCEDURES AD-026-P

Public Committee Members

APPROVALS:	Approval Date:	September 23, 2008
CAO _____	Previous Revision Date:	AD 013 – June 28/05 AD 017 – Oct. 9/01 AD 018 – Jan. 1/08
General Manager of Corp. Services _____	Review By:	September 2009

PURPOSE

These procedures provide processes to implementing Policy AD-026, including those for recruitment and selection of public committee members.

ACTION STEPS

1. All matters regarding selection of public members for boards and committees are to be coordinated through the Legislative and Administrative Services Department (LAS). These matters include advertising vacancies on boards and committees, accepting applications, interviewing eligible applicants, and making recommendations to Council for final approval and appointment.
2. When a vacancy occurs either through resignation or expiry of an appointment term, LAS will place an advertisement in at least one issue of the local newspaper. The advertisement will identify and briefly describe the duties of the board or committee for which the vacancy exists, the term of the appointment, the division to which it applies (if applicable), and the frequency and time of the meetings.
3. A Selection Committee shall include the following persons:
 - a. Where an appointment is *not* to represent one specific electoral division:
 - i. Mayor or Deputy Mayor, and
 - ii. One or two councillors who are appointed to the respective committee, depending on availability of councillors, and the number of councillors who are appointed to the respective committee.
 - b. Where an appointment is to represent a specific electoral division on the Agricultural Services Board:
 - i. Chairperson of Parkland County's Agricultural Services Board, and
 - ii. The councillor of that specific electoral division.
 - c. One administrator (either the Chief Administrative Officer (CAO), General Manager, or appropriate department manager), to serve in an advisory capacity. The designated administrator is responsible for preparing any required interview questions.
4. Subsequent to public member appointments, Legislative and Administrative Services shall advise all candidates, both successful and unsuccessful.
5. Legislative and Administrative Services shall provide newly appointed committee members with the following information:
 - a. Written confirmation of their appointment and effective dates of their appointed terms,
 - b. Terms of Reference and/or information pertaining to their respective committees,

- c. Oath and Acknowledgement of Terms of Appointment Form,
 - d. List of information required for the County's Payroll Dept. to provide for automatic deposit of remuneration.
6. The appropriate manager or General Manager is responsible for ensuring that the Oath and Terms of Appointment Form (Schedule A) is signed by the newly appointed committee member and by a Commissioner of Oaths. Signed oaths are to be forwarded to Legislative and Administrative Services for record keeping.
7. Legislative and Administrative Services shall provide notice to committee members when their terms are near completion, and further advise whether or not they are eligible to re-apply for an additional term on the same committee.

RESPONSIBILITY

Legislative and Administrative Services is responsible to monitor and review these procedures.

Records Classification: 01135-01

jm/wp/Procedures/AD-026-P

Schedule A

PARKLAND COUNTY
Oath and Acknowledgement of Terms of Appointment

I, _____, DO SOLEMNLY SWEAR THAT as a member of the _____ Board (Committee), I will diligently, faithfully, and to the best of my ability, perform and carry out my duties as a member of the _____ Board (Committee), and I do hereby acknowledge and agree that my appointment to that committee by the Council of Parkland County was made by Council on the following terms and conditions which I accept and I am in agreement with:

- 1. My appointment as a member of the _____ Board (Committee), unless otherwise provided, shall be at the pleasure of the Council.
2. I shall not disclose, directly or indirectly, any confidential and personal information that I may have access to in the course of performing my duties as a public committee member for Parkland County, to any persons not entitled to receive it. Without restricting the generality of the foregoing, I further agree not to disclose:
- Property owner names, mailing or email addresses, and home telephone numbers,
- Confidential business information that includes trade secrets, commercial and financial information, etc.,
- Information that is explicitly or implicitly supplied in confidence.
This obligation of confidence shall continue in perpetuity after the conclusion of my term as a public committee member for Parkland County.
3. At the end of the term of my appointment, or earlier if requested by Council, I shall deliver to Council or Council's duly authorized representative, all papers, documents, and any other materials which I may at any time acquire or receive as a member of the _____ Board (Committee).
4. I shall not discuss or vote on any matter before the _____ Board (Committee) in which I have a pecuniary interest or any other conflict of interest.
5. I will respect and represent policies and positions of the Council of Parkland County.

IN WITNESS WHEREOF I have hereunto set my hand and seal this ____ day of _____ A.D. 20____.

SWORN before me at the _____)
of _____)
in the Province of Alberta, this ____ day)
of _____ A.D., 20____.)

A Justice of Peace, Notary Public or Commissioner for Oaths

TOWN OF OLDS		POLICY STATEMENT	
DEPARTMENT	CHIEF ADMINISTRATIVE OFFICER OFFICE	DEPT. NO.	1000
POLICY TITLE:	BOARD-COMMISSION-COMMITTEE, TASK FORCE APPOINTMENTS / RECOGNITION	POLICY NO:	1003
AUTHORITY:	COUNCIL	SUPERSEDES:	NONE
ORIGINAL APPROVAL DATE:	August 23, 2004	MOTION NO.	04-290
AMENDED DATE:		MOTION NO.	

Policy Statement:

Appointments of Town Council members to the Town's boards-commissions-committees-task forces are made annually at the organizational meeting. In keeping with respective bylaws and provincial legislation, Town Council appoints, at the last regular Council meeting held in October, public-at-large members (see eligibility and 2 m) to such municipal boards-commissions-committees-task forces, either in an advisory capacity or by statutory requirement. Upon resignation or completion of at least one term of service, the Town honours public-at-large members.

ELIGIBILITY	
<p>To be eligible for appointment as a public-at-large member of a Town board-commission-committee-task force, applicants must be:</p> <ol style="list-style-type: none"> 1. of the full age of 16 years; and 2. Canadian citizens or landed immigrants or people on a work or student permit. 	

PROCEDURES	
<p>1. Appointment of Council Members</p> <ol style="list-style-type: none"> a) Appointment of Council Members to the Town's boards-commissions-committees-task forces is coordinated by the Mayor b) Appointments are ratified at each October Council organizational meeting. 	Mayor and Council
<p>2. Appointment of Public-at-Large Members</p> <ol style="list-style-type: none"> a) The Administrative Assistant to the CAO and Mayor and Council maintains a current record of all appointments to various municipal boards-commissions-committees-task forces and expiry dates and residency of each member. 	Administrative Assistant to the CAO and Mayor

<p>b) Each August, those members whose terms are expiring, but who are eligible for reappointment are asked by the Administrative Assistant to the CAO and Mayor and Council, in writing, to provide written confirmation of their interest in reappointment within a specified time frame established for the receipt of applications.</p>	<p>Assistant to the CAO & Council</p>
<p>c) Early in September, a notice outlining the number of board-commission-committee-task force appointments required for the upcoming year is published in the local newspapers, posted on the Town's website and posted at most Town facilities by the Administrative Assistant to the CAO and Mayor and Council.</p>	<p>Assistant to the CAO & Council</p>
<p>d) Application forms, available at the Town office or on the Town website, completed by eligible applicants are accepted throughout the year and are retained on file for six months for consideration when vacancies occur.</p>	
<p>e) Applicants to any board-commission-committee-task force are strongly encouraged to attend at least one meeting of the board-commission-committee-task force they are applying for and to receive an overview on the roles and responsibilities of a board-commission-committee-task force member.</p>	
<p>f) If a vacancy is created prior to completion of the term or before June 30th the vacancy may be filled from applications received to date for that particular board-commission-committee-task force or the vacancy may be advertised. The Administrative Assistant to the CAO and Mayor and Council, will contact the Chairman of the respective board-commission-committee-task force to determine if the vacancy needs to be filled immediately or if it can wait to be filled through the annual process. The process outlined below for the Application Review Committee to follow in filling vacancies shall be respected. Any vacancy occurring after June 30th will only be filled through the annual process.</p>	<p>Assistant to the CAO & Council</p>
<p>g) The Application Review Committee is made up of the Director of Corporate Services and the Town Administrative Liaison from the respective board or their designate.</p>	<p>Application Review Committee</p>
<p>h) The Application Review Committee for each respective board-commission-committee-task force meets to consider all applications received and may conduct interviews of any or all of the applicants if they feel it is required. Those applicants reapplying to serve another term may not be required to attend an interview, however, their service as members is considered with all other applications received.</p>	
<p>i) Part of the review of the application shall be contact with the Chair of the respective board-commission-committee-task force to determine if that the applicant attended at least one meeting of the board-commission-committee-task force they are applying for and received an overview on the roles and responsibilities of a board-commission-committee-task force member and to identify any concerns or comments the Chair may have about the applicant.</p>	

<p>j) Following the review of the applications (and interviews of all the applicants if conducted) for that particular board, the Application Review Committee reviews that person's qualifications and determines if that person would make a good member to that board. Each candidate is graded on a scale from 1 to 5 (1 being low and five being high) on that person's interest, experience and background for that board. There is no voting and the Application Review Committee will discuss on who to recommend to Council based on the application, the questions and responses heard at the interview and the input from the Chair of the respective board-commission-committee-task force. All applications received shall be presented to Council along with the recommendations of the Application Review Committee.</p> <p>k) Each year in October, Town Council considers the public-at-large appointments to various boards-commissions-committees-task forces for the upcoming year as recommended by the Application Review Committee.</p> <p>l) Town Council makes all appointments at the last regular Council meeting in October. All appointments shall be for a two-year term except as required by statute or if the appointment is to fill a vacancy then the appointment shall be for the remainder of the two-year term. If the remainder of the two year term is less than six months Council may make the appointment for the remainder of the two year term and a subsequent two year term. Half the members of each board-commission-committee-task force will be appointed each year.</p> <p>m) In making the appointments, Council shall ensure that a minimum of 2/3 of the members of each board-commission-committee-task force are Town residents.</p> <p>n) Within four working days following Council making the appointments, those applicants appointed by Council are advised in writing by the Administrative Assistant to the CAO and Mayor and Council of the appointments made by Council. Attached to the letter of appointment shall be a copy of the Terms of Reference for the respective board-commission-committee-task force.</p> <p>o) Within four working days following Council making the appointments, those applicants not appointed by Council are advised in writing by the Administrative Assistant to the CAO and Mayor and Council, thanked for applying and advised their application will be held on file for a period of six months and reconsidered if a vacancy occurs during that six month period.</p>	<p>Application Review Committee</p> <p>Mayor & Council</p> <p>Mayor & Council</p> <p>Assistant to the CAO & Council</p>
<p>3. Recognition of Public-at-large members</p> <p>a) A letter of appreciation from the Mayor is presented at a public Town Council meeting following:</p> <p>i) expiration of term of service; or</p>	<p>Assistant to the CAO & Council</p>

POLICY NO:	1003
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<ul style="list-style-type: none"> ii) resignation following a minimum of 12 months of service; or iii) involuntary resignation due to employment or health changes. b) The presentation is made within 30 days of resignation or expiration of term of service. c) If the public-at-large member is unable to attend a Town Council meeting within 30 days of resignation or expiration of term of service, the letter of appreciation from the Mayor will be delivered to the public-at-large member unless the public-at-large member has moved away in which case it will be mailed. 	<p>Mayor & Council</p>
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TOWN OF HINTON
Board/Committee Membership
Appointment
Policy No. Corp 069

Created By: Corporate Services
Approved By: Council

Approved On: March 6, 2007
Revised On: November 3, 2008

1. POLICY STATEMENT

- a) The Town of Hinton advertises for Board/Committee Members twice per year (March and October).
- b) The Annual Organizational Meeting is held as per statutory requirement section 192(1) of the Municipal Government Act. "A Council must hold an organizational meeting annually not later than two weeks after the third Monday in October".
- c) The Mid-Year Organizational Meeting is held as per an Administrative decision during March (if necessary).

2. GOALS

- a) To adhere to statutory requirement - Municipal Government Act – Section 192(1).
- b) Endeavor to maintain Board/Committee full compliment in membership.

3. METHODS AND PROCEDURES

- a) Prior to the Annual Organizational Meeting in October, Divisional Directors will be advised that advertisements will be placed inviting applications for board/committee vacancies. The topic of Board/Committee appointments will be a subject of discussion at their next Executive meeting.
- b) Applications received for board/committee vacancies will be forwarded by the Administrative Assistant to the Staff Representative of the applicable Board/Committee for review by the Chairman and Council representative. Applications will then be presented to Council at their Annual Organizational Meeting for appointment.
- c) The Town Manager, or his designate, will ensure phone contact is made to all applicants the day after decisions are made by Town Council. (this change inserted Nov. 3/08)

- d) Administration will advise (under Mayor's signature):
 - i) Members of the public newly appointed
 - ii) Members of the public unsuccessful in their application
 - iii) Retiring Board Members who decided not to reapply
 - iv) Other organizations as to who was appointed to their board/committee.

NOTE: Those who were unsuccessful in their application will be informed that their submission will be retained for future opportunities.

- e) When a vacancy occurs mid-term, and there are acceptable applications remaining from the last annual advertising (October), an appointment may be made from those applications, without advertising. In the event that there are no new applications on file and the Board/Committee wish to fill a vacancy, then the Corporate Services Administrative Assistant shall advertise the Board/Committee vacancy in March of each year. The Staff Representative will advise the Corporate Services Administrative Assistant of all mid-year appointments and resignations of Board/Committee members.
- f) The Council representative for the Board/Committee shall consult with the particular Board before appointments are made and shall obtain from the Board, with the assistance of the Staff Representative, information about its needs in terms of being an effective Board/Committee. This shall not constitute identifying and discussing individual prospective candidates.
- g) All new Board/Committee members will immediately receive an orientation from the Staff Representative that shall include the following:
 - i) "Guide for Committee Members";
 - ii) Copy of Policy 069 – Board/Committee Membership Appointment
 - iii) Meeting minutes from the previous year;
 - iv) The last strategic/operating priorities and plan;
 - v) Information detailing the purpose and expectations of the Board/Committee;
 - vi) Meeting schedules;
 - vii) List of fellow board members.

4. GUIDING PRINCIPLES

- a) As per Municipal Government Act - section 192(1) - October Organizational Meeting.
As per Administrative decision - March Mid-Year Organizational Meeting (if necessary).
- b) The Chairman, in consultation with the Council Representative and Board/Committee members, may elect to wait until March or October to fill the vacancy.



TOWN OF HIGH RIVER PROCEDURE

Procedure Number:	PRO-08-102-01
Procedure Title:	Appointments to Committees/Commissions/Boards
Related Policy Number:	POL-08-102-01
Related Policy Name:	Appointments to Committees/Commissions/Boards
Approval Date:	January 27, 1992
Revision Date:	July 20, 2009
Procedure Category:	Corporate Governance
Responsible Department:	Legislative and Administrative Services

Policy POL-08-101-01 adopted by Council Resolution #231/2009 states;

Policy Statement:

Pursuant to the Municipal Government Act, RSA 2000, Chapter M-26 and any amendments thereto it shall be the policy of the Town of High River to appoint eligible citizens to the various municipal Committees/Commissions/Boards established by Council, either in an advisory capacity or as the result of statutory requirements, at the annual Town of High River Council Organizational Meeting.

Purpose:

This procedure is intended to outline the process in which citizens are appointed to Committees/Commissions/Boards as intended in the Appointments to Committees / Commissions / Boards Policy.

Responsibilities:

The Application Review Committee, consisting of the Mayor and two council members of the Town of High River Council; shall be appointed at Council's Annual Organizational Meeting to review all applications received when a vacancy occurs on a municipal Committee/Commission/Board either from an expiration of a term or a resignation.

The Director of Legislative and Administrative Services or designate shall be responsible for;

- Carrying out and updating the "Appointment to Committees/Commissions/Boards Procedure"
- Maintaining a current record of all appointments made to the various municipal Committees/Commissions/Boards;
- Ensuring that current records are available to the designated Committee/Commission/Board Administrative Liaison.
- Ensuring that all citizens are notified in writing by the Mayor of the result of their application for appointment to a Committee/Commission/Board.

Responsibilities continued:

The designated Administration Liaison for each Committee/Commission/Board is responsible for;

- Providing information about any changes to the volunteers on their designated Committee/Commission/Board in a timely manner, to the Director of Legislative and Administrative Services or designate;
- Ensuring that the volunteers on their designated Committee/Commission/Board are notified of their term expiration by September 1st of the year their term expires and whether they are eligible to re-apply for appointment based on the associated Committee/Commission/Board Bylaw.

Procedure:

1. The Director of Legislative and Administrative Services or designate shall maintain a current record of all appointments made to the various municipal Committees/Commissions/Boards which includes expiry dates for same.
2. Application Forms (refer to Appendix "A") completed by eligible citizens applying to become a member of a municipal Committee/Commission/Board will be accepted throughout the year by the Director of Legislative and Administrative Services or designate and will be retained on file for six (6) months for consideration when vacancies occur.
3. Eligibility: Unless specific provisions to the contrary exist in a particular bylaw(s), to be eligible for appointment as a member of a Town of High River Committee/Commission/Board, applicants shall be:
 - a) Of the full age of 18 years;
 - b) Canadian Citizen or Landed Immigrant,
 - c) Resident of the Town of High River for six (6) consecutive months immediately preceding the date of submitting an application unless specific provisions to the contrary exist in a particular bylaw(s), and
 - d) Any other specific requirements that may be contained within each governing bylaw.
4. Each year an Application Review Committee consisting of the Mayor and two members of Town Council shall be appointed at the Annual Organizational Meeting of Council to review all applications received when a vacancy occurs on a municipal Committee/Commission/Board either from an expiration of a term or a resignation. The Town Manager, the appropriate Department Head, and the Committee/Commission/Board Chairman, or designate may participate in an advisory capacity during the interview/selection process.
5. By the end of August of each calendar year, the Director of Legislative and Administrative Services will determine the number of Committee/Commission/Board appointments required for the upcoming year. Those members whose terms are expiring and are eligible for reappointment will be advised in writing or verbally that if they wish to serve another term, they must re-apply for appointment by completing the Committee/Commission/Board application form and submitting it to the Director of Legislative and Administrative Services or designate within the specified time frame established for the receipt of applications.
6. By September of each calendar year, a Public Notice outlining the number of Committee/Commission/Board appointments required for the upcoming year will be published in the local newspapers and displayed at all Town facilities.

7. The Application Review Committee shall meet to consider all applications received by the Director of Legislative and Administrative Services and interviews will be scheduled, as required. Those applicants reapplying to serve another term as a Committee/Commission/Board member will be considered with all other applications received.
8. Each year at the annual Town of High River Council Organizational Meeting Council shall consider the appointments to the various Committees/Commissions/Boards for the upcoming year as recommended by the Application Review Committee.
9. All Committees/Commissions/Boards appointments must be ratified by Council at the Organizational Meeting or a Regular Council Meeting.
10. Immediately following Council's ratification, the chairman of the Application Review Committee or designate shall advise all applicants, in writing, of the appointments made by Town Council.
11. Should a vacancy occur due to a resignation, the vacancy may be filled from applications received to date for that particular Committee/Commission/Board or the vacancy may be advertised.

Appendices

Appendix A – Committee/Commission/Board Application.

Approval

This procedure was adopted within POL-08-102-00 on January 27, 1992 Regular Meeting of Council Resolution #40/92.

This procedure was adopted by the Management Team July 20, 2009..

DIRECTOR
LEGISLATIVE AND ADMINISTRATIVE SERVICES

DATE



TOWN OF HIGH RIVER

APPLICATION FORM FOR APPOINTMENT TO TOWN BOARD/COMMISSION/COMMITTEE

ELIGIBILITY REQUIREMENTS

To be eligible for appointment as a member of a Town of High River Board/Commission/Committee, applicants shall be:

- 1) of the full age of 18 years,
- 2) a Canadian citizen or landed immigrant, and
- 3) A resident of the Town of High River for six (6) consecutive months immediately preceding the date of submitting an application unless specific provisions to the contrary exist in a particular bylaw(s).
- 4) Any other specific requirements that may be contained within each governing bylaw.

TOWN OF HIGH RIVER

APPLICATION FORM

for

APPOINTMENT TO BOARD/COMMISSION/COMMITTEE

(Resumes and references are optional although the background information will be helpful for the selection committee)

NAME		DATE	
ADDRESS		POSTAL CODE	
PHONE (RES)		PHONE (BUS)	
E-MAIL ADDRESS		FAX	
Number of Years as a Resident of the Town of High River			
I AM INTERESTED IN SERVING ON THE <i>(list preferences in order)</i>		And <input type="checkbox"/>	
		Or <input type="checkbox"/>	
And <input type="checkbox"/>		And <input type="checkbox"/>	
Or <input type="checkbox"/>		Or <input type="checkbox"/>	

COUNCIL HAS ESTABLISHED THE FOLLOWING BOARDS AND COMMITTEES:

- ASSESSMENT REVIEW BOARD (A.R.B.)
- BUSINESS AND TOURISM ADVISORY COMMITTEE
- ENVIRONMENTAL ADVISORY COMMITTEE
- FAMILY AND COMMUNITY SUPPORT SERVICES (F.C.S.S.)
- HIGH RIVER ARTS & CULTURE BOARD (One M.D. of Foothills Member)
- HIGH RIVER & DISTRICT RECREATION BOARD (One M.D. of Foothills Member)
- HIGH RIVER CENTENNIAL LIBRARY BOARD (One M.D. of Foothills Member)
- HIGH RIVER POLICING COMMITTEE (One Youth Member)
- SUBDIVISION AND DEVELOPMENT AUTHORITY (S.D.A.)
(FORMERLY MUNICIPAL PLANNING COMMISSION – M.P.C.)
- SUBDIVISION AND DEVELOPMENT APPEAL BOARD (S.D.A.B.)

ARE THERE ANY PERSONAL GOALS AND OBJECTIVES THAT YOU WOULD LIKE TO ACHIEVE AS A MEMBER ON THE BOARD(s)/COMMISSION(s)/COMMITTEE(s) YOU ARE APPLYING FOR?

PREVIOUS/CURRENT COMMUNITY INVOLVEMENT

DO YOU HAVE ANY RELATED EXPERIENCE IN THIS AREA OF INTEREST?

ANY ADDITIONAL INFORMATION THAT MAY BE RELEVANT?

REFERENCES RELATED TO COMMITTEE/BOARD APPLING FOR:

Name:	Phone:	Name:	Phone:
Address:		Address	

SIGNATURE OF APPLICANT

PLEASE RETURN THIS FORM TO:

TOWN OF HIGH RIVER
 309B Macleod Trail S.W.
 HIGH RIVER, ALBERTA
 T1V 1Z5

ATTENTION: EXECUTIVE SECRETARY
 e-mail: sdoll@highriver.ca
 Phone: 652-2110; Fax: 652-2396



TOWN OF HIGH RIVER POLICY

Policy Number:	POL-08-102-01
Policy Title:	Appointments to Committees / Commissions / Boards
Related Procedure Number:	PRO-08-102-01
Related Procedure Name:	Appointments to Committees / Commissions / Boards
Approval Date:	January 27, 1992
Revision Date:	July 20, 2009
Policy Category:	Corporate Governance
Responsible Department:	Legislative and Administrative Services

Policy Statement:

Pursuant to the Municipal Government Act, RSA 2000, Chapter M-26 and any amendments thereto it shall be the policy of the Town of High River to appoint eligible citizens to the various municipal Committees/Commissions/Boards established by Council, either in an advisory capacity or as the result of statutory requirement, at the annual Town of High River Council Organizational Meeting.

Responsibilities:

The Application Review Committee, consisting of the Mayor and two members of the Town of High River Council; shall be appointed to review all applications received when a vacancy occurs on a municipal Committee/Commission/Board either from an expiration of a term or a resignation.

The Director of Legislative and Administrative Services shall be responsible for carrying out and updating the Appointment to Committees/Commissions/Boards Procedure as well as maintaining a current record of all appointments made to the various municipal Committees/Commissions/Boards which includes expiry dates for same.

Eligibility for Appointment to Committees/Commissions/Boards:

Unless specific provisions to the contrary exist in a particular bylaw(s), to be eligible for appointment as a member of a Town of High River Committee/Commission/Board, applicants shall be:

- a) Of the full age of 18 years;
- b) Canadian Citizen or Landed Immigrant; and
- c) Resident of the Town of High River for six (6) consecutive months immediately preceding the date of submitting an application.

End of Policy

Approval

This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.

January 27, 1992 Regular Meeting of Council
Resolution #40/92

July 20, 2009 Regular Meeting of Council
Resolution #231/2009

MAYOR/DEPUTY MAYOR

TOWN MANAGER/
MANAGER OF LEGISLATIVE AND ADMINISTRATIVE SERVICES

DATE



BOARD-COMMISSION-COMMITTEE APPOINTMENTS / RECOGNITION

Date Issued: 27.Feb.78

Mandated by: 27.Feb.78-RCM,
10.Nov.80-RCM, 21.Aug.89-RCM

Current Revision: 31.Jan.00

Cross-reference:

Next Review Diarized: Under Policy Committee
Review

Responsibility: Corporate Services
Manager

POLICY

Appointments of City Council members to the City's boards-commissions-committees are made annually at the organizational meeting. In keeping with respective bylaws and provincial legislation, City Council appoints by the end of each calendar year public-at-large members (eligible city residents) to such municipal boards-commissions-committees, either in an advisory capacity or by statutory requirement. Upon resignation or completion of at least one term of service, the City honours public-at-large members.

ELIGIBILITY

To be eligible for appointment as a public-at-large member of a City board-commission-committee, applicants must be:

1. of the full age of 18 years;
2. Canadian citizens or landed immigrants; and
3. residents of the City of Fort Saskatchewan for six consecutive months immediately prior to application submission.

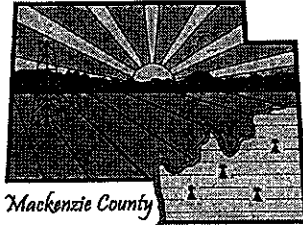
PROCEDURES

1. Appointment of Council Members to the City's boards-commissions-committees is coordinated by the Mayor and ratified at each October Council organizational meeting.
2. Appointment of Public-at-Large Members
 - a) Corporate Services maintains a current record of all appointments to various municipal boards-commissions-committees and expiry dates.
 - b) Each September, those members whose terms are expiring, but who are eligible for reappointment are asked, in writing, to provide written confirmation of their interest in reappointment within a specified time frame established for the receipt of applications.
 - c) A notice outlining the number of board-commission-committee appointments required for the upcoming year is published in local newspapers and posted at most City facilities.



- d) Application forms, available at City Hall, completed by eligible residents are accepted throughout the year and are retained on file for six months for consideration when vacancies occur. Vacancies occurring due to resignation may be filled from applications received to date for that particular board-commission-committee or the vacancy may be advertised.
 - e) At each October organizational City Council meeting, one member of Council is appointed to the Application Review Committee to review all applications received when a vacancy occurs on a municipal board-commission-committee either from the expiration of a term or due to a resignation.
 - f) The Application Review Committee meets to consider all applications received, after which interviews are scheduled. The Corporate Services Manager and the Chairman, or designate, of the specific board-commission-committee participate in an advisory capacity during the interview and selection process. Those applicants reapplying to serve another term are not required to attend an interview, however, their service as members is considered with all other applications received.
 - g) Each year in November, City Council considers the appointments to various boards-commissions-committees for the upcoming year as recommended by the Application Review Committee.
 - h) All appointments are ratified by City Council at a subsequent regular Council meeting.
 - i) Immediately following Council's ratification, applicants are advised by Corporate Services in writing of the appointments made by Council.
3. Recognition of Public-at-Large Members
- a) A letter of appreciation from the Mayor is presented at a public City Council meeting following:
 - i. expiration of term of service;
 - ii. resignation following a minimum of 12 months service; or
 - iii. involuntary resignation due to employment or health changes.
 - b) The presentation is made within 30 days of resignation or expiration of term of service.

City Manager (Original Signed by PJB)
*Ic/GEN-002.DOC/LN-PolicyManual-General



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Inactive Council Committees

BACKGROUND / PROPOSAL:

Each fall administration advertises the Member-at-Large positions available on Council Committees.

The following Committees have been inactive for a number of years therefore administration is requesting Council review and determine if there is a need to re-advertise these positions.

1. Rural Water Services Board (8 positions)
2. Upper Hay Recreational Hunting & Fishing Advisory Committee (3 positions)

A copy of the Terms of Reference are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

For discussion.

Author: C. Gabriel

Review by: _____

for
CAO *for*

Mackenzie County
Rural Water Services Board

TERMS OF REFERENCE

1. Board Mandate:

The Rural Water Services Board is established to provide recommendations to Council in determining options and feasibility of providing rural residences with a rural water pipeline. Hereinafter it shall be referred to as the "Board".

2. Board Members:

The Board shall be comprised of the following:

- (a) Three council members to be elected annually.
- (b) Eight members at large -Four representing Fort Vermilion rural area; and Four representing La Crete rural area
- (c) Members at large shall be appointed by Council for a three year term.
- (d) Chairman and vice-chairman position to be elected annually.

3. Board Objective, Scope of Activities, and Duties:

The Board shall:

- Meet quarterly, or as required.
- Move forward on issues and recommendations based on consensus.
- Research options for rural water service in conjunction with PFRA and County administration.
- Research of information and establish procedures.
- Recommend the feasibility of services to be provided.
- Recommend water rates and connection fees to council.
- Canvass rural homeowners for support of project.

4. Reporting Structure:

- The Board shall report directly to Council through its members.
- The Board shall provide information to the public as needed.

5. Administrative and Financial Support:

Mackenzie County Shall:

- Provide administrative support.
- Assist in areas such as grant applications and engineering.

6. Remuneration:

Members at large appointed by Council shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.

	Date	Resolution Number
Created	March 2007	
Amended	October 24, 2007	
Amended	October 29, 2008	08-10-758
Amended		

Upper Hay Recreational Hunting and Fishing Advisory Committee

Terms of Reference

1. Committee Designation:

Joint municipal committee on recreational hunting and fishing.

2. Committee Members

a. The Upper Hay Recreational Hunting and Fishing Advisory Committee shall be comprised of:

- 1 Municipal District of Mackenzie Councillor
- 3 Municipal District of Mackenzie members at large
- 1 Town of High Level Councillor and 1 alternate
- 3 Town of High Level members at large
- 1 Town of Rainbow Lake Councillor
- 3 Town of Rainbow Lake members at large

b. Members shall be appointed at Council Organizational Meetings for a three year term to coincide with general elections.

c. Quorum shall consist of representation from two municipalities and a total of four members.

3. Task Force Objective, Scope of Activities, and Duties:

The Upper Hay Recreational Hunting and Fishing Advisory Committee shall:

- Enhance hunting and fishing opportunities for local area residents.
- Work with wildlife management agencies
- Work to ensure sustainability of local fish and wildlife populations
- Represent local sportspersons on issues pertinent to the region (i.e. local advisory committees)

4. Time Period Necessary for the Committee to Carry Out its Purpose:

The Upper Hay Recreational Hunting and Fishing Advisory Committee is a permanent committee and shall meet a minimum of twice a year and as necessary to address issues as they arise.

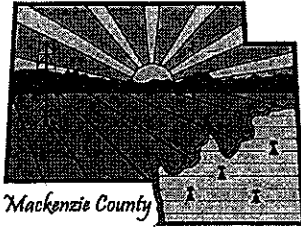
5. Reporting Structure:

The Upper Hay Recreational Hunting and Fishing Advisory Committee shall report directly to local Councils through its respective Council members. The committee shall report to the public through newspaper articles, press releases, web site, and public meetings throughout the process.

6. Committee Administrative and Financial Support:

- Administrative and financial costs shall be divided equally between the Municipal District of Mackenzie, Town of High Level, and Town of Rainbow Lake. The Municipal District of Mackenzie shall invoice the Town of High Level and Town of Rainbow Lake annually for these costs.
- The Municipal District of Mackenzie shall provide administrative personnel.
- The Town of High Level shall provide meeting space.
- Committee members shall be reimbursed for their expenses as per the honorariums and related expense reimbursement bylaw within their respective municipalities.
- Alberta Fish and Wildlife shall act as a resource through personnel participating as ex-officio committee members.

	Date	Resolution Number
Created		
Approved		
Amended		
Amended		



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Airports

BACKGROUND / PROPOSAL:

A verbal update on the airports projects will be provided at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

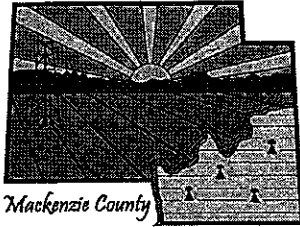
RECOMMENDED ACTION:

For discussion.

Author: W. Kostiw

Review by: _____

W. Kostiw
CAO



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	AJA Friesen Water Management Project

BACKGROUND / PROPOSAL:

The tender is out for the AJA Friesen Water Management Project with a closing date of August 25, 2010. A portion of the tender document is attached for your information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

For discussion.

Author: W. Kostiw

Review by: _____

for
CAO *ful*

NOTE TO BIDDERS

For information regarding this project, you may contact Mr. Bill Kostiw, CAO for Mackenzie County at 780-927-3718 or representing Consultant:

Mark Onaba
GENIVAR
4411 – 51 Street
P.O. Box 1159
Grimshaw, Alberta T0H 1W0
Phone: 780-332-1000
Fax: 780-332-1100
Email: mark.onaba@genivar.com

There will be **no** pre-tender meeting for this contract.

Tenders **must** be received no later than **4:00 p.m.** local time on **August 25, 2010** at the Mackenzie County office in Fort Vermilion, Alberta.

It is the Bidder's responsibility to confirm with the owner that his tender has been received prior to Tender closing.

Tenders will be opened at **4:01 p.m.** local time on **August 25, 2010** at the Mackenzie County office. Public may be present.

Facsimile changes to unit price schedule will be accepted. Facsimile (FAX) messages may be sent to 780-927-4266, marked "ATTENTION: MR. BILL KOSTIW, CONTRACT OPENING" on a copy of Form C58 found in this tender package. To be acceptable, the form must be received no later than the time and date shown for receipt of the tender.

The Owner reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Owner reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Owner to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Owner deems appropriate. Without limiting the generality of the foregoing, the Owner may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision.

INSTRUCTIONS TO BIDDERS

1. INSTRUCTIONS TO BIDDERS**1.1 CONDITIONS FOR TENDER SUBMISSIONS**

Bidders may submit tenders at the following location only:

Mackenzie County
4511 - 46 Avenue
P.O. Box 640
Fort Vermilion, Alberta T0H 1N0
Phone: 780-927-3718
Fax: 780-927-4266
Office Hours: Monday to Friday, 8:15 a.m. – 4:30 p.m.

Bidders may submit Tenders only up to **4:00 p.m.** local time on **August 25, 2010**.

Bidders must submit Tenders on the forms issued with this Tender document.

It is the Bidder's responsibility to confirm with the owner that his tender has been received prior to Tender closing.

When submitting a Tender, all pages entitled "Tender Forms" and all addenda issued by Mackenzie County and/or GENIVAR, must be submitted, sealed in the envelope provided, addressed to the CAO for Mackenzie County at the above-noted address, marked "Tender for Construction" with the Tender number, time and date of tender opening clearly marked on the lower right-hand corner of the envelope.

A Bidder must indicate its name and address clearly in the upper left-hand corner of the envelope so that the tender submission can be identified. The pre-addressed envelope issued with the tender documents should be used whenever possible.

1.2 COMPLETING TENDER FORMS

The "Unit Price Schedule" must be completed by:

- showing the Unit Price (where applicable), and the total for each item in the "Total Bid" column; (in case of discrepancy, the unit price figure will take precedence), and
- showing the tendered lump sum (where applicable) in the "Total Bid" column, and
- showing the sum of all tender items in the space marked "Total Tender".

The tender must be signed by;

- an authorized representative of the Bidder; and
- the official title of the Bidder must be shown, and
- the official seal of the Bidder must be affixed, or the signature must be witnessed and the Affidavit of Execution of the Witness must be completed.

The bid bond accompanying the Tender, in the amount of 10% of the Tender and made out to Mackenzie County, must be signed and sealed in the space provided, by both the Bidder or his

INSTRUCTIONS TO BIDDERS

authorized representative, and the Bonding Company. If a certified cheque or bank draft is used in lieu of a bid bond, it shall be made payable to Mackenzie County.

Bidders are advised that Mackenzie County will only accept Bid Bonds, Performance Bonds, and Labour and Material Payment Bonds from bonding companies that are licensed to operate in the province of Alberta.

The successful bidder shall provide a Performance Bond and a Labour and Material Payment Bond upon award of the Contract; each Bond in the amount of fifty (50) percent of the tender price. The cost of such Bond shall be borne by the Contractor.

The Bidder shall have his Surety Company complete the form titled "Consent of Surety" which is part of the tender documents. The Consent of Surety represents the Surety Company's willingness to provide the aforementioned Bonds. The Consent of Surety will be required if the bidder uses a Bid Bond.

1.3 ADDENDA

Addenda, when issued, form part of the Tender document. The Bidder shall acknowledge receipt of each addendum in the space provided on the Tender forms. The individual items included in the addendum shall be added, deleted or changed in accordance with the instructions contained in the addendum letter. A copy of each addendum will be inserted at the end of the Tender document.

When an addendum is issued by the Owner, the covering letter containing instruction regarding the addendum shall be attached to the inside front cover of the "Contract and Specifications" book. The individual items included in the addendum shall be inserted in accordance with the covering letter. Addenda, when issued, form part of these contract documents. If tender documents are obtained from COOLNet, it is the Bidder's responsibility to ensure that addenda have been received prior to tender closing.

1.4 CHANGES OR WITHDRAWALS OF TENDER SUBMISSIONS

Bidders are advised that requests for withdrawal of Tender submissions must comply with the conditions of Alberta Transportation's Specifications for Highway Construction (2007), Specification 1.2, "General Specifications".

A Bidder wishing to make changes to its Tender before the time set for receiving Tenders may withdraw the Tender submission in accordance with the conditions of Alberta Transportation's Specifications for Highway Construction (2007), Specification 1.2, "General Specifications". The modified Tender may then be resubmitted in the same sealed envelope, up to the time and date set for receipt of the tender.

Alternatively, if this change is to the unit price schedule only, the Bidder may send a Facsimile (FAX) message to 780-927-4266, marked "ATTENTION: MR. BILL KOSTIW, CONTRACT OPENING" on a copy of Form C58 found in this tender package. To be acceptable, the form must be received by the time and date set for the receipt of the tender.

The Owner and the Consultant accepts no responsibility for faxed changes. It is the Bidder's responsibility to confirm receipt of any faxed changes.

INSTRUCTIONS TO BIDDERS

1.5 PROJECT INQUIRIES

For information regarding this project, you may contact:

Mark Onaba
GENIVAR
4411 – 51 Street
P.O. Box 1159
Grimshaw, Alberta T0H 1W0
Phone: 780-332-1000
Fax: 780-332-1100
Email: mark.onaba@genivar.com

1.6 PRE-TENDER MEETING

There will be **no** pre-tender meeting for this contract.

1.7 SIGNED CONTRACT PACKAGE

The Contract Forms, Statutory Declarations and any other applicable forms and schedules will be completed by the successful bidder and included in the signed contract.

1.8 SAFETY PRE-QUALIFICATION

Contracts will only be awarded to Bidders who, prior to the time fixed for receiving tenders, possess a Certificate of Recognition (COR) which is relevant to their industry and which is recognized by Alberta Human Resources and Employment, Workplace Health and Safety.

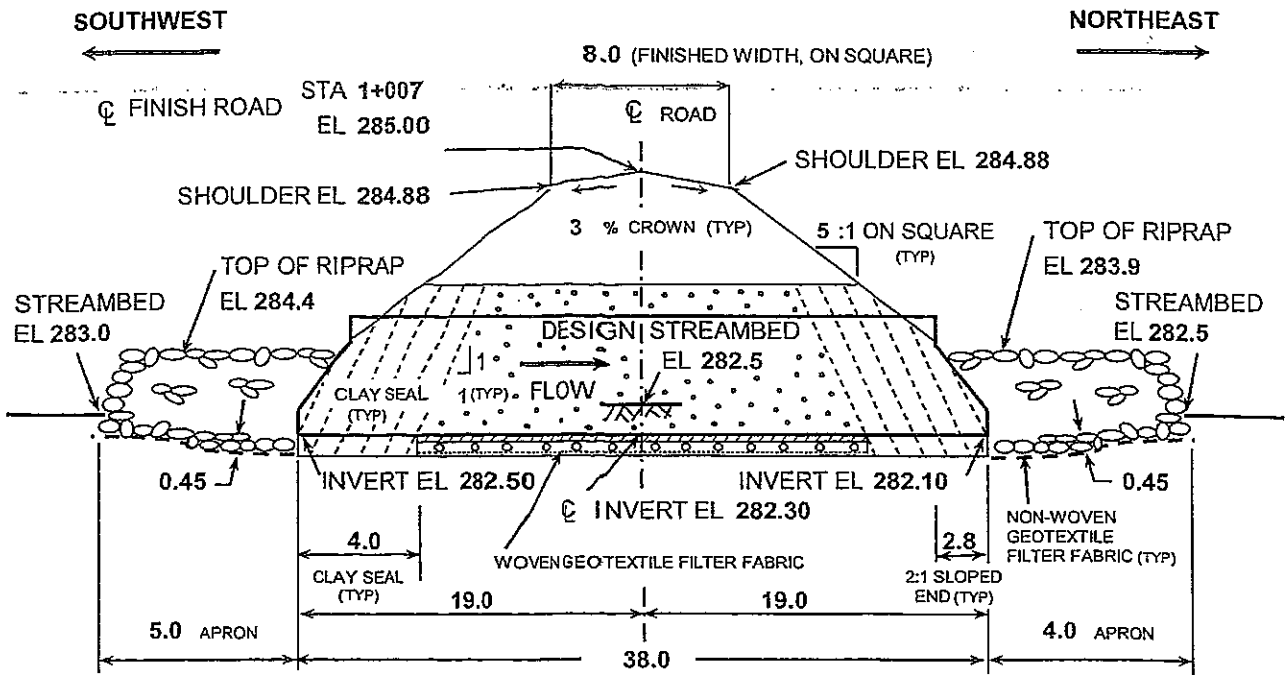
Bidders are advised that a small employer's Certificate of Recognition (for employers with less than ten employees) be considered acceptable.

For Bidders who have not obtained a Certificate of Recognition, a valid Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association (ACSA) will be considered acceptable.

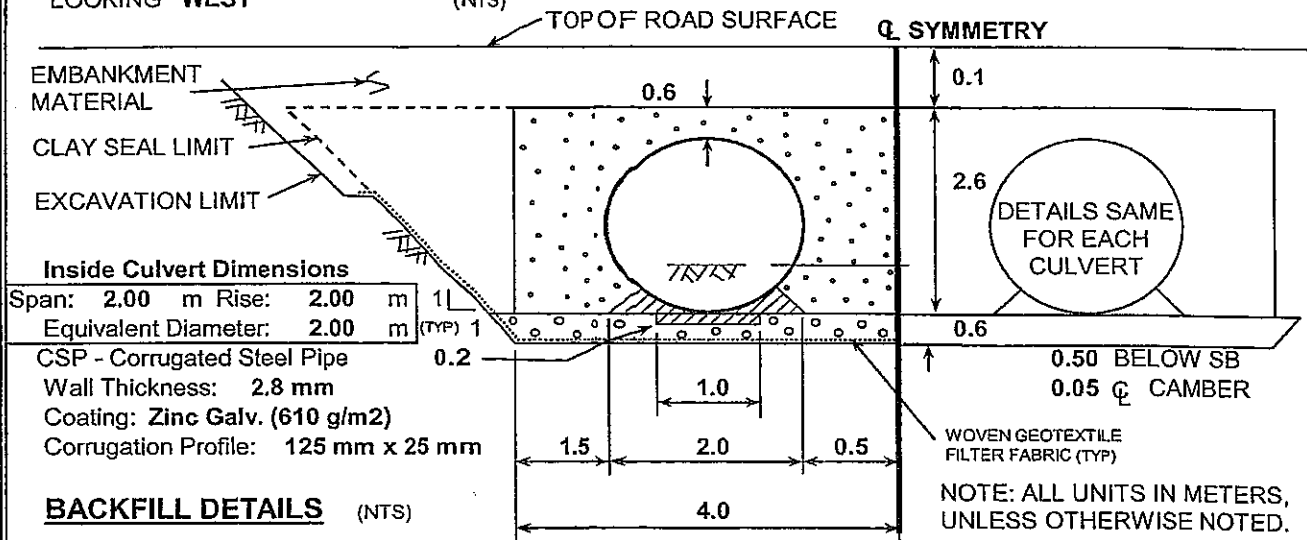
Confirmation that the Bidder possesses a COR or a valid TLC will be obtained through the Alberta Construction Safety Association.

Prospective Bidders who do not possess a COR and wish to obtain information about obtaining a COR or TLC are advised to contact:

Installation shall be in accordance with the current version of Alberta Transportation Standard Drawing S-1418



LONGITUDINAL CROSS SECTION CULVERT SKEW: ON 45 DEGREE LHF
LOOKING WEST (NTS)



ESTIMATED QUANTITIES:			
EXCAVATION	Structural:		1,000 m ³
Existing Structure:	Channel:		20 m ³
GRANULAR BACKFILL	Gravel or Crushed		450 m ³
(Des 2 Cl 40 or Des 2 Cl 25)	Crushed Aggregate		30 m ³
(Des 6 Cl 80)	Gravel		170 m ³
NON GRANULAR BACKFILL	Clay Seals		250 m ³
	Embankment / Common		500 m ³
HEAVY ROCK RIPRAP	Inlet & Outlet Class 1		275 m ³
	Class		m ³

DESIGNER	CHECKER
Parul Patel, P. Eng.	Kevin Henshaw, P. Eng.
DATE: July 29, 2010	DATE: July 29, 2010

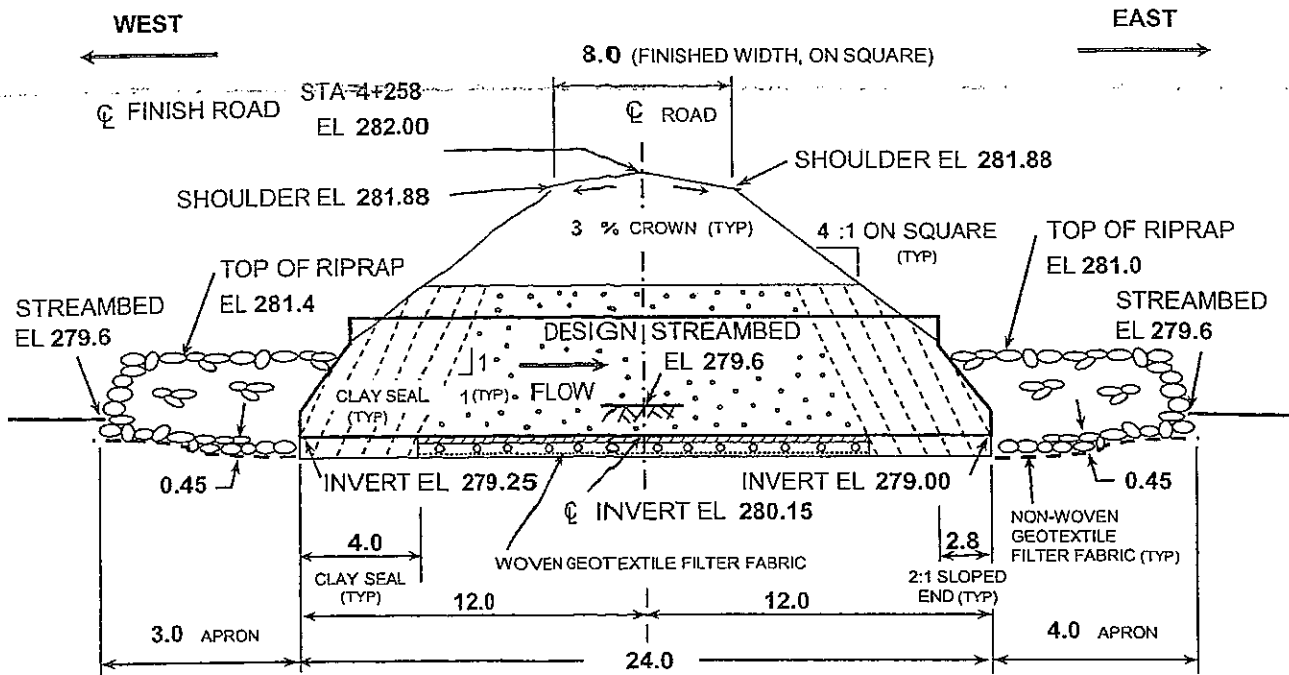
CHANNEL HYDROLOGY			
Channel Slope: 0.0009 m/m	Drainage Area: 90 km ²		
Bedwidth (B): 4.0 m	FULL Design Discharge: 11 m ³ /s		
Top Bank Width (T): 13.0 m	Design Flow Depth: 1.4 m		
Bank Height (H): 1.5 m	Mean Velocity: 0.9 m/s		

CULVERT HYDRAULICS			
Culvert Slope: 0.0105 m/m	Freeboard: 0.0 m		
Inlet Velocity: 2.1 m/s	Headwater EL: 284.4 m		
Outlet Velocity: 1.8 m/s	Tailwater EL: 283.9 m		

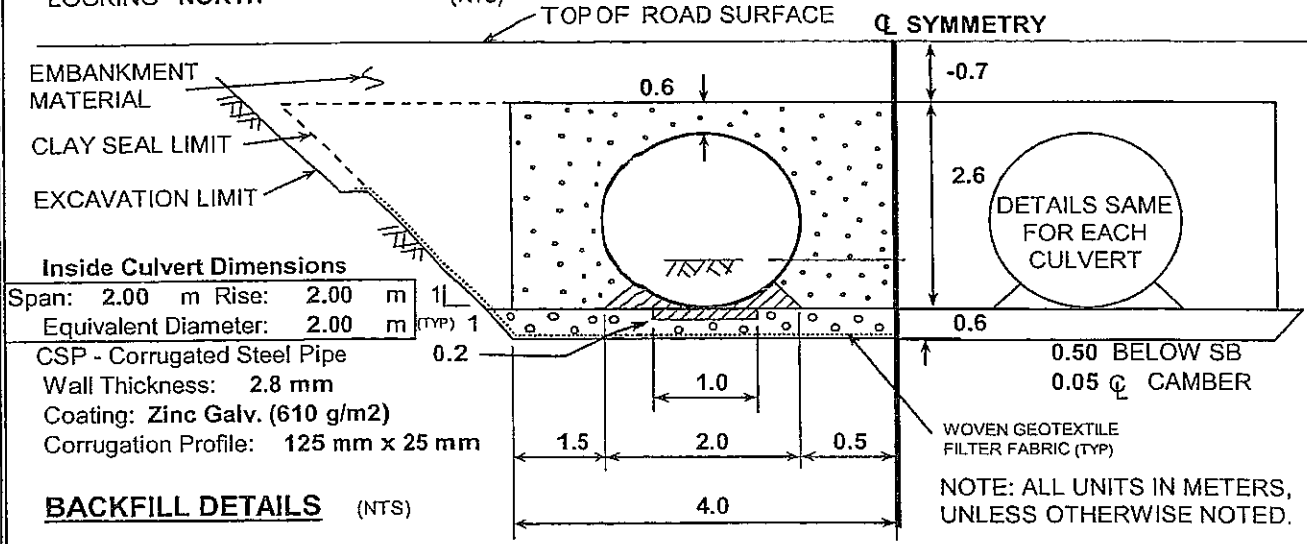
CULVERT DESIGN DETAILS

Rg 13-4/Twp 106-4	SK-13-4
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Installation shall be in accordance with the current version of Alberta Transportation Standard Drawing S-1418

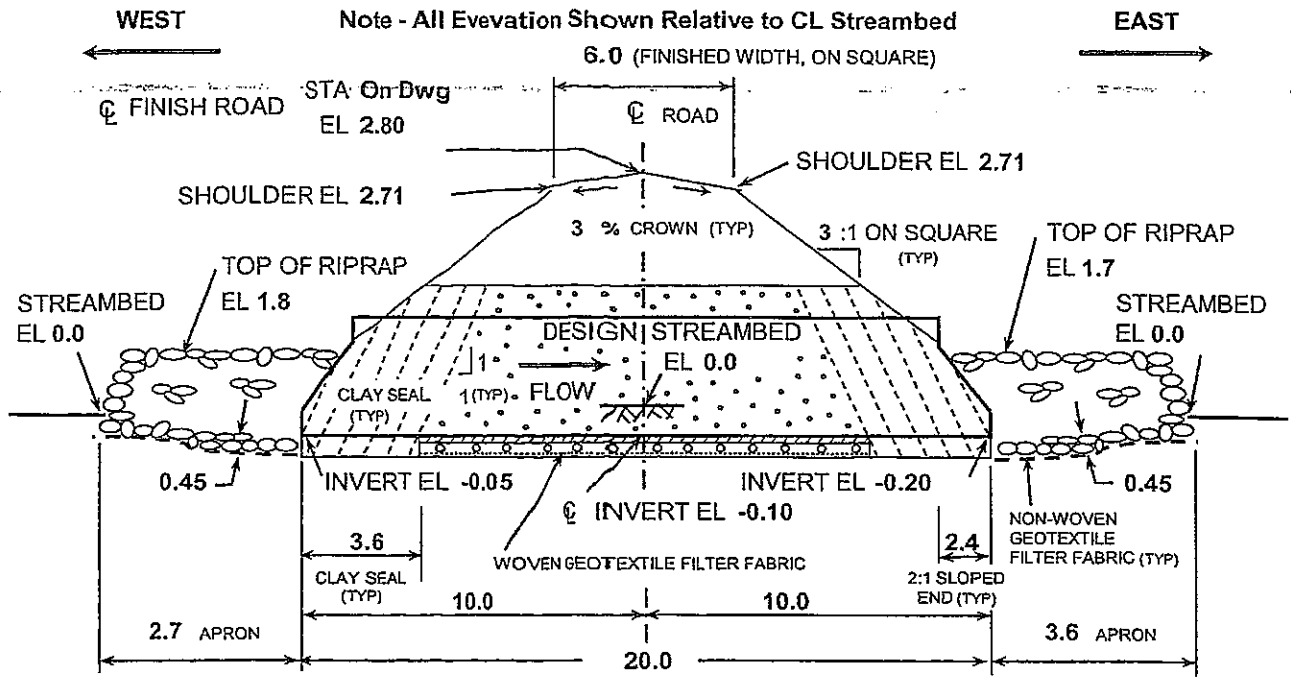


LONGITUDINAL CROSS SECTION CULVERT SKEW: ON SQUARE
 LOOKING NORTH (NTS)

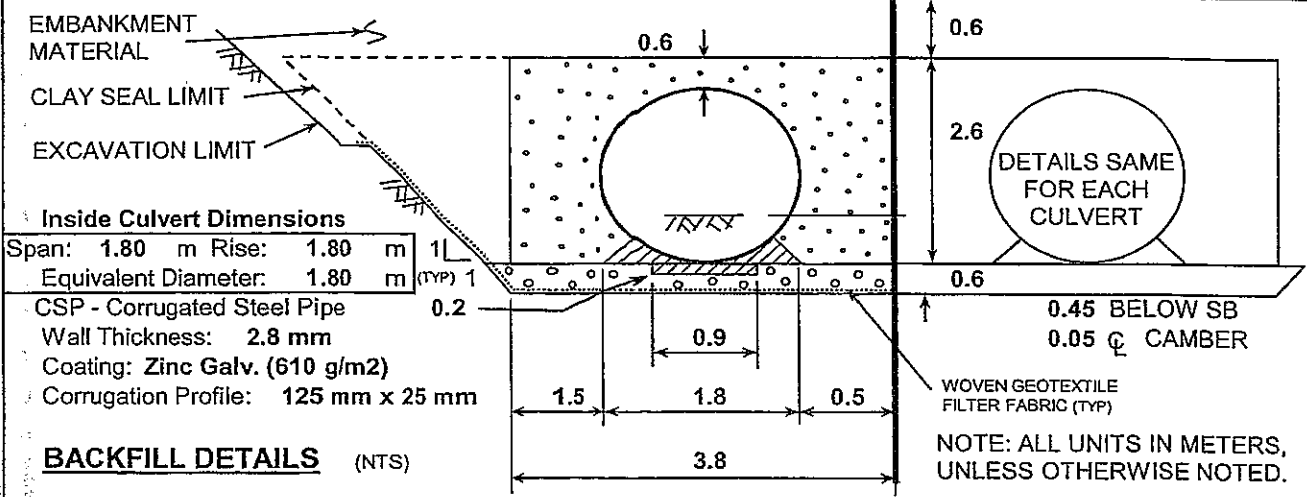


ESTIMATED QUANTITIES:		DESIGNER	CHECKER		
EXCAVATION	Structural: 500 m ³	Parul Patel, P. Eng.	Kevin Henshaw, P. Eng.		
Existing Structure:	0 m ³ Channel: 0 m ³				
GRANULAR BACKFILL	Gravel or Crushed: 220 m ³				
(Des 2 Cl 40 or Des 2 Cl 25)	Crushed Aggregate: 20 m ³				
(Des 6 Cl 80)	Gravel: 90 m ³				
NON GRANULAR BACKFILL	Clay Seals: 250 m ³				
	Embankment / Common: 500 m ³	DATE: July 29, 2010	DATE: July 29, 2010		
HEAVY ROCK RIPRAP	Inlet & Outlet Class 1: 90 m ³				
	Class: m ³				
CHANNEL HYDROLOGY				CULVERT DESIGN DETAILS	
Channel Slope:	0.0009 m/m			Drainage Area:	100 km ²
Bedwidth (B):	4.0 m	Design Discharge:	11 m ³ /s		
Top Bank Width (T):	13.0 m	Design Flow Depth:	1.4 m		
Bank Height (H):	1.5 m	Mean Velocity:	0.9 m/s		
CULVERT HYDRAULICS		Range Rd 13-2			
Culvert Slope:	0.0114 m/m	Freeboard:	0.0 m		
Inlet Velocity:	1.8 m/s	Headwater EL:	281.4 m		
Outlet Velocity:	1.8 m/s	Tailwater EL:	281.0 m		
		SK-13-2			

Installation shall be in accordance with the current version of Alberta Transportation Standard Drawing S-1418



LONGITUDINAL CROSS SECTION CULVERT SKEW: ON SQUARE
 LOOKING NORTH (NTS) TOP OF ROAD SURFACE Q SYMMETRY



ESTIMATED QUANTITIES:		
EXCAVATION	Structural:	500 m ³
Existing Structure:	Channel:	0 m ³
GRANULAR BACKFILL	Gravel or Crushed (Des 2 Cl 40 or Des 2 Cl 25)	160 m ³
	Crushed Aggregate (Des 6 Cl 80)	10 m ³
	Gravel	70 m ³
NON GRANULAR BACKFILL	Clay Seals	200 m ³
	Embankment / Common	500 m ³
HEAVY ROCK RIPRAP	Inlet & Outlet Class 1	70 m ³
	Class	m ³

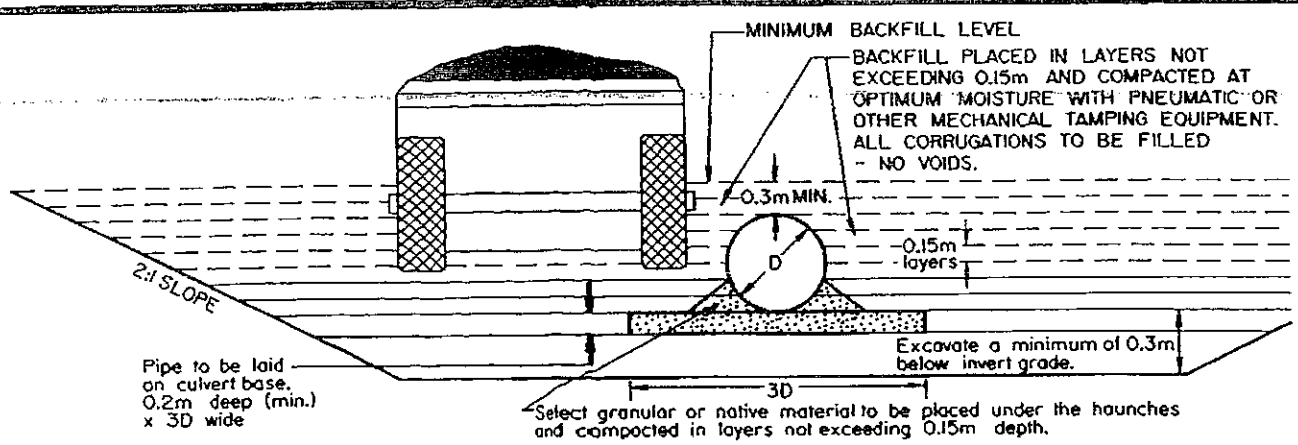
DESIGNER	CHECKER
Parul Patel, P. Eng.	Kevin Henshaw, P. Eng.
DATE: July 29, 2010	DATE: July 29, 2010

CHANNEL HYDROLOGY			
Channel Slope:	0.0009 m/m	Drainage Area:	100 km ²
Bedwidth (B):	4.0 m	Full Design Discharge:	8 m ³ /s
Top Bank Width (T):	13.0 m	Design Flow Depth:	1.2 m
Bank Height (H):	1.5 m	Mean Velocity:	0.9 m/s
CULVERT HYDRAULICS			
Culvert Slope:	0 m/m	Freeboard:	0.0 m
Inlet Velocity:	1.7 m/s	Headwater EL:	1.8 m
Outlet Velocity:	1.6 m/s	Tailwater EL:	1.7 m

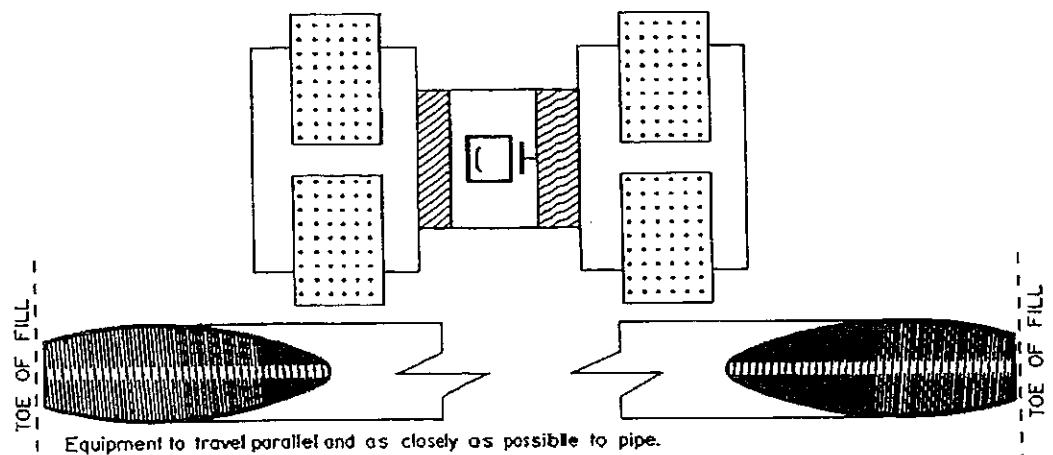
GENIVAR

CULVERT DESIGN DETAILS

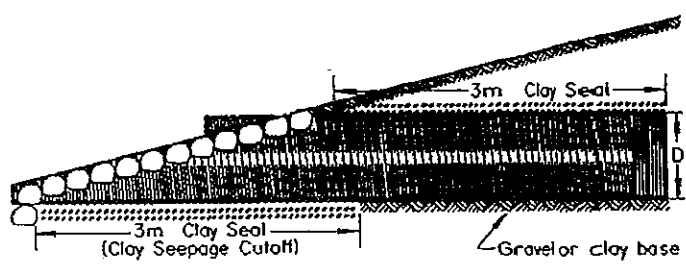
Field Access	SK-Field A
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EXCAVATION, CULVERT BASE AND BACKFILLING



COMPACTION (PLAN VIEW)



Clay seal for seepage to be placed at both ends, for a length of 3m, and to the top of the pipe.

CLAY SEAL DETAIL

△			
△			
No.	REVISIONS	BY	DATE

Approved:

[Signature]

Executive Director,
Roadway Engineering Branch

Date: 94/1/22

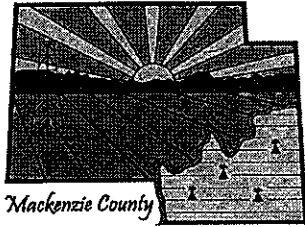
Alberta

TRANSPORTATION
AND UTILITIES
Engineering Division

CORRUGATED METAL PIPE CULVERT INSTALLATION (OPEN-CUT METHOD)

Prepared By: LT	Checked By: B.K.	Scale: N.T.S.	Dwg No.: CB6-2.4 MI
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Graphics File: DE:\200.22\cb624.m01.man



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	High Level Rural Drainage

BACKGROUND / PROPOSAL:

A verbal update on the High Level Rural Drainage project will be provided at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

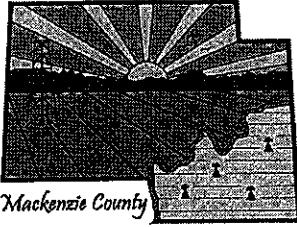
RECOMMENDED ACTION:

For discussion.

Author: W. Kostiw

Review by: _____

for
CAO *ful*



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Dust Control

BACKGROUND / PROPOSAL:

A verbal update on dust control will be provided at the meeting.

OPTIONS & BENEFITS:


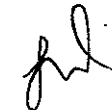
COSTS & SOURCE OF FUNDING:

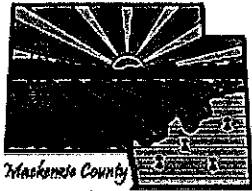
RECOMMENDED ACTION:

For discussion.

Author: W. Kostiw

Review by: _____


CAO 



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	John Klassen, Director of Operations - South
Title:	La Crete Administration Building

BACKGROUND / PROPOSAL:

Administration acquired a quote to have the La Crete office parking lot paved and is seeking Council approval to have it done this year out of surplus budget monies remaining within the current project.

OPTIONS & BENEFITS:

The benefits of paving the lot this year are; a) not having to budget for paving in the future, b) protecting the grass from having gravel pushed onto it as a result of snow removal and c) to help keep the building cleaner by eliminating dust and mud.

COSTS & SOURCE OF FUNDING:

Cost = \$87,000.00 for minor site prep and place 75mm/3 inches of asphalt.

To be funded from the La Crete Office Building project.

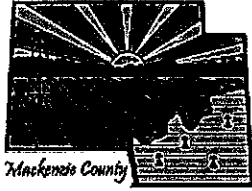
RECOMMENDED ACTION:

That the La Crete Office parking lot be paved in 2010 with funding coming from the current project budget.

Author: John Klassen

Review Date: _____

for
CAO *JK*



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	John Klassen, Director of Operations - South
Title:	Tourangeau Lake Private Dock

BACKGROUND / PROPOSAL:

A County resident is seeking the approval of the County to construct a private dock at Tourangeau Lake for the purpose of docking float planes (See attached Photo) The current dock is for the use of boats and with a plane parked at the dock it impedes the intended use of the facility.

OPTIONS & BENEFITS:

For discussion.

COSTS & SOURCE OF FUNDING:

All associated costs of providing access to, and construction of the dock be borne by the applicant.

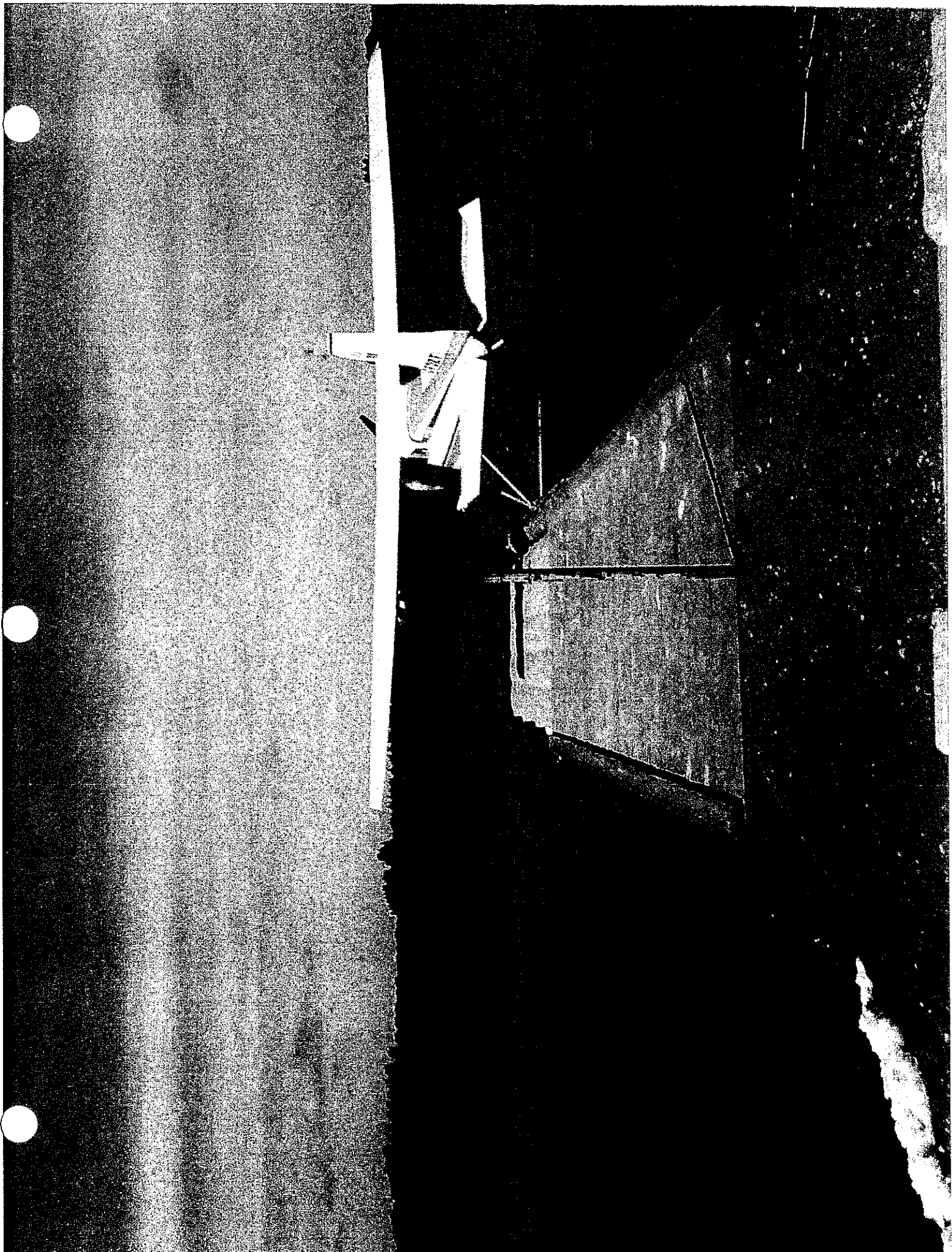
RECOMMENDED ACTION:

That Mackenzie County grant the private dock request at Tourangeau Lake providing the applicant acquires all applicable Provincial and Federal approvals with All associated costs of providing access to, and construction of the dock be borne by the applicant.

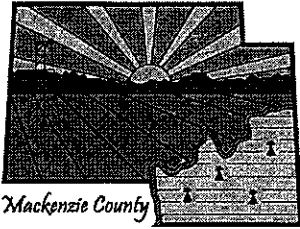
Author: John Klassen

Review Date: _____

for
CAO *and*







MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	Agricultural Service Board
Title:	Fort Vermilion Lagoon Hay

BACKGROUND / PROPOSAL:

A Ratepayer made an inquiry into the availability of the Hay at the FV Lagoon. Currently there are 30.9 acres (7.4 ha) of hay surrounding the Lagoon. The hay is a mixture of Alfalfa/Brome and is a fair to good stand. It is estimated to produce approximately 1.5 – 2 tons per acre.

The property is currently not rented or leased to anyone.

OPTIONS & BENEFITS:

Option 1 – Lease the hayground to the interested party this year and advertise for multi-year lease in 2011.

Option 2 – Sign a multi-year lease with the interested party this year at a negotiated price.

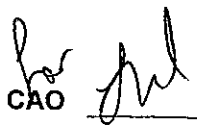
Option 3 – Leave the property as is, with mowing as needed.

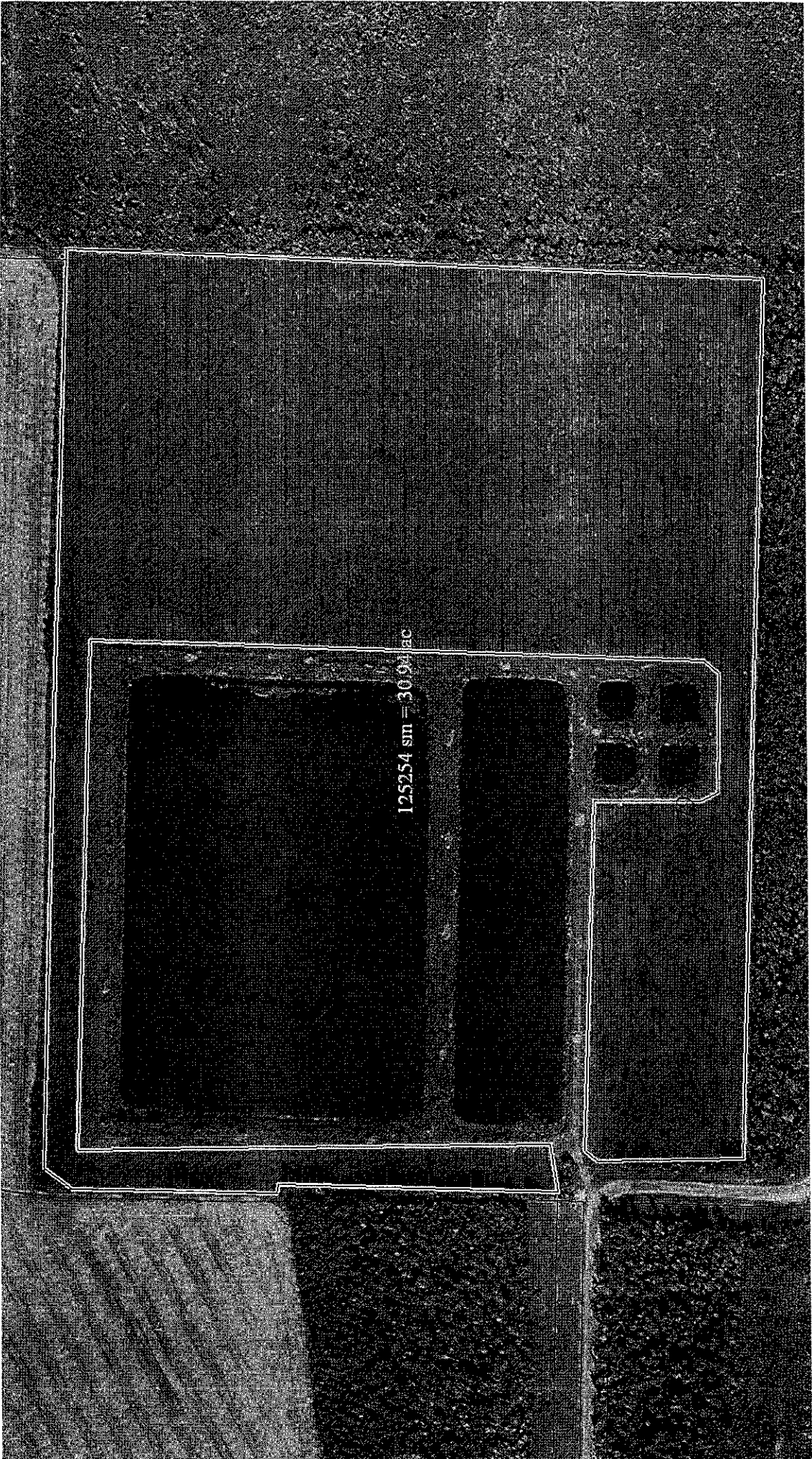
Benefits are aesthetics, weed control, brush control.

COSTS & SOURCE OF FUNDING:

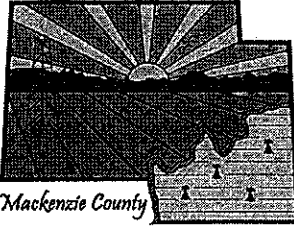
RECOMMENDED ACTION:

That the County lease the Fort Vermilion Lagoon hayground to the interested party this year and advertise for a multi-year lease in 2011.

Author: G. Smith Reviewed by: 
CAO



125254 sm = 30.91 ac



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Rural Water Update

BACKGROUND / PROPOSAL:

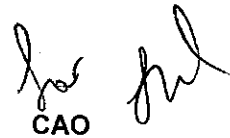
A verbal update on the rural water project will be provided at the meeting.

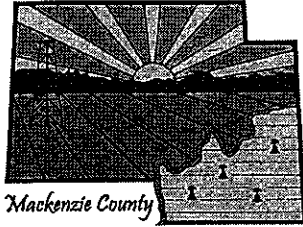
OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

For discussion.

Author: W. Kostiw Review by: 
CAO



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Unsightly Premises Bylaw

BACKGROUND / PROPOSAL:

A draft revised bylaw will be distributed at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

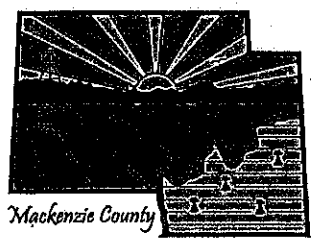
RECOMMENDED ACTION:

For review and discussion.

Author: C. Gabriel

Review by: _____

CAO 



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

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•	

RECOMMENDED ACTION:

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

Author: C. Gabriel Review by: CAO

Mackenzie County Action List as of July 28, 2010

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status	Budget
September 9, 2008 Council Meeting				
08-09-633	That the Parks & Recreation Committee explores other regional locations for a provincial campground.	Parks & Rec John K. Bill K.	In progress	\$0.00
July 23, 2009 Council Meeting				
09-07-614	That administration be instructed to develop incentives for developers in Zama.	Bill K. Lisa, Stuart	Under Review	2010 Budget
August 11, 2009 Council Meeting				
09-08-643	That administration pursue the federal government in order to acquire a portion of the land for the third phase of the Fort Vermilion Walking Trail project as discussed.	Joulia Raymond	In Progress	
March 9, 2010 Regular Council Meeting				
10-03-187	That administration be directed to draft a policy for the use of the handicapped vans and be brought back to Council.	Joulia John	Aug. 10/10	
April 13, 2010 Regular Council Meeting				
10-04-274	That Mackenzie County draft a letter to Minister Ady and Minister Knight requesting their support in the County's termination of the current Provincial Recreational Lease at Bridge Campground in order to pursue a larger SRD lease.	Greg Bill Raymond Parks Comm.	In progress	
April 28, 2010 Regular Council Meeting				
10-04-326	That administration proceed with the AAMD&C Zone meeting preparations for August 13, 2010 as presented.	Bill K. Carol	In progress	
10-04-333	That Council instruct administration to proceed to tender Bridge File 76279 (NW 28-109-12-W5) for tender and construction in 2011, subject to Alberta Transportation approval.	Bill K. Raymond	In progress	
10-04-344	That Council approve a three year funding agreement for a second Enhanced Policing member and that Councillor Braun, Councillor J. Driedger, and Reeve Newman be authorized to negotiate the terms of a final contract.	Bill K. Peter B. John W. Greg	In progress	
10-04-351	That administration explore a safety and environmental coordinator position.	Mgmt Committee	In progress	

Motion	Action Required	Action By	Status	Budget
May 11, 2010 Regular Council Meeting				
10-05-408	That Council continues to negotiate with the Town of High Level for comparable fire rates.	Council Joulia	In progress	
June 8, 2010 Regular Council Meeting				
10-06-458	That administration bring back a process to include the local people that have the biggest impact to the area in the land use framework.	Mgmt Committee		
10-06-510	That the airport committee investigate the pros and cons of a regional airport authority.	Airport Committee	Under review	
June 23, 2010 Regular Council Meeting				
10-06-526	That Mackenzie County request that the Provincial Water and Waste Water branch amend the La Crete Lagoon discharge license to allow dual discharges per year.	John Bill	In progress	
10-06-544	That administration research the cost of Lidar photography within the County.	Bill	In progress	
July 8, 2010 Regular Council Meeting				
10-07-564	That administration be instructed to amend Bylaw 137-98 Unsightly Premises for review by Council.	Bill		
10-07-571	That the properties acquired through tax forfeiture be advertised for sale by sealed tender with a closing date of August 25, 2010.	Joulia	Aug. 25/10	
10-07-574	That the County continue to work with the government to obtain crown lands for municipal purposes and industrial development.	Bill	In progress	
10-07-589	That Council instruct the Tompkins Crossing Committee to follow up on the proposal from Hovertans Solutions with a site inspection and meeting with Alberta Transportation.	Bill Tompkins Crossing Committee	In review	
10-07-594	That the airport properties be sold and that administration bring back a process for sale and development.	Bill	In review	
10-07-595	That administration bring back a bylaw for rezoning the airport property in Fort Vermilion and La Crete.	Mgmt Committee		
10-07-596	That the Quality Management Plan be received for information and that administration bring back options of accreditation.	Mgmt Committee	In review	
10-07-605	That the draft agreements with Tallcree First Nations (Fire Protection Services Agreement, Water, Sewer and Solid Waste Agreement) be accepted subject to review by legal counsel.	Joulia Finance Committee		

Motion	Action Required	Action By	Status	Budget
10-07-607	That administration proceed with Option 3 regarding arranging for the lands to set up affordable housing units in the Hamlet of Zama.	Don Bill		
10-07-610	That administration be authorized to proceed with negotiations with Sustainable Resource Development to convert the specified green zone lands to white zone classifications.	Council Bill		
10-07-611	That administration be authorized to immediately prepare viable options regarding the soon to be acquired white zone lands.	Council Bill		
July 28, 2010 Regular Council Meeting				
10-07-619	That administration prepares and submits an application under the Municipal Internship Program for Administrators and Land Use Planners with appropriate operational funding being addressed in 2011 and 2012 budgets.	Joulia		
10-07-627	That a resolution be presented at the AAMD&C Zone meeting regarding the ban of ethanol based fuels and additives in high octane automotive fuels.	Bill Ray		
10-07-630	That administration be instructed to draft a cost sharing agreement for the Road Request on SW23-105-15-W5 for review by Council and inclusion in the 2011 budget.	John		
10-07-631	That Council designate the laneway between Plan 982 0781, Block 4, Lots 5 & 6, Plan 1160NY, Block 4, Lot 1 and Plan 792 1881, Block 18, Lots 1, 2, 3 & 4 as a One -Way Traffic laneway with the direction of travel being North in the Hamlet of La Crete and that administration pursue the appropriate legal process according to the Municipal Government Act.			
10-07-633	That the Tompkins Crossing Committee be authorized to negotiate a ferry contract proposal for Council review.	Bill	In progress	
10-07-634	That the access off Highway 88 be tabled for further information.			
10-07-643	That the Tompkins Crossing Committee continue to negotiate the ice-bridge contract renewal with Alberta Transportation.	Committee	In progress	

AGENDA
A.A.M.D.C. NORTHERN ZONE MEETING

La Crete Heritage Centre

La Crete, Alberta

10:00 a.m., Friday, August 13, 2010

Meet and Greet over Coffee

8:00 am Breakfast

10:00 am Call to Order
 ➤ **Mr. Tom Burton**, Zone Director

Welcoming Address:

- Mackenzie County - Welcome Message.

Announcements:

- Breakfast sponsored by: Mackenzie County
- Coffee Breaks sponsored by: Genivar
- Lunch sponsored by: Mackenzie County
- Door prizes sponsored by:

In attendance:

- **Hon. Hector Goudreau**, Minister of Municipal Affairs
- **Mr. Gerald Rhodes**, A.A.M.D.C. Executive Director
- **Mr. Gerald Soroka**, A.A.M.D.C. Vice President
- **Mr. Wayne Franklin**, Alberta Transportation Regional Director
- **Mr. Darcy Beach**, SRD Area Manager, Peace/Upper Hay Area
- **Mr. Calvin McLeod**, Tourism, Parks and Recreation, N.W. Regional Director
- **Mr. Luc Nowicki**, Tourism, Parks and Recreation, N.E. Regional Director

10:15 am **MINISTER/M.L.A. RECOGNITION:**
 ➤ **Hon. Hector Goudreau**, Minister of Municipal Affairs

- Update will be provided on issues and upcoming programs/projects.

10:45 am **A.A.M.D.C. UPDATE**
 ➤ **Mr. Tom Burton**, Zone Director
 ➤ **Mr. Gerald Rhodes**, Executive Director
 ➤ **Mr. Gerald Soroka**, Vice President

11:30 am **ALBERTA TRANSPORTATION UPDATE:**
 ➤ **Mr. Wayne Franklin**, Regional Director

- Status of highway 43 twinning project will be provided.
- Provide information regarding bridge funding and bridge insurance.

12:00
Noon

--- *Lunch Break* ---
Compliments of: Mackenzie County

- 1:00 pm **TOURISM, PARKS AND RECREATION UPDATE:**
- **Mr. Calvin McLeod**, Tourism Parks and Recreation, N.W. Regional Director
 - **Mr. Luc Nowicki**, Tourism, Parks and Recreation, N.E. Regional Director
 - Closure of parks, update and review provided.
 - Update and review provided regarding the establishment of trails on crown land.
- 1:30 pm **SUSTAINABLE RESOURCE DEVELOPMENT UPDATE:**
- **Mr. Darcy Beach**, SRD Area Manager, Peace /Upper Hay Area
 - Update on the billing of wild fires to the Municipalities and Counties.
 - Update provided regarding the purchase of crown land for Municipal purposes and the transfer of land purchases.
 - Discussion and review regarding the establishment of trails on crown land.
- 2:00 pm **NORTHERN ZONE BUSINESS:**
1. Adoption of Minutes:
 - 1.1 Regular Zone Meeting of February 12, 2010 - *motion required to adopt*
 2. Federation of Canadian Municipalities Update:
 -
 - and
 -
 3. Members Business:
 - 3.1 MD of Big Lakes - Discussion regarding provincial regulations associated with obtaining and retaining form 7 required for the issuance of 10-80 (Sodium Monofluoroacetate) for the prevention of coyote predation in livestock are imposing restrictions to the scope of our agricultural services departments.
 - 3.2 MD of Big Lakes - Municipal Requirement for Safety Auditors (Background information attached).
 - 3.3 MD of Big Lakes - Trade Investment and Labour Mobility Agreement (TILMA) (Background information attached).
 - 3.4 MD of Big Lakes - Subdivision & Development Regulation (Section 14) as it relates to subdivision and development within 0.8 km of a highway right of way with a posted speed limit of 80 km/h or greater.
- 2:30 pm 4. **RESOLUTIONS SESSION**
- 4.1 Department of Fisheries and Oceans (DFO) Role in Bridge Culvert Replacement/ MD of Big Lakes.
 - 4.2 Funding for Sexual Assault Programs for Rural Alberta / County Of Grande Prairie
 - 4.3 Mountain Pine Beetle Crisis / County of Grande Prairie
- motion required for each

- 3:00 pm 5. **TREASURER'S REPORT**
 > **Mr. Rennie Cauchie**, Treasurer
 5.1 2010 Financial Statement *- motion required to adopt*
6. Next Meeting: Friday, February 11, 2011
- Host:
 - Location:
- 3:10 pm Adjournment

"Have a safe journey home!"

Next Zone Meeting:

Municipal Requirements for Safety Auditors:

Concerns:

- Existing municipal staff is being asked to take on the role of Safety Auditor over and above the job duties they were hired to perform which has problems associated with it. Time commitments for training, performing audits, travel, and meetings all take away from their required duties in the municipality.

Suggestion:

- Could we, as a group, look at establishing two permanent trained auditor positions to perform all the audits for the province, one in the north and one in the south? We suggest that all municipalities in each area (north and south) contribute to the budget to cover the costs of the two auditors. The budget would be set up to cover wages, training, vehicle and travel costs, office costs and other related costs.
- The two municipalities housing the auditors would have the other auditor perform their own audits when required.

Next Zone Meeting:

Trade Investment and Labour Mobility Agreement (TILMA):

This agreement was started to allow trades people to have their Provincial Licenses recognized between provinces. Alberta was once again booming and Saskatchewan and B.C. wanted some of the work. It has since expanded to its own department with representatives travelling the conference circuit selling their services.

Concerns:

- What started out as neighbours helping neighbours has turned into another bureaucracy causing Counties and M.D.'s to burden their staff with tendering requests world wide. Staff are constantly dealing with calls from companies that in no way could logically bid on the projects such as road construction, building upgrades, etc.
- The Stimulus Funding sent to the provinces to boost the economy was meant to employ local businesses; however TILMA requirements lead us away from this very purpose. The tendering process employed by municipalities has worked well for many years. There are checks in place throughout the system with open transparency throughout the entire process, along with Council approval to award the work.
- All businesses have the ability to seek out and bid on the municipal tenders. Why are laws being put in place that will increase our costs? Private industry has always had the opportunity to seek out business outside our province.
- Furthermore, in Rural Alberta, our communities are reliant on local businesses. If municipalities start partnering together to put out one tender for supply or service we may lose the very businesses we are striving to save in our local communities. Are we not then putting out of business and essentially increasing unemployment of our local taxpayers? Is this what the Stimulus Funding was put in place for??



July 6, 2010

TO ALL AAMDC MEMBERS:

RE: 2010/11 AAMDC Membership Fees

I am enclosing for your consideration and payment an invoice for your municipality's 2010/11 membership fees in the AAMDC. As endorsed at the 2010 AAMDC Spring Convention, the formula for 2010/11 membership fees is as follows:

**\$2000 + \$5.78 per million of E.A. up to \$2 billion
+ \$0.56 per million of E.A. in excess of \$2 billion**

The rate up to \$2 billion is actually a small reduction from last year. Many of our member municipalities experienced substantial increases in their most recent equalized assessments. The membership fee formula is based to a large degree on the respective equalized assessments. Therefore, in order to minimize any additional financial burden on individual members, the variable rate was reduced. Changes in the fees for individual member municipalities from this past year to 2009-2010 are strictly the result of changes in the respective equalized assessments from year to year less the lower rate.

Maintaining the same membership fee formula will still allow the Association to continue the important work we are doing with our member advisory committees, Board subcommittee meetings with key Ministers and Deputy Ministers, and other initiatives aimed at representing rural municipal interests.

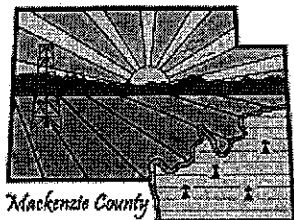
Mindful of the financial sustainability of our members, the participation in the Trade, Jubilee Insurance Agencies Ltd, and Prairie Fuel Advisors programs provides additional benefit to offset membership fees through its dividend structure. These dividends are disbursed on a patronage basis that benefit members consistent usage of the programs

On behalf of the AAMDC Board and staff, I would like to thank you for your continued support of, and participation in, your Association. We are proud to represent 100% of the incorporated rural municipal governments in Alberta, along with the Special Areas Board. Your support and involvement in this Association is the key to our continued effectiveness as the voice of rural local government in Alberta.

Yours truly,

Gerald Rhodes, CLGM, MBA
Executive Director

GR/fj



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

July 16, 2010

Mr. Wally Schroeder
Board Chair
Fort Vermilion School Division No. 52
PO Bag 1
Fort Vermilion, AB
T0H 1N0

Dear Mr. Schroeder:

RE: ZAMA CITY SCHOOL

We appreciate the efforts of the School Division according to your June 17, 2010 letter to the Zama City School Council. However we feel that a more firm commitment in regards to the high school programming is essential.

Mackenzie County fully supports the Zama School Council in their quest for the provision of adequate staffing and programming at the high school level. As such the County Council passed the following motion at their July 8, 2010 council meeting.

MOTION 10-07-612

MOVED by Councillor Wardley

That the budget be amended to include \$50,000 per year for two years to assist in the provision of high school services within the Zama City School with funding coming from the general operating reserve.

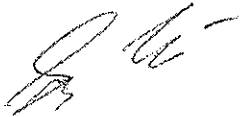
CARRIED UNANIMOUSLY

With these funds available to you, we respectfully urge the Fort Vermilion School Division to consider making at least a two-year commitment to provide an additional full-time high school teaching position.

Mr. Wally Schroeder
Page 2
July 16, 2010

We would gladly meet with you to discuss how we can assist in providing high quality learning opportunities in Zama. I can be contacted at (780) 821-3578 or through our Chief Administrative Officer at (780) 927-3718.

Yours truly,

A handwritten signature in black ink, appearing to read 'G. Newman', with a horizontal line extending from the end of the signature.

Greg Newman
Reeve

pc: Roger Clarke, Superintendent of Schools
Council
William Kostiw, Chief Administrative Officer



Working with Albertans to preserve and interpret our heritage

July 19, 2010

Mr. William Kostiw
Chief Administrator Officer
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

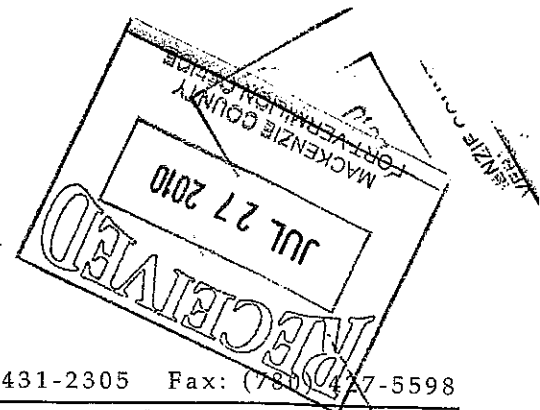
Dear Mr. Kostiw:

Thank you for nominating Marilee Cranna Toews for an Outstanding Achievement Award through the Alberta Historical Resources Foundation's Heritage Awards Program. You will be notified of the outcome once decisions have been made. The awards ceremony will take place in Calgary on November 26, 2010.

Your thoughtful submission is greatly appreciated.

Sincerely,

Carina Naranjilla
Grant Program Coordinator





ALBERTA

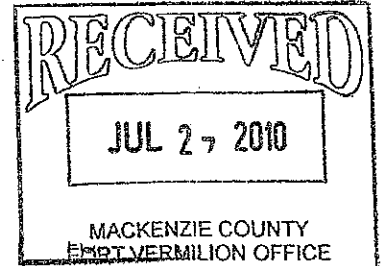
SUSTAINABLE RESOURCE DEVELOPMENT

*Office of the Minister
MLA, Grande Prairie - Smoky*

AR25544

July 21, 2010

Reeve Greg Newman
Mackenzie County
PO Box 640
Fort Vermilion, Alberta T0H 1N0



Dear Reeve Newman:

I appreciated the opportunity to meet with Mackenzie County representatives on July 5, 2010.

One of the issues raised at our meeting was Mackenzie County's concern about timber damage compensation invoices that Tolko Industries Ltd. sent to the county for permanent land base deletions. I asked my staff to look into this matter and advise what could be done to address the situation. I am pleased to advise that staff discussed your concern with Mr. Barry Gladders, Woodlands Manager of Tolko's High Level operations. I understand Mr. Gladders will contact you to confirm Tolko will cancel the invoices, and no further action is required.

I trust this information is satisfactory. Thank you again for meeting with me.

Sincerely,

Mel R. Knight
Minister

Info cc

18th floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta, Canada T5J 4L4
Telephone 780-427-4826 Fax 780-422-9561

AR47367

July 23, 2010

Mr. William Kostiw
Mackenzie County
Box 640
Fort Vermilion, Alberta T0H1N0

Dear Mr. Kostiw:

The Government of Alberta is developing the Modernized Emergency Public Warning System (EPWS). The new system, to be known as "Alberta Emergency Alert," will be replacing the EPWS and is expected to launch in November 2010. This new system has been developed to provide digital alerts across Alberta to reach more distributors and more Albertans than ever before.

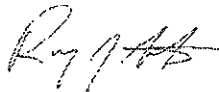
Attached is a high-level information package about the new system and a schedule of available training sessions. Like the EPWS, there is no charge to the users. Training will be provided by the Alberta Emergency Management Agency and offered throughout the province during September and October 2010. We strongly encourage all communities to participate in the new program by nominating users to attend a training session.

Beginning on November 16, 2010, communities will no longer have access to the previous EPWS. Users of the previous EPWS will not be automatically switched over to the new system without Alberta Emergency Alert training.

If you have any questions about Alberta Emergency Alert, please contact Ms. April Diver, Public Warning Co-ordinator, at 780-644-1106, or by email, at april.diver@gov.ab.ca.

We look forward to continuing to ensure safe communities through this unique emergency preparedness program.

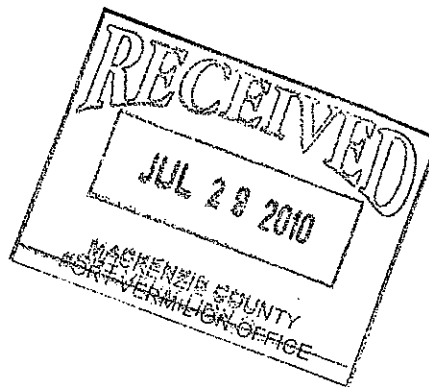
Sincerely,



Ray Gilmour
Deputy Minister

Attachments

cc: Albert Auger, EPWS users: Greg Newman



Alberta Emergency Alert Training Schedule

Registration is required prior to attending a training session.

Please contact Andrea Kennedy by email at andrea.kennedy@gov.ab.ca or at 780-644-4457 to register. Sessions may fill up so please register early.

Exact locations to be determined.

North Central Region

Sept 20: Edson 13:00-16:00
Sept 21: Mayerthorpe 08:00-11:00
Drayton Valley 13:30-16:30
Sept 22: Spruce Grove 08:30-11:30
Redwater 13:30-16:30
Sept 23: Wetaskiwin 09:00-12:00
Sept 24: Edmonton 09:00-12:00

South Central Region

Sept 27: Brooks 13:30-16:30
Sept 28: Okotoks 13:00-16:00
Sept 29: Strathmore 08:00-11:00
Sept 30: Airdrie 08:00-11:00
Calgary 13:30-16:30
Oct 1: Canmore 09:00-12:00
Oct 7: Youngstown 13:00-16:00
Oct 19: Consort 13:00-16:00

North East Region

Sept 17: Fort McMurray 08:30-11:30
Sept 20: Bonnyville 13:00-16:00
Sept 21: Vermillion 13:30-16:30
Sept 22: Two Hills 09:00-12:00
Sept 23: Bruderheim 08:00-11:00
Smoky Lake 13:30-16:30
Sept 24: Athabasca 09:00-12:00

Central Region

Oct 12: Drumheller 13:00-16:00
Oct 13: Three Hills 08:00-11:00
Olds 13:30-16:30
Oct 14: Lacombe 08:30-11:30
Rocky Mountain House 13:30-16:30
Oct 15: Stettler 09:30-12:30

North West Region

Sept 27: Peace River 13:30-16:30
Sept 28: Clear Hills County (David
Thompson Hall) 13:00-16:00
Sept 29: Spirit River 08:00-11:00
Grande Prairie 13:30-16:30
Sept 30: Valleyview 09:00-12:00
High Level 13:00-16:00

South Region:

Oct 12: Redcliff 13:30-16:30
Oct 13: Taber 08:30-11:30
Warner 13:30-16:30
Oct 14: Lethbridge 08:00-11:00
Pincher Creek 13:30-16:30
Oct 15: Claresholm 08:30-11:30
Vulcan 13:30-16:30
Oct 16: Barons 09:00-12:00

East Central Region

Oct 4: Provost 13:00-16:00
Oct 5: Wainwright 08:00-11:00
Viking 13:30-16:30
Oct 6: Camrose 08:00-11:00
Vegreville 13:30-16:30

ALBERTA EMERGENCY ALERT

General Program Information for Communities

Background:

The first provincewide emergency public warning system was developed and launched in Alberta in 1992. The Alberta Emergency Public Warning System (EPWS) delivers critical public information directly to air through local radio and television stations. Municipal officials, such as fire chiefs and directors of emergency management, First Nations representatives, and provincial and federal representatives, such as Environment Canada, are trained to activate the system when there is a threat to life and safety.

A new system will be implemented in fall 2010. This new system will provide enhanced coverage of alerts across Alberta and increased system reliability. This web-based tool will be available to all communities in Alberta. Under contract with Black Coral Inc. and in partnership with distributors across the province, Alberta Emergency Alert will provide emergency alerts directly to the public in time to save lives.

What to Expect:

Communities will be able to issue a large range of alerts on any hazard ranging from minor incidents to potential severe, life-threatening events. Emergency management personnel should be nominated by their municipalities or First Nations. They must attend annual training provided by the Alberta Emergency Management Agency. Each trained user will be provided with personal and secure access to the web-based Alberta Emergency Alert program. Using a normal internet connection, users can issue a warning for their area and any neighbouring regions.

Alerts will be in both an audio and a visual (text crawler) format, available through television (cable, off-air, IP managed and satellite) and radio (AM/FM and satellite). In most cases the main content of the alert will also be available in both official languages. The future intent of the Alberta Emergency Alert program is to expand the availability of alerts across a variety of distribution channels, including through social media applications, such as Facebook and Twitter, cell phones and Reverse 911.

Tests:

The Government of Alberta has established a quarterly live test schedule that allows the public to remain familiar with Alberta Emergency Alert and ensures distributor equipment is functioning. This schedule is available at www.aema.alberta.ca.

ALBERTA EMERGENCY ALERT

Frequently Asked Questions

What is Alberta Emergency Alert?

The Alberta Emergency Alert is a digital public warning system used to alert the public of hazards, potential emergencies or disasters, through participating distributors (such as broadcast media) and the Internet. Based on the urgency, severity and certainty of the alert, it will either go directly to air to the affected area or it will be available to distributors to air at their discretion. All alerts will be provided on the Alberta Emergency Alert website where the public can subscribe to receive the information that they are interested in. This new system will be launched to the public in November 2010. It is administered by the Government of Alberta through the Alberta Emergency Management Agency and maintained under a contract with Black Coral Inc.

Who can send alerts?

Local government officials and key emergency management personnel within communities throughout Alberta can use Alberta Emergency Alert. Some provincial and federal governments, such as Environment Canada (severe weather) and Alberta Environment (flow forecasting) also use Alberta Emergency Alert. Alberta police departments may also use Alberta Emergency Alert to issue an AMBER Alert to the public when a child, or an adult with a proven mental or physical disability, has been abducted and it is believed that his/her life is in grave danger.

What kinds of alerts can be issued?

Alberta Emergency Alert is designed for all types and all severities of alerts enabling Albertans to increase personal emergency preparedness. All types of alerts can be issued, ranging from weather concerns to industrial incidents, to AMBER Alerts to health hazards. An alert can be issued when a severe impact is expected, or alternatively, for an anticipated minor effect.

What types of alerts go directly to air?

Alerts where life and safety are threatened go directly and automatically to air in the affected area. These alerts are called **Critical Alerts**. They will interrupt radio and television with an audio message and a text crawler with critical, life-saving information. These alerts will also be displayed on the Alberta Emergency Alert website and Really Simple Syndicate (RSS) Feed. The following types of alerts may become Critical Alerts when life and safety are threatened and time is essential:

- | | | |
|---|---|----------------------------|
| ✓ Dangerous/Deadly Air Quality or Water | ✓ Flash Flood | ✓ Explosives |
| ✓ Aircraft Crash | ✓ Dam Overflow | ✓ Infectious Disease |
| ✓ Civil Emergency | ✓ Earthquake | ✓ AMBER alert |
| ✓ Terrorism | ✓ Magnetic Storm | ✓ Catastrophic loss of 911 |
| ✓ Wildfire/Forest Fire | ✓ Landslide | ✓ Train Derailment |
| ✓ Industrial Fire | ✓ Meteorite/Falling object (e.g. space satellite) | ✓ Tornado |
| ✓ High-Intensity or Large-spread Urban Fire | ✓ Chemical/Biological/Radiological threat | |

What types of alerts do not go automatically to air?

Alerts which do not go directly to air are called **Information Alerts**. They may include any of the above alerts where life and safety are not under an immediate threat. They may also include:

- | | | |
|----------------------------------|--|---|
| ✓ Animal Health/Dangerous Animal | ✓ Missing Vulnerable Person | ✓ Winter Storm/Ice |
| ✓ Storm Surge/High Water | ✓ Plant Infectious Disease | ✓ Wind/Dust Storm |
| ✓ Overland Flood | ✓ Emergency Preparedness | ✓ Freezing Rain/Drizzle |
| ✓ Avalanche | ✓ Product Safety | ✓ Heavy Rainfall/Thunderstorm |
| ✓ Volcano effects | ✓ Public Services (School Lockdowns, Transit/Bridge/Road Closures, Critical Service outages) | ✓ Flash Freeze/Cold Wave/Wind Chill/Frost |
| ✓ Hazardous Materials | | ✓ High heat and humidity/Heat Wave |
| ✓ Blood, Food and Drug shortage | | ✓ Utility Outages |
| ✓ Marine Incidents | | |

How much does it cost?

There is no cost to communities to participate in Alberta Emergency Alert. Training is also provided to users by the Alberta Emergency Management Agency at no cost. Users will require an internet connection to issue an alert.

How do I become a user?

Users must first be nominated by their municipality (and fill out a nomination form). The Alberta Emergency Management Agency offers training to nominated individuals for Alberta Emergency Alert. Training sessions can be arranged through any field officer.

How many users should my community have?

Not all members of a community will have access to Alberta Emergency Alert. Communities should confirm they have enough authorized users to ensure adequate coverage through holidays, sickness and events of extended duration. Communities should also consider that users will require access to an internet connection. Each municipal office or Emergency Management Committee should maintain a list of all authorized users and their contact information.

How is public education being addressed?

Live tests help the public become familiar with Alberta Emergency Alerts. A public education campaign is also under development and participants are encouraged to assist where possible. The public will be viewing alerts through various mediums. Familiarity is essential for this critical public service to be effective.

Is liability a concern?

The *Emergency Management Amendment Act, 2010*, Chapter 5 Part 3, provides liability protection for emergency service providers. Alberta Emergency Alert is designated as an emergency service, carrying out the duties of Alberta Emergency Alert. Section 27 states, "No action lies against the Minister or a person acting under the Minister's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations."

What if I am an Emergency Public Warning System (old system) user?

Emergency Public Warning System (EPWS) users, once nominated by their community and trained to use Alberta Emergency Alert, will be switched over to the new system. Users will not be automatically switched over as they MUST attend training prior to using Alberta Emergency Alert. Users will NOT be able to activate the previous system, EPWS, on or after November 16, 2010.

We welcome feedback on this program.

Carol Gabriel

From: Alberta Emergency Notification System [notifications@ermsadvantage.com]
Sent: Wednesday, July 28, 2010 1:38 PM
To: Bill Kostiw
Subject: New Message From Alberta Emergency Notification System {607f68b1-fcb5-47d8-8f28-b66221106386}

Government of Alberta ■

Alberta Emergency Management Agency

Hello William Kostiw,

You are receiving this email from: Alberta Emergency Management Agency .

Notification for Malware Alert:

The purpose of this notification is to bring to your attention the potential for cyber attacks on Water Treatment Plants and/or Electrical Distribution Systems using a particular type of system control software. You are advised to contact your system operator to advise that if the operator is using "Siemens SIMATIC "WinCC" or Siemens "Step 7"" control system software, they could be vulnerable to recently discovered malware targeting these systems, and that this issue should be addressed as soon as possible to avoid service disruption. Further information, including links to Siemens' software "fix" can be found at the following web site:

<http://www.publicsafety.gc.ca/prg/em/ccirc/2010/av10-023-eng.aspx>

Please confirm receipt of this message.

To confirm receipt of this message, [click here](#)

To deny receipt of this message, [click here](#)

If your e-mail client does not support long links then click the following to login to your account [Login](#)

If prompted for a message ID please copy and paste the ID provided below

Message ID: 607f68b1-fcb5-47d8-8f28-b66221106386

Carol Gabriel

Info CE

From: Jim Uhl [Jim.Uhl@swg.ca]
Sent: Wednesday, July 28, 2010 9:33 AM
To: Bill Kostiw
Subject: general sector information
Attachments: ARHCA Industry Trendwatch July 2010.pdf

Bill,

I thought you were coming to our golf tournament. Things happen. Too bad, it was excellent.

Here is some general information on the state of the construction industry.

Things of interest may be the price of liquid asphalt as well as current crushing and haul rates on contracted jobs.

Use as you see fit.

Jim Uhl

Jim Uhl Project Coordinator

Stewart Weir ■■■■■ Naturally Resourceful

140, 2121 Premier Way, Sherwood Park, Alberta T8H 0B8 ■ T.780.410.2580 C.780.518.7606 ■ www.swg.ca ■ Best Small & Medium Employers in Canada

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industry trend watch

International Market Trends Impacting the Roadbuilding & Heavy Construction Industry

ARHCA - General Economic Perspective

2010 continues to slowly move toward improvement over 2009, but this encouragement is not without a healthy dose of caution. Transportation infrastructure activity in Alberta remains quite steady. There is some renewed activity in Fort McMurray, drilling activity is up, and after a 15 month hiatus there is some commercial and real estate activity. All of this activity supports the notion that the road to recovery is happening, but there exists a significant feeling that this trend is not sustainable.

A comeback in commodity prices is not on the horizon as global growth lingers and China gears down its massive economic engine. While forecasts vary over the extent of the pullback, most analysts now agree the global economy is sputtering, with little stimulus to propel it forward. When prices of commodities such as copper and aluminum started falling in April, it was blamed on Europe's debt woes. Ongoing concern about the financial health of the European Union, and the financial impact of Greece continues to keep the caution cloud over the region. Further, a weaker-than-anticipated recovery in the United States, and a slowdown in China's growth in particular, have kept commodities prices depressed as concerns mount over deteriorating demand. Those fears proved justified earlier this month when China reported a second-quarter growth slowdown, which is expected to hit those countries that rely on its economic muscle. The interesting aspect of China's impact is that while they still show low double digit economic activity, it is considered too slow and weak for global significance.

"Recoveries follow a well-rehearsed rhythm, with first a burst of production growth typically very fast and the first momentum peak occurring between six to 15 months from output trough," Credit Suisse analysts wrote in a recent report. The remaining stages of the cycle tend to drag by comparison, and almost seem like a retraction of activity.

The Consumer Price Index (CPI) rose 1 percent in June, the slowest in seven months, after a 1.4 percent gain in May, according to Statistics Canada. The core rate that excludes eight volatile items slowed to 1.7 percent from 1.8 percent. Economists forecast the inflation rate would be 1 percent and the core rate 1.9 percent, according to the median of 18 estimates in a Bloomberg News survey.

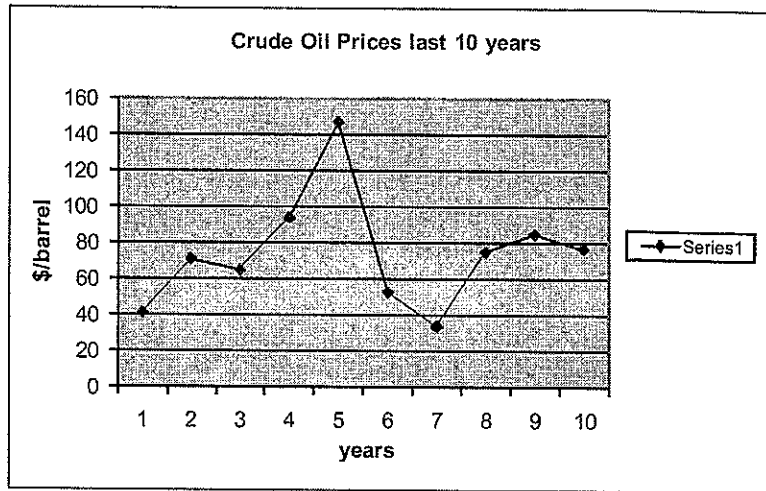
"The market is more concerned about downside risks to growth and by extension with downside risks to inflation," Royal Bank of Canada, said before the report was released. "Canada is not an island and is impacted by this general concern and uncertainty about the global outlook."

continued...

arhca

ARHCA - General Economic Perspective continued...

The Canadian dollar remains at around 96 cents, and it is expected that the central bank will pay special attention to the inflation rate before making a move on the interest rates. Bank of Canada Governor Mark Carney raised his benchmark interest rate July 20 by a quarter point for a second month, to 0.75 percent, and said further action will be "weighed carefully against domestic and global economic developments." Carney also cut the nation's growth forecast by 0.2 percentage point this year and next, to 3.5 and 2.9 percent respectively, and said inflation will stay close to his 2 percent target through 2012.



Offsetting the need to raise interest rates is available capacity. In many economic sectors today available capacity of up to 40 percent exists, and until this number is significantly reduced it is not likely that inflation is going to be a problem.

Crude for September delivery dropped 39 cents, or 0.5 percent, to \$78.91. Concern about weather interrupted delays to refining prompted some recent gains in the price of crude. According to the Energy Department the Gulf accounts for about 31 percent of U.S. oil output and 10 percent of its natural-gas production. The coast along Louisiana and Texas is home to 42 percent of U.S. refining capacity. Forecasting oil prices has proven to be a gamble, but Bank of Canada analysts have published some data to help understand the correlation between the oil futures contracts and market expectations. They propose first that the response of the oil-futures curve can be used to identify the persistence of oil-price shocks and to obtain an indicator of the rate at which they will diminish. Second, the spread between the current futures price and the spot price of oil can be interpreted as an indicator of the precautionary demand for oil. Third, because oil-futures prices are volatile, forecasts of the future spot price of oil using futures prices should be supplemented with other information to improve their accuracy. (Warning understanding this data could be beneficial to your sleeping habits)

CPI trends for Alberta YTD are 1.0 percent. It reflects changes in the average price of a representative "basket" of goods and services such as food, housing, transportation, furniture, clothing, recreation, and other items that Albertans typically buy. Energy prices rose 1.3 percent between June 2009 and June 2010, after increasing 6.2 percent over the 12 months ending in May. Excluding energy, the Consumer Price Index (CPI) advanced 0.9 percent in June, following a 1.0 percent increase in May. The price of gasoline decreased 2.9% in June compared with the same month a year earlier, after rising 6.9 percent in May. This was the first year-over-year drop in prices at the pump since October 2009.

continued...

ARHCA - General Economic Perspective continued...

Natural gas prices increased 3.0 percent in June, after rising 4.7 percent in May. This was the third consecutive advance following several months of decline. Electricity prices rose 5.8 percent in June following a 4.0 percent advance in May. Prices for the purchase of passenger vehicles rose 2.8 percent in June, following a 5.1 percent increase in May.

In Alberta

The need for an effective and efficient transportation infrastructure network remains high in the province, and the timing is also great for owners to take advantage of available capacity, reduced input costs, and a more competitive environment. Thus far the GOA has maintained their capital spending, which supports its commitment to maintaining the transportation infrastructure in the province.

The challenge for our industry is to maintain focus on continuing to highlight the need for consistent and dependable funding for transportation infrastructure. With the stimulus funding essentially complete, our concern is that the populace will believe that ALL of the transportation infrastructure issues have been dealt with.

ARHCA's mandate is to ensure that we educate the populace to understand that even with all of the investment, our transportation infrastructure deficit has not been reduced; it has merely stayed the same.

ARHCA Construction Price Indicator

	Q2/09	Q3/09	Q1/10	Q2/10
Portland cement	No change	206.00T	200.00 – 205.00T	210.00 – 215.00T
Diesel fuel	0.69/litre - down 13%	0.65/litre	0.68/litre + 4.6%	0.72/litre
Asphalt Cement (rack price)	655.00T - up 4.8%	700.00T	725.00T +3.6%	575.00T
Steel	No change	No change	3.00%	+11.00%
Haul rates	15xT per KM	No change	11-13xT per KM	10.5-13xT per KM
Gravel	17.00 – 22.00T	No change	16.00 – 18.00T	15.20 – 17.30T
Labour Rates	2.30%	2.80%	2.00%	2.30%
Concrete Pipe	No change	No change	No change	+2.00%
PVC Pipe	No change	No change	2.00%	+5.00%
Consumer Price Index	-1.60%	0.10%	1.00%	1.10%
Construction materials indicator	4.40%	5.00%	2.00%	2.50%
Market Modifier	5.00%	5.00%	2.00%	1.90%

continued...

ARHCA - General Economic Perspective continued...

MARKET RANKINGS FOR TRADES AND OCCUPATIONS IN ALBERTA

	2008*	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Boilermakers	5	2	4	4	3	3	3	3	3	3	3
Bricklayers	4	2	4	4	3	3	3	3	3	3	2
Carpenters	3	2	4	4	3	3	3	4	4	3	2
Concrete finishers	4	2	3	3	3	3	3	3	3	3	3
Construction estimators	4	2	3	4	3	3	3	3	3	3	2
Construction managers	3	2	4	5	3	3	3	3	3	3	2
Construction millwrights and industrial mechanics (except textile)	4	2	3	4	3	3	3	3	3	3	3
Contractors and supervisors	4	2	3	4	3	3	3	3	3	3	3
Crane operators	4	2	3	4	4	3	3	3	3	3	3
Drillers and blasters – construction	3	2	3	4	3	3	3	3	3	3	3
Electricians (including industrial and power system)	4	2	3	4	3	3	3	3	3	3	3
Elevator constructors and mechanics	4	1	3	3	3	3	3	3	3	3	3
Floor covering installers	4	1	3	4	3	3	3	3	3	3	3
Gasfitters	3	2	4	5	3	3	3	4	4	3	2
Glaziers	5	2	3	3	3	3	3	3	3	3	3
Heavy equipment operators (except crane)	5	2	3	3	3	3	3	3	3	3	3
Heavy-duty equipment mechanics	5	2	3	3	3	3	3	3	3	3	3
Industrial instrument technicians and mechanics	3	2	3	3	3	3	3	3	3	3	3
Insulators	4	2	3	4	4	3	3	3	3	3	3
Ironworkers and structural metal fabricators and fitters	4	2	3	4	4	4	3	3	4	3	3
Painters and decorators	4	1	3	4	3	3	3	3	3	3	3
Plasterers, drywall installers and finishers, and lathers	3	1	3	4	3	3	3	4	4	3	2
Plumbers	4	2	4	4	3	3	3	3	3	3	3
Refrigeration and air conditioning mechanics	5	2	3	3	3	3	3	3	3	3	3
Residential and commercial installers and servicers	4	1	3	4	3	3	3	3	3	3	3
Residential home builders and renovators	3	2	4	5	3	2	3	3	4	3	2
Roofers and shinglers	4	2	4	4	3	3	3	3	3	3	3
Sheet metal workers	3	2	3	4	4	3	3	3	3	3	3
Steamfitters, pipefitters and sprinkler system installers	5	2	4	4	4	4	3	3	4	4	3
Tiles setters	4	1	3	4	2	2	3	3	3	3	2
Trades helpers and labourers	3	2	3	3	3	3	3	3	4	3	2
Truck drivers	4	2	3	4	3	3	3	3	4	3	3
Welders and related machine operators	4	2	3	4	4	4	3	3	3	3	3

MARKET RANKINGS

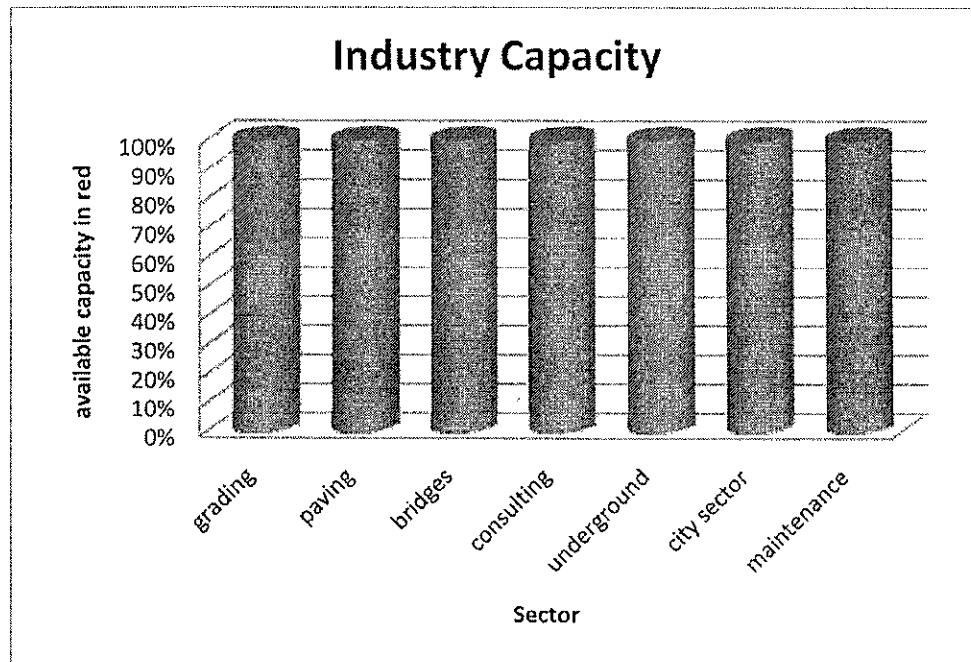
- 1 Workers are available, excess supply is apparent and there is a risk of losing workers to other markets
- 2 Workers are available to meet an increase in demand.
- 3 The availability of workers may be limited by large projects, industrial maintenance or other short-term increases in demand.
- 4 Workers are generally not available. Employers will need to compete to attract additional workers.
- 5 Workers are not available to meet demand. Competition for workers is intense and projects or production may be delayed or deferred.

* 2008 rankings based on *Construction Looking Forward, Alberta (2008-2017)*

Source: Construction Sector Council

continued...

ARHCA - General Economic Perspective continued...



Alberta Employment Tidbits

- Employment in construction in Alberta edged up by 11,000 people between June and July 2010 (Statscan), an increase of about 5.5%. Construction has had the fastest year-over-year growth rate of all the major industry groups since July 2009 (+8.3% or +94,000).
- The lowest unemployment rate in the province is in the Camrose – Drumheller area at 4.2%. The highest rate was in Calgary at 7.3%.

Roadbuilder Course Looking to Expand to Calgary

A representative from SAIT made a presentation to the ARHCA's Human Resources Committee in May, and the ARHCA provided SAIT with the Roadbuilder Certificate course outlines for the program that is currently running at NAIT. We are looking forward to discussing this further with SAIT, and to providing these courses to our members in the Calgary area.

Olds College Now Offering Earthmoving

Beginning in September, Olds College will be launching a new, more specialized equipment training program – Earthmoving. The course has two levels: Level I – Introduction to Earthmoving and Equipment Operation Safety, which is 3 weeks long, and Level II – Earthmoving Fundamentals on the Jobsite, which is 4 weeks long.

Students will learn in the classroom and in the field about several types of earthmoving equipment including skid steers, loaders, graders, compactors, excavators and dozers. Included in the curriculum are the dynamics of earthmoving equipment operation from technical training in jobsite safety and fundamentals, preventative maintenance, to hands-on operation. Olds College offers a selection of earthmoving equipment operator courses ranging from part-time to full-time, industry specific and contract training.

For more information or to inquire about upcoming dates, call 1-800-661-6537 ext 4613 / 8268 or 403-556-4613 / 403-556-8268.

Federal Hours of Service

Highlights of recent activities:

- Transport Canada officials continue to review a revised CCA application for a variance to federal Hours of Service Regulations on behalf of the Civil Infrastructure (Roadbuilders & Heavy Construction) Council members.
- In April, Transport Canada officials met with CCA staff and contractors to review the application and answer questions. Roger Walls and Ron Collins represented the ARHCA. Transport Canada wanted to know how many CCA roadbuilder members would be affected by some type of exception, if granted.
- In response to Transport Canada's request, all provincial associations are providing statistics indicating how many members would be federally regulated. Names and other details were withheld for purposes of member confidentiality.
- For the ARHCA, this information was compiled through the assistance of Alberta Transportation. From approximately 800 members and a total 520 contractors, 194 of the larger member contractors (Groups 5, 4 and 3) were examined. From a total of 520 member contractors of the ARHCA, 49 or 9.4% were determined to be federally regulated. From a national perspective, from a total of 1533 contractors, 161 or roughly 11% of the industry are federally regulated.
- The ARHCA is awaiting a response from Transport Canada, and will keep members apprised of further developments.

Silica study – Occupational Health and Safety

Alberta Employment & Immigration (E&I), Occupational Health and Safety are sponsoring a study to evaluate whether Alberta employers can comply with new occupational exposure limits (OELs) for crystalline silica that were set on July 1, 2009. OELs for crystalline silica are listed in Table 2, Schedule 1 of the OHS Code. Information gaps include:

- What levels of silica workers are currently exposed to
- How exposure is (or could be) controlled at the work site
- Whether methods for adjusting exposure for workshifts longer than 8 hours are appropriate
- Whether measurement methods are adequate to determine exposure to the lower limits

The ACSA is an official project consultant, which has been tasked with the selection of air monitoring locations for the silica exposure assessment project. Names of participating companies and other details will be kept confidential, and participants will be provided with study results.

The ARHCA has been asked to gather the names of members who are interested in participating, the type of activity and site locations available for the study. The types of worksites for the study include:

- Concrete plant (Redi-mix) facilities
- Asphalt plant sites
- Cement Plant facilities (i.e., Exshaw near Canmore)
- Gravel crushing locations
- Gravel quarry operations
- Sand cleaning facility locations, (i.e., like Sil Silica's operations)
- Asphalt/concrete road grinding operations
- Demolition sites where hydraulic impact machines are being used
- Road gravelling, soil cementing operations where nuisance dusts are present
- Sites where concrete cutting is being done (buildings, concrete sidewalks, etc.)

The study will be conducted in the next few months, and the registration deadline is July 26, 2010. The ARHCA is pleased that our members have an opportunity to participate in this important study.

Administrative Fines – Occupational Health and Safety

Alberta Employment & Immigration (E&I) has for some time, considered the introduction of on-the-spot administrative fines, which would be issued by occupational health and safety officers for safety contraventions. While the enabling legislation was introduced to Alberta's Occupational Health and Safety Act in 2002, there is no clear indication at this time that E&I will be implementing an administrative fines system in the near future. The ARHCA will continue to monitor for any developments.

Carol Gabriel

From: Terry Bearden [T.Bearden@bearden.ca]
Sent: Thursday, July 29, 2010 9:46 AM
To: Bill Kostiw
Cc: Joulia Whittleton
Subject: 5% Gen Contingency Allowance
Attachments: MacKenzieCtyGC.pdf

Bill:

On most of our + 6,000 building projects over the past 33 years, we have recommended to our clients that they have a **minimum of 5% General Contingency allowance, separate of the stipulated price contract amount (ie. outside the Contract amount)** to ensure that any unforeseen, unavoidable, unspecified and other circumstances related to the construction of the new building and related site work can be accommodated.

Please refer to **the attached letter** for further explanation of the above.

We have found that for nearly all of the construction projects, occasionally some items do arise over the duration of the construction period which are clearly not within the scope of the stipulated price contract (ie. not specified) and yet these items still have to be dealt with in a timely fashion (relative to the overall project schedule) to properly complete the project to everyone's satisfaction.

Please consider the above in **your overall budget planning** related to this project.

Thanks much.

Terry Bearden, B.Sc., M.A.Sc., P.Eng., AAA-R.P. Member, SCO, LEED A.P. | Director, Buildings
BEARDEN, A Division of GENIVAR | *Constructive People*
1, 4646 Riverside Drive, Red Deer, Alberta, Canada T4N 6Y5
P - 403-343-6858 #103 | F - 403-343-2122 | C - 403-505-2135 | www.bearden.ca | www.genivar.com



Please consider the environment before printing...

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1/2

July 28, 2010

File No.09-050

Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

Attn: Bill Kostiw, CAO

Dear Sir:

**Re: 5% General Contingency for Expansion to Mackenzie County
Administration Building, Fort Vermilion, Alberta**

Now that our firm has totally completed the detailed working drawings and specifications for the above mentioned project, it is important that you know that the detailed working drawings, no matter who produces them, are not 100% perfect due to:

- their complexity, and the time allowed (schedule) to produce the detailed working drawings,
- different ways of interpreting the Alberta Building Code,
- totally revising the whole set of detailed working drawings for the 2nd time,
- the Building and Fire Inspectors imposing additional requirements upon the site development or the building which were not anticipated,
- possible minor drawings/specification inconsistencies, errors and/or omissions,
- additional minor requirements being imposed by other Building Inspectors which must be adhered to, but which were not anticipated,
- different site subsurface conditions discovered during construction which were not anticipated and which the soils report did not address,
- unavailability of certain specified materials during construction, making it imperative to go to an alternate material which may be slightly more costly,
- due to the fact that it is also a renovation & not all information was available on the existing facility (not proper as built drawings were available).

The detailed working drawings and specifications produced by our firm will be approximately 96% \pm 2% accurate. Due to this fact and the reasons stated above, we recommend that a minimum Contingency Allowance of 5% be set up or allowed for this project so that if any small unforeseen items or circumstances arise during the construction phase, the cost of handling these can be borne by the Contingency Allowance only after being investigated and approved by our firm and yourself.

Address | 1 - 4646 Riverside Drive, Red Deer, Alberta T4N 6Y5 Phone | (403) 343-6858 Fax | (403) 343-2122
Web | www.bearden.ca | www.genivar.com E-mail | k.villeneuve@bearden.ca

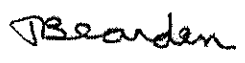
2/2

Based upon our experience, a 5% Contingency Allowance is adequate for most jobs if a proper soils report has been done for the site and the site conditions experienced during construction are decent.

Should you have any questions regarding any of the above information, please do not hesitate to contact the undersigned.

Should you have any questions, please contact the undersigned.

Yours truly,
BEARDEN, A Division of GENIVAR



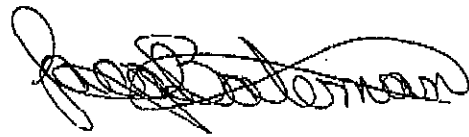
Per: Terry Bearden, M.A. Sc., P.Eng.
AAA - R.P. Member

TB/ab

High Level Agricultural Society
Box 1530 High Level, Alberta T0H 1Z0
780-926-1716 Tanya 780-926-3388 Jacquie

It is rodeo time in High Level once again. This years rodeo be held on August 21, 2010 @ Mosquito Creek Rodeo Grounds. The society is also holding a truck and tractor pull and Agricultural fair on August 22, 2010. Once again we are looking for sponsors for the following events, and would appreciate any amount that your company can sponsor. A list of the events and sponsors is attached for your convience. If your organization would like to sponsor an event in full or in part please contact Jacquie or Tanya @ the above telephone numbers

Thank-You

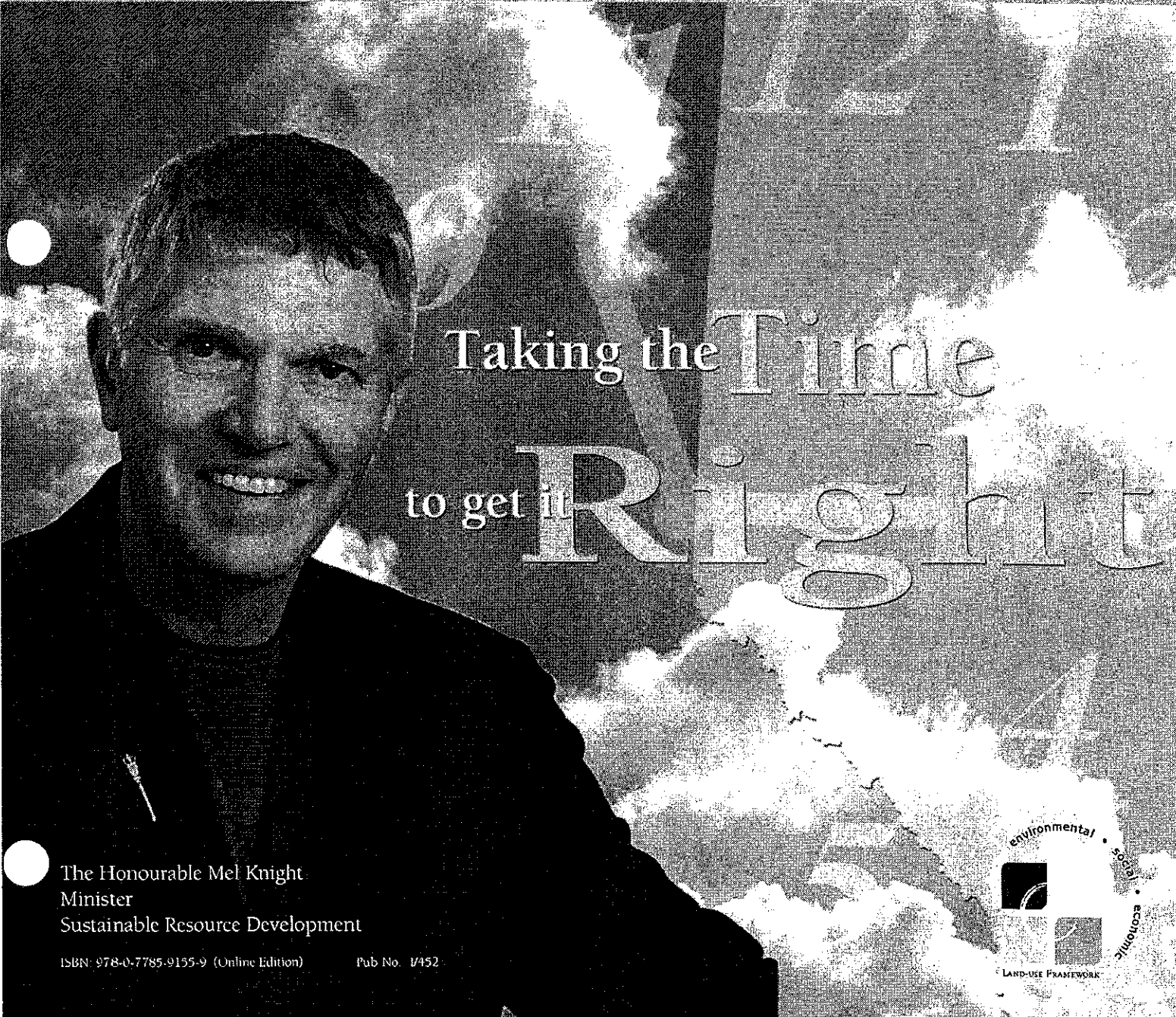
A handwritten signature in black ink, appearing to read 'Jacquie Bateman', written in a cursive style.

Jacquie Bateman

EVENT	AMOUNT	SPONSOR	
JUNIOR EVENTS			
SHEEP RIDING	\$50.00	ZAMA CARDLOCK	\$50.00
LEAD LINE BARREL	\$100.00	BLUE SKY DENTAL CLINIC	\$100.00
JUNIOR STEER RIDING	\$200.00	BJ TOOLS SERVICES	\$200.00
PEEWEE BARREL RACING	\$200.00	CARDINAL CONTRACTING	\$200.00
BOOT RACE	\$200.00	FORMULA POWEL	\$200.00
JUNIOR BARREL RACING	\$200.00	BLUE SKY DENTAL CLINIC	\$200.00
JUNIOR POLEBENDING	\$200.00		
CALF SCRAMBLE BOYS 3-7	BIKE	A1 GLASS	
CALF SCRAMBLE GIRLS 3-7	BIKE	PRAIRIE COAST FARM EQUIPMENT	
CALF SCRAMBLE BOYS 8 - 12	BIKE		
CALF SCRAMBLE GIRLS 8 -12	BIKE		
RACES			
1/4 MILE	\$200.00	NORPINE AUTO SUPPLY	\$200.00
WALK TROT & RUN	\$200.00	HOULDERS FARM EQUIPMENT	\$200.00
COWHIDE RACE	\$200.00		
INDIAN WAGON RACE	\$200.00		
RESCUE RACE	\$200.00	BATEMAN TIRE SALES	\$200.00
1/2 MILE	\$200.00	LA CRETE TIRE & BATTERY LTD	\$200.00
OPEN EVENTS			
BAREBACK	\$750.00		
SADDLE BRONC	\$750.00	TUNDRA OILFILED RENTALS	\$750.00
BULL RIDING	\$750.00	BUSHE RIVER STORE	\$375.00
		CORNER GAS	\$375.00
BARREL RACING	\$500.00	BATEMAN PETROLEUM	\$500.00
POLE BENDING	\$500.00	TOTAL OILFIELD RENTALS	\$500.00
WILD COW MILKING	\$600.00		
OTHER			
HORSE PULL	\$1,000.00	KNELSON SAND & GRAVEL	\$200.00
1ST - 12V COOLER		GREGGS DISTRIBUTORS	
TRACTOR PULL	\$2,000.00		
1 ST - 100.00 GIFT CERTIFICATE		UFA	
SHEEP TROPHIES		ZAMA CARDLOCK	
HI POINT GARTH JUNEAU			
HI POINT EVERETT WILLIAMS			

LUF Quarterly

Land-use Framework Progress Report July 2010

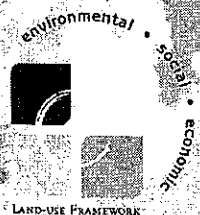


Taking the Time
to get it Right

The Honourable Mel Knight
Minister
Sustainable Resource Development

ISBN: 978-0-7785-9155-9 (Online Edition)

Pub No. 17452



Minister's

The Government of Alberta is committed to balancing development and conservation through the Land-use Framework.

One of the first messages I heard as the new Minister of Sustainable Resource Development from Premier Stelmach was his continued strong support for the Land-use Framework and his clear direction that the implementation of the framework is my top priority as minister. The Premier has asked me to lead this important initiative, with the support of the Land Use Secretariat, to provide clarity and certainty for land and natural resource use in Alberta.

Regional plans will look decades into the future and provide a blueprint for how we will use and conserve the land for future generations. Given the far-reaching nature of regional plans, it is essential that we take the time to get it right. And we will.

The government is developing the Lower Athabasca Regional Plan first because of the challenges and opportunities presented by the growth in the north-east part of our province. The Lower Athabasca Region has seen an extraordinary increase in economic activity in recent years. The continued development of the oilsands resource is critical to Alberta's future – and we will develop this resource in the way that shows Alberta as a leader in environmentally responsible resource development.

We asked the Lower Athabasca Regional Advisory Council (RAC) to consider the future of the region and provide advice to government, through its terms of reference, about different levels of oilsands

production, cumulative effects management, air and water thresholds and potential, new conservation areas.

The RAC has provided its advice, which the government is currently reviewing. I would like to thank Chairperson Heather Kennedy and the other RAC members for their thoughtful, thorough work and dedication to this important task.

The next step in the development of the Lower Athabasca Regional Plan will be to release the RAC's vision document and consult with the public, stakeholders, municipalities and aboriginal communities this fall to gauge their level of support for RAC's advice. Feedback from this phase will be used to inform the development of the draft regional plan which Albertans will have a further opportunity to comment on in the new year before the regional plan is finalized by the Alberta government. These opportunities will be publicly advertised.

Work also continues on the South Saskatchewan Regional Plan.

The government has consulted Albertans at each stage in the development of the Land-use Framework. We intend to continue that practice as we move forward with regional plans in Lower Athabasca and South Saskatchewan.

I hope you will take every opportunity to provide your input, and your ideas into the regional planning process as the regional plans are developed.

our site

The Land-use Framework site offers regular updates, upcoming events and a wealth of information about the government's regional planning and other initiatives of the Land-use Framework.

On the homepage, a provincial map outlines the seven planning regions under the framework. Click on Lower Athabasca and South Saskatchewan – the first two regions to begin developing regional plans – and you are in the Regional Plans section. Here, you can access profiles of the regions and terms of reference for both plans. One more click and you can find out about the regional advisory councils (RACs) tasked with providing advice to government for the development of the regional plans. A list of RAC members, the team charter, meeting agendas and notes are also posted in this section.

The About Land-use Framework tab on the site details the development of the framework, provides a frequently asked questions feature and links you to base mapping products. The Newsroom tab updates you with government news releases and information bulletins about the framework and links to the LUF Quarterly progress reports. There is also a tab through which you will find the legislation that established the legal authority for the framework, the *Alberta Land Stewardship Act*.

Located on the homepage are also links to related Government of Alberta initiatives including Plan for Parks, Integrated Land Management, the Alberta Biodiversity Monitoring Institute and the Recreational Access Management Program.

Finally, the site provides options for sending in your questions, comments and feedback. We hope to hear from you.

*Albertans interested in the
Land-use Framework
should visit www.landuse.alberta.ca.*



*Heather Kennedy
Chair
Lower Athabasca Regional
Advisory Council*

*I wouldn't have signed up
and stuck with it if I didn't
fully believe that this is
going to make Alberta a
better province.* ” ”

An Opportunity to make a

The government asked a lot of the 16 individuals who sat on the Lower Athabasca Regional Advisory Council.

There were mountains of briefing documents to study, travel throughout the region, taking RAC members away from day jobs and family and a tight deadline to meet.

In return, the government received informed, detailed and invaluable advice to develop the regional plan, work which continues.

It was apparent to me from our very first RAC meeting in January of 2009, that the government had appointed accomplished, informed and articulate individuals who more than met the high standard for council membership. These were people who possessed the broad understanding of the region that government was looking for in RAC members.

Passionate and willing to share their opinions, too, I might add, which was a good thing. Put it this way – there were no shrinking violets at the RAC table.

I think we were all feeling a bit of pressure when we met for the first time in Edmonton. We had a big job. We were going first.

Thankfully, that feeling quickly dissipated. We had a terms of reference to guide us and excellent support from the Land Use Secretariat and the Regional Planning Team. It was clear very early on that RAC members respected each other and would listen to each other – even when they did not necessarily agree with the opinions expressed around the table.

As chair, it was important for me to respect the diversity of this group – to be inclusive rather than exclusive of diverse views – and understand what they needed to complete their important task.

Whether we assembled in Fort McMurray, Lac La Biche or trekked up to Fort Chipewyan, the RAC recognized the size of the task – there is a certain responsibility as a region that carries the weight of the province's economic future on its shoulders. We recognized that it wasn't only Albertans who were concerned about the future of the region, but that interest and scrutiny extended beyond provincial and even national boundaries.

I believe we offered good advice to the government. I am confident that the final version of the Lower Athabasca Regional Plan will have a number of elements contributed by RAC. Our RAC team, along with our South Saskatchewan counterparts, will provide a template for future RACs.

I want to congratulate my fellow RAC members and thank them for their commitment and hard work. We asked a lot of you and you came through.

It was heavy lifting, but it was worth the long days and all the effort. Regional plans are going to make Alberta a better province. I wouldn't have signed up and stuck with it if I didn't fully believe that.

It was an opportunity to make a difference – and I believe we used that opportunity wisely.

Aboriginal

The Land Use Secretariat continues to consult, engages, and build relationships with aboriginal peoples through the development of regional plans, under the Land-use Framework.

The Government of Alberta is committed to consultation as required by law and under the Government of Alberta's First Nations Consultation Policy on Land Management and Resource Development (2005).

Since May of 2008, the secretariat has conducted more than 175 meetings with aboriginal peoples, meeting with 46 First Nations in Alberta so far. As well, the Land Use Secretariat has met with Métis organizations and the Métis Settlements General Council.

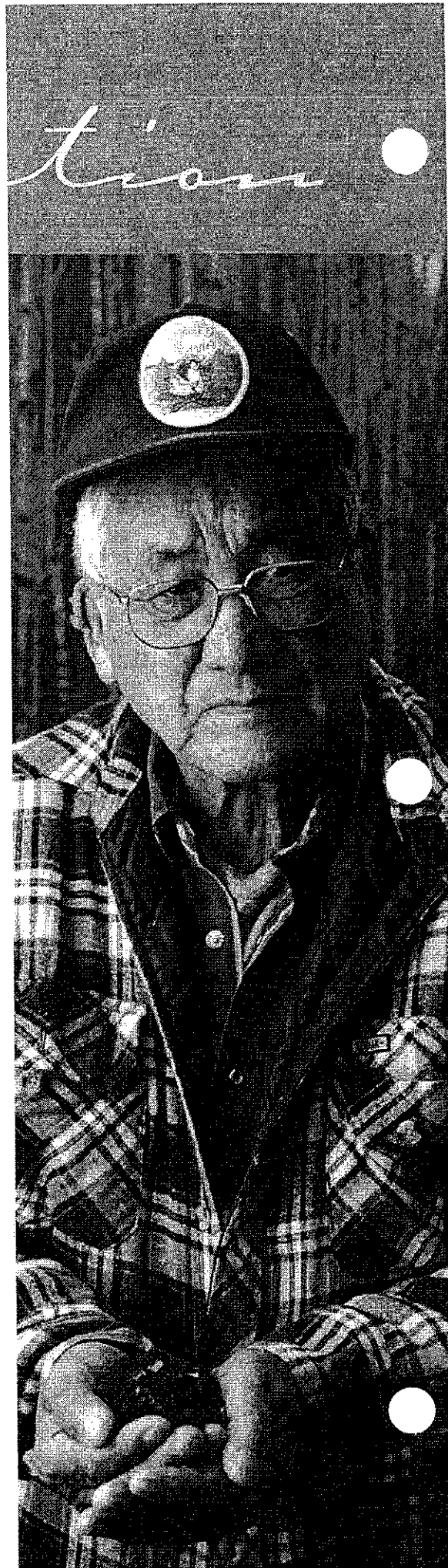
There are common issues raised at most meetings, including the need to respect First Nations' treaty rights, the need to access public land for the practice of those rights, the desire to work together with government in the management of public lands and the importance of cumulative effects management.

These issues are being considered in the development of regional plans.

Through the terms of reference for the Lower Athabasca and South Saskatchewan regional plans, the government is including issues important to aboriginal peoples including:

- considering areas that support aboriginal traditional use in identifying potential conservation areas;
- under cumulative effects management, establishing air and water management frameworks for each region; and
- the use of traditional knowledge in regional planning.

The Government of Alberta continues to encourage the participation of aboriginal peoples in the regional planning process.



South Saskatchewan Regional Plan

Information and Input

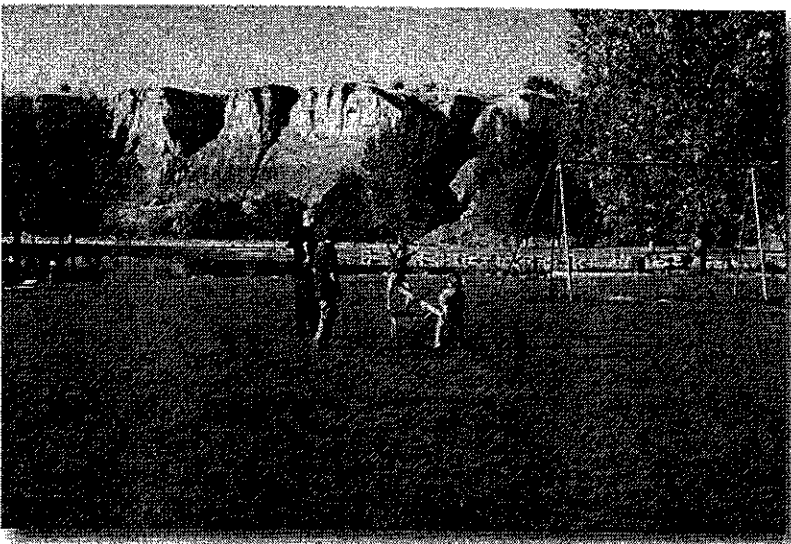
During South Saskatchewan Regional Plan consultations in winter 2009, Albertans offered their views about how a regional plan would affect water, private property rights, growth and land management, aboriginal issues, urban sprawl, economic development and land-use conflicts, among other things.

The Government of Alberta conducted public and stakeholder information and input sessions in 16 locations around the region.

A questionnaire was available at the sessions and online for those who weren't able to attend. Just over 1,000 people completed the questionnaire. Responses have been compiled and summaries were also prepared.

You can find out what Albertans had to say about challenges in developing the region, lands which should be conserved and what they think are high-value tourism and recreation areas by reading the three summaries, available at www.landuse.alberta.ca/

The South Saskatchewan Regional Advisory Council's mandate has been extended until December 2010 to allow it more time to provide advice to government on the regional plan for southern Alberta under the Land-use Framework. Information on consultations regarding the council's advice will be made available on the Land-use Framework website.



Public Lands Act Amendments

Alberta's *Public Lands Act* was amended to better manage public lands and forests, expand enforcement and provide for appeals and dispute resolution.

As part of the development of the *Alberta Land Stewardship Act*, the *Public Lands Act* was amended and these amendments came into force on April 1, 2010, to ensure the required decisions on provincial Crown lands can be made to support regional plans, under the Land-use Framework.

The amendments will help government better manage access to public land. Managing access is key to meeting a number of environmental and social outcomes that will be determined through the development of regional plans.

What was the nature of the changes to the *Public Lands Act*, and how will they affect how government manages our public lands?

- The *Public Lands Act* provides government with more enforcement tools for public land. For example, there is now a prohibition on causing loss or damage on public lands and fines have increased for those who are caught damaging public land.

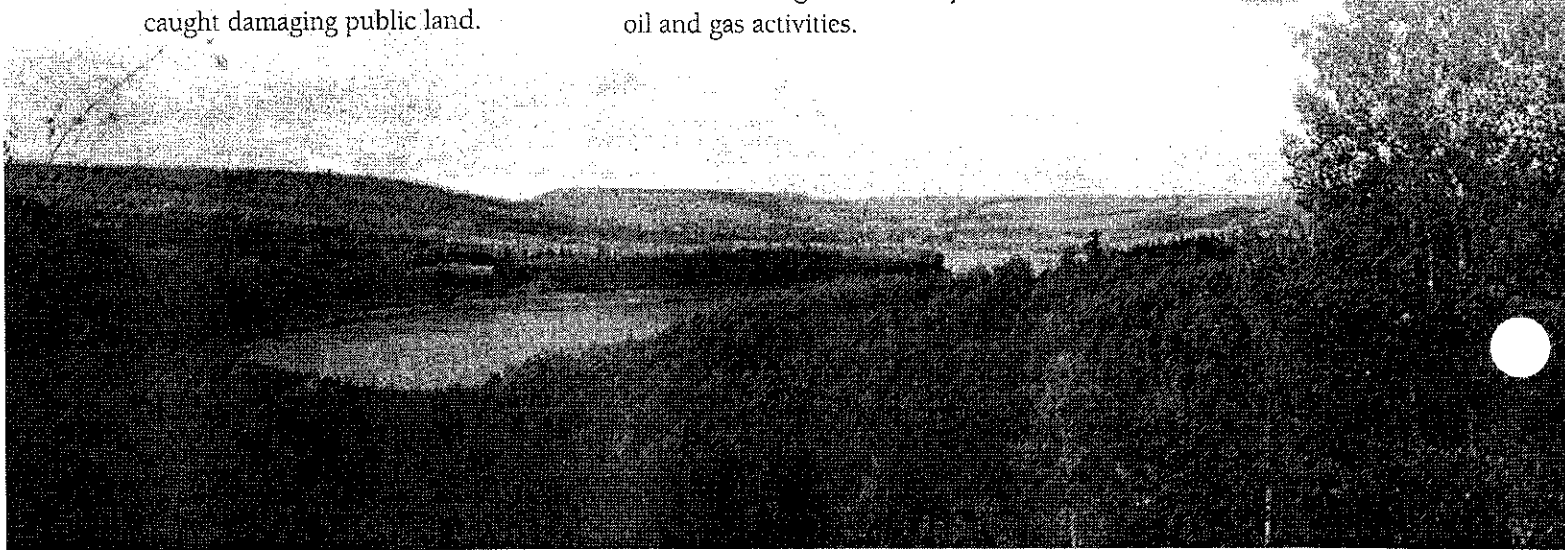
- The amendments enhance the department's ability to manage public land. It shifts the focus from solely managing dispositions on public land to managing all activities.

What do the proposed changes allow me to do?

- You can continue to enjoy responsible recreational pursuits on public land.
- Government provides more clarity about what is and is not permitted on public land and will be able to take stronger and quicker action against those who disregard the rules.
- The regulations will also put processes in place for people and groups who want to obtain permits for recreational events, such as fishing derbies.
- Albertans will also continue to benefit from the sustainable development of our public lands from sand and gravel, forestry and oil and gas activities.

- Regulations are being developed under the *Public Lands Act* to provide more clarity about where recreational users may drive off-highway vehicles on public land.

Stakeholders and Albertans will have an opportunity to provide Sustainable Resource Development with input as the proposed regulations are developed.



Institute of Agriculture, Forestry and the Environment

The Institute of Agriculture, Forestry and the Environment (IAFE) was created by the government in January of 2008. It was charged with developing a framework for the government to evaluate policy options that enhance the environment, promote innovation and enable new market opportunities for increasing economic returns in Alberta's agriculture, forestry, and other renewable resource sectors. The institute submitted its recommendations for the establishment and implementation of an ecosystem services market system to the Government of Alberta in March.

The IAFE believes excellence in innovation, policy and institutions will establish Alberta as an ecosystems services leader. The Ecosystem Services Market Policy Framework focuses on enhancing Alberta's natural resource industries as sustainable economic drivers of the province, providing a competitive advantage to better attract investment and add value to products and services.

The policy framework builds on a foundation of innovation and promotes business entrepreneurship by partnering environmental outcomes with business decisions. The intent is to create a dynamic, effective and efficient marketplace for protecting, enhancing and delivering ecosystem services.

The framework will assist the government in undertaking integrated and co-ordinated evaluations of policy options to achieve ecosystem outcomes, promote innovation and create new business and market opportunities to increase investment and returns in Alberta's resource-based industries.

It emphasizes the need for a new approach to management of the environment, based on a foundation of a true partnership between industry, non-government interests and government in establishing and

managing the market system, its components and the governance model for the market.

Greater flexibility for land managers will help them adopt more efficient and effective systems and technologies. Industry, business and other land managers will innovate to achieve and exceed stated outcomes.

It will also facilitate the achievement of the environmental outcomes set out in Alberta's Land-use Framework.


The policy framework is enabling and allows transformation and innovation. It is not an agricultural policy, or a forestry policy. It is integrating and cross-cutting in nature and, as a result, requires involvement and engagement across natural resource management industry sectors, First Nations and Métis communities, environmental non-governmental organizations (ENGOs), other governments and across government departments.

Over the past two years, the IAFE engaged local and international experts with experience in the use of market-based approaches for ecosystem services. The IAFE conducted more than 100 meetings with key Alberta stakeholders. Repeatedly, the IAFE heard from participants that no other jurisdiction in the world is currently taking an integrated, coordinated systems approach to a market for ecosystem services.

The framework requires a clear shift in the role and function of government and the role of the private sector/business in the management of the environment.

The Government of Alberta is currently reviewing the IAFE's policy framework and how it enables existing and new policy directions to achieve the outcomes being developed through regional plans.

Adoption and implementation of the Ecosystem Services Market Policy Framework will fulfill the three components of the IAFE mandate:



MANDATE 1: Develop a recommended policy framework for the evaluation, selection and implementation of market-based instruments that enhance provision of ecological goods and services.

MANDATE 2: Recommend an approach to documenting the environmental integrity, content or management of Alberta's renewable resource products.

MANDATE 3: Identify and recommend worldwide best practices, management strategies and mechanisms to make Alberta an aggressive first adopter of practices and systems that support increased stewardship or diversification into new markets based on environmental advantage of renewable resource industries.

Wetland

Wetlands are an integral part of our landscapes and wetland conservation is vital to ensuring the health of Alberta's natural heritage. Both the Government of Alberta and Ducks Unlimited Canada (DUC) share a commitment to wetland conservation throughout the province.

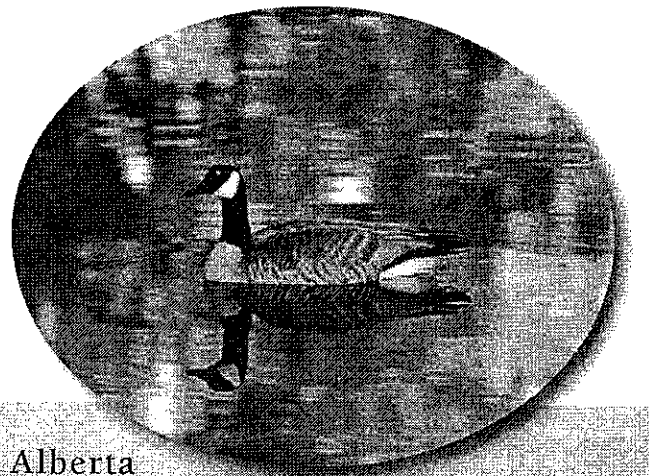
The Government of Alberta and Ducks Unlimited Canada, active in this province since 1938, have maintained a strong partnership through initiatives such as the North American Waterfowl Management Plan (NAWMP) and numerous collaborative efforts at the departmental level.

In 2005, the departments of Sustainable Resource Development, Energy, Environment and DUC signed a letter of agreement to collaborate on the sharing of data related to waterfowl and wetland inventory. One of the outcomes of this collaboration is that, in association with work completed under NAWMP, wetlands have been inventoried at a high level of detail on about 50 per cent of the province's land base – a significant increase over the past two years.

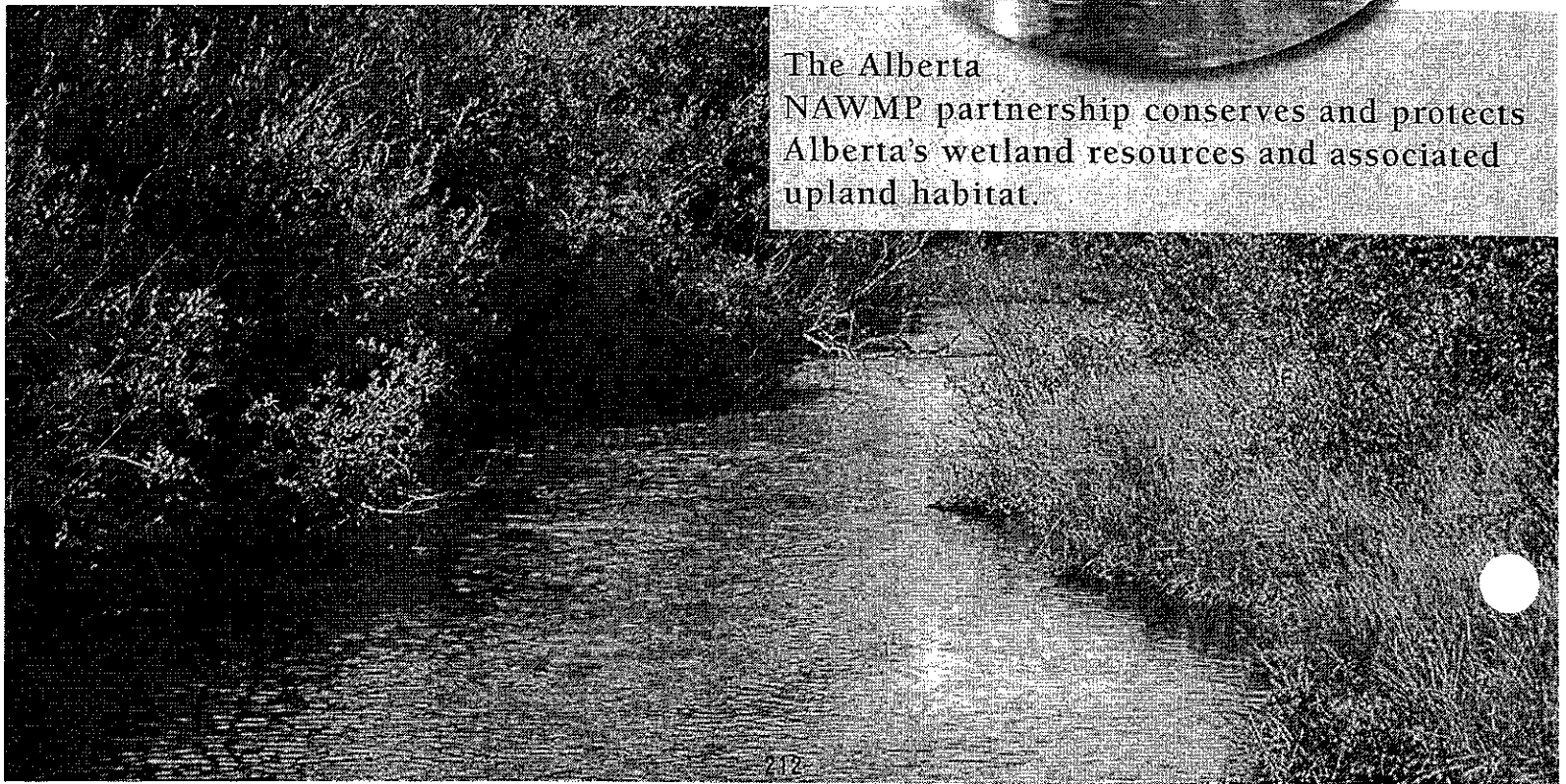
This inventory information will greatly improve our ability to manage and conserve wetlands into the future and will provide valuable information to support the development of regional plans under the Land-use Framework.

A new Information and Data Sharing Agreement was signed in June 2010 by DUC, Sustainable Resource Development, Agriculture and Rural Development, Energy and Environment

Under the renewed agreement, government departments will continue to have access to information and data sets that will support wetland management, watershed planning and the development of regional plans, under the Land-use Framework. Wetland information is of particular importance for the framework's modeling and planning processes.



The Alberta NAWMP partnership conserves and protects Alberta's wetland resources and associated upland habitat.



Aquatic Ecosystems

Provincial Ecological Aquatic Criteria for Health

Criterion No. 1 — Presence of focal aquatic species and their habitat

Criterion No. 2 — Presence of at-risk, rare or unique aquatic species and their habitat

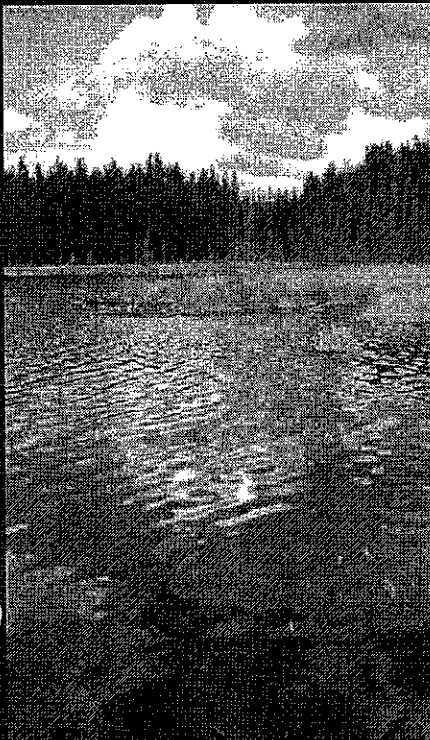
Criterion No. 3 — Presence of rare or unique aquatic ecosystems

Criterion No. 4 — Key areas that contribute to water quantity

Criterion No. 5 — Key areas that contribute to water quality

Criterion No. 6 — Key areas of biological connectivity

Criterion No. 7 — Key areas of intact complexity and/or biodiversity



A report by the Alberta Water Council is the first step in an important process to better identify areas that support the province's aquatic ecosystems.

The Provincial Ecological Criteria for Healthy Aquatic Ecosystems report, released in January, recommended seven science-based criteria (see list at left) to help identify critical areas that sustain aquatic ecosystems.

"By establishing some science-based criteria, we now have a strong foundation for developing practical management tools that can be applied to land use and watershed planning in Alberta," said Gord Edwards, Executive Director of the Alberta Water Council.

Governments, stakeholders, conservation groups, landowners and others living and working in Alberta's watersheds will eventually apply these tools to their land use and watershed planning. The work of the Water Council will feed into Alberta Environment's development of new water regulations and management frameworks, which will support the development and implementation of regional plans, under the Land-use Framework.

In the report, the council recommended the criteria follow the Systematic Conservation Planning (SCP) methodology – a science-based GIS environmental evaluation process used in land-use planning. Applying this process to aquatic ecosystems is a relatively new approach in Canada.

Currently, the Government of Alberta is looking at ways to incorporate the information from the report into opportunities to identify and manage aquatic ecosystems in the province. This information will also be integrated with the Environmentally Significant Areas provincial update that was completed in 2009. Copies of the report, as well as more information on the Alberta Water Council, can be found at www.albertawatercouncil.ca.

Established in 2004, the Alberta Water Council is a multi-stakeholder partnership with 24 members from governments, industry and non-government organizations. Its primary task is to monitor and steward implementation of Alberta's *Water for Life* strategy and to champion the achievement of the strategy's three outcomes of a safe, secure drinking water supply, healthy aquatic ecosystems and reliable, quality water supplies for a sustainable economy.

Alberta's

Revamped website presents picture of the state of Alberta's environment

It's no secret that the integrity of Alberta's air, land, water and wildlife is vital for the overall well-being of our province. Incorporating environmentally friendly actions into our everyday routines has become a part of life. But more and more, Albertans want to know not just how individuals can make a difference, but what the government and its partners are doing to protect the environment. They're looking for up-to-date information about the current state of air, land and water quality so they can make sound environmental decisions – and be confident that the government is doing its best, too.

On April 22, 2010, the Government of Alberta launched a revitalized State of the Environment website to provide Albertans with easy access to environmental data and information. The site contains a wide range of indicators and datasets, including air quality trends, recycling rates, water-use tracking and biodiversity monitoring. Visitors to the site can also expect to find variety in the depth of environmental data, information and knowledge available – from general information to technical and scientific datasets.

For the government, State of the Environment data assists us in understanding our environmental challenges and helps build stronger outcomes – from water management

tools to limits on air emissions. The site also demonstrates government's ongoing commitment to transparency and timely environmental performance reporting. By putting this information online, Albertans are able to identify where government is making progress and where there are opportunities to do better.

Albertans are encouraged to learn as much as they can about environmental management in our province. As more information becomes available, it will be posted to the site to enhance the information portal.



air
land
water
wildlife

Visit the State of the Environment website at <http://environment.alberta.ca/02488.html>

Alberta's Plan for Parks

Alberta Tourism, Parks and Recreation is reviewing and updating the legislation for Alberta's provincial park system. The intent is to consolidate and streamline three existing pieces of park-related legislation: the *Provincial Parks Act*, the *Wilderness Areas, Ecological Reserves, Natural Areas, and Heritage Rangelands Act*, and the *Black Creek Heritage Rangeland Trails Act*. This consolidation will strengthen our legislation and the ability to better manage and communicate about the provincial park system.

During consultations on Alberta's Plan for Parks, Albertans told us that we need to better communicate what activities are permitted in our parks, and why, and to make the park classification system easier to understand. The proposed legislation will enable implementation of several priority commitments in the Plan for Parks.

Key highlights of the proposed legislation include:

- a simplified park classification system;
- creating a system to more clearly communicate to the public what they can do in which parks throughout the provincial system;
- establishing a mandatory public notice process for establishing, removing, or changing the boundaries of parks;
- authority for the Minister to establish a Parks Conservation Foundation and Parks Advisory Council in the future; and
- enabling the Minister to encourage tourism and recreation development opportunities, where they are consistent with the classification and intent of the site.

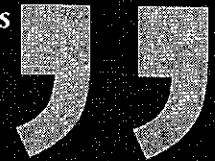
The purpose of the new legislation is to develop a more simple and easy to understand system that classifies parks according to their highest and most logical use. There are no intentions to change existing levels of protection or recreation activity, or industrial obligations regarding rights, titles or dispositions. Additional notification will be held before any proposed re-classification of a park.

Parks will remain a key tool in ensuring Albertans have access to natural spaces to recreate, and Alberta's unique natural and cultural heritage will be protected.

Through the application of the proposed classification and zoning structure, the protection of natural and cultural features and values will be maintained throughout the park system, and Albertans will gain a better understanding of the parks system.

The *Wildlife Act* and the *Fisheries Act* would continue to govern hunting and fishing in parks.

Albertans told us
that we need to
better communicate
what activities are
permitted in our
parks



Through this legislation review, the Government of Alberta will work with First Nations, the public, and stakeholders to update the legislation. An online survey provides an opportunity for Albertans to submit feedback on a key component of the proposed legislation: the simplified park classification system. It also provides an opportunity to provide general comments on the proposed legislation.

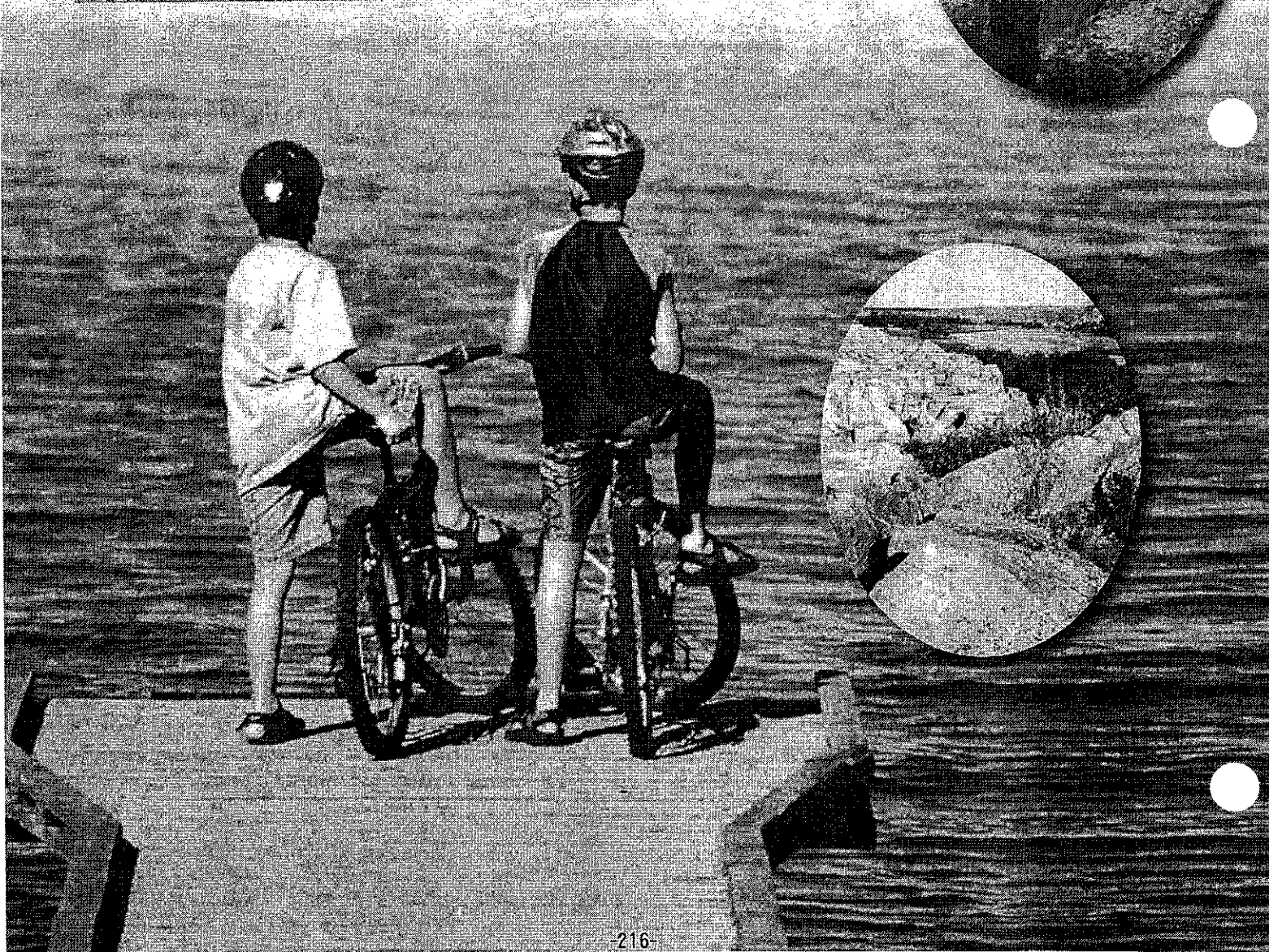
Feedback gathered during this consultation will be used to refine the development of the parks legislation.

Once the legislation is developed, the next steps include:

- writing regulations;
- further consultation on regulations, including:
 - application of the classification and zoning structure across the existing park system;
 - details on the structure and mandate of the Parks Conservation Foundation; and
 - details on the structure and mandate of the parks advisory council

We encourage all Albertans to take an active role in planning the future of Alberta parks. Your feedback helps us to improve services and plan programs, facilities and parks that meet your needs.

For more information, go to www.tpr.alberta.ca/parks/consult/legislation/



cc Info



ALBERTA

CULTURE AND COMMUNITY SPIRIT

Honourable Lindsay Blackett

MLA, Calgary-North West

July 19, 2010

AR14128

Reeve Greg Newman
Reeve, Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Newman:

Alberta Arts Days 2010 will occur from September 17 to 19 as part of a pan-Canadian cultural celebration called National Culture Days. Now entering its third year, this province-wide event is dedicated to celebrating and showcasing the arts in Alberta.

Last year, 116 communities hosted 571 Alberta Arts Days events. Some communities planned new events, while others incorporated an artistic element to something that was already in the works. This year, the goal is for every Alberta community to participate in Alberta Arts Days.

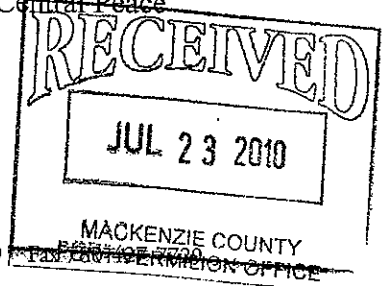
Alberta Arts Days was created based upon the guiding principles behind our province's cultural policy, *The Spirit of Alberta*, which emphasize access to culture for all, celebrating diversity and excellence and encouraging collaboration. Consider exploring partnerships with your community's artists, art groups, cultural facilities, schools, libraries and non-profit organizations – and help expose more Albertans to our vibrant and diverse cultural landscape. AlbertaArtsDays.ca includes a number of resources to help you get started. This site also features a calendar where you can post information about your event. The Culture Calendar will be promoted throughout the summer as the source for Albertans to find out what's on in their communities.

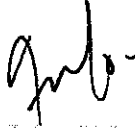
Your participation and assistance in promoting this celebration of our provincial pride and artistic diversity to your citizens is critical to its success. Please join us in making Alberta Arts Days 2010 three wildly creative days!

Sincerely,

Lindsay Blackett
Minister of Culture and Community Spirit
MLA, Calgary-North West

Hector Goudreau
Minister of Municipal Affairs
MLA, Dunvegan-Central Peace





**Buffett Stock
to Buy Now**



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THE GLOBE AND MAIL

July 28, 2010

Pace of reform is at the heart of RCMP tensions

By Daniel Leblanc
From Thursday's Globe and Mail

Government refuses to pick sides in feud over Commissioner William Elliott's management style

The deep personal conflicts among RCMP brass are part of growing tensions over the pace and direction of reforms in the embattled organization, insiders and experts say.

Sources said Commissioner William Elliott, who was appointed three years ago to revamp the national police force after years of controversies, still has many plans for the RCMP, including a large shuffle in management ranks.

But some of the reforms could be delayed because at least seven senior officers have complained to their bureaucratic bosses about Mr. Elliott's management style. While everyone agrees that he can be tough and demanding, some officers feel the commissioner is abusive and dictatorial.

The state of reform in the RCMP is at the heart of many tensions. Sources said some of the officers who complained about Mr. Elliott's style are frustrated at their lack of influence in the force or their inability to move up the ranks.

But senior officers are also complaining that they lack funds and personnel to undertake what they believe are essential elements of the RCMP renewal, especially in their federal mandate of fighting terrorism or organized crime.

High-ranking members said they are continuously engaged in cost-cutting exercises and wonder whether Mr. Elliott - a long-time bureaucrat who in 2007 became the first civilian leader of the RCMP - is truly fighting for the force.

"There are many people in senior management who wonder if he's not there to do the government's work," a senior RCMP insider said.

Mr. Elliott's supporters say he has worked to improve members' pay and to create new policies for officers working in isolated areas, among several accomplishments.

"People in the organization keep saying that nothing has changed, but when you add up everything that has changed, there is a lot. It's just not evident to everyone," said an RCMP insider.

There are many examples of differing opinions within the force. For example, Mr. Elliott created a change management team two years ago, headed by Assistant Commissioner Keith Clark. Mr. Clark is now on French-language training, and the team's responsibilities have been scattered throughout the organization, and no longer fall under the responsibility of a single senior officer.

"The whole process has been shelved," an RCMP insider complained.

But others say the team had reached its goals and that the new structure is more efficient.

"You can't have a special project running forever. At a certain point, it is supposed to be a part of the culture," said a senior member of the force.

The government is refusing to pick sides in the dispute over Mr. Elliott's management style, calling on everyone to follow the conflict-resolution process called a "workplace assessment."

"I know both the Commissioner and the others involved, who brought forward the complaints," said Public Safety Minister Vic Toews. "I respect all of them, and what I want to see is a quick resolution of this issue in a mature manner."

The RCMP's senior executive committee - made up of the highest-ranking members, including Mr. Elliott and some of the people who made the complaints against him - promised to co-operate with the adviser doing the workplace assessment and to keep up with ongoing reforms. The government has declined to name the adviser.

"We are confident that the pace of progress and our successes in bringing about positive change in the RCMP will continue to accelerate and grow," the group said in a statement.

Prime Minister Stephen Harper will ultimately have to decide whether Mr. Elliott remains in his position, and determine what kind of reforms the government wants to see in the RCMP.

"What will change things is a leader who can command respect, a leader who demonstrates that he or she is open for change," said Liberal Senator and RCMP expert Colin Kenny, who is calling for a large increase in funding to the force.

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reading was given on June 23, 2010.

Deputy Reeve Sarapuk asked if Council has any questions of the proposed road closure bylaw. There were no questions.

Deputy Reeve Sarapuk asked if any submissions were received in regards to proposed Bylaw 767-10. No submissions were received.

Deputy Reeve Sarapuk asked if there was anyone present who would like to speak in regards to the proposed Bylaw 767-10. There was no one present to speak to the proposed bylaw.

Deputy Reeve Sarapuk closed the public hearing for Bylaw 767-10 at 4:41 p.m.

MOTION 10-07-624

MOVED by Councillor Braun

That administration move forward with Road Closure Bylaw 767-10, being a request to close all that portion of road and corner cut-offs lying within Plan 082-9175, for the purpose of reverting the lands back into Part of SW 9-106-15-W5M from which it was taken.

CARRIED

10. d) Tax Write -Off - Roll 313865

MOTION 10-07-625

MOVED by Councillor Wardley

That the \$84.82 outstanding balance on tax roll 313865 be written-off.

CARRIED

10. e) Fort Vermilion Recreation Board Arena Addition Project (handout)

MOTION 10-07-626

MOVED by Councillor Toews

That the Fort Vermilion Recreation Board's request to increase the County's contribution percentage towards the Fort Vermilion Arena Addition project be granted with the total contribution from the 2010 capital budget not to exceed \$375,000.

CARRIED

10. f) AAMDC Zone Meeting Resolutions

MOTION 10-07-627

MOVED by Councillor Toews

That a resolution be presented at the AAMD&C Zone meeting regarding the ban of ethanol based fuels and additives in high octane automotive fuels.

CARRIED

10. g) Change of Council Meeting Date & Locations

MOTION 10-07-628

MOVED by Councillor J. Driedger

That the following regularly scheduled council meetings be changed as follows:

- August 10, 2010 – to begin at 9:00 a.m.
- September 29, 2010 – change the location to the Fort Vermilion Council Chambers
- October 12, 2010 – change to October 13, 2010 beginning at 11:00 a.m. at the Zama County Office.

CARRIED

10. h) La Crete Agricultural Society – Letter of Support for Alberta Farmers' Market Status (ADDITION)

MOTION 10-07-629

MOVED by Councillor Neufeld

That a letter of support be sent for the La Crete Agricultural Society for Alberta Farmers' Market Status.

CARRIED UNANIMOUSLY

Deputy Reeve Sarapuk recessed the meeting at 5:00 p.m. and reconvened the meeting at 5:09 p.m.

OPERATIONAL SERVICES:

11. a) Local Road Construction Request – SW 23-105-15-W5

MOTION 10-07-630

MOVED by Councillor Neufeld

That administration be instructed to draft a cost sharing agreement for the Road Request on SW23-105-15-W5 for review by Council and inclusion in the 2011 budget.

CARRIED

11. b) One Way Traffic Request – Laneway between 101st

Avenue & 103rd Avenue (La Crete)

MOTION 10-07-631

MOVED by Councillor Wardley

That Council designate the laneway between Plan 982 0781, Block 4, Lots 5 & 6, Plan 1160NY, Block 4, Lot 1 and Plan 792 1881, Block 18, Lots 1, 2, 3 & 4 as a One –Way Traffic laneway with the direction of travel being North in the Hamlet of La Crete and that administration pursue the appropriate legal process according to the Municipal Government Act.

CARRIED

11. c) Highway 88 Connector & Zama Road

MOTION 10-07-632

MOVED by Councillor Wardley

That the letter to the Minister of Transportation regarding the Highway 88 connector and the Zama road and the letters to the Town of Rainbow Lake and the Town of High Level requesting support be sent as presented.

CARRIED

11. d) Tompkins Crossing (Hoverbarge)

MOTION 10-07-633

MOVED by Councillor J. Driedger

That the Tompkins Crossing Committee be authorized to negotiate a ferry contract proposal for Council review.

CARRIED

11. e) Access Off Highway 88 (Friesen/Baer) (ADDITION)

MOTION 10-07-634

MOVED by Councillor Braun

That the access off Highway 88 be tabled for further information.

CARRIED

11. f) AJA Friesen Water Management (ADDITION)

MOTION 10-07-635

MOVED by Deputy Reeve Sarapuk

That the AJA Friesen water management project update be received for information.

CARRIED UNANIMOUSLY

Deputy Reeve Sarapuk recessed the meeting at 5:45 p.m. and reconvened the meeting at 6:29 p.m.

**PLANNING AND
DEVELOPMENT:**

**12. a) Development Permit 174-DP-10 Aircraft Hanger
(La Crete Airport)**

MOTION 10-07-636

MOVED by Councillor Braun

That Development Permit 174-DP-10 on Part of S ½ 1-106-15-W5M (Plan 852 1266, Block OT) in the name of Henry Fehr 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 aircraft hanger setbacks shall be:

Side Yards (north and south):

1.52 meters (5 feet) from the side property lines

Rear Yard (east):

3.05 meters (10 feet) from the property line

Front Yard (west):

9.14 meters (30 feet) from the front property line facing the taxiway

or setbacks required by Alberta Safety Codes and Alberta Transportation, whichever is greater. It is the responsibility of the developer to find out the Alberta Safety Codes and Alberta Transportation setbacks.

2. The highest point of the Aircraft Hanger shall be no more than 15 meters (49 feet) from grade to roof peak.

3. Where applicable, the applicant must obtain approval from NAV Canada. All the conditions and requirements set forth by NAV Canada, Transport Canada and/or any other Government Agencies shall be adhered to.

4. The Aircraft Hanger shall meet all applicable Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.

5. Obtain written approval from Alberta Transportation regarding the proposed development prior to commencement of the development. Contact Robert Lindsay at 780-624-6547.

6. All conditions and requirements by Alberta Transportation are to be met to their specifications and standards.

7. PRIOR to installation of a new access or changing location of existing access contact Alberta Transportation at 780-624-6280. Access to be constructed to Alberta Transportation standards at the developer's expense.
8. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

**EMERGENCY AND
ENFORCEMENT
SERVICES:**

13. a) Unsightly Premises

MOTION 10-07-637

MOVED by Councillor Wardley

That the unsightly premises discussion be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE**

14. a) Information/Correspondence

MOTION 10-07-638

MOVED by Councillor J. Driedger

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

CARRIED

IN CAMERA SESSION:

MOTION 10-07-639

MOVED by Councillor Braun

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 6:52 p.m.

- 15. a) Personnel
- 15. b) Sustainable Resource Development
- 15. c) Ice-Bridge Contract Negotiations

CARRIED

MOTION 10-07-640 **MOVED** by Councillor Wardley

That Council move out of camera at 7:28 p.m.

CARRIED

IN CAMERA SESSION: **15. a) Personnel**

MOTION 10-07-641 **MOVED** by Councillor Wardley

That the personnel update be received for information.

CARRIED

15. b) Sustainable Resource Development

MOTION 10-07-642 **MOVED** by Councillor D. Driedger

That the Sustainable Resource Development update be received for information.

CARRIED

15. c) Ice-Bridge Contract Negotiations (ADDITION)

MOTION 10-07-643 **MOVED** by Councillor D. Driedger

That the Tompkins Crossing Committee continue to negotiate the ice-bridge contract renewal with Alberta Transportation.

CARRIED UNANIMOUSLY

NEXT MEETING DATE: **16. a) Regular Council Meeting**
Tuesday, August 10, 2010
9:00 a.m.
Council Chambers, Fort Vermilion, AB

ADJOURNMENT: **17. a) Adjournment**

MOTION 10-07-644

MOVED by Councillor J. Driedger

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

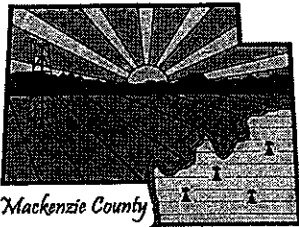
CARRIED

These minutes will be presented to Council for approval on August 10, 2010.

Greg Newman
Reeve

William Kostiw
Chief Administrative Officer

UNAPPROVED



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Lubricant Products Request for Proposals

BACKGROUND / PROPOSAL:

Council directed administration to issue a request for proposal for the lubricant products.

OPTIONS & BENEFITS:

Administration faxed the attached request to UFA, Neufeld Petroleum and La Crete Co-Op.

The closing date is August 10th at 10:00 a.m.

Administration recommends that Council directs the Finance Committee and/or Equipment Committee to review the proposals and bring a recommendation to Council at their August 25th meeting.

COSTS & SOURCE OF FUNDING:

Annual operating budget

RECOMMENDED ACTION:

That _____ Committee review the Lubricant Products proposals and bring a recommendation to Council to the next regular council meeting.

Author: J. Whittleton

Review by: _____

J. Whittleton
CAO *[Signature]*

REQUEST FOR PROPOSAL

Mackenzie County requests interested suppliers to submit a proposal for the following:

Product category: Lubricant products

Contract period: Two year, with an option to extend by one year.

Representative schedule of historical usage:

<i>Type</i>	<i>Brand</i>	<i>Quantity (Litres)</i>
0w30	Duron XL 0w30	992
0w30	Duron Synthetic 0w30	1,404
5w30	Supreme Synthetic 5w30	96
5w30	Supreme 5w30	888
10w30	Supreme 10w30	4
10w30	Duron 10w	112
10w30	Duron-E 10w-30	156
15w40	Duron-E 15w-40	876
75w90	76 M.P. 75W-90 Gear Oil	20
75w90	Traxon E Syn. 75W90	156
D3M	ATF D3M	132
	DURATRAN XL	368
150	DURATAC 150 CHAIN OIL	8
MV22	Hydrex MV 22	260
	Hydrex XV All Season	580
	Hydrex MV Arctic 15	400
	Produro TO-4+ Syn All Season	80
Total		6,532

Pricing:

Please provide prices as follows:

- 1) Provide a price per product inclusive of delivery to the following locations:
Fort Vermilion, La Crete and Zama Public Works Shops;
- 2) Provide a price per product without delivery.

Returns:

If the contract is not extended and terminated, then the supplier agrees to accept and refund for all unopened products.

Other:

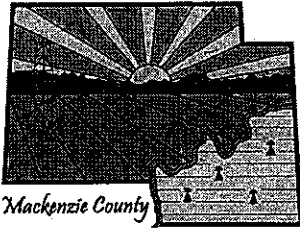
Mackenzie County reserves the right to reject all tenders.

Deadline:

10:00 a.m. August 10, 2010

The proposal must be received in a sealed envelope marked "Lubricants Products Proposal" and addressed to:

Attention: William Kostiw, Chief Administrative Officer.
Mackenzie County, P.O. Box 640, Fort Vermilion, Alberta, T0H 1N0



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	CAO & Director Reports

BACKGROUND / PROPOSAL:

See attached Director reports.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

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

Author: C. Gabriel

Reviewed By:  for CAO

To: William (Bill) Kostiw, Chief Administrative Officer
From: Joulia Whittleton, Director of Corporate Services

Page 1

Current and Completed Corporate Services Department Projects/Activities:

- County's Four-Step Community Sustainability Plan is in progress. I attended a meeting with the AAGI representative in Edmonton to go over various aspects in regards to this project. An extension was requested for this project and was approved (August 31). The AAGI representatives are scheduled to attend the August 25th Council meeting and present the final draft.
- 2010 Bursaries – we have re-advertised for applications due to \$7,000 in undistributed funds remaining with a closing date of August 6th. A finance committee meeting will be scheduled shortly after that to review and award additional bursaries.
- Offsite Levy Bylaw 763/10 - The caveat agreements were prepared and mailed to the landowners for signatures.
- Handi-van use policy development – a draft policy is being presented to Council at their August 10 meeting.
- Lubricant Products – a request for quotes was faxed to UFA, Neufeld Petroleum and La Crete Co-Op with August 10th deadline to submit their proposals. I recommend that Council directs the Finance Committee and/or Equipment Committee to review the proposals and bring a recommendation to Council at their August 25th meeting. RFD is being presented to Council at their August 10th meeting.
- Tallcree First Nations Negotiations – draft agreements were emailed to the Band and we are now awaiting a response.
- Inter-municipal Negotiations – a meeting is scheduled for August 19th between the Town of Rainbow Lake and the County representatives.
- The department is currently researching and working on proposed revisions to the existing reserves policies after receiving some feedback from the Finance Committee members. This information will be presented and reviewed by the Committee prior to being presented to Council with the Committee's recommendations.
- Investment Policy – we are currently working with our investment manager on options regarding improving a return on short-term investments. A potential revision to the existing investment policy may be required. The Finance Committee will review and recommend to Council as required.
- Vacant Hamlet Land – a report and analysis showing the changes in the vacant hamlet properties for the 2007-2010 periods, based on the existing assessment data, was prepared and presented to Council at their July 8th meeting. Planning and Development department reviewed the hamlet vacant data generated from the assessment roll. A report showing all discrepancies was emailed to Randy Affolder. Randy will be inspecting all properties that were identified in this report and processing appropriate assessment amendments.
- Budget Software – We reviewed our options and compared quotes. The Questica budget software was chosen and we are in process of implementation with our goal to start using

To: William (Bill) Kostiw, Chief Administrative Officer
From: Joulia Whittleton, Director of Corporate Services

Page 2

this software for our 2011 budget preparation. The scope of work/quote is within the approved budget.

- Alberta Rural Community Adaptation Grant Program – we received a response to our application stating that the application was received (see the attached letter). I was informed that the final decision should be communicated to the County by mid October.
- Fixed Asset Module – implementation is in progress (input of TCA data into Diamond Municipal Solution module)
- Municipal Internship grant applications preparation is in progress.

Legal Files Update

Our legal counsel is working on a claim against the County regarding a property damaged by water. The County's insurance was notified awhile ago so they are working along with our lawyers.

Personnel/Human Resources

Darlene Underhay is the County's new Utilities/Accounts Receivable Clerk. Darlene started on August 3rd.

Jeri Phillips accepted a position of Capital Projects Accounting Clerk/Executive Assistant to DCS. The department is currently advertising locally for an Administrative Assistant for Fort Vermilion front desk with the August 16th closing date.

Olga Plyetnyeva, TCA/RoadNet Clerk has resigned with the last day of employment being August 23. We are discussing the best arrangement for the County regarding the RoadNet data maintenance and updates with other department heads and will not advertise until a decision is reached regarding this and other GIS related topics.

Peter Pynacker, Finance Controller has resigned with the last day of employment being October 31. We are advertising nationally for a Finance Controller position with closing date of September 10.

I am working on a transitioning plan and expect that everything should proceed smoothly.

Future Corporate Services Department Projects/Activities (major highlights):

- Virtual City Hall - I have been in contact with Diamond municipal Solutions and awaiting for an updated quote. If a quote is within our budget, we will proceed with implementation in early fall.
- Grants applications preparation as new programs become available.
- Job Description – a review and update of all job descriptions.

Respectfully submitted,

Joulia Whittleton

Cap the Gap

Pursuing municipal property tax fairness for small business in Alberta

Janine Carmichael, Senior Policy Analyst, Western Canada

Do you receive good value for the property taxes you pay? Do you think your tax bill is fair? Chances are if you're a small business owner in Alberta, the answer is no. Of 350 municipalities in Alberta, 247 (or 71 per cent) charged higher rates of property tax to small businesses versus similarly assessed residential property in 2009. That means small business owners (and commercial tenants through their rent) paid a much higher burden of property taxes than residents on property of similar value, yet there remains no relationship between taxes paid and services received. It's time for the unfairness to stop. It's time to cap the municipal property tax gap in Alberta.

Introduction

In 2009, businesses in Alberta paid on average 1.89 times more municipal property taxes than an equivalently valued residential property owner. In those municipalities with at least a population of 5,000 - the main focus of this report - businesses paid, on average, 2.36 times more than residents. In some municipalities, businesses paid much, much more. For example, in Calgary, businesses paid 4.57 times more municipal property-based taxes compared to residents on the same value of property. This is referred to as the "property tax gap", a ratio that measures the difference in municipal tax rates applied to commercial and residential properties. An important question is - did the business property owner in Calgary use over four times the services than the resident? This report analyzes the 2009 property tax gaps in Alberta municipalities, explains why they exist, and provides recommendations to improve the fairness of the property tax system in Alberta.

Property Taxation in Alberta

Property taxation is one of the oldest forms of taxation in Canada. Before the advent of income and sales taxes, municipal and provincial governments relied almost exclusively on revenue from property-based taxes. Despite their wide-spread use, property-based taxes are often not well

understood. There are really two distinct and independent components related to property tax - assessment and tax rates.

Assessment and Tax Rates

As of 1995, market value assessment has been used in Alberta. Market value is the price a property might reasonably be expected to sell for if sold by a willing seller to a willing buyer after appropriate time and exposure in an open market. The Alberta government mandates that all municipalities assess market values as of July 1. For example, the 2009 tax year would have a valuation date of July 1, 2008.

The move was seen as a positive step as market value-based assessments are considered the most fair and equitable method of assessment, and allows property owners to better understand their assessment and make comparisons with other properties. Property owners receive their assessments early in the calendar year, while property tax bills are generally due on June 30th.

However, market value assessment is not free from criticism. It remains insensitive to income, and there is no direct relationship between the value of a property and the services received in return from a municipality. Individuals on fixed incomes can be particularly hard hit by rising tax bills, just by owning property in a neighbourhood whose relative property values have increased. In addition, given the profit-insensitive nature of property taxes, even small businesses that have faced steep revenue declines, such as during a recession, are still expected to pay these fixed ongoing operating costs.

After a property has been assessed, it is assigned an assessment class. Assessment classes determine which tax rate will be applied to the property:

- Class 1 - Residential
- Class 2 - Non-residential
- Class 3 - Farmland
- Class 4 - Machinery and equipment

Properties are then taxed based on their portion of the municipality's overall property assessment base. The assessed value of each property is compared with all other properties to determine its fair share.

So, a property's assessment multiplied by its tax rate equals the taxes payable to fund a municipality's revenue requirement. Thus, municipalities do not automatically receive extra revenue when property values rise. The tax portion may go up or down based on how a property's market value compares with the average assessed value. For example, if the assessed value of a property increased in line with others in the municipality, then taxes are not affected. In this case, only a decision by the local government to raise its revenues would affect the actual property tax bill. However, if a local government chose to maintain its revenue requirement, but the assessed value of the property grew faster than others, then that owner would face a higher tax bill.

Municipalities also have the option of using a number of other taxes to generate tax revenue, including supplementary assessments and taxation, business revitalization zone taxes, local improvement taxes, special taxes, well-drilling equipment taxes, grants in lieu of taxes, and business taxes.

How farm land is assessed

Certain forms of property, specifically farm property, linear property, machinery and equipment, and railways, are sufficiently unique to be valued under a regulated system based on valuation rates and formulas.

Farmland is assessed on its 'productive value'. In other words, the assessment is based on the ability of the land to produce income from growing crops and/or raising livestock. The process begins by setting a value for the best soils and then makes adjustments for less-than-optimum conditions.

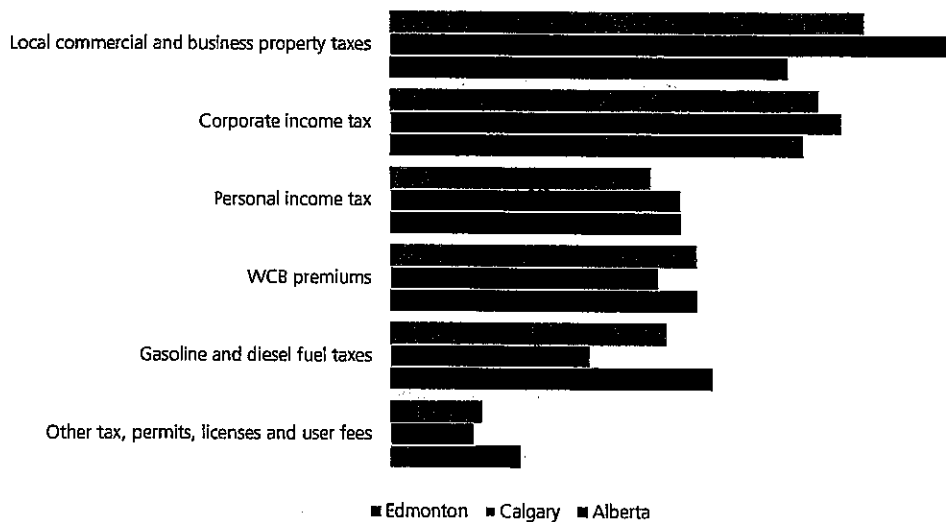
In Alberta, education is also partially funded through property taxes. An equalized assessment is prepared to create a common assessment base for distributing the provincial education tax. In addition, each year the province calculates the amount that every Alberta municipality must contribute towards the public education system. The corresponding tax bill is added to the annual property tax bills of property owners in Alberta. Thus, municipalities simply collect education property tax and remit it to the province or to a separate school board. The analysis in this report will focus exclusively on the municipal property tax component.¹

Small Business Views of Property Taxation

Responses to the latest *Focus on Alberta* survey confirmed that Alberta CFIB members are genuinely concerned with property taxes. When asked which taxes/charges are most harmful to the operation of their business, 52 per cent pointed to local commercial and business property taxes. However, when looking exclusively at the responses from Edmonton and Calgary, the figures jumped to 62 per cent and 74 per cent, respectively (see Figure 1).

Figure 1:

Which of the following taxes/charges are the most harmful to the operation of your business?

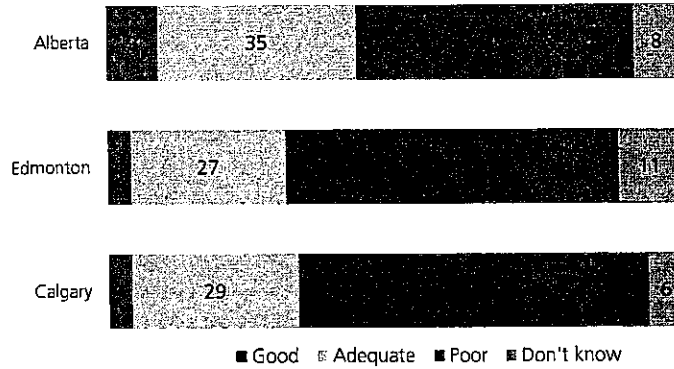


Source: CFIB, *Focus on Alberta*, October 2009, 878 responses.

Not only are business owners concerned about the impact of commercial and business property taxes on their firms, they are not satisfied with the reasonableness of property tax levels. Across the province, 49 per cent of respondents cited this indicator as 'poor'. In Edmonton that figure climbed to 58 per cent and 61 per cent in Calgary. Only four per cent of respondents in Edmonton and Calgary viewed this indicator as 'good' (see Figure 2).

¹ For more information, see Government of Alberta, *Municipal Affairs' Guide to Property Assessment and Taxation in Alberta*, available online at http://www.municipalaffairs.gov.ab.ca/as/pdf/AB_Guide_Ptvasmt.pdf.

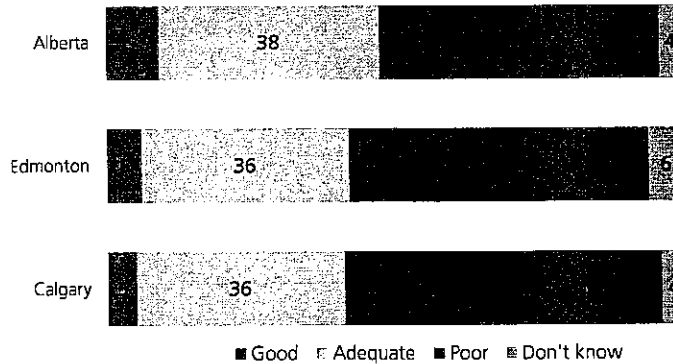
Figure 2:
How do you rate the local government where your business is situated on the following issue: Reasonable property tax levels?



Source: CFIB, *Our Members' Opinions*, December 2009, 1,973 responses.

Knowing how business owners feel about the reasonableness of property tax levels, CFIB then asked members to rate their local government on the value-for-money of public services. Across the province, the results were just as unfavourable. Forty-eight per cent of business owners rated this indicator as 'poor'. This number is higher in Edmonton at 52 per cent and increased to 55 per cent in Calgary. Only six per cent of respondents in Edmonton and five per cent in Calgary rated this measure as 'good' (see Figure 3). The following analysis on municipal property tax gaps will help shed light on this dissatisfaction.

Figure 3:
How do you rate the local government where your business is situated on the following business issue: Value-for-money of public services?



Source: CFIB, *Our Members' Opinions*, December 2009, 1,973 responses.

Comparative Analysis of Municipal Property Tax Gaps Across Alberta

What makes a fair and equitable tax and why is this important? A tax on property is not different than a tax on any other commodity, and to be considered fair and equitable there should be a relationship between the amount of tax paid and the cost of the services received. When this correlation exists, the

tax is fair, based on the benefits received, and accountable, as the consumers of the services know the true cost. To cast light on the fairness and equity of municipal property taxes, CFIB has conducted a province-wide review of 2009 property tax rates, with particular emphasis on the property tax gap between residential and non-residential taxpayers in municipalities.

The property tax gap is a ratio that measures the difference in municipal tax rates applied to non-residential and residential properties.

For example, if the non-residential to residential property tax gap is 3.0, non-residential properties are taxed at three times the residential rate.

The tax gap for each municipality is calculated by dividing the tax rate on non-residential property by the tax rate on residential property. The larger the tax gap, the larger the distortion or unfairness in the property tax system.

- A tax gap of one indicates equal treatment for commercial and residential property.
- A tax gap greater than one indicates the tax system favours residential property.
- A tax gap less than one indicates preferential treatment for commercial property.

While residents consume the majority of civic services, this review will show that businesses are shouldering a disproportionate burden of the tax in Alberta. When businesses pay more for their share of services consumed, they are subsidizing residential property owners. This means there is less accountability built into the system, as increasing non-residential property taxes to appease voting residents carries little political consequence for local governments. Further, there is evidence that cross-subsidization results in an oversupply of municipal services².

While there is a reference to absolute property tax levels in the review that follows, CFIB recognizes that broad comparisons between average tax bills is not always a fair comparison due to variance in service levels and differences in underlying property values across municipalities. That's partly why, at a minimum, CFIB has chosen to focus on municipalities with a population over 5,000. However, municipalities need to recognize that they do not operate in isolation and that excessive tax rates on commercial properties provide an incentive for businesses to relocate to more desirable locations. In fact, Airdrie continues to point on its website to the significant tax advantages of locating in Airdrie over Calgary, and to a lesser extent, Cochrane.³

The following analysis provides an examination of the differences in municipal tax rates between non-residential and residential properties across the province in 2009. The analysis looks at 88 municipalities with a population greater than 5,000, grouped together in the following seven regions:

- Calgary region
- Capital region
- Northeast region
- Northwest region
- Central region
- Rocky Mountain region
- Southern region

Each section includes a chart and analysis on the property tax gap for municipalities in the region, along with how that relates to a tax bill on \$100,000 of non-residential and residential property. CFIB has also ranked the property tax gaps for these 88 municipalities - where 1 had the highest gap and 88 had the lowest. In addition, CFIB has provided regional and provincial averages for the property tax gaps.

² Kitchen, Harry, "Municipal Finance in a New Fiscal Environment," C.D. Howe Institute Commentary, No. 147 (2000): 10.

³ For more information, see http://www.airdrie.com/assessment/non_residential_assessment_tax_comparisons.cfm

Calgary Region

In the Calgary region, the city of Calgary had the largest property tax gap: firms in Calgary paid 4.57 times more than the same assessed value of residential property, over double the regional average. In 2009, Calgary had the fifth highest property tax gap in the province as well. On the other end of the scale was High River with a tax gap of one, meaning that residential and commercial taxpayers are treated equally. In the city of Calgary, firms also faced the highest tax bill and paid \$1,205 per \$100,000 of assessed value, compared to a low of \$441 per \$100,000 of assessed value in High River. Part of the reason for this large property tax gap and high tax bill in the city of Calgary relates to the burden of the extra business tax (see Figure 4).

Table 1:

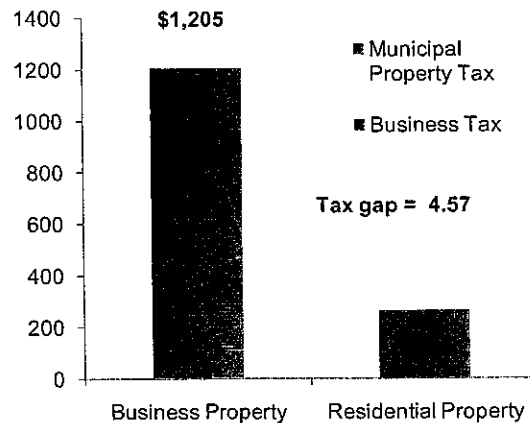
Calgary region, property tax gaps and municipal property taxes per \$100,000 of assessed value, 2009

Municipality	2009 Property Tax Gap	Municipal Commercial Taxes	Municipal Residential Taxes	2009 Provincial Rank
CALGARY*	4.57	\$1,205	\$264	5
ROCKY VIEW COUNTY	3.00	\$674	\$225	22
FOOTHILLS NO. 31, M.D. OF	2.38	\$522	\$219	37
WHEATLAND COUNTY	2.02	\$689	\$342	41
AIRDRIE	1.90	\$674	\$355	48
COCHRANE	1.70	\$634	\$372	60
DRUMHELLER	1.50	\$1,018	\$680	71
CHESTERMERE	1.28	\$683	\$533	78
STRATHMORE	1.15	\$543	\$471	82
OKOTOKS	1.09	\$464	\$424	83
HIGH RIVER	1.00	\$441	\$441	86
Regional Average	1.96			
Provincial Average	2.36			

Source: CFIB, own calculations of 2009 property tax data provided by the Government of Alberta, Municipal Affairs and the city of Calgary. * Includes the business tax in Calgary (\$384).

Figure 4:

Calgary, municipal property and business taxes per \$100,000 of assessed value, 2009



Source: CFIB, own calculations of 2009 property tax data provided by the Government of Alberta, Municipal Affairs and the city of Calgary.

Capital Region

In the Capital region, the city of Edmonton also had the distinction of having the most unfair property tax structure. Non-residential properties paid 3.12 times what a resident did on the same assessed value, or nearly one and half times the regional average. At 3.12, Edmonton had the 17th worst property tax gap in the province in those municipalities with a population over 5,000. In contrast, Morinville had the lowest property tax gap at 1.20, or a ranking of 81. In the Capital region, firms in Edmonton also paid the highest property tax at \$1,236 per \$100,000 of assessed value, compared to a low of \$636 in Parkland County. Like Calgary, the overall tax burden for Edmonton is also heightened by the extra business tax. Figure 5 shows how the property tax gap in Edmonton is affected by both forms of municipal taxes.

Table 2:

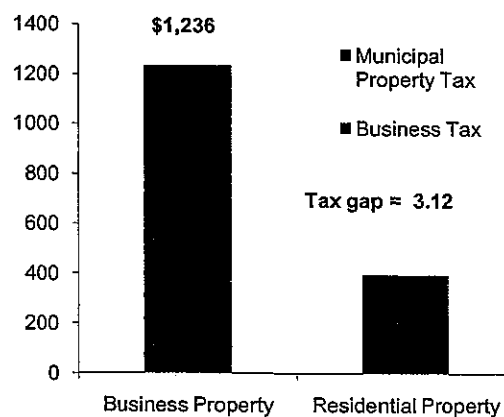
Capital region, property tax gaps and municipal property taxes per \$100,000 of assessed value, 2009

Municipality	2009 Property Tax Gap	Municipal Commercial Taxes	Municipal Residential Taxes	2009 Provincial Rank
EDMONTON*	3.12	\$1,236	\$396	17
STURGEON COUNTY	2.89	\$769	\$266	26
LEDUC COUNTY	2.35	\$679	\$289	38
STRATHCONA COUNTY	1.98	\$779	\$393	43
STONY PLAIN	1.92	\$729	\$380	47
FORT SASKATCHEWAN	1.89	\$692	\$366	49
PARKLAND COUNTY	1.84	\$636	\$345	53
LEDUC	1.77	\$1,039	\$588	56
DEVON	1.66	\$722	\$435	63
SPRUCE GROVE	1.62	\$803	\$495	64
ST. ALBERT	1.61	\$1,096	\$679	65
BEAUMONT	1.57	\$794	\$506	70
MORINVILLE	1.20	\$709	\$593	81
Regional Average	1.96			
Provincial Average	2.36			

Source: CFIB, own calculations of 2009 property tax data provided by the Government of Alberta, Municipal Affairs and the city of Edmonton. * Includes the business tax in Edmonton (\$191).

Figure 5:

Edmonton, municipal property and business taxes per \$100,000 of assessed value, 2009



Source: CFIB, own calculations of 2009 property tax data provided by the Government of Affairs, Municipal Affairs and the city of Edmonton.

Northeast Region

In the Northeast region, Lac la Biche County had the distinction of having the highest property tax gap; in fact, at 5.15, Lac la Biche County also had the third highest property tax gap in the province. Interestingly, the average gap in the Northeast region exceeds the provincial average by just over 14 per cent. The actual commercial taxes are also quite high in the Northeast region. For instance, Vegreville and Lac Ste. Anne County had the highest commercial taxes per \$100,000 of assessed value in the province, at \$2,144 and \$2,042, respectively.

Table 3:

Northeast region, property tax gaps and municipal property taxes per \$100,000 of assessed value, 2009

Municipality	2009 Property Tax Gap	Municipal Commercial Taxes	Municipal Residential Taxes	2009 Provincial Rank
LAC LA BICHE COUNTY	5.15	\$1,206	\$234	3
BONNYVILLE NO. 87, M.D. OF	3.75	\$1,062	\$283	10
LAC STE. ANNE COUNTY	3.54	\$2,042	\$576	11
ST. PAUL NO. 19, COUNTY OF	3.50	\$1,595	\$456	12
ATHABASCA NO. 12, COUNTY OF	3.34	\$1,203	\$360	14
VEGREVILLE	3.29	\$2,144	\$652	15
WOOD BUFFALO, RM of	3.15	\$753	\$239	16
LLOYDMINSTER	2.00	\$676	\$338	42
CAMROSE	1.94	\$1,263	\$652	46
ST. PAUL	1.87	\$1,330	\$710	51
COLD LAKE	1.76	\$1,216	\$690	57
WAINWRIGHT	1.73	\$880	\$510	59
BONNYVILLE	1.66	\$953	\$573	62
CAMROSE COUNTY	1.08	\$1,205	\$1,111	84
Regional Average	2.70			
Provincial Average	2.36			

Source: CFIB, own calculations of 2009 property tax data provided by the Government of Alberta, Municipal Affairs.

Northwest Region

In the Northwest region, Westlock County had the highest property tax gap at 4.20 - meaning non-residential property owners paid over four times more than a residential property owner on the same assessed value in 2009. At 4.20, Westlock County's property tax gap is the seventh worst in the province. At the other end of the spectrum is Slave Slake, with a property tax gap of 1.40. Westlock County also has the highest municipal commercial property taxes in the region at \$1,956 per \$100,000 of assessed value and the third highest in the province. In contrast, business owners in Hinton paid \$753 per \$100,000 of assessed value.

Table 4:

Northwest region, property tax gaps and municipal property taxes per \$100,000 of assessed value, 2009

Municipality	2009 Property Tax Gap	Municipal Commercial Taxes	Municipal Residential Taxes	2009 Provincial Rank
WESTLOCK COUNTY	4.20	\$1,956	\$465	7
EDSON	3.08	\$1,412	\$458	18
GRANDE PRAIRIE NO. 1, COUNTY OF	3.00	\$1,074	\$358	21
BARRHEAD NO. 11, COUNTY OF	2.84	\$1,472	\$519	27
BRAZEAU COUNTY	2.83	\$850	\$300	28
GREENVIEW NO. 16, M.D. OF	2.66	\$772	\$290	29
WESTLOCK	2.58	\$1,728	\$669	30
DRAYTON VALLEY	2.46	\$1,227	\$499	35

PEACE RIVER	2.20	\$1,423	\$646	39
GRANDE PRAIRIE	1.87	\$1,464	\$781	50
WHITECOURT	1.74	\$833	\$478	58
HINTON	1.59	\$753	\$475	67
MACKENZIE COUNTY	1.58	\$1,121	\$710	68
SLAVE LAKE	1.40	\$909	\$648	74
Regional Average	2.43			
Provincial Average	2.36			

Source: CFIB, own calculations of 2009 property tax data provided by the Government of Alberta, Municipal Affairs.

Central Region

In the Central region, Ponoka County had the highest property tax gap at 5.75 – both the highest in the region and the entire province. Over the past year, the tax gap has grown significantly in Ponoka County: in 2008 it was only 1.73. A significant reduction in the residential rate took place because of massive growth in residential assessment that far outstripped non-residential assessment growth. However, in this case the local government focused on controlling the municipal costs for residents rather than using the situation to preserve fairness in the property tax system. On the other end of the scale, Rocky Mountain House charged equal rates of tax to non-residential and residential property owners. The highest level of non-residential tax per \$100,000 of assessment in the Central region was \$1,673 in Wetaskiwin, compared to a low of \$557 in Clearwater County.

Table 5:

Central region, property tax gaps and municipal property taxes per \$100,000 of assessed value, 2009

Municipality	2009 Property Tax Gap	Municipal Commercial Taxes	Municipal Residential Taxes	2009 Provincial Rank
PONOKA COUNTY	5.75	\$1,035	\$180	1
WETASKIWIN NO. 10, COUNTY OF	5.73	\$1,170	\$204	2
VERMILION RIVER, COUNTY OF	4.39	\$1,090	\$248	6
MOUNTAIN VIEW COUNTY	4.06	\$974	\$240	8
WETASKIWIN	3.05	\$1,673	\$548	19
STETTLER NO. 6, COUNTY OF	3.03	\$1,149	\$380	20
RED DEER COUNTY	2.91	\$938	\$322	25
KNEEHILL COUNTY	2.52	\$920	\$364	32
YELLOWHEAD COUNTY	2.51	\$593	\$236	33
CLEARWATER COUNTY	2.48	\$557	\$225	34
RED DEER	2.40	\$1,227	\$511	36
LACOMBE COUNTY	1.98	\$420	\$212	45
SYLVAN LAKE	1.87	\$907	\$485	52
STETTLER	1.41	\$795	\$564	72
OLDS	1.41	\$716	\$509	73
LACOMBE	1.39	\$859	\$618	75
PONOKA	1.34	\$694	\$519	76
INNISFAIL	1.33	\$732	\$551	77
BLACKFALDS	1.28	\$862	\$674	79
BEAVER COUNTY	1.04	\$1,358	\$1,305	85
ROCKY MOUNTAIN HOUSE	1.00	\$720	\$720	86
Regional Average	2.52			
Provincial Average	2.36			

Source: CFIB, own calculations of 2009 property tax data provided by the Government of Alberta, Municipal Affairs.

Rocky Mountain Region

In the Rocky Mountain region, Jasper continued to have a very high property tax gap at 5.10. In other words, non-residential property tax owners in Jasper paid over five times more than residents on the same assessed value. It was double the provincial average and placed Jasper with the fourth highest property tax gap in the province. Banff and Jasper also had high property tax gaps compared to the provincial average. In the Rocky Mountain region, the level of municipal tax on commercial properties ranged from a high of \$1,097 per \$100,000 of assessed value in Jasper to a low of \$548 in Canmore.

Table 6:

Rocky Mountain region, property tax gaps and municipal property taxes per \$100,000 of assessed value, 2009

Municipality	2009 Property Tax Gap	Municipal Commercial Taxes (\$)	Municipal Residential Taxes (\$)	2009 Provincial Rank
JASPER, Municipality of	5.10	\$1,097	\$215	4
BANFF	4.00	\$868	\$217	9
CANMORE	3.38	\$548	\$162	13
CROWSNEST PASS, Municipality of	1.79	\$1,000	\$558	55
Regional Average	3.57			
Provincial Average	2.36			

Source: CFIB, own calculations of 2009 property tax data provided by the Government of Alberta, Municipal Affairs.

Southern Region

In the Southern region, the municipality with the highest property tax gap was Lethbridge at 2.98, well above both the regional and provincial average. Put another way, in 2009 non-residential property owners in Lethbridge paid nearly three times more than residents on the same value of property. In contrast, Cypress County has a property tax gap of 1, meaning that businesses and residents were treated equally. In the Southern region, the level of municipal tax on commercial properties ranged from a high of \$1,620 in Lethbridge to a low of \$291 in Cypress County on \$100,000 of assessed value.

Table 7:

Southern region, property tax gaps and municipal property taxes per \$100,000 of assessed value, 2009

Municipality	2009 Property Tax Gap	Municipal Commercial Taxes	Municipal Residential Taxes	2009 Provincial Rank
LETHBRIDGE	2.98	\$1,620	\$543	23
MEDICINE HAT	2.93	\$1,298	\$443	24
REDCLIFF	2.57	\$1,062	\$414	31
WILLOW CREEK NO. 26, M.D. OF	2.15	\$797	\$371	40
TABER, M.D. OF	1.98	\$666	\$336	44
NEWELL NO. 4, COUNTY OF	1.80	\$753	\$419	54
TABER	1.67	\$1,055	\$632	61
BROOKS	1.60	\$977	\$611	66
LETHBRIDGE, COUNTY OF	1.58	\$743	\$471	69
COALDALE	1.24	\$834	\$671	80
CYPRESS COUNTY	1.00	\$291	\$291	86
Regional Average	1.95			
Provincial Average	2.36			

Source: CFIB, own calculations of 2009 property tax data provided by the Government of Alberta, Municipal Affairs.

Cities

CFIB has also compared the property tax gaps of Alberta cities. Not surprisingly, the two cities with the highest property tax gaps were Calgary and Edmonton. Not only are these municipalities charging significantly higher rates of property tax to non-residential property owners compared to residential property owners, they both rely on an additional municipal tax called the business tax.

Table 8:

Cities, property tax gaps and municipal property taxes per \$100,000 of assessed value, 2009

Municipality	2009 Property Tax Gap	Municipal Commercial Taxes	Municipal Residential Taxes	2009 Provincial Rank
CALGARY	4.57	\$1,205	\$264	5
EDMONTON	3.12	\$1,236	\$396	17
WETASKIWIN	3.05	\$1,673	\$548	19
LETHBRIDGE	2.98	\$1,620	\$543	23
MEDICINE HAT	2.93	\$1,298	\$443	24
RED DEER	2.40	\$1,227	\$511	36
LLOYDMINSTER	2.00	\$676	\$338	42
CAMROSE	1.94	\$1,263	\$652	46
AIRDRIE	1.90	\$674	\$355	48
FORT SASKATCHEWAN	1.89	\$692	\$366	49
GRANDE PRAIRIE	1.87	\$1,464	\$781	50
LEDUC	1.77	\$1,039	\$588	56
COLD LAKE	1.76	\$1,216	\$690	57
SPRUCE GROVE	1.62	\$803	\$495	64
ST. ALBERT	1.61	\$1,096	\$679	65
BROOKS	1.60	\$977	\$611	66
Regional Average	2.31			
Provincial Average	2.36			

Source: CFIB, own calculations of 2009 property tax data provided by the Government of Alberta, Municipal Affairs, as well as the city of Calgary and the city of Edmonton. * The totals for Calgary and Edmonton include the business tax paid.

Facts and Fallacies Related to Property Tax Gaps

While the preceding analysis focused on municipalities with a population greater than 5,000, property tax gaps are prevalent all over Alberta. Of 350 municipalities in the province, 247 (or 71 per cent) charged higher rates of property tax to businesses versus similarly assessed residential properties. There are several reasons why this is the case, as well as several misconceptions that should be cleared up.

Fact - Businesses face a higher education property tax mill rate than residents

In 2009, the provincial education tax rate was \$3.39 per \$1,000 of equalized assessment for residential properties and \$4.98 per \$1,000 of equalized assessment for non-residential property owners.⁴ Thus the education property tax gap is roughly 1.47. In other words, commercial taxpayers across Alberta paid, on average, almost 50 per cent more in education property taxes than residents. The use of equalized assessments leads to some variation in education mill rates across municipalities, which translates into some variation in the gap. While this report focuses on the municipal property tax gap,

⁴ Government of Alberta, *Budget 2009*, p. 151.

here we acknowledge that the provincial government is guilty of distorting the tax system in favour of residential property owners when it comes to financing education in Alberta.

Fact – Many businesses are required to pay an additional business tax

Not only do the vast majority of municipalities charge higher mill rates on businesses, some municipalities also impose an additional property-based tax called a “business tax”.

As mentioned earlier, municipalities have the ability to levy a number of taxes in addition to non-residential property tax. For the purposes of a discussion of the gap between residential and commercial taxes, the most relevant of these is the business tax. This tax, which is levied on business owners, is charged over and above municipal commercial property taxes and is the responsibility of the business operator rather than the property owner.

According to Alberta Municipal Affairs, there were six municipalities that reported business tax revenue in the last year that aggregate data is available:

- Calgary
- Edmonton
- Black Diamond
- Drumheller
- Stettler
- Clyde

In terms of reliance, business taxes are primarily a concern in Edmonton and Calgary. When this additional tax is factored in, commercial properties owners in Calgary paid 4.57 times what residents did, and 3.12 times more in Edmonton.

Fallacy – Businesses consume more municipal services

Businesses, especially small ones, actually use fewer services than homeowners. A study done by MMK Consulting for the City of Vancouver showed that non-residential taxpayers paid 55 per cent of property-based taxes but consumed 24 per cent of local tax-supported services⁵. In other words, while residential properties pay \$0.56 in property taxes for every dollar of tax-supported services consumed, non-residential properties pay approximately \$2.42 in taxes for each dollar of service.

One of the common examples of a service that business owners pay for through property taxes, but rarely receive the service, is garbage collection.⁶ For example, in Calgary, residents have their garbage collection subsidized by business owners, who have paid close to 60 per cent of collection costs, yet

Edmonton's business tax almost gone

In May 2007, Edmonton City Council voted to eliminate its business tax over the period of 2008 to 2011.

Ultimately, Council chose to shift the revenue collected from business tax to non-residential property taxes. While this move alone won't improve Edmonton's property tax gap, CFIB was supportive of the move for two reasons:

First, it would help improve transparency around the total load of municipal taxes in Edmonton as the number of municipal tax levies on non-residential properties and businesses will be reduced from two to one. As such, the move will also help reduce duplication at City Hall.

Second, it was also expected to result in a small tax reduction. During the initial debate on this change, City officials advised that businesses would actually see a six per cent overall tax reduction over the entire phase-out period, as some entities that were not previously paying business tax would now face higher non-residential property tax (ie. operators of power, cable and pipeline systems, owners of vacant commercial land and federal/provincial government buildings). While not a huge reduction, it was at least a move in the right direction.

⁵ MMK Consulting, *Consumption of Tax-Supported Municipal Services*, January 2007.

⁶ Kitchen, Harry and Enid Slack, *Business Property Taxation*, Kingston: Queen's University, School of Policy Studies, the Government and Competitiveness Project, 1993.

receive no service.⁷ Again, while residents consume the majority of civic services, businesses shoulder a disproportionate share of the cost of providing these services.

Fallacy – Businesses have a greater capacity to pay

A lasting, but inaccurate justification for imposing higher property taxes on businesses has been that they are better able to afford it. In reality, however, the business sector should not be so easily characterized. Most Alberta businesses are very small with 60 per cent of businesses employing fewer than five people, and more than 96 per cent employing fewer than 50 employees⁸. Many small firms operate on very thin profit margins and when high property taxes squeeze these margins further, they have fewer resources to put back in the business. As a result, firms may have to forgo opportunities for expansion and job creation. In some cases, even the basic viability of the business comes into question.

Fallacy – Businesses benefit from the tax deductibility of property taxes, therefore they can absorb higher rates

This argument presumes that all business are able to benefit from tax deductions. Businesses that are struggling, just breaking even or losing money don't receive a deductibility "benefit." Even if we assume that the ability to deduct property tax expenses gives business properties an advantage, the ability to deduct property tax still does not account for the inequity between residential and business properties.

For example, consider a business property located in the city of Lethbridge. For every \$100,000 of assessed value, the business property paid \$1,620 in municipal taxes for 2009, compared to \$543 for residential properties, for a property tax gap of 2.98. Assuming this business had net income of less than \$500,000⁹ for the year (which most small businesses do) the effective income tax rate on this amount would be 14% per cent¹⁰. The tax deduction on the \$1,620 municipal property taxes payable would be \$227. Subtracting this from the property tax payable, we are left with \$1,393. The gap with a residential property in the city of Lethbridge paying \$543 for every \$100,000 in assessed market value is still 2.56 with this tax deduction taken into account.

Conclusion and Policy Recommendations

Without question, Alberta businesses pay more in property taxes than residents. This differential between the two property classes cannot be justified on any practical grounds - there is no relationship between the rate of taxes paid by business properties and the services received. The current discrimination of business class properties in the property taxation system is cause for concern. Market distortion, inefficient use of resources and the high tax burden resulting from tax inequities are all factors that impair the competitiveness of the business sector and harm future economic success. We urge governments to find ways to better balance the property tax system so that small business owners can continue to grow and thrive, creating jobs and long-term prosperity for their local communities.

⁷ City of Calgary, *Waste & Recycling Services Financial Sustainability Report*, February 28, 2007.

⁸ Statistics Canada, *Business Register*, July 2009.

⁹ The federal small business tax threshold increased to \$500,000 on January 1, 2009, the Alberta small business threshold increased to \$500,000 on April 1, 2009.

¹⁰ Tax rate based on the Alberta small business tax rate of 3 per cent, and the federal small business tax rate of 11 per cent.

Provincial Government

1) Eliminate the differential between commercial and residential education mill rate

Again, while not the focus of this report, the provincial government should lead by example and remove the differential in education property tax rates, which is currently close to 50 per cent higher for commercial property owners. Recent trends in provincial funding for education have seen a greater reliance on funding from general revenues. Equality could easily be achieved by freezing residential rates at their current levels, while continuing to reduce the rates charged on commercial properties.

In a survey prior to the 2009 Alberta budget, CFIB asked its Alberta members about the level of priority they would place on various tax reduction options: Thirty-seven per cent cited reducing education property tax rates on business assessments as a high priority, and another 44 per cent cited it as a medium priority.¹¹

In the 2007 Ontario provincial budget and the 2009 Saskatchewan provincial budget, both governments made progress in providing education property tax relief.

2) Reject any proposal that would provide increased taxation powers to municipalities

Given the unfairness of the property tax structure in most municipalities, there is little trust that they could reasonably administer any additional taxes. While the discussion around new municipal taxes in Alberta that erupted in 2007 has settled for now, surely such calls will return at some point. In fact, there has been some discussion of new municipal taxes to help pay for a possible new arena in Edmonton. Some municipalities have also explored introducing various new commercial property tax categories and rates. In addition to capping the difference between residential and commercial municipal property taxes (below), it follows that these new tax categories should also be opposed. New taxes or property classes will only serve to further distort the property tax system away from fairness and equity.

3) Introduce a provincially-appointed Municipal Auditor General

Given the disproportionate share of municipal taxes paid by the business community, they have a strong interest in ensuring that tax dollars are spent appropriately and responsibly. Not solely a source of scrutiny, a Municipal Auditor General could also help share best practices among municipal governments related to both spending and tax policy. CFIB was disappointed that Private Member's *Bill 202 - Municipal Auditor General* was defeated in the fall of 2009. In fact, 81 per cent of CFIB's membership in Alberta supported the creation of a Municipal Auditor General in Alberta.¹²

Provincial and Local Governments

4) Cap the difference between mill rates on residential and commercial properties

In Ontario, legislation was introduced that protects property classes that historically have been taxed unfairly high. Ontario's "range of fairness" dictates that the commercial property tax rate must be 0.6 to 1.1 times the residential rate. If a municipality's ratio is outside this range, the municipality can adjust rates to bring the ratio closer to the range, but not farther away. According to a CFIB survey, two thirds

¹¹ CFIB *2009 Pre-budget Survey*, September 2008.

¹² CFIB *Mandate 232*, October 2008.

of Alberta members believe that a cap should be put on the gap in municipal property and business taxes, compared to residential taxes¹³.

One method that municipalities could employ in reducing the property tax gaps would be to introduce a small business threshold, essentially introducing progressivity into the property tax system—much like the personal or corporate income tax systems. The simplest and most appropriate approach to do so would be to tie the thresholds and rates to the residential levels already set by municipal governments. Therefore, the threshold level should be defined as the current median value of an individual residential property in the community. For example, if the median residential property value is \$300,000 in a certain municipality, then all properties would be taxed at the lower residential rate for the first \$300,000 and then at the higher commercial rate for the remainder of their market values. These definitions would give municipal governments unlimited ability to meet their revenue needs, while at the same time accommodating different municipalities with widely varying tax bases and property values. Over time, municipalities could increase the threshold until non-residential and residential property owners were ultimately treated equally.¹⁴

Another option that municipalities could employ is to freeze the non-residential rate in order to make annual progress towards achieving more property tax fairness.

Pursuing property tax fairness - Toronto and Saskatoon lead the way

Toronto

In October 2005, Toronto City Council adopted the *"Enhancing Toronto's Business Climate"* plan - a set of business cost reduction initiatives intended to enhance the City's competitiveness over the long term. During the public consultation leading to the development of this plan, the City's own data and analysis showed that Toronto's economic problems were primarily attributable to its unbalanced property tax system - Toronto's business property tax rates were the highest in the Greater Toronto Area (GTA) and its residential rates were the lowest. In short, the cost of doing business in the City was significantly higher compared to that in the neighbouring municipalities, which in turn has resulted in Toronto losing hundreds of thousands of jobs to the 905 region.

One of the key features of the *"Enhancing Toronto's Business Climate"* plan was to reduce the property tax gap between business and residential property classes over a 15-year period. The City also created a sub-group of the commercial property class for properties under \$1,000,000 of assessed value, and later accelerated the reduction target. As a result, the gap between commercial and residential property tax rates will be gradually reduced from 3.75 in 2005 to 2.5 by 2013 for small business properties and by 2017 for all other commercial and industrial properties.

Saskatoon

The city of Saskatoon took decisive action towards reducing its commercial-to-residential tax gap by implementing a 10-year plan to reduce their tax gap to 1.75 by 2010. Saskatoon is on track to meet this fairness goal, having decreased their tax gap from 2.0 in 2005 to 1.90 in 2007.

Local Governments

5) *Municipalities should begin to reduce the tax gap through savings generated from cost restraint, increased contracting out, and ensuring public sector wages follow, not lead private sector wages*

¹³ CFIB *Mandate 211*, August 2003.

¹⁴ For more information on property tax thresholds, see CFIB's study *On the Threshold of a Cure*, available at <http://www.cfib-fcei.ca/cfib-documents/rr3006.pdf>.

While the focus of this report has been on the unfairness of how municipalities treat non-residential properties compared to residential properties, the solution is not to raise residential property taxes. A major part of the solution is for municipalities to get serious about controlling their spending - particularly day-to-day operating spending - so they can rebalance the property tax load. A recent study by CFIB found that between 2000 and 2007 municipal operating spending across Alberta grew by 73 per cent, while population and inflation grew by only 45 per cent. Of 349 municipalities studied, 282 were unable to keep operating spending growth in line with population and inflation growth over that period. Instead of continuing to talk of needing to increase revenues, municipalities should actively seek ways to find cost savings in the provision of municipal services.¹⁵

In 2008, CFIB released a study entitled *Wage Watch* that examined 2006 Census findings on full-time earnings by sector and occupation. At the municipal level in Alberta, public sector workers enjoyed a 7-10 per cent wage premium over similarly employed individuals in the private sector. When salaries and benefits are examined, the premium skyrockets to 31-34 per cent.¹⁶

6) Municipalities should adopt a "user pay" philosophy

User fees provide consumers with a choice to pay for a particular service, and involve a direct relationship between consumption and the value placed on a good. While certain goods like police and fire protection are unsuited to be provided through the use of user fees, many municipal services such as garbage collection are ideal. In fact, Edmonton took this step in 2010 by removing waste management from being financed through property taxes and converting it to a utility. Any user-fee arrangements should be met with a commensurate reduction in general tax rates, thereby developing a more equitable tax system in the process. Making those who consume services directly responsible for paying for those services will eliminate inefficient cross-subsidization by one property class in favour of another.

7) Eliminate the Business Tax

Municipalities that continue to levy a business tax in addition to non-residential property taxes, notably Calgary, should eliminate the tax as part of a strategy to reduce the burden of tax on small- and medium-sized businesses. Not only does the additional business tax further increase the distortions in the property tax system against commercial property owners, but having a system with two separate assessment procedures is inefficient, inconsistent, and confusing to business owners. Municipalities should include the elimination of the business tax in any long-term strategy to make the municipal tax structure fairer for all parties involved. Although Edmonton has taken steps to eliminate its business tax over four years by rolling it into the non-residential property tax assessment, this alone will do little to close the property tax gap.

¹⁵ For more information on municipal operating spending growth in Alberta, see CFIB's study *Alberta Municipal Spending Watch 2009*, available at: <http://www.cfib-fcei.ca/cfib-documents/rr3097.pdf>.

¹⁶ For more information on public sector versus private sector wage gaps, see CFIB's study *Wage Watch*, available at <http://www.cfib-fcei.ca/cfib-documents/rr3077.pdf>.

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Appendix A – Property tax gaps for municipalities with population greater than 5,000, 2002-2009, by region

Table A1: Calgary Region

	Property Tax Gap							
	2009	2008	2007	2006	2005	2004	2003	2002
AIRDRIE	1.90	2.10	1.75	1.74	1.73	1.74	1.75	1.63
CALGARY*	3.11	3.35	3.44	3.41	3.62	3.81	3.51	3.14
CHESTERMERE	1.28	1.19	1.00	1.00	1.00	1.00	1.00	1.00
COCHRANE	1.70	1.88	1.70	1.45	1.42	1.42	1.43	1.40
DRUMHELLER	1.50	1.62	1.07	1.00	1.00	1.00	1.00	1.00
**FOOTHILLS NO. 31, M.D. OF	2.38	2.22	2.01	1.78	1.78	1.72	1.71	1.78
HIGH RIVER	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
OKOTOKS	1.09	1.00	1.00	1.00	1.00	1.00	1.00	1.00
**ROCKY VIEW COUNTY	3.00	2.39	1.97	1.37	1.21	1.24	1.00	1.00
STRATHMORE	1.15	1.15	1.00	1.00	1.00	1.00	1.00	1.00
**WHEATLAND COUNTY	2.02	1.81	1.53	1.43	1.35	1.27	1.15	1.07

Table A2: Capital Region

	Property Tax Gap							
	2009	2008	2007	2006	2005	2004	2003	2002
BEAUMONT	1.57	1.72	1.38	1.21	1.17	1.17	1.13	1.01
DEVON	1.66	1.66	1.20	1.19	1.19	1.19	1.19	1.19
EDMONTON*	2.64	3.19	2.39	2.36	2.52	2.62	3.43	2.96
**FORT SASKATCHEWAN	1.89	2.38	1.55	1.00	1.00	1.00	1.00	1.00
LEDUC	1.77	1.93	1.68	1.56	1.77	1.79	1.68	1.67
**LEDUC COUNTY	2.35	2.28	2.13	2.02	1.97	1.87	1.68	1.69
MORINVILLE	1.20	1.40	1.00	1.00	1.00	1.00	1.00	1.00
**PARKLAND COUNTY	1.84	1.58	1.42	1.38	1.32	1.29	1.29	1.29
SPRUCE GROVE	1.62	1.97	1.62	1.59	1.52	1.42	1.57	1.30
ST. ALBERT	1.61	1.84	1.56	1.49	1.46	1.51	1.44	1.33
STONY PLAIN	1.92	2.03	1.65	1.63	1.58	1.56	1.54	1.43
**STRATHCONA COUNTY	1.98	2.30	1.76	1.52	1.54	1.50	1.44	1.28
**STURGEON COUNTY	2.89	2.84	2.11	1.95	1.86	1.82	1.58	1.45

Table A3: Northeast Region

	Property Tax Gap							
	2009	2008	2007	2006	2005	2004	2003	2002
ATHABASCA NO. 12, COUNTY OF	3.34	3.34	2.53	2.37	2.36	2.32	2.22	2.23
BONNYVILLE	1.66	1.65	1.90	1.62	1.67	1.67	1.67	1.67
**BONNYVILLE NO. 87, M.D. OF	3.75	3.69	2.79	2.18	1.90	1.36	1.21	1.21
CAMROSE	1.94	1.97	1.69	1.75	1.79	1.79	1.67	1.50
**CAMROSE COUNTY	1.08	1.11	1.18	2.44	1.10	1.10	2.02	1.51
COLD LAKE	1.76	1.88	1.68	1.77	1.77	1.88	1.88	1.54
**LAC LA BICHE COUNTY*	5.15	2.77	2.55	2.52	2.10	1.74	1.74	1.74
**LAC STE. ANNE COUNTY	3.54	4.39	2.29	2.53	2.63	2.65	2.18	2.25
LLOYDMINSTER	2.00	2.00	2.00	1.84	1.84	1.09	1.09	1.09
ST. PAUL	1.87	1.81	1.80	1.60	1.59	1.55	1.54	1.57
**ST. PAUL NO. 19, COUNTY OF	3.50	2.88	1.42	1.76	1.52	1.59	1.42	1.43
VEGREVILLE	3.29	3.43	2.13	1.60	1.60	1.47	1.44	1.41
WAINWRIGHT	1.73	1.66	1.55	1.45	1.43	1.37	1.36	1.36
**WOOD BUFFALO, RM of	3.15	2.96	2.60	2.20	1.40	1.34	1.28	1.23

Table A4: Northwest Region

	Property Tax Gap							
	2009	2008	2007	2006	2005	2004	2003	2002
**BARRHEAD NO. 11, COUNTY	2.84	2.28	2.11	1.88	1.70	1.66	1.59	1.49
**BRAZEAU COUNTY	2.83	2.83	1.74	1.74	1.72	1.72	1.57	1.52
**DRAYTON VALLEY	2.46	2.46	2.35	2.25	2.21	2.30	2.25	2.27
EDSON	3.08	3.15	2.62	2.33	2.17	2.09	2.05	1.99
GRANDE PRAIRIE	1.87	2.11	2.48	2.12	2.12	2.22	2.32	2.25
**GRANDE PRAIRIE COUNTY	3.00	2.99	1.35	2.52	2.28	2.28	2.16	2.17
**GREENVIEW NO. 16, M.D. OF	2.66	2.66	2.66	2.00	1.68	1.68	1.68	1.55
**HINTON	1.59	1.59	1.43	1.12	1.00	1.00	1.00	1.00
**MACKENZIE COUNTY	1.58	1.58	1.60	1.58	1.55	1.54	1.54	1.40
PEACE RIVER	2.20	1.92	1.17	1.47	1.28	1.29	1.31	1.29
SLAVE LAKE	1.40	1.52	1.31	1.14	1.00	1.00	1.00	1.00
WESTLOCK	2.58	2.78	2.02	1.75	1.70	1.59	1.59	1.54
WESTLOCK COUNTY	4.20	3.86	2.85	2.14	2.14	1.98	1.86	1.60
**WHITECOURT	1.74	1.74	1.74	1.73	1.72	1.72	1.72	1.72

Table A5: Central Region

	Property Tax Gap							
	2009	2008	2007	2006	2005	2004	2003	2002
**BEAVER COUNTY	1.04	1.04	1.20	1.18	1.18	1.13	1.09	1.09
BLACKFALDS	1.28	1.41	1.22	1.00	1.00	1.00	1.00	1.00
**CLEARWATER COUNTY	2.48	2.17	1.50	1.47	1.47	1.47	1.48	1.29
INNISFAIL	1.33	1.27	1.00	1.00	1.00	1.00	1.00	1.00
**KNEEHILL COUNTY	2.52	1.33	1.83	1.13	1.25	1.21	1.00	1.00
LACOMBE	1.39	1.38	1.19	1.19	1.14	1.09	1.04	1.00
**LACOMBE COUNTY	1.98	1.98	1.47	1.42	1.42	1.42	1.42	1.42
**MOUNTAIN VIEW COUNTY	4.06	3.23	2.57	2.17	2.08	1.88	1.88	1.77
OLDS	1.41	1.40	1.33	1.28	1.27	1.26	1.26	1.25
PONOKA	1.34	1.30	1.07	1.07	1.08	1.08	1.08	1.09
**PONOKA COUNTY	5.75	1.73	1.73	1.63	2.47	2.10	1.68	1.38
RED DEER	2.40	2.80	2.48	2.04	2.04	2.04	1.97	1.91
**RED DEER COUNTY	2.91	2.76	2.76	2.25	2.12	2.12	2.07	1.80
ROCKY MOUNTAIN HOUSE	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
STETTLER	1.41	1.33	1.09	1.00	1.00	1.00	1.00	1.00
**STETTLER NO. 6, COUNTY OF	3.03	3.12	1.87	1.76	1.70	1.85	1.77	1.57
SYLVAN LAKE	1.87	1.90	1.50	1.47	1.47	1.47	1.47	1.48
**VERMILION RIVER, COUNTY	4.39	3.82	3.66	2.92	2.40	1.74	1.74	1.89
WETASKIWIN	3.05	2.79	1.95	1.59	1.56	1.54	1.34	1.21
**WETASKIWIN COUNTY	5.73	4.51	3.85	2.87	2.00	1.93	1.65	1.63
**YELLOWHEAD COUNTY	2.51	2.51	1.88	1.83	1.77	1.84	1.41	1.41

Table A6: Rocky Mountain Region

	Property Tax Gap							
	2009	2008	2007	2006	2005	2004	2003	2002
BANFF	4.00	3.58	4.61	4.83	5.00	5.00	5.00	5.00
CANMORE	3.38	3.12	2.55	2.00	1.88	1.59	1.26	1.22
**CROWSNEST PASS, Municipality	1.79	1.73	1.26	1.20	1.17	1.17	1.13	1.12
JASPER, Municipality	5.10	5.10	6.50	6.50	6.50	6.50	7.50	7.50

Table A7: Southern Region

	Property Tax Gap							
	2009	2008	2007	2006	2005	2004	2003	2002
BROOKS	1.60	1.60	1.50	1.52	1.55	1.56	1.52	1.53
COALDALE	1.24	1.20	1.16	1.15	1.15	1.15	1.15	1.22
**CYPRESS COUNTY	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
LETHBRIDGE	2.98	3.00	2.32	2.30	2.30	2.30	2.29	2.30
**LETHBRIDGE, COUNTY OF	1.58	1.40	0.67	1.14	1.10	1.08	1.08	1.00
MEDICINE HAT	2.93	3.16	2.97	2.73	2.70	2.65	2.58	2.29
**NEWELL NO. 4, COUNTY OF	1.80	1.80	1.79	1.77	1.77	1.28	1.27	1.33
REDCLIFF	2.57	2.64	2.66	2.72	2.22	2.07	2.02	1.84
**TABER	1.67	1.58	1.32	1.27	1.25	1.25	1.30	1.25
**TABER, M.D. OF	1.98	1.14	1.19	1.18	1.17	1.17	1.09	1.00
**WILLOW CREEK NO. 26, M.D.	2.15	1.63	1.71	1.59	1.59	1.55	1.47	1.43

Source: CFIB, own calculations of 2009 property tax data provided by the Government of Alberta, Municipal Affairs.
 * Does not include the business tax in Calgary or Edmonton, figures for Lac La Biche County are based on the property tax data for the former Lakeland County.
 ** Municipality generated at least 10 per cent of property taxes through machinery and equipment, linear and railway taxes in 2008.

Appendix B – Property tax gaps for municipalities with population less than 5,000, 2009

Table B1: Municipal Districts

	2009 Property Tax Gap		
**ACADIA NO. 34, M.D. OF	1.04	**PAINTEARTH NO. 18, COUNTY OF	1.29
**BIG LAKES, M.D. OF	3.83	**PEACE NO. 135, M.D. OF	2.76
**BIGHORN NO. 8, M.D. OF	3.70	**PINCHER CREEK NO. 9, M.D. OF	1.69
**BIRCH HILLS COUNTY	1.74	**PROVOST NO. 52, M.D. OF	1.81
**CARDSTON COUNTY	3.49	**RANCHLAND NO. 66, M.D. OF	1.54
**CLEAR HILLS COUNTY	2.03	**SADDLE HILLS COUNTY	3.26
**FAIRVIEW NO. 136, M.D. OF	2.17	**SMOKY LAKE COUNTY	4.28
**FLAGSTAFF COUNTY	2.26	**SMOKY RIVER NO. 130, M.D. OF	1.08
**FORTY MILE NO. 8, COUNTY OF	1.00	**SPIRIT RIVER NO. 133, M.D. OF	1.39
**LAMONT COUNTY	6.50	**STARLAND COUNTY	1.37
**LESSER SLAVE RIVER NO. 124,	3.67	**THORHILD NO. 7, COUNTY OF	4.63
**MINBURN NO. 27, COUNTY OF	1.29	**TWO HILLS NO. 21, COUNTY OF	7.79
**NORTHERN LIGHTS NO. 22, M.D.	1.87	**VULCAN COUNTY	1.00
**NORTHERN SUNRISE COUNTY	2.40	**WAINWRIGHT NO. 61, M.D. OF	5.50
**OPPORTUNITY NO. 17, M.D. OF	8.96	**WARNER NO. 5, COUNTY OF	1.00
		**WOODLANDS COUNTY	2.82

Table B2: Towns

	2009 Property Tax Gap		
**ATHABASCA	2.11	FOX CREEK	1.57
BARRHEAD	2.14	GIBBONS	1.52
BASHAW	1.45	GRANDE CACHE	2.60
BASSANO	1.91	GRANUM	1.20
BEAVERLODGE	2.96	GRIMSHAW	1.00
BENTLEY	1.49	HANNA	1.23
BLACK DIAMOND	1.00	HARDISTY	1.34
BON ACCORD	2.22	HIGH LEVEL	1.25
BOW ISLAND	1.45	HIGH PRAIRIE	1.38
BOWDEN	2.15	IRRICANA	1.00
BRUDERHEIM	1.07	KILLAM	1.69
CALMAR	2.20	LAMONT	1.36
CARDSTON	1.66	LEGAL	2.32
CARSTAIRS	1.31	MAGRATH	1.51
CASTOR	1.54	MANNING	1.33
CLARESHOLM	2.22	MAYERTHORPE	1.82
COALHURST	1.30	MCCLENNAN	1.45
CORONATION	1.57	**MILK RIVER	2.58
CROSSFIELD	1.00	MILLET	1.48
DAYSLAND	2.81	MUNDARE	1.62
DIDSBURY	1.16	NANTON	1.92
ECKVILLE	1.65	ONOWAY	3.55
ELK POINT	2.51	OYEN	1.00
FAIRVIEW	1.60	PENHOLD	1.77
FALHER	1.00	PICTURE BUTTE	1.38
FORT MACLEOD	2.90	PINCHER CREEK	1.29
		PROVOST	1.91
		RAINBOW LAKE	1.00

Cap the Gap

RAYMOND	1.63	TOFIELD	2.36
**REDWATER	2.45	TROCHU	3.32
RIMBEY	1.27	TURNER VALLEY	1.00
SEDGEWICK	1.00	TWO HILLS	3.52
SEXSMITH	2.90	VALLEYVIEW	2.06
SMOKY LAKE	2.20	VAUXHALL	2.72
SPIRIT RIVER	1.31	VERMILION	1.39
STAVELY	1.46	VIKING	1.84
SUNDRE	1.34	VULCAN	1.42
**SWAN HILLS	1.67	WEMBLEY	1.00
THREE HILLS	1.37		

Table B3: Improvement Districts

	2009 Property Tax Gap		
		I.D. NO. 4 WATERTON	9.17
**I.D. NO. 12 (Jasper National Park)	1.00	I.D. NO. 9 BANFF	1.00
**I.D. NO. 13 ELK ISLAND	1.00	**KANANASKIS I.D.	1.00
**I.D. NO. 24 WOOD BUFFALO	1.00		

Table B4: Villages

	2009 Property Tax Gap		
		DELBURNE	2.69
ACME	2.08	**DELIA	1.45
ALBERTA BEACH	1.97	**DERWENT	1.16
**ALIX	1.76	DEWBERRY	1.00
ALLIANCE	1.00	DONALDA	1.47
AMISK	1.00	DONNELLY	1.25
ANDREW	0.86	DUCHESS	1.00
ARROWWOOD	1.00	EDBERG	2.75
BARNWELL	1.00	EDGERTON	1.00
BARONS	1.00	ELNORA	1.00
BAWLF	1.00	EMPRESS	1.44
BEISEKER	1.00	FERINTOSH	1.00
BERWYN	2.13	FOREMOST	1.00
**BIG VALLEY	1.02	FORESTBURG	2.86
BITTERN LAKE	1.26	**GADSBY	1.00
BOTHA	1.00	GALAHAD	1.00
**BOYLE	2.76	GIROUXVILLE	1.00
BRETON	1.34	GLENDON	2.84
CARBON	1.46	GLENWOOD	2.37
CARMANGAY	1.00	HALKIRK	1.19
CAROLINE	1.00	HAY LAKES	1.22
CEREAL	1.00	HEISLER	2.15
CHAMPION	1.31	HILL SPRING	1.00
**CHAUVIN	1.15	**HINES CREEK	1.59
CHIPMAN	1.48	**HOLDEN	1.39
CLIVE	1.00	HUGHENDEN	1.00
CLYDE	1.89	HUSSAR	1.00
CONSORT	1.65	HYTHE	2.45
COUTTS	2.28	**INNISFREE	1.00
COWLEY	1.00	IRMA	1.45
CREMONA	1.76	KINUSO	1.45
CZAR	1.00	KITSCOTY	1.94

Cap the Gap

LINDEN	2.66	ROSEMARY	1.71
LOMOND	2.24	RYCROFT	1.71
LONGVIEW	1.13	**RYLEY	1.86
LOUGHEED	1.48	SPRING LAKE	1.00
MANNVILLE	1.76	STANDARD	1.02
MARWAYNE	2.36	STIRLING	1.00
MILO	1.54	STROME	1.00
**MINBURN	1.00	THORSBY	2.50
MORRIN	1.00	TILLEY	1.49
MUNSON	2.60	VETERAN	2.10
MYRNAM	0.82	**VILNA	2.08
NAMPA	1.72	**WABAMUN	3.95
NEW NORWAY	1.00	WARBURG	1.86
NEW SAREPTA	1.25	WARNER	1.84
NOBLEFORD	1.00	WASKATENAU	2.19
PARADISE VALLEY	1.00	WILLINGDON	2.00
ROCKYFORD	1.00	YOUNGSTOWN	1.00
**ROSALIND	2.49		

Table B5: Summer Villages

	2009 Property Tax Gap		
ARGENTIA BEACH	1.00	NORGLIWOLD	1.00
BETULA BEACH	1.00	NORRIS BEACH	1.00
BIRCH COVE	1.00	PARKLAND BEACH	3.07
BIRCHCLIFF	1.00	PELICAN NARROWS	1.00
BONDISS	1.00	POINT ALISON	3.17
BONNYVILLE BEACH	1.00	POPLAR BAY	1.00
BURNSTICK LAKE	1.00	ROCHON SANDS	1.00
CASTLE ISLAND	1.00	ROSS HAVEN	1.00
CRYSTAL SPRINGS	1.00	SANDY BEACH	3.11
GHOST LAKE	1.00	SEBA BEACH	1.00
GOLDEN DAYS	1.00	SILVER BEACH	1.00
GRANDVIEW	1.00	SILVER SANDS	1.00
GULL LAKE	1.00	SOUTH BAPTISTE	1.00
HALF MOON BAY	1.00	SOUTH VIEW	4.72
HORSESHOE BAY	1.00	SUNBREAKER COVE	1.00
ISLAND LAKE	1.00	SUNDANCE BEACH	1.00
ISLAND LAKE SOUTH	1.00	SUNRISE BEACH	4.55
ITASKA BEACH	1.00	SUNSET BEACH	1.00
JARVIS BAY	1.00	SUNSET POINT	1.00
KAPASIWIN	4.38	VAL QUENTIN	1.00
LAKEVIEW	1.00	WAIPAROUS	1.00
LARKSPUR	1.00	WEST BAPTISTE	1.00
MA-ME-O BEACH	1.00	WEST COVE	1.00
MEWATHA BEACH	1.00	WHISPERING HILLS	1.00
NAKAMUN PARK	1.00	WHITE SANDS	3.19
		YELLOWSTONE	2.33

Cap the Gap

Table B6: Special Areas

	2009 Property Tax Gap
**SPECIAL AREAS BOARD	1.19

Source: CFIB, own calculations of 2009 property tax data provided by the Government of Alberta, Municipal Affairs.
** Municipality generated at least 10 per cent of property taxes through machinery and equipment, linear and railway taxes in 2008.

Government of Alberta ■
Agriculture and Rural Development

Rural Development Division
Room 106, J.G. O'Donoghue Bldg
7000 - 113 Street
Edmonton, Alberta T6H 5T6
Canada
Telephone: 780-427-2409
www.agriculture.alberta.ca

June 30, 2010

File Number: C-206

Ms. Joulia Whittleton
Director of Corporate Services
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

Dear Ms. Whittleton:

Thank you for your application dated June 25, 2010 for funding under the Rural Community Adaptation Grant Program. This letter is to acknowledge receipt of your application related to your Water/Wastewater/Storm Water Master Plans project.

We have assigned your application a file reference number of C-206. We will use this reference number in future communications regarding your application.

Your application will now be assessed against the program criteria. As part of our assessment process and program referral activities we may need to contact you for additional information.

We would like to caution you that the receipt of your application does not constitute a commitment from Alberta Agriculture and Rural Development (AARD) for financial assistance. As a result, any project costs incurred in the absence of a signed Grant Agreement with AARD are incurred at the sole risk of the Applicant and that any such costs may not be considered eligible for AARD assistance.

Please note: the Program is in its final year and the availability of funds is limited.

If you have any questions or concerns regarding your application or AARD's assessment process, please contact me at (780) 643-1830.

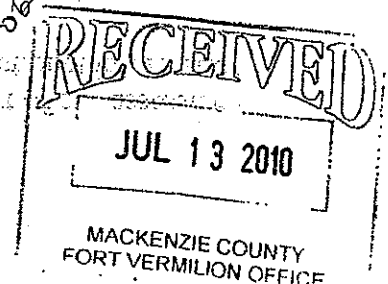
Thank you again for your interest in our program.

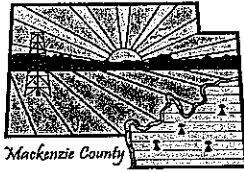
Sincerely,



Drew Hiltz
Manager, Programs

cc: Ron Popek, Executive Director





Mackenzie County

PO Box 640, Fort Vermilion, AB T0H 1N0

Phone: (780) 927-3718 Fax: (780) 927-4266

Toll Free: 1-877-927-0677 Email: office@mackenziecounty.com

July 30, 2010

To whom it may concern:

Re: La Crete Agricultural Society – Alberta Farmers' Market Status

Please be advised that Mackenzie County Council is in full support of the La Crete Agricultural Society obtaining the official Alberta Farmer's Market status.

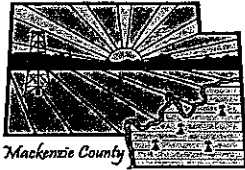
The Society has been one of the most active non-profit organizations in our Region by providing agricultural education/programs, organizing various fairs, rodeos, and other community events.

If you require addition information, please contact me at 780.927.3718.

Yours truly,

Joulia Whittleton
Director of Corporate Services

Cc: Mackenzie County Council



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

August 4, 2010

Doug Maley, Assistant Deputy Minister
Alberta Region
Department of Western Economic Diversification
Suite 1500 Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4H7

Dear Mr. Maley,

Re: Fort Vermilion Recreation Board - Project No. 000010392 (Dressing Rooms and Fitness Centre Addition)

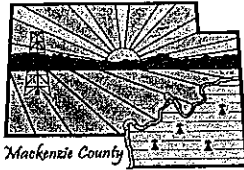
Please accept this letter as the County's consent to be included as a co-applicant on the Fort Vermilion Recreation Board's application for the above mentioned project.

If you have any questions, please contact me at (780) 927-3718.

Sincerely,

Joulia Whittleton
Director of Corporate Services

Cc: Mackenzie County Council
William (Bill) Kostiw, Chief Administrative Officer
John Simpson, Fort Vermilion Recreation Board



Mackenzie County

PO Box 640, Fort Vermilion, AB T0H 1N0

Phone: (780) 927-3718 Fax: (780) 927-4266

Toll Free: 1-877-927-0677 Email: office@mackenziecounty.com

July 29, 2010

Doug Maley, Assistant Deputy Minister
Alberta Region
Department of Western Economic Diversification
Suite 1500 Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4H7

Dear Mr. Maley,

Re: Fort Vermilion Recreation Board - Project No. 000010392 (Dressing Rooms and Fitness Centre Addition)

Please be advised that the Fort Vermilion Recreation Board tendered the above mentioned project with the lowest tender being \$874,900. The bidders were asked to submit bids for two categories: a bid for the total completion of the project and a bid for the shell completion only.

Due to the lowest tender being much higher than anticipated, the Board explored their options and is requesting that the change in scope of the project be authorized with the following components being completed by the March 2011 deadline:

Completion of the shell	\$394,250 (the lowest tender for the shell)
Completion of the fitness centre	\$162,800 (a quote received from the lowest bidder for the shell)
Engineering	<u>\$45,000</u>
Total estimated cost	\$602,050

The Board's available funds for this project are matched with the above estimated costs as follows:

RInC Federal Program	\$226,538
Community raised funds	\$55,000
Mackenzie County	<u>\$320,512</u>
Total funds available	\$602,050

Please be advised that the Board has submitted an application through the Alberta Lottery Fund, Community Facility Enhancement Program for this project and is hoping to receive the much needed funds to bring the second component (the dressing rooms) of this project to completion.

Fort Vermilion Recreation Board - Project No. 000010392 (Dressing Rooms and Fitness Centre Addition)

Page 2

July 29, 2010

In addition, the Board is open to your suggestions regarding other potential funding that the Western Economic Diversification program may have or will have to offer for this project.

We will greatly appreciate your positive response and thank you for this consideration. If you require additional information, please contact John Simpson at 780.926.0899 or me at 780.927.3718.

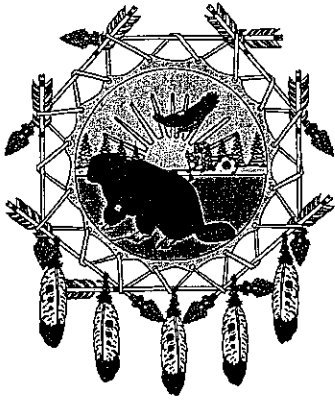
Sincerely,



Joulia Whittleton
Director of Corporate Services

Cc: John Simpson, Fort Vermilion Recreation Board
Mackenzie County Council
William (Bill) Kostiw, Chief Administrative Officer
Terry Bearden, Bearden Engineering, A Division of Genivar

Enc.



BEAVER FIRST NATION

Bag 2700 High Level, AB T0H 1Z0
Tel: (780) 927-3544 Fax: (780) 927-4064

Mackenzie County
High Level, Alberta
T0H-1Z0

July 19, 2010

Letter of Interest

Re: First Nations Training & Development Initiative
Heavy Equipment Operator Training Project

This letter is to inquire if **Mackenzie County** will be interested in partnering with Beaver First Nation in the Community based Heavy Equipment Operator Training project.

We are seeking an Industry Partner who has the capacity to offer our skilled HEO operators **employment** upon the successful completion of this training. These trainees will be members of Beaver and Tall Cree First Nations and will be trained for 12 weeks by a recognized Heavy Equipment Operator (HEO) training provider which adheres to industry standards. The tentative training date is Fall 2010.

Equipment types for training: Cat Crawler Tractor, Packer, Rock truck, Excavator, Grader, and Dozer.

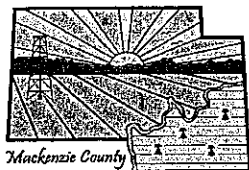
This project will be funded largely under the Government of Alberta Department AE&I First Nations Training & Development Initiative. This will include all costs such as tuition, equipment and fuel, as well as a contracted Project Coordinator, who will be hired by the steering committee, to oversee all aspects of this project.

All training allowances, PPE and Safety Training will be covered by the First Nations, as well as In-kind contributions such as field site supports such as; radios, office/trailers, washrooms etc. The First Nations are requesting that all training worksites be on the First Nation lands.

Please feel free to contact myself at Beaver First Nation for further information.

Sincerely,

Barb Adekat-Gladue HRD Beaver First Nation



Mackenzie County

PO Box 640, Fort Vermilion, AB T0H 1N0

Phone: (780) 927-3718 Fax: (780) 927-4266

Toll Free: 1-877-927-0677 Email: office@mackenziecounty.com

July 19, 2010

Barb Adekat-Gladue, HRD Beaver First Nations
Beaver First Nations
Bag 2700
High Level, AB
T0H 1Z0

Dear Barb,

Re: First Nations Training & Development Initiative – Heavy Equipment Operator Training Project

Thank you for the Beaver First Nations invitation to partner in the above mentioned project. The County recognizes the value of training the local people and fully supports the proposed training program.

The County's current heavy equipment consists of the graders that are used for maintaining the local roads. We wish to advise you that if an employment opportunity arises, the County will consider hiring a trainee upon successful completion of the Heavy Equipment Operator Training program.

If you have questions, please contact me at (780)-927-3718.

Sincerely,

William (Bill) Kostiw
Chief Administrative Officer

Cc: Mackenzie County Council



July 29, 2010

For the Personal Attention of: Chief Administrative Officer and Insurance Administrator

Dear Member Subscriber to Jubilee Reciprocal Insurance Exchange (JRIE),

Re: Renewal of Property and Boiler & Machinery Insurance Policies-- July 1st, 2010 to July 1st, 2011

I would like to introduce myself to you as the new Manager of Insurance Programs for AAMDC/Jubilee Insurance Agencies. I hope to be meeting with you personally in the near future but, in the meantime, if you ever have any questions or concerns related to your insurance or risk management needs, please feel free to contact me at any time.

At this time, I wish to enclose the documents pertaining to the renewal of your July 1st policies this year:

A. Property Insurance – July 1st, 2010 to July 1st 2011

- Summary of Coverage – Property
- Schedule Listing of Property items insured as at July 1, 2010
- Master Property Policies Certificate for the period July 1, 2010 to July 1, 2011
- Jubilee Insurance Agencies Invoice in the amount of your annual subscription premium to the Jubilee Reciprocal (Property) Insurance Exchange

The main features of this year's renewal are:

Premium Levels - the premium rates reflected on your Invoice **have reduced by about 4% from the levels that were charged last year.** *[NOTE: This is a positive step for us to report to you, due to the fact that your Jubilee Reciprocal (JRIE) did record a profitable year in 2009/10 after the poor results of earlier years. This is encouraging, since it represents a sign that last year's initiatives may have already begun to produce some positive results. We are anticipating that this improvement will continue through the upcoming year – see also later comments under "Jubilee Plans" overleaf.]*

Deductible Levels – all deductibles remain at the same levels as last year. *[NOTE: This means that the higher base deductible level applied last year (\$ 5,000) will continue to apply - see also later comments.]*

Coverage – there have been no significant changes to the coverage afforded by the policy this year. Minor changes, intended more for the sake of clarification, have been introduced as follows:

1. Damage to heavy machinery caused by the weight of a load exceeding its registered carrying or lifting capacity is not covered – previously, claims were not covered if a load exceeded the lifting capacity only;
2. Damage caused by mold, moss, mildew, fungi and spores is not covered unless concurrently caused by a specific insured peril or event (e.g. flood, hail etc.) – such damage was not covered before either as claims would have been denied on the vaguer grounds of "gradual deterioration" not otherwise caused by a specific event;
3. Coverage has been enhanced to include a) Reimbursement of rental charges for equipment leased to replace damaged heavy equipment and b) increased costs for reconstructing LEED Certified ("green") buildings with materials that meet the same level of certification as before a loss;

[PLEASE NOTE that one of the changes we will be introducing this year will be to “post” all Policy Wordings in full on our web site, thus allowing you to peruse the full details of your coverage at your convenience.]

B. Boiler & Machinery Insurance – July 1st, 2010 to July 1st 2011

- Certificate of Insurance – Boiler & Machinery
- Summary and Highlights of Coverage
- Jubilee Insurance Agencies Invoice in the amount of your Annual Premium

This is a relatively minor policy in your overall portfolio. Coverage is purchased with outside Insurance Companies (rather than self-insured within the Jubilee Reciprocal arrangement) because the risks are not otherwise commensurate with those in our self-insurance property pool.

Renewal Terms for July 1st, 2010 to July 1st, 2011 - Insurers have reported some high cost claims in the past year. As a result, premiums for some Insureds that had claims have increased slightly (by 5%); for others where a minimum premium charge applies, this has increased by \$ 6.00 (to \$ 61.00). Most Insureds, however, have seen no increase in their premium this year.

Jubilee Plans and Considerations for the 2010/11 Policy Year

Since commencing my position with Jubilee, I have been immersed in the issues pertaining to the renewal of your Property Insurance. In particular, I have become very familiar with the problems that had to be faced last year after the poor claims performance of our property pool had seen self-insurance levels vastly exceeded in the 2008/09 period.

At this time, I wish to assure you that, even though this year’s terms may signify an apparent relaxation in the onerous terms imposed last year, we do not intend to drop our guard on your behalf. Rather, we will be introducing more initiatives in the months ahead to further solidify the financial base of the Reciprocal so that it can return to its stated goals of long-term stability and premium economy for its members.

To this end, I wish to acquaint you in a little more detail with the plans we will be introducing during the year ahead. I anticipate that many of these will come into fruition by the Fall, when we can also report to you on the results of our Genesis Liability Reciprocal (GRIE) which falls due for renewal next on November 1st next.

1. RiskPro Program

The participation rate from our members in the Jubilee RiskPro Module 3 – Property Loss Control – was most encouraging, running at 79%. Results are beginning to show in the loss experience results and we expect all members to continue their collective effort to address losses at their source. Members who have participated in RiskPro have received the premium credit discount (2%) off their July 1st renewal premiums in anticipation of their continued involvement as the next round of this initiative begins in the Fall.

2. Experience (Claims) Rated Premium Distribution Plan

It was announced last year that a new method of allocating premium among members – based upon claims performance – would begin in late 2010. At this time, I can advise that the model for this new method is yet to be ratified; we will continue working on this and I do anticipate updating you further in this regard in the Fall.

3. Insurance Values and Property Appraisals

The construction industry in Alberta has been in a state of tumult over the past few years; this has resulted in building construction costs fluctuating dramatically.

As the economic upsurge took root in Alberta around 2006/07, we began to see construction costs increase by unprecedented amounts; as the economy subsequently entered into a decline, so too did many of the costs associated with the purchase of building labour and materials. More recently, some signs are now emerging that costs could, once again, be on the increase in certain areas.

We believe that most of our members are currently a little uncertain as to just how much they should be insuring their buildings for. We do recognize this, and feel that we can offer some solutions by including an Insurance Appraisal Service – at no cost to your municipality – as part of the services you are entitled to receive through participation in the Jubilee Property Reciprocal.

We are now finalizing the details of this new Service and will be able to provide full details to you by September.

4. Deductibles

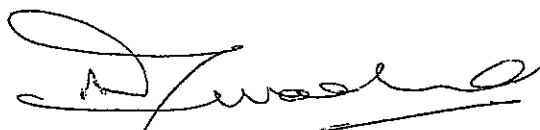
When the Property Insurance was renewed last year, all participants in the Jubilee Property Reciprocal saw the amount of their Deductible increase substantially, from \$ 1,000.00 per claim to \$ 5,000.00. At the time, this increase in Deductible caused serious concerns to many of our members; this was especially so for smaller organizations that would find it very difficult to afford such an amount if they were ever unfortunate enough to sustain a Property Claim.

I am pleased to report that, after much discussion over the past 12 months, we have successfully gained Underwriter's approval in principal to reducing the amount of this Deductible for those smaller entities that are willing to pay a slightly higher premium for this concession. We are finalizing the premium rates to be charged for lower deductibles (of \$ 1,000 or \$ 2,500) and will notify you of these as soon as possible.

We would kindly ask that you remit payment in full for this renewal, within thirty (30) days of your receipt of this correspondence.

Please watch for announcements respecting training in the area of property loss control over the coming months. We look forward to working with you in the delivery of risk management strategies that are truly effective towards reduction in your overall cost of risk.

Yours Sincerely,



A.D. (Tony) Wadsworth, ACII, ACIB
Manager of Insurance

Alberta Association of Municipal Districts & Counties/Jubilee Insurance Agencies Ltd.



Partners in Advocacy & Business

Alberta Association of Municipal Districts & Counties
 Jubilee Reciprocal Insurance Exchange
 2010 Renewal Summary
 Property Insurance

Property

Insured Alberta Association of Municipal Districts & Counties, and those members or associate members thereof as stated in individual Certificates issued hereunder and filed with the Insurer(s)

Insurers Subscribing Insurance Companies

Policy No. RSLE 2204

Policy Period July 1, 2010 to July 1, 2011

Summary of Coverage

Perils Insured

All Risks of Direct Physical Loss or Damage including Earthquake, Flood and Sewer Back-up, subject to the Policy exclusions

Limits of Liability

	\$
Property of Every Description (Buildings, Contents, Equipment & Rental Values)	As per Schedule Listing
Accounts Receivable	1,000,000
Automatic Acquisitions (60 days)	5,000,000
Commandeered Equipment	500,000
Course of Construction	250,000
Debris Removal	500,000
Demolition and Cleaning of Site	100,000
Equipment while waterborne (except while being transported on any regular ferry etc.)	250,000
Extra Expense	2,000,000
Fire Department Charges (incl. Cost for Commandeered Equipment)	500,000
Fire Fighting Expense	500,000
Gross Earnings	100,000
Growing Plants, trees, shrubs	100,000
Off Premises Interruption	50,000
Personal Effects - any one individual	2,500
Personal Effects - any one loss	100,000
Rental Reimbursement (\$ 1,000 daily)	75,000
Valuable Papers	1,000,000

Deductibles

	\$
Each and Every Claim (unless a higher amount has been selected, as per Schedule Listing)	5,000
Vacant Properties	10,000
Earthquake	2% of value of property or interest
Flood	25,000
Ice & Muskeg	5,000

The above Summary is a synopsis of coverage provided by the above Policy, and is issued for convenient reference only. This Summary is not a Policy of Insurance, and it does not create or contract any rights. The exact terms and conditions are contained in the Policy of Insurance which may be seen at the offices of the Alberta Association of Municipal Districts & Counties, in Nisku, Alberta.

Director of Operations (South) Report For August 10, 2010 Regular Council Meeting

Past:

The Marten Friesen farm access has been completed by the contractor with the exception of gravel which will be done shortly, the Abe Peters road is well under way and I anticipate will be ready for gravel soon as well. We also did a bit of ditch resloping on 89th Ave, Additional clearing for the tower at Tompkins fire hall site is complete, The recreation site fire guard contracts were awarded, signed and a preconstruction meeting was held.

Present:

Through many deliberations with three landowners we have reached a common ground plan for the HWY 697 drainage project and will start within the next few weeks, we will address the Dave Hiebert drainage problem at the same time. Site prep for the Tompkins fire hall site will start as soon as we know where the tower anchors will be located, and I anticipate the tender for the building to be out before the end of the month. 100th Ave underground is complete and the contractor is doing base work. The La Crete airport construction is rolling right along and the contractors goal is to have the paving done by the end of the month. The North Point lift station project is under way with all the force main line installed and now waiting for the contractor to put in the actual lift station. Crack sealing has been completed.

Future:

In the next few months we anticipate starting to wrap up some projects like 100th Ave, La Crete airport, road construction requests, La Crete arena grading to try and get rid of the big mud hole, some minor ditch cleanouts to enhance spring runoff, the salt/sand pad in preparation for the next winter season, pot hole patching and line painting, but not necessarily in that order, with that said, I feel we are moving along quite well with all projects, and I look forward to the beginning of October when Byron Peters will be joining the County as the Projects/Construction Superintendant (South), he has verbally accepted and I am awaiting the return of a signed contract.

John Klassen
Mackenzie County
Director of Operations (South)

To: William (Bill) Kostiw, Chief Administrative Officer

From: Marion Krahn, Acting Supervisor of Planning and Development

Page 1

Completed Projects:

- Documentation for the Municipal Reserve Lands within NW 9-106-15-W5M has been completed and awaits registration.
- Registration of Greenwood Acres Ltd. Phase 2 subdivision (Part of SW 13-106-15-W5M).

Ongoing Projects:

- Draft County Land Use Bylaw is being aggressively processed by staff and intended to be presented for first reading within the next 6 weeks.
- Subdivision Refund Policy is currently under review. Subdivision applications are occasionally withdrawn or cancelled by the applicant/agent and these requests typically include a request for refund. The Municipal Planning Commission reviewed draft copies of this policy and requested Legal Counsel input prior to making a recommendation to Council.
- Airport subdivisions are under review by staff to formulate work plans for processing. This process will include review of the draft Airport Vicinity Protection Area (AVPA).
- Subdivision review by Stewart Weir is underway. This review includes any registered subdivision files that Mackenzie County currently holds security for and is intended to address any outstanding components. Terry Broome (consultant with Stewart Weir) has completed a preliminary review of these files and prepared a work plan for each. Staff will be reviewing work plans and arranging meetings with each respective developer to discuss the resolution of these files. This process was initiated by the Director of Planning and Development and current staff will be continuing this process.
- Draft General Municipal Improvements Standards are being processed. Stewart Weir has been contracted to complete this standard.
- Statistical Reports are in the process of being updated and completed. These reports were abandoned in the past however provide insightful information for the County and will be prepared on a quarterly and annual basis again.
- Zama Trailer Park subdivision negotiation ideas were conducted and included planning staff. Subject to the negotiations, planning staff may be processing a subdivision application for these lands.
- Development and Safety Codes Permits
- Subdivision Applications

Future Projects and Goals:

- Review of policies and processes for the purpose of increased efficiency
- Continual efforts to improve communication with other departments

To: William (Bill) Kostiw, Chief Administrative Officer

From: Marion Krahn, Acting Supervisor of Planning and Development

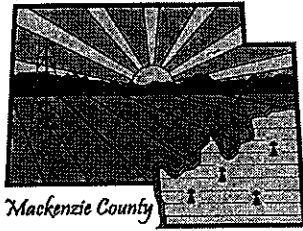
Page 2

Personnel/Human Resources

- Interviews for the Administrative Assistant Position (La Crete) being conducted August 6, 2010
- Staff training

Respectfully submitted,

Marion Krahn



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	ADM048 – Handi-van Use Policy DRAFT

BACKGROUND / PROPOSAL:

The County owns two handivans. A handivan is a special transportation unit for people with mobility impairments. Both County handi-vans are wheel chair accessible.

OPTIONS & BENEFITS:

The main purpose of developing a policy is to gain efficiencies and assure timely access to the handi-van services by those in need.

The following topics were discussed with the representatives of the current groups that manage the handi-van program for the County and an appropriate research was undertaken:

Common issues:

1. What is the travel demand? Aging population may have an affect on increasing demand. How the monitoring and evaluation of need is being done?
2. What are different functional disabilities?
3. Who is fiscally responsible and accountable for the vans?
4. Qualifications for drivers.
5. What is area of service?

Functional issues:

1. Service delivery – what are core services?
2. Who provides funding and oversight (determining budget, planning and monitoring services)?
3. Who should be eligible for the handi-van service and should these individuals be registered in a main registry? In some areas, eligibility process involves health

Author: _____

Review Date: _____

for
CAO

care validation, an interview, functional assessment, followed by an application form completion.

4. Who is responsible for reservation and scheduling? What are the recommended scheduling parameters? How a determination should be made if and when a trip can be accommodated?

Administration drafted a policy that addresses the main common and functional issues. The draft policy is attached for Council review and comments.

COSTS & SOURCE OF FUNDING:

NA

RECOMMENDED ACTION:

Motion 1:

That ADM048 – Handi-Van Use Policy be approved as presented.

Motion 2:

That administration proceeds with entering into official agreements with the local groups for the handi-vans operations in accordance with the ADM048 Handi-Van Use Policy.

Author: _____ Review Date: _____ CAO _____

Mackenzie County

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

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

Policy Statement and Guidelines

Statement:

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

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

The priority for use of the vans shall be given to persons with mobility impairments. The handi-van transportation services shall be provided within the Mackenzie County unless specifically approved by the Group or the County prior to a trip in accordance with this policy.

Guidelines:

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

- a. The Group shall not permit an operator to drive a handi-van without receiving proper authorization from the County. Approval of operators shall be done in the following manner:
 - Upon a request to permit, the Group shall direct an applicant to the Mackenzie County, advising the applicant to provide a copy of his/her drivers license, his/her current driver's abstract and his/her claims experience letter from their personal insurer to the County;
 - The County shall complete the review of the submitted documents and release a letter to the Group authorizing a new operator within five working days of the request;
 - An operator that has been inactive (did not operate a handi-van for over 365 days) will be required to reapply.
 - All operators must provide their driver's abstract to the County on an annual basis at the operator's cost. Failure to provide the driver's abstract shall disqualify a previously approved operator.
- b. The Group shall be responsible for all scheduling within the County while giving the priority to persons with mobility impairments using the following guideline:
 - A booking shall be requested at least three days in advance of a trip. The trips scheduled with less than three days notice may be accommodated subject to availability of a handi-van;
 - A medical trip outside of the County that does not exceed one day can be authorized by the Group.
 - A medical trip in excess of one day and all non-medical trip requests outside of the County shall be directed to the County. A non-medical trip outside of the County shall be permitted only for persons with mobility impairments and be limited to weddings and funerals of immediate family members. An immediate family member shall mean mother, father, son, daughter, brother, and sister.
 - Maximum length of any trip outside of the County shall be two days (48 hours).
- c. The Group shall be responsible to undertake a visual inspection of the handi-van after each trip and undertake routine maintenance of the handi-van at every 5,000 kilometers interval. The Group must utilize the County's vehicle repair services at the County's shops. If the County's mechanics are not available, the Group may use a qualified repair shop and submit an invoice to the County.
- d. The Group shall be responsible for providing a monthly report to the County's Administration by the 20th of every month using the forms provided by the County.

- e. The Group shall be responsible for providing an annual report for each calendar year to Council by March 31st of a subsequent year containing the following:
 - Vehicle mileage on January 1 and December 31 (mileage per trip must be reconciled to the overall vehicle mileage from January 1 to December 31).
 - Purpose of the trips, destinations and out of County trips
 - Users (a senior and/or a mobility impaired individual) and age of users per trip.
 - Number and nature of requests that the Group was not able to accommodate.
 - Total costs incurred during a year for the handi-van service operations including the Group's employees' hours.

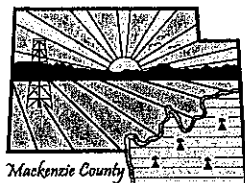
2.3. Responsibilities of the handi-van user:

- a. Provide a request for handi-van use as per this policy and be prepared to be flexible when scheduling a non-medical trip, recognizing the priority will be given to persons with mobility impairments and recognizing that conflicting schedules may exist.
- b. The handi-van user shall be responsible for all fuel costs associated with his/her trip.
- c. A surcharge of \$0.10 per kilometer shall apply to all non-medical trips outside of the County.
- d. The handi-van user shall be responsible for cleaning the van before returning it to the Group.
- e. The handi-van user shall be responsible for reporting any mechanical problems to the Group upon returning the handi-van.

3. Administrative responsibilities:

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

	Date	Resolution Number
Approved		
Amended		
Amended		



HANDI-VAN ANNUAL REPORT

GROUP: _____

YEAR: _____

MILEAGE: ODOMETER (January 1) _____ (December 31) _____

TOTAL KILOMETERS TRAVELLED _____

PURPOSE OF TRIPS and NUMBER OF TRIPS:

Within the County:

- | | | |
|---|-----------------------|-----------------------|
| <input type="checkbox"/> MEDICAL (La Crete) | Number of Trips _____ | Number of Users _____ |
| <input type="checkbox"/> MEDICAL (Fort Vermilion) | Number of Trips _____ | Number of Users _____ |
| <input type="checkbox"/> SOCIAL ACTIVITY | Number of Trips _____ | Number of Users _____ |
| <input type="checkbox"/> FAMILY FUNCTION | Number of Trips _____ | Number of Users _____ |
| <input type="checkbox"/> SHOPPING FOR ESSENTIALS | Number of Trips _____ | Number of Users _____ |
| <input type="checkbox"/> OTHER _____ | Number of Trips _____ | Number of Users _____ |

Outside of the County:

- | | | |
|---|-----------------------|-----------------------|
| <input type="checkbox"/> MEDICAL (High Level) | Number of Trips _____ | Number of Users _____ |
| <input type="checkbox"/> MEDICAL (Peace River) | Number of Trips _____ | Number of Users _____ |
| <input type="checkbox"/> MEDICAL (Grande Prairie) | Number of Trips _____ | Number of Users _____ |
| <input type="checkbox"/> MEDICAL (Other _____) | Number of Trips _____ | Number of Users _____ |
| <input type="checkbox"/> SOCIAL ACTIVITY | Number of Trips _____ | Number of Users _____ |
| <input type="checkbox"/> FAMILY FUNCTION | Number of Trips _____ | Number of Users _____ |
| <input type="checkbox"/> OTHER _____ | Number of Trips _____ | Number of Users _____ |

Number and nature of requests that were not accommodated (use additional paper is required):

COST:

Labour	Repair & Maintenance	Fuel	Other

COMMENTS: _____

Please contact Director of Corporate Services at 780-927-3718 regarding completion of this form.



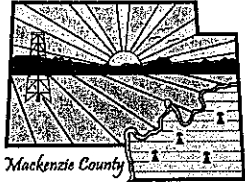
HANDI-VAN USAGE – MONTHLY REPORT

This form is to be COMPLETED in its entirety on monthly basis and be submitted to the County on monthly basis with copies of all relevant trip logs forms.

	Year	Month	Date and time in	Destination	Purpose of the trip	Kilometers per trip	Driver's name	User (sc for senior citizen and/or MIP for mobility impaired person)	Comments
--	------	-------	------------------	-------------	---------------------	---------------------	---------------	--	----------

Enter beginning kilometers for the handi-van: _____

Enter ending kilometers: _____	Completed by: _____
--------------------------------	---------------------



HANDI-VAN TRIP LOG No. _____

For example: YYYY - 001; YYYY-002; ...YYY-010...

This form is to be **COMPLETED** in its entirety after **EACH** trip. The odometer reading must be taken at the beginning of the trip and at the end of the trip.

DATE: _____

MILEAGE: ODOMETER (START) _____ (FINISH) _____

TOTAL KILOMETERS TRAVELLED _____

APPROVED DRIVER(S)

PRINTED

SIGNATURES

1. _____

2. _____

PASSENGER(S) and AGE(S)

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

(If there are more passengers, please list them on the back of this form.)

DESTINATION(S)

1. _____

3. _____

2. _____

4. _____

PURPOSE OF THE TRIP

1. _____

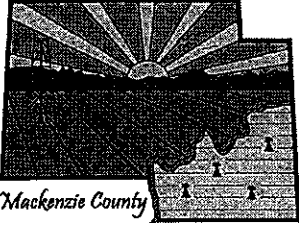
3. _____

2. _____

4. _____

CHECKLIST (to be completed at end of every trip)

- Fuel tank is refueled (must be full upon return).
- Handi-Van lights turned off.
- Keys removed from ignition and placed in cupholder.
- Clipboard placed in the driver's side storage pouch.



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Fort Vermilion Handi-Van Replacement

BACKGROUND / PROPOSAL:

The handi-van replacement project has been on the County's project list for three years. The County submitted an application in 2008 under the Alberta Lottery Funds Community Initiatives Program, but was not approved for funding. We waited for a decision on the County's application for over a year. This program is no longer available to municipalities.

Council approved \$80,000 in the 2010 capital budget towards replacement of the Fort Vermilion Handi-Van with 100% funding coming from municipal sources. Administration was asked to look into options for acquiring a new handi-van.

OPTIONS & BENEFITS:

The current handi-van is a 1986 Ford E-350 single wheel one ton. The use of this handi-van is limited to 2 wheel chair positions. The condition of the handi-van is poor and has been deteriorating over the past few years. The wheel chair lift is an obsolete unit and can be a challenge to repair as parts can no longer be ordered. The handi-van itself has low kilometers (60,000) however it is also weathered and requires repairs such as engine gaskets, seals, brake lines, pad & rotors, body panels and most weather stripping. The current wheel chair capacity of this unit is a quarter of what is needed. As a result of the deterioration of the handi-van, it can only be used in town and is often left in parking lots or on the roadside due to it breaking down.

Administration acquired multiple quotes for a new handi-van. The proposal is to acquire a van to accommodate 4-6 wheel chair passengers with up to 10 ambulatory seats.

Author: Carla Komarnicki, Public Works Administrative Officer and Brent Dachuk, Mechanic/Shop Foreman

Review by:

CAO
[Handwritten signatures]

The results of the quotes are summarized in the chart below:

Make/Supplier	Model/Chasis	Engine	Price	Availability
Champion Bus Kirkman Bus Sales Calgary, Alberta	2010 Challenger E-450 Ford Dual Wheel	6.8 LT V-10 Gasoline	\$77,187.00	FOB Calgary 3-5 Months No Stock
Girardin Western Canada Bus Edmonton, Alberta	2009 Girardin MBC- 1V E-450 Ford Dual Wheel	6.0 LT Diesel	\$92,995.00	FOB Edmonton In Stock
Crestline Coach Saskatoon, Sask.	2009 Goshen E-450 Ford Dual Wheel (Demo Unit)	6.8 LT V-10 Gasoline	\$73,447.00	FOB Saskatoon In Stock
Crestline Coach Saskatoon, Sask.	2009 Goshen E-450 Ford Dual Wheel	6.8 LT V-10 Gasoline	\$83,447.00	FOB Saskatoon 3-5 Months

COSTS & SOURCE OF FUNDING:

2010 capital budget

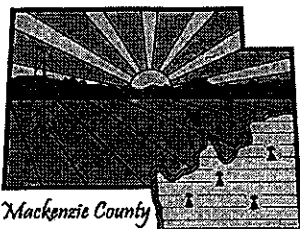
RECOMMENDED ACTION:

That administration proceeds with acquiring the _____ handi-van model from _____ supplier at \$ _____ price as approved in the 2010 capital budget.

Author: Carla Komarnicki, Public Works Administrative Officer and Brent Dachuk, Mechanic/Shop Foreman

Review by: _____

CAO



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Tax Write-off – Roll 214857

BACKGROUND / PROPOSAL:

Under MGA, section 347, Council of a municipality has the ability to cancel or reduce tax arrears.

OPTIONS & BENEFITS:

The tax roll in question is a miscellaneous lease; therefore, the County is not able to place a tax notification on the property. Taxes remain outstanding from 2004 and there has been no response to numerous letters requesting payment. Sustainable Resource Development has now cancelled the miscellaneous permit retroactive to December 31, 1995 due to nonpayment of arrears.

Administration recommends writing off the property taxes and voiding the 2010 penalty.

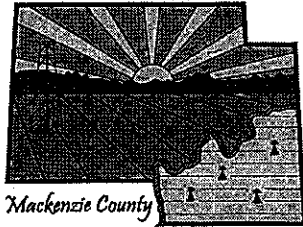
COSTS & SOURCE OF FUNDING:

2010 operating budget – Tax Write-off

RECOMMENDED ACTION: (requires 2/3)

That the outstanding balance of \$2,154.94 on tax roll 214857 be written-off and that the 2010 penalty of \$14.61 be voided.

Author: _____ *[Handwritten Signature]* Review Date: _____ *[Handwritten Signature]* **CAO** _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Request to Waive a Penalty on Tax

BACKGROUND / PROPOSAL:

Under MGA, section 347, Council of a municipality has the ability to cancel or reduce tax arrears.

OPTIONS & BENEFITS:

Please review the attached correspondence.

COSTS & SOURCE OF FUNDING:

If this request is approved by Council, the penalty will be reversed (2010 operating budget).

RECOMMENDED ACTION: (requires 2/3)

For discussion.

Author: _____ Review Date: _____ *for* CAO *Jul* _____



cc/

Tracy McCorriston
Manager, Financial Accounting
403-213-8134

Devon Canada Corporation
2000, 400 - 3rd Avenue S.W.
Calgary, AB T2P 4H2

403 232 7100 Phone
www.devonenergy.com

July 27, 2010

MacKenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Council Members:

Devon Canada Corporation received your 2010 property assessment and tax notices earlier this year in the amount of \$38,548.43 and in good faith made arrangements to have them paid on June 30, 2010. To our deep regret, a human error occurred in our process which resulted in the electronic funds being sent on July 5th rather than June 30th. We understand and appreciate that penalties are automatically assessed for such late payments. Even so, we are respectfully requesting your consideration of our appeal to have such penalties waived.

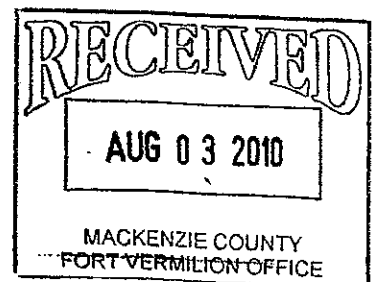
Over the years, Devon has made every effort to be a good neighbor and to maintain healthy relationships in the MacKenzie community, and our intention is to continue to do so. Even though the error in this situation is ours, we would ask for clemency as you consider what recourse there may be for waiving the penalties. In your deliberations, you should consider that if Devon had paid the MacKenzie County with a cheque postage stamped June 30th, it is unlikely that the County would have received the monies any sooner than the electronic payment that was made on July 5th, two business days later. Again, our intention is not to negate our error but to request that a pragmatic view of the outcome be considered.

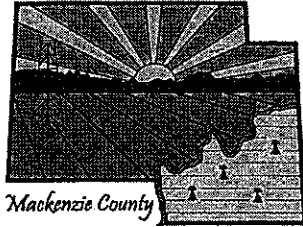
Thank you in advance for your respectful handling of this request. We would very much appreciate receiving a written response from you after you have a chance to review the circumstances. We would also welcome the opportunity to meet with you to respond directly to any questions related to this request.

Sincerely,

DEVON CANADA CORPORATION

Tracy McCorriston
Manager, Financial Accounting





MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	Joulia Whittleton, Director of Corporate Services
Title:	Finance and Investment Report – July 31, 2010

BACKGROUND / PROPOSAL:

Finance department provides financial reports to Council as per policy.

OPTIONS & BENEFITS:

Please review the following financial reports for the period ended July 31, 2010:

- Investment Report
- Operating Statement
- Projects Progress Report

COSTS & SOURCE OF FUNDING:

NA

RECOMMENDED ACTION:

That the financial reports for the period ended July 31, 2010 be accepted for information.

Author: _____ Review Date: _____

for
CAO *for*

INVESTMENT REPORT, JULY 31, 2010

CHEQUING ACCOUNT ON JULY 31

Bank account balance 9,145,032

INVESTMENT VALUES ON JULY 31

Short term investments (EM0-0377-A) 23,001,988
 Short term T-Bill (859-1044265-26) 427,819
 Long term investments (EM0-0374-A) 4,368,708
27,798,515

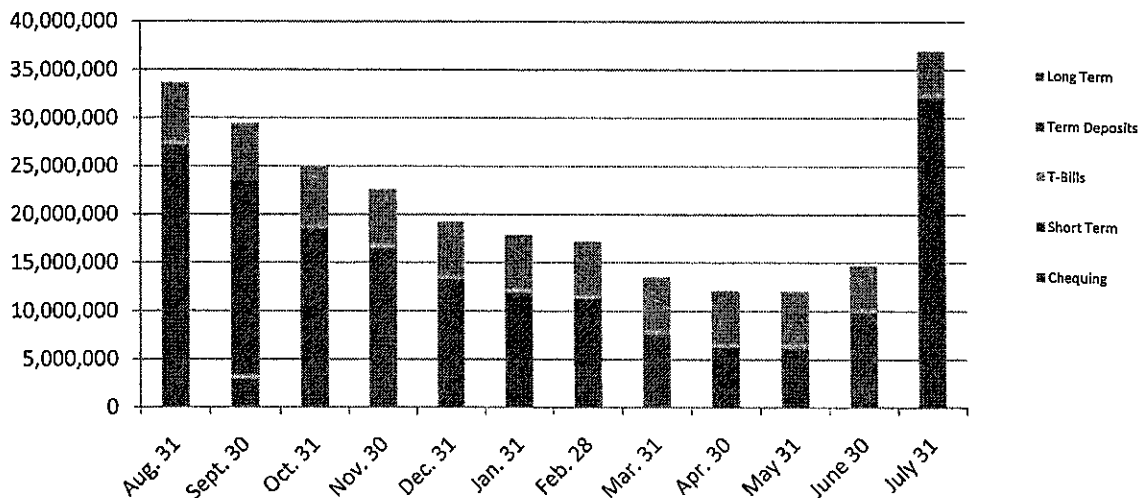
These balances include market value changes.

REVENUES

	Total	Short Term	Long Term
Interest received from investments	98,009	11,919	86,091
Interest accrued (built up, yet to receive) on investments	38,713	1,772	36,941
	136,723	13,691	123,032
Market value changes of investments	(50,188)	n/a	(50,188)
Interest received on chequing account balance	7,488	7,488	n/a
Grand total revenues before investment manager fees	94,023	21,179	72,844
Deduct: investment manager fees for investments	-9,694	-3,279	-6,415
Grand total revenues after investment manager fees	84,329	17,900	66,429

BALANCES IN THE VARIOUS ACCOUNTS - LAST 12 MONTHS

	Chequing	Short Term	T-Bills	Term Deposits	Long Term	Total
Aug. 31	27,238,048	0	426,758	0	6,018,091	33,682,897
Sept. 30	2,978,244	0	426,845	20,000,000	6,028,318	29,433,407
Oct. 31	4,541,164	14,000,051	426,936	0	5,999,631	24,967,783
Nov. 30	7,538,298	9,000,000	427,024	0	5,620,830	22,586,152
Dec. 31	4,268,966	9,003,633	427,114	0	5,534,340	19,234,053
Jan. 31	4,900,389	7,010,378	427,205	0	5,556,039	17,894,011
Feb. 28	4,250,354	7,012,476	427,287	0	5,547,408	17,237,526
Mar. 31	591,446	7,015,089	427,378	0	5,489,385	13,523,298
Apr. 30	2,207,357	4,007,343	427,466	0	5,449,831	12,091,997
May 31	6,147,146	0	427,556	0	5,448,219	12,022,922
June 30	6,873,801	3,000,000	427,729	0	4,375,153	14,676,683
July 31	9,145,032	23,001,988	427,819	0	4,368,708	36,943,547



STATEMENT OF OPERATIONS
July 31, 2010

	2009	2010 (to July)	Budget	Variance
	\$	\$	\$	\$
OPERATIONAL REVENUES				
Property taxes	32,448,614	30,583,668	30,590,788	\$7,120
User fees and sales of goods	1,939,122	1,022,522	2,022,398	\$999,876
Government transfers	1,448,984	779,186	1,254,523	\$475,337
Investment income (operating)	230,586	94,023	250,000	\$155,977
Penalties and costs on taxes	111,547	165,343	115,000	(\$50,343)
Licenses, permits and fines	266,293	212,291	177,250	(\$35,041)
Rentals	29,434	17,805	34,218	\$16,413
Insurance proceeds	2,412	4,129	0	(\$4,129)
Development levies	33,000	167,656	0	(\$167,656)
Municipal reserve revenue	34,074	93,232	0	(\$93,232)
Sale of equipment	7,913	6,056	0	(\$6,056)
Other	263,459	195,875	217,000	\$21,125
Total operating revenues	36,815,438	33,341,787	34,661,177	\$1,319,390

OPERATIONAL EXPENSES

Legislative	559,407	270,184	539,619	\$269,435	50%
Administration	3,589,632	2,071,795	4,114,197	\$2,042,402	50%
Protective services	1,686,747	263,941	1,105,656	\$841,715	76%
Transportation	10,841,485	3,012,021	11,507,534	\$8,495,513	74%
Water, sewer, solid waste disposal	3,532,975	1,189,235	4,087,232	\$2,897,997	71%
Public health and welfare (FCSS)	583,771	597,270	635,053	\$37,783	6%
Planning, development, agriculture	1,907,330	675,579	2,217,045	\$1,541,466	70%
Recreation and culture	1,388,576	909,919	1,467,530	\$557,611	38%
School requisitions	6,768,922	3,276,970	6,559,007	\$3,282,037	50%
Lodge requisitions	568,212	720,470	720,470	(\$0)	0%
Non-TCA projects	1,156,348	262,715	1,316,763	\$1,054,048	80%
Total operating expenses	32,583,406	13,250,098	34,270,106	\$21,020,008	61%

Excess (deficiency) before capital revenues

	4,232,032	20,091,689	391,071	(\$19,700,618)
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OTHER REVENUE (for capital projects)

Government transfers for capital	9,072,364	654,502	6,564,867	\$5,910,365	90%
Investment income (capital)	10,082	0	0	\$0	
Other revenue for capital	115,502	13,859	359,798	\$345,939	96%
Proceeds from sale of physical assets	320,517	1,011,538	571,585	(\$439,953)	-77%
EXCESS (DEFICIENCY) - PSAB Model	13,750,497	21,771,588	7,887,321	(\$13,884,268)	-176%

Convert to local government model

Remove non-cash transactions	6,125,091	0	6,061,556	\$6,061,556	100%
Remove revenue for capital projects	(9,518,465)	(1,679,900)	(7,496,250)	(\$5,816,350)	78%
Long term debt principle	1,316,048	728,896	1,709,972	\$981,076	57%
Transfers to/from reserves	8,991,074	(353,806)	4,742,655	\$5,096,461	~%
EXCESS (DEFICIENCY) - LG Model	50,000	19,716,588	(0)	(\$19,716,599)	

Projects Progress Report

July 30, 2010

Project Name	Total costs so far (= prior years + 2010 costs)	Costs in Prior Years (2007-2009)	2010 Budget	2010 Costs up to July 31	2010 Budget Remaining on July 31	Status Update on July 31, 2010	% Completion
Administration Department							
Questica Budget Module	0	0	15,000	0	15,000	Implementation is in progress	30%
FV Buildings Alarm System	0	0	13,128	0	13,128	Will be undertaken as part of the FV office upgrade.	0%
La Crete Office Building	2,946,560	2,134,880	1,051,375	811,680	239,695	Tender Complete/ Groundwork 90% complete	90%
Zama Multi-Use Facility	1,978,667	359,991	2,611,956	1,618,676	993,280	The project is near completion with an official opening scheduled for October.	80%
Virtual City Hall (Diamond Municipal Solutions)	0	0	20,000	0	20,000	Scheduled to begin in September; acquiring an updated quote.	0
FV - Ford 9 Passenger Handivan	0	0	80,000	0	80,000	Looking into options; quotes will be presented to Council.	\$1%
Fort Vermilion - Corporate Office Upgrade	91,951	16,850	1,738,150	75,101	1,663,049	Tender was awarded to Footfills Carpentry; project is expected to commence first week in August; a power pole the front is being relocated by ATCO (\$6,000)	\$1%
Vehicle for Administrator	32,640	0	35,000	32,640	2,360	Completed.	100%
La Crete Library Building	1,950	0	5,000	1,950	3,050	To be reviewed by La Crete Building Committee on August 9, 2010	1%
			<i>Total department 12</i>	2,540,047	3,029,562		
Fire Department							
2009 Pumper Truck (Zama FD)	345,556	132,972	199,063	212,584	-13,521	Purchased and delivered.	100%
Tompkins Fire Hall Construction	12,705	0	300,000	12,705	287,295	Clearing complete, Site prep to start, Building design 90% complete	
2009 Fire/Water Truck (as per RSSA with the Town of High Level)	218,000	0	300,000	218,000	82,000	On order	
New Fire Hall / Public Works Building (Zama)	699,364	144,546	594,954	554,818	40,136	In progress, near completion.	
Fire Guard Expansion Zama	347,621		369,696	347,621	22,075	Done	100%
			<i>Total department 23</i>	1,345,728	417,985		

Project Name	Total costs so far (= prior years + 2010 costs)	Costs in Prior Years (2007-2009)	2010 Budget	2010 Costs up to July 31	2010 Budget Remaining on July 31	Status Update on July 31, 2010	% Completion
Transportation Department							
La Crete 98th Ave - Urban Standard	3,664,588	3,645,813	154,187	18,775	135,412	Tender complete / Dealing with some ratepayer complaints.	
Wolfe Lake Road & Water Point	30,571	30,571	469,429	0	469,429	In conjunction with AJA drainage project	
Road Construction Requests (South)	79,957	77,556	22,444	2,401	20,043	Need to pave the apron as per AT specs	
FV Rural - Gull Creek Bridge (BF 9041)	4,364	0	250,000	4,364	245,636	Completed	100%
FV - Compact Utility Tractor	19,167	0	25,000	19,167	5,833	Completed	100%
Public Works Shop Construction (relocate to WTP site) (La Crete)	820,464	736,298	90,000	84,166	5,834	Tender complete / Dealing with some minor deficiencies	
FV - Coverall Shelter for Rocky Lane Grader	0	0	30,000	0	30,000	Currently receiving quotes	
FV - Paving 53 St from River Rd. to 48 Ave (Urban Standard)	6,872	0	5,000	6,872	-1,872	On hold until budget complete.	0%
FV - Paving D.A. Thomas Park	0	0	1,000	0	1,000	On hold until budget complete.	0%
FV - Paving Lodge Parking	0	0	1,000	0	1,000	On hold until budget complete.	0%
FV - Skid Steer (Bobcat)	0	0	38,195	0	38,195	Done	100%
HL Rural - Drainage (East)	10,900	0	500,000	10,900	489,100	Currently working with Band to obtain approval letter. Still in designing stage.	
HL Rural - Reconstruction of TWP Rd 110-2 (4 miles)	0	0	150,000	0	150,000	Started July 15, 2010	
LC - Grader Replacement (Blue Hills)	338,961	0	350,000	338,961	11,039	Complete	100%
LC 102 Str & 92 Ave curb, gutter & sidewalk	1,711,394	1,710,218	39,782	1,176	38,606	Tender 100% complete, needs some warranty work.	100%
LC - Public Works - Salt and Sand Shelter & Asphalt Pad for Salt and Sand Shed	0	0	133,180	0	133,180	Asphalt pad to be constructed in the next few weeks.	
Zama Bears paw Crescent	492,261	492,261	49,633	0	49,633	In progress	
LC - Public Works Shop - Plow Truck Replace (unit 1844)	65,018	0	70,000	65,018	4,982	Complete	100%

Project Name	Total costs so far (= prior years + 2010 costs)	Costs in Prior Years (2007-2009)	2010 Budget	2010 Costs up to July 31	2010 Budget Remaining on July 31	Status Update on July 31, 2010	% Completion
River Road (Fort Vermilion)	1,102,493	1,102,493	55,490	0	55,490	Not complete. Waiting for line painting.	
LC - Public Works Shop - Skid Steer Replacement	0	0	38,195	0	38,195	To take place this fall.	
LC - Paving of Parking Lot at the Lodge	0	0	1,000	0	1,000	On hold.	0%
Road Construction Requests	0	0	250,000	0	250,000	South: The 1.5 miles in the south 80% complete. North: Currently receiving quotes for 2 road requests from 2009.	
Zama - Skid Steer (Bobcat)	0	0	38,195	0	38,195	Done	100%
Zama - Hotsy 1270 Hot Water Steamer	0	0	7,000	0	7,000	Done	100%
Zama - Truck Box Sander	0	0	15,000	0	15,000	Done	100%
Zama - Water Tank	0	0	7,900	0	7,900	On hold until budget complete.	
Apache Road - Pull Out Area	20,000	0	50,000	20,000	30,000	Complete	100%
Hwy 697 Drainage (Buffalo Head)	15,176	15,176	66,780	0	66,780	Planning to start within the next few weeks.	
Rocky Lane Road Reconstruction	130,760	130,760	169,240	0	169,240	Currently digging out soft spots. In progress.	
AJA Friesen Road Reconstruction	502,505	457,645	242,355	44,860	197,495	Tender to close on the 25th of August	
LC 100th Ave Reconstruction - CAMRIF (BCF)	129,385	99,431	1,279,213	29,954	1,249,259	Under ground work complete, Base work in progress	
Service box for FV truck	19,000	0	19,000	19,000	0	Done	100%
<i>Total department 32</i>			<i>4,618,217</i>	<i>665,614</i>	<i>3,952,603</i>		
Airport Department							
LC - Airport Paving	82,159	0	2,595,670	82,159	2,513,511	Dirt work in progress , Base work to start mid month	
FV - Airport Paving	32,944	0	1,308,890	32,944	1,275,946	Tender has been awarded.	
Zama - Helipad	0	0	100,000	0	100,000	Waiting for specs from integrated engineering.	
<i>Total department 33</i>			<i>4,004,560</i>	<i>115,103</i>	<i>3,889,457</i>		

Project Name	Total costs so far (= prior years + 2010 costs)	Costs in Prior Years (2007 - 2009)	2010 Budget	2010 Costs up to July 31	2010 Budget Remaining on July 31	Status Update on July 31, 2010	% Completion
Water Treatment & Distribution Department							
FV - Water Line Services (school, church, college)	0	0	50,000	0	50,000	Waiting for engineering.	
Zama Water Treatment System	13,489,351	13,489,351	30,000	0	30,000	Nearly completed	98%
Paving of Raw Water Truck Fill Access: Sub Grade Prep and Pavement (La Crete)	4,200	0	10,000	4,200	5,800	Posponed this project, used a portion to clean the LC treated water reservoir	
FV WTP - Lab Renovation & Equipment	0	0	16,000	0	16,000	On hold until approval received.	
FV WTP - Upgrades	455,242	455,242	30,000	0	30,000	On hold until approval received.	
FV WTP - Truck 3/4 Single Cab	35,484	0	35,000	35,484	-484	Completed	
Raw Water Truck Fill - Zama	0	0	100,000	0	100,000	Planning stage	
Treated Water Truck Fill - La Crete	85,695	0	170,000	85,695	84,305	Tender complete, dealing with minor deficiencies	100%
FV WTP - Boiler/ Header	0	0	31,537	0	31,537	The work was done but we haven't received the invoice yet. Done in July.	
FV WTP - Filter Media Replacement	0	0	24,713	0	24,713	On hold until approval received.	
LC - Hydrant Replacement Program	0	0	100,000	0	100,000	Quotes received, project to start shortly	
LC WTP - Power Backup	0	0	99,000	0	99,000	Pending a Managerial review, may need these funds to fix filters at the WTP	
Rural Water - Phase I	151,571	0	3,520,969	151,571	3,369,398	Design stage	
Water Meter Reading System	0	0	50,000	0	50,000	Device ordered. Waiting delivery and installation	
Underground Sprinkler System at WTP site LC (Froese Enterprises)	0	0	6,000	0	6,000	On hold.	
Cardlock Water Usage Reading System	0	0	10,000	0	10,000	In progress	
			4,283,219	276,950	4,006,269		
<i>Total department 41</i>							

Project Name	Total costs so far (= prior years + 2010 costs)	Costs in Prior Years (2007-2009)	2010 Budget	2010 Costs up to July 31	2010 Budget Remaining on July 31	Status Update on July 31, 2010	% Completion
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Sewer Disposal Department

Zama Waste Water upgrade - Phase II	4,059,030	4,024,619	100,000	34,411	65,589	On hold until budget complete.	
LC - Lagoon Upgrade	0	0	20,000	0	20,000	Study complete, Investigating options	
LC - Sewer Flusher	0	0	55,000	0	55,000	On hold, Investigating options	
LC - Sewer Trunk Main	0	0	420,400	0	420,400	Complete	100%
North Point Subdivision Lift station	3,600	0	636,000	3,600	632,400	In progress	
<i>Total department 42</i>			<i>1,231,400</i>	<i>38,011</i>	<i>1,193,389</i>		

Solid Waste Disposal

WTS Fencing Fort Vermilion	2,011	2,011	32,989	0	32,989	Done	
<i>Total department 43</i>			<i>32,989</i>	<i>0</i>	<i>32,989</i>		

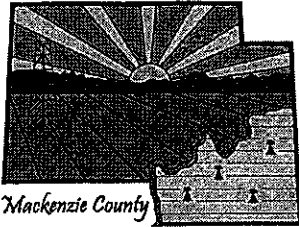
Agricultural Services Department

Blue Hills Storm Water Control & 103-2 rd (Blue Hills Drainage)	314,190	281,823	144,431	32,367	112,064	In progress - 30% completed.	30%
Blue Hills Drainage Study	9,895	9,895	10,105	0	10,105	To be reviewed at next ASB meeting.	
<i>Total department 63</i>			<i>154,536</i>	<i>32,367</i>	<i>122,169</i>		

Recreation Department

Fort Vermilion Arena - Dressing Rooms	0	0	375,000	0	375,000		
Fort Vermilion Recreation Board	6,624	0	25,000	6,624	18,376		
La Crete Recreation Board	46,742	0	65,000	46,742	18,258		
La Crete Ball Park	0	0	61,759	0	61,759		
Zama Recreation Board	0	0	40,000	0	40,000		
<i>Total department 71</i>			<i>566,759</i>	<i>53,366</i>	<i>513,393</i>		

Project Name	Total costs so far (= prior years + 2010 costs)	Costs in Prior Years (2007-2009)	2010 Budget	2010 Costs up to July 31	2010 Budget Remaining on July 31	Status Update on July 31, 2010	% Completion
Parks & Playgrounds Department							
Machesis Lake Playground Additions: playground equipment & preparation	18,909	5,888	17,112	13,021	4,091	Installed second week of May.	
Dock Improvements	48,560	0	60,000	48,560	11,440	Wadlin dock installation complete	
Water Spray Park (Fort Vermillion)	0	0	80,000	0	80,000	On hold until budget complete.	
Zama Park - Installation of Water Line	175	0	10,000	175	9,825	Planning stage	
Zama Community Park Expansion	14,475	0	344,760	14,475	330,285	Planning stage	
Concrete Toilet - Zama	0	0	19,975	0	19,975	Toilets on order	
Concrete Toilet - Machesis Lake	0	0	16,650	0	16,650	Toilets on order	
Concrete Toilet - FV Arena Park	0	0	16,650	0	16,650	Toilets on order	
Concrete Toilet - LC Arena Park	0	0	14,450	0	14,450	To be installed shortly	
Concrete Toilet - Hutch Lake	0	0	17,250	0	17,250	Toilets on order	
Fence around green space at Wadlin	10,303	0	11,000	10,303	697	Complete	100%
La Crete Walking Trails	0	0	57,000	0	57,000	Waiting for additional quote	
Cell Tower - Wadlin Lake	0	0	7,000	0	7,000	Wadlin complete, Machesis in progress	
RV Dump - Hutch Lake	0	0	6,600	0	6,600		
La Crete - Water Spray Park	0	0	120,000	0	120,000		
<i>Total department 72</i>			798,447	86,534	711,913		
TOTAL 2010 TCA Projects			23,023,449	5,153,720	17,869,729		



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 10, 2010
Presented By:	William Kostiw, Chief Administrative Officer
Title:	Member at Large Application Process

BACKGROUND / PROPOSAL:

In the past individuals wishing to apply as a Member-at-Large to a Council Committee were only required to submit a letter of interest. These letters appeared in various forms, provided little information and seldom included the necessary contact information, etc.

Administration is recommending that an "Application Form" be used for the upcoming application process for Council Committees.

Also attached are a number of policies from other Municipalities regarding their selection process for your review. Administration also recommends that a policy be established or that the procedural bylaw be amended to include the committee member selection process.

OPTIONS & BENEFITS:

This form will allow a standard application process and provide additional information to Council and will also provide administration with the necessary contact information for follow up.

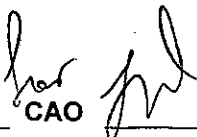
Having a policy in place for the selection of candidates will provide direction and information to Council, Administration, and the public.

COSTS & SOURCE OF FUNDING:

N/A

Author: C. Gabriel

Review by: _____


 CAO

RECOMMENDED ACTION:

Motion 1

That the Member at Large Application Form for Council Committees be approved as presented.

Motion 2

That administration amend the Procedural Bylaw to include the Board/Committee member appointment selection process for review and adoption by Council.

OR

That administration prepare a draft policy for Board/Committee Member Appointment for review by Council.

Author: C. Gabriel Review by: _____ CAO _____



Mackenzie County
BOARD & COMMITTEE "MEMBER-AT-LARGE"
APPLICATION FORM

Board/Committee: _____

Applicant Information:

Name of Applicant: _____

Mailing Address: _____

Civic/Legal Address: _____

City: _____ Phone (Daytime): _____

Postal Code: _____ Phone (Cell): _____

Fax: _____

Email: _____

Occupation: _____

Are you 18 years of age or older? Yes No

Length of residence in Mackenzie County? _____ Your Ward # _____

Citizenship: Canadian Other – Please Specify _____

Relevant volunteer and/or employment experience:

What skills/interests/experience will you bring to this board/committee?

Why are you interested in applying for a Member-at-Large Appointment with this board/committee?

References:

Name: _____

Phone: _____ Email: _____

Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Return via mail, or in person to:

Mackenzie County
Attn: Executive Assistant
Box 640
4511-46 Avenue
Fort Vermilion, AB
T0H 1N0

For more information please contact (780) 927-3718.

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Bylaw No. 30/2007
Town of Cochrane ~ Procedural Bylaw

Schedule 'B'

COMMITTEE MEMBER SELECTION PROCESS

The recruitment, selection and appointment process of members to serve on Committees established pursuant to this Bylaw shall be as follows:

1. Member of Council
 - (a) To be appointed by Council at the annual Organizational Meeting or, if required, during the year;
 - (a) An alternate to be appointed in the event that the appointed Councillor(s) is unable to attend.
2. Public-at-Large
 - (a) There will be no automatic succession appointments.
 - (b) No appointee shall serve more than two (2) consecutive terms, unless provisions are made by Provincial Statutes, and after two (2) consecutive terms will not be eligible for re-appointment until after observing an absence of one (1) full year.
 - (c) Membership terms will be no longer than three (3) years and will be made in such a manner that the expiry dates of members serving on on-going Committees are staggered.
 - (d) Committee members should represent a cross section of all community interests, whose mandate is service to the total community.
 - (e) All public-at-large vacancies on Committees shall be advertised to request formal submission of applications.
 - (f) Public-at-large member selection will be made from those applicants responding on a timely basis to the advertised need.
 - (g) A Selection Panel for each Committee will be comprised of the Committee Chairperson, Committee Administrative Representative and the Municipal Clerk, with the Human Resources Division providing advice and/or training to the Panel as required. Revised September 28, 2009 (Resolution #271/09/09)
 - (h) To be considered, candidates must be a Town resident and a minimum of 18 years of age, unless otherwise specified in the Terms of Reference.
 - (i) All applicants shall be notified acknowledging receipt of their application.

- (j) Upon close of applications, the Selection Panel shall be provided with all applications received for the respective Committee, along with a report from the Administrative Representative outlining any skill sets required on the Committee.
- (k) The Selection Panel shall review all applications in a manner deemed appropriate and which may include an interview of the applicant.
- (l) The Selection Panel shall submit an appointment recommendation to Council for a decision.
- (m) Appointments to be made through a secret ballot vote by Council with the candidate, or candidates, receiving the highest number of votes being appointed by resolution of Council if the majority of Council voted in favor of that candidate.
- (n) When Council has appointed members to fill vacancies, all applicants shall be advised of Council's decision.
- (o) Appointments will be made at the Regular Meeting held in December each year or, if required, during the year.

3. Other Representatives

- (a) When a Terms of Reference includes members representing other organizations or groups, they will be invited to make a recommendation to the Selection Panel on the appointment of a representative.



POLICY AD-026

Public Committee Members

Policy Number: AD-026	Date Approved:	August 25, 2009
Title of Policy: Public Committee Members	Council Res. Number:	297-09
Prepared By: Legislative and Administrative Services	Effective Date:	August 25, 2009
References: AD-026-P	Previous Revision Date:	September 23, 2008

PURPOSE

The purpose of this policy is to provide for the selection, appointment, remuneration, and recognition of public members who serve on various committees and boards that Parkland County chooses to have public input and participation.

POLICY STATEMENT

Parkland County shall provide consistency and fairness in the selection, appointment, remuneration, and recognition of public committee members.

DEFINITIONS

1. "Internal" committees are defined as committees formed by Parkland County.
2. "External" committees are defined as committees formed by outside agencies to which Parkland County may appoint representation.
3. "Ad hoc" committees are temporary internal or external committees that are terminated upon completion of specific goals.
4. "Selection Committee" is an interview panel, established as per Section 3 of this policy, for the purpose of selecting appropriate candidates and making recommendations to Council for their appointment.

SCOPE

This policy applies to Council and all public committee members.

RESPONSIBILITIES

Legislative and Administrative Services is responsible for the development, implementation, monitoring and evaluating of this policy.

STANDARDS

1. All public committee members, whether they serve on internal and external committees (including ad hoc committees), must be appointed by Council.
2. Each eligible applicant, or a short list of eligible applicants (if deemed to be appropriate by the Mayor), shall be interviewed by a Selection Committee.
3. A Selection Committee must consist of a minimum of two, and no more than three, council members, including the Mayor or Deputy Mayor unless otherwise agreed to by the Mayor.
4. The Selection Committee shall, by majority vote, select the candidate(s) and recommend them to Council for final approval and appointment to the board or committee. If there is a tie vote, the Mayor shall make the final decision for recommendation to Council.
5. Appointed public committee members are eligible for remuneration of a half per diem per meeting, if not otherwise compensated by the committee or board. Appointed public committee members to quasi-judicial committees or boards (such as Subdivision and Development Appeal Board, Subdivision Authority, Assessment Review Board) are also eligible for a full per diem if the meeting and travel time exceeds four (4) hours. The per diem rate shall be adjusted yearly to be equal to the Consumer Price Index for the Edmonton area for December, as provided in Schedule A to Parkland County Procedures AD-022-P.
6. For meetings that are required to commence or extend through meal times, administration may authorize meals to be brought in at the expense of the County. Meal times are determined to be as follows:
 - a. Breakfast 7:00 a.m. to 8:00 a.m.
 - b. Lunch 12:00 noon to 1:00 p.m.
 - c. Supper 5:00 p.m. to 6:00 p.m.
7. Appointed public committee members are eligible to claim mileage for their travel to and from meetings at a rate established by Parkland County Policy AD-023 (Employee Expenses).
8. In the event that an overnight stay shall be required at any meeting or convention to which attendance has been duly authorized, public committee members shall receive \$100 per day honorarium.
9. Remuneration will not be provided to public committee members by Parkland County if the public member receives remuneration from the committee or board to which the member is appointed (such as Municipal Library Board, or the Edmonton Regional Airports Authority).
10. Public committee members are expected to exercise confidentiality and discretion in matters related to their respective appointments, and must sign an Oath and Acknowledgement of Terms of Appointment form.
11. Public committee members must advise, in writing, if they are no longer eligible to serve (such as no longer being a Parkland County resident) or cannot complete their appointed term for any reason.
12. Public committee members must advise, in writing, if they wish to re-apply for an additional term, or they will not be considered for re-appointment.
13. If unable to attend more than three consecutive meetings without Council's consent, a public committee member is deemed to have resigned from their position.
14. Public committee members must submit the required information to Parkland County's Payroll Department to provide for electronic payments.
15. The Office of the Mayor shall coordinate any events or letters of appreciation that pertain to recognition of public committee members.