



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

**FEBRUARY 25, 2015**

**10:00 A.M.**

**COUNCIL CHAMBERS  
FORT VERMILION, AB**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, February 25, 2015  
10:00 a.m.**

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

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the February 10, 2015 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) Dan Hague, Investors Group Financial Services – AAMDC Councillor Pension Plan (1:30 p.m.)	17
		b)	
<b>GENERAL REPORTS:</b>	5.	a) Municipal Planning Commission Meeting Minutes	31
		b) Finance Committee Meeting Minutes	45
<b>TENDERS:</b>	6.	a) None	
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	7.	a) None	
<b>COMMUNITY SERVICES:</b>	8.	a) Bylaw 984-15 Remuneration for Volunteer Fire Fighters within Mackenzie County	51
		b) Bylaw 985-15 Fire Services	57
		c) Policy ADM013 – Signing Authority for Volunteer Fire Fighters Remuneration	75

		d)	Policy ADM017 Years of Service Award Program for Volunteers	79
		e)	Policy EMR004 Level of Fire Service	83
		f)		
		g)		
<b>ENVIRONMENTAL SERVICES:</b>	9.	a)		
		b)		
<b>OPERATIONS:</b>	10.	a)	Policy PW003 Road Fencing	91
		b)	Policy PW014 Sale of County Gravel/Crusher Reject for Personal Use	95
		c)	Policy PW039 Rural Road, Access Construction and Surface Water Management Policy	99
		d)	Peace River Bridge Traffic Concern	127
		e)	Spruce Road Project	131
		f)		
		g)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Bylaw 983-15 Land Use Bylaw Amendment to Rezone Plan 8621301, Lot 1 & 2 and Plan 0520688, Block 1, Lot 4 (NW 01-104-18-W5M) from Agricultural "A" to Public Institutional District "P"(Bluehills Area)	133
		b)		
		c)		
<b>FINANCE:</b>	12.	a)	Policy ADM002 Vehicle Usage Policy	145
		b)	Policy ADM051 Facility Rental Policy	151

	c)	Policy ADM055 Employee Rental Policy	165
	d)	Policy FIN024 Electronic Signatures	177
	e)	Sustainability Self-Assessment Questionnaire	183
	f)	Request to Waive Penalties – Tax Roll 075395	209
	g)		
	h)		
<b>ADMINISTRATION:</b>	13.	a) AAMDC Councillor Pension Plan	211
		b) 2015 Ratepayer Meetings	251
		c) Fort Vermilion Recreation Board – Letter of Support	255
		d) Fort Vermilion RCMP – 2015-16 Priorities	257
		e)	
		f)	
<b>INFORMATION / CORRESPONDENCE:</b>	14.	a) Information/Correspondence	259
<b>IN CAMERA SESSION:</b>	15.	a) Legal <ul style="list-style-type: none"><li>• Legal Opinion Regarding Rural Addressing Signs</li><li>• Legal Opinion Regarding Energy Fees Bylaw</li><li>• Town of Rainbow Lake – Revenue Sharing Agreement</li></ul>	
		b) Labour <ul style="list-style-type: none"><li>• Fort Vermilion Recreation Board</li></ul>	
		c) Land <ul style="list-style-type: none"><li>• Knelsen Sand &amp; Gravel Proposal</li></ul>	
<b>NOTICE OF MOTION:</b>	16.	Notices of Motion	

**NEXT MEETING  
DATES:**

- 17. a) Regular Council Meeting  
Tuesday, March 10, 2015  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

- 18. a) Adjournment



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the February 10, 2015 Regular Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the February 10, 2015 Regular Council meeting are attached.

## **OPTIONS & BENEFITS:**

## **COSTS & SOURCE OF FUNDING:**

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

Approved council minutes are posted on the County website.

## **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the February 10, 2015 Regular Council meeting be adopted as presented.

Author: C. Gabriel      Reviewed by: \_\_\_\_\_      CAO: JW





**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, February 10, 2015  
10:00 a.m.**

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

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor (left the meeting at 3:34 p.m.)
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Ricky Paul	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Joulia Whittleton	Chief Administrative Officer
Mark Schonken	Interim Director of Finance
Byron Peters	Director of Planning & Development
Carol Gabriel	Manager of Legislative & Support Services

**ALSO PRESENT:**

Minutes of the Regular Council meeting for Mackenzie County held on February 10, 2015 in the Fort Vermilion Council Chambers.

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

Reeve Neufeld called the meeting to order at 10:03 a.m.

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

**MOTION 15-02-078 MOVED** by Councillor Driedger

That the agenda be approved with the following additions:

13. g) First Nations Liaison

15. a) Legal – Town of Rainbow Lake – Revenue Sharing Agreement

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

3. a) **Minutes of the January 30, 2015 Regular Council Meeting**

**MOTION 15-02-079**

**MOVED** by Councillor Jorgensen

That the minutes of the January 30, 2015 Regular Council meeting be adopted as presented.

**CARRIED**

**GENERAL REPORTS:**

5. a) **CAO Report**

**MOTION 15-02-080**

**MOVED** by Councillor Bateman

That the CAO report for January 2015 be received for information.

**CARRIED**

**TENDERS:**

6. a) **None**

**PUBLIC HEARINGS:**

7. a) **None**

**COMMUNITY  
SERVICES:**

8. a) **Wadlin Lake Caretaking Contract – Contract Award**

**MOTION 15-02-081**

**MOVED** by Councillor Bateman

That Council move in-camera at 10:37 a.m.

**CARRIED**

**MOTION 15-02-082**

**MOVED** by Councillor Bateman

That Council move out of camera at 10:51 a.m.

**CARRIED**

**MOTION 15-02-083**

**MOVED** by Councillor Bateman

That the Wadlin Lake Caretaking Contract be awarded to Anna Braun.

**CARRIED**

\_\_\_\_\_  
\_\_\_\_\_

**COMMUNITY  
SERVICES:**

**8. b) None**

**ENVIRONMENTAL  
SERVICES:**

**9. a) Policy UT004 – Utility Connection Policy**

**MOTION 15-02-084**

**MOVED** by Councillor Braun

That Policy UT004 – Utility Connection Policy (Schedule C) be amended as presented.

**CARRIED**

**OPERATIONS:**

**10. a) None**

Reeve Neufeld recessed the meeting at 10:57 a.m. and reconvened the meeting at 11:08 a.m.

**PLANNING &  
DEVELOPMENT:**

**11. a) Policy DEV007 – Rural Development Standards**

**MOTION 15-02-085**

**MOVED** by Councillor Bateman

That Policy DEV007 – Rural Development Standards be APPROVED as presented.

**CARRIED**

**11. b) Development Statistics Report 2014 Year End**

**MOTION 15-02-086**

**MOVED** by Councillor Braun

That the development statistics report 2014 Year-end Summary Report be received for information.

**CARRIED**

**DELEGATIONS:**

**4. a) S/Sgt. Peter Pilgrim, High Level RCMP**

**MOTION 15-02-087**

**MOVED** by Councillor Paul

That the RCMP report by S/Sgt. Peter Pilgrim be received for information.

**CARRIED**

\_\_\_\_\_  
\_\_\_\_\_

**FINANCE: 12. a) 2015 Budget Update**

**MOTION 15-02-088** **MOVED** by Deputy Reeve Sarapuk

That the revised 2015 Budget be received for information.

**CARRIED**

Reeve Neufeld recessed the meeting at 12:04 p.m. and reconvened the meeting at 12:48 p.m.

**NOTICES OF MOTION: 16. a) Spruce Road Project**

**MOTION 15-02-089** **MOVED** by Councillor Derksen

That the Spruce Road project be added to the February 25, 2015 council meeting agenda.

**CARRIED**

Councillor Wardley, Councillor Jorgensen, and Councillor Driedger rejoined the meeting at 12:49 p.m.

**FINANCE: 12. b) Fort Vermilion Skate Park – Request for Funding**

**MOTION 15-02-090** **MOVED** by Councillor Paul  
Requires 2/3

That the budget amendment for the Fort Vermilion Skate Park be TABLED to March 10, 2015.

**CARRIED**

**ADMINISTRATION: 13. a) 2015–2017 Business Plan (DRAFT)**

**MOTION 15-02-091** **MOVED** by Deputy Reeve Sarapuk

That the 2015–2017 Business Plan be approved as presented.

**CARRIED**

**13. b) Rural Health Review Committee**

**MOTION 15-02-092** **MOVED** by Deputy Reeve Sarapuk

That Council complete the Rural Health Services Review

\_\_\_\_\_  
\_\_\_\_\_

Feedback Guide for submission to the Rural Health Services Committee.

**CARRIED**

**13. c) CAMA Performance Evaluation Questionnaire Survey**

The CAMA performance evaluation questionnaire survey was completed by Council as a whole.

**13. d) Zama Property- Request for Proposal**

**MOTION 15-02-093**

**MOVED** by Councillor Wardley

That administration proceed with advertising for a Request for Proposal for properties 1072 Industrial Dr. (882 1687; 3; 1) and 1084 Industrial Dr. (882 1687; 3; 2) in the Hamlet of Zama.

**CARRIED**

**13. e) La Crete Recreation Society – Letter of Support**

**MOTION 15-02-094**

**MOVED** by Councillor Driedger

That a letter of support be provided to the La Crete Recreation Society for their grant application to the Community Facility Enhancement Program for a lobby renovation and ice plant upgrade.

**CARRIED**

**13. f) AAMDC Resolutions**

**MOTION 15-02-095**

**MOVED** by Councillor Jorgensen

That the resolutions for Commercial Fishing and New Home Warranty be submitted to the AAMDC District 4 as presented.

**CARRIED**

**MOTION 15-02-096**

**MOVED** by Councillor Wardley

That the Tax Recovery for Lease Holders be presented to the AAMDC Fall Convention.

\_\_\_\_\_  
\_\_\_\_\_

**CARRIED**

**DELEGATIONS:**

**4. b) Jacob Marfo, Mackenzie Applied Research Association**

**MOTION 15-02-097**

**MOVED** by Councillor Knelsen

That the Mackenzie Applied Research Association presentation be received for information.

**CARRIED**

Reeve Neufeld recessed the meeting at 2:24 p.m. and reconvened the meeting at 2:38 p.m.

**13. g) First Nations Liaison (ADDITION)**

**MOTION 15-02-098**

**MOVED** by Deputy Reeve Sarapuk

That the First Nations Liaison be received for information.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**14. a) Information/Correspondence**

**MOTION 15-02-099**

**MOVED** by Councillor Jorgensen

That the information/correspondence items be received for information.

**CARRIED**

Councillor Knelsen and Councillor Jorgensen stepped out of the meeting at 3:29 p.m.

**IN-CAMERA SESSION:**

**15. In-Camera Session**

Councillor Derksen declared himself in conflict for the discussion on the Knelsen Sand & Gravel proposal.

**MOTION 15-02-100**

**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 3:30 p.m.

\_\_\_\_\_  
\_\_\_\_\_

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

**CARRIED**

Reeve Neufeld recessed the meeting at 3:30 p.m.

Councillor Derksen left the meeting at 3:34 p.m.

Reeve Neufeld reconvened the meeting at 3:43 p.m.

Councillor Driedger stepped out of the meeting at 4:47 p.m.

**MOTION 15-02-101**

**MOVED** by Councillor Bateman

That Council move out of camera at 4:47 p.m.

**CARRIED**

**15. a) Legal – Knelsen Sand & Gravel Proposal**

**MOTION 15-02-102**

**MOVED** by Councillor Braun

That the Chief Administrative Officer be authorized to explore the Knelsen Sand & Gravel Ltd. proposal as discussed and that the letter be sent to Alberta Environment and Sustainable Resource Development as presented.

**CARRIED**

**15. a) Legal – Town of Rainbow Lake – Revenue Sharing Agreement (ADDITION)**

**MOTION 15-02-103**

Requires Unanimous

**MOVED** by Councillor Knelsen

That administration prepare a draft letter to the Town of Rainbow Lake regarding the revenue sharing agreement and bring it back to the next meeting.

**CARRIED UNANIMOUSLY**

**15. b) Labour – CAO Performance Evaluation**

**MOTION 15-02-104**

**MOVED** by Councillor Paul

\_\_\_\_\_  
\_\_\_\_\_

That Bridging Borders be engaged to conduct the CAO evaluation.

**CARRIED**

**15. b) Labour – Council Relations**

**MOTION 15-02-105**

**MOVED** by Deputy Reeve Sarapuk

That George Cuff's proposal to conduct a Council/Management Training session be received for information.

**CARRIED**

**NEXT MEETING  
DATES:**

**17. a)** Regular Council Meeting  
Wednesday, February 25, 2015  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**18. a) Adjournment**

**MOTION 15-02-105**

**MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 4:48 p.m.

**CARRIED**

These minutes will be presented to Council for approval on February 25, 2015.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION Dan Hague, Investors Group Financial Services – AAMDC Councillor Pension Plan</b>

## BACKGROUND / PROPOSAL:

Presentation regarding the AAMDC pension plan offered for Councillors. Further information is available under item 13. a) of this agenda package.

## OPTIONS & BENEFITS:

## COSTS & SOURCE OF FUNDING:

## SUSTAINABILITY PLAN:

## COMMUNICATION:

## RECOMMENDED ACTION:


Simple Majority       Requires 2/3       Requires Unanimous

That the presentation by Investors Group Financial Services regarding the AAMDC Councillor Pension Plan be received for information.

Author: C. Gabriel      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_




Envision your retirement




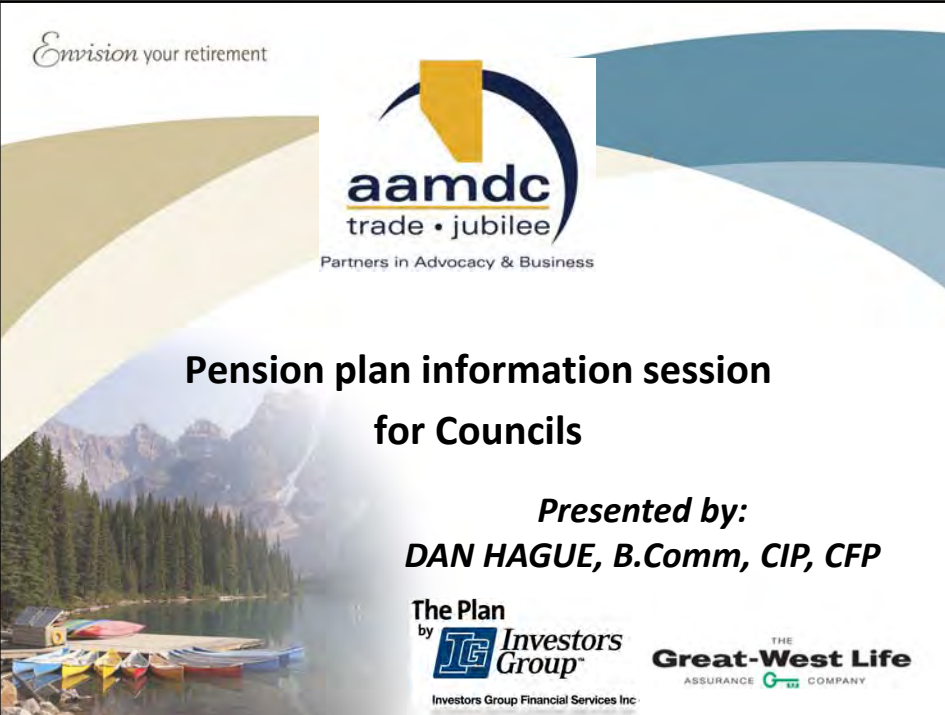
**aamdc**  
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**Pension plan information session  
for Councils**

*Presented by:*  
**DAN HAGUE, B.Comm, CIP, CFP**

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## Your Retirement Income Sources

- Government Program**
  - Old Age Security (OAS)
  - Canada Pension Plan (CPP)
- Employer Sponsored Plan**
  - Registered Pension Plan (RPP)
- Personal Savings**
  - Individual RRSP
  - Individual TFSA
  - Home equity; Rental income; Farm Income

## Government Retirement Benefits in 2014

	<u>Maximum</u>	<u>Average (2013)</u>
<b>1. OAS - Old age security</b>	<b>\$ 552</b>	<b>\$ 514</b>
<b>2. CPP - Canada Pension Plan</b>	<b>\$ 1,038</b>	<b>\$ 594</b>
<b>TOTAL =</b>	<b><u>\$ 1,590</u></b>	<b><u>\$ 1,108</u></b>

Source: [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) (1-800-277-9914)

## AAMDC Pension Plan - Advantages

- **5% Employer match!**
- **“Defined Contribution” Pension Plan**
- Participation is voluntary
- Easy and convenient way to save
- Immediate income tax savings on your contributions
- Lower investment costs - grow savings faster



## AAMDC Pension Plan

### - *Contributions*

<b>Your Required Contributions</b>	<b>5% of your earnings</b>
<b>Employer Match</b>	<b>5% of your earnings</b>

***A 5% match is like getting a 100% guaranteed return on your contributions!***

## AAMDC Pension Plan

### - *Other Investments*

<b>Voluntary Contributions</b>	- Can make <u>extra</u> regular contributions to boost your retirement savings (up to your RPP contribution limit, as determined by CRA)
<b>Transfers from other plans</b>	- Can transfer in funds from other LIRAs or RRSPs

***Benefit: Keep all of your investments in one place!***

## AAMDC Pension Plan

### - *Investment Choices*

<b>1 - Profile Funds</b>	<b>5 simple, “hands off” solutions</b> - “Conservative” to “Aggressive”
<b>2 - Create your own portfolio</b>	<b>Dozens of fund choices for those who prefer to be “hands on”</b> - Guaranteed options available

**\*\* Note: Default fund is “Conservative Profile Fund”**

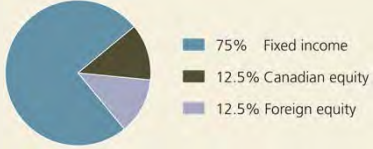
## Option #1 - *Profile Funds*

### A “hands-off” investment solution

- You select only one fund, simplifying your investment decision
  - “Conservative” to “Aggressive” options
  - You choose a *Profile Fund* that matches your comfort level with investment risk.
- The fund is managed and regularly adjusted by professionals at GWL
- You reduce risk and maximize returns by investing in a diversified portfolio

## Conservative Profile Fund \*Default fund

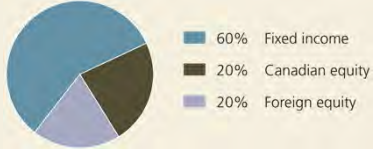
Your *Investment personality questionnaire* score: 105 or less

Who it's for		Fund asset mix	
Investors who have a short period of time to invest, want a regular income stream and have concerns about investment volatility.			
Underlying funds			
Bond (Portico)	24.0%	Canadian Equity (London Capital)	4.5%
Canadian Fixed Income (Portico)	23.0%	U.S. Value (London Capital)	3.5%
Mortgage (Portico)	17.0%	Dividend (London Capital)	3.0%
Corporate Bond Fund (Portico)	6.0%	Global Infrastructure Equity (London Capital)	3.0%
International Bond (Brandywine)	5.0%	International Stock (Mackenzie)	3.0%
Real Estate (GWLRA)	5.0%	U.S. Dividend Fund (GWLIM)	3.0%
1-year return (at Dec 31, 2013)		10-year average return (at Dec 31, 2013)	
<b>3.6%</b>		<b>4.1%</b>	

*The funds are continually reviewed and periodically rebalanced. As a result, the target asset mix, the underlying funds and the number of underlying funds may change. Fund returns DO include the IMF (investment management fee)*

## Moderate Profile Fund

Your *Investment personality questionnaire* score: 106 to 135

Who it's for		Fund asset mix	
Investors who have a medium period of time to invest and prefer more income than growth.			
Underlying funds			
Bond (Portico)	19.0%	Real Estate (GWLRA)	5.0%
Canadian Fixed Income (Portico)	18.0%	U.S. Value (London Capital)	5.0%
Mortgage (Portico)	14.0%	Dividend (London Capital)	4.0%
Canadian Equity (London Capital)	6.0%	Foreign Equity (Mackenzie)	4.0%
Canadian All Cap Value (Mackenzie)	5.0%	International Bond (Brandywine)	4.0%
Corporate Bond Fund (Portico)	5.0%	International Stock (Mackenzie)	3.0%
1-year return (at Dec 31, 2013)		10-year average return (at Dec 31, 2013)	
<b>7.0%</b>		<b>4.5%</b>	

*The funds are continually reviewed and periodically rebalanced. As a result, the target asset mix, the underlying funds and the number of underlying funds may change. Fund returns DO include the IMF (investment management fee)*



## Balanced Profile Fund

Your *Investment personality questionnaire* score: 136 to 164

Who it's for		Fund asset mix	
Investors who want a longer-term balance between growth and income at reduced volatility levels.			
Underlying funds			
Bond (Portico)	14.0%	Global Equity (London Capital)	4.5%
Canadian Fixed Income (Portico)	12.0%	Foreign Equity (Mackenzie)	4.0%
U.S. Value (Portico)	9.0%	Mid Cap Canada (GWLIM)	4.0%
Mortgage (London Capital)	8.0%	American Growth (AGF)	3.0%
International Equity (Setanta)	6.5%	Canadian Equity (Pyramis)	3.0%
Canadian All Cap Value (Mackenzie)	6.0%	Corporate Bond Fund (Portico)	3.0%
Canadian Equity (CI/Synergy)	6.0%	International Bond (Brandywine)	3.0%
Canadian Equity (London Capital)	6.0%	International Stock (Mackenzie)	3.0%
Real Estate (GWLRA)	5.0%		
1-year return (at Dec 31, 2013)		10-year average return (at Dec 31, 2013)	
<b>12.5%</b>		<b>5.1%</b>	

*The funds are continually reviewed and periodically rebalanced. As a result, the target asset mix, the underlying funds and the number of underlying funds may change. Fund returns DO include the IMF (investment management fee)*

## Advanced Profile Fund


Your *Investment personality questionnaire* score: 165 to 199

Who it's for		Fund asset mix	
Investors who want some income in the short term, but are more interested in long-term capital appreciation.			
Underlying funds			
Bond (Portico)	9.0%	International Equity (Setanta)	5.5%
Canadian Equity (London Capital)	9.0%	Canadian All Cap Value (Mackenzie)	5.0%
U.S. Value (London Capital)	9.0%	Mid Cap Canada (GWLIM)	5.0%
Canadian Fixed Income (Portico)	8.0%	Real Estate (GWLRA)	5.0%
Global Equity (London Capital)	7.0%	Canadian Equity (Pyramis)	4.0%
American Growth (AGF)	6.0%	International Stock (Mackenzie)	3.5%
Canadian Equity (CI/Synergy)	6.0%	Emerging Markets (Mackenzie)	3.0%
Canadian Resource (Mackenzie)	6.0%	International Bond (Brandywine)	3.0%
Foreign Equity (Mackenzie)	6.0%		
1-year return (at Dec 31, 2013)		10-year average return (at Dec 31, 2013)	
<b>17.2%</b>		<b>5.7%</b>	

*The funds are continually reviewed and periodically rebalanced. As a result, the target asset mix, the underlying funds and the number of underlying funds may change. Fund returns DO include the IMF (investment management fee)*

## Aggressive Profile Fund

Your *Investment personality questionnaire* score: 200 or more

Who it's for		Fund asset mix	
Investors with a long period of time to invest and who aren't concerned about short-term investment volatility.			
Underlying funds			
Canadian Equity (London Capital)	13.0%	International Stock (Mackenzie)	7.0%
U.S. Value (London Capital)	11.0%	Mid Cap Canada (GWLRA)	7.0%
American Growth (AGF)	8.0%	Canadian All Cap Value (Mackenzie)	5.0%
Canadian Resource (Mackenzie)	8.0%	Canadian Equity (Pyramis)	5.0%
Global Equity (London Capital)	8.0%	Emerging Markets (Mackenzie)	5.0%
Canadian Equity (CI/Synergy)	7.0%	Real Estate (GWLIM)	5.0%
Foreign Equity (Mackenzie)	7.0%	International Equity (Setanta)	4.0%
1-year return (at Dec 31, 2013)		10-year average return (at Dec 31, 2013)	
<b>22.6%</b>		<b>6.0%</b>	

*The funds are continually reviewed and periodically rebalanced. As a result, the target asset mix, the underlying funds and the number of underlying funds may change. Fund returns DO include the IMF (investment management fee)*

## Option #2 - Create your own portfolio

### "Self Serve"

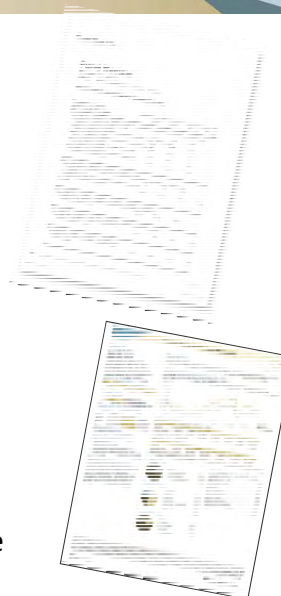
#### Dozens of Fund Options

#### You need to review your fund selection

- Investment Menu
- Fund Review
- Fund Reports
- GRS Access

#### You need to monitor and rebalance

- Your score may change over time
- Asset classes perform differently over time
- Rebalance when necessary



## Major Events of 2014






Garuda Indonesia  
The Airline of Indonesia





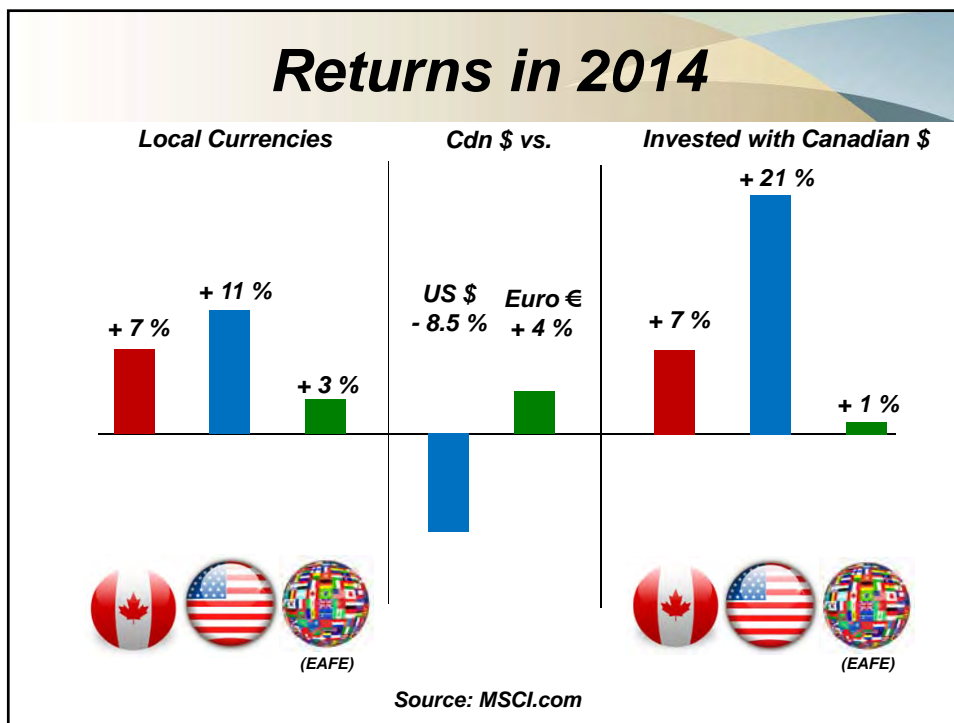








(again!)



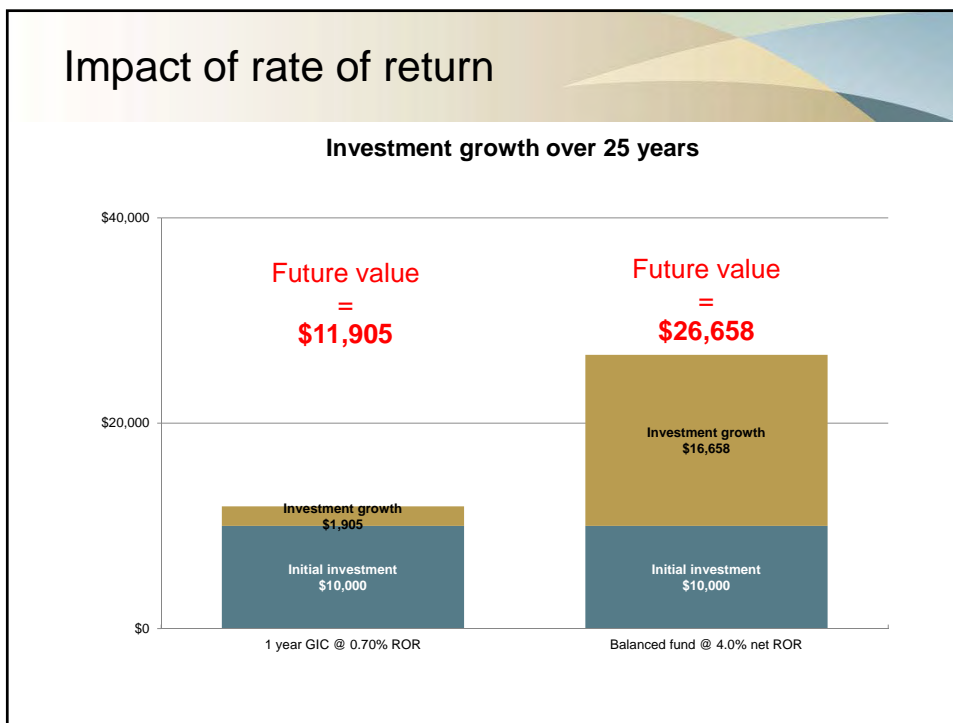
*Envision* your retirement

## Services and support

**smartPATH**

- Ability to view and make changes
- “Self Serve” planning and investment selection
- 1-800-724-3402 to make transactions, but NO ADVICE is given





### AAMDC Pension Contributions - Example

**Monthly Earnings from Councilor duties = \$3,000**

5% Councilor contribution = \$150

**Investment of your choice**

I.M.F. (investment mgmt. fee) = approx. \$6 in one year

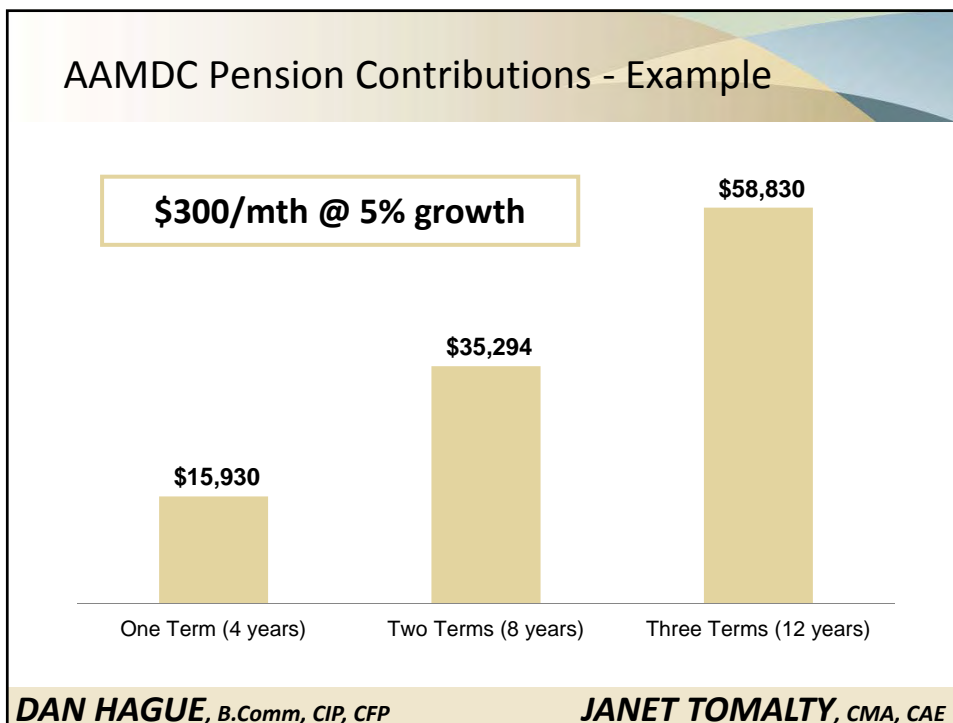
5% MD/County matching contribution = \$150

Your Return (of approx. 5%/yr) = \$15 in one year


**Result: Your \$150 contribution can become \$315 in 1 year**

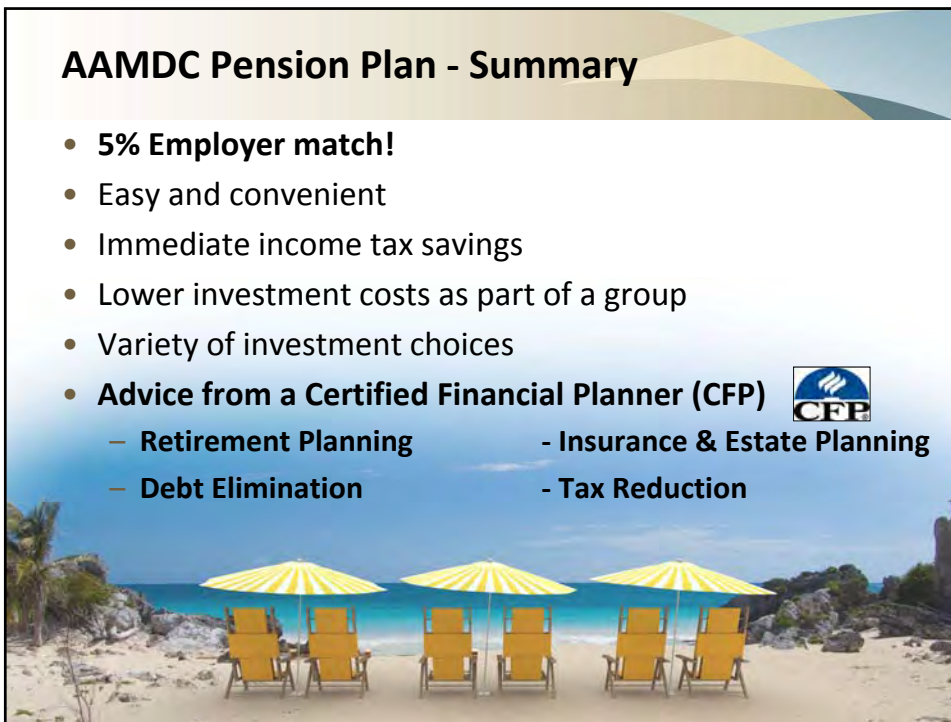
*(this example uses the "Balanced Profile" fund, where average return over 10 years is approx. 5%/yr after I.M.F.)*

**DAN HAGUE**, B.Comm, CIP, CFP
**JANET TOMALTY**, CMA, CAE



## AAMDC Pension Plan - Summary

- **5% Employer match!**
- Easy and convenient
- Immediate income tax savings
- Lower investment costs as part of a group
- Variety of investment choices
- **Advice from a Certified Financial Planner (CFP)** 
  - Retirement Planning
  - Insurance & Estate Planning
  - Debt Elimination
  - Tax Reduction



Questions on **Investments** to...

Questions on **Administration** to...

**DAN HAGUE**, B.Comm, CIP, CFP  
**Certified Financial Planner**  
**Investors Group**

**JANET TOMALTY**, CMA, CAE  
**Director of Corporate Services**  
**AAMDC**

**780 920 2863**

**780 955 4082**

[dan.hague@investorsgroup.com](mailto:dan.hague@investorsgroup.com)

[janet@aamdc.com](mailto:janet@aamdc.com)

12315 Stony Plain Road,  
 Edmonton, AB T5N 3Y8

2510 Sparrow Drive  
 Nisku, AB T9E 8N5

**Thank you!**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

## **BACKGROUND / PROPOSAL:**

The adopted minutes of the January 15, 2015 Municipal Planning Commission meeting are attached.

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

N/A

## **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Municipal Planning Commission meeting minutes of January 15, 2015 be received for information.

Author: B. Peters      Reviewed by: \_\_\_\_\_      CAO: JW





**Mackenzie County  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, January 15, 2015 @ 10:00 a.m.**

**PRESENT:**                    John W Driedger                    Chair, Councilor, MPC Member  
   Erick Carter                         MPC Member via Teleconference  
   Beth Kappelar                       MPC Member  
   Jacquie Bateman                    Councilor, MPC Member

**REGRETS:**                    Jack Eccles                         Vice Chair, MPC Member

**ADMINISTRATION:**        Byron Peters                         Director of Planning & Development  
   Liane Lambert                       Planner  
   Caitlin Smith                        Development Officer  
   Margaret Fehr                        Administrative Assistant, Recording  
      Secretary

**MOTION            1.    CALL TO ORDER**

   John W Driedger called the meeting to order at 10:39 a.m.

**2.    ADOPTION OF AGENDA**

**MPC-15-01-001        MOVED by Jacquie Bateman**

   That the agenda be adopted as presented.

**CARRIED**

**3.    MINUTES**

**a)    Adoption of Minutes**

**MPC-15-01-002        MOVED by Beth Kappelar**

   That the minutes of the December 11, 2014 Municipal Planning  
Commission meeting be adopted as presented.

**CARRIED**

**b)    Business Arising from Previous Minutes**

There was no business arising from previous minutes.

4. **DEVELOPMENT**

- a) **Development Permit Application 300-DP-14  
Abe Wiebe; Ancillary Building (Shed)  
(Setback Variance) in Hamlet Country  
Residential 2 “HCR2”(La Crete)  
Plan 022 6056, Block 02, Lot 02**

**MPC-15-01-003**

**MOVED** by Jacquie Bateman

That Development Permit 300-DP-14 on Plan 022 6056, Block 02, Lot 02 in the name of Abe Wiebe be APPROVED with the following conditions:

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

1. A **24% Variance** for Ancillary Building (Shed) setback from the rear (East) property line is hereby granted. The shed shall be 5.79 meters (19 feet) from the property line.
2. Minimum building setbacks:
  - a. 15.2 meters (50 feet) front (West) yard; and
  - b. 4.6 meters (15 feet) side (North & South) yards from the property lines.
3. **The maximum area of the Shed shall not exceed 50% of the total area of the Principal Building.**
4. **This Shed is approved for personal purposes only and no commercial activity is permitted in this building or district. Nor shall the Shed be used as a dwelling unit.**
5. The Shed shall be constructed and finished with similar construction materials as the residence and shall compliment the natural features of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
6. No construction or development is allowed on or in a right-of-way unless all the Utility Company and the owner of the Right-of-Way have granted written permission. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
7. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a

new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.

8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
9. 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**

John W Driedger declared himself in conflict.  
Beth Kappelar assumed the position of Chair at 10:41.

- b) Development Permit Application 316-DP-14  
Simon Driedger; Shop (120'x72')  
in Hamlet Industrial 2 "HI2" (La Crete)  
Plan 932 3375, Block 18, Lot 03**

**MPC-15-01-004**      **MOVED** by Erick Carter

That Development Permit 316-DP-14 on Plan 932 3375, Block 18, Lot 03 in the name of Simon Driedger be APPROVED with the following conditions:

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

1. **The Shop shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
2. **Minimum building setbacks:**
  - a. 9.1 meters (30 feet) front (West) yard;
  - b. 3.05 meters (10 feet) side (North & South) yards;
  - c. 3.05 meters (10 feet) rear (East) yard; from the property lines.
3. **A Real Property Report must be provided with proximity to the property lines, complete with exact building placement after the foundation is dug and before construction commences.**

4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
5. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
6. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
7. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 37.2 square meters of building area, which in this case is 13 public parking stalls. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."
10. If a sign is placed on the property the sign shall be located a minimum of:
  - a. 200 meters from regulatory signs, and
  - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
11. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
12. The sign and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
13. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.

14. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
15. 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**

John W Driedger resumed the position of Chair at 10:42.

**c) Development Permit Application 320-DP-14  
Reuben Dick; Retail Store (Bulk Food Sales)  
in La Crete Hamlet Commercial “HC2” (La Crete)  
Plan 5232TR, Block 06, Lot 02**

**MPC-15-01-005**      **MOVED** by Beth Kappelar

That Development Permit 320-DP-14 on Plan 5232TR, Block 06, Lot 02 in the name of Reuben Dick be APPROVED with the following conditions:

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

1. This permit approval is for the operation of a Retail Store (Bulk Foods) out of the existing building.
2. **The Retail Store shall meet all applicable Alberta Safety Code requirements for Commercial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
3. 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.
4. The municipality has assigned the following address to the noted property **10402-100<sup>th</sup> Street**. You are required to display the address (**10402**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
5. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.

6. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.
7. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 30 square meters of building area which in this case is 7 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
8. The sign shall be located a minimum of:
  - a. 20 meters from regulatory signs, and
  - b. Not less than 1.5 meters from the curb/sidewalk.
9. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**
10. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
11. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighboring properties, and
  - d. Not create visual or aesthetic blight.
13. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
14. Wiring and conduits of the sign must be concealed from view.
15. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
16. 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.

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

**CARRIED**

- d) **Development Permit Application 321-DP-14  
Jake Unrau; Tradesman's Business (Upholstery)  
in Agricultural "A" (Blumenort)  
SW 9-107-13-W5M**

**MPC-15-01-006**      **MOVED** by Jacquie Bateman

That Development Permit 321-DP-14 on SW 9-107-13-W5M in the name of Jake Unrau be APPROVED with the following conditions:

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

1. **Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.**
2. This permit approval is for the operation of a Tradesmen's Business out of the Moved - On building.
3. **The Building shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
5. **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.**
6. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighborhood.
7. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a**

new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.

8. All sewage disposal systems to be in conformance with 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. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 37.2 square meters of building area, which in this case is 2 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."
11. If a sign is placed on the property the sign shall be located a minimum of:
  - a. 200 meters from regulatory signs, and
  - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
12. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
13. The sight and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
14. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.
15. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

**CARRIED**

## **5. SUBDIVISION**



**a) Subdivision Application 55-SUB-14  
Plan 912 1920, Lot C (La Crete) (Revised)  
1323963 Alberta Ltd. (Harvey Derksen)**

**MPC-15-01-007**      **MOVED** by Erick Carter

That Subdivision Application 55-SUB-14 in the name of 1323963 Alberta Ltd. on Plan 812 1920, Lot C, be APPROVED with the following conditions;

1. This approval is for 2 lots subdivision, 1.5 acres (0.61 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
  - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality,
  - c) Provision of all water lines, including all fittings and valves as required by the County,
  - d) Provision of municipal servicing (water and sanitary sewer) to the lot,
  - e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County.

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- (1) Drainage of internal road system,
  - (2) Erosion prevention systems, if required,
  - (3) Direction of site drainage, and
  - (4) Elevation plans for each lot
- f) Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the

subdivision;

- g) Provision of street lighting with underground wiring, design and location as required by the County,
- h) Engineered signage package,
- i) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- j) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- k) The developer is responsible for landscaping to design elevation and seeding with grass or other approved landscaping,
- l) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- m) Any outstanding property taxes shall be paid in full prior to registration of title,
- n) Provision of off-site levies as required by the County as follows:
  - i) Subdivision Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
    - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
    - b) new or expanded facilities for the treatment, movement

- or disposal of sanitary sewage;
- c) new or expanded storm sewage drainage facilities;
- d) new or expanded facilities for the storage, transfer, or disposal of waste;
- e) land required for or in connection with any facilities described in clauses (a) to (d); and
- f) ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. Two (2) lots at \$1,000 equal **\$2,000.00**,

- ii) Lift Station #5 Levies (Bylaw 474/04) are charged for the cost of new or expanded facilities for the treatment, movement or disposal of sanitary sewage. Payment of levies that contribute towards the cost of Lift Station Number 5 force mains and gravity sewer mains. The total costs of these improvements are being charged on a cost per hectare basis. As each hectare is subdivided the developer will be required to pay \$1,185.00 per hectare for development within the benefiting area. Your subdivision is for 0.61 hectares (1.5 acres).

$\$1,185.00/\text{ha} \times 0.61 \text{ hectares} = \$722.85$

**Total Lift Station Number 5 levy owing is \$722.85**

- iii) Sewer Service Off-site Levies (Bylaw 739-09) are charged for the southwest area of the Hamlet of La Crete for the purpose of recovering a portion of the costs for new or expanded facilities for the treatment, movement or disposal of sanitary sewage. The levy is calculated at \$2,088.00 per acre. Your subdivision is a total of 1.5 hectares. The total is **\$3,132.00**.

**Total Levies - i)+ ii) + iii) = \$5,854.85**

- q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

**CARRIED**

6. **MISCELLANEOUS ITEMS**

a) **Action List**

For information.

7. **NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ February 12, 2015 at 10:00 a.m. in La Crete
- ❖ February 26, 2015 at 10:00 a.m. in Fort Vermilion

8. **ADJOURNMENT**

**MPC-15-01-008** **MOVED** by Jacquie Bateman

That the Municipal Planning Commission Meeting be adjourned at 10:57 a.m.

**CARRIED**

These minutes were adopted this 12<sup>th</sup> day of February, 2015.

---

John W Driedger, Chair



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Finance Committee Meeting Minutes</b>

### **BACKGROUND / PROPOSAL:**

Approved minutes of the November 28, 2014 Finance Committee meeting are attached.

### **OPTIONS & BENEFITS:**

N/A

### **COSTS & SOURCE OF FUNDING:**

N/A

### **SUSTAINABILITY PLAN:**

N/A

### **COMMUNICATION:**

Approved Finance Committee minutes are posted on DocuShare.

### **RECOMMENDED ACTION:**

That the minutes of the November 28, 2014 Finance Committee meeting be received for information.

**Author:** E. Nyakahuma      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**MACKENZIE COUNTY  
FINANCE COMMITTEE MEETING**

**November 28, 2014  
10:00 a.m.**

**Fort Vermilion Corporate Office  
Fort Vermilion, Alberta**

<b>PRESENT:</b>	Jacquie Bateman	Councillor
	Peter F. Braun	Councillor – Chair
	Josh Knelsen	Councillor – Vice Chair
	Bill Neufeld	Reeve, <i>ex-officio</i>
	Lisa Wardley	Councillor
<b>ADMINISTRATION:</b>	Joulia Whittleton	Chief Administrative Officer
	Mark Schonken	Interim Director of Finance
	Elizabeth Nyakahuma	Finance Officer/ Recording Secretary
<b>ABSENT:</b>	Peng Tian	Controller
	Chelsea Derksen	Finance Officer

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

Joulia Whittleton, Chief Administrative Officer, called the meeting to order at 10:10 a.m.

**ORGANIZATIONAL:        2. a) Election of Chair**

Ms. Whittleton called for nominations for the position of Chair for the Finance Committee for the Period November 28, 2014 to October 2015.

First Call: Reeve Neufeld nominated Councillor Braun.

Second Call: No further nominations.

Third Call: No further nominations.

**MOTION FC-14-11-70        MOVED** by Councillor Wardley

That nominations cease for the position of Chair.

**CARRIED**

Councillor Braun was acclaimed as Chair of the Finance Committee for the period November 28, 2014 to October 2015.

**2. b) Election of Chair**

Ms. Whittleton called for nominations for the position of Vice Chair for the Finance Committee for the Period November 28, 2014 to October 2015.

First Call: Councillor Wardley nominated Councillor Bateman (declined).

Second Call: Councillor Bateman nominated Councillor Wardley (declined).

Third Call: Councillor Wardley nominated Councillor Knelsen.

**MOTION FC-14-11-71**

**MOVED** by Reeve Neufeld

That nominations cease for the position of Vice Chair.

**CARRIED**

Councillor Knelsen was acclaimed as Vice Chair of the Finance Committee for the period November 28, 2014 to October 2015.

**AGENDA:**

**3. a) Adoption of Agenda**

**MOTION FC-14-11-72**

**MOVED** by Vice Chair Knelsen

That the agenda be adopted with the following addition:

9. a) Fee Schedule Bylaw

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**4. a) Minutes of the September 9, 2014 Committee Meeting**

**MOTION FC-14-11-73**

**MOVED** by Chair Braun

That the September 9, 2014 Meeting Minutes be approved as presented.

**CARRIED**

**BUSINESS ARISING  
FROM PREVIOUS  
MINUTES:**

**5. a) None**

**DELEGATIONS:**

**6. a) None**

**BUSINESS:**

**7. a) Fort Vermilion Recreation Complex Emergent  
Expense**

**MOTION FC-14-11-74**

**MOVED** by Councillor Wardley

That the expense be approved with the pulley expense coming from emergent funding and the remainder coming from the 2015 operating grant.

**CARRIED**

**7. b) MasterCard Statements**

**MOTION FC-14-11-75**

**MOVED** by Reeve Neufeld

That the MasterCard statements for August, September and October 2014 be received for information.

**CARRIED**

**7. c) Councillors' Honorariums and Expense Claims**

**MOTION FC-14-11-76**

**MOVED** by Councillor Bateman

That the Councillors' expense claims of August and September 2014 be received for information and be amended as discussed.

**CARRIED**

**7. d) Utility Comparative**

**MOTION FC-14-11-77**

**MOVED** by Councillor Wardley

That the utility comparative be received for information and that administration bring back a breakdown of recreation board facilities to the December 18, 2014 Council meeting.

**CARRIED**



Councillor Bateman declared herself in conflict and left the meeting at 10:52 a.m.

**7. e) Quarterly Fuel Report**

**MOTION FC-14-11-78**      **MOVED** by Vice Chair Knelsen

That the quarterly fuel usage reports for quarter 3 of 2014 be received for information.

**CARRIED**

Chair Braun recessed the meeting at 11:05 a.m. and reconvened the meeting at 11:13 a.m. with all members present.

**MOTION FC-14-11-79**      **MOVED** by Vice Chair Knelsen

That the draft fuel policy be revised and brought to Council for approval.

**CARRIED**

**ADDITIONS TO  
AGENDA:  
MOTION FC-14-11-80**

**9. a) Fee Schedule Bylaw**

**MOVED** by Councillor Wardley

That the Fee Bylaw Schedule be brought back to the next Finance Committee meeting for review.

**CARRIED**

**MOTION FC-14-11-81**      **MOVED** by Councillor Bateman

That the Minimum Tax Bylaw be brought back to the next Finance Committee meeting for review.

**CARRIED**

**NEXT MEETING DATE:**      **10. a)** February \_\_\_\_, 2014; Chair's call  
10:00 a.m.  
Fort Vermilion Corporate Office

**ADJOURNMENT: 11. a) Adjournment**

**MOTION FC-14-11-82** **MOVED** by Councillor Wardley

That the Finance Committee meeting be adjourned at 12:25 p.m.

**CARRIED**

These minutes were approved by the Finance Committee on February 11, 2015.

(original signed)

\_\_\_\_\_  
Peter Braun  
Chair, Councillor

(original signed)

\_\_\_\_\_  
Joulia Whittleton  
Chief Administrative Officer



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Bylaw 984-15 Remuneration for Volunteer Fire Fighters within Mackenzie County</b>

## **BACKGROUND / PROPOSAL:**

Council established Bylaw 301/02 – Remunerating Fire Fighters within Mackenzie County.

This Bylaw was reviewed at the February 5, 2015 Community Services Committee meeting, and the following motion was made:

**MOTION CS-15-02-012**

***Moved by Councillor Paul***

*Recommend to Council to amend Bylaw 301/02 as amended.*

**CARRIED**

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

Operating Budget

## **SUSTAINABILITY PLAN:**

N/A

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**COMMUNICATION:**

Bylaw amendments will be communicated to the Fire Chiefs' and Deputy Chiefs'.

**RECOMMENDED ACTION:**

**Motion 1**                     Simple Majority             Requires 2/3             Requires Unanimous

That first reading be given to Bylaw 984-15 being a bylaw for the remuneration of volunteer fire fighters within Mackenzie County.

**Motion 2**                     Simple Majority             Requires 2/3             Requires Unanimous

That second reading be given to Bylaw 984-15 being a bylaw for the remuneration of volunteer fire fighters within Mackenzie County.

**Motion 3**                     Simple Majority             Requires 2/3             Requires Unanimous

That consideration be given to go to third reading of Bylaw 984-15 being a bylaw for the remuneration of volunteer fire fighters within Mackenzie County at this meeting.

**Motion 4**                     Simple Majority             Requires 2/3             Requires Unanimous

That third reading be given to Bylaw 984-15 being a bylaw for the remuneration of volunteer fire fighters within Mackenzie County.

**Author:** R. Pelensky                    **Reviewed by:** \_\_\_\_\_ **CAO:** JW

BYLAW ~~301/02~~ 984-15

A BYLAW OF ~~THE~~  
~~MUNICIPAL DISTRICT OF MACKENZIE~~ COUNTY NO.23  
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF  
REMUNERATING VOLUNTEER FIRE FIGHTERS  
WITHIN ~~MUNICIPAL DISTRICT OF~~ MACKENZIE COUNTY NO.23

**WHEREAS** pursuant to the provisions of Section 7 of the Municipal Government Act, ~~S.A. 1994~~ RSA 2000, c. M-26-1 the municipality may pass bylaws respecting the safety, health and welfare of people and the protection of people and property; and

**WHEREAS**, the Council of ~~the Municipal District of~~ Mackenzie County No.23 is committed to supporting volunteer efforts to protect life and property of its residents; and

**WHEREAS**, the Council of ~~the Municipal District of~~ Mackenzie County No.23, wishes to establish remuneration for volunteer firefighters within the Municipality;

**NOW THEREFORE**, the Council of ~~the Municipal District of~~ Mackenzie County No.23, in the province of Alberta, duly assembled, enacts as follows:

1. To establish remuneration for volunteers of fire departments for attending fires, fire practices (includes meetings) and training.
2. Remuneration rates in accordance with Schedule 'A'.
3. A vehicle or vehicle allowance will be provided to the Fire Chiefs. If the Hamlet/Rural Fire hall does not have a Fire Chief then the Deputy Fire Chief will receive a vehicle or vehicle allowance.
4. Volunteer fire fighters are allowed to participate in the County monthly cell phone program; however, they must adhere to the County's Electronic Access and Acceptable Use Policy.
5. Each year Mackenzie County will authorize volunteer fire fighters \$50 toward the purchase of wearing apparel that promotes the fire department. The volunteer must attend a minimum of 6 training events in the last 6 months to be eligible.
6. Volunteer members are responsible to supply their hourly information to their Fire Chief or designate as soon as practical after the attendance.
7. Upon receipt of documentation, Honorariums will be paid every 3 months to the Fire Chiefs and fire fighters. Fire fighter attendance records must be received by Mackenzie County administration ~~by Nov 1 and Dec 31 of each year~~

quarterly (Jan-Mar, Apr-June, July-Sept, Oct-Dec).

8. No payment will be provided to any volunteer if they fail to provide the current year information after January 31<sup>st</sup> of the following year unless a Council resolution authorizes such payment.
9. Municipal employees shall not be paid remuneration when responding to a call during regular scheduled work hours.
10. If the Fire Chief is a municipal employee and engaging in normal Fire Chief duties during regularly scheduled municipal work hours the monthly flat-rate shall be reduced by 50%.
11. The remuneration rates shall be reviewed by ~~the Municipal District of Mackenzie County No.23~~ annually or by request. Such a review may result in an amendment to Schedule 'A'.
- ~~12. Council may from time to time amend Schedule 'A' by resolution in Council.~~
13. Bylaw ~~289/01~~ **301/02** is hereby repealed.
14. This Bylaw shall come into effect upon receiving third and final reading.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2015.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2015.

---

Bill Neufeld  
Reeve

---

Julia Whittleton  
Chief Administrative Officer

Schedule 'A'

**Volunteer Fire Fighter Remuneration Rates**

Fire Chief	Monthly flat-rate	\$250.00
	Practice	\$ 8.50/hr
	Training	\$ 10.00/hr
	Fire call-out / Investigation / Inspection	<del>\$20.00</del> 25.00/hr
Deputy Chief	Practice	\$ 8.50/hr
	Training	\$ 10.00/hr
	Fire call-out / Investigation / Inspection	\$ 18.00 /hr
Captains and Lieutenants	Practice	\$ 8.50/hr
	Training	\$ 10.00/hr
	Fire call-out	\$ 16.00/hr
Fire Fighters	Practice	\$ 7.50/hr
	Training	\$ 10.00/hr
	Fire call-out	\$ 10.00/hr with increases of \$1 per course to a maximum of \$14.00/hr







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Bylaw 985-15 Fire Services</b>

## **BACKGROUND / PROPOSAL:**

Council established Bylaw 811-11 Fire Services within Mackenzie County.

This Bylaw was reviewed at the February 5, 2015 Community Services Committee meeting, and the following motion was made:

**MOTION CS-15-02-013**

***Moved by Councillor Paul***

*Recommend to Council to amend Bylaw 811-11 as amended.*

**CARRIED**

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

Operating Budget

## **SUSTAINABILITY PLAN:**

N/A

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**COMMUNICATION:**

Bylaw amendments to be reviewed with the Fire Chiefs' and Deputy Chiefs'.

Mackenzie County Bylaws are posted on the County's website.

**RECOMMENDED ACTION:**

**Motion 1**                     Simple Majority                     Requires 2/3                     Requires Unanimous

That first reading be given to Bylaw 985-15 being the fire services bylaw for Mackenzie County.

**Motion 2**                     Simple Majority                     Requires 2/3                     Requires Unanimous

That second reading be given to Bylaw 985-15 being the fire services bylaw for Mackenzie County.

**Motion 3**                     Simple Majority                     Requires 2/3                     Requires Unanimous

That consideration be given to go to third reading of Bylaw 985-15 being the fire services bylaw for Mackenzie County at this meeting.

**Motion 4**                     Simple Majority                     Requires 2/3                     Requires Unanimous

That third reading be given to Bylaw 985-15 being the fire services bylaw for Mackenzie County.

**Author:** R. Pelensky                    **Reviewed by:** \_\_\_\_\_                    **CAO:** JW

**BYLAW NO. ~~811-11~~ 985-15**

**BEING A BYLAW OF  
MACKENZIE COUNTY,  
IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF CONTINUING TO PROVIDE  
FIRE SERVICES WITHIN MACKENZIE COUNTY**

**WHEREAS** the Municipal Government Act, RSA 2000, Chapter M-26, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for services provided by or on behalf of the municipality; and

**WHEREAS** the municipal Council of Mackenzie County has been accredited by the Safety Codes Council in its respective municipality; and

**WHEREAS**, the Council of Mackenzie County, wishes to continue providing fire services within Mackenzie County and to provide for efficient operation of such fire services;

**NOW THEREFORE**, the Council of Mackenzie County, in the province of Alberta, duly assembled, hereby enacts as follows:

**SECTION 1      NAME OF BYLAW**

1.1. This Bylaw may be cited as the "Fire Services Bylaw".

**SECTION 2      INTERPRETATION**

2.1 Where there is a conflict between this bylaw and any other bylaw pertaining to Fire Services in the Municipality, the provisions of this bylaw shall apply.

**SECTION 3      DEFINITIONS**

3.1 In this Bylaw:

- (a) "Acceptable Fire Pit" means an outside receptacle that meets the following specifications:
  - i. a minimum of 3 metre clearance, measured from the nearest fire pit edge, is maintained from buildings, property lines, or other combustible material;
  - ii. the fire pit height does not exceed 0.6 metre when measured from the surrounding grade to the top of the pit opening;

- iii. the fire pit opening does not exceed 1 metre in width or diameter when measured between the widest points or outside edges;
  - iv. the fire pit installation has enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the Fire Chief;
  - v. which fire is set for the purpose of cooking, obtaining warmth or recreation; and
  - vi. such fire may not be fueled with Prohibited Debris.
- (b) "Accepted" means acceptable to the Fire Chief.
- (c) "Accredited" means accredited by the Safety Codes Council in the fire discipline under the authority of the Safety Codes Act.
- (d) "Apparatus" means any vehicle provided with machinery, devices, Equipment or materials for firefighting as well as vehicles used to transport firefighters or supplies.
- (e) "Basic Response" means the provision of Fire Apparatus with firefighters in response to fires as outlined in the current Standard Operating Guidelines (SOG).
- (f) "Bylaw Officer" means a Bylaw Enforcement Officer appointed under section 555(1) of the Municipal Government Act, R.S.A. 2000, c. M-26 and in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace.
- (g) "Council" means the Council of Mackenzie County.
- (h) "CAO" means that person appointed to the position and title of Chief Administrative Officer by the municipal Council of Mackenzie County and includes any person appointed by the Chief Administrative Officer to act as his/her appointee.
- (i) "Dangerous Goods" means any material or substance that may constitute an immediate or long term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment and includes those products, substances and organisms covered by the Transportation of Dangerous Goods regulations.
- (j) "Deputy Chief" means the person appointed by Council as second in command of either Fort Vermilion, La Crete, or Zama fire districts.
- (k) "Emergency Unit" means any vehicle operated for emergency purposes by the Fire Service whether on land, water or by air.

- (l) "Equipment" means any tools, devices or material used by the Fire Service to combat an incident or other emergency.
- (m) "False Alarm" means any fire alarm that is set out needlessly, through willful or accidental, human or mechanical error, and to which the Fire Service responds.
- (n) "Fire Chief" means the person appointed by Council as head of either Zama, Fort Vermilion or La Crete fire districts.
- (o) "Fire Ground Commander" means the highest ranking member on the scene of a fire, rescue, Incident, or emergency.
- (p) "Fire Permit" is the written authority for burning in the Hamlets of the Municipality issued pursuant to this bylaw.
- (q) "Fire Permit Application" is the application form for burning in the Hamlets of the Municipality pursuant to this bylaw.
- (r) "Fire Protection" means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising, and any other response to an Incident authorized by Council to respond to from time to time.
- (s) "Fire Service" means Fire Services as established and organized for the Municipality pursuant to the provisions of this Bylaw consisting of, among other things, all persons appointed or recruited to the various positions prescribed herein, all equipment, apparatus, materials and supplies used in the operation, training, maintenance and administration of the Fire Service, including all fire stations.
- (t) "Fire Works" means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subsection 1 and 2 in Section 14 of the Explosives Regulations (Canada) and Section 5.8 of the Alberta Fire Code;
- (u) "Hamlet" shall mean the area within the Hamlet boundaries of Fort Vermilion, La Crete or Zama as declared by bylaw.
- (v) "He" shall mean either person of the male or female gender.
- (w) "Highway" has the same meaning as defined in the *Highway Traffic Act* of Alberta.

- (x) "Incident" means a fire or a situation where an explosion is imminent or any other situation where there is a danger or a possible danger to life or property to which the Fire Service may respond.
- (y) "Incinerator Fire" means a fire that is confined within a non-combustible structure or container that has the draft and smoke vents thereof covered with a heavy gauge metal screen having a mesh size not larger than 7 millimeters and which is ventilated in such a manner as to preclude the escape of combustible materials including ash, which fire is set for the purpose of burning refuse, excepting plastic products.
- (z) "Member" means any person who is a duly appointed Member of the Fire Service including persons whom the Fire Ground Commander or his designate appoints as Members at the scene of an Incident.
- (aa) "MGA" means Municipal Government Act, R.S.A. 2000, c. M-26 and amendments thereto.
- (bb) "Municipality" means Mackenzie County.
- (cc) "Open Fire" shall mean any Fire which is not an Incinerator Fire, Pit Fire, Public Park Site Fire and which, without limiting the generality of the foregoing shall include grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires and chattel fires.
- (dd) "Peace Officer" means a Bylaw Enforcement Officer, a Special constable, a Municipal Police Officer, a member of the Royal Canadian Mounted Police, or any other person appointed by Council to enforce the provisions of this Bylaw.
- (ee) "Portable Appliance" means any appliance sold or constructed for the purpose of cooking food in the out-of-doors.
- (ff) "Prohibited Debris" means any material that when burned, will result in the release to atmosphere dense smoke or toxic air contaminants in accordance with statutes and bylaws written to protect and enhance the environment, and shall include but not be limited to materials described as:
  - i. animal cadavers;
  - ii. animal manure;
  - iii. chemicals and chemical containers;
  - iv. combustible material in automobile bodies;
  - v. combustible material in automobiles;
  - vi. household refuse;

- vii. non-wooden material;
  - viii. paints and painting materials;
  - ix. pathological waste;
  - x. rubber or plastic, or anything containing or coated with rubber or plastic or similar substances;
  - xi. tires;
  - xii. toxic substances;
  - xiii. used oil; or
  - xiv. wood or wood products containing substances for the purpose of preserving wood.
- (gg) "Public Park Site Fire" means a fire on land owned or leased by the Municipality or its agents for recreational purposes and is confined to a non-combustible container supplied by the Municipality, as approved by a Fire Member, or a portable appliance, which is set for the purpose of cooking food, obtaining warmth or viewing for pleasure. Such fire may only be fueled with seasoned wood, charcoal, coal, natural gas or propane.
- (hh) "Running Fire" means a fire burning without being under the proper control of any person.
- (ii) "Safety Codes Officer" means any member certified by the Safety Codes Council of Alberta as a Safety Codes Officer for the Fire Discipline and given a Designation of Powers pursuant to the Safety Codes Act.
- (jj) "SOG" means Standard Operating Guidelines.
- (kk) "Structure Fire" means a fire confined to and within any building, structure, machine, vehicle, or contents thereof and which will or may cause the destruction of or damage to the said building, structure, machine, vehicle, or the contents thereof or surrounding area, but excluding an incinerator fire.
- (ll) "Support Activities" means those tasks that are conducted in support of Members and which are not carried out in a hazardous area and do not require specialized training or protective clothing.
- (mm) "Violation Ticket" means a ticket or similar document issued by the Municipality pursuant to the Municipal Government Act, Municipal Government Act, R.S.A. 2000, c. M - 26

#### **SECTION 4      JURISDICTION**

- 4.1      The Municipality may be divided into Fire Service areas with fire departments so located as deemed necessary by Council for the proper control and prevention of fires and other emergencies.
- 4.2      The Council may enter into a contract for the provision of Fire Services from another municipality.
- 4.3      The limits of the jurisdiction of the Fire Chief, and the officers and Members of the Fire Service will extend to the area and boundaries of the Municipality, and no part of the Apparatus shall be used beyond the limits of the Municipality without the express authorization of a written contract or agreement providing for the supply of Fire Services outside the municipal boundaries, unless permission has been granted by the CAO or designate.

#### **SECTION 5      ORGANIZATION AND ADMINISTRATION**

- 5.1      For purposes of administering this Bylaw, the Chief Administrative Officer (CAO) of the County may delegate the powers under this Bylaw to an employee(s) of the County.
- 5.2      The Fire Service for the Municipality shall consist of the CAO, Fire Chiefs, Members, Buildings, Apparatus, and Equipment as deemed necessary by Council to safeguard the safety, health and welfare of people and protect people and property.
- 5.3      The Fire Chief and Deputy Chief shall be appointed by Council for each Fire Service upon recommendation of the CAO, and from the Members of the Fire Service for a two year term.
- 5.4      The Fire Chief shall be responsible to and report on a regular basis to the CAO.
- 5.5      The Fire Service shall comply with any and all policies established by Council pertaining to the Fire Service.
- 5.6      The Fire Service shall be equipped with apparatus and equipment as approved within the annual operating and capital budgets as approved by Council.

#### **SECTION 6      FIRE SERVICE**

- 6.1      The Council does hereby establish a Fire Service, for the purpose of:



- (a) preventing and extinguishing fires;
- (b) investigating the cause of fires in accordance with the Quality Management Plan approved by the Safety Codes Council;
- (c) preserving life and property and protecting persons and property from injury or destruction by fire;
- (d) providing rescue services and medical emergency response;
- (e) preventing, combating and controlling incidents;
- (f) carrying out ~~preventable patrols, pre-fire planning and~~ fire inspections **and investigations** in accordance with the Quality Management Plan approved by the Safety Codes Council;
- (g) entering into agreements with other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment;
- (h) purchasing and operating apparatus and equipment for extinguishing fires or preserving life and property;
- (i) enforcing the provisions of the Safety Codes Act and its regulations; and
- (j) other services as directed by Council.

6.2 The priority of goals in the suppression of fire shall be as follows:

- (a) Preservation of human life shall be the primary responsibility during fires and other emergencies.
- (b) Limit the spread of the fire,
- (c) Extinguish the fire,
- (d) Minimize property damage from fire-related hazards.

## **SECTION 7 — FIRE GUARDIANS**

~~7.1 Each year before the first of April, Council shall appoint a sufficient number of Fire Guardians to enforce the provisions of the *Forest and Prairie Protection Act* (supra) and this Bylaw within the boundaries of Mackenzie County.~~

## ~~SECTION 8~~ POWERS OF FIRE GUARDIANS

~~8.1 Unless otherwise limited by the Fire Chief, each Fire Guardian shall have the authority and power to:~~

- ~~(a) issue a Fire Permit in respect of any land with Mackenzie County;~~
- ~~(b) issue a Fire Permit unconditionally or impose conditions upon the applicant which the Fire Guardian considers appropriate;~~
- ~~(c) may suspend or cancel at any time a Fire Permit and on receiving notice of the suspension or cancellation the person concerned shall immediately extinguish any fire set pursuant to his or her permit;~~
- ~~(d) enforce the provisions of the *Forest and Prairie Protection Act* (supra) and this Bylaw within the boundaries of Mackenzie County;~~
- ~~(e) refuse issuance of permit on reasonable and probable grounds that a public interest risk exists for the proposed fire.~~

## SECTION 9 THE FIRE CHIEF

- 9.1 The Fire Chief has responsibility over the Fire Service subject to the direction of and collaboration with the CAO.
- 9.2 The Fire Chief shall prescribe rules, regulations and policies for the ongoing organization and administration of the Fire Service including but not limited to:
- (a) the use, care and protection of Fire Service property;
  - (b) the appointment, recruitment, conduct, discipline, duties, and responsibilities of the Members;
  - (c) the efficient operation of the Fire Service;
  - (d) ongoing training requirements
  - (e) ensuring only trained persons are engaged in applicable fire suppression duties.
- 9.3 Regulations, rules or policies, made pursuant to subsection 9.2 of this Bylaw shall not be inconsistent with the legislation and regulations of the Province of Alberta.

- 9.4 The Fire Chief shall develop and propose changes to existing Standard Operating Guidelines as required.
- 9.5 The Standard Operating Guidelines do not come into force until the CAO has accepted them.

## **SECTION 10 STANDARDS APPLYING TO ALL MEMBERS**

- 10.1 All members of the Fire Services located throughout the Municipality, by way of Standard Operating Guidelines, shall be kept informed of, and comply with, expectations for attendance, punctuality; duty performance; compliance with laws, rule, regulations, and procedures; and professional behavior that contribute to the maintenance of a positive work environment.
- 10.2 Any changes to the Standard Operating Guidelines must be relayed to all members of the fire service. ~~A written record that all personnel have been advised must be forwarded to the CAO, who will ensure it is kept on record.~~

## **SECTION 11 PROHIBITIONS**

- 11.1 No person shall:
- (a) enter the boundaries or limits of an area prescribed unless he/she has been authorized to enter by the Fire Ground Commander.
  - (b) impede, obstruct or hinder a member of the Fire Service or other person assisting or acting under the direction of the Fire Ground Commander.
  - (c) falsely represent himself as a Fire Service member, or wear or display any Fire Service badge, cap, button, insignia or other paraphernalia for the purpose of false representation.
  - (d) obstruct or otherwise interfere with access roads or streets or other approaches to any incident, fire alarm, fire hydrant, cistern or body of water designated for firefighting purpose or any connections provided to a fire main, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
  - (e) light a Pit Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times;
  - (f) light a Pit Fire when the weather conditions are conducive to creating a Running Fire;

- (g) fail to take reasonable steps to control a fire for the purpose of preventing it from becoming a Running Fire or from spreading onto land other than his own;
- (h) deposit, discard or leave any burning matter of substance where it might ignite other material and cause a fire;
- (i) conduct any activity that involves the use of fire that might reasonably be expected to cause a fire, unless he exercises reasonable care to prevent the fire from occurring;
- (j) interfere with the efforts of persons authorized in this Bylaw to extinguish fires or preserve life or property;
- (k) interfere with the operation of any of the Fire Service equipment or apparatus required to extinguish fires or preserve life or property;
- (l) damage or destroy the Fire Service property;
- (m) engage in Open Fire burning in the Hamlets of the Municipality.
- (n) ~~burn contrary to the conditions within a Fire Permit issued in accordance with this Bylaw.~~

## **SECTION 12 FIRE PERMIT**

- 12.1 This section is only applicable within the Hamlet boundaries located within the Municipality.
- 12.2 No person shall ignite, fuel, supervise, maintain or permit any type of fire upon land owned or occupied by him or under his control within the Hamlets of the Municipality ~~except when he is the holder of a subsisting Fire Permit pursuant to this Bylaw~~, unless:
- (a) the fire has been set by the Fire Service for the purpose of training its members,
  - (b) the fire is a Public Park Site fire, which has an approved permit for all fire pits, or
  - (c) the fire has otherwise been authorized by the Fire Service and the Province.

- 12.3 When a fire is lit under the circumstances described in subsection 12.2 when such fire is not permitted pursuant to this Bylaw the owner or occupier of the land or the person having control of the land upon which such fire is lit shall:
- (a) extinguish the fire immediately; or
  - (b) where he is unable to extinguish the fire immediately, report the fire to the Fire Service.
- 12.4 ~~No person shall, either directly or indirectly personally or through an agent, or employee kindle a fire and let it become a Running Fire on any land not his own property or allow a Running Fire to pass from his own property to the property of another.~~
- 12.5 Any person wishing to obtain a Fire Permit for a Fire Pit must complete a Fire Permit Application with the Municipality ~~through the Fire Service pursuant to this bylaw.~~
- 12.6 Upon receipt of a proper completed Fire Permit Application with the Municipality ~~through the Fire Service~~ the Fire **Chief or Deputy Fire Chief** will inspect the site ~~shall consider the Fire Permit Application~~, and may, in his discretion:
- (a) grant a Fire Permit upon such terms and conditions as the Fire Service deems appropriate, or
  - (b) refuse to grant a Fire Permit.
- 12.7 A Fire Permit shall not be transferable.
- ~~12.8 Fire Permits issued pursuant to this Bylaw are valid for such period of time as shall be determined and set by the Fire Chief and the Fire Permit shall have endorsed therein the period of time for which the said Permit is valid.~~
- ~~12.9 The Fire Chief may extend the period of time that a Fire Permit is valid, provided the Fire Permit has not expired.~~
- 12.10 The Fire Chief may, terminate, suspend or cancel a Fire Permit if the conditions surrounding the original issuance change.
- 12.11 Each application for a Fire Permit must contain the following information:
- (a) the name and address of the applicant;
  - (b) the legal and civic description of the land on which the applicant proposes to set a fire;

- (c) the type and description of Fire Pit construction proposed to be used;
- (d) the signature of the applicant;
- (e) the signature of the property owner or authorized agent of the owner.

12.12 No person shall provide false, incomplete or misleading information to the Municipality or to the Fire Service on or with respect to the Fire Permit Application.

### **SECTION 13 CONTROL OF FIRE HAZARDS**

- 13.1 This section is only applicable within Hamlet boundaries of the Municipality.
- 13.2 If Council finds within the Hamlet boundaries on privately owned land or occupied public land conditions that in its opinion constitutes a fire hazard, it may order the owner or the person in control of the land on which the fire hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Council.
- 13.3 When Council finds that the order it made pursuant to subsection 13.2 has not been carried out, it may enter on the land with any equipment and any persons it considers necessary and may perform the work required to eliminate or reduce the fire hazard.
- 13.4 The Owner or the person in control of the land on which work was performed pursuant to subsection 13.2 shall on demand reimburse the Municipality for the cost of the work performed. In default of payment the Municipality may place a lien for the amount against the land and improvements on it.

### **SECTION 14 REQUIREMENT TO REPORT**

- 14.1 The Owner or his authorized agent of any property damaged by fire shall immediately report to the Fire Service particulars of the fires which are satisfactory to the Fire Chief and the CAO.
- 14.2 The owner or his authorized agent of any property containing a dangerous good(s) product which sustains an accidental or unplanned release of the dangerous good(s) product shall immediately report to the Fire Service particulars of the release which are satisfactory to the Fire Chief and the CAO.

## SECTION 15 RECOVERY OF COSTS

15.1 Where the Fire Service has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or Incident within or outside the Municipality for the purpose of preserving life or property from injury, destruction by fire or other Incident within or outside the Municipality, including any such action taken by the Fire Service on a False Alarm, the Municipality shall, in respect of any costs incurred by the Municipality in taking such action, charge any costs incurred by the Municipality:

- (a) to the ~~person who caused the~~ vehicle owners involved in the incident;
- (b) the owner of the land or in possession where the Incident occurred; or
- (c) the owner of property where the person in possession and control of property which is the situate of the Incident if not located on privately owned land.
- (d) Emergency response units responding to an incident but not utilized to rectify the emergency shall not be charged, subject to the minimum charge as identified in ~~the Mackenzie County Fee Schedule~~ agreements in place with Alberta Transportation, and Environment and Sustainable Resource Development (ESRD).

15.2 Where the Fire Services has provided services for the purpose of, but not be limited to:

- (a) occupant load determination,
- (b) fire inspections,
- (c) fire investigations, and
- (d) fire permits,

the Municipality shall, in respect of costs incurred by providing the service, charge such fees as set out in ~~Schedule "A"~~ the Fee Schedule Bylaw. ~~attached to and forming part of this Bylaw, and such fees shall be due and payable upon receipt of such services~~

15.3 The schedule of costs and fees to be charged by the Municipality for services rendered pursuant to this Bylaw shall be set out in ~~the Fee Schedule Bylaw~~ Schedule "A" ~~attached to and forming part of this Bylaw.~~

- (a) The fees and charges set out in ~~schedule "A"~~ the Fee Schedule Bylaw may be amended by Council as determined from time to time when deemed necessary.

15.4 In respect of the costs or fees described in subsections 15.1, 15.2 and 15.3.

- (a) the Municipality shall recover such cost or fee as a debt due and owing to the Municipality; or
- (b) in the case of action taken by the Fire Service in respect to land within the Municipality, where the cost or fee is not paid upon demand by the Municipality, then in default of payment, such cost or fee shall be charged against the land as taxes due and owing in respect of that land, or
- (c) in the case of action taken by the Fire Service in respect to Incidents involving motor vehicles the municipality shall take any collection action it deems necessary if the amount levied by the municipality is not paid within sixty (60) days ~~after the mailing of an invoice by the municipality, or in the event of an appeal, sixty (60) days of the date of mailing of the decision of Council on the appeal.~~

## **SECTION 16 FEE RATES FOR FIRE SERVICES**

16.1 Fees pursuant to this Bylaw shall be paid in accordance with the Mackenzie County Fee Schedule Bylaw.

## **SECTION 17 OFFENCES AND PENALTIES**

17.1 Penalties shall be applicable as per the Mackenzie County Fee Schedule Bylaw in place at the time of the offence.

17.2 A Peace Officer who finds a person violating or who has reasonable and probable grounds to believe that a person has violated any provisions of this Bylaw may give a written notice of intention to prosecute, in the form of a Part Two Provincial Violation Ticket, setting forth the date, time, and place of the offence, briefly indicating the nature of the offence.

17.3 The Court convicting a person of a violation of this Bylaw may order that in default of payment of a fine imposed on such conviction, the defendant shall be imprisoned for a period of not more than six months.



**SECTION 18 VIOLATION TICKET**

18.1 A Peace Officer may issue a Violation Ticket as specified in the Mackenzie County Fee Schedule Bylaw.

**SECTION 19 SEVERABILITY**

19.1 Should any section or part of this bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded severable from the rest of the bylaw and the bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this bylaw.

**SECTION 20 REPEAL**

20.1 This bylaw shall repeal Bylaw ~~684-08~~ 811-11.

20.2 This bylaw comes into force at the beginning of the day of third and final reading thereof.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Policy ADM013 – Signing Authority for Volunteer Fire Fighters Remuneration</b>

## **BACKGROUND / PROPOSAL:**

Council established Policy ADM013 – Signing Authority for Volunteer Fire Fighters Remuneration

Administration has since combined Policy ADM013 with Bylaw 984-15 (previously Bylaw 301/02), which was reviewed during the February 5, 2015 Community Services Committee meeting, the following motion was made:

**MOTION CS-15-02-012**

***Moved by Councillor Paul***

*Recommend to Council to amend Bylaw 301/02 as amended.*

**CARRIED**

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

N/A

## **SUSTAINABILITY PLAN:**

N/A

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM013 – Signing Authority for Volunteer Fire Fighters Remuneration policy be rescinded.

Author: R. Pelensky      Reviewed by: \_\_\_\_\_      CAO: JW

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Signing Authority for Volunteer Fire Fighters Remuneration</b>	<b>Policy No:</b>	<b>ADM013</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 5 b)</b>
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<p><b>Purpose</b></p> <p>To establish signing authority and payment dates for the remuneration of volunteers within MD fire departments.</p>
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### **Policy Statement and Guidelines**

Council recognizes the need for verification and timely payment of the remuneration of honorariums for volunteer fire fighters within the Municipality.

1. Each Fire Chief or his designate will provide the Director of Planning and Emergency Service with a written monthly summary of the volunteers and applicable hours and hourly rates. This information must be supplied within 30 days following the month the volunteers attended a fire, fire practice or training.
2. The approved remuneration rates for volunteers are subject to Bylaw 301/02, Schedule A.
3. Volunteer members will supply their hourly information to their Fire Chief or designate as soon as practical after their attendance at a fire, fire practice or training.
4. Payment will be made on the following basis to each of the volunteer fire fighters subject to the Bylaw 301/02 as follows:

Fire Chief (monthly honoraria)

- a. Months of January to March – paid on or about May 15
- b. Months of April to June – paid on or about August 15
- c. Months of July to September – paid on or about November 15
- d. Months of October to December – paid on or about January 31 of the following year\*

Fire Fighters (hourly honoraria)

- a. Months of January to October – paid on or about November 15
- b. Months of November to December – paid on or about January 31 of the following year\*

\* This timing is necessary in order to close off the previous year-end accounts and the issuance of applicable T4 slips.

5. No payment will be made to any volunteer if she/he does not provide the appropriate documentation to their Fire Chief or designate.
6. No payment will be provided to any volunteer if they fail to provide the current year information after January 31 of the following year **unless** there is a Council resolution authorizing such payment.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>Oct. 23, 2003</b>	<b>03-464</b>
<b>Amended</b>		
<b>Amended</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Policy ADM017 – Years of Service Award Program for Volunteers</b>

## **BACKGROUND / PROPOSAL:**

Council established Policy ADM017 – Years of Service Award Program for Volunteers.

This Policy was reviewed during the February 5, 2015 Community Services Committee meeting, the following motion was made:

**MOTION CS-15-02-009**

***Moved by Councillor Paul***

*Recommend to Council to amend Policy AMD017 as presented.*

**CARRIED**

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

Operating Budget

## **SUSTAINABILITY PLAN:**

N/A

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**COMMUNICATION:**

Policy ADM017 amendments to be communicated with the Fire Chiefs' and Deputy Chiefs'.

Council policies are available on the County's website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM017 – Years of Service Award Program for Volunteers be amended as presented.

Author: R. Pelensky      Reviewed by: \_\_\_\_\_      CAO: JW



**Municipal District of Mackenzie County No. 23**

Title	YEARS OF SERVICE AWARD PROGRAM FOR VOLUNTEERS	Policy No:	ADM017
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Legislation Reference	Municipal Government Act Sections and 5(b)
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**Purpose**

To give recognition for years of service by Volunteer members of the municipality's Fire Departments, ~~Ambulance Services~~, and any other Volunteer service of the municipality for dedication and commitment to the municipality.

**Policy Statement and Guidelines**

- 1) ~~The M.D. of~~ Mackenzie **County No. 23** wishes to acknowledge the contribution made towards the municipality by Volunteer members of the municipality's Fire Departments ~~and Ambulance Services~~ by establishing a "Years of Service Award Program".
  - 2) Recipients of the "Years of Service Award Program" shall be presented with a gift for the appropriate year, and shall receive a gift of appreciation in the value identified as follows:
    - a) Volunteer members of the municipality's Fire Departments ~~and Ambulance Services~~ shall receive a gift valued as outlined below subject to the number of continuous years of service:

5 Years	\$ 50 Value gift
10 Years	\$ 75 Value gift
15 Years	\$100 Value gift
20 Years	\$125 Value gift
25 Years	\$150 Value gift
30 Years	\$200 Value gift
- Should a retirement/resignation occur between the years listed above, the ~~Manager of Emergency Services or designate~~ **Fire Chief** has the option of giving recognition on a pro-rated basis.
- 3) ~~The Years of Service Awards shall be presented to the individuals receiving the awards at their annual Christmas function.~~
  - 4) A record is to be kept of all Volunteer members of the municipality's Fire Departments ~~and Ambulance Services~~ to indicate the number of completed years of service.

5) ~~Awards shall be issued only after the completion of the years of service being recognized.~~

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	Dec 18/98	98-390
<b>Amended</b>		
<b>Amended</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Policy EMR004 Level of Fire Service</b>

## **BACKGROUND / PROPOSAL:**

Council established Policy EMR004 - Level of Fire Service.

This Policy was reviewed during the February 5, 2015 Community Services Committee meeting, the following motion was made:

**MOTION CS-15-02-010**

***Moved by Councillor Paul***

*Recommend to Council to amend Policy EMR004 as amended.*

**CARRIED**

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

Operating Budget

## **SUSTAINABILITY PLAN:**

N/A

**Author:** Ron Pelensky **Reviewed by:** \_\_\_\_\_ **CAO:** JW

**COMMUNICATION:**

Policy EMR004 amendments to be communicated with the Fire Chiefs' and Deputy Chiefs'.

County policies are available on the County website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy EMR004 –Level of Fire Service be amended as presented.

Author: R. Pelensky      Reviewed by: \_\_\_\_\_      CAO: JW

## Mackenzie County

Title	Level of Fire Service	Policy No.	EMR004
<p><b>Purpose</b></p> <p>To establish the minimum level of service for individual fire services provided in the municipality and to establish the process for approving the establishment or increase of fire services.</p>			
<p><b>General Policy Statement and Guidelines</b></p> <p>Mackenzie County recognizes that it is responsible for fighting and controlling fires within the County pursuant to the <i>Forest and Prairie Protection Act</i>, and that it may pass bylaws under the Municipal Government Act respecting safety, health, and welfare of people and the protection of people and property. The County is also aware that it cannot provide fire suppression services to its citizens and their property at a level similar or equal to larger urban municipalities, and that any structure or vehicle fire that occurs may result in total loss of that structure or vehicle. Mackenzie County has based this policy statement on the following criteria. Mackenzie County covers a vast geographical region and fire suppression services are staffed only by volunteer fire fighters with limited training and equipment and whose availability cannot be guaranteed.</p> <p><b><u>Part 1 – Service Standards</u></b></p> <p>1.1 The County cannot guarantee a specific response time because distances vary across our large County. And as in the case of volunteer fire departments, the availability of the volunteers to operate the equipment cannot be guaranteed on a daily basis.</p> <p>1.2 The County will provide basic exterior fire suppression only, except by departments or individuals who are properly trained for interior attack.</p> <p>1.3 Volunteer Fire Departments may assist:</p> <ul style="list-style-type: none"><li>• with vehicle rescue efforts using vehicle extrication tools when properly trained individuals are present.</li><li>• with traffic accidents by providing traffic control and debris cleanup on the surface of the road.</li><li>• with medical responses when properly trained individuals are present, and as per current Mutual Aid agreements.</li></ul>			

- with search and rescues using department equipment when properly trained individuals are present
- with wildfire control when properly trained individuals are present.
- with hazmat response when properly trained individuals are present.
- with Mutual Aid requests with First Nations when agreements are in place or approval is given by CAO or designate.
- with neighboring Town's and County's that have a current Mutual Aid agreements with Mackenzie County.

## **Part 2 – Volunteer Fire Departments**

- 2.1 Mackenzie County encourages and supports the formation of volunteer fire departments in the hamlets of Fort Vermilion, Zama, La Crete and the rural community surrounding the Blue Hills area.
- 2.2 Mackenzie County recognizes it will have Mutual Aid agreements with neighboring Towns and County's to provide services to other areas within Mackenzie County.
- 2.3 May hire additional fire suppression equipment as per Mackenzie County rates and Policies. Any other equipment requested must have prior approval by the CAO or designate.
- 2.4 These departments will operate through their Fire Chiefs under the direction and collaboration with Mackenzie County via the Chief Administrative Officer (CAO) or designate ~~and the Director of Emergency Services~~ who may set guidelines on operations from time to time as per the Standard Operating Procedures.
- 2.5 Council, by resolution shall appoint all Fire Chiefs and Deputies for the Volunteer Fire Departments operating within the County in accordance with the policies and procedures established ~~in~~ by Bylaw. ~~684/08.~~
- 2.6 The appointment of a Volunteer Fire Chief shall not constitute an appointment as a Designated Officer pursuant to the Municipal Government Act.
- 2.7 Otherwise departments can structure as per the Standard Operating Procedures.

### **Part 3 – Training Standards**

- 3.1 Mackenzie County will provide funding for the Fire department to facilitate training courses or send volunteers to courses that are related to fire and or rescue training.
- 3.2 The Fire Chief shall present the training needs of their department to the CAO or designate. ~~Director of Emergency Services.~~ The training budget will then be developed and allocated as per the training needs for each volunteer department.
- 3.3 Subject to budget constraints, the County may fund additional courses if needs become present throughout the year that were not anticipated.

### **Part 4 – Equipment Standards**

- 4.1 While the County will strive, where practical, to keep equipment up to National Fire Protection Association standards, the standard shall not be adopted as a minimum within this policy, because it may limit the use of equipment that could be useful in fire suppression that does not meet the standard.
- 4.2 Notwithstanding section 4.1, Mackenzie County will service each piece of equipment and test it to ensure that it can be operated in a safe manner before placing the equipment into service.
- 4.3 The County will set up schedules for the testing of equipment, either by the departments, or County staff.
- 4.4 Fire Service Apparatus owned and approved for operations by the County are listed on Schedule “A”.(Attached)
- 4.5 Any specialized, or other major equipment, either acquired by donation or purchased from department funds, must be approved by the County, whether there is, or is not, a budgetary implication to the County, and such approval must be obtained prior to the donation or purchase being made. ~~Failure to do so may result in the department having to cover all costs associated with the donated or purchased equipment.~~

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	May 14, 2003	03-317
<b>Amended</b>	June 23, 2003	03-419
<b>Amended</b>	August 24, 2004	04-638
<b>Amended</b>	December 13, 2005	05-677
<b>Amended</b>	December 13, 2005	05-679
<b>Amended</b>	October 29, 2008	08-10-836
<b>Amended</b>		



**SCHEDULE “A”**

Fire Department Apparatus List

Unit #	Year/Make/Model	Type of Vehicle	Fire Service
9129	2007 Peterbuilt	Pumper Truck	FVFR
9108	1991 GMC	Water Tanker	FVFR
<del>9106</del>	<del>1991 GMC</del>	<del>Pumper Truck</del>	<del>FVFR</del>
		Rescue Boggan	FVFR
	New	Rescue Alive for 2003	FVFR
9121	2003 Freightliner	Rescue Vehicle	FVFR
Unit #	Year/Make/Model	Type of Vehicle	Fire Service
<del>9103</del>	<del>1977 GMC</del>	<del>Pumper Truck — Tompkins</del>	<del>LCFR</del>
9105	1988 Ford	Pumper Truck	LCFR-Tompkins
9106	1991 GMC	Pumper Truck	LCFR
9122	2004 Peterbuilt	Pumper Truck	LCFR
9107	1991 GMC	Water Tanker	LCFR-Tompkins
9133	2012 Freightliner	Water Tanker	LCFR
9128	2006 Peterbuilt	Rescue Vehicle	LCFR
<del>1642</del>	<del>2003 Dodge Quad Cab</del>	<del>First Response Unit</del>	<del>LCFR</del>
<del>9115</del>	<del>1993 Ford E350</del>	<del>MCI Unit</del>	<del>LCFR</del>
		6 x 6 Polaris <del>Fire Caddy</del>	LCFR
		Rescue Boggan	LCFR
		Rescue Alive	LCFR
		Fire Caddy	LCFR
		Sprinkler Trailer	LCFR
Unit #	Year/Make/Model	Type of Vehicle	Fire Service
<del>9109</del>	<del>1994 GMC</del>	<del>Pumper Truck</del>	<del>ZFR</del>
9131	2012 Freightliner M2	Pumper Truck	ZFR
9118	2001 Ford F350	Rescue Vehicle	ZFR





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Policy PW003 Road Fencing</b>

**BACKGROUND / PROPOSAL:**

Council established Policy PW003– Road Fencing.

Upon review, Administration noted that Policy PW003 & PW032 are duplicating Policy's.

Policy PW003 was approved in 1998, while PW032 was approved in 2003. Both policies were addressing the same guidelines; however PW032 is more explicit in detail.

Administration recommends that Policy PW003 be rescinded at this time, as PW032 addresses the same guidelines.

**OPTIONS & BENEFITS:**

Ensuring clarity for both Administration and the Ratepayers

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**Author:** Ron Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW003 Road Fencing be rescinded.

Author: R. Pelensky      Reviewed by: \_\_\_\_\_      CAO: JW

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>ROAD FENCING</b>	<b>Policy No:</b>	<b>PW003</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 18</b>
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**Purpose**

Establish the responsibility and standards for fencing alongside municipal roads.

**Policy Statement and Guidelines**

Fencing is generally the responsibility of the landowner along municipal roads.

Where the municipality requires the removal of existing functional fences, the municipality shall replace the fence with as close as possible to equivalent quality fencing unless an agreement is reached with the landowner to use a reduced quality of fencing. Higher quality fencing may be used if the landowner agrees to pay the difference in cost between that and the existing quality.

The municipality may install new fencing or upgrade existing fencing at its cost

- Where the Council is satisfied that it is in the public interest, or
- The need for fencing is caused by activities not under the control of the adjacent landowner, e.g. wildlife travel patterns.

	Date	Resolution Number
<b>Approved</b>	<b>Oct 14/98</b>	<b>98-312</b>
<b>Amended</b>		
<b>Amended</b>		

“J. Maine” (Signed) \_\_\_\_\_  
**Chief Administrative Officer**

“B. Bateman” (Signed) \_\_\_\_\_  
**Chief Elected Official**

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Road Fencing</b>	<b>Policy No:</b>	<b>PW032</b>
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### **Purpose**

To establish the responsibility and standards for fencing alongside municipal roads on a adjacent landowners property (section 1) and on road allowance (section 2).

### **Policy Statement**

Fencing along municipal roads is generally the responsibility of the landowner. Fencing on private property must be constructed inside private property to a minimum of one foot from the municipal road allowance. Fencing cannot be constructed on any municipal road allowance unless a road license agreement is entered into in advance, according to existing MD policies.

1. Where municipal work, such as road, drainage, or utility construction, requires the removal of existing functional fences it will be the normal practice of the municipality to replace the fence according to what previously existed. Higher quality fencing may be used if the landowner agrees to pay the difference in cost between that and the existing quality.
2. Where a landowner wishes to build a temporary fence on municipal road allowances, the landowner is responsible for installation, maintenance, and relocation of the temporary fence. Such operations are only to be permitted on low volume farm access, field access, and forestry classes of roads as defined by the MD road classification map.

The temporary fence may be constructed a minimum of 5 feet from the shoulder of the road or as approved by the MD. Any costs of repairs to the fence due to damages will be the landowner's responsibility. Adequate signage and/or flags must be installed by the landowner to ensure visibility of the fence. The landowner is responsible for identifying the temporary fence with reflective taping at a minimum of 15 meter intervals.

Temporary fences in the road right of way may be installed after May 1 of each year and must be removed prior to October 1 of each year. Temporary fences not removed prior to October 1 may be removed by the Municipal District of Mackenzie at the landowner's expense. The landowner must sign an agreement each year with the Municipal District of Mackenzie prior to installation

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>November 12, 2003</b>	<b>03-483</b>
<b>Amended</b>		
<b>Amended</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Policy PW014 Sale of County Gravel/Crusher Reject for Personal Use</b>

**BACKGROUND / PROPOSAL:**

Council established Policy PW014 – Sale of County Gravel/Crusher Reject for Personal Use

Upon review, Administration noted that due to the demand and shortage of gravel stockpiled for future County growth Policy PW014 requires rescinding.

Policy PW014 was introduced in 2001 allowing for the sale of gravel/crusher reject for personal use. The policy was reviewed in subsequent years; however the last amendment to the policy was 2007. Since the last amendment, County administration continues to research gravel locations within the County, finding it more and more difficult to locate.

Administration recommends that Policy PW014 be rescinded at this time.

**OPTIONS & BENEFITS:**

Ensuring that the County has gravel reserve to allow growth and road maintenance on existing roads.

**COSTS & SOURCE OF FUNDING:**

N/A

**Author:** Ron Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**SUSTAINABILITY PLAN:**

Ensuring that the County has gravel reserve to allow growth and road maintenance on existing roads.

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW014 Sale of County Gravel/Crusher Reject for Personal Use be rescinded.

Author: R. Pelensky      Reviewed by: \_\_\_\_\_      CAO: JW



## Mackenzie County

<b>Title</b>	<b>Sale of County Gravel/Crusher Reject for Personal Use</b>	<b>Policy No.</b>	<b>PW014</b>
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### **Purpose**

To specify the terms of reference for personal or farm use of gravel/crusher reject from Mackenzie County controlled gravel pits, while fulfilling the responsibility of the County to endeavor not to compete with private industry.

### **Definition**

Private Source - any privately operated pit, stockpile site or yard that contains gravel available for purchase.

### **Policy Statement and Guidelines**

1. Crusher reject may be purchased by residents of Mackenzie County.
2. Gravel will not be sold from any County controlled pits.
3. The maximum amount of reject that can be purchased per year is 100 cubic meters per person, yard-site, dwelling, destination, lot or location, larger quantities will be dealt with by Council resolution.
4. The reject may normally be purchased when the County is conducting gravelling operations from a specific gravel pit. The purchaser will be responsible in making arrangements and payment for delivery of reject with the contractor operating in the pit at that time.
5. The cost of the reject will be determined by Council.
6. The person purchasing the reject must make arrangements for the purchase through any County office.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>April 18, 2001</b>	<b>01-214</b>
<b>Amended</b>	<b>August 12, 2003</b>	<b>03-442</b>
<b>Amended</b>	<b>December 9, 2003</b>	<b>03-621</b>
<b>Amended</b>	<b>June 14, 2005</b>	<b>05-315</b>
<b>Amended</b>	<b>May 9, 2006</b>	<b>06-326</b>
<b>Amended</b>	<b>May 23, 2007</b>	<b>07-05-471</b>





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Trent McLaughlin, Acting Director of Operations (South)</b>
<b>Title:</b>	<b>Policy PW039 Rural Road, Access Construction and Surface Water Management Policy</b>

## **BACKGROUND / PROPOSAL:**

In 2014 they were some applications to construct a road received in September and October. By the time surveyors are contacted and perform the survey, roads are being constructed in frozen ground. Applicants then want the roads approved because they want to proceed with development.

The problem is approving a road in frozen conditions, and when spring arrives we see how soft it actually is. This can result in extra work and cost to the County since the road had been approved in fall.

Administration revised Policy PW039 as highlighted in yellow (see attached) to include a deadline.

As well, Schedule G, Access Construction Application has been revised to aid in data collection.

## **OPTIONS & BENEFITS:**

Option 1: Only assist with surveying costs for applications for road construction until June 30 within the same calendar year. This gives the County more definite timeline for surveying requests as they will be requested as a larger project. This option will benefit the County as the new roads will likely be completed by end of September or earlier.

Option 2: Accepting applications randomly throughout the year. The County will be requesting surveyors one or two small projects at a time. This process will begin in May and continue through October. This option will benefit the applicant.

**Author:** S Wheeler      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

Surveying costs are part of the endeavor to assist in Policy PW039. The source is Capital funding code 6-32-30-09.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

County policies are available on the County website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW039 Rural Road, Access Construction and Surface Water Management Policy be amended as presented.

Author: S Wheeler      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

## Mackenzie County

<b>Title</b>	<b>Rural Road, Access Construction and Surface Water Management Policy</b>	<b>Policy No.</b>	<b>PW039</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Sections 18 and 60. Public Highways Development Act, Sections 39, 41 and 43.</b>
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### **Purpose**

To provide a safe, efficient and effective road network and surface water management recognizing both present and future needs of property owners and providing a rational and consistent basis for the construction of roads, construction of access to private property and the development of agricultural surface water management projects that impact or may impact public road right-of-ways administered by the County; to work with ratepayers and other level of government to find solutions to road, access and agricultural surface water concerns on all lands within the County; and to respond to road, access and agricultural surface water concerns in a timely manner.

### **DEFINITIONS**

**Applicant** – person(s) and/or corporation(s) submitting an application or applying for permission to construct a road, surface water channel or access that may impact a developed or undeveloped road allowance.

**Road Allowance** – any public road right-of-way under the jurisdiction of Mackenzie County but does not include any public road right-of-ways under the jurisdiction of the Province of Alberta.

**Access** – is an approach or driveway abutting any existing Municipal or Provincially controlled road.

**First Access** – is the first access to a rural quarter section or river lot within Mackenzie County, of which the County will maintain in the event of damage caused due to excessive runoff or flooding. The first access is the only access to receive upgrades in the event of municipal road projects.

**Temporary Access** – an access constructed for a short period of time (6 months or less) that will be removed at the end of its use.

**Surface Water Management Basin** – Mackenzie County has established the surface water management basins within its boundaries, which are shown on the plan contained in Schedule A.

**Surface Water Management Basin Committee** – Mackenzie County will form committees representing each surface water management basin which shall consist of:

- the County Councillor or Councillors representing the surface water management basin;
- three persons owning property within the surface water management basin; and,
- County staff deemed necessary for the timely and effective processing of surface water applications.

**Permanent Agricultural Surface Water Channel** – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance and is intended to be permanent.

**Temporary Agricultural Surface Water Channel** – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance but is temporary, with a maximum depth of two (2) feet, and used to drain low areas of private property on a seasonal basis (October of each year to April of the following year).

**Non-conforming Roads** – roads constructed on road allowances that do not meet either past or current County's standards and specifications or have been constructed without approval of the County.

**Incomplete and Sub-standard Road** – less than ½ mile and is located between two sequent quarter property lines.

**Preexisting Road** – a road standard on the incomplete and sub-standard road as defined in this Policy.

**Preexisting Farm Access Roads** – a road that has been constructed in the past and does not meet current County specifications; which is solely used for agricultural purposes. This type of road will receive minimum maintenance and is deemed a low priority.

**Sub-standard** – a road built by either Alberta Transportation or the County to specifications below the Mackenzie County's current rural road standards as defined in this Policy.

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

**ESRD** – the Province of Alberta Environment and Sustainable Resource Development.

**Penalties** – fines or other penalties that shall be imposed by Mackenzie County, as established in the Fee Schedule Bylaw, for the construction of roads, accesses or agricultural surface water management channels that use or may impact road allowances which do not have the approval of Mackenzie County.

**Major Agricultural Surface Water Management Channel** – channels which provide surface water management to a minimum of 10,000 acres and shall require the consent of majority of benefiting landowners.

## **ROAD CONSTRUCTION**

### **Policy Statement**

Mackenzie County understands the need to provide access to agricultural lands and other non-accessible property within its boundaries and will allow property owners to construct roads on road allowances when approved by the County. All roads shall be constructed to a minimum Local Road standard (shown in Schedule E) and all work shall be performed in accordance with all applicable County standards and specifications and those imposed by other levels of government.

### **Guidelines**

1. Mackenzie County has prepared a plan showing the future local road network necessary to provide access to agricultural lands, which plan is contained in Schedule D.
2. Applications shall be submitted in the form included in Schedule F and shall include a plan showing:
  - approximate location of legal property boundaries;
  - the length of road to be constructed;
  - identification of proposed surface water management structures (i.e. culverts);
  - the location of property accesses.
3. Applications for the construction of roads in road allowances will be accepted by Mackenzie County any time throughout the year, which applications will be reviewed on a first come, first serve basis and the Applicant shall be provided with an initial response within 30 days of receiving the application.
4. The Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
5. ESRD has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify ESRD and seek their approval to proceed with the proposed clearing.
6. Mackenzie County staff will inspect the project on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications. As per the procedure outlined in the road construction application (Schedule F).

7. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.
8. If an incomplete and sub-standard road needs to be extended to a nearest quarter line and beyond by 50 meters or less in order to create an adequate access to the adjacent quarter, an applicant may be authorized to construct the new road to a preexisting and sub-standard road standard. If the road requirement is due to a new subdivision proposal, the Operational Department shall provide their written comments to the Planning & Development department regarding an acceptable road standard within an applicable timeline and prior to a subdivision approval being granted.
9. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.
10. It shall be the Applicant's sole responsibility to negotiate cost sharing arrangements with other benefiting landowners and the County shall not provide assistance with respect to this matter.

### **Mackenzie County Endeavour to Assist for Local Road Construction**

Although all costs relating to application for construction of local roads within road allowances shall be borne by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. provision of survey to delineate the property boundaries; **no survey assistance will be provided for applications submitted after June 30, for construction in the same calendar year.**
2. the review of surface water;
3. the supply of surfacing gravel;
4. the supply of culvert materials; and,
5. the installation of culverts that exceed 600 mm in diameter or where the twinning of any size culvert is required.



## **ACCESS CONSTRUCTION (APPROACH/DRIVEWAY)**

### **Policy Statement**

Mackenzie County shall adopt standards to provide safe, legal and defined accesses from any County road while maintaining and not disrupting current surface water management patterns.

### **Guidelines**

1. Applications for the construction, reconstruction or alteration of any access shall be submitted in the form contained in Schedule G and will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. The Applicant shall be solely responsible for all costs associated with the construction and maintenance of the access other than culvert replacement as stated in item #11.
3. Unless otherwise approved by Mackenzie County all accesses shall meet the following standards and be constructed in accordance with Mackenzie County specifications.

Access Type	Minimum Setback from Intersection	Minimum/Max Finished Top Width	Turning Radius on Shoulders	Culvert Length	Culvert Diameter	Culvert Slope	Access Side Slope	Gravel
Rural	50 meters (165 ft)	Min - 8 meters Max - 16 meters	15 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Residential (rural standard)	6.1 meters (20 ft)	Min - 6 meters Max - 12 meters	5 meters	standard 12 m length, 600mmø				15-20mm size, 50mm depth
Urban Residential (curb, gutter & sidewalk)	6.1 meters (20 ft)	Min - 6 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Urban Commercial/Industrial (rural standard)	10 meters (33 ft)	Min - 10 meters Max - 16 meters	10 meters	standard 15 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Commercial/Industrial (curb, gutter & sidewalk)	10 meters (33 ft)	Min -10 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Hamlet Country Residential	6.1 meters (20 ft)	Min - 8 meters Max - 16 meters	10 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Temporary (rural)	50 meters (165 ft)	8 meters	10 meters	At the discretion of the Director of Operations		3:1	3:1	At the discretion of the Director of Operations

4. For accesses to Institutional, Commercial, Industrial, Hamlet Country Residential, Rural Country Residential, Hamlet General and Direct Control properties, which connect to paved County roads, shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less.
5. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
6. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
7. Mackenzie County will approve only one access per titled property (rural or urban). Any and all subsequent accesses will be at the discretion of Council. Where deemed applicable and beneficial, a shared access to agricultural lands will be mandated.
8. Mackenzie County will not approve, inspect or supply a culvert to any properties deemed to have unauthorized development occurring within its boundaries.
9. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.
10. Mackenzie County shall inspect each authorized access after completion and if the access does not meet the standards of the County, the Applicant shall be responsible for all costs and construction required to bring the access to acceptable standards.
11. Mackenzie County will consider only the first or primary access to a property when upgrades to a Municipal road occur or in the event that a culvert replacement is required of which the property owner will be responsible for 50% cost of the culvert which will be installed by the County.
12. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
13. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.

14. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.
15. The Province of Alberta may not permit accesses to be constructed from roads under their jurisdiction unless the access is aligned with a road allowance under the jurisdiction of Mackenzie County and such accesses shall require the approval of Alberta Transportation.

### **Mackenzie County Endeavour to Assist**

Although all costs relating to application for and construction of accesses shall be paid by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. supporting an application to construct an access from a road under the jurisdiction of the Province of Alberta if said access is aligned with a proposed major/collector road to be constructed by Mackenzie County;
2. if the application for an access aligned with a major/collector road from a road under the jurisdiction of the Province of Alberta is approved by Alberta Transportation and the County, the County may pay the cost of construction;
3. the supply of a culvert, if required, for the construction of the first access to a rural quarter section or river lot provided that the access has been built to Mackenzie County standards and approved by the County (any and all subsequent accesses will be at the sole responsibility of the Applicant to supply, construct and install in accordance with Mackenzie County standards); and,
4. The County will assume responsibility for maintenance of accesses within the boundaries of the road allowance, (as described in the aforementioned item #1) when it has been approved and accepted.

## **SURFACE WATER MANAGEMENT**

### **Policy Statement**

Mackenzie County understands the need to find solutions to agricultural surface water management issues and the construction of permanent or temporary agricultural surface water management channels on or impacting road allowances may be necessary for effective resolution to surface water management issues but these projects must protect the integrity of natural watercourses. These projects shall only be performed with the approval of Mackenzie County and in accordance with all applicable County standards and specifications and those imposed by other levels of government.

### **Guidelines**

1. Applications for the construction of permanent or temporary agricultural surface water management channels, in the form contained in Schedule B, will be accepted by Mackenzie County any time throughout the year, which applications will be referred to the appropriate Surface Water Management Basin Committee for consideration and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. Applications shall be submitted in the form contained in Schedule B and may be required to include a survey plan showing:
  - approximate location of legal property boundaries;
  - the area to be drained by the proposed agricultural surface water management channel;
  - the alignment of the proposed agricultural surface water management channel;
  - the existing ground elevations;
  - the proposed design elevations;
  - a typical cross-section of the proposed surface water management channel; and,
  - the location, size and elevation of existing and proposed surface water management structures (i.e. culverts).
3. For permanent and temporary agricultural surface water management channels discharging to a ditch adjacent to a developed road allowance, or the County's licensed ditch, the Applicant may be required to submit an application to ESRD, along with the survey plan, for approval and may be required to submit a copy of said ESRD application and their approval to the County prior to the their application being considered further.

4. For permanent and temporary agricultural surface water management channels requiring a ditch to be constructed within an undeveloped road allowance the Applicant may be required to submit an application to ESRD, along with the survey plan, for approval and shall submit a copy of said ESRD application and their approval to the County prior to the their application being considered further.
5. For permanent surface water management channels constructed within undeveloped road allowances the alignment, profile and cross-section shall match the design of the future road ditch, should the road allowance be developed.
6. The Applicant shall be responsible for all costs relating to the development of permanent and temporary agricultural surface water management channels including application, construction and operation/maintenance. In addition, the Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
7. The Applicant shall be financially responsible for the operation and maintenance of the proposed agricultural surface water management channels on undeveloped road allowances and shall be liable for all injuries and/or damages that may result from the lack of or improper performance of the operation and maintenance.
8. The construction of permanent or temporary agricultural surface water management ditches that have a detrimental effect on adjoining private property may give rise to civil liability and the Applicant shall be solely responsible for resolving these matters.
9. The Applicant shall consent to the filing of caveats on property owned by the Applicant that the County deems necessary for the protection of the proposed agricultural surface water management ditches.
10. Persons constructing permanent or temporary agricultural surface water channels without the approval of Mackenzie County may be subject to fines and/or other penalties, including but not limited to the removal of the offending agricultural surface water channel as per the County's Fee Schedule Bylaw and/or other applicable provincial regulation.

### **Mackenzie County Endeavour to Assist**

Although all costs relating to application for, construction of and operation/maintenance of surface water management channels shall be borne by Applicants, Mackenzie County, at its sole discretion, may provide assistance for:

1. the mediation of disputes between property owners that pertain to surface water management matters and attempt to find solutions to the disputes;

2. obtaining approvals from other levels of government; and,
3. the funding of all or a portion of the costs associated with the construction of major agricultural surface water management channels, subject to the cooperation of benefiting property owners and budget availability.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	11-Dec-12	12-11-845
<b>Amended</b>	12-Feb-13	13-02-069
<b>Amended</b>	27-Mar-13	13-03-189
<b>Amended</b>	16-Jul-13	13-07-492
<b>Amended</b>	08-Oct-13	13-10-692
<b>Amended</b>	26-Mar-14	14-03-177
<b>Amended</b>	27-Sep-14	14-09-609

**SCHEDULE A**

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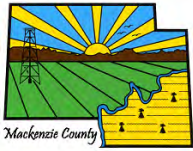
**Surface Water Management Basins**

**SCHEDULE B**

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**Agricultural Surface Water Management  
Projects Application**





Application # \_\_\_\_\_

## Construction of an Agricultural Surface Water Management Channel Application

### APPLICANT INFORMATION:

Name of Applicant \_\_\_\_\_

Permanent address \_\_\_\_\_  
P.O. Box                      Town                      Province                      Postal Code

Telephone (res.) \_\_\_\_\_ (bus.) \_\_\_\_\_

Legal land description(s) \_\_\_\_\_

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the area to be drained by the proposed agricultural surface water management channel;
- the alignment of the proposed agricultural surface water management channel;
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- a typical cross-section of the proposed surface water management channel;
- the location, size and elevation of existing and proposed surface water management structures (i.e. culverts);
- proof of ESRD approval (provide a copy to the County); and
- A proposed plan for top soil management (how will you manage the excess topsoil).

**Mackenzie County**  
 Box 640, Fort Vermilion, AB T0H 1N0  
 Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed agricultural surface water management channel discharge into a ditch along an existing road? Yes No

If yes, please provide the following:

Name of the applicable road \_\_\_\_\_

Does the proposed agricultural surface water management channel require the construction of a ditch within an undeveloped road allowance? Yes No

If yes, please provide the following:

Legal location of road allowance \_\_\_\_\_

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated size of the contributing area? \_\_\_\_\_Acres.

Does this project involve a ditch already licensed? Yes No

If yes, please attach all related documents (i.e. license number, map, etc.).

Are the Applicants prepared to sign an easement/caveat at no cost to the County? Yes No

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SCHEDULE C**

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**Road Allowance Use Agreement**

**SCHEDULE D**

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**Local Road Network**

**SCHEDULE E**

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**Road Standards**

## Mackenzie County Rural Road Standards/Specifications

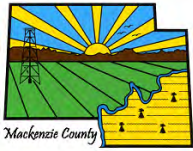
	Unit	Collector	Local Road
Road Top Width	m	9m	8m
Avg Height of Fill (min)	m	1.0m	0.9m
Normal Side Slope	run:rise	3:1	3:1
Normal Ditch Width (min)	m	3m	1-3m
Normal Back slope	run:rise	2:1	2:1
Compaction @ Construction	% of Standard Proctor Density	98%	97%
Moisture Content @ Construction	% of Standard Proctor Density	+ / - 1%	+ / - 3%
Rate of Regraveling		Up to 300m <sup>3</sup> /mi	Up to 200m <sup>3</sup> /mi
Private Approach Radius	m	12m	12m
Crown Rate (m/m)		3-4%	3-4%
Right of Way (min)	m	30m	20m

- A top soil management plan must accompany each road request application.
- All slopes and ditches must be seeded with an approved grass seed mixture. (Typically 70% Broom grass and 30% Creeping Red Fescue)

**SCHEDULE F**

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**Road Construction Application**



Application # \_\_\_\_\_

## Request to Construct a Road

### APPLICANT INFORMATION:

Name of Applicant \_\_\_\_\_

Permanent address \_\_\_\_\_  
P.O. Box                      Town                      Province                      Postal Code

Telephone (res.) \_\_\_\_\_ (bus.) \_\_\_\_\_

Legal land description(s) \_\_\_\_\_

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the length of road to be constructed;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- the location of property accesses (driveway);
- Proof of ESRD approval (provide a copy to the County); and
- A proposed plan for top soil management (how will you manage the excess topsoil).

---

**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718      Fax: 780.927.4266



Does the proposed road benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated length of the road? \_\_\_\_\_ meters.

Does this road connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please attach location of intersection.

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ROAD CONSTRUCTION PROCEDURE / CHECKLIST

Upon receiving all necessary documentation with Request to Construct a Road, the following procedure will be implemented (***Applicant is responsible to call the County and make arrangements for all site meetings***):

Pre-construction site meeting with applicant / contractor / County  
Date:\_\_\_\_\_ Attendees:\_\_\_\_\_

- Culverts required \_\_\_\_\_
  - Drainage requirements \_\_\_\_\_
- \_\_\_\_\_

Interim inspection at 50% completion with applicant / contractor / County  
Date:\_\_\_\_\_ Attendees:\_\_\_\_\_

- Arising issues \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Final inspection prior to graveling with applicant / contractor / County  
Date:\_\_\_\_\_ Attendees:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Final acceptance - Road has been graveled by County on \_\_\_\_\_  
Attendees:\_\_\_\_\_ (date)

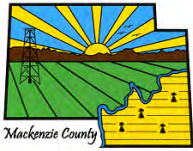
\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Mackenzie County

**SCHEDULE G**

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**Access Construction Application  
(Approaches/Driveways)**



Application # \_\_\_\_\_

## Request to Construct or Alter an Access

(Approaches/Driveways)

### APPLICANT INFORMATION:

Name of Applicant \_\_\_\_\_

Permanent address \_\_\_\_\_  
P.O. Box                      Town                      Province                      Postal Code

Telephone (res.) \_\_\_\_\_ (bus.) \_\_\_\_\_

Legal land description(s) \_\_\_\_\_

### PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the location of the access in relation to other accesses/intersections;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- proof of contact with affected utility companies; and
- a proposed plan for top soil management (how will you manage the excess topsoil).

Is the proposed access:       A New Access       An Alteration of an Access

If an alteration, please specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the proposed access:       Industrial/Commercial       Agricultural       Residential

Or specify:

\_\_\_\_\_  
\_\_\_\_\_

**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718      Fax: 780.927.4266

Does the proposed access benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the proposed access connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please provide the following:

Name of Provincial roadway \_\_\_\_\_

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>Peace River Bridge Traffic Concern – Agricultural Implements</b>

**BACKGROUND / PROPOSAL:**

Concerns have been brought forward regarding agricultural implements crossing the Peace River Bridge near Fort Vermilion.

There are several producers who farm on both sides of the Peace River and cross farm equipment multiple times during the season. The safety concern is the narrow bridge and lack of traffic control to accommodate large equipment which can take up most of the road width.

This item was presented to Council on January 13, 2015 at which time it was tabled to February for further information. Discussion was held at this time with the RCMP that were in attendance at the meeting.

Attached is a copy of the Farm Equipment Safety on Alberta Highways brochure which clarifies traffic rules when using a tractor or other farm equipment on the highway.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

The Farm Equipment Safety on Alberta Highways question and answer brochure will be included in the next issue of the County Image to promote awareness to the public.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Peace River bridge traffic concern regarding the crossing of agricultural implements be received for information.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW





**The following list of questions and answers clarify traffic rules when using a tractor or other farm equipment of the highway. Note that the definition of a highway includes any public road in Alberta. Farmers using a highway to transport farm equipment must obey the law.**

**Q: What am I required to do when I meet another vehicle driving the opposite direction, and passing will be difficult?**

**A:** Stop your vehicle before you pass the other vehicle. Look to see how you can pass safely. If needed, have the other vehicle pass while you give directions.

**Q: What are the laws regarding the dimensions of farm equipment on a highway?**

**A: Height:** the maximum height of the farm equipment and any load must not be higher than 4.15 metres (13.5 feet) which is measured from the surface of the highway. However, you may qualify for a permit if your load is higher.

**Length:** The total length of farm equipment and its load on the highway cannot be longer than 23 metres (75 feet). If your load is longer, you may qualify for a permit.

**Width:** The normal width of a vehicle or trailer cannot be wider than 2.6 metres (8.5 feet). If your load is wider, you may qualify for a permit.

**Q: Where can I get more information and permits?**

**A:** You can get more information and permits at the Transport Engineering branch of Alberta Transportation. The phone number is 1-800-662-7138. You can also ask them how to get information on line.

**Q: What are the size rules for moving hay?**

**A:** You must obtain a permit for moving hay if the load is higher than 4.15 metres (13.5 feet) or wider than 2.6 metres (8.5 feet).

**Q: What are the size rules for moving grain bins?**

**A:** You must obtain a permit when moving grain bins if the load is higher than 4.15 metres (13.5 feet) or wider than 2.6 metres (8.5 feet).

**Q: What should a warning flag look like?**

**A:** Warning flags must have a rectangular shape and be red or orange in colour with sides that are least 400 millimetres (16 inches) in length.

**Q: What kind of warning lights are needed?**

**A:** Warning lights must be amber (yellow) at the front and red at the back. The lights must be bright enough to be seen 150 metres (500 feet) away in normal darkness.

**Q: Do I need dimensional or wide load signs when towing or hauling farm equipment?**

**A:** No. However, signs are recommended when you are hauling farm equipment that is wider than 3.05 metres (10 feet). The signs should be placed at the front of the towing vehicle and back of the towing vehicle or trailer.

**Q: Are pilot vehicles required when towing or hauling farm equipment?**

**A:** No. However, a pilot vehicle is recommended if you are hauling farm equipment that is wider than 3.85 metres (12.5 feet).

**Q: What does the law say about self-propelled farm equipment?**

**A:** The following are requirements for self-propelled farm equipment:

- There must be two headlights on self-propelled farm equipment. The lights must be turned on while on the highway in the dark.
- The self-propelled farm equipment must have clearance lamps and be used when the width is greater than 2.6 metres (8.5 feet). The lamps must be attached at the back.
- You must be able to see the tail lamps 150 metres away. They must be on when the headlights or auxiliary driving lights are on.
- If your self-propelled farm equipment has signal lights, they must be in working order. If the self-propelled farm equipment did not come with signal lights, they are not required by law but are recommended for safety.
- The self-propelled farm equipment must have two brake lights.



*Machinery travelling slower than 40 km/h must have a slow moving vehicle sign attached to the back of the self-propelled farm equipment and any towed implement.*

- Self-propelled farm equipment must have serviceable brakes.
- Self-propelled farm equipment does not have to have reflectors, but reflectors are recommended.
- Self-propelled farm equipment does not have to have reflective tape, but reflective tape is recommended.
- The self-propelled farm equipment must have rear view mirrors.

**Q: When do I need a slow moving vehicle sign?**

**A:** You need a sign when you are travelling slower than 40 kilometres per hour. Attach the sign at the back of the self-propelled farm equipment and towed implement.

**Q: Do I need to wear a seat belt when driving self-propelled farm equipment on a highway?**

**A:** If the equipment came with a seat belt, you must wear it.

**Q: Can I get charged for distracted driving and impaired driving when driving farm equipment on a highway?**

**A:** Yes. If you would like more information about distracted driving and impaired driving laws, go to:

**[www.saferoads.com](http://www.saferoads.com)**



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Spruce Road Project</b>

## BACKGROUND / PROPOSAL:

Discussion item.

The following motions were recently made in regards to the Spruce Road project:

January 30, 2015

**OPERATIONS:**                      **10. c) Spruce Road Request for Proposal (ADDITION)**

**MOTION 15-01-051**  
Requires Unanimous

**MOVED** by Councillor Derksen

That the Public Works Committee review the collector roads within the County including condition of intersections.

**CARRIED UNANIMOUSLY**

February 10, 2015

**NOTICES OF MOTION:**    **16. a) Spruce Road Project**

**MOTION 15-02-089**                      **MOVED** by Councillor Derksen

That the Spruce Road project be added to the February 25, 2015 council meeting agenda.

**CARRIED**

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 983-15 Land Use Bylaw Amendment to Rezone Plan 8621301, Lot 1 &amp; 2 and Plan 0520688, Block 1, Lot 4 (NW 01-104-18-W5M) from Agricultural “A” to Public Institutional District “P”(Bluehills Area)</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County has received a request to rezone 3 lots Plan 8621301, Lot 1 & 2 and Plan 0520688, Block 1, Lot 4 (NW 01-104-18-W5M) from Agricultural “A” to Public/Institutional District “P” so that the existing uses comply with the zoning. This will also allow the owner of the remainder of the quarter to apply for a residential subdivision. (This rezoning request is the result of a refused subdivision application).

This quarter section is currently home to the Buffalo Head Mennonite School and a Church (two separate subdivisions).The Land Use Bylaw (LUB) states that there may only be one or two agricultural subdivisions off a quarter section. The owner of the quarter has an applicant who wishes to subdivide an old yardsite from the quarter; this would be the third parcel.

Prior to the recent changes in the Land Use Bylaw, a third parcel on a quarter section was allowed if one or both of the existing parcels were for the purpose of a School or Church. At that time, both these uses were allowed under the Agricultural zoning.

On December 11, 2014 the Municipal Planning Commission moved to refuse the subdivision application for a third parcel off this quarter section. Their reasons being:

*Reasons:*

*Does not meet current Land Use Bylaw Regulation, that being under the Agricultural Zoning only a maximum of two agricultural parcels are allowed.*

***Subdivision Type A:***

**Author:** L. Lambert **Reviewed by:** \_\_\_\_\_ **CAO** JW



- A quarter\* may be subdivided a minimum of 20 acres up to an 80 acre parcel split, limited to two titles per quarter, no further subdivisions will be allowed in the two parcels splits,

Or:

**Subdivision Type B:**

- Three titles per quarter\* with the balance of the quarter being one of the parcels; with the subdivided parcels being any two of the following:
  - i. Existing farmstead or homestead,
  - ii. Vacant parcel
  - iii. Fragmented parcel

**RESIDENTIAL:**

Minimum: 1.2 ha (3.0 acres)  
 Maximum: 4.1 ha (10 acres) unless an existing residence requires the approval of a larger parcel size to meet setback requirements, or the subject site is a FRAGMENTED PARCEL that in the opinion of the Development Authority is difficult to farm.

\*Quarter being defined as 160 acres more or less (this includes River Lots)

Any Crown land parcels are not considered as Titled Land for the purpose of this bylaw

**iii) All other uses: All other uses require rezoning and must submit an Area Structure Plan for the entire PROPERTY**

*This Quarter section already contains two agricultural zoned subdivisions.*

The Planning Department explained to the applicant that should either one or both of the existing subdivision parcels apply and receive approval to rezone from Agricultural District to Public Institutional, then his sub application could be reconsidered. If both lots are rezoned, then technically the applicant could apply for two more Agricultural subdivisions off the quarter section, adding to the already large volume of traffic onto Highway 697. If only the non-compiling lot (School) is rezoned, then the applicant would only be eligible for one additional Agricultural lot. On December 30, 2014 the Planning Department received an application to rezone both parcels as well as a request for Appeal from the applicant. The Planning Department did not proceed with the rezoning applications until they received the results of the appeal.

Author: L. Lambert Reviewed by: CAO JW

On January 16, 2015 Subdivision Appeal Board denied the applicants request and upheld the MPC's decision of refusal.

The rezoning applications could now proceed.

On February 12, 2015, the application was presented to the Municipal Planning Commission who made the following motion:

*That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 97x-15 Plan 8621301, Lot 1 & 2 and Plan 0520688, Block 1, Lot 4 (NW 01-104-18-W5M) from Agricultural "A" to Public/Institutional District "P" for the purpose of complying with the Land Use Bylaw*

*Option 2 as detailed below had not been presented to Municipal Planning Commission at this meeting.*

### **OPTIONS & BENEFITS:**

The Planning and Development Department supports this rezoning request as both uses are allowed under the requested zoning. Although the Church is a discretionary use under the Agricultural district, the school is non-compliant as it's no longer allowed under the Agricultural zone. It is therefore important that the school is rezoned to meet compliance and avoid any future issues and delay in development.

### **OPTIONS**

#### **Option 1 (Rezone both Church and School property)**

That first reading be given to Bylaw 983-15, being a Land Use Bylaw amendment to rezone Plan 8621301, Lot 1 & 2 and Plan 0520688, Block 1, Lot 4 (NW 01-104-18-W5M) from Agricultural "A" to Public/Institutional District "P", subject to public hearing input.

#### **Option 2 (Rezone only School property)**

That first reading be given to Bylaw 983-15, being a Land Use Bylaw amendment to rezone Plan 0520688, Block 1, Lot 4 (School) (NW 01-104-18-W5M) from Agricultural "A" to Public/Institutional District "P", subject to public hearing.

### **COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO JW

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan

**COMMUNICATION:**

The bylaw amendment will be advertised as per MGA requirements; this includes all adjacent landowners and the local papers.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

**Option 2 (Rezone only School property)**

That first reading be given to Bylaw 983-15, being a Land Use Bylaw amendment to rezone Plan 0520688, Block 1, Lot 4 (School) (NW 01-104-18-W5M) from Agricultural "A" to Public/Institutional District "P", subject to public hearing.

Author: L. Lambert      Reviewed by: \_\_\_\_\_ CAO JW



**BYLAW NO. 983-15**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

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

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

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to ensure compliance of an existing development.

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

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

Plan 862 1301, Lot 1 & Lot 2 and Plan 052 0688, Block 1, Lot 4

within Mackenzie County, be rezoned from Agricultural "A" to Public/Institutional District "P" as outlined in Schedule "A" hereto attached.

READ a first time this \_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2015.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2015.

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Bill Neufeld  
Reeve

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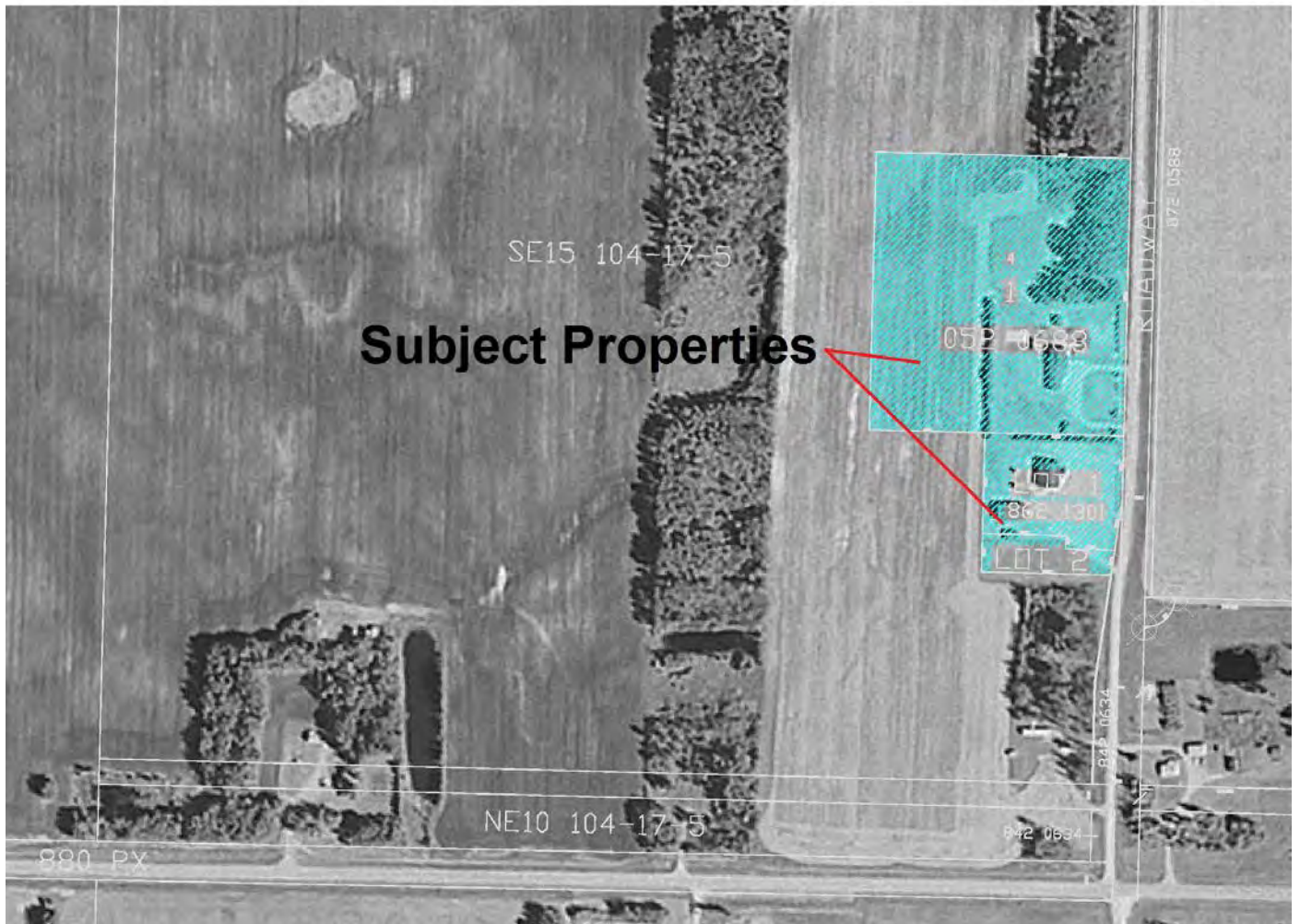
Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 983-15**

**SCHEDULE "A"**

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

Plan 862 1301, Lot 1 & Lot 2 and Plan 052 0688, Block 1, Lot 4 within Mackenzie County; be rezoned from Agricultural "A" to Public/Institutional District "P"



FROM: Agricultural "A"

TO: Public/Institutional District "P"

**BYLAW NO. 983-15**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
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Plan 052 0688, Block 1, Lot 4

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READ a first time this \_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2015.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2015.

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Bill Neufeld  
Reeve

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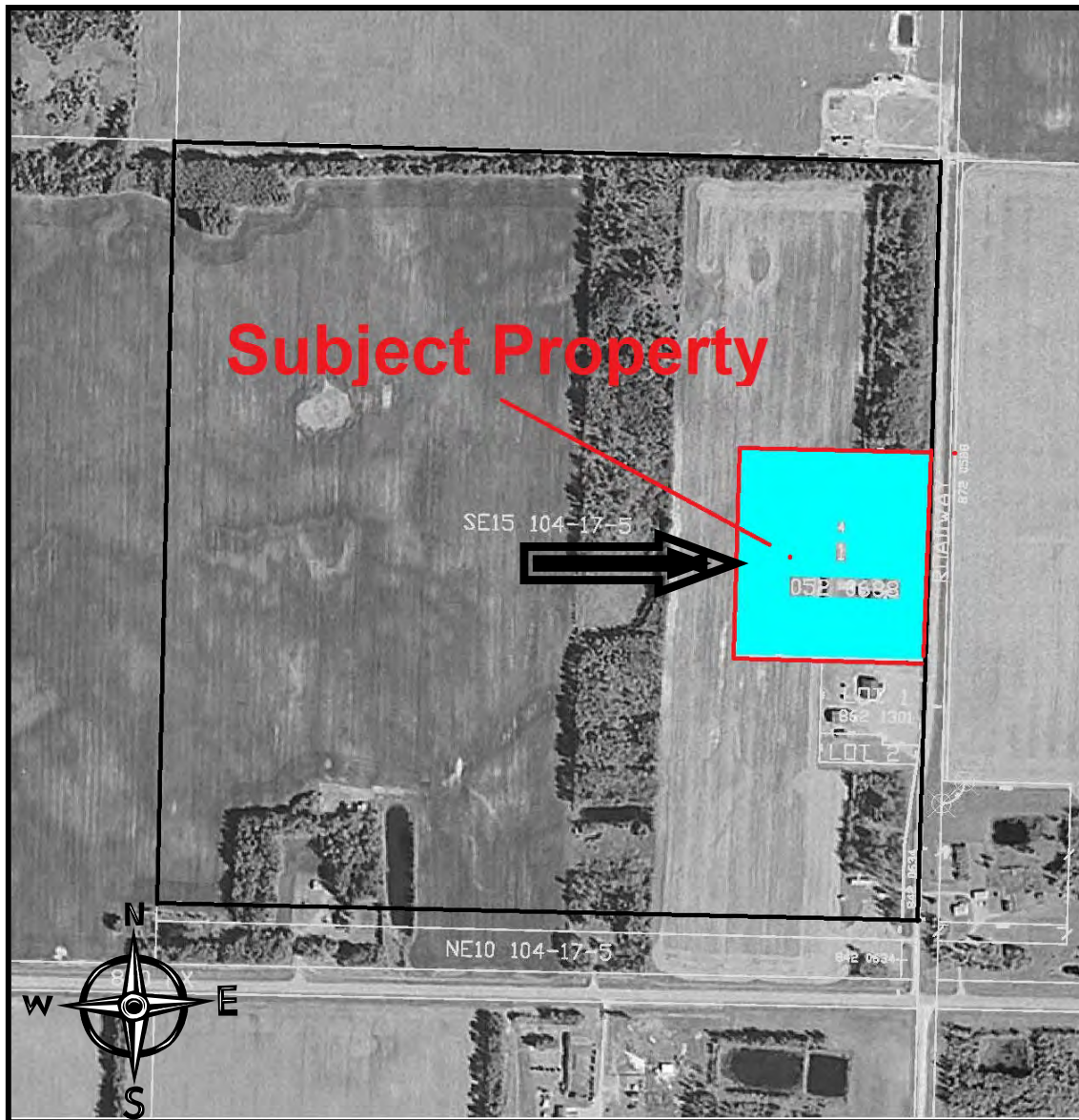
Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 983-15**

**SCHEDULE "A"**

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

Plan 052 0688, Block 1, Lot 4 within Mackenzie County; be rezoned from Agricultural "A" to Public/Institutional District "P"



FROM: Agricultural "A"

TO: Public/Institutional District "P"





# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. 54-SUB-14

NAME OF APPLICANT <u>ABE ZACHARIAS</u>		
ADDRESS <u>Box 524</u>		
TOWN <u>LA CRETE</u>		
POSTAL CODE <u>T0H 2H0</u>	PHONE (RES.) <u>780-928-2129</u>	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER <u>OLD COLONY CHURCH</u>		
ADDRESS <u>Box 1202</u>		
TOWN <u>LA CRETE</u>		
POSTAL CODE <u>T0H 2H0</u>	PHONE (RES.) <u>780-928-2281</u>	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN <u>8621301</u>	BLK	LOT <u>1+2</u>
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: AGRICULTURAL TO: PUBLIC / INSTITUTIONAL

REASONS SUPPORTING PROPOSED AMENDMENT:

THE ABOVE PROPERTY IS OWNED + OPERATED BY  
THE OLD COLONY CHURCH AND NEEDS TO BE RECLASSIFIED  
TO BE LISTED AS SUCH.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ \_\_\_\_\_ RECEIPT NO. 183132

[Signature]  
 APPLICANT

Dec 22, 2014  
 DATE

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

[Signature]  
 REGISTERED OWNER

Dec 22 2014  
 DATE



# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. 54-SUB-14

NAME OF APPLICANT <u>ARE ZACHARIAS</u>		
ADDRESS <u>Box 524</u>		
TOWN <u>LA CRETE</u>		
POSTAL CODE <u>T0H 2H0</u>	PHONE (RES.) <u>780-928-2129</u>	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER <u>BUFFALO HEAD MOUNTAIN SCHOOL</u>		
ADDRESS <u>Box 38</u>		
TOWN <u>BUFFALO HEAD PRAIRIE</u>		
POSTAL CODE <u>T0H 4A0</u>	PHONE (RES.)	BUS. <u>780-841-3788</u>

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN <u>0520688</u>	BLK <u>4</u>	LOT <u>1</u>
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Agricultural TO: Public/Institutional

REASONS SUPPORTING PROPOSED AMENDMENT:

THE ABOVE PROPERTY IS OWNED + OPERATED BY  
THE BUFFALO HEAD MOUNTAIN SCHOOL AND NEEDS  
TO BE REZONED TO BE LISTED AS SUCH.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ \_\_\_\_\_ RECEIPT NO. 183132

[Signature]  
 APPLICANT

Dec 22, 2014  
 DATE

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

Jake z Peters  
 REGISTERED OWNER  
Chairperson  
Jake z Peters

Dec 22, 2014  
 DATE



# BYLAW AMENDMENT APPLICATION



**NOT TO SCALE**

File No. Bylaw 983-15

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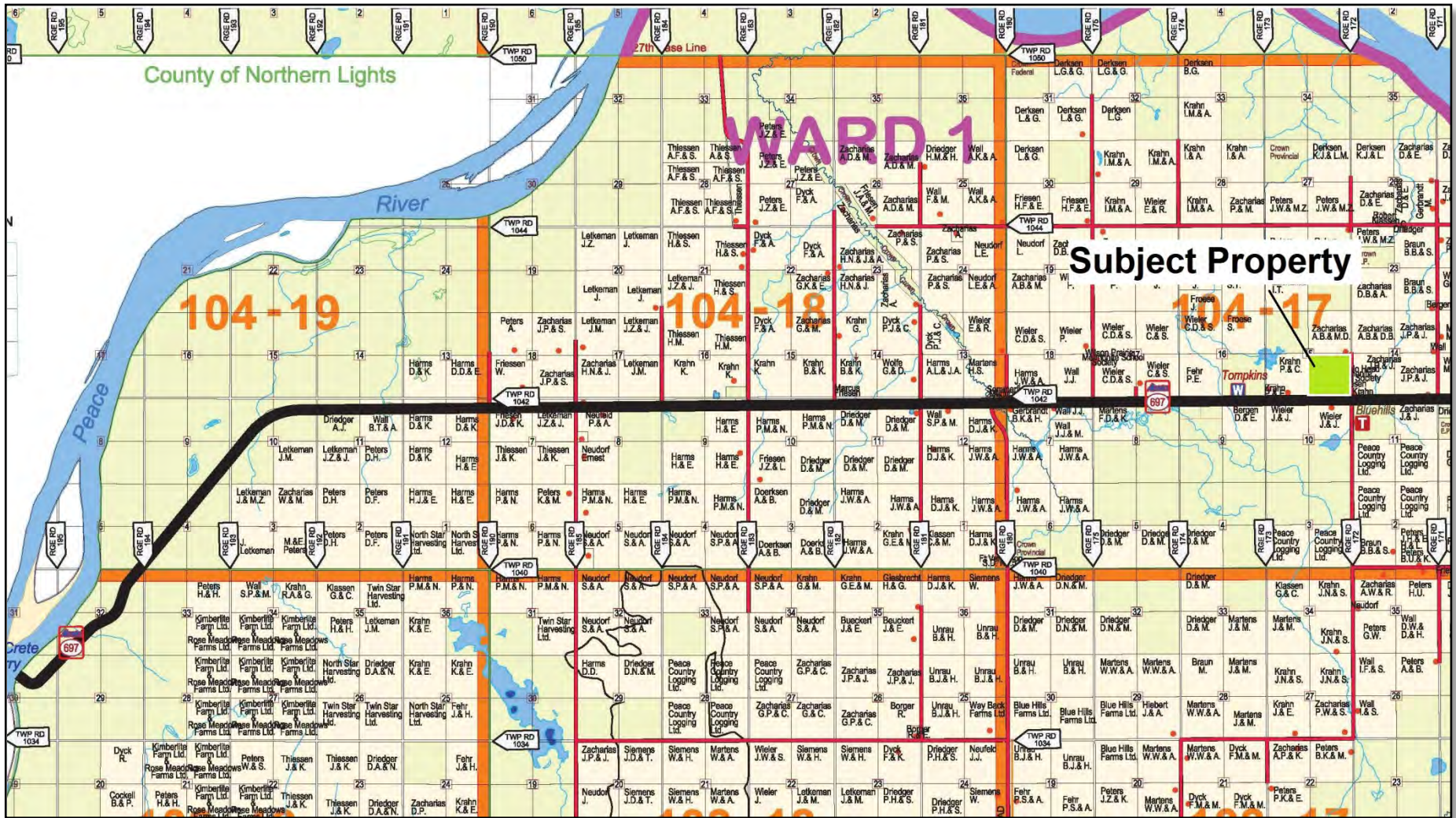
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**Mackenzie County**



# BYLAW AMENDMENT APPLICATION



File No. Bylaw 97x-15

**NOT TO SCALE**

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**Mackenzie County**







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Policy ADM002 Vehicle Usage Policy</b>

**BACKGROUND / PROPOSAL:**

Canada Revenue Agency requires employers to report private use of company vehicles as a taxable benefit. The County currently has a policy in place to address the private use of County vehicles. The policy has been reviewed and updated by the Finance Committee to ensure compliance with CRA requirements. The Finance Committee made a motion recommending Council approves the amended policy.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

All County staff will be required to sign the policy and a copy will be placed in the employee file.

**Author:**  M. Schonken  **Reviewed by:** \_\_\_\_\_ **CAO:**  JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM002 Vehicle Usage Policy be amended as presented.

**Author:** M. Schonken      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**Municipal District of Mackenzie No.23 Mackenzie County**

Title	Vehicle Usage	Policy No:	ADM002
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Legislation Reference	MGA
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**PURPOSE**

To ensure procedures are established and adhered to for use of ~~M.D.~~ Mackenzie County owned and leased vehicles.

**POLICY STATEMENT**

**1. Statement:**

Mackenzie County shall provide vehicles to ~~M.D.~~ municipal staff who require a vehicle for work purposes.

~~Cross-reference:~~ Related Policies: ADM001, ADM032

**GUIDELINES**

**2. Procedure & Responsibility**

- a) All full time employees of ~~the M.D.~~ Mackenzie County shall have access to ~~an M.D.~~ a County owned or leased vehicle if required to perform their duties.
- b) Wage or temporary employees may have access to ~~an M.D.~~ a County owned or leased vehicle if available at the discretion of management for the performance of ~~M.D.~~ municipal duties.
- c) If a full time employee is unable to be provided with ~~an M.D.~~ a County owned or leased vehicle and one is required to perform their duties, the ~~M.D.~~ municipality shall reimburse the employee in accordance with the Employee Expense Reimbursement Policy No. ADM032, upon approval by the CAO.
- d) With prior approval of the CAO, employees may rent a vehicle directly from the private sector only if ~~an M.D.~~ a County owned or leased vehicle is not available.
- ~~e) Council and Committee Members attending conferences, seminars, or under special circumstances where required, may obtain rental of an M.D. vehicle.~~
- f) Employees may be authorized to use ~~an M.D.~~ a County vehicle for travel between their residence and their place of work when:

- It is advantageous that an employee leave directly from his/her place of residence on ~~M.D.~~ County business, or
- On a continuous basis if it can be shown to be in the ~~M.D.'s~~ County's interest to allow an employee to provide secure parking or care during a period of inclement weather and there is no charge to the ~~M.D.~~ County.

**NOTE:** ~~In some cases this may result in taxable benefit under the income tax act.~~

**NOTE:** Vacating employees may be required to leave their ~~M.D.~~ County vehicles and keys at one of the Municipal Offices at the discretion of the CAO.

- g) Employees traveling outside the ~~M.D.~~ municipality with ~~an M.D.~~ a County vehicle on ~~M.D.~~ municipal business may be allowed to carry spouses and/or family members, provided there is no additional expense to the ~~M.D.~~ County, and with prior approval of the CAO. Spouses will not be allowed to operate a County vehicle.
- h) Non-adherence with any of the ~~above~~ clauses in this policy may result in the removal of ~~M.D.~~ County vehicle use and/or disciplinary action by the appropriate authority.
- i) ~~M.D.~~ County vehicles shall not be used for personal use except for travelling between work and home.
- j) The CAO, Directors, ~~Managers Superintendent of Utilities~~, Area Lead Hands, Agricultural Fieldman, ~~Special Constables~~ and other persons on call, shall be allowed to use ~~an M.D.~~ a County vehicle to travel from their ~~residence~~ home to their place of work.
- k) CRA defines personal use as the following:
  - Personal driving (personal use):

Personal driving is any driving by an employee, or a person related to the employee, for purposes not related to his or her employment. An employee may use one a county owned or leased vehicles for purposes other than business or, an employee may use his or her personal vehicle to carry out employment duties and get an allowance for the business use of that vehicle. Whatever the situation, if an employee drives a county vehicle for personal reasons or reimburses an employee for the personal driving of his

or her own vehicle, there is a taxable benefit that has to be calculated and included in his or her income.

➤ **Personal driving includes:**

- vacation trips;
- driving to conduct personal activities;
- travel between home and a regular place of employment, other than a point of call. (Include any refunded expenses such as taxi fares); and
- travel between home and a regular place of employment even if you insist the employee drive the vehicle home, such as when he or she is on call.

I.) If a County vehicle is used for personal use employees will incur a taxable benefit as prescribed by the CRA. CRA requires employees to keep track of personal use kilometers. Employees will need to submit log sheets to the Human Resources department on a monthly basis.

**3. Agreement**

All Employees will be required to sign a copy of the “Vehicle Use Agreement” (Schedule “A” attached) to acknowledge their receipt of the policy and understanding of its content.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	1998-10-14	98-312
<b>Amended</b>	2003-05-13	03-291
<b>Amended</b>		

Schedule "A"

**Vehicle Use Agreement**

**I certify** that I have read, understand, and agree to the terms set forth in the Vehicle Usage Policy in its entirety.

**I further certify** that I have received a copy of this Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

DRAFT



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Policy ADM051 Facility Rental</b>

**BACKGROUND / PROPOSAL:**

County trailers in Zama are currently being rented to third parties and employees. These trailers are rented at market rates which are \$800 to third parties and \$750 to County staff. The rate variance to County staff is due to

- lower risk associated to County staff; and
- County staff has 30 days after termination of employment to vacate the trailer.

The Finance Committee has amended ADM051 Facility Rental Policy and is attached for review.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**Author:** C. Derksen      **Reviewed by:** MS      **CAO:** JW

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM051 Facility Rental Policy be amended as presented.

**Author:** C. Derksen      **Reviewed by:** MS      **CAO:** JW



## Mackenzie County

<b>Title</b>	<b>Facility Rental Policy</b>	<b>Policy No:</b>	<b>ADM051</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act</b>
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<p><b>Purpose</b></p> <p>To establish a guideline for the County’s facilities rental.</p>
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**Policy Statement:**

The County owns various facilities in the Hamlets. In order to provide space options when no other private alternative exist, whenever possible the County may rent or lease a facility to government organizations, non-profit groups, individuals, or entrepreneurs on a day-use or long term basis.

**Guidelines/Procedures:**

1. The following facilities may be made available for rent:

Facility	Day Use	Long Term Rent
Fort Vermilion Corporate Office Boardroom/Meeting Rooms	<input checked="" type="checkbox"/>	N/A
La Crete Municipal Office Boardroom/Meeting Room	<input checked="" type="checkbox"/>	N/A
La Crete Municipal Office – RCMP Office	N/A	<input checked="" type="checkbox"/>
Zama Cornerstone Building - Boardroom 102	<input checked="" type="checkbox"/>	N/A
Zama Cornerstone Building - Rooms 112, 113, 115, 116, 117, 119, 120 <i>Note: day use will be based on availability and on first come first serve basis.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zama Trailers	N/A	<input checked="" type="checkbox"/>

2. Rental Priority

- a. Rental priority shall be given to a government agency and/or a non-profit group.

### 3. Day Use – Office Space

- a. A fee shall be charged as established by Council in the Fee Schedule Bylaw under Boardroom Rental. The Fee does not include the use of any office equipment, office resources, or supplies.
- b. The users shall be responsible for obtaining and producing to the County any permits or insurance as may be required based on the nature of a function.

### 4. Long Term Rentals - Residential

- a. ~~Office Space rental fees shall be charged at the market value for similar facilities. The fee shall be charged on a monthly basis. The fee shall be inclusive of utilities and janitorial services.~~
- b. Trailer rent shall be established at the market value for similar facilities. The fee shall be charged on a monthly basis. All utilities shall **remain in the County's name and the County shall invoice the renter based on the actual cost of utilities on a monthly basis** be put in the renter's name.
- c. A renter shall be required to enter into a formal rental agreement with the County **for all long term leases**.
- d. **Rental of trailers shall be extended to individuals and families only. Exemptions will be provided for organizations providing municipal services i.e. government services.**
- e. **Subletting will not be permitted.**
- f. A damage deposit equivalent to one month rental fee and the first month's rent shall be required upon entering into the rental agreement.
- g. The County will carry insurance for the buildings and the renters shall be required to carry and provide proof of insurance for their contents or liability (if applicable).
- h. The County shall be responsible for all regular repair and maintenance costs of the facilities. Any other damage created by the renter shall be the responsibility of the renter.

- i. Trailer renters shall be responsible for the grounds maintenance.
- j. The renters shall be responsible for all furnishings.
- k. The renters shall be responsible for notifying the County of any malfunction (leaky toilets, leaky taps, etc.)
- l. Failure to pay any fees and charges within 30 (thirty) days of date of invoice shall be considered breach of the lease agreement and a renter shall be requested to vacate the County's premises immediately.

**5. Long Term Rentals – Non-Residential**

- a. Office Space rental fees shall be charged at the market value for similar facilities. The fee shall be charged on a monthly basis. The fee shall be inclusive of utilities and janitorial services.
- b. Individual agreements shall be implemented on an as needed basis.

**6. Administrative Responsibilities**

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

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	12-Jun-12	12-06-407
<b>Amended</b>		
<b>Amended</b>		

**RESIDENTIAL TENANCY AGREEMENT**  
(Fixed Term Tenancy)

THIS AGREEMENT made in duplicate the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BETWEEN:

\_\_\_\_\_  
[Designate Of Each Owner On Title], individuals resident in

\_\_\_\_\_

(hereinafter either individually or collectively referred to as the "Landlord")

- and -

\_\_\_\_\_  
[Names Of Each Tenant], individuals resident in

\_\_\_\_\_

(hereinafter either individually or collectively referred to as the "Tenant")

PREMISES 1. The Landlord hereby leases to the Tenant the residential premises described as: \_\_\_\_\_

(hereinafter referred to as the "premises") for use and occupation as residential premises only, subject to the terms and conditions of this Agreement and of the Residential Tenancies Act of the Province of Alberta.

TERMS 2. Unless earlier terminated in accordance with the provisions of this Agreement or with the expressed written consent of the Landlord, this Agreement shall be for a fixed term commencing at 12 o'clock noon on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ ~~and ending at 12 o'clock noon on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and no notice shall be required for either the Landlord or Tenant to terminate the tenancy at the end of the fixed term.~~ **One calendar month to be given as notice to terminate tenancy.**

RENT 3. The Tenant shall pay monthly, in advance, by way of post-dated cheques, Landlord at \_\_\_\_\_ a rental of \$ \_\_\_\_\_ **per month** on or before the first day of each and every of the term of this Agreement. The Tenant shall provide post-dated advance for each month of the term. In the event any rent amount is not when due, all remaining rent payments over the unexpired term of this Agreement shall, at the discretion of the Landlord, become immediately payable. If applicable a partial months rent of \$ \_\_\_\_\_ will be due for the period commencing \_\_\_\_\_.

UTILITIES 4. The rental rate prescribed above DOES NOT include the costs of natural gas, water, sewer, and electricity services to the premises, which shall be the obligation of the Tenant, and the Tenant agrees to pay on appropriate authority or utility provider, or Landlord for those utilities billed directly to the Landlord by the appropriate authority, and to be fully for the costs of such services.

- CABLE, INTERNET AND TELEPHONE
5. The Tenant agrees to pay on demand to the appropriate authority, or Landlord for those services billed directly to the Landlord by the appropriate authority, and to be fully responsible for the costs of all other services not specifically mentioned in Paragraph 4 above, including, without limitation, the costs of cable, internet and telephone services.
- APPLIANCES
6. The Landlord agrees that throughout the term of this Agreement, the Landlord will supply for the Tenant's use a refrigerator, range, dishwasher, clothes washer, and clothes dryer in the premises.
- OTHER OCCUPANTS
7. The Landlord and the Tenant agree that the premises may be occupied by the Tenant and their children, unless the Landlord consents in writing to the occupation of the premises by some other or an additional person or persons.
- SECURITY
8. (a) The Tenant agrees to pay to the Landlord a security deposit of \_\_\_\_\_ on \_\_\_\_\_ (Month/Day/Yr). The Landlord may deduct from the security deposit any amount that the Landlord deems necessary to provide for:
- (i) repairing any damage to the premises (including the building of which the premises form a part, and the property on which the building is located), fixtures, furniture, appliances and any other items leased pursuant to this Agreement, which damage may have been caused by the Tenant or any person or persons invited on the premises by the Tenant, normal wear and tear excepted; PROVIDED that the Landlord meets the inspection report requirements of Section 18 of the Residential Tenancies Act, as set forth in Clause 10 of this Agreement;
  - (ii) cleaning the premises, including cleaning of the draperies and carpets, if the Tenant gives up possession of the premises in such condition that the premises require cleaning, normal wear and tear excepted;
  - (iii) payment of rent, and/or utility charges owing to the Landlord by the Tenant and any amounts due to the Landlord as the result of a default of the Tenant under this Agreement, and
  - (iv) the discharge of any other obligations or liabilities of the Tenant respecting the premises.
- (hereinafter either individually or collectively referred to as "Damages").
- (b) In the event that the quantum of monies required to compensate the Landlord for the Damages referenced in subparagraph 8(a) above exceeds the amount of the security deposit, the Tenant shall, immediately upon request from the Landlord, pay to the Landlord any amounts in respect of the Damages which is in excess of the security deposit, plus interest thereon from the date initially due until the date the Landlord receives payment in full, whether before or after judgment at the rate of 1.5 percent per month.
- (c) The Landlord agrees to deposit the security deposit received from the Tenant in an interest-bearing account at a bank, treasury branch, credit union or trust company in Alberta within two (2) banking days of receiving the security deposit, as required by the Residential Tenancies Act. The Landlord agrees to invest the security deposit only in deposit receipts, deposit notes, certificates of deposit, acceptances or other similar instruments issued by or

guaranteed as to principal and interest by a bank, credit union, loan corporation, treasury branch, trust corporation or insurance company authorized to carry on business in Alberta. If the Landlord is entitled, under the Residential Tenancies Act or this Agreement, to money in a security deposit trust account, the money may be withdrawn from the trust account and transferred to the Landlord.

INTEREST ON SECURITY

9. Unless otherwise agreed by the Landlord and the Tenant the Landlord agrees to pay to the Tenant interest on the security deposit annually at the rates prescribed by the Residential Tenancies Act and the regulations thereto, as applicable.

INSPECTIONS

10. The Landlord and the Tenant agree to complete an inspection of the premises within one week before or after the Tenant takes possession of the premises and within one week before or after the Tenant premises. The Landlord agrees to provide the Tenant in each instance with a report of the inspection that describes the condition of Landlord may complete the inspection without the Tenant if an adult person who falls within the definition of the term "tenant" (as the term the Residential Tenancies Act) has refused to take part in two inspections suggested by the Landlord to take place on different days, holidays and between 8:00 am and 8:00 pm. The Landlord agrees that the inspection reports will contain the statements, and the Landlord and agree that the inspection report will be signed, as required by the Residential Tenancies Ministerial Regulation under the Residential Tenancies Act.

CARE OF PREMISES

11. (a) The Landlord agrees that the premises supplied to the Tenant by Landlord at the commencement of the term of this Agreement shall be in a reasonably good state of repair and reasonably insofar as the Landlord is responsible for the maintenance of the premises pursuant to this Agreement, they will be reasonably good state of repair. The Landlord also agrees that any items supplied by the Landlord pursuant to Clause 6 of this shall be in good working order and capable of enjoyment by the Tenant and shall be maintained by the Landlord in a reasonably repair throughout the term of this Agreement.

(b) The Tenant agrees to take good care of the premises and keep them in reasonably clean condition, to take good care of any the Tenant by the Landlord pursuant to Clause 6 of this Agreement.

MAINTENANCE COSTS

12. The Tenant shall be responsible for:

(a) the costs of repairing plugged toilets, sinks and drains and the cost of all damage resulting directly or indirectly therefrom;

(b) the costs of replacing light bulbs;

(c) the costs of replacing or repairing all windows, screens, doors, appliances and fixtures damaged, broken, removed or destroyed at any time during the tenancy, whether by the Tenant or any other person or persons invited on the premises by the Tenant.

(d) the cost of cleaning, repairing and replacing soiled, stained or damaged floor coverings, counter tops and draperies; and

(e) the cost of any other repairs or replacements to the premises or the common property of the premises due to Tenant neglect or wilful damage by the Tenant or guests.

TENANT  
INSURANCE

13. It shall be the responsibility of the Tenant to:
- (a) insure the Tenant's property on the premises against damage or loss to such property caused by fire, theft and any other perils which cause such damage or loss.
  - (b) obtain and carry general comprehensive liability insurance of a minimum of \$1,000,000.00 coverage against wilful or negligent acts or omissions by the Tenant or persons for whom the Tenant is responsible.
  - (c) provide a copy of Certificate of Insurance to the Landlord.

WAIVER AND  
INDEMNITY

14. The Tenant hereby waives and releases the Landlord from any liability for damage or loss to and any persons or property which occurs in the premises, the building and its facilities, grounds or parking lot. The Landlord shall not be responsible for any loss of the Tenant's property in premises or stored in the building. The Landlord is not responsible for inconvenience or fumigation costs due to insect infestation.

The Tenant hereby indemnifies and saves harmless the Landlord for and relation to any and all loss or damage caused by the Tenant or the guests or invitees, through neglect, misuse or carelessness and the indemnify and save harmless the Landlord for and from all actions, causes action, or claims for damage or injury of any nature, kind and description whatsoever, arising out of or in connection with Tenant's occupation of the premises, or the facilities, parking areas and grounds located in, upon or associated with the premises.

BEHAVIOR

15. The Tenant will not cause, and the Tenant will ensure that the family and of the Tenant do not cause a nuisance or disturbance to neighbors of the premises.

ASSIGNMENT &  
SUBLETTING

16. The Tenant shall not have the right to assign or sublet the premises to another person or persons without the written consent of the Landlord.

ABANDONMENT

17. Should the Tenant fail to take possession of the premises at the commencement of the term of this Agreement, or abandon the this Agreement, the Landlord may take possession without notice or demand and re-let the premises on such conditions as the Landlord may Without prejudice to the Landlord's right to recover rent and utility charges which may be owing and without prejudice to any claim or the Tenant will be charged a re-rental fee of \$\_\_\_\_\_ and will also be responsible for paying the rent until the end of the Residential Agreement term, or until a new tenant, suitable to the Landlord, is found to occupy the premises.

RULES AND  
REGULATIONS

18. The Tenant and Tenant's guests will observe and comply with the RULES AND REGULATIONS which are attached to and form part of this Agreement, with such reasonable variations and modifications as to such RULES AND REGULATIONS from time to time by way of reasonable written notice from the Landlord to the Tenant, provided that and modifications do not modify this Agreement and are clear and fair and are intended to either:
- (a) promote the comfort, safety or welfare of the Tenant, the family and guests of the Tenant and/or other tenants in the building of which the premises form a part;
  - (b) preserve the Landlord's property from abusive use or promote the care and cleanliness of the premises, the building of which the premises form a part, if any, or the property on which the building is located, or
  - (c) make a fair distribution of services or facilities provided for

the Tenant's use

- LIABILITY FOR RENT 19. When two or more persons comprise the Tenant for the purposes of this Agreement, the Landlord may collect the rent due and the utility charges to the Landlord pursuant to this Agreement from any or all of them. The liability of each person comprising the Tenant shall be joint and several in respect of any and all obligations of the Tenant under this Agreement.
- QUIET ENJOYMENT 20. The Landlord acknowledges that in executing this Agreement, the exercising the Landlord's lawful power, and in so executing, and subject to the terms of this Agreement, grants the Tenant the right of full use and peaceful enjoyment of the premises with such security of tenure.
- RIGHT OF ENTRY 21. Except as otherwise permitted by this paragraph 20, the Landlord shall not enter the premises without the consent of the Tenant or of any adult on the premises. The Landlord shall have the right to enter the premises:
- (a) immediately, and without notice or consent:
    - (i) if the Landlord has reasonable grounds to believe that an emergency exists or that the Tenant has abandoned the premises; or
    - (ii) needs to make repairs or adjustments to the heating, water, electrical, telephone, or other services of the building of which the premises form a part. The Tenant acknowledges that access to these services is located in the premises.
  - (b) without consent, but after notice to the Tenant:
    - (i) to inspect the state of repair of the premises;
    - (ii) to make general repairs to the premises;
    - (iii) to show the premises to prospective purchasers or mortgagees of the premises; or
    - (iv) to show the premises to prospective tenants after a notice of termination has been served.
- Where required, a notice shall be served on the Tenant at least 24 hours before the time of entry, the entry must be between 8:00 am and 8:00 must be made on a day that is not a holiday (except that the Landlord on a Sunday if the Tenant's religious day of worship is not a Sunday and Tenant has provided the Landlord with a written notice of that day) or on a that is not the Tenant's day of religious worship (if that day is not a the Tenant has provided the Landlord with a written notice of that day).
- FORCE MAJEURE 22. The provisions of this lease may be suspended or terminated at any time Landlord should any event make such suspension or termination considered from the perspective of the Landlord, including, without the generality of the foregoing, damage to the premises or the building of the premises form a part which makes the premises uninhabitable, or any intervention by any regulatory, governmental or other authority which or otherwise renders the lease of the premises uneconomic for the Landlord.
- USE 23. The Tenant shall use the premises for residential purposes only. The shall not allow the premises to be used for any illegal or immoral purpose.
- COMPLY WITH LAWS 24. The Tenant shall comply with all health, fire and other regulations and requirements of competent authorities. The Tenant shall not do anything create or allow a health, fire or other hazard to exist.
- TENANT'S COPY OF 25. The Landlord shall deliver to the Tenant a duplicate copy of this agreement signed by the Landlord within TWENTY-ONE (21) days after execution of this Agreement by the Tenant and return of this Agreement to



Landlord. Where a copy of this Agreement is not delivered within the time specified, the Tenant may withhold payment of rent.

**BINDING EFFECT** 26. This Agreement shall extend to, be binding upon and enure to the benefit heirs, executors, administrators, successors and assigns of the Tenant.

**LANDLORD'S ADDRESS** 27. The Landlord will advise the Tenant of the address and postal code within Alberta of the Landlord within seven (7) days of the Tenant's possession of the premises and will advise the Tenant of any change in such information as required by the Residential Tenancies provided, the Landlord's address for notice is:

\_\_\_\_\_  
\_\_\_\_\_

**HEADINGS** 28. The headings in this Agreement are inserted for convenience of reference only and shall not affect the construction of this Agreement.

**CONFLICTS** 29. The tenancy created by this Residential Tenancy Agreement is governed by the Residential Tenancies Act and if there is a conflict between this Residential Tenancy Agreement and the Act, the Act prevails.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

**Signed by the Landlord in the presence of:**

Witness \_\_\_\_\_ Signature of Landlord or Landlord's Agent \_\_\_\_\_

**Signed by the Tenant in the presence of:**

Witness \_\_\_\_\_ Signature of Tenant \_\_\_\_\_

Witness \_\_\_\_\_ Signature of Tenant \_\_\_\_\_

**RECEIPT OF RESIDENTIAL** I hereby acknowledge receipt of a **DUPLICATE ORIGINAL OF THIS TENANCY AGREEMENT** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant's Signature

## RULES AND REGULATIONS

### MAINTENANCE

1. The Tenant shall dispose of all garbage from the premises in a proper
2. The Tenant shall use the decks, entrance and walks in a proper manner.
3. If windows or doors are left open on the premises by the Tenant or by any person invited on the premises by the Tenant, causing damage by rain or water damage to floors or walls, the Tenant shall be responsible for any damage occasioned by such
4. The Tenant agrees to immediately report to the Landlord any and all damage that may occur to the premises.
5. Only small picture hooks and small nails may be used for the hanging of pictures in the premises.
6. The Tenant shall be responsible for replacing glass with glass of a kind and quality similar to that, which may be broken, cracked or negligence, or wilful misconduct of Tenant or any other person or persons invited on the premises by the Tenant.
7. The hallways, passages, and stairs of the building in which the premises are situated shall be used for no purpose other than going to and the Tenant shall not in any way encumber those areas with boxes, furniture or other material or place or leave rubbish in those areas and common with other tenants.
8. Boots and rubbers which are soiled or wet shall be removed at the the building in which the premises are located and taken into the Tenant's premises.
9. No structural alterations, painting, papering or redecorating shall be done by the Tenant without the prior written consent of the Landlord.
10. Neither the Tenant nor the Landlord shall add to or change locks on doors giving access to the premises or to any building or property of which the a part without the prior written consent of the other party. After consent is given by the Landlord, the Tenant is required to provide the Landlord with any locks installed or changed by the Tenant.
11. The Tenant will place plastic or other soft sliders/protectors on the bottom each leg of furniture.

### SAFETY

12. The Tenant must keep and observe all health, fire and police regulations of the Province and city, town or municipality in which the
13. No additional electric wiring or heating units shall be installed in the premises without the prior written consent of the Landlord.
14. No combustible material or flammable liquid shall be kept on the premises except in small quantities and in containers approved for
15. If the Tenant is absent from the premises and the premises are unoccupied for a period of fourteen (14) days or longer, the Tenant arrange for a regular inspection by a competent person.
16. The Tenant must obtain the approval of the Landlord before a waterbed or waterbeds are used on the premises.

### CONSIDERATION OF OTHERS

17. Noise shall not be permitted in the premises which, in the opinion of the Landlord, disturbs the comfort of the neighbors to the
18. No pets, animals, reptiles or birds of any kind shall be allowed or kept in or about the premises either on a permanent or temporary
19. The Tenant will not leave guests in charge of the premises or have guests stay longer than four (4) weeks without notifying the Landlord.
20. If parking facilities are provided, they are provided at the Tenant's own risk and the Tenant is required to park in the stall allotted to the Tenant. inoperable vehicles parked on the Landlord's property will be removed at the Tenant's expense.
21. The Tenant shall not place or expose or allow to be placed or exposed anywhere in the premises within or without, any placard, notice plate or advertising purposes, nor shall the Tenant affix to the premises or erect thereon any radio or TV antenna or towers, without the prior written Landlord.

**Signed by the Landlord in the presence of (if not a corporation):**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Landlord or Landlord's Agent

**Signed by the Tenant in the presence of:**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Tenant

Tenants:

Address & phone contact

Reference & Next of Kin with whom not living  
Reference:

Phone:

Employment

Contacts:

Banking information.

Important medical conditions in case of emergency

All information in this lease is true/correct & will be used to determine our Tenant worthiness. I/We authorize/consent to the landlord receiving & exchanging with other persons any information from references as to our credit worthiness.





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Policy ADM055 Employee Rental Policy</b>

**BACKGROUND / PROPOSAL:**

County trailers in Zama are currently being rented to employees and are rented at \$750 to County staff. At Finance Committee’s direction, a separate policy was created for the employees renting the trailers. The proposed policy ADM055 Employee Rental Policy is attached for approval.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**Author:** E. Nyakahuma      **Reviewed by:** MS      **CAO:** JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM055 Employee Rental Policy be approved as presented.

**Author:** E. Nyakahuma      **Reviewed by:** MS      **CAO:** JW

## Mackenzie County

<b>Title</b>	Employee Rental Policy	<b>Policy No:</b>	ADM055
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<b>Legislation Reference</b>	Municipal Government Act
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<p><b>Purpose</b></p> <p>To establish a guideline for Mackenzie County employee rentals.</p>
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**Policy Statement:**

The County owns trailers that may be used to house employees if needed. In order to provide space options when no other private alternative exists, whenever possible the County may rent or lease a trailer to employees during their employment term.

**Guidelines/Procedures:**

1. The following facilities may be made available for rent:

Facility	Day Use	Long Term Rent
Zama Trailers	N/A	<input checked="" type="checkbox"/>

2. Employee Trailer Rentals

- a. Trailer rent shall be established at the market value for similar facilities. The fee shall be charged on a monthly basis. All utilities shall remain in the County's name and the County shall invoice the employee based on the actual cost of utilities on a monthly basis.
- b. An employee shall be required to enter into a formal rental agreement with the County.
- c. Rental of trailers shall be extended to employees and their families only.
- d. Subletting will not be permitted.
- e. A damage deposit equivalent to one month rental fee and the first month's rent shall be required upon entering into the rental agreement.

- f. The County will carry insurance for the buildings and the renters shall be required to carry and provide proof of insurance for their contents or liability (if applicable).
- g. The County shall be responsible for all regular repair and maintenance costs of the facilities. Any other damage created by the renter shall be the responsibility of the renter.
- h. Trailer renters shall be responsible for the grounds maintenance.
- i. The renters shall be responsible for all furnishings.
- j. The renters shall be responsible for notifying the County of any malfunction (leaky toilets, leaky taps, etc.)
- k. Failure to pay any fees and charges within 30 (thirty) days of date of invoice shall be considered breach of the lease agreement and a renter shall be requested to vacate the County's premises immediately.

3. Administrative Responsibilities

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

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		



**EMPLOYEE RESIDENTIAL TENANCY  
AGREEMENT**  
(Fixed Term Tenancy)

THIS AGREEMENT made in duplicate the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BETWEEN:

\_\_\_\_\_  
[Designate Of Each Owner On Title], individuals resident in

\_\_\_\_\_

(hereinafter either individually or collectively referred to as the "Landlord")

- and -

\_\_\_\_\_  
[Names Of Each Tenant], individuals resident in

\_\_\_\_\_

(hereinafter either individually or collectively referred to as the "Tenant")

PREMISES     1.     The Landlord hereby leases to the Tenant the residential premises described as: \_\_\_\_\_

(hereinafter referred to as the "premises") for use and occupation as residential premises only, subject to the terms and conditions of this Agreement and of the Residential Tenancies Act of the Province of Alberta.

TERMS                     2.     Unless earlier terminated in accordance with the provisions of this Agreement or with the expressed written consent of the Landlord, this Agreement shall be for a fixed term commencing at 12 o'clock noon on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. Mackenzie County employees who are terminated or resign from their position will have 30 days to vacate the premises.

RENT                         3.     The Tenant shall pay monthly, in advance, by way of post-dated cheques, Landlord at \_\_\_\_\_ a rental of \$ \_\_\_\_\_ **per month** on or before the first day of each and every of the term of this Agreement. The Tenant shall provide post-dated advance for each month of the term. In the event any rent amount is not when due, all remaining rent payments over the unexpired term of this Agreement shall, at the discretion of the Landlord, become immediately payable. If applicable a partial months rent of \$ \_\_\_\_\_ will be due for the period commencing \_\_\_\_\_.

UTILITIES                 4.     The rental rate prescribed above DOES NOT include the costs of natural gas, water, sewer, and electricity services to the premises, which shall be the obligation of the Tenant, and the Tenant agrees to pay on appropriate authority or utility provider, or Landlord for those utilities billed directly to the Landlord by the appropriate authority, and to be fully for the costs of such services.

- CABLE, INTERNET AND TELEPHONE
5. The Tenant agrees to pay on demand to the appropriate authority, or Landlord for those services billed directly to the Landlord by the appropriate authority, and to be fully responsible for the costs of all other services not specifically mentioned in Paragraph 4 above, including, without limitation, the costs of cable, internet and telephone services.
- APPLIANCES
6. The Landlord agrees that throughout the term of this Agreement, the Landlord will supply for the Tenant's use a refrigerator, range, dishwasher, clothes washer, and clothes dryer in the premises.
- OTHER OCCUPANTS
7. The Landlord and the Tenant agree that the premises may be occupied by the Tenant and their children, unless the Landlord consents in writing to the occupation of the premises by some other or an additional person or persons.
- SECURITY
8. (a) The Tenant agrees to pay to the Landlord a security deposit of \_\_\_\_\_ on \_\_\_\_\_ (Month/Day/Yr). The Landlord may deduct from the security deposit any amount that the Landlord deems necessary to provide for:
- (i) repairing any damage to the premises (including the building of which the premises form a part, and the property on which the building is located), fixtures, furniture, appliances and any other items leased pursuant to this Agreement, which damage may have been caused by the Tenant or any person or persons invited on the premises by the Tenant, normal wear and tear excepted; PROVIDED that the Landlord meets the inspection report requirements of Section 18 of the Residential Tenancies Act, as set forth in Clause 10 of this Agreement;
  - (ii) cleaning the premises, including cleaning of the draperies and carpets, if the Tenant gives up possession of the premises in such condition that the premises require cleaning, normal wear and tear excepted;
  - (iii) payment of rent, and/or utility charges owing to the Landlord by the Tenant and any amounts due to the Landlord as the result of a default of the Tenant under this Agreement, and
  - (iv) the discharge of any other obligations or liabilities of the Tenant respecting the premises.
- (hereinafter either individually or collectively referred to as "Damages").
- (b) In the event that the quantum of monies required to compensate the Landlord for the Damages referenced in subparagraph 8(a) above exceeds the amount of the security deposit, the Tenant shall, immediately upon request from the Landlord, pay to the Landlord any amounts in respect of the Damages which is in excess of the security deposit, plus interest thereon from the date initially due until the date the Landlord receives payment in full, whether before or after judgment at the rate of 1.5 percent per month.
- (c) The Landlord agrees to deposit the security deposit received from the Tenant in an interest-bearing account at a bank, treasury branch, credit union or trust company in Alberta within two (2) banking days of receiving the security deposit, as required by the Residential Tenancies Act. The Landlord agrees to invest the security deposit only in deposit receipts, deposit notes, certificates of deposit, acceptances or other similar instruments issued by or

guaranteed as to principal and interest by a bank, credit union, loan corporation, treasury branch, trust corporation or insurance company authorized to carry on business in Alberta. If the Landlord is entitled, under the Residential Tenancies Act or this Agreement, to money in a security deposit trust account, the money may be withdrawn from the trust account and transferred to the Landlord.

INTEREST ON SECURITY

9. Unless otherwise agreed by the Landlord and the Tenant the Landlord agrees to pay to the Tenant interest on the security deposit annually at the rates prescribed by the Residential Tenancies Act and the regulations thereto, as applicable.

INSPECTIONS

10. The Landlord and the Tenant agree to complete an inspection of the premises within one week before or after the Tenant takes possession of the premises and within one week before or after the Tenant premises. The Landlord agrees to provide the Tenant in each instance with a report of the inspection that describes the condition of Landlord may complete the inspection without the Tenant if an adult person who falls within the definition of the term "tenant" (as the term the Residential Tenancies Act) has refused to take part in two inspections suggested by the Landlord to take place on different days, holidays and between 8:00 am and 8:00 pm. The Landlord agrees that the inspection reports will contain the statements, and the Landlord and agree that the inspection report will be signed, as required by the Residential Tenancies Ministerial Regulation under the Residential Tenancies Act.

CARE OF PREMISES

11. (a) The Landlord agrees that the premises supplied to the Tenant by Landlord at the commencement of the term of this Agreement shall be in a reasonably good state of repair and reasonably insofar as the Landlord is responsible for the maintenance of the premises pursuant to this Agreement, they will be reasonably good state of repair. The Landlord also agrees that any items supplied by the Landlord pursuant to Clause 6 of this shall be in good working order and capable of enjoyment by the Tenant and shall be maintained by the Landlord in a reasonably repair throughout the term of this Agreement.

(b) The Tenant agrees to take good care of the premises and keep them in reasonably clean condition, to take good care of any the Tenant by the Landlord pursuant to Clause 6 of this Agreement.

MAINTENANCE COSTS

12. The Tenant shall be responsible for:

(a) the costs of repairing plugged toilets, sinks and drains and the cost of all damage resulting directly or indirectly therefrom;

(b) the costs of replacing light bulbs;

(c) the costs of replacing or repairing all windows, screens, doors, appliances and fixtures damaged, broken, removed or destroyed at any time during the tenancy, whether by the Tenant or any other person or persons invited on the premises by the Tenant.

(d) the cost of cleaning, repairing and replacing soiled, stained or damaged floor coverings, counter tops and draperies; and

(e) the cost of any other repairs or replacements to the premises or the common property of the premises due to Tenant neglect or wilful damage by the Tenant or guests.

TENANT

13. It shall be the responsibility of the Tenant to:

## INSURANCE

- (a) insure the Tenant's property on the premises against damage or loss to such property caused by fire, theft and any other perils which cause such damage or loss.
- (b) obtain and carry general comprehensive liability insurance of a minimum of \$1,000,000.00 coverage against wilful or negligent acts or omissions by the Tenant or persons for whom the Tenant is responsible.
- (c) provide a copy of Certificate of Insurance to the Landlord.

## WAIVER AND INDEMNITY

14. The Tenant hereby waives and releases the Landlord from any liability for damage or loss to and any persons or property which occurs in the premises, the building and its facilities, grounds or parking lot. The Landlord shall not be responsible for any loss of the Tenant's property in premises or stored in the building. The Landlord is not responsible for inconvenience or fumigation costs due to insect infestation.

The Tenant hereby indemnifies and saves harmless the Landlord for and relation to any and all loss or damage caused by the Tenant or the guests or invitees, through neglect, misuse or carelessness and the indemnify and save harmless the Landlord for and from all actions, causes action, or claims for damage or injury of any nature, kind and description whatsoever, arising out of or in connection with Tenant's occupation of the premises, or the facilities, parking areas and grounds located in, upon or associated with the premises.

## BEHAVIOR

15. The Tenant will not cause, and the Tenant will ensure that the family and of the Tenant do not cause a nuisance or disturbance to neighbors of the premises.

## ASSIGNMENT & SUBLETTING

16. The Tenant shall not have the right to assign or sublet the premises to another person or persons without the written consent of the Landlord.

## ABANDONMENT

17. Should the Tenant fail to take possession of the premises at the commencement of the term of this Agreement, or abandon the this Agreement, the Landlord may take possession without notice or demand and re-let the premises on such conditions as the Landlord may Without prejudice to the Landlord's right to recover rent and utility charges which may be owing and without prejudice to any claim or the Tenant will be charged a re-rental fee of \$\_\_\_\_\_ and will also be responsible for paying the rent until the end of the Residential Agreement term, or until a new tenant, suitable to the Landlord, is found to occupy the premises.

## RULES AND REGULATIONS

18. The Tenant and Tenant's guests will observe and comply with the RULES AND REGULATIONS which are attached to and form part of this Agreement, with such reasonable variations and modifications as to such RULES AND REGULATIONS from time to time by way of reasonable written notice from the Landlord to the Tenant, provided that and modifications do not modify this Agreement and are clear and fair and are intended to either:

- (a) promote the comfort, safety or welfare of the Tenant, the family and guests of the Tenant and/or other tenants in the building of which the premises form a part;
- (b) preserve the Landlord's property from abusive use or promote the care and cleanliness of the premises, the building of which the premises form a part, if any, or the property on which the building is located, or
- (c) make a fair distribution of services or facilities provided for the Tenant's use

- LIABILITY FOR RENT 19. When two or more persons comprise the Tenant for the purposes of this Agreement, the Landlord may collect the rent due and the utility charges to the Landlord pursuant to this Agreement from any or all of them. The liability of each person comprising the Tenant shall be joint and several in respect of any and all obligations of the Tenant under this Agreement.
- QUIET ENJOYMENT 20. The Landlord acknowledges that in executing this Agreement, the exercising the Landlord's lawful power, and in so executing, and subject to the terms of this Agreement, grants the Tenant the right of full use and peaceful enjoyment of the premises with such security of tenure.
- RIGHT OF ENTRY 21. Except as otherwise permitted by this paragraph 20, the Landlord shall not enter the premises without the consent of the Tenant or of any adult on the premises. The Landlord shall have the right to enter the premises:
- (a) immediately, and without notice or consent:
    - (i) if the Landlord has reasonable grounds to believe that an emergency exists or that the Tenant has abandoned the premises; or
    - (ii) needs to make repairs or adjustments to the heating, water, electrical, telephone, or other services of the building of which the premises form a part. The Tenant acknowledges that access to these services is located in the premises.
  - (b) without consent, but after notice to the Tenant:
    - (i) to inspect the state of repair of the premises;
    - (ii) to make general repairs to the premises;
    - (iii) to show the premises to prospective purchasers or mortgagees of the premises; or
    - (iv) to show the premises to prospective tenants after a notice of termination has been served.
- Where required, a notice shall be served on the Tenant at least 24 hours before the time of entry, the entry must be between 8:00 am and 8:00 must be made on a day that is not a holiday (except that the Landlord on a Sunday if the Tenant's religious day of worship is not a Sunday and Tenant has provided the Landlord with a written notice of that day) or on a that is not the Tenant's day of religious worship (if that day is not a the Tenant has provided the Landlord with a written notice of that day).
- FORCE MAJEURE 22. The provisions of this lease may be suspended or terminated at any time Landlord should any event make such suspension or termination considered from the perspective of the Landlord, including, without the generality of the foregoing, damage to the premises or the building of the premises form a part which makes the premises uninhabitable, or any intervention by any regulatory, governmental or other authority which or otherwise renders the lease of the premises uneconomic for the Landlord.
- USE 23. The Tenant shall use the premises for residential purposes only. The shall not allow the premises to be used for any illegal or immoral purpose.
- COMPLY WITH LAWS 24. The Tenant shall comply with all health, fire and other regulations and requirements of competent authorities. The Tenant shall not do anything create or allow a health, fire or other hazard to exist.
- TENANT'S COPY OF 25. The Landlord shall deliver to the Tenant a duplicate copy of this agreement signed by the Landlord within TWENTY-ONE (21) days after execution of this Agreement by the Tenant and return of this Agreement to Landlord. Where a copy of this Agreement is not delivered within the time specified, the Tenant may withhold payment of rent.

BINDING EFFECT 26. This Agreement shall extend to, be binding upon and enure to the benefit heirs, executors, administrators, successors and assigns of the Tenant.

LANDLORD'S ADDRESS 27. The Landlord will advise the Tenant of the address and postal code within Alberta of the Landlord within seven (7) days of the Tenant's possession of the premises and will advise the Tenant of any change in such information as required by the Residential Tenancies provided, the Landlord's address for notice is:

\_\_\_\_\_  
\_\_\_\_\_

HEADINGS 28. The headings in this Agreement are inserted for convenience of reference only and shall not affect the construction of this Agreement.

CONFLICTS 29. The tenancy created by this Residential Tenancy Agreement is governed by the Residential Tenancies Act and if there is a conflict between this Residential Tenancy Agreement and the Act, the Act prevails.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

**Signed by the Landlord in the presence of:**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Landlord or Landlord's Agent

**Signed by the Tenant in the presence of:**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Tenant

**RECEIPT OF RESIDENTIAL**

I hereby acknowledge receipt of a DUPLICATE ORIGINAL OF THIS TENANCY AGREEMENT this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant's Signature

## RULES AND REGULATIONS

### MAINTENANCE

1. The Tenant shall dispose of all garbage from the premises in a proper
2. The Tenant shall use the decks, entrance and walks in a proper manner.
3. If windows or doors are left open on the premises by the Tenant or by any person invited on the premises by the Tenant, causing damage by rain or water damage to floors or walls, the Tenant shall be responsible for any damage occasioned by such
4. The Tenant agrees to immediately report to the Landlord any and all damage that may occur to the premises.
5. Only small picture hooks and small nails may be used for the hanging of pictures in the premises.
6. The Tenant shall be responsible for replacing glass with glass of a kind and quality similar to that, which may be broken, cracked or negligence, or wilful misconduct of Tenant or any other person or persons invited on the premises by the Tenant.
7. The hallways, passages, and stairs of the building in which the premises are situated shall be used for no purpose other than going to and the Tenant shall not in any way encumber those areas with boxes, furniture or other material or place or leave rubbish in those areas and common with other tenants.
8. Boots and rubbers which are soiled or wet shall be removed at the the building in which the premises are located and taken into the Tenant's premises.
9. No structural alterations, painting, papering or redecorating shall be done by the Tenant without the prior written consent of the Landlord.
10. Neither the Tenant nor the Landlord shall add to or change locks on doors giving access to the premises or to any building or property of which the a part without the prior written consent of the other party. After consent is given by the Landlord, the Tenant is required to provide the Landlord with any locks installed or changed by the Tenant.
11. The Tenant will place plastic or other soft sliders/protectors on the bottom each leg of furniture.

### SAFETY

12. The Tenant must keep and observe all health, fire and police regulations of the Province and city, town or municipality in which the
13. No additional electric wiring or heating units shall be installed in the premises without the prior written consent of the Landlord.
14. No combustible material or flammable liquid shall be kept on the premises except in small quantities and in containers approved for
15. If the Tenant is absent from the premises and the premises are unoccupied for a period of fourteen (14) days or longer, the Tenant arrange for a regular inspection by a competent person.
16. The Tenant must obtain the approval of the Landlord before a waterbed or waterbeds are used on the premises.

### CONSIDERATION OF OTHERS

17. Noise shall not be permitted in the premises which, in the opinion of the Landlord, disturbs the comfort of the neighbors to the
18. No pets, animals, reptiles or birds of any kind shall be allowed or kept in or about the premises either on a permanent or temporary
19. The Tenant will not leave guests in charge of the premises or have guests stay longer than four (4) weeks without notifying the Landlord.
20. If parking facilities are provided, they are provided at the Tenant's own risk and the Tenant is required to park in the stall allotted to the Tenant. inoperable vehicles parked on the Landlord's property will be removed at the Tenant's expense.
21. The Tenant shall not place or expose or allow to be placed or exposed anywhere in the premises within or without, any placard, notice plate or advertising purposes, nor shall the Tenant affix to the premises or erect thereon any radio or TV antenna or towers, without the prior written Landlord.

**Signed by the Landlord in the presence of (if not a corporation):**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Landlord or Landlord's Agent

**Signed by the Tenant in the presence of:**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Tenant

Tenants:

Address & phone contact

Reference & Next of Kin with whom not living  
Reference:

Phone:

Employment

Contacts:

Banking information.

Important medical conditions in case of emergency

All information in this lease is true/correct & will be used to determine our Tenant worthiness. I/We authorize/consent to the landlord receiving & exchanging with other persons any information from references as to our credit worthiness.





Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Policy FIN024 Electronic Signatures</b>

### **BACKGROUND / PROPOSAL:**

At the February 11, 2015 Finance Committee meeting the following motion was made:  
“That Policy FIN024 be taken to Council as amended for approval.”

### **OPTIONS & BENEFITS:**

N/A

### **COSTS & SOURCE OF FUNDING:**

N/A

### **SUSTAINABILITY PLAN:**

N/A

### **COMMUNICATION:**

County policies are posted on the County's website.

Author: E. Nyakahuma Reviewed by: MS CAO: JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy FIN024 Electronic Signatures be amended as presented.

Author: \_\_\_\_\_ Reviewed by: MS CAO: JW

## Mackenzie County

Title	Electronic Signatures	Policy No:	FIN024
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Legislation Reference	Municipal Government Act, Part 6, Section 213
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### Purpose

To provide a clear understanding regarding the usage of electronic signature signing software.

### Policy Statement and Guidelines

Under section 213, cheques must be signed or authorized by the chief elected official and by a designated officer. A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

### Guidelines/Procedures:

1. The following persons shall have signing authorities for the cheques:
  - Reeve
  - Deputy Reeve
  - Chief Administrative Officer
  - Director of ~~Corporate Services~~ Finance
2. For informational purposes, administration shall provide a list of cheque payments made to the Reeve, Deputy Reeve, and to the Finance Committee members at Finance Committee meetings. The list shall be communicated by fax or through email.
3. The electronic signatures shall be stored on one USB device. The USB device shall be stored in a safe that is accessible only by CAO and Director of ~~Corporate Services~~ Finance. Immediately following the cheque printing procedure, the USB key must be removed from a computer and locked in the safe.
4. Cheques shall be printed in the presence of one of the personnel authorized in 5 below. In the event that these individuals are not available, a designate will be appointed at that time by the CAO or Director of ~~Corporate Services~~ Finance.
5. For additional security, the cheque signing software shall be unlocked by entering two passwords. Both the primary and secondary passwords are required to activate the cheque signing software.

The following persons shall be authorized to carry the primary cheque signing software passwords:

- CAO
- Director of ~~Corporate Services~~ Finance
- Finance Controller

6. The following persons shall be authorized to carry the secondary cheque signing software passwords:

- Finance Officers
- ~~Information Technologist – as a back up –~~

7. The cheque signing software to be installed on three workstations:

- Accounts Payable workstation
- Finance Officer workstation – as a back up
- Information Technologist – as a back up

8. All blank cheques must be stored in the central vault except during the cheque printing and signing process.

9. All void cheques shall be kept on file for form number control.

10. The primary and secondary passwords for the cheque signing software shall be changed should there be any change in personnel for the positions authorized to operate the cheque signing software.

11. A Cheque Run Control worksheet must be completed for each cheque run; the worksheet must be attached to the cheque copies register for that cheque run.

12. All other general security settings within the accounting software and maintenance of such shall apply.

13. The primary and secondary password persons shall review and agree the supporting documentation to the cheque payment sheet. Each cheque sheet has to be signed as proof of their review prior to cheques being issued. The following has to be agreed:

- Vendor name
- Invoice number
- Amount
- Authorization of payment

	Date	Resolution Number
Approved	August 31, 2005	05-425

<b>Amended</b>	December 10, 2005	05-709
<b>Amended</b>	December 11, 2007	07-12-1111
<b>Amended</b>		





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Sustainability Self-Assessment Questionnaire</b>

## BACKGROUND / PROPOSAL:

Municipal Affairs, in consultation with rural and urban municipal associations, has developed the Municipal Sustainability Strategy (MSS) to improve the long-term viability for municipalities across the province. The self-assessment questionnaire was reviewed by the Finance Committee and the findings related to Key Sustainability Measures and Legislated Requirements are as follows:

### Key Sustainability Measures

#### FINANCIAL STABILITY

##### Budget

3.7	Has your municipality reported an accumulated deficit, net of equity in tangible capital assets, for the past three fiscal (calendar) years? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
3.8	Does your municipality have less than a 1:1 ratio of current assets to current liabilities? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
3.9	Has your municipality received a “qualified audit opinion”, “denial of opinion” or an “adverse opinion” with respect to your most recent annual financial statements? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>

##### Debt

3.13	Has your municipality reached 80% of its debt or debt service limit? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
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Author: E. Nyakahuma Reviewed by: MS CAO: JW

## Revenue Growth

3.18	Based on the annual audited financial statements, have provincial and federal grants accounted for more than 50% of your municipality's total revenue in each of the past three fiscal (calendar) years? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
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## Taxes (rates, adequacy and comparability with neighbours)

3.20	Has your municipality's non-residential assessment base declined over the past 10 years? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
3.26	Does your municipality have more than 5% of current property tax unpaid for the most recent completed fiscal year? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>

## Financial Reporting

3.33	Has your municipality missed the legislated May 1 reporting date for the annual audited financial statements in each of the last 2 years? * **	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
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## INFRASTRUCTURE

6.6	Is the remaining value of TCA less than 30% of the original cost? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
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## COMMUNITY WELL-BEING

### Demographics

7.1	Has your municipality experienced a decline in population over the last 20 years? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
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## Legislated Requirements

## SUSTAINABLE GOVERNANCE

### Municipal Councils

1.10	Does your municipality hold regularly scheduled council meetings? **	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
1.11	Do all councillors normally attend? **	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>

Author: E. Nyakahuma Reviewed by: MS CAO: JW



## FINANCIAL STABILITY

### Debt

3.10	Is your municipality operating within the regulated debt limits? **	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
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### Financial Reporting

3.33	Has your municipality missed the legislated May 1 reporting date for the annual audited financial statements in each of the last 2 years? * **	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
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## INFRASTRUCTURE

6.1	Is your municipality compliant with reporting requirements related to tangible capital assets (TCA)? **	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
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### OPTIONS & BENEFITS:

N/A

### COSTS & SOURCE OF FUNDING:

N/A

### SUSTAINABILITY PLAN:

Step I: Economic Sustainability  
Step II: Environmental Sustainability  
Step III: Social and Cultural Sustainability  
Step IV: Sustainability of Community Infrastructure

### COMMUNICATION:

N/A

### RECOMMENDED ACTION:

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: E. Nyakahuma      Reviewed by: MS      CAO: JW

**Alberta Municipal Sustainability Strategy**  
**Self-Assessment Questionnaire**  
**Promoting Municipal Sustainability**

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## INTRODUCTION

Sustainable, responsive, and accountable municipal governments remain a key element in ensuring a prosperous province, now and into the future. In recognition of this reality, Alberta Municipal Affairs and the province's major municipal associations have partnered on the development of this Self-Assessment Questionnaire (questionnaire).

The questionnaire is intended to provide local municipal councils and administrations with tools to evaluate and understand their current situation, to identify areas of strength to continue building upon, and also to identify areas where improvement may be desirable or even necessary. It is designed primarily for voluntary use at the discretion of each individual municipality, although Municipal Affairs also intends to incorporate the questionnaire, or at least elements of it, into some of the ministry's practices and programs.

This questionnaire covers eight broad areas. It will become evident that they are not mutually exclusive and must be looked at as a whole when addressing municipal viability and sustainability. In addition, the questionnaire provides linkages to capacity-building tools relevant to each respective topic area, thereby offering easy access to meaningful opportunities to strengthen municipal performance where desired or necessary. The eight broad topic areas addressed in the questionnaire are:

1. *Sustainable governance* – addresses topics such as council practices and procedures, compliance with legislation, citizen engagement, and strategic planning.
2. *Operational and administrative capacity* – addresses the capacity of the municipality to operate on a daily basis and support council decisions.
3. *Financial stability* – addresses the municipality's capacity to generate and manage revenues sufficient to provide necessary infrastructure and services to the public.
4. *Service delivery* – addresses the capacity of the municipality to provide essential services that meet residents' expectations and any appropriate standards.
5. *Regional co-operation* – addresses the municipality's approach to collaborating with neighbours for the benefit of local and regional residents.
6. *Infrastructure* – addresses the municipality's capacity to effectively and efficiently manage public infrastructure on behalf of residents.
7. *Community well-being* – addresses local community characteristics that contribute to the vitality of the community and the long-term viability of the municipality.
8. *Risk management* – addresses the capacity of the municipality to identify and manage key risks on behalf of residents.

Some questions in the questionnaire relate to the key sustainability measures used by the Government of Alberta, and are denoted by a single asterisk (\*). Some of the practices are legislated requirements, and are indicated by double asterisks (\*\*).

## THE SELF-ASSESSMENT PROCESS – ANSWERS TO COMMON QUESTIONS

### Who should be using this questionnaire?

The questionnaire is designed for municipal leaders who want to:

- gain a better understanding and awareness of their current and future municipal viability and sustainability; and,

- identify those areas where the municipality might want to focus efforts and develop strategic approaches in order to improve viability and sustainability.

### **Who should complete this questionnaire?**

Ideally, the questionnaire is designed to be filled out by the Chief Administrative Officer (CAO) and other administrative and operational staff and will be approved by council. Ultimately, who is directly involved in actually filling out the questionnaire will be dependent on each municipality's individual capacity and circumstances.

Once the questionnaire is completed, the CAO should review it with council to solicit input, seek approval and to identify areas that require additional attention.

### **Is a municipality required to complete this assessment?**

A municipality may work through the questionnaire independently; however, there may also be situations where Municipal Affairs may require a municipality to complete the assessment. These mandatory situations may include:

- **Performance on key measures**

If a municipality is flagged by Municipal Affairs as a result of its performance on key measure criteria, the municipality may be required to work through the toolkit. The municipality would first be contacted by the ministry to discuss the circumstances contributing to the results on the key measures. Any requirement for the municipality to work through the toolkit would be at the Minister's discretion. These key measures are denoted by an asterisk (\*) in the questionnaire.

- **Citizen petition for a viability review**

Where residents of a municipality submit a sufficient petition requesting a viability review, the Minister will require the completion of the questionnaire prior to making a determination as to whether a viability review is warranted. If it is concluded that the citizen petition for a viability study is not related to viability challenges, the petitioners would be advised of other avenues available to them to address their concerns.

- **Council resolution requesting a viability review**

Where the council of a municipality requests a viability review, the Minister will require the completion of the questionnaire prior to making a determination as to whether a viability review is warranted.

### **How long does it take to complete?**

Completion time will depend on many factors, such as having all relevant documents readily available and the experience and knowledge of administrative staff.

As a suggested best practice, a municipality could:

- Have the CAO and other administrative and operational staff complete the questionnaire as objectively as possible;
- Depending on the results of the assessment, you may want to set aside a half or full day retreat for the CAO, CEO, council, and senior staff to review the completed questionnaire to identify viability challenges within the municipality and create an action plan.

### **What information is needed to complete the questionnaire?**

Some of the questions require the collection of data relating to:

- information included on *Financial Information Returns*

- council procedure;
- demographics;
- details on the composition of the municipality's assessment base;
- the municipal tax roll;
- municipal and regional planning;
- existing service sharing agreements;
- community organizations; and
- local election statistics.

### **What is done with the questionnaire after completion?**

Information on interpreting the results of the questionnaire, and determining next steps, is included at the end of the questionnaire in the sections "Interpreting the Results of Your Self-Assessment" and "Creating an Action Plan".

In those situations where the Minister has required the municipality to complete the questionnaire, the completed document must be submitted to the Minister of Municipal Affairs.

If the questionnaire has been completed voluntarily by the municipality, the municipality should review the responses, identify areas for improvement, and identify appropriate capacity-building tools to support efforts to improve.

### **How can I get assistance?**

Although the questionnaire is intended to be easy to read and follow, some questions may arise or you may have difficulty obtaining the information necessary to answer the indicator questions. If you require assistance, please contact any or all of the following:

**Alberta Association of Municipal Districts and Counties:** 780-955-4079, or via email at kim@aamdc.com.

**Alberta Urban Municipalities Association:** 780-433-4431, toll-free within Alberta, 310-AUMA (2862) or via email at main@auma.ca

**Alberta Municipal Affairs:** 780-427-2225, or via email at lgsmail@gov.ab.ca.

### **Is there cost associated with completing the questionnaire?**

There is no direct cost associated with utilizing this questionnaire, other than the time required to prepare for and participate in discussions surrounding each of the items.

### **Is use of the questionnaire a one-time activity?**

That is entirely up to the municipality. Some municipalities may wish to complete it on a regular basis; for example every two, three or five years. Periodic use and/or review would allow the municipality to set goals based on their evaluations and monitor their viability and sustainability over time.

# **SELF-ASSESSMENT QUESTIONNAIRE**

## **1. SUSTAINABLE GOVERNANCE**

### **Citizen Engagement**

	Yes	No	Comments
1.1 Does your municipality have a formally adopted citizen-engagement plan?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
1.2 Does your municipality have a process or plan to:			
i. Engage citizens in the preparation of the budget?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
ii. Communicate the budget to citizens?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
1.3 Does your municipality publish an annual report, including more than financial information?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
1.4 Does your municipality conduct a citizen satisfaction survey?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	In process
1.5 If yes to 1.4 does it address:			
i. Citizen satisfaction with the municipal corporation?	Y <input type="checkbox"/>	N <input type="checkbox"/>	
ii. Citizen satisfaction with annual reports?	Y <input type="checkbox"/>	N <input type="checkbox"/>	

### **Local Elections**

1.6 Is the community willing and interested in serving on council?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
1.7 Is the community willing to serve on municipal committees or boards?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Experience difficulties at times
1.8 Over the course of the last three municipal general elections, has there been an increase in voter turnout?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
1.9 Has the municipality received sufficient nominations by nomination day to fill all available council positions in each of the last three general elections?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

## Municipal Councils

1.10	Does your municipality hold regularly scheduled council meetings? **	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
1.11	Do all councillors normally attend? **	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
1.12	Do councillors have a role in, or participate on, committees, boards, regional governance bodies, advisory groups, etc.?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
1.13	Has your council adopted a council procedural bylaw for council meetings? If yes:	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	i. Is it current?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	ii. Does it meet council's needs?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
1.14	Does your council have a Policy and Procedures Manual (including, for example, council travel policy, media communications, responding to citizens, contact with Government, etc.)?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Can improve

## Training Opportunities and Participation

1.15	Do your councillors regularly update their knowledge of municipal government through participation in municipal education, training or development?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Can improve
1.16	Does your council provide any professional development funding for councillors (e.g., training, travel to conferences, etc.)?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

## Strategic and Long-Term Planning Ability

1.17	Does your municipality have council-approved long-term and strategic plans (including for example a Municipal Sustainability Plan or an Integrated Community Sustainability Plan?)	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	i. If yes, do they include performance measures and benchmarks?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	



1.18	Are there formal avenues for active citizen involvement in:			
	i. Strategic planning in the community?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
	ii. Long-term planning in the community?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
1.19	Does your municipality have an up to date:			
	i. Business plan,	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	ii. Multi-year budget;	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
	iii. Land use/zoning (municipal) plan that is less than 10 years old;	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
	iv. Municipal Development Plan that is less than 10 years old;	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
	v. Capital plan for the next five or more years; and an	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
	vi. Economic development plan.	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

## 2. OPERATIONAL AND ADMINISTRATIVE CAPACITY

### Human Resources

2.1	Does your municipality have Human Resources Policies and Practices in place?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	i. Are they current?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	ii. Do they meet the municipality's needs?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
2.2	Is the municipality able to attract and retain knowledgeable administrative and operational staff with sufficient training and credentials to meet the requirements set out in their respective job descriptions?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Challenges exist in some areas

### Training and Development Opportunities

2.3	Does your municipality support staff supplementing their education with relevant post-secondary training and/or attendance at relevant conferences?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
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2.4	Does the municipality formally set aside funds to ensure that staff receives the training necessary to support any required accreditation?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
2.5	Does your municipality provide developmental support to staff (e.g., performance reviews, coaching, mentoring or on the job training)?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

### Technology Resources

2.6	Does your municipality have high-speed internet access?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	County facilities only
2.7	Does your municipality have Information Technology (IT) support in place?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
2.8	Does your municipality have an information technology (IT) plan?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	i. Is it current?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	ii. Does it meet the municipality's needs?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

## 3. FINANCIAL STABILITY

### Budget

3.1	Is municipal spending generally within +/- 5% of the approved operating budget each year?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
3.2	Does the administration provide written updates to council on the municipality's finances and budget performance in a timely manner in advance of council meetings?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
3.3	Does your municipality have a process to formally link the municipal budget to the municipal business plan?	Y <input checked="" type="checkbox"/>	N <input checked="" type="checkbox"/>	
3.4	With respect to your most recent annual financial statements, what percentage of annual municipal expenditures is spent on general government (i.e., council and administration)?	__20__%		

3.5	With respect to your most recent annual financial statements, what percentage of annual municipal expenditures is spent on servicing municipal debt (principal and interest)?	__9__%		
3.6	Does the council monitor the municipality's actual vs. budgeted municipal revenues and expenditures on a minimum of a quarterly basis?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Monthly
3.7	Has your municipality reported an accumulated deficit, net of equity in tangible capital assets, for the past three fiscal (calendar) years? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
3.8	Does your municipality have less than a 1:1 ratio of current assets to current liabilities? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
3.9	Has your municipality received a "qualified audit opinion", "denial of opinion" or an "adverse opinion" with respect to your most recent annual financial statements? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	

### Debt

3.10	Is your municipality operating within the regulated debt limits? **	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
3.11	Does your municipality have outstanding short-term debt (e.g., lines of credit, overdraft) at the end of the year?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
3.12	Does your municipality experience cash flow issues that require you to access short-term loans on a regular basis throughout the year?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
3.13	Has your municipality reached 80% of its debt or debt service limit? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	

## Revenue Growth

3.14	<p>Have your municipality's property tax revenues grown by close to the rate of the Consumer Price Index (CPI) over the past five years?</p> <p><i>[Information on the Alberta CPI is available on the Statistics Canada website at <a href="http://www40.statcan.ca/101/cst01/econ09j-eng.htm">http://www40.statcan.ca/101/cst01/econ09j-eng.htm</a>]</i></p>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	<p>CPI 2.6%</p> <p>Tax Revenue 3.4%</p>
3.15	Does your municipality derive any revenue from investments?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	i. If yes, have your municipality's revenues from investments grown by close to the rate of the Consumer Price Index over the past five years?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
3.16	Does your municipal revenue growth reflect growth in the community?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
3.17	Does your municipality take appropriate advantage of grant funding by considering the benefits of the increased revenue, while also considering the consequences of obtaining the grant (e.g., requirements to meet funding conditions, pay costs for future maintenance of new capital infrastructure, etc.)?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
3.18	Based on the annual audited financial statements, have provincial and federal grants accounted for more than 50% of your municipality's total revenue in each of the past three fiscal (calendar) years? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	

## Taxes (rates, adequacy and comparability with neighbours)

3.19	<p>Has your municipality's equalized assessment base grown over the last ten years?</p> <p><i>[Equalized assessment information is available on the Municipal Affairs website at <a href="http://www.municipalaffairs.gov.ab.ca/mc_property_assessment_and_taxation_reports.cfm">http://www.municipalaffairs.gov.ab.ca/mc_property_assessment_and_taxation_reports.cfm</a>]</i></p>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
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3.20	Has your municipality's non-residential assessment base declined over the past 10 years? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
3.21	Are your municipality's taxes competitive with:			
	i. other municipalities within your region; and	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	ii. other comparable municipalities? <i>[Information on municipal tax rates is available on the Municipal Affairs website at <a href="http://www.municipalaffairs.gov.ab.ca/mc_municipal_profiles.cfm">http://www.municipalaffairs.gov.ab.ca/mc_municipal_profiles.cfm</a> by selecting the "Property Tax Rates" profile type]</i>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
3.22	Are tax payments generally kept up to date for:			
	i. residential taxation;	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	ii. business taxation?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Not for linear taxes
3.23	Do you have a collection process for outstanding tax accounts for:			
	i. residential taxation;	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	ii. business taxation?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
3.24	Are the major industries that provide tax base and employment stable or growing?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
3.25	Does the largest single ratepayer account for more than 20% of total municipal property tax revenues?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	i. If yes, how stable is this source of revenue? Unstable     ___X___ Stable         ___ Very stable    ___ Unknown       ___	Y <input type="checkbox"/>	N <input type="checkbox"/>	Uncertainty exists
3.26	Does your municipality have more than 5% of current property tax unpaid for the most recent completed fiscal year? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	

3.27	Has the overall percentage of tax arrears increased in the past five years?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
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### Utilities

3.28	Are your municipality's municipal utility rates competitive with:			
	i. other municipalities within your region; and	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
	ii. other comparable municipalities?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
3.29	Has your municipality adopted full cost accounting for utilities?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
3.30	Do your utility rates generate sufficient revenue to cover the cost of operating and sustaining the municipal utility system?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
	i. If no, has your municipality adopted a transition plan to ensure utility rates generate sufficient revenue to cover the cost of operating and sustaining the municipal utility system?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
3.31	Are utility payments collected from users on a regular basis?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	i. If no, do you have a collection process for outstanding utility accounts?	Y <input type="checkbox"/>	N <input type="checkbox"/>	

### Financial Planning and Risk Management

3.32	Does your municipality make use of financial reserves to support long-term capital needs and/or risk mitigation?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
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### Financial Reporting

3.33	Has your municipality missed the legislated May 1 reporting date for the annual audited financial statements in each of the last 2 years? * **	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
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#### 4. SERVICE DELIVERY

4.1	Has your municipality established standards for the services that are delivered?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
4.2	Does your municipality have a formal process to review and evaluate compliance with those standards?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
i.	Is it current?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
ii.	Does it meet the municipality's needs?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

#### 5. REGIONAL CO-OPERATION

##### Regional Commissions and other Intermunicipal Arrangements

5.1	Does your municipality have the ability to share services with one or more adjacent communities (considering geography and other factors you feel are relevant)?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
5.2	Does your municipality have intermunicipal agreements (e.g., recreation, building inspection duties, waste disposal, snow clearing/road maintenance, utility infrastructure, economic development officer and/or a CAO)?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
i.	If yes, are you satisfied with these agreements?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
5.3	Does your municipality regularly communicate with your municipal neighbours on a less formal basis (e.g., CAO meetings, joint municipal department or staff meetings)?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

##### Planning

5.4	Is there an intermunicipal development plan in place in the municipality?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
5.5	Does your municipality have formal arrangements for professional planning expertise when required (e.g., municipal employees and/or contractors)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	

## 6. INFRASTRUCTURE

6.1	Is your municipality compliant with reporting requirements related to tangible capital assets (TCA)? **	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
6.2	Has your municipality implemented an infrastructure management system?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
6.3	Has your municipality completed an inventory of all municipal infrastructures?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
6.4	Has your municipality completed an assessment of the condition of all municipal infrastructures?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
6.5	Has your municipality adopted a plan for maintaining municipal infrastructure?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
	i. If yes, is the plan fully funded?	Y <input type="checkbox"/>	N <input type="checkbox"/>	
6.6	Is the remaining value of TCA less than 30% of the original cost? *	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	

## 7. COMMUNITY WELL-BEING

### Demographics

7.1	Has your municipality experienced a decline in population over the last 20 years? *  <i>[Population information is available on the Municipal Affairs website at <a href="http://www.municipalaffairs.gov.ab.ca/mc_municipal_profiles.cfm">http://www.municipalaffairs.gov.ab.ca/mc_municipal_profiles.cfm</a> by selecting the "Statistics" profile type]</i>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
7.2	Over the past five years, has the municipality's population increased?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	



7.3	<p>What is the approximate age composition of the residents of your municipality?</p> <p>0-19 years      ___46 %</p> <p>20-54 years     ___42 %</p> <p>55+ years       ___12 %</p> <p><i>[2011 federal census information, including age composition, is available on the Statistics Canada website at <a href="http://www12.statcan.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E">http://www12.statcan.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E</a>]</i></p>			
7.4	<p>In the last five years (or the most recent five-year federal census cycle) has the number of children and youth under 19 increased within your municipality?</p>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Substantially

### Economic Vitality

7.5	<p>Are young people able to find work in the area?</p>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
7.6	<p>Is unemployment an issue in your community?</p>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
7.7	<p>Has the number of new development permits been stable or growing over the past five years?</p>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
7.8	<p>Has the number of new business licences been stable or growing over the past five years?</p>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
7.9	<p>Is there a range of businesses operating in your municipality (i.e., variety in size and sectors)?</p>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
7.10	<p>Does your municipality expect that these businesses will provide stable employment in the community the long term?</p>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

### Community Vitality

7.11	<p>Is there a strong sense of pride in the community?</p>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
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7.12	Does your council actively lead or support activities to foster community pride and celebrate community?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Sometimes
7.13	Are there public facilities in the community for recreation, community meetings and social gatherings?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
	i. If yes, who owns and operates these facilities? _____ _____ _____			County and non-profit owned Operated by non-profits
	ii. Are these facilities self-sustaining?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
7.14	Are strong local volunteer organizations active within the municipality?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

## 8. RISK MANAGEMENT

### Risk Identification/ Management of Risks

8.1	Has the municipality conducted a Corporate Risk Assessment?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
8.2	If yes, does the municipality have a Corporate Risk Mitigation Plan?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	

### Risk Assessment/Planning

8.3	Is funding set aside for unexpected emergencies?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
8.4	Does your municipality have a municipal service/corporation continuity plan in place?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
8.5	Are appropriate emergency management plans in place?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
8.6	Are plans or strategies in place to manage the loss of critical community resources such as labour or loss of major industries?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
8.7	Does the municipality have plans in place to address environmental risks (e.g., reclamation plan)?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

8.8	Does your municipal fire department and/or service provider provide the level of emergency service as determined by your council, and meet any applicable provincial standards?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
8.9	Does your municipality ensure that provincial safety standards (e.g., Safety Codes requirements, Occupational Health and Safety, etc.) are adhered to?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

## INTERPRETING THE RESULTS OF YOUR SELF-ASSESSMENT

### We have answered the questions. Now what do we do?

In an ideal world, each municipality would have answers to each question that would indicate a viable and sustainable municipality. However, in reality, it is likely that most municipalities will find that some areas of the survey do not reflect this. This is not necessarily a problem; in most instances, it simply indicates an area where the municipality may have room to improve its performance. The issue becomes one of identifying how to move forward to address weaknesses and build on strengths. While every municipality has different circumstances, and different priorities, in general terms, the following outlines how the results of the questionnaire might be interpreted.

- **Responses in all eight subject areas supporting a viable and sustainable municipality** probably indicate that the municipality has the political, financial and community resources to continue to operate effectively and may also benefit from exploring some of the capacity building tools.
- **A relatively balanced mix of responses in some or all subject areas that would support a viable and sustainable municipality** most likely means that there are issues that need to be addressed by council through the appropriate capacity building tools provided in the Capacity Building Toolkit (see “Creating an Action Plan” below).
- **Responses in all eight subject areas** that would tend towards a non-viable or unsustainable municipality would suggest that the local government may no longer be capable of functioning effectively. Municipal viability is at risk, and as the issues appear to run deeper than can be addressed through application of the tools in the Capacity Building Toolkit.
  - As well, **consistent positive** responses to the questions regarding the **key sustainability measures** used by the Government of Alberta, as denoted by an asterisk (\*) in the questionnaire, and **consistent negative** responses regarding **legislated requirements**, as indicated by double asterisks (\*\*) in the questionnaire, lead to the same conclusion.
  - In these circumstances you should contact Municipal Affairs and/or your association for further action and direction regarding what options are available.

## CREATING AN ACTION PLAN

### Your Municipal Viability and Sustainability Picture – What do you do?

Now that your municipality has worked through the questionnaire and evaluated its responses, you should have a much better understanding of your municipality’s “viability and sustainability” picture; where your municipality’s strengths lie and what challenges you may face. But before any plan of action can be started, you first have to ensure that you have the interest and the commitment of your municipality to create and follow through with this action plan.

The next step is to look at your municipality’s evaluation and focus on any of the areas where deficiencies have been identified. You may want to only focus on a few key areas; you may decide on an ambitious plan to tackle all of the deficiencies. Deciding what approach to take and setting goals can be a difficult process. Sitting down with council, inviting the public to share the results of the questionnaire and obtain their feedback,

contacting your relevant association, or asking Municipal Affairs for their assistance are all options in helping identify priority areas and establishing meaningful goals.

Once your municipality has identified the areas it would like to work on, a good place to go would be the Capacity Building Toolkit, which is available on the Municipal Affairs website at <http://www.municipalaffairs.gov.ab.ca/1330.cfm>. The inventory provides a list of capacity building tools currently offered by Municipal Affairs, the Alberta Urban Municipalities Association (AUMA), the Alberta Association of Municipal Districts and Counties (AAMDC), and other municipal associations and municipally-related entities, for each of the eight broad subject areas. The application of these capacity-building resources may assist the municipality in overcoming many of the deficiencies identified through the questionnaire. You may want to contact your municipal association to discuss which capacity building tools they offer that might be beneficial or applicable.

Although the inventory is very thorough and comprehensive, there may be challenges that are best addressed through more collaboration with your neighbouring municipalities, with Municipal Affairs, or with the AUMA or AAMDC. Relevant options include:

- Informal service sharing;
- Intermunicipal services sharing or co-operation agreements;
- Regional service commissions; and
- Municipal restructuring.

### **Follow-up and monitoring - How do we know when things are working?**

Maintaining municipal sustainability is an ongoing dynamic process. As mentioned, a critical part of any action plan is the establishment of realistic and meaningful goals. Some of these goals may be quantifiable, with targets that are clearly defined, straightforward and easy to measure. Examples of such goals (to list but a few) might include:

- ensuring compliance with legislated requirements by making a checklist of all legislated requirements as per the MGA;
- setting a goal of reducing short term debt by a set percentage over a twelve month period;
- adopting, following and reviewing procedural plans within a predetermined period of time; and
- reviewing municipal service levels to ensure they are consistent with community priorities, any legislated standards, and are within the municipality's financial capacity.

Other goals though are more qualitative in nature and are not as easily measured. It can be challenging to accurately or formally measure such items as citizen satisfaction, citizen engagement, or the level of community pride. But whether or not they are easily measured, these aspects are nevertheless vital to municipal viability and sustainability. Most municipal councils have a reasonable awareness of the general state of these community characteristics, and whether they are trending in a positive or negative direction. Options for formalizing and reinforcing this understanding might include activities like the following:

- Adopting and following a formal citizen engagement plan;
- Conducting periodic citizen satisfaction surveys; and
- Working with volunteer community groups to identify opportunities for collaboration.

In addition, some municipalities may wish to complete this questionnaire on a regularly scheduled basis (for example, every 3-5 years), to monitor their progress in achieving and maintaining short-term viability and long-term sustainability.

<u>Key Measures in MSS Report</u>	<u>Approved Measure</u>	<u>Triggers</u>
<b>KM1</b> C12/3.7 "Has your municipality incurred an annual deficit for the past two consecutive years, or five out of the past 10 years?"	Has your municipality reported an accumulated deficit, net of equity in tangible capital assets, for the past three fiscal (calendar) years?	Yes
<b>KM2</b> C12/3.8 "Does your municipality have less than a 1:1 ratio of current asset to current liabilities?"	Does your municipality have less than a 1:1 ratio of current asset to current liabilities?	Yes
<b>KM3</b> C12/3.9 "Has your municipality received a "qualified audit opinion", "denial of opinion" or an "adverse opinion" with respect to your most recent annual financial statements?"	Has your municipality received a "qualified audit opinion", "denial of opinion" or an "adverse opinion" with respect to your most recent annual financial statements?	Yes
<b>KM4</b> C13/3.13 "Has your municipality reached 80% or more of its debt and debt service limit?"	Has your municipality reached 80% of its debt or debt service limit?	Yes
<b>KM5</b> C13/3.18 "Do provincial & federal grants account for more than 50% or more of your municipality's total revenue?"	Based on the annual audited financial statements, have provincial & federal grants accounted for more than 50% of your municipality's total revenue in each of the past three fiscal (calendar) years?	Yes
<b>KM6</b> C13/3.20 "Has your municipality's non-residential assessment base declined substantially as a proportion of the municipality's overall assessment base, over the past 10 years."	Has your municipality's non-residential assessment base declined over the past 10 years?	Yes
<b>KM7</b> C14/3.26 "Does your municipality have more than 10% of current property tax unpaid for the most recent completed fiscal year?"	Does your municipality have more than 5% of current property tax unpaid for the most recent completed fiscal year?	Yes
<b>KM8</b> C16/7.1 "Has your municipality experienced a decline in population over the last 20 years?"	Has your municipality experienced a decline in population of the municipality over the last 20 years?	Yes
<b>KM9 (new)</b>	Is the remaining value of the tangible capital assets less than 30% of the original cost?	Yes
<b>KM10 (new)</b>	Has your municipality missed the legislated May 1 reporting date for the annual audited financial statements in each of the last 2 years?	Yes







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Request to Waive Penalties – Tax Roll 075395</b>

**BACKGROUND / PROPOSAL:**

In August 2013 the property located at NE22-106-15-W5 was purchased (Tax Roll 075395) and shortly after the purchase the new owner signed up for preauthorized payments. The owner since then got married and changed the name on the property to include both names. As a result of doing the change of ownership, our system automatically discontinues the preauthorized payments.

This issue was not identified until February 10<sup>th</sup> after a letter was sent to the owner indicating that his taxes were in arrears. The process was explained to him when he called inquiring what happened. He willingly paid the outstanding taxes of \$506.86 however he feels that he should not pay the penalties as we did not notify him of this situation.

The owner has requested that Council waive the two penalties because we did not notify them of the discontinuation of their preauthorized payments.

**OPTIONS & BENEFITS:**

Option 1: Decline to waive the penalties with no cost to the County.

Option 2: Waive the penalties which will reduce the operating revenue by \$128.94.

**COSTS & SOURCE OF FUNDING:**

General Operating Revenue

Author: N. Croy Reviewed by: \_\_\_\_\_ CAO: JW





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>AAMDC Councillor Pension Plan</b>

## **BACKGROUND / PROPOSAL:**

At the Organizational Meeting, Council instructed administration to investigate the AAMDC pension plan for Councillors.

Administration submitted an inquiry regarding the plan and the following is a brief summary:

1. Councillors are eligible on the first day of the month on or after they are sworn in as a Councillor.
2. The plan is a defined contribution plan (as opposed to a defined benefit plan like LAPP)
3. Councillors would contribute 5% and the County contributes 5% (of their per diem). (Note: one municipality has chosen 9% however all others are at 5%)
4. Transfers in are allowed.
5. The plan is through Great West Life and the financial advisor is from Investors Group.
6. Withdrawals are locked in until termination, retirement or death, subject to Alberta Pension legislation.
7. Default fund must be a balanced or target date fund. (see attached "Conservative Profile", which the AAMDC and Investors Group has determined to be the most appropriate default fund, as it is the least aggressive and least volatile of the available options. It consists of 75% fixed income (typically viewed as very conservative investments with low volatility) and 25% equity (considered to be more aggressive, but with higher potential, with half in Canada and half international).
8. Participation in the plan is voluntary.

You'll notice in the existing Member Booklet that there is a two year vesting period mentioned for terminating members. As of September 1st, 2014 the vesting is

**Author:** C. Gabriel      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

immediate on all Alberta RPPs so we will be managing the pension that way even though the member booklet language is not yet changed.

All the subgroups on this plan currently have a default of the One Year Compound Interest Fund. Per the new legislation, this will have to be changed prior to December 31, 2014, to either the Conservative, Moderate, or Balanced Profile Asset Allocation fund as the new default and this hasn't been decided yet but members will want to meet with the financial advisor to assure their funds go to where they are most comfortable.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

Based on the 2014 per diems, the costs would have been as follows:

<b>2014 Gross Earnings</b>	<b>Councillor 5% Contribution</b>	<b>Mackenzie County's 5% Contribution</b>
\$42,350.00	\$2,117.50	\$2,117.50
\$26,300.00	\$1,315.00	\$1,315.00
\$42,450.00	\$2,122.50	\$2,122.50
\$39,450.00	\$1,972.50	\$1,972.50
\$32,550.00	\$1,627.50	\$1,627.50
\$39,350.00	\$1,967.50	\$1,967.50
\$24,750.00	\$1,237.50	\$1,237.50
\$33,450.00	\$1,672.50	\$1,672.50
\$28,450.00	\$1,422.50	\$1,422.50
\$34,650.00	\$1,732.50	\$1,732.50
<b>\$343,750.00</b>	<b>\$17,187.50</b>	<b>\$17,187.50</b>

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

For discussion.

Author: C. Gabriel Reviewed by: \_\_\_\_\_ CAO: JW

# Conservative Profile Fund (PSG)



Asset allocation

## Fund facts

as at Sept. 30, 2014

**Fund code:** LCOPR

**Asset class:** Asset allocation

**Asset category:** Conservative

**Fund inception date:** October 1999

**Segregated fund size:** \$1724.8 million

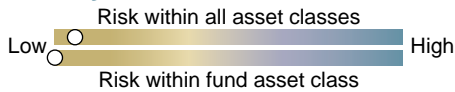
**Underlying fund:** n/a

**Underlying fund size:** n/a

## Total fund operating expenses

2013	2012	2011
0.039%	0.037%	0.037%

## Volatility meter



## Investment advisor

Portfolio Solutions Group

## Who is Portfolio Solutions Group?

- Portfolio Solutions Group is a division of The Great-West Life Assurance Company
- Responsible for managing asset allocation funds
- Over \$18.4 billion in assets under management as of December 31, 2013

## Investment management style

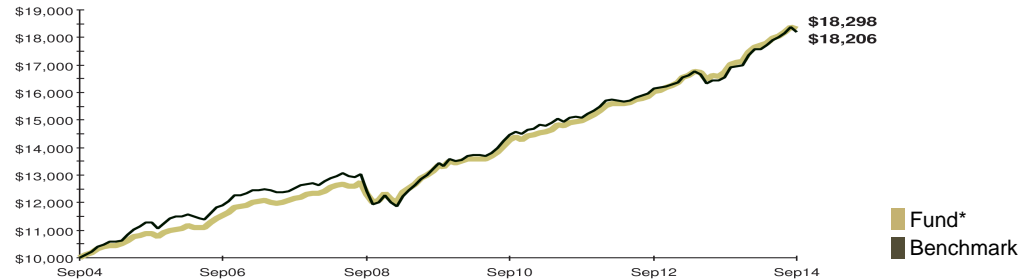
Portfolio Solutions Group builds and monitors asset allocation funds. Their objective is to maximize returns while minimizing risks. To achieve this they combine top-down modelling and bottom-up manager selection. Their top-down analysis provides insight into aggregate portfolio style drift, risk exposure and mandate gaps. Their bottom-up focus is on selecting managers who consistently add value by following a well-defined investment process.

## Fund objective

The objective of this Fund is to provide regular income with low volatility. This Fund invests in other London Life funds. Its primary focus is on fixed-income investments, but includes a small equity component to increase returns over longer time periods. Its target mix is 75% fixed income and 25% equities.

## Historical performance as at Sept. 30, 2014

This graph shows how a \$10,000 investment in this fund would have changed in value compared with the benchmark: 12.5% S&P/TSX Composite Index, 12.5% MSCI World Index, 75% FTSE TMX Canada Universe Bond Index



## Compound returns as at Sept. 30, 2014

	3 Mth	1 Year	2 Year**	3 Year**	4 Year**	5 Year**	10 Year**
Fund*	1.30%	9.39%	6.87%	6.93%	6.41%	6.50%	6.23%
Benchmark	1.08%	9.91%	6.14%	6.47%	5.93%	6.27%	6.18%

\*\* Stated on an annualized basis

## Calendar year returns

	YTD 2014	2013	2012	2011	2010	2009
Fund*	6.69%	5.44%	5.96%	6.47%	7.36%	8.84%
Benchmark	7.21%	4.18%	5.24%	5.63%	8.48%	10.31%

\* Any performance shown prior to the fund's inception date is that of the underlying fund and is considered representative of this fund's performance.

## Composition



## Top holdings as at Sept. 30, 2014

Bond Fund (Portico)	24.0%
Canadian Fixed Income Fund (Portico)	24.0%
Mortgage Fund (Portico)	15.0%
Corporate Bond Fund (Portico)	7.0%
International Bond Fund (Brandywine)	5.0%
Real Estate Fund (GWLRA)	5.0%
Canadian Equity Fund (London Capital)	4.5%
U.S. Value Equity Fund (London Capital)	3.5%
Dividend Fund (London Capital)	3.0%
Global Infrastructure Equity Fund (London Capital)	3.0%
International Stock Fund (Mackenzie)	3.0%
U.S. Dividend (GWLIM)	3.0%
<b>Total</b>	<b>100.0%</b>

The Great-West Life Assurance Company and key design are trademarks of The Great-West Life Assurance Company, used under licence by London Life and Canada Life for the promotion and marketing of insurance products. The fund operating expenses displayed do not include applicable taxes. The indicated fund performance reflects changes in unit value and reinvestment of all distributions and are after deduction of all fund operating expenses and applicable taxes, but before the deduction of investment management fees and applicable taxes. The historical performance shown is that of the London Life segregated fund or the underlying third-party fund. Performance data is provided for illustrative purposes only and represents past performance, which is not necessarily indicative of future performance. For more information on the fund and its holdings, call Access Line.

*Envision* your retirement

# Your retirement guide

Alberta Association of Municipal Districts &  
Counties

Plan #56468

THE  
**Great-West Life**  
ASSURANCE  COMPANY

# Table of contents

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## Member services

Shows you the wide range of services that can help you get your questions answered, change or update your information and take advantage of the tools your plan offers.

8

## Easy planning steps

Four simple steps to help you plan for your retirement and enrol in your plan:

Step 1: Envision

Step 2: Calculate

Step 3: Select

Step 4: Enrol

31

## Forms

Contains the forms you need to enrol in your plan. Complete and submit.

# Welcome

Great-West Life is pleased to welcome you to your Alberta Association of Municipal Districts & Counties group retirement or savings plan. By joining, you'll have access to superior tools and the *smartPATH* education program to help you achieve your financial goals.

Saving for your future doesn't need to be stressful; it can be easy. This guide helps you through the planning process, and has the information you need to make the right choices for you.

Carefully review the *Easy planning steps* on page 8. They'll help you envision your retirement, calculate how much you need to save to reach your goals, select your investments and enrol in your plan.

Contact Great-West with your questions – we're here to help. Call 1-800-724-3402, Monday to Friday, between 8 a.m. and 8 p.m. ET to speak with a client service representative.

So turn the page, take the next step and get closer to achieving your goals.



# Member services

## QUESTIONS

GRS Access  
www.grsaccess.com

Access Line  
1-800-724-3402

Can someone help me complete my forms?		•
What is the value of my current investments?	•	•
What are my current interest rates and net unit values?	•	•
What are the rates of return for the funds available to me?	•	•
Where can I reset my Access ID/password for GRS Access?	•	•
Who is my beneficiary?	•	•
Who can help me understand the investment options for my plan?		•
Could I have a duplicate of my last statement?	•	•
Who can help me select appropriate investments for my plan?		•
Where can I find the forms I need?	•	•

## CHANGE/UPDATE

GRS Access  
www.grsaccess.com

Access Line  
1-800-724-3402

Change name	Form available	Request form
Change beneficiary	Form available	Request form
Make a withdrawal	•	Maximum \$25,000

# TOOLS

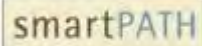
GRS Access  
[www.grsaccess.com](http://www.grsaccess.com)

Access Line  
1-800-724-3402

Retirement planning concepts and "what if" scenarios	•	
Investment personality questionnaire	•	
Personal rate of return	•	
Education articles and videos	•	
Fund reports	•	•

Throughout this guide, you'll find more information about the services your group retirement or savings plan has to offer. More information about [www.grsaccess.com](http://www.grsaccess.com) and *Access Line* is on page 7.

# The Great-West *smartPATH* education program



All your services and support, from enrolment to retirement, are part of the Great-West *smartPATH* education program. *SmartPATH* will be an ongoing source of information about planning and investing for your future.

Many *smartPATH* education materials are organized into three retirement planning stages: *Getting started*, *Getting serious* and *Getting close*. This helps you find materials which are most relevant to you.

> GETTING started	> GETTING serious	> GETTING close
If you're new to retirement planning or investing, these materials contain basic information in easy, clear language.	For those who have been plan members for a few years and want more information about advanced investment concepts to make the most out of their group retirement or savings plans.	If you're within five years of retirement, these materials will help you research your sources of retirement income and how you can make a smooth transition to retirement.

## WHAT'S NEXT

*Easy planning steps:* Take action with these steps to create your retirement plan and select the right investments for you.

Your first step, *Envision*, is the next section. There you'll imagine your retirement lifestyle and create your retirement budget.

### Experienced investors?

Go to *Select* on page 14 to find which investments in this plan will help you reach your retirement plan goals.

## Easy access to your plan

[www.grsaccess.com](http://www.grsaccess.com)

- Print your own plan statement at any time
- View information about you and your current investment choices
- Learn more about the fund performance, fees and unit values for the investment options for your plan
- Walk through the entire retirement planning process including budgeting for retirement, determining your investment personality and selecting your funds
- Access articles, videos and other resources in the *Learning centre*

**Call 1-800-724-3402**

If you prefer to manage your finances by phone, you'll appreciate the ease and convenience of our toll-free *Access Line*.

You can speak with a client service representative, Monday to Friday between 8 a.m. and 8 p.m., ET.

Alberta Association of Municipal Districts &  
Counties

1-800-724-3402

[www.grsaccess.com](http://www.grsaccess.com)

56468

**Great-West Life**  
ASSURANCE COMPANY



# Envision

## Your retirement lifestyle

The retirement lifestyle you envision, as well as your existing savings, determines how much you need to save. Many financial advisors estimate you need 50 to 70 per cent of your gross pre-retirement income to maintain your lifestyle.

Use the formula below to calculate what that would be:

Your gross pre-retirement income	X	Multiply by 50 to 70 per cent	Your total annual retirement goal
	X		

If you want to use this guideline, move ahead to [Step 2: CALCULATE on page 12](#).

Or, go to the next page where you can choose a retirement lifestyle and use the matching budget as your guideline. You can also customize a budget to suit your goals or create a budget that's entirely your own.

## Picture yourself in retirement

The descriptions below portray three different retirement lifestyles. Pick the one that most closely resembles the retirement you envision.

### CONSERVATIVE

This lifestyle could provide a modest home or rental unit in a smaller city. Much of your time is spent with friends and family who live nearby. Leisure time is spent gardening, volunteering and going for long walks on the nature trails that wind through the city. Vacations are modest, usually by car, and you stay in a modest hotel or your trailer.

### COMFORTABLE

With this lifestyle you could see yourself in a three-bedroom house or condo in a medium-sized city. You'll have some free time – and money – to go to local community affairs and charities. Cycling in the summer and cross-country skiing in the winter bring a great deal of enjoyment. This year's trip is a one-week stay at a nearby resort.

### ABOVE AVERAGE

This lifestyle may include a three-bedroom house in a large city and a modest cottage. Leisure time pleasures include gardening, reading a good novel, canoeing and cycling. Renting an apartment on the sandy white shores of Portugal for two weeks distracts you from the long winter months.

On the following pages are budgets that match each lifestyle. Use the final column “Custom” to create a budget that's all your own.

## WHAT'S NEXT

After you determine your retirement budget on the pages 10 – 11, go to your second step *Calculate*, on page 12. You'll learn how to calculate how much you need to save for your retirement lifestyle.

# STEP 1

## Conservative

Item	Single	Couple
Food	\$2,900	\$5,200
Housing (includes rent / mortgage, property taxes, insurance)	\$4,600	\$5,100
Household operation (includes repairs, maintenance and utility bills)	\$5,800	\$8,200
Clothing	\$500	\$1,000
Recreation / leisure (entertainment, TV, hobbies, sports, club memberships)	\$1,100	\$1,600
Travel	\$900	\$1,700
Transportation (car, insurance, public transit, parking)	\$1,200	\$5,900
Health and personal care (hair styling, dry cleaning, etc.)	\$1,400	\$3,000
Gifts and donations	\$1,400	\$1,700
Tobacco and alcohol	\$1,000	\$1,000
Savings	-	-
Interest paid and miscellaneous	\$800	\$1,800
Estimated personal income taxes	\$300	\$1,800
<b>Total annual retirement income</b>	<b>\$21,900</b>	<b>\$38,000</b>

## Comfortable

Item	Single	Couple
Food	\$3,500	\$6,900
Housing (includes rent / mortgage, property taxes, insurance)	\$5,600	\$6,100
Household operation (includes repairs, maintenance and utility bills)	\$6,100	\$10,800
Clothing	\$700	\$1,900
Recreation / leisure (entertainment, TV, hobbies, sports, club memberships)	\$1,300	\$3,200
Travel	\$1,100	\$2,300
Transportation (car, insurance, public transit, parking)	\$2,900	\$7,100
Health and personal care (hair styling, dry cleaning, etc.)	\$2,200	\$3,300
Gifts and donations	\$3,100	\$3,800
Tobacco and alcohol	\$1,000	\$1,600
Savings	-	-
Interest paid and miscellaneous	\$1,200	\$2,200
Estimated personal income taxes	\$1,100	\$4,700
<b>Total annual retirement income</b>	<b>\$29,800</b>	<b>\$53,900</b>

## Above average

Item	Single	Couple
Food	\$4,500	\$9,700
Housing (includes rent / mortgage, property taxes, insurance)	\$9,700	\$10,000
Household operation (includes repairs, maintenance and utility bills)	\$8,700	\$18,200
Clothing	\$1,400	\$4,400
Recreation / leisure (entertainment, TV, hobbies, sports, club memberships)	\$2,500	\$9,000
Travel	\$2,500	\$5,400
Transportation (car, insurance, public transit, parking)	\$3,700	\$12,100
Health and personal care (hair styling, dry cleaning, etc.)	\$6,700	\$8,200
Gifts and donations	\$6,500	\$7,900
Tobacco and alcohol	\$1,300	\$2,500
Savings	-	-
Interest paid and miscellaneous	\$3,700	\$6,900
Estimated personal income taxes	\$11,200	\$24,500
<b>Total annual retirement income</b>	<b>\$62,400</b>	<b>\$118,800</b>

## Custom

Item	Single	Couple
Food		
Housing (includes rent / mortgage, property taxes, insurance)		
Household operation (includes repairs, maintenance and utility bills)		
Clothing		
Recreation / leisure (entertainment, TV, hobbies, sports, club memberships)		
Travel		
Transportation (car, insurance, public transit, parking)		
Health and personal care (hair styling, dry cleaning, etc.)		
Gifts and donations		
Tobacco and alcohol		
Savings		
Interest paid and miscellaneous		
Estimated personal income taxes		
<b>Total annual retirement income</b>		

Based on Statistics Canada 2008 household expenditure averages and adjusted to suit scenario. This budget is a sample for educational purposes only.

Personal taxes — assumes partners are in same income tax bracket.





# Calculate

How much will you have to save?

If you chose a retirement budget from pages 10-11, write your total annual retirement income goal here.	
If you created a personal budget on page 11, write your total annual retirement income goal here.	
If you chose to use the 50- to 70-per cent general rule, write the retirement income goal from page 8 here.	

## PREVIEW GRS ACCESS

To preview the tools and resources on *GRS Access*, contact your group plan administrator for a temporary Access ID and password.

A temporary Access ID and password won't give you access to your specific account information, but you can review the details of your plan such as investment choices and fees.

## Get online

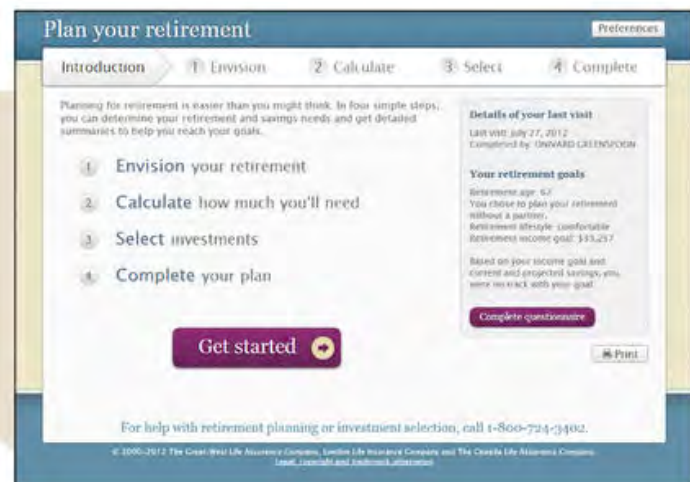
### CALCULATE YOUR SAVINGS GOALS

The *Plan your retirement* tool calculates how much you need to save to retire in the lifestyle you'd like. You can quickly launch the tool from your home page on *GRS Access* ([www.grsaccess.com](http://www.grsaccess.com)) and you can also find it under Planning & learning > Plan your retirement.

Use the tool, to explore different “what if” scenarios and walk through the entire retirement planning process:

- Choose a budget that matches your desired retirement lifestyle
- Determine how much you need to reach your retirement goals
- Select funds that match your investment personality, goals and how much time you have to contribute

If you forget your Access ID and password, call *Access Line* at 1-800-724-3402. You can reset a forgotten password by going to *GRS Access*.



## Get on track

No one cares more about reaching your retirement goals than you do. Your plan sponsor simply provides the foundation with this retirement or savings plan; you do the work by contributing to the plan and monitoring your progress.

# Select

You now have an idea of three things:

- What sort of retirement you want
- How much it's going to cost
- What you need to do to get there

Next, you need to find out which funds your savings will be invested into.

## Choosing the right investments for you

Every path to retirement is unique — even for people with the same goal.

It's important to choose the investment or combination of investments that best suits you.

Your plan sponsor wants to help you reach your goals and has carefully selected investment choices that best suit your plan.

### Your plan offers:

- Target risk asset allocation funds
- A range of investments which allows you to select your own

Take the time to learn more about these funds by reading the investment chart on page 25 or the fund reports on [www.grsaccess.com](http://www.grsaccess.com).

### YOUR PLAN'S DEFAULT FUND

If you don't make any investment selections, your savings will be invested in your plan's default fund. This may not be right for you so take the time to choose your funds carefully.

Your plan's default fund:

1 Yr Compound Interest Acct

## Your other investment choices

To learn more about your other choices, you first need to discover your investment personality. On the next page you'll find the *Investment personality questionnaire*. It will help you get a better understanding of your risk tolerance and will assist you in selecting investments.

Explore your investment personality and risk tolerance by answering the following 14 questions. The results will help you select the investments that best suit you.

### Section one: Investment objectives

1. What is the intent of your portfolio? Please select the most appropriate one.

	Points
(a) To generate income for today	0
(b) To generate income at a later date	10
(c) To provide for my dependents (I do not anticipate using these funds)	15
(d) To fund a large purchase in the future	10

2. What is your major goal for your portfolio? Please select the most appropriate one.

	Points
(a) To ensure my portfolio remains secure	2
(b) To see my portfolio grow and avoid fluctuating returns	5
(c) To balance growth and security, and to keep pace with inflation	10
(d) To provide growth potential, and to accept some fluctuation in returns	15
(e) To provide the sole objective of potential long-term growth	20

Total points for section one

### Section two: Personal information

3. Which of the following ranges includes your age ?

	Points
(a) Under 30	15
(b) 30 to 39	15
(c) 40 to 49	15
(d) 50 to 59	10
(e) 60 to 69	5
(f) 70 to 79	3
(g) Over 79	2

4. Which of the following ranges best represents your current annual family income (including pensions) before taxes?

	Points
(a) Under \$30,000	4
(b) \$30,000 to \$60,000	6
(c) \$60,001 to \$90,000	8
(d) \$90,001 to \$120,000	10
(e) More than \$120,000	10

5. After deducting any loan or mortgage balances, which one of the following ranges best represents your immediate family's overall net worth?

	Points
(a) Under \$30,000	2
(b) \$30,000 to \$50,000	4
(c) \$50,001 to \$100,000	6
(d) \$100,001 to \$200,000	8
(e) \$200,001 to \$300,000	10
(f) More than \$300,000	10

Total points for section two

# STEP 3

## Section three: Investment horizons

Investors often have distinct phases in their investment plans. The initial phase is savings and growth. During this time an investor builds up a portfolio toward a future goal. The second phase is typically the use of funds, either for a specific purchase or for income.

6. When do you anticipate using these funds?

	Points
(a) Immediately*	0
(b) One to three years*	0
(c) Four to five years	5
(d) Six to 10 years	10
(e) 11 to 15 years	15
(f) 16 to 20 years	20
(g) More than 20 years	20

7. At the time you need this money, when will you withdraw it?

	Points
(a) All at once, in a lump sum*	3
(b) Over a period of less than two years*	3
(c) Over a period of two to five years	5
(d) Over a period of six to nine years	8
(e) Over a period of 10 to 15 years	10
(f) Over a period of more than 15 years	15

\*If your response to question six is either (a) or (b), and your answer to question seven is also (a) or (b), your needs are short term. Consider using money market funds or short-term guaranteed interest investments to meet your savings goals.

This retirement plan is intended for long-term investing. Using this money for purposes other than retirement planning is not advised and may not be allowed under the registered pension plan locking-in rules.

8. What are your intentions regarding withdrawals and/or contributions to your investments today and over the next five years?

	Points
(a) I plan to withdraw money at regular intervals and do not plan on making contributions.	5
(b) I will likely make a lump-sum withdrawal and do not plan on making contributions.	7
(c) I will likely to be making both contributions and withdrawals.	8
(d) I will likely make additional contributions and will not be withdrawing any funds.	10
(e) I will certainly make regular contributions and will not be withdrawing any funds.	15

Total points for section three



## Section four: Attitude toward risk

9. Which statement best describes your knowledge of investments?

	Points
(a) I have very little knowledge and I rely exclusively on the recommendations of financial advisors.	2
(b) I have limited knowledge of stocks and bonds, and I do not follow financial markets.	5
(c) I have a good working knowledge and I regularly follow financial markets.	8
(d) I understand completely how different investment products work; including stocks and bonds, and I follow financial markets closely.	10

10. Realizing there will be downturns in the market, in the event of a significant loss, how long are you prepared to hold your existing investments in anticipation of a recovery in value?

	Points
(a) Less than three months	5
(b) Three to six months	8
(c) Six months to one year	10
(d) One or two years	15
(e) Two to three years	20
(f) Three years or more	25

11. Assuming you invest \$100,000 for the long term, what is the maximum drop in your portfolio's value you could comfortably tolerate in any given year?

	Points
(a) I'd be uncomfortable with any loss.*	2
(b) A \$5,000 drop is all I could live with.	5
(c) A \$10,000 decline is something I could tolerate.	10
(d) A \$15,000 drop would be about all I could stand.	15
(e) A \$20,000 decline is pretty much my limit.	20
(f) I could live with a decline of more than \$20,000.	25

12. Which of the following statements most correctly describes your investment philosophy?

	Points
(a) I cannot accept any fluctuation in principal.*	5
(b) I can only accept minimal fluctuations and prefer to invest in safer, lower-return investments.	10
(c) I am willing to tolerate some ups and downs in the value of my investments to achieve overall higher returns in the long run.	20
(d) My main interest is high, long-term returns and I am not concerned about short-term decreases in the value of my investments.	30

Total points for section four



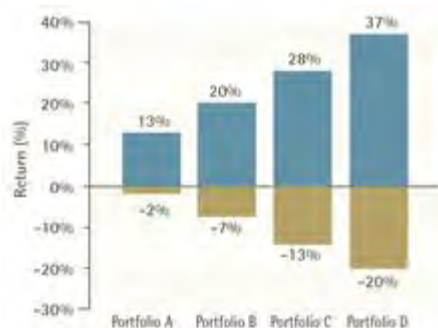
\*If your response to question 11 or 12 is (a), you should re-evaluate your need for growth and carefully consider your desire for stability. Portfolios without fluctuations in values generally have no growth component. If you cannot tolerate loss, even short term, consider using money market funds or short-term guaranteed interest investments to meet your savings goals.

### Section five: Portfolio volatility

Investment portfolios aimed at providing higher returns tend to have greater swings in value (providing both gains and losses). The more aggressive your portfolio, the more pronounced these swings become, and the more often short-term losses can occur.

13. A portfolio is a basket of different investments. The returns earned by a specific portfolio depend on the mix of investments that make up the portfolio. The following graph shows the probable range of returns (from best to worst) of four hypothetical portfolios over a one-year period. In which of these portfolios would you prefer to invest?

	Points
(a) Portfolio A	5
(b) Portfolio B	10
(c) Portfolio C	20
(d) Portfolio D	30



# STEP 3

14. Some investors are more willing than others to accept periodic declines in the value of the portfolio as a trade-off for potentially higher long-term returns. Which response best represents your feelings toward the following statement?

I am willing to experience potentially large and frequent declines in the value of my investment if it will increase the likelihood of achieving higher long-term returns.

	Points
(a) Strongly agree	20
(b) Agree	15
(c) Disagree	10
(d) Strongly disagree	5

Total points for section five

Add up the section points to get your final total.

Total points for section one	<input type="text"/>
+ Total points for section two	<input type="text"/>
+ Total points for section three	<input type="text"/>
+ Total points for section four	<input type="text"/>
+ Total points for section five	<input type="text"/>
<b>= Final total</b>	<input type="text"/>

Match your final total to an investment personality below.

If your final total is between...

Your investment personality is...

105 or less	Conservative
106 to 135	Moderate
136 to 164	Balanced
165 to 199	Advanced
200 or more	Aggressive

Your investment personality is: \_\_\_\_\_

Over time, your financial objectives, personal circumstances and the level of risk you're comfortable with will change. We recommend you revisit the *Investment personality questionnaire* regularly or whenever your personal circumstances change significantly, for example: marriage, promotion, etc.



## Target risk asset allocation funds

Target risk asset allocation funds are often called “target risk” or “asset allocation” funds and are an easy way to invest your savings. You simply have to choose the fund that matches your investment personality from the *Investment personality questionnaire*.

### BENEFITS TO YOU:

- Diversification within a single fund – strength of one investment offsets a weakness in another
- Easy to use and manage
- Matches your personal investment objectives and risk tolerance
- Helps you avoid emotion-based decisions and market-timing
- Makes tracking your savings easier
- Automatically rebalances to suit your investment personality

### HOW THEY WORK

Target risk funds are specifically designed to match your investment personality and give you exposure to many investments in a single fund solution. They're designed so you make only one selection from the list of target risk fund options.

Target risk funds are automatically rebalanced to ensure the asset allocation remains current and consistent with each fund's investment objective.

This graph shows the difference in risk and return for each investment option.



The asset mixes illustrated above are examples. Refer to the fund reports for the actual asset mix of each target risk fund in your plan.

With target risk funds, you should take the *Investment personality questionnaire* every few years to make sure your risk tolerance still matches this fund. If it doesn't, you should consider changing your investments to reflect your new risk personality.



# STEP 3

## YOUR PLAN'S TARGET RISK ASSET ALLOCATION FUNDS

Your plan offers the following target risk asset allocation funds:

- Conservative Profile Fund (PSG)
- Moderate Profile Fund (PSG)
- Balanced Profile Fund (PSG)
- Advanced Profile Fund (PSG)
- Aggressive Profile Fund (PSG)

For the fund reports associated with these target risk funds, visit [www.grsaccess.com](http://www.grsaccess.com) under Investments.

## Select your own investments

Using your investment personality as a guide, you can select a specific set of investments that best suits your personality and goals.

### BENEFITS TO YOU:

- Allows you to be hands-on with your investments
- Provides the opportunity for you to choose specific investments
- Gives the chance to diversify your investments to suit your goals

### HOW TO SELECT YOUR OWN FUNDS:

First you need to find the recommended asset mix for your investment personality, which you determined in the *Investment personality questionnaire*.

An **asset mix** is the recommended distribution of your investment dollars among different asset classes.

An **asset class** is a group of similar investments. They're grouped together based on how they earn a return or what they invest in. Your plan offers a selection of funds that may fall into one or more of these asset classes. You can identify asset classes by these symbols:



Asset allocation funds



Balanced funds



Canadian equity funds



Cash and equivalent funds



Fixed income funds



Foreign equity funds



Special equity funds

# STEP 3

The recommended asset mixes in this section illustrate suggestions for each investment personality. These asset mixes have been selected by investment experts. Simply select the asset mix chart that matches your investment personality.

After you find your asset mix, turn to the investment choices chart to match specific investments to your asset mix.

It's a good idea to invest no more than 25 per cent of your investments in any one fund (with the exception of asset allocation funds). If your asset mix recommends that you have more than 25 per cent in one asset class, consider selecting more than one fund.

By staying within the suggested asset mix percentages, you're growing your savings in a way that's comfortable to you.

This isn't however, a one-time process. As your life changes, so can your risk tolerance so it's a good idea to take the *Investment personality questionnaire* regularly to make sure your investments are still working for you.

## Guaranteed investments

Your plan also offers guaranteed investments. These investments aren't based on an investment personality but offer an interest rate on contributions you invest for a predetermined time.

The interest rate offered on a guaranteed investment doesn't change. Sometimes the growth in a guaranteed investment may not even keep pace with the inflation rate.

Although you're guaranteed to get your initial contributions back with the stated interest, it may not be enough to help you reach your retirement savings goals. However, if you're close to retirement or you'll soon need to access the money you saved, guaranteed investments may be a good choice to avoid market fluctuations.

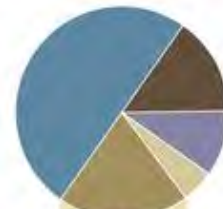
There may be fees or penalties associated with redeeming a guaranteed investment prior to its maturity date. Review your member booklet for more information.

## THE FUND SELECTION PROCESS

Your investment personality

Determines

Your asset mix



Made up of

Asset classes

Containing

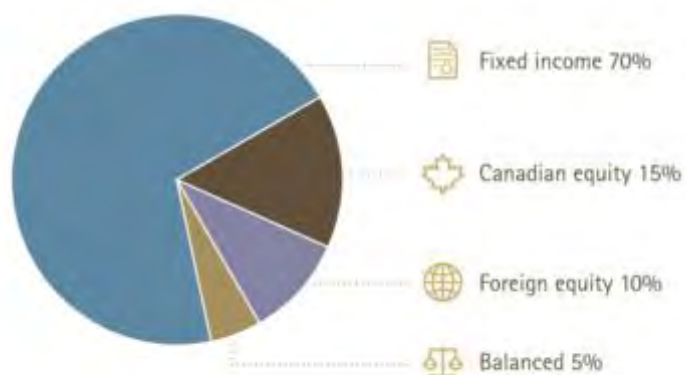
Your investment selections

## Recommended asset mixes

### CONSERVATIVE

The conservative asset mix is the least aggressive option, with a primary emphasis on income. It's designed for investors who have a short period of time to invest, want a regular income, or have concerns about investment volatility. A small equity component is included to bolster returns above fixed income levels over the long term.

\* If you choose not to include balanced funds in your portfolio, our suggested asset mix is fixed income 75%, Canadian equity 15%, foreign equity 10%.



### MODERATE

The moderate asset mix is suitable for investors who have a medium period of time to invest and prefer more income than growth. With the largest portion of the asset mix in fixed income investments, and a good portion in equities, the risk is lower than other more aggressive options, but still provides a solid component for growth.

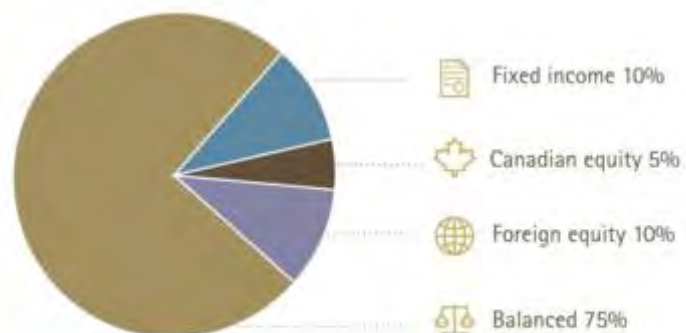
\* If you choose not to include balanced funds in your portfolio, our suggested asset mix is fixed income 60%, Canadian equity 25%, foreign equity 15%.



### BALANCED

The balanced asset mix is suitable for investors who want a longer-term balance between growth and income at reduced risk. The largest portion of this asset mix is in equities.

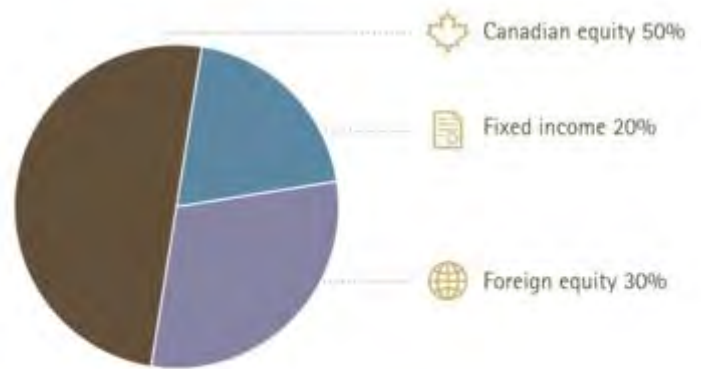
\* If you choose not to include balanced funds in your portfolio, our suggested asset mix is fixed income 40%, Canadian equity 35%, foreign equity 25%.



# STEP 3

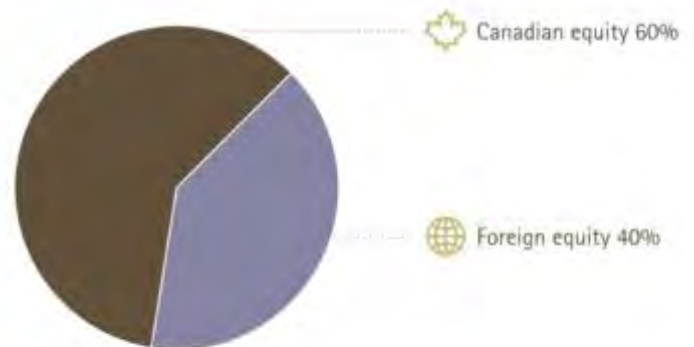
## ADVANCED

Advanced investors prefer to emphasize growth. The largest portion of this asset mix is in equities and a moderate amount is in fixed income investments. It's appropriate for investors who want some income in the short term, but are more interested in long-term capital appreciation.



## AGGRESSIVE

Aggressive investors want the potential for maximum long-term growth. This asset mix consists solely of equity investments, which is appropriate for people with a long period of time to invest and who aren't concerned with short-term investment volatility.



## FIND OUT MORE ABOUT YOUR INVESTMENT OPTIONS

On the next page, all of your investment options are summarized in a brief overview. For more details on a particular fund, read the fund reports on [www.grsaccess.com](http://www.grsaccess.com).

Here's a brief overview of your investment choices.

## Asset Allocation Funds



Fund name	Fund code	Gross annualized rates of return for period ending July 31, 2014 *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RPP
Conservative Profile Fund (PSG)	LCOPR	9.50%	6.90%	6.97%	6.31%	1.839%
Moderate Profile Fund (PSG)	LMOPR	11.98%	8.09%	8.01%	6.80%	1.839%
Balanced Profile Fund (PSG)	LBAPR	15.35%	9.50%	9.84%	7.37%	1.838%
Advanced Profile Fund (PSG)	LCFPR	19.31%	10.80%	11.39%	7.99%	1.841%
Aggressive Profile Fund (PSG)	LAGPR	22.78%	12.11%	12.74%	8.42%	1.841%

## Balanced Funds



Fund name	Fund code	Gross annualized rates of return for period ending July 31, 2014 *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RPP
Diversified Fund (London Capital)	LLDIV	16.13%	8.97%	8.34%	6.76%	1.733%
Balanced Fund (CC&L)	PCB	19.44%	11.48%	11.06%	7.98%	1.884%
Growth and Income Fund (AGF)	AGGI	16.16%	10.64%	8.29%	8.06%	1.983%
Partners Fund (Dynamic)	DYPF	15.41%	8.54%	9.67%	8.19%	2.213%
Total Return Fund (Montrusco)	MTTR	17.14%	9.43%	9.55%	6.37%	2.113%
Income Growth Fund (Trimark)	TRIG	16.72%	12.77%	11.26%	7.06%	2.083%
Balanced Core Fund (Fiera Capital)	PSB	17.59%	10.76%	9.89%	7.79%	1.783%

# STEP 3

## Canadian Equity Funds



Fund name	Fund code	Gross annualized rates of return for period ending July 31, 2014 *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RPP
Canadian Equity Fund (London Capital)	LLCNE	26.77%	8.61%	8.47%	8.70%	1.633%
Equity Fund (CC&L)	PCE	30.15%	12.09%	12.28%	9.40%	1.821%
Canadian Growth Fund (Dynamic)	DYCG	22.57%	5.34%	7.51%	10.27%	2.263%
Canadian Equity Fund (Trimark)	TRCE	24.48%	14.70%	14.39%	8.28%	2.083%
Equity (Fiera Capital)	PSE	26.93%	10.79%	10.72%	9.81%	1.833%
Growth Equity Fund (AGF)	AGGE	26.55%	3.51%	10.40%	8.05%	1.983%
Growth Equity Fund (Montrusco)	MTGE	28.07%	9.14%	19.12%	12.74%	1.843%

## Cash and Equivalent Funds



Fund name	Fund code	Gross annualized rates of return for period ending July 31, 2014 *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RPP
Money Market Fund (Portico)	LLMON	1.12%	1.12%	0.99%	2.11%	1.483%
1 Yr Compound Interest Acct	CI1	-	-	-	-	-
2 Yr Compound Interest Acct	CI2	-	-	-	-	-
3 Yr Compound Interest Acct	CI3	-	-	-	-	-
4 Yr Compound Interest Acct	CI4	-	-	-	-	-
5 Yr Compound Interest Acct	CI5	-	-	-	-	-
Daily Interest Acct	DIA	-	-	-	-	-

## Fixed Income Funds



Fund name	Fund code	Gross annualized rates of return for period ending July 31, 2014 *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RPP
Bond Fund (CC&L)	CCLB	6.42%	4.64%	6.20%	5.86%	1.813%
Bond Fund (Fiera Capital)	SICB	5.46%	4.44%	5.33%	5.10%	1.733%
Bond Fund (Portico)	LLBON	5.75%	4.41%	5.36%	5.59%	1.633%
Mortgage Fund (Portico)	LLMRT	4.06%	3.55%	4.32%	4.84%	1.835%

## Foreign Equity Funds



Fund name	Fund code	Gross annualized rates of return for period ending July 31, 2014 *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RPP
U.S. Equity Fund (London Capital)	LLUSE	24.20%	20.24%	15.46%	5.21%	1.633%
Global Equity Fund (Trimark)	TRGE	23.18%	18.54%	14.99%	6.55%	2.083%
Global Equity Fund (UBS)	SICG	22.78%	16.06%	12.24%	4.83%	2.449%
International Equity Fund (CC&L)	CCLI	18.37%	14.13%	11.12%	4.61%	2.241%
International Equity Fund (Sprucegrove)	SPIE	21.84%	12.88%	11.76%	6.37%	2.111%
International Equity Fund (JPMorgan)	LLINE	18.71%	12.46%	10.05%	5.63%	1.983%

\* The indicated growth in rates of return reflects changes in unit value and reinvestment of all distributions and is net of the fund operating expense and applicable taxes. It does not take into account investment management fees and applicable taxes payable by the unitholder which would reduce returns. Performance data is provided for illustrative purposes only and represents past performance, which is not necessarily indicative of future performance. Rates shown are valid at time of publication.

\*\* Investment management fees and fund operating expenses shown are exclusive of applicable taxes. Fund operating expenses fluctuate based on asset levels and actual expenses incurred, and are not guaranteed or projected; they are reported retrospectively by calendar year and are calculated as a percentage of the fund.



# STEP 3

## WHAT'S NEXT

Continue to the fourth step, *Enrol* on the next page. *Enrol* will explain how to join your plan and will give you tips for staying on track to reaching your retirement goals.

# STEP 4



## Enrol

Now it's time to enrol in your plan. Enrolling is easy, just fill out the forms that start on page 31.

You may need to send different forms to different addresses so make sure you review each one carefully.

### Keep the dream alive

Congratulations! By enrolling in your group retirement and savings plan, you've taken the first steps towards achieving your retirement goals.

Review the *Stay on track* checklist to see how you can continue to make the most out of your group retirement and savings plan.

## Stay on track

- ❑ **Review and keep your statements** – They provide a snapshot of your retirement savings and whether or not you're on track to reaching your goals. You can also find copies of your statements at [www.grsaccess.com](http://www.grsaccess.com).
- ❑ **Increase contributions, if your plan allows** – To see the difference even a small increase could make to your retirement income, visit *My 1 per cent advantage* at [www.my1percentadvantage.ca](http://www.my1percentadvantage.ca). It's also available at [www.grsaccess.com](http://www.grsaccess.com) in *Smart tools* in the *Learning centre*.
- ❑ **Act on your responsibilities** – No one cares more about your future than you do. As a plan member you're responsible for:
  - Making investment decisions that fit your goals and risk tolerance
  - Informing yourself about your group retirement and savings plan using all the tools available to you
  - Seeking advice from a trusted financial advisor
- ❑ **Review your goals** – You should review your plan at least once a year or as personal circumstances change. Your annual review should include taking the *Investment personality questionnaire* to make sure your risk tolerance hasn't changed.
- ❑ **Monitor your investments** – Keep a close eye on your investments and the other investment options in your plan. You can do that using your statements, fund reviews, fund reports, *GRS Access* and *Access Line*.
- ❑ **Keep perspective** – Short-term changes in the market are normal. Switching your investment choices because one investment looks like it's gaining value or your current investment is decreasing in value may not help you in the long-term.

### Investment Information

#### Fund Reports

In selecting appropriate investments that match both your goals and investment style, you may want to spend some time reviewing the **fund reports** for your plan choices. These are located at [www.grsaccess.com](http://www.grsaccess.com) under Investments.

# Forms

Here you'll find the forms you need to enrol in the plan. Complete and submit to the address indicated on the form. Forms may have different return address information.

## Take note:

- If you want to join the registered pension plan (RPP), complete the form on page 32.
- Any additional forms that you may need to complete can be found starting on page 34.
  - Transfer authorization for registered investments

# Application for membership in a registered pension plan

Return to: Your plan administrator

## SECTION 1 – EMPLOYER/PLAN SPONSOR INFORMATION

Name of employer/plan sponsor <b>Alberta Association of Municipal Districts &amp; Counties</b>	Policy/plan number <b>56468</b>
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## SECTION 2 – APPLICANT INFORMATION (please print)

Last name	Middle initial	First name	Division/subgroup	Identification/employee number
-----------	----------------	------------	-------------------	--------------------------------

Social insurance number - - - - -	Date of employment yyyy mm dd	Date of birth yyyy mm dd	<input type="checkbox"/> Male <input type="checkbox"/> Female	Language preference <input type="checkbox"/> English <input type="checkbox"/> French
--------------------------------------	----------------------------------	-----------------------------	--	--

Applicant authorizes use of his/her social insurance number for tax reporting, identification and record keeping

Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Common law <input type="checkbox"/> Quebec civil union <input type="checkbox"/> Single <input type="checkbox"/> Other _____	Last name of spouse/partner	First name	Email address  Required for online access to your account
--	-----------------------------	------------	---

Address (apt. no., street no., street)

City	Province	Postal code
------	----------	-------------

Telephone no. - - Ext.	Alternate telephone no. - -	Province of employment	Date joined plan yyyy mm dd
---------------------------	--------------------------------	------------------------	--------------------------------

Registry number (Status Indian) (minimum 10 digits)

Is the applicant a connected person?  Yes\*    No   \*Form T1007 must be filed by the employer with Canada Revenue Agency (your plan administrator can help you determine whether you are a connected person).

## SECTION 3 – ISSUER INFORMATION

The Great-West Life Assurance Company and key design are trade-marks of The Great-West Life Assurance Company (Great-West), used under licence by London Life Insurance Company (London Life) for the promotion and marketing of insurance products. London Life is a subsidiary of Great-West. The group retirement, savings and annuity product(s) described in this application are issued by London Life.

## SECTION 4 – BENEFICIARY INFORMATION

**Primary beneficiary(ies)**

Last name	First name	Relationship to applicant	% of benefit
<i>Total 100%</i>			

Unless the law requires otherwise, if one of my primary beneficiaries predeceases me, his/her share will be paid to the surviving primary beneficiaries in equal shares, or if there is no surviving primary beneficiary(ies), to my contingent beneficiary(ies) named below. If there is no contingent beneficiary(ies), the benefit will be paid to my estate.

**Contingent beneficiary(ies)**

Last name	First name	Relationship to applicant	% of benefit
<i>Total 100%</i>			

These designations are for all benefits payable under the plan unless pension legislation or the terms of the plan require payment to your eligible spouse or common-law partner.

- All beneficiary designations are revocable **except**:
- where a *Designation of irrevocable beneficiary* form is completed
  - where Quebec law applies and you have designated your married or civil union spouse as your beneficiary - read the box below.

**Where Quebec law applies:**

- **If you designate your married or civil union spouse as your beneficiary**, he/she will be irrevocable unless you check the box below. If not, restrictions will apply, unless you obtain the consent of your spouse. For example, you will be prevented from changing your beneficiary, making withdrawals (where permitted) or exercising certain other rights.  
I designate my married or civil union spouse as my revocable beneficiary.
- **Where a minor beneficiary resides in Quebec** - Benefits payable under this plan to a beneficiary who, at the time payment is to be made, is a minor, will be paid to his/her tutor(s), unless a valid trust has been established for the benefit of the minor, by will or by separate contract, to receive the benefits and the Issuer has been provided notice of the trust. If a trust has already been established, designate the trust as the beneficiary in this section. **Legal advice should be sought.**

## Application for membership in a registered pension plan (continued)

### SECTION 5 – TRUSTEE APPOINTMENT

(to be completed if any of the beneficiaries are minors or otherwise lack legal capacity AND DO NOT RESIDE IN QUEBEC)

If a formal trust does not exist, I hereby appoint:

Full name of trustee being appointed (last name, then first):	Trustee for (indicate beneficiary name)	Relationship of trustee to applicant:

as trustee to receive, in trust, all benefits payable to any beneficiary designated under the plan who, at the time benefits are paid, is a minor or lacks legal capacity to give a valid discharge according to the laws of the beneficiary's domicile. Payment of benefits to the trustee discharges the Issuer to the extent of the payment. I authorize the trustee in his or her sole discretion to use the benefits for the education or maintenance of the beneficiary and to exercise any right of the beneficiary under the plan. The trustee may, in addition to the investments authorized for trustees, invest in any product of, or offered by, the Issuer or its affiliated financial institutions. The trust for any beneficiary will terminate once that beneficiary is both of age of majority and has legal capacity to give a valid discharge. I direct the trustee to deliver at that time to the beneficiary the assets held in trust for that beneficiary. I or my personal representative may by writing appoint a new trustee to replace the former trustee.

### SECTION 6 – PAYROLL DEDUCTION AUTHORIZATION

I authorize my employer to deduct the following from each pay:

- member required contributions under the provisions of the plan; \_\_\_\_\_ and,
- if permitted by the plan, additional voluntary contributions of \_\_\_\_\_. I reserve the right to alter or discontinue this option.

### SECTION 7 – INVESTMENT ALLOCATION INSTRUCTIONS

Please provide investment instructions if the plan sponsor/plan administrator has given members the right to make the investment decision for all or part of the contributions. The Issuer offers a selection of both guaranteed investments and variable investment funds. **Contributions directed to variable investment funds are not guaranteed and will increase or decrease in value according to fluctuations in the market value of the assets.** If no election is made, contributions will be invested in the default investment option.

Name of fund and identifier	Percentage	Name of fund and identifier	Percentage
	%		%
	%		%
	%		%

*Total allocation must equal 100%*

### SECTION 8 – CONFIDENTIAL INFORMATION FILE

The Issuer will establish a confidential information file that contains personal information concerning the applicant. By submitting a written request to the Issuer, the applicant may exercise rights of access to, and rectification of, the file. The Issuer will collect, use and disclose the applicant's personal information to: process this application and provide, administer and service the plan applied for (including service quality assessments by or on behalf of the Issuer); advise the applicant of products and services to help the applicant plan for financial security; investigate, if required, and pay benefits under the plan; create and maintain records concerning our relationship as appropriate; and, fulfil such other purposes as are directly related to the preceding. The Issuer may use service providers within or outside Canada. Personal information concerning the applicant will only be available to the applicant, plan sponsor, plan administrator, pension and related government authorities, the Issuer, their affiliates, and any duly authorized employees, agents and representatives of the Issuer or their affiliates, within or outside Canada, for or related to the purpose of the plan, except as otherwise may be required, authorized or allowed by law or legal process, or by the applicant. In all cases, availability is subject to lawful determination by the Issuer. Personal information is collected, used, disclosed, or otherwise processed or handled in accordance with governing law, including applicable privacy legislation, and the applicant's personal information may be subject to disclosure to those authorized under applicable law within or outside Canada. For more information about our privacy practices, please ask for a copy of our Privacy Guidelines brochure.

### SECTION 9 – SIGNATURE

I confirm the instructions, designations and appointments on this form. I am aware of the reasons the information covered by my authorizations and consents is needed, and the benefits of, and the risks of not, authorizing/consenting. I authorize and consent to the Issuer collecting, using, and disclosing personal information concerning me for the purposes outlined in the Confidential Information File section. This authorization and consent is given in accordance with applicable law and without limiting the authorizations and consents given elsewhere in this application. My authorizations and consents will begin the date this application is signed and end when no longer required. My authorizations and consents may be revoked at any time by either written or electronic notification to the Issuer, subject to legal and contractual considerations. A reproduction of my authorizations and consents will be as valid as the original.

Signature of applicant

Date



**PART 1 - CLIENT IDENTIFICATION**

Account/policyowner last name		First name & initial(s)	
Address			Postal code
Social Insurance Number	Home telephone number ( ) -	Business telephone number ( ) -	

**PART 2 - RECEIVING INSTITUTION INFORMATION**

Receiving institution name <b>LONDON LIFE INSURANCE COMPANY</b>	Address * Attn: Great-West Life, Group Retirement Services
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\*For the Group Retirement Services address contact *Access Line* at 1-800-724-3402 Monday to Friday 8 a.m. to 8 p.m. ET.

Services for this plan are provided by The Great-West Life Assurance Company (Great-West). The plan is issued by London Life Insurance Company (the issuer), a subsidiary of Great-West.

Contact name	Telephone number & extension ( ) -	FAX number ( ) -
Name of employer/plan sponsor	Client plan number	Plan type <input type="checkbox"/> RPP <input type="checkbox"/> DPSP <input type="checkbox"/> RRSP or Locked-in RRSP(LIRA)

**Investment instructions** (if no instructions noted, deposit will be made according to your current allocation instructions)

Investment/fund name	% or \$ amount

**PART 3 - CLIENT DIRECTION TO RELINQUISHING INSTITUTION**

Relinquishing institution name	
Address	
Postal code	

Client account/policy number	Transfer cash value of (check one box only) <input type="checkbox"/> Full account/policy <input type="checkbox"/> Partial account/policy as indicated below or on attached list
------------------------------	--

\* Please refer to bold statement in Client authorization section below

Investment amount (\$)	Symbol and/or certificate/policy number	Delay transfer until (mm/dd/yyyy)

**PART 4 - CLIENT AUTHORIZATION**

I hereby request the transfer of my account and its investments as described above.

**I have requested a transfer in cash. I authorize the liquidation of all or part of my investments and I agree to pay any applicable fees, charges or adjustments.**

X	
Signature of account/policyholder	Date
X	
Signature of preferred or irrevocable beneficiary (if applicable)	Date

**PART 5 - ACCEPTANCE BY RECEIVING INSTITUTION**

The receiving institution named above accepts the above request for transfer and, when the funds and an application for membership in the plan are received, will credit the annuitant or member under the plan or account number indicated.

Date	Authorized signature <i>Jana Isomley</i>	AVP, GRS Admin Position or office
------	---	--------------------------------------

**PART 6 - FOR USE BY RELINQUISHING INSTITUTION ONLY**

Registered type <input type="checkbox"/> RPP <input type="checkbox"/> DPSP <input type="checkbox"/> RRSP (personal) <input type="checkbox"/> Locked-in RRSP (LIRA) <input type="checkbox"/> RRSP (spousal) - Spouse's name	Social Insurance Number		
Locked-in funds <input type="checkbox"/> No <input type="checkbox"/> Yes - Locked-in confirmation attached			
Locked-in amount \$	Sex-distinct amount \$	Unisex amount \$	Governing legislation
Contact name	Telephone ( )	FAX number ( )	
Authorized signature	Position	Date	





*Envision* your retirement

## smartPATH

Follow the *smartPATH* retirement education program to make your retirement dream a reality.

This booklet has been prepared for general information purposes only to assist you in thinking about your financial future. It is not construed as providing you with legal, tax, financial or other professional advice and independent advice should be sought. You are solely responsible for the investment allocation decisions you make. Individual circumstances vary and, while we have tried to ensure that all of the information is accurate at the time of publication, changes to legislation or the marketplace may render parts of this booklet misleading or invalid. Great-West, London Life and Canada Life will not be liable for any loss, or damages whatsoever, whether directly or indirectly incurred, arising out of the use or misuse of or errors or omissions in the information contained in this booklet.

THE  
**Great-West Life**  
ASSURANCE  COMPANY





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>2015 Ratepayer Meetings</b>

## **BACKGROUND / PROPOSAL:**

The County holds ratepayer meetings annually in La Crete, Fort Vermilion, High Level Rural/Rocky Lane, Zama, and Tompkins Landing.

The following meeting dates were already selected at the Organizational Meeting:

- May 27, 2015 – La Crete
- June 10, 2015 – Fort Vermilion

Meeting dates need to be scheduled for the following locations:

- High Level Rural
- Zama
- Tompkins Landing

As per the Mackenzie County Business Plan, the format of the ratepayer meetings will be changed slightly. These changes will include:

- Shortened audited financial statement presentation.
- Introduce an “open house” format and invite the following organizations to set up an information booth. The intent is that they would be set up for 5 pm when the BBQ begins and remain set up until the meeting adjourns.
  - FCSS
  - Recreation Board
  - Fire Department
  - Chamber/Board of Trade
  - MARA
  - Fish & Wildlife
  - ESRD
- The official meeting portion would begin at 6:30 p.m.

Author: C. Gabriel Reviewed by: \_\_\_\_\_ CAO: JW

**OPTIONS & BENEFITS:**

To present the audited financial statements and conduct public engagement as per Council’s Business Plan.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Ratepayer meetings will be advertised in the County Image, Big Deal Bulletin, and the County Facebook page.

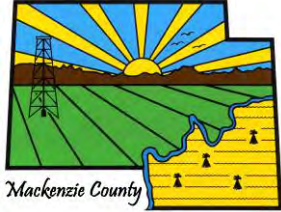
**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2015 annual ratepayer meetings be held as follows:

- High Level Rural - \_\_\_\_\_
- Zama - \_\_\_\_\_
- Tompkins Landing - \_\_\_\_\_
- La Crete – May 27, 2015
- Fort Vermilion – June 10, 2015

Author: C. Gabriel      Reviewed by: \_\_\_\_\_      CAO: JW



# Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

February xx, 2015

Organization  
P.O. Box  
Hamlet, AB T0H \_\_\_\_

Dear Sir/Madam:

**RE: INVITATION TO ATTEND RATEPAYERS MEETING**

Mackenzie County is inviting non-profit organizations to set up an informational booth at their upcoming annual ratepayers meetings. This will provide you an opportunity to highlight the contributions you make to our communities and to inform ratepayers of the services that are offered.

The 2015 annual ratepayers meetings have been scheduled as follows:

- La Crete – May 27, 2015 located at the La Crete Heritage Centre
- Fort Vermilion – June 10, 2015 located at the Fort Vermilion Community & Cultural Complex
- Zama - \_\_\_\_\_ located at the Zama Community Hall
- High Level Rural - \_\_\_\_\_ located at the High Level Rural Hall
- Tompkins Landing - \_\_\_\_\_ located at the \_\_\_\_\_

The set up will be trade booth style. Tables, chairs, and supper will be provided. Set up will take place between 2:00 – 5:00 p.m. to allow for browsing before the formal meeting begins at 6:30 p.m.

If you are interested in setting up a booth at one or all of the events please RSVP to Andrew O'Rourke, Economic Development Officer, at [business@mackenziecounty.com](mailto:business@mackenziecounty.com) or at 780.928.3983 before April 30, 2015.

Thank you,

Joulia Whittleton  
Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Fort Vermilion Recreation Board – Letter of Support</b>

## BACKGROUND / PROPOSAL:

The Fort Vermilion Recreation Board is requesting a letter of support for their grant application for the baseball diamonds.

## OPTIONS & BENEFITS:

## COSTS & SOURCE OF FUNDING:

N/A

## SUSTAINABILITY PLAN:

## COMMUNICATION:

N/A

## RECOMMENDED ACTION:

- Simple Majority
  Requires 2/3
  Requires Unanimous

That a letter of support be provided to the Fort Vermilion Recreation Board for their grant application for the baseball diamonds.

Author: C. Gabriel Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_







Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Fort Vermilion RCMP – 2015-16 Priorities</b>

### **BACKGROUND / PROPOSAL:**

Annually, the RCMP request Council's input regarding their priorities for the upcoming year.

In March 2014 the following priorities were provided by Council:

**MOTION 14-03-180**                      **MOVED** by Councillor Wardley

That Council set the following policing priorities for 2014-15:

1. Traffic
2. Drug Trafficking
3. Visibility/Education

**CARRIED**

### **OPTIONS & BENEFITS:**

Confirm or amend the priorities set in 2014.

### **COSTS & SOURCE OF FUNDING:**

N/A

### **SUSTAINABILITY PLAN:**

Author: C. Gabriel                      Reviewed by: \_\_\_\_\_                      CAO: \_\_\_\_\_

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Council set the following priorities for the Fort Vermilion RCMP for 2015-16:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 25, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Action List
- Mackenzie Housing Management Board Meeting Minutes
- AUMA Membership Information
- 
- 
- 
- 
- 
- 
- 
- 
- 

## **OPTIONS & BENEFITS:**

## **COSTS & SOURCE OF FUNDING:**

## **SUSTAINABILITY PLAN:**

Author: C. Gabriel Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

Author: C. Gabriel      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

## Mackenzie County Action List as of February 10, 2015

### *Council Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>July 9, 2012 Council Meeting</b>			
12-07-494	That administration proceed as discussed regarding the access to Plan 0023789, Block 1, Lot 1.	Byron	In progress
<b>February 27, 2013 Council Meeting</b>			
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.	Ron P.	Application for lease in progress
<b>May 28, 2013 Council Meeting</b>			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Joulia	In progress Letter sent to DM Rob Penny and meeting held
<b>October 8, 2013 Council Meeting</b>			
13-10-693	That administration be instructed to continue pursuing taking over the lease for the Meander North and Meander South gravel pits from Environment & Sustainable Resource Development (ESRD) and negotiate with ESRD to fund reclamation and survey costs.	Ron P. Mark	In progress
<b>October 30, 2013 Council Meeting</b>			
13-10-798	That administration investigate further options for future bridge replacement.	Ron P. Trent	PW Committee
13-10-833	That administration negotiate with the property owner for the mobile home encroaching into laneway.	Byron	In progress Property has been sold – negotiating with new owner.
<b>March 11, 2014 Council Meeting</b>			
14-03-135	That the road use agreement and the TRAVIS implementation options be referred to the Public Works Committee.	Ron	TRAVIS portion completed. PW Committee – Road Use Agreement
14-03-141	That administration continue to work with bylaw enforcement to enforce proper usage of current utility right-of-ways and that the Public Works Committee draft a maintenance policy and review fine structure for the existing utility lane ways and back alleys.	Ron Trent	PW Committee

Motion	Action Required	Action By	Status
March 26, 2014 Council Meeting			
14-03-187	That administration proceed with revising street names in the Hamlet of La Crete as required, and that a full list be taken back to Council for approval prior to implementation.	Byron	In progress
June 11, 2014 Council Meeting			
14-06-407	That the Community Services Committee be instructed to review the current policy regarding capital funding in regards to non-profit organizations.	Mark Ron	In progress. Policy reviewed by Finance Committee and Community Services Committee 2015-02-25 Council Meeting
June 23, 2014 Council Meeting			
14-06-439	That the Finance Committee undertakes the Municipal Sustainability Self-Assessment provided by Municipal Affairs and presents the results to Council.	Mark Joulia	Finance Committee 2015-02-11
14-06-444	That the existing data supplied by Nichols Applied Management through the regional sustainability study be highlighted at the open houses and made available at the 2015 ratepayer meetings.	Joulia	2015 Ratepayers Meeting
September 24, 2014 Council Meeting			
14-09-614	That the County does not assign an address to properties with legal but no physical access and that the development department notifies the affected landowners to resolve access issues and <b>that administration request a legal opinion.</b>	Byron	In progress 2015-02-25 In-Camera Discussion
14-09-625	That administration be authorized to proceed with installation of Highway 88 kilometer signs from the intersection of Highway 58 to Red Earth with funding coming from the Non-TCA project.	Ron	In progress Installation in Spring 2015
October 14, 2014 Council Meeting			
14-10-648	That the second access request for SW 12-106-13-W5M be APPROVED contingent on the applicant paying the unauthorized development fee.	Trent Byron	
14-10-649	That administration be authorized to implement a yearly registration form for rural residents, hamlet residents not in the residential collection program, multifamily dwellings, apartments, trailer courts, and non-profit organizations wishing to have garbage containers for yard site pick up.	Ron	In progress
14-10-669	That administration uses County engineering surveys and engineer recommended quantities for all future requests for proposals for rural road reconstruction jobs to be overseen in-house.	Mgmt Team	In progress

Motion	Action Required	Action By	Status
<b>October 28, 2014 Organizational Council Meeting</b>			
14-10-701	That administration investigate the AAMDC Pension Plan for Councillors.	Carol	
<b>October 29, 2014 Council Meeting</b>			
14-10-761	That the County enter into a long term land lease with the La Crete Chamber of Commerce for \$1.00 per year for locating the Chamber building at the Jubilee Park and that administration review the lease details.	Byron	Chamber is looking at additional options
14-10-765	That the County move forward with the application for the acquisition of lands in Zama under PLS 080023 and that administration work with the government to pursue a land swap.	Don	In progress
14-10-772	That the letter from the La Crete Agricultural Society regarding personal lender debt be received for information and that administration send a response letter outlining the County's financial contributions to date.	Joulia	In progress
<b>October 31, 2014 Special Council Budget Meeting</b>			
14-10-785	That any 2014 surplus revenue from water and sewer be contributed to the Water Reserve.	Mark	Add to Reserve Policy
<b>November 12, 2014 Council Meeting</b>			
14-11-802	That a letter be sent to Ainsworth encouraging them to develop a long-term plan for employees to reside locally and that Jim Lake, President and CEO, be invited to the Tri-Council meeting on December 17, 2014.	Joulia	Tri-Council Meeting 2015-02-12
14-11-803	That a letter be sent to Alberta Environment & Sustainable Resource Development requesting that they work with the Zama Recreation Society to obtain a bison for taxidermy purposes.	Don	In progress
<b>December 8, 2014 Council Meeting</b>			
14-12-860	That administration bring back Policy EMR004 Level of Fire Service, and any other related policies or bylaws, regarding the Search and Rescue services under the "Service Standards" section.	Ron	2015-02-25
14-12-862	That the 2012 and 2013 honorariums for the Fort Vermilion Fire Department be approved and processed as submitted and that letters be sent to members indicating that honorariums must be submitted prior to the deadline.	Ron	In progress
14-12-872	That D & E Ventures be offered a three year contract for the La Crete residential waste collection at the same rate starting January 1, 2016.	Ron	In progress
14-12-877	That the portion of road between Plan 082 7605,	Byron	In progress

Motion	Action Required	Action By	Status
	Block 18, Lot 14 and Plan 962 4275, Block 4, Lot 30 in Zama be offered for sale to J. Lewis Patmore for \$1.00.	Don	
14-12-879	That administration be authorized to reimburse the seller of 3383ET; 03; 02 property in the Hamlet of Fort Vermilion for \$32.17 in penalties.	Mark	
<b>January 13, 2015 Council Meeting</b>			
15-01-023	That the park located in the Knelsen Subdivision in La Crete be named the "Knelsen Park" and that the 108 Street Park in La Crete be named "The Big Backyard Park".	Ron Byron	
15-01-025	That Peace River Bridge Traffic Concern – Agricultural Implements be TABLED to February 10, 2015 for more information.	Grant	2015-02-25
15-01-027	That the distribution of the cheque lists to the whole Council be referred to the Finance Committee to review the Terms of Reference and applicable Policies.	Mark	Finance Committee 2015-02-11
15-01-028	That the Finance Committee review the Freedom of Information and Protection of Privacy regulations.	Joulia	Finance Committee 2015-02-11
15-01-029	That administration submit input to the AAMDC regarding the Community Aggregate Payment Levy Regulation as discussed.	Joulia	
15-01-030	That a letter of support be provided to the La Crete Agricultural Society for their grant application under the Community Initiatives Program for Phase III of Jubilee Park.	Carol	
<b>January 30, 2015 Council Meeting</b>			
15-01-050	That the report on the intersections Range Roads 14-5 and 17-2 and Highway 697 be received for information and that <u>administration prepare a list of non-conforming intersections on provincial highways.</u>	Ron Trent	
15-01-051	That the Public Works Committee review the collector roads within the County including condition of intersections.	Ron Trent	
15-01-052	That the Mackenzie County commit to donating \$2,000 to STARS Grande Prairie.	Carol	
15-01-054	That administration research swales in new developments.	Ron Trent Byron	
15-01-059	That the request to waive penalties on Tax Roll 105938 be DENIED.	Mark	



<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
15-01-061	That a letter be sent to the Hill Crest Community School Council advising them that if the Fort Vermilion School Division and adjacent property owners agree to pay 100% of the pavement cost (directly or via local improvement), that the County will undertake the project.	Joulia	
15-01-063	That the 2015 budget be amended to include up to \$100,000 for a housing purchase in Zama with funding coming from the General Capital Reserve and that administration research all options and complete the project with the best long term benefit to the County.	Mark	
15-01-064	That administration set up a meeting with the Associate Minister of Aboriginal Affairs preferably in our area.	Carol	
15-01-066	That a letter be sent to ATB Financial expressing our interest in obtaining the property in La Crete for use by the La Crete Community Library.	Joulia	
<b>February 10, 2015 Council Meeting</b>			
15-02-089	That the Spruce Road project be added to the February 25, 2015 council meeting agenda.		2015-02-25
15-02-090	That the budget amendment for the Fort Vermilion Skate Park be TABLED to March 10, 2015.		2015-03-10
15-02-092	That Council complete the Rural Health Services Review Feedback Guide for submission to the Rural Health Services Committee.	Council (Eric)	
15-02-093	That administration proceed with advertising for a Request for Proposal for properties 1072 Industrial Dr. (882 1687; 3; 1) and 1084 Industrial Dr. (882 1687; 3; 2) in the Hamlet of Zama.	Don	
15-02-094	That a letter of support be provided to the La Crete Recreation Society for their grant application to the Community Facility Enhancement Program for a lobby renovation and ice plant upgrade.	Joulia	
15-02-096	That the Tax Recovery for Lease Holders be presented to the AAMDC Fall Convention.	Joulia Mark	
15-02-102	That the Chief Administrative Officer be authorized to explore the Knelsen Sand & Gravel Ltd. proposal as discussed and that the letter be sent to Alberta Environment and Sustainable Resource Development as presented.	Joulia	2015-02-25
15-02-103	That administration prepare a draft letter to the Town of Rainbow Lake regarding the revenue	Joulia	2015-02-25

Motion	Action Required	Action By	Status
	sharing agreement and bring it back to the next meeting.		

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

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

**MACKENZIE HOUSING MANAGEMENT BOARD  
REGULAR BOARD MEETING  
December 1, 2014 – 10:30 A.M.  
Fireside Room – Heimstaed Lodge**

**In Attendance:** George Friesen  
Jack Eccles  
Wally Olorenshaw  
Ellis Forest  
Wally Schroeder  
Peter H. Wieler  
Josh Knelsen  
Paul Driedger  
Mike Kowal  
Shirley Rechlo

**Regrets:**

**Administration:** Barbara Spurgeon, Chief Administrative Officer  
Evelyn Peters, Executive Assistant  
Zona Peters, Health Care Manager  
Dorothy Klassen, Lodge Manager  
Henry Goertzen, Property Manager  
Phill Peters, Financial Officer

**Call to Order:** Chair George Friesen called the Board meeting to order at 10:07 a.m.

**Agenda:** **Approval of Agenda**

14 - 161 Moved by Wally Olorenshaw

That the agenda be amended to include  
2.1 Delegate Eric Jorgenson.

Carried

10:08 am a connecting call to Delegate Eric Jorgenson was placed

Delegate Eric Jorgenson gave a brief overview of the history of previous correspondence on the placement of a second Lodge with in the region.

Chairman George Friesen thanked Eric Jorgenson, and the call ended at 10:13 am.

**Minutes:** **October 30, 2014 Organizational Board Meeting**

14 - 162 Moved by Mike Kowal

That the October 30, 2014 Organizational board meeting minutes be approved as distributed.

Carried

**October 30, 2014 Regular Board Meeting**

14 - 163 Moved by Jack Eccles

That the October 30, 2014 Regular board meeting minutes be approved as distributed.

Carried

**Reports:**

**Financial Reports** **Housing Financial Reports – October 31, 2014**

14 - 164 Moved by Wally Schroeder

That October 31, 2014 Housing financial report be received for information.

Carried

**Lodge Financial Reports – October 31, 2014**

14 -165 Moved by Peter Wieler

That the October 31, 2014 Lodge financial report be received for information.

Carried

**Assisted Care Financial Reports – October 31, 2014**

14 - 166

Moved by Wally Olorenshaw

That the October 31, 2014 Assisted Care financial report be received for information.

Carried

**Arrears Report to October 31, 2014**

14 - 167

Moved by Ellis Forest

That the October 31, 2014 arrears report be received for information.

Carried

**CAO Report**

14 - 168

Moved by Josh Knelsen

That the Chief Administrative Officer report be received for information.

Carried

**New Business:**

**Lodge Tenant Rents**

14 - 169

Moved by Wally Olorenshaw

That the policy Lodge Tenant Rent be approved as distributed

Carried

10:43 am Chairman George Friesen called for recess  
10:50 am Chairman George Friesen reconvened the meeting

**Proposed Lodge Budget 2015**

14 - 170

Moved by Ellis Forest

That the proposed 2015 budget for Lodge be approved as amended to include \$40,000 capital Equipment.

Carried

14 - 171 Moved by Shirley Rechlo  
That the basic maximum rent be established at \$1836.00 per month

Carried

**Proposed Assisted Living Budget 2015**

14 - 172 Moved by Mike Kowal  
That the proposed 2015 budget for Assisted Living be approved as distributed.

Carried

**Proposed Housing Budget 2015**

14 - 173 Moved by Peter Wieler  
That the proposed 2015 Housing budget be approved as distributed

Carried

**Business Plan 2014-2016**

14 - 174 Moved by Wally Olorenshaw  
That the 2014-2016 three year business plan be approved for submission to Alberta Housing.

Carried

**Building committee Verbal Update**

14 - 175 Moved by Paul Driedger  
That the building committee be given authorization to finalize the architect from the short list.

Carried

**Information:**

14 - 176

Moved by Wally Olorenshaw

That the following be accepted for information.

- Bank reconciliation for September 30, 2014
- Alberta Health Services Audit

Carried

**In Camera:**

**Legal / Land / or Labor**

14 - 177

Moved by Ellis Forest

That the meeting move to in camera at 11:35 am.

Carried

14 - 178

Moved by Ellis Forest

That meeting move out of in camera at 11.58

Carried

14 - 179

Moved by Jack Eccles

That the Building Committee be authorized to contract with the architect as discussed

Carried

14 - 180

Moved by Mike Kowal

That a 38 bed Lodge Supportive Living and a 30 bed Senior self-contained be built in High Level

Carried

14 - 181

Moved by Peter Wieler

That the Building Committee be authorized to visit other Lodge facilities for research

Carried



Regular Board Meeting

December 1, 2014

Page 6 of 6

**Next Meeting Date:** Regular Board Meeting – January 26, 2015 at 10:00 am  
Fireside Room – Phase I Heimstaed Lodge

**Adjournment:**

14 - 182

Moved by Wally Olorenshaw

That the board meeting of December 1, 2014 be adjourned at  
12:02 pm.

Carried

---

George Friesen, Chair

---

Evelyn Peters  
Executive Assistant



February 4, 2015

Specialized Municipality of Mackenzie County  
PO Box 640  
Fort Vermilion, AB T0H 1N0

Dear Ms. Joulia Whittleton, CAO:

**SUBJECT: 2015 Annual Membership**

On behalf of the Alberta Urban Municipalities Association, I want to thank you for your ongoing membership and support. Because of members like you, we have been successfully advocating on behalf of Alberta’s municipalities to other orders of government and key stakeholders for more than 100 years.

For more than 40 years, we have been solutions providers—addressing municipal business needs identified by members through our wholly-owned subsidiary Alberta Municipal Services Corporation, or AMSC.

Together AUMA and AMSC:

- are experts in municipalities
- provide economies of scale
- are the support you need
- are your advocate

Your continuing support of AUMA through your annual membership fees helps to ensure that we keep municipal issues and needs at the forefront of the agendas of both the provincial and federal orders of government. Our success is a direct result of your membership. Over the last few months, AUMA has reviewed the 2015 rates, which have been ratified in accordance with the AUMA Board of Directors’ approved three year business plan (2014-16). Attached is your invoice based on population. **The population figures as used to calculate the membership fees are sourced from the 2014 Official Population List as posted by Municipal Affairs.**

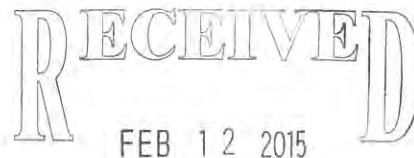
Members who support our services through participation demonstrate their commitment and loyalty to the AUMA, enabling us to better serve as your provincial advocate. Enclosed is a highlight sheet that outlines the services in which your municipality currently participates as well as a brochure with general information on some of the activities in which AUMA is engaged on your behalf.

We ask that you file a copy of this letter with your Council.

Should you have any questions or comments, please do not hesitate to contact us.

Yours truly,

John McGowan, CMA, ICD.D  
AUMA CEO



- Enclosures:
- AMSC Service Summary
  - Brochure
  - Invoice

MACKENZIE COUNTY  
FORT VERMILION OFFICE

# your AUMA

Providing members with  
advocacy and business solutions

## Municipal District of Mackenzie currently subscribes to these member services:

Retirement Services – APEX

## Contact us today about these other valuable member services:

### Employee Benefits

After almost 50 years, the AMSC Employee Benefits program is better than ever! We are proud to provide employee benefits to more than 400 municipalities and municipally-related organizations; the key to our longevity is rooted in the economics of scale we offer through aggregation and market evaluation, in the expert customer service we consistently provide, and in our unparalleled range of value-added services.

### Energy Services

The AMSC Energy Program delivers a variety of energy products at wholesale prices to best meet the needs of municipalities, municipally related organizations and other not-for-profit organizations in Alberta. The Program also provides energy consultation and procurement services, energy management and access to a dedicated account manager, all at no additional cost. Providing in-house customer care and billing, program participants have access to industry experts to assist with your billing and service needs.

### General Insurance & Risk Management

These programs are designed for the unique needs of municipalities and municipally-related organizations. AMSC General Insurance provides coverage, claims handling and risk management services for more than 700 Regular and Associate members. This program provides price stability and unlike buyers of regular insurance coverage, members have a voice in shaping the direction of their program.

### Investment Services

AMSC Investment Services has designed a number of products to meet the unique needs of investors regarding their investment objectives. It enables investors to direct reserve funds to professional investment management in order to achieve greater potential investment returns, improved risk reduction through diversification and lower fees through economies of scale.

### Water & Wastewater Services

AMSC Water & Wastewater Services will provide municipalities with water loss control tools such as Top-Down Water Audits, and Water and Wastewater Rate Reviews on distribution systems. These services will offer valuable information to municipalities in order to optimize the infrastructure and operations of water and wastewater delivery systems, ultimately improving management of water and wastewater along with the bottom line.





## SOLVING business needs

We have been addressing critical business needs for more than 40 years. From the smallest summer village to the largest city, members value our municipal expertise; realize the economies of scale delivered as an effective way to manage costs; appreciate the support they receive and recognize the benefits of our advocacy efforts. These factors differentiate AUMAs wholly-owned business subsidiary, AMSC, and make us uniquely qualified to deliver the best value when it comes to addressing business needs:

- **Risk mitigation:** municipal assets are well protected with a general insurance program that is second-to-none in the industry. Municipalities own the program and are more than just buyers of coverage, and the voice and input of municipalities help shape the direction of the program. Risk management education is available through online modules to better manage risk and associated costs.
- **Employee attraction and retention:** AMSC offers a highly competitive, flexible benefits plan. There are a number of value-added services that members can access by participating including: Best Doctors, HR Downloads, Disability Advisors, and more. Member employees and elected officials may also access retirement options including a defined contribution plan, defined benefit plan, a supplementary employee retirement plan, and group RRSPs and TFSAs.
- **Cost containment and budgeting:** Our energy program provides aggregated natural gas, electricity and green power at competitive rates. Subscribers benefit from competitive, predictable, transparent and stable pricing.

## ASK ABOUT business services

Ask about:

- Human Resources
- Benefits Services
- Retirement Services
- Wage & Compensation survey
- General Insurance
- Risk Management Services
- Energy Services
- Investment Services

### Alberta Urban Municipalities Association Alberta Municipal Services Corporation

Alberta Municipal Place  
300 – 8616 51 Avenue Edmonton, AB T6E 6E6  
780.433.4431 310.AUUMA



AUMA.ca

WE ARE economies OF SCALE | WE ARE THE support YOU NEED | WE ARE THE experts IN MUNICIPALITIES | WE ARE YOUR advocate



YOUR AUMA

## Providing members with advocacy and business solutions

Read more to learn about what your association does for you



AUMA.ca

WE ARE economies OF SCALE | WE ARE THE support YOU NEED | WE ARE THE experts IN MUNICIPALITIES | WE ARE YOUR advocate



## YOUR advocate

Established by members for members more than 100 years ago, the Alberta Urban Municipalities Association was founded in 1905 and represents Alberta's urban municipalities including cities, towns, villages, summer villages, and specialized municipalities. Your membership allows us to develop solutions and build consensus on municipal matters and speak as your advocate to provincial and federal orders of government and other organizations.

Also available with your membership is access to a wide variety of tools and resources, some examples include:

- **Asset Management:** a webpage that will assist communities in developing an asset management plan for their infrastructure
- **Business Vitality Alberta:** a tool that allows small communities to assess their business vitality and helps establish a plan to address any gaps
- **Welcoming and Inclusive Communities:** tools and resources to help your municipality become more inclusive for new residents
- **Zero Waste:** municipal best practices for solid waste management

## COMMUNICATIONS AND events

Your membership not only helps to ensure that we effectively communicate, but have the ability to create collaborative, informative and effective events throughout the year. Members of the AUMA are offered special membership rates at events, and many are exclusive to members. Some of the core activities and events include:

- **Annual Convention and Tradeshow:** Our premier event, bringing together municipal, provincial and federal elected officials, senior administrators, business leaders and other key stakeholders to share best practices, attend education sessions, network and collaborate.
- **Mayors' Caucuses:** The key focus of the caucuses is to engage members in building consensus and in developing policy positions, strengthen networks and share resources and tools relating to municipal service. Held twice a year, the caucuses recognize that while municipalities share common challenges, the impacts can vary widely.
- **President's Summit:** Every two years, AUMA hosts a President's Summit that focuses on a specific issue of interest to municipalities. The next summit is in 2016.
- **Mayors' Symposium:** While targeted to newly elected Mayors and Deputy Mayors, this session is available to elected officials and will focus on developing your leadership, communication, and engagement skills.

## PROGRAMS AND initiatives

- Municipal Government Act Review
- Municipal Asset Management Plans
- Municipal Energy Policy Framework
- Municipal Sustainability Planning
- Research and Best Practices
  - Zero Waste Management
  - Inter-municipal Collaboration
  - Water & Wastewater
- Property Assessment & Taxation
- Brownfields redevelopment
- Elected Officials Education Program
- Welcoming & Inclusive Communities
- Citizen Engagement
- Small Communities Newsletter



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