



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Council Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, November 22, 2011
6:00 p.m.

Agenda

Call to Order

Opening Prayer

Adoption of Agenda

Minutes of Previous Meetings

1. Regular Meeting – November 8, 2011

Delegations

Those individuals in attendance at the meeting will be provided with an opportunity to address Council regarding an item on the agenda, with the exception of those items for which a Public Hearing is required or has been held. Consistent with all delegations, each presentation will be allowed a maximum of five minutes.

Reports

2. Assignment of Recreation Lease 850019 and Licence of Occupation 850808 – Wassassi Park and Access, Conklin
3. Public Land Expression of Interest – Conklin
4. Fort Chipewyan Business Industrial Lots

5. Tax Account Write-Off
6. General Accounts Receivable Write-Off

Bylaws

7. Bylaw No. 11/029 – Closure of Undeveloped Government Road Allowances
(1st reading)
8. Bylaw No. 11/028 – Disestablishment of Fort McMurray Business Revitalization Zone
(2nd and 3rd readings)

New and Unfinished Business

Reporting - Boards and Committees

Adjournment

Unapproved Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, November 8, 2011, commencing at 6:00 p.m.

Present: M. Blake, Mayor
M. Allen, Councillor
D. Blair, Councillor
L. Flett, Councillor
S. Germain, Councillor
D. Kirschner, Councillor
P. Meagher, Councillor
D. Scott, Councillor
J. Stroud, Councillor
R. Thomas, Councillor

Absent: A. Vinni, Councillor

Administration: G. Laubenstein, Chief Administrative Officer
S. Kanzig, Chief Legislative Officer
A. Rogers, Senior Legislative Officer
J. Callahan, Legislative Officer/Recorder

Call to Order

Mayor Blake called the meeting to order at 6:04 p.m.

Opening Prayer

Mayor Blake invited those so inclined, to join her in Prayer.

Agenda

11-288 Moved by Councillor Meagher that the agenda be adopted as presented.

CARRIED UNANIMOUSLY

Minutes

1. Council Meeting – October 25, 2011

11-289 Moved by Councillor Thomas that the Minutes of the Council Meeting held on October 25, 2011 be approved as presented.

CARRIED UNANIMOUSLY

2. Organizational Meeting – October 25, 2011

11-290 Moved by Councillor Allen that the Minutes of the Organizational Meeting held on October 25, 2011 be approved as presented.

CARRIED UNANIMOUSLY

Delegations**3. Holy Trinity's Teens for Change re: Fair Trade Market and School Building in Sierra Leone**

Emilie Maine and Julia Juco, Students, Holy Trinity's Teens for Change, spoke about Holy Trinity High's major social justice class project, a fair trade market, to help raise awareness of fair trade and their efforts to raise money to help build a school in Sierra Leone. The students noted that the Fair Trade Market, which will take place on November 23, 2011 from 6:00 p.m. to 10:00 p.m., will showcase products such as chocolate, tea, and coffee that can be purchased as well as Christmas ornaments, noting that all proceeds received from the sale of the ornaments will go directly toward the school building in Sierra Leone.

11-291 Moved by Councillor Scott that the presentation by Holy Trinity's Teens for Change regarding the Fair Trade Market and school building in Sierra Leone be received as information.

CARRIED UNANIMOUSLY

Reports**4. Strategic Plan 2012-2016**

Paige Tracey and Mark Kay, Governance, Risk and Compliance, provided a brief overview of the Strategic Plan and its implementation noting that it is a five year plan to inform administration and citizens of implementation priorities of Council, as well as implementation priorities of the Municipal Development Plan.

The following motion was presented by Councillor Thomas: "THAT the document entitled Implementing Sustainability: Regional Municipality of Wood Buffalo, Strategic Plan 2012-2016, as amended, be received as information and the appropriate portions be included in the 2012 and future budgets for consideration and adoption; and THAT Council shall periodically review or revise the Strategic Plan in advance of the Municipality's business planning process."

Recess

A brief recess occurred between 6:38 p.m. and 6:49 p.m.

11-292 Moved by Councillor Stroud that the 2012-2016 Strategic Plan be amended by adding the following to Priority 1, under Key Issues: rural water and sewer servicing.

CARRIED UNANIMOUSLY

11-293 Moved by Councillor Stroud that the 2012-2016 Strategic Plan be amended by adding the following to Priority 7, under Key Issues: affordability of rural services; and rural municipal land availability.

CARRIED

For: Blake, Allen, Blair, Flett,
Kirschner, Meagher, Scott, Stroud,
Thomas

Opposed: Germain

11-294 Moved by Councillor Stroud that the 2012-2016 Strategic Plan be amended by deleting the text: “develop and adopt rural Area Structure Plans” and inserting “complete and adopt rural Area Structure Plans” in Priority 1.

CARRIED

For: Blake, Allen, Blair, Flett,
Kirschner, Meagher, Scott, Stroud,
Thomas

Opposed: Germain

11-295 Moved by Councillor Thomas that the document entitled Implementing Sustainability: Regional Municipality of Wood Buffalo, Strategic Plan 2012-2016, as amended, be received as information and the appropriate portions be included in the 2012 and future budgets for consideration and adoption; and

THAT Council shall periodically review or revise the Strategic Plan in advance of the Municipality’s business planning process.

CARRIED UNANIMOUSLY

5. 2012 Proposed Budget and Financial Plan

Elsie Hutton, Chief Financial Officer, provided a brief overview of the 2012 Proposed Budget and Financial Plan, noting some of the capital and operating budget highlights and explaining that the proposed budget is slated for presentation for Council consideration on December 13, 2011.

11-296 Moved by Councillor Meagher that the 2012 Proposed Budget and Financial Plan be accepted as the base information for budget discussion and final budget recommendation.

CARRIED UNANIMOUSLY

Reporting – Chief Administrative Officer

Glen Laubenstein, Chief Administrative Officer, recognized the following individuals for receiving a recent award and extended congratulations on behalf of the Regional Municipality of Wood Buffalo:

- Diane Gillingham, Internal Superstar Award
- Sherilyn Glover, Internal Superstar Award
- Ashley Gillingham, Chamber of Commerce Public Service Award
- Jennifer Teetaert, Chamber of Commerce Public Service Award

Reporting - Boards and Committees

- Communities in Bloom (Councillor Stroud)

Adjournment

11-297 Moved by Councillor Blair that the meeting be adjourned.
CARRIED UNANIMOUSLY

The meeting adjourned at 8:04 p.m.

Mayor

Chief Legislative Officer

Subject: Assignment of Recreation Lease 850019 and Licence of Occupation 850808 – Wassassi Park and Access, Conklin**APPROVALS:**

Glen Laubenstein, Chief Administrative Officer
Kelly Kloss, Divisional Manager
Marcel Ulliac, Director

Administrative Recommendation(s):

THAT, subject to Alberta Sustainable Resource Development approval, Recreation Lease 850019, consisting of 2.25 hectares, and Licence of Occupation 850808, consisting of 1.05 hectares, be assigned to the Conklin Resource Development Advisory Committee.

Summary

The lease assumed by the Municipality at the time of amalgamation for the area known as Wassassi Park in Conklin has expired. A request has been received to have the lease and access assigned to the Conklin Resource Development Advisory Committee (CRDAC). In order to effect the transfer, a Council resolution is required.

Background:

Although the Recreation Lease (REC) and the Licence of Occupation (LOC) expired in 2006, as disposition holder, the Municipality is responsible and liable for any remediation or restoration of the subject lands held under REC 850019 and LOC 850808. Attachment 1 titled "Disposition of Recreation Lease 850019 and Licence of Occupation 850808 September 22, 2011", outlines in purple and red the lands to be disposed of. The REC and LOC were inherited by the Municipality through amalgamation that occurred in 1995. The REC and LOC were issued August 19 and 20, 1985 for a period of 21 years for the purpose of establishing a primitive recreation area, picnic sites, beach area and access route. Originally the REC and LOC were between the Minister of Forestry, Lands & Wildlife and the Minister of Municipal Affairs on behalf of ID #18.

The Municipality has now received a request from the CRDAC to have the REC lease and associated access assigned.

The REC and LOC expired August 18 and 19, 2006. The area held under REC 850019 is historically significant to the residents of the Hamlet of Conklin. Due to the expanded oil and gas activity, the CRDAC is concerned that it may encroach upon this area; therefore, they wish to secure local control of the lease.

Alternatives:

Deny the assignment of REC 850019 and LOC 850808 to the CRDAC and proceed with reclamation of the site.

Renew REC 850019 and LOC 850808 therefore continuing to assume responsibility for operation and maintenance of the park and access.

Budget/Financial Implications:

A cost savings of approximately \$50,000 to 75,000 would be realized by the Municipality as the cost of site reclamation would be a part of the assignment to the CRDAC. No other direct budgetary or financial impacts will result from the proposed assignment, other than assignment and other associated fees.

Rationale for Recommendation(s):

Since the REC and LOC have expired, the Municipality is required to either renew and continue operating the park or reclaim the land to a state acceptable by Alberta Sustainable Resource Development (ASRD). Once ASRD certifies the land as reclaimed, any party can apply to acquire the subject land for an approved purpose. The CRDAC has expressed interest in continuing to operate and maintain the park in its current status; therefore, by assigning the REC and LOC, the Municipality would not be required to reclaim the land and the CRDAC would avoid the cost of reestablishing the park. If approved, the assignment will transfer all future reclamation and restoration liabilities to the CRDAC.

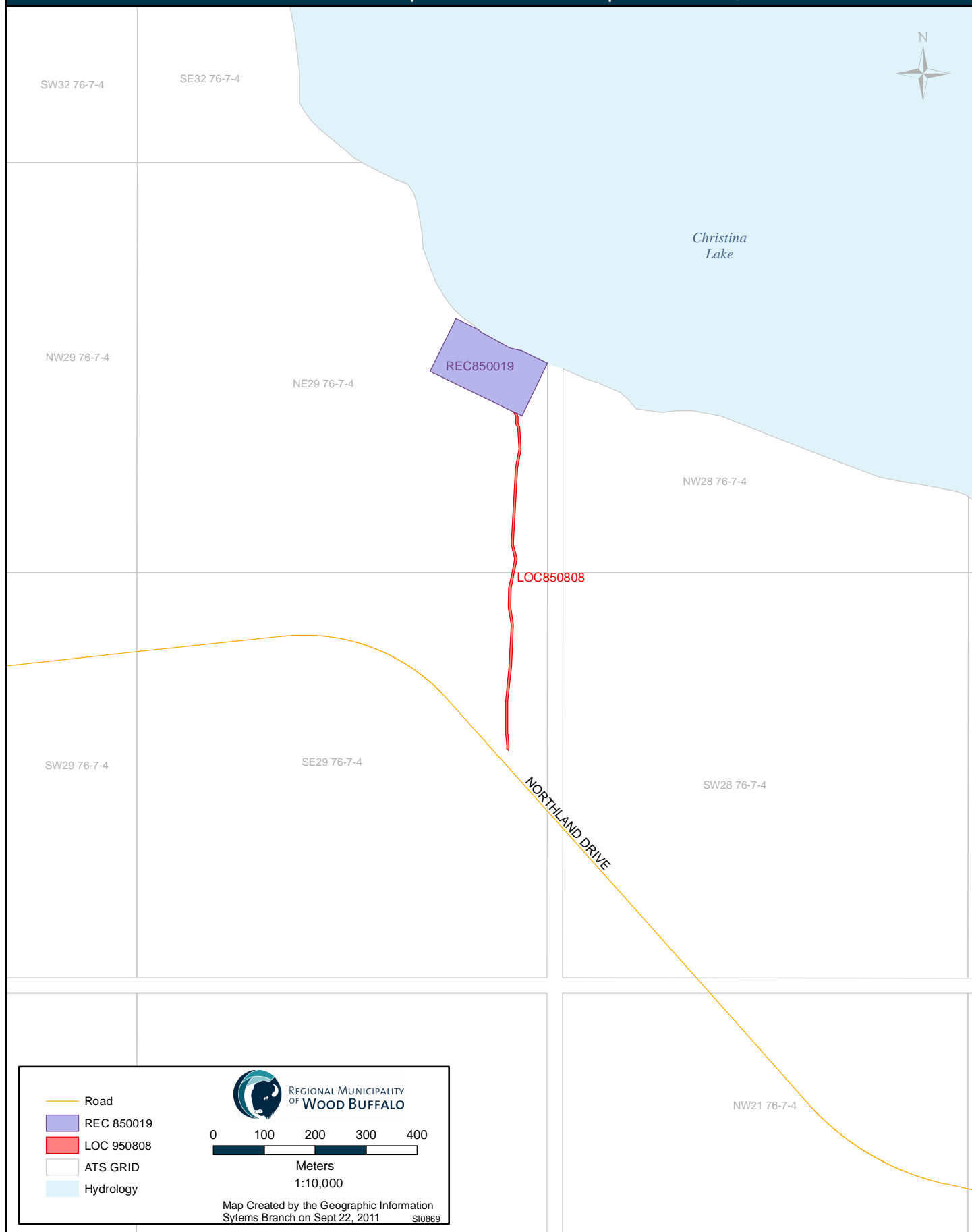
The assignment of the lands benefits the community by allowing the CRDAC to operate and maintain the park while ensuring the communities cultural significance is protected. Assignment of these dispositions also benefits the Municipality in that reclamation costs are avoided and liability for any events occurring on the lands is eliminated.

In choosing to assign, the Municipality is promoting its commitment to maintaining cultural integrity and working collaboratively with the community to achieve a desired outcome.

Attachments:

1. Disposition of Recreation Lease 850019 and Licence of Occupation 850808 September 22, 2011

Disposition of Recreation Lease 850019 and License of Occupation 850808 September 22, 2011



Subject: Public Land Expression of Interest – Conklin**APPROVALS:**

Glen Laubenstein, Chief Administrative Officer
Kelly Kloss, Divisional Manager
Marcel Ulliac, Director

Administrative Recommendation(s):

THAT the Regional Municipality of Wood Buffalo withdraw the Public Land Sale application PLS 060094 and forgo the purchase of 392 acres of provincial crown land.

Summary:

On October 3, 2006, the Regional Municipality of Wood Buffalo (RMWB) submitted an expression of interest to Alberta Sustainable Resource Development (ASRD) for the purchase of 392 acres of Crown land. The intent at that time was to provide Industrial land in the Conklin area. Based on a recent review, Administration is recommending that the RMWB not pursue the purchase of the land and release its expression of interest to allow other interested parties the opportunity to obtain the land.

Background:

On October 3, 2006, an application subject to Council approval was made to Alberta Sustainable Resource Development (ASRD) for the purchase of 392 acres of Crown land for Industrial purposes in the Conklin area.

At the time the PLS application was submitted, Crown land was routinely transferred by ASRD to the Municipality at a nominal sum value. However, the Crown's review of its land disposition policy resulted in the application being held in abeyance which was compounded due to the requirement for the Crown to conduct First Nation Consultation on the potential land disposition. Furthermore, the Crown is now required to dispose of the subject lands at fair market value.

ASRD has requested that the RMWB advise if it intends to pursue the purchase as there has been other expressions of interest to purchase and/or lease crown land for industrial type activity near the Hamlet of Conklin and along secondary Highway 881.

Alternatives:

1. That the Municipality pursue with an investigation and due diligence necessary to determine whether or not the acquisition and development of the subject 392 acres is feasible and report back to Council.

Budget/Financial Implications:

Withdrawing the Public Land Sale Expression of Interest (PLS 060094) has no financial implication. Alternatively, pursuing with the acquisition and development investigation is estimated to have a total cost upwards of \$125,000 for due diligence work while the land acquisition is estimated to cost upwards of \$15,680,000.

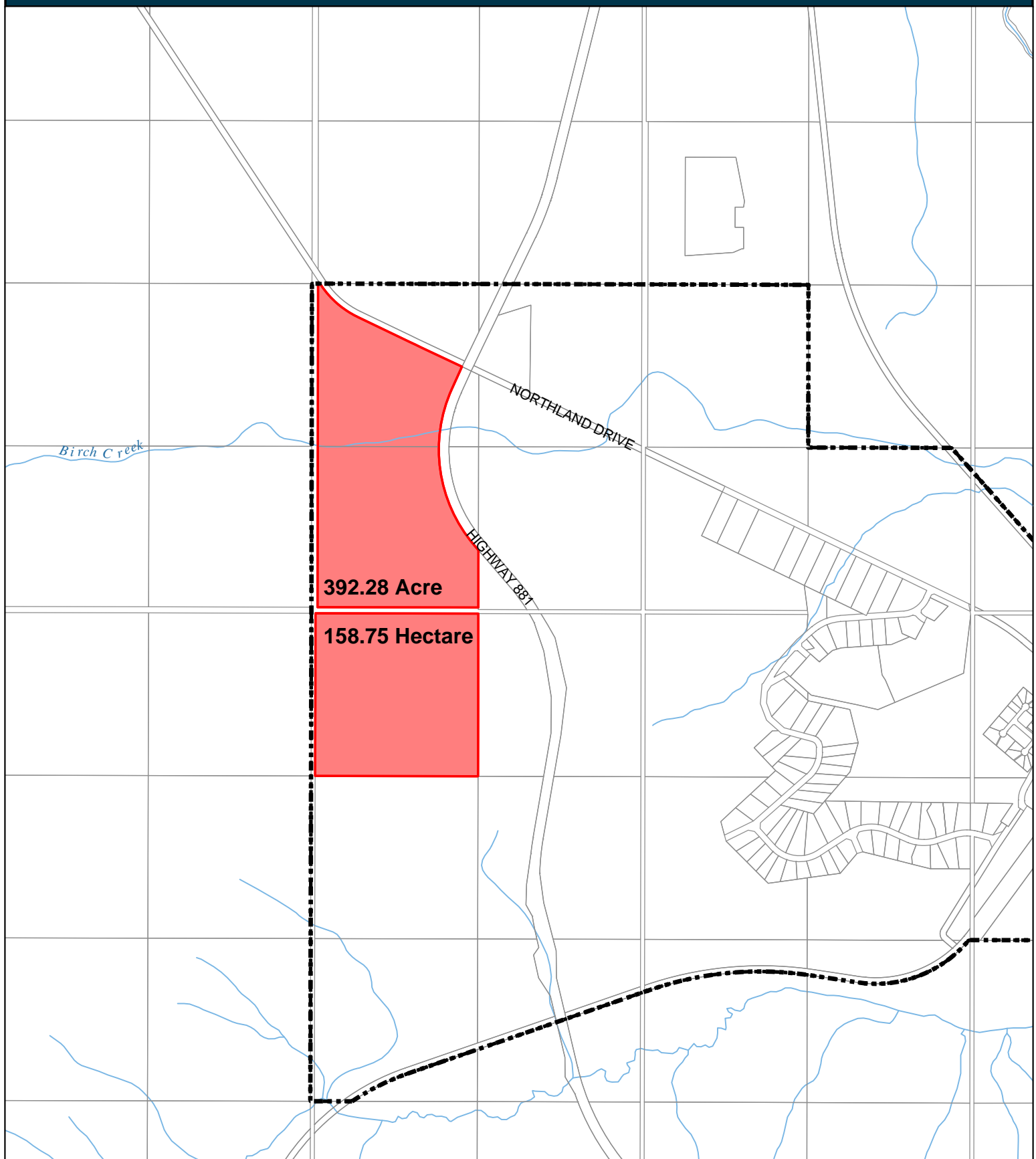
Rationale for Recommendation(s):

Administration is recommending that the expression of interest to purchase the land be withdrawn for the following reasons:

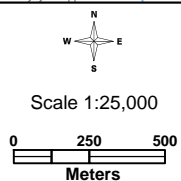
1. A preliminary investigation consisting of a market study, a land use planning analysis, soil analysis, engineering analysis and cost analysis would be required in order to determine the development feasibility of a potential industrial park. The cost would be upwards of \$125,000;
2. Purchase and development of Land for commercial/industrial development is not a core Municipal business activity.
3. The cost of the lands is in the range of upwards of \$15,680,000, which has not been budgeted for.
4. ASRD has received expression of interest from the private sector for industrial land in the Conklin area.

Attachments:

1. Subject Property Map



- PLS060094
- Survey Parcel
- Community Boundary



CONKLIN INDUSTRIAL PARK



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Map created by the Geographic Information
Systems Branch on September 2, 2010

SI0564F

Subject: Fort Chipewyan Business Industrial Lots**APPROVALS:**

Glen Laubenstein, Chief Administrative Officer
Kelly Kloss, Divisional Manager
Marcel Ulliac, Director

Administrative Recommendation(s):

THAT two municipally-owned lots legally described as Lot 4, Plan 902 1913 and Lot B, Plan 752 1568 in the Hamlet of Fort Chipewyan be marketed for sale based on the Fort Chipewyan Business Industrial Land Disposition Plan dated September 27, 2011.

THAT Administration investigate the need for additional business industrial lot development according to the Hamlet of Fort Chipewyan Business Industrial Land Development Program dated September 27, 2011.

Summary:

Environmental and financial investigations conducted on seven municipally-owned lots in the business industrial district of the Hamlet of Fort Chipewyan has concluded that only two of seven existing lots are readily marketable (Attachments 1 and 4). Three of the seven municipally-owned lots were part of an old landfill site, which had not been in operation for at least 25 years. The three lots are unmarketable due to continual environmental monitoring of the existing water table, geotechnical instability issues from buried municipal waste material, and excessive costs associated with remediation of these lots.

Council approval is required in order to authorize the marketing and disposal of the two lots which are deemed suitable for business industrial use.

Since the 1995 amalgamation, the Regional Municipality of Wood Buffalo has received various inquiries about the availability of business industrial lots in the Hamlet of Fort Chipewyan, however, the Municipality has not yet determined the extent of demand and the feasibility of developing additional lots. Therefore, Administration proposes to investigate the need for additional business industrial lot development.

Background:

Since amalgamation, various Fort Chipewyan business proponents have expressed interest in acquiring municipal land for business industrial purposes. There are currently no privately-owned commercial or industrial lands available on the open market in the Hamlet of Fort

Chipewyan; however, the disposition of whole or parts of two of the seven municipally-owned business industrial lots can accommodate some of the demand.

The development of additional business industrial lots is consistent with the Commercial and Industrial Land Use Study. The Study established that there is need for the re-designation of 10 to 15 hectares of land currently designated as urban expansion to business industrial usage in the Hamlet of Fort Chipewyan. With five of the seven municipally-owned business industrial lots categorized as undevelopable and unsellable, the total land requirement in the Hamlet for lots zoned business industrial ranges from 13 and 18 hectares.

Alternatives:

1. Approve the marketing for sale of two municipally-owned lots in the business industrial district to purchasers based on the Hamlet of Fort Chipewyan Business Industrial Land Disposition Plan dated September 27, 2011 (Attachment 2), and approve the Hamlet of Fort Chipewyan Business Industrial Land Development Program dated September 27, 2011 (Attachment 3) for investigation into the potential development of additional lots.
2. Do not approve the marketing of two municipally-owned lots in a business industrial district, and retain municipal ownership as vacant and undeveloped, and do not approve the Business Industrial Land Disposition Plan or the Business Industrial Land Development Program.

Budget/Financial Implications:

In accordance with the Business Industrial Land Disposition Plan, the available lots would be sold at fair market value based on an independent third party appraisal and payment of the accepted purchase price would be due within sixty (60) days.

The investigation into the development of additional business industrial lots and the pre-development expenses are estimated to cost up to \$125,000.

The overall development cost of providing additional lots is unknown at this time as it would depend on the extent of development that would be undertaken. As such, if the Municipality concluded that it should proceed with the development of additional business industrial lots, it would have to be considered as part of the Capital Budget once the cost estimates become known.

Rationale for Recommendation(s):

The Business Industrial Land Disposition Plan and the Business Industrial Land Development Program are designed to address business interests in the Hamlet of Fort Chipewyan. Both initiatives will be guided by the appropriate processes, procedures, and strategies designed to address current and future business industrial land needs.

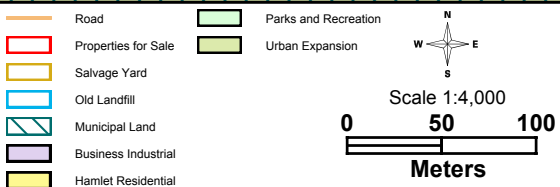
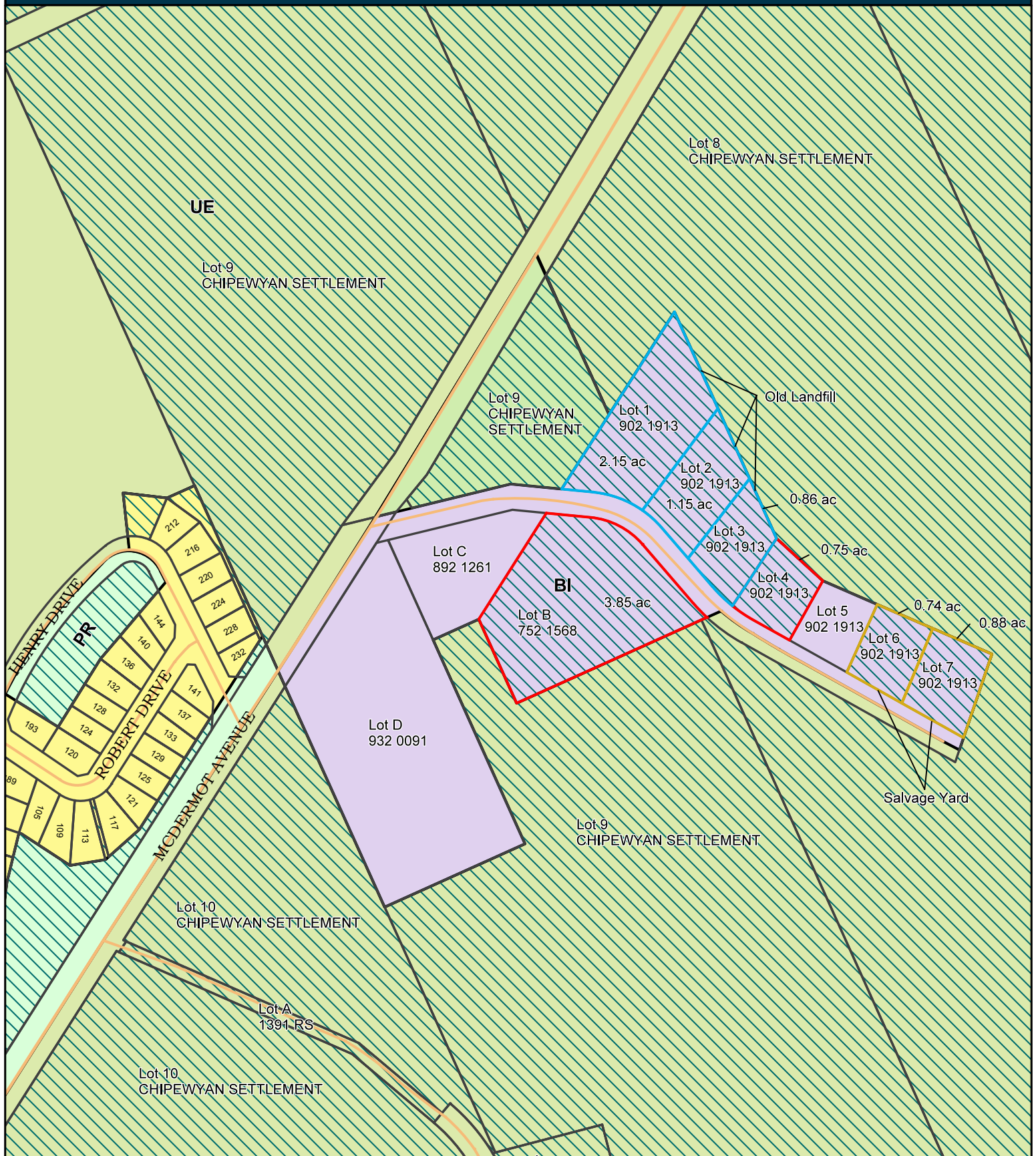
A reserve bid component, based on an independent third party market appraisal, will ensure that the two current available lots are sold at fair market value.

Given the expressed need for business development and the demand for business industrial land in the Hamlet, it would not be beneficial to leave the developable lots as vacant.

It is advisable to undertake an investigation as to the demand and feasibility of developing additional business industrial lots in order to position the Hamlet of Fort Chipewyan for growth.

Attachments:

1. Subject Area Map
2. Business Industrial Land Disposition Plan
3. Business Industrial Land Development Program
4. Existing Inventory of Business Industrial Lots - CONFIDENTIAL



SUBJECT AREA MAP



Map updated by the Geographic Information Systems Branch on April 19, 2011
Updated June 1, 2011
SIO534A

Hamlet of Fort Chipewyan
Business Industrial Land Disposition Plan

Municipally-owned lots in the Hamlet of Fort Chipewyan which are in the business industrial district shall be offered for purchase through the open market process. The Municipality will only sell lots with the express intent for development and land use to occur. All Purchase and Sale Agreements shall include development commitments, commencement and completion of construction to occur within 30 to 48 months from the agreement date. Should the need exist, the Municipality may impose development restrictions in addition to the Land Use Bylaw.

Mandatory Application Content – To be considered, each application must contain general information on the purchaser, and nomination of an individual or agent who is authorized to answer questions about the application, provide supplemental information if requested, and negotiate the terms of the agreements.

OPEN MARKET PROCESS

1. Proponents can apply for any of the available Business Industrial Lots; however, a separate application must be submitted for each lot.
2. Applications will be selected based on the highest received bid.
3. The Municipality will finalize Purchase and Sale Agreements with each selected purchaser.
4. If any of the potential purchasers fail to close or if there are other irregularities, the lot will be offered to the second highest received bid.
5. The Municipality will ensure all available lots are sold for fair market value by placing a reserve bid based on an independent market value appraisal.

At its sole discretion, the Municipality reserves the right to terminate, alter or revise the attached process and schedule. In such event, notice will be provided to all applicants. All costs in the preparation of applications will be borne by the Applicant. In the event that the process is terminated, altered or revised, the Municipality accepts no responsibility for costs or expenses related to the preparation of applications or subsequent Purchase and Sale Agreements.

Hamlet of Fort Chipewyan
Business Industrial Land Development Program

The Land Development Program will take into account and address the following elements and components in more or less the following order:

1. Community Engagement and Communication

Land Administration will hold general community information and update meetings in Fort Chipewyan to keep the community informed of its intentions and findings. A key objective of this component is to ensure that local residents and key stakeholders groups are meaningfully involved and are informed on the process and progress.

2. Market Analysis

Complementary to the Commercial and Industrial Land Use Study, Land Administration will undertake a formal business industrial market study and analysis. The objective is to gather and verify information that will determine the current and future demand for business industrial land. In addition to determining the types of business industrial lots the market is looking for, the market study and analysis will also establish a potential buyer profile, and provide guidance with respect to an appropriate absorption rate.

3. Topographic Survey and Geotechnical Evaluation of Development Areas

Along with undertaking topographic survey work, Land Administration will conduct a geotechnical evaluation of both the surface and subsurface potential of each potential development area. The objective is to obtain information on the topographic contour characteristics and physical properties of the soil and rock in and around development areas.

4. Development of Concept Plans

Land Administration will develop one to three concept plans based on the outcome of the market analysis, topographic survey, and geotechnical evaluation. The objective is to capture and illustrate the essence (type, lot size, lot configuration, subdivision layout, and service levels) of potential business industrial subdivisions that meet and address local wants and needs.

5. Development of Preliminary Servicing Design and Costing Analysis

A preliminary servicing design will accompany each concept plan. All costs associated with the concept plan will be broken down to quantify the proposed development.

6. Financial Analysis

Land Administration will identify costs related to concept plans, servicing and development. After which, it will use the data gathered to undertake a financial analysis based on the various preliminary concept plans. The objective is to determine the economic feasibility associated with the development of a business industrial subdivision.

7. Council Report

To determine if the Municipality should proceed with the development of additional business industrial lots, Land Administration will assess the findings, evaluate options, and develop a summary report and recommendation for Council's consideration.

Existing Inventory of Business Industrial Lots

LEGAL DESCRIPTIONS	SITE AREA (acres)	USEABLE SITE SIZE (acres)	CURRENT STATUS
Lot 1, Plan 902 1913	2.15	1.30	Part of Old Landfill site. Contains monitoring wells. Not suitable for development, not being offered for disposal.
Lot 2, Plan 902 1913	1.15	0.85	Part of Old Landfill site. Contains monitoring wells. Not suitable for development, not being offered for disposal.
Lot 3, Plan 902 1913	0.86	0.75	Part of Old Landfill site. Contains monitoring wells. Not suitable for development, not being offered for disposal.
Lot 4, Plan 902 1913	0.75	0.70	Unused. Sellable subject to development restrictions (storage, lay down area)
Lot 6, Plan 902 1913	0.74	0.60	Used as a salvage yard, status being investigated. Administration has arranged to meet with the occupant on site to review the various issues associated with this occupancy and to develop a strategy to address the concerns.
Lot 7, Plan 902 1913	0.88	0.85	Used as a salvage yard, status being investigated. Administration has arranged to meet with the occupant on site to review the various issues associated with this occupancy and to develop a strategy to address the concerns.
Lot B, Plan 752 1568	3.85	NA (due to tree cover)	Vacant. Sellable subject to development restrictions (storage, lay down area) *Can be further subdivided as the minimum Business Industrial lot size is 0.5 acres with a minimum lot width of 15m

Subject: Tax Account Write-Off**APPROVALS:**

Glen Laubenstein, Chief Administrative Officer
Elsie Hutton, Chief Financial Officer
Henk Van Waas, Director

Administrative Recommendation(s):

THAT the outstanding tax arrears indentified in Attachment 1 – Recommended Tax Account Write-Off dated October 12, 2011 be written off.

Summary:

Tax arrears that cannot be dealt with using the tax recovery process are deemed non-collectible. In order to write off these accounts, Council approval is required.

Background:

Six Business Revitalization Zone tax accounts with a total tax amount of \$945.87 are deemed non-collectible as the businesses are closed or changed ownership. The taxpayers responsible for payment of the taxes cannot be located. Four Municipal leased property tax accounts with a total tax amount of \$24,792.42 are deemed non-collectible as the leases were expired prior to the tax year. Two Provincial leased property tax accounts with a total tax amount of \$1,066.22 were billed in error. Two Provincial Government payments in lieu of tax accounts with a total tax amount of \$5,357.39 were deemed by the Provincial Government not eligible for payments.

Budget/Financial Implications:

Administration has established a bad debt allowance for the tax arrear accounts to be written off. If Council approves the write-offs, there is no impact to the 2011 operating budget.

Rationale for Recommendation:

Administration followed the standard collection process of sending notices to the property owners requesting payment. As a last step, when no response was received within the time frame given on the notices, the accounts were forwarded to an outside collection agency. Administration has exhausted all options to collect the tax arrear accounts; therefore, the outstanding tax arrears are deemed to be non-collectible and should be removed from the tax financial system.

Attachment:

1. Recommended Tax Account Write-Off, October 12, 2011

RECOMMENDED TAX ACCOUNT WRITE-OFF**BUSINESS REVITALIZATION ZONE TAX ACCOUNTS**

ACCOUNT #	BALANCE	
720	\$ 831.52	
1099	13.30	
13734	0.03	
13748	20.98	
13761	51.04	
15566	29.00	
	<hr/>	\$ 945.87

MUNICIPAL LEASED PROPERTY TAX ACCOUNTS

10528633	\$ 1,894.32	
10516144	20,392.21	
10541715	2,188.34	
10540680	317.55	
	<hr/>	\$ 24,792.42

PROVINCIAL LEASED PROPERTY TAX ACCOUNTS

10531350	\$ 143.20	
10528348	923.02	
	<hr/>	\$ 1,066.22

**PROVINCIAL GOVERNMENT
PAYMENTS IN LIEU OF TAX ACCOUNTS**

10568872	\$ 1,224.55	
10568877	4,132.84	
	<hr/>	\$ 5,357.39

TOTAL TAX ARREARS	<hr/>	<u><u>\$ 32,161.90</u></u>
--------------------------	-------	----------------------------

Date: October 12, 2011

Subject: General Accounts Receivable Write-Off**APPROVALS:**

Glen Laubenstein, Chief Administrative Officer
Elsie Hutton, Chief Financial Officer

Administrative Recommendation:

THAT the outstanding accounts receivable arrears identified in Attachment 1 – Recommended Accounts for Write-Off, dated November 2011, be written off.

Summary:

Account Write-Off Policy FIN-080 guides the treatment of accounts of the municipality. The account arrears recommended for write-off are in excess of \$3,000 per account and therefore require Council approval.

Background:

An analysis of outstanding receivables is completed monthly. An allowance for doubtful accounts is provided for accounts in excess of 90 days even though collection efforts continue. The accounts identified for write-off are for a number of services offered including emergency response and utility fees. With the exception of emergency response, future services will not be offered until payment is made for any outstanding amounts. Customer credit is reviewed prior to establishing an account.

Budget/Financial Implications:

Administration had established a bad debt allowance for accounts in excess of 90 days overdue. Therefore, there is no impact on the 2011 Operating Budget when the overdue accounts are written off.

Rationale for Recommendation:

Accounts overdue in excess of 90 days follow a standard collection process that includes telephone contact and final demand letters. The services of an external collection agency are also engaged. All the efforts to collect have been exhausted and collection is not anticipated. Although an account is written off, the external collection agency is able to continue with their efforts since they are paid a commission for each successful collection made.

Attachment:

1. Recommended Accounts for Write-Off, dated November 2011

**Regional Municipality of Wood Buffalo
Recommended Accounts for Write-Off
November 2011**

General Receivables

Account #	Last Activity Date	Balance
21163	June 1/10	\$ 4,157.87
22048	Aug.31/10	9,475.38
24337	Jan.31/11	14,090.77
24643	Jan.31/11	30,523.55
		<u>\$ 58,247.57</u>

Water and Sewer Accounts

Account #	Last Activity Date	Balance
900787.02	Apr.30/11	\$ 9,804.62
		<u>\$ 9,804.62</u>

TOTAL WRITE OFF	<u><u>\$ 68,052.19</u></u>
------------------------	----------------------------

Subject: Bylaw No. 11/029 – Closure of Undeveloped Government Road Allowances**APPROVALS:**

Glen Laubenstein, Chief Administrative Officer
Kelly Kloss, Divisional Manager
Marcel Ulliac, Director

Administrative Recommendation:

THAT Bylaw No. 11/029 being a bylaw to close a government road allowance, be read a first time.

Summary:

Based on an administrative review of the land base on which the Fort McMurray Water Treatment Plant and Reservoir is built, it was discovered that the undeveloped government road allowances were not closed and consolidated with the adjoining lands at the time of construction.

Background:

The Engineering Services Department has requested that undeveloped government road allowances located within Range 9 and Township 89 (see attachment 2) be closed. During the review of the development permit application for the water treatment plant expansion and upgrade, a road allowance was identified as underlying the existing water treatment plant and raw water ponds. The Water Treatment Plant was built in the late 1980s, however, a survey plan was not prepared to identify the legal description of the development site, therefore the undeveloped road allowances were not identified and a road allowance closure was not initiated.

In accordance with the *Municipal Government Act*, closure of a road that is under the direction, management and control of a municipality may be done by bylaw.

The bylaw has been reviewed by the Land Titles Office to ensure the accuracy of legal descriptions. The closed road allowances will be consolidated with the adjoining municipally owned River Lot 36, Plan Extension of McMurray Settlement Plan.

According to *Municipal Government Act*, the road closure will be advertised and a public hearing will be held at a future date.

Rationale for Recommendation:

Administration supports closure of undeveloped government road allowances located within Range 9 and Township 89 as it will establish a proper land base on which the existing water treatment and reservoir is located and it will facilitate development of the water treatment plant expansion and upgrade. Closure and consolidation of the road allowances with the adjacent land base as one parcel will also satisfy the development condition that must be met in order to issue the final development completion certificate.

Attachments:

1. Road Closure Bylaw No. 11/029
2. Subject Area Map

BYLAW NO. 11/029

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO FOR THE PURPOSE OF CLOSING AND CREATING TITLE TO UNDEVELOPED GOVERNMENT ROAD ALLOWANCES

WHEREAS application has been made to the Council of the Regional Municipality of Wood Buffalo to close an undeveloped government road allowance pursuant to the requirements of section 22 of the Municipal Government Act, RSA 2000, c.M-26, as amended;

WHEREAS the Council of the Regional Municipality of Wood Buffalo deems it expedient to provide for the purpose of closing certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same;

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act; and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of the Regional Municipality of Wood Buffalo in the Province of Alberta hereby enact as follows:

1. The following described road allowance is hereby closed for the purpose of creating title subject to the right of access granted by other legislation:

FORT MCMURRAY SETTLEMENT
ALL THAT PORTION OF THE ORIGINAL ROAD ALLOWANCE
LYING SOUTH OF THE PRODUCTION SOUTH EASTERLY OF THE NORTH
EAST LIMIT OF RIVER LOT 36 AND NORTH AND EAST OF THE PRODUCTION
ACROSS SAID ROAD ALLOWANCE OF THE EASTERLY LIMIT OF
ROAD PLAN 012 4139
(AS SHOWN ON ATTACHMENT 2)
EXCEPTING THEREOUT ALL MINES AND MINERALS

2. This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Legislative Officer.

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

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

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

SIGNED and PASSED this _____ day of _____, 2011.

Mayor

Chief Legislative Officer



Legend

- Roads
- Road Allowance Closure
- Survey Parcels
- Water

1:4,000

0 30 60 90 120

Meters

WATER TREATMENT PLANT ROAD ALLOWANCE CLOSURE

Subject: Bylaw No. 11/028 – Disestablishment of Fort McMurray Business Revitalization Zone**APPROVALS:**

Glen Laubenstein, Chief Administrative Officer
Kelly Kloss, Divisional Manager
Surekha Kanzig, Director

Administrative Recommendation(s):

1. THAT Bylaw No. 11/028, being a bylaw to disestablish the Fort McMurray Business Revitalization Zone, be read a second time.
2. THAT Bylaw No. 11/028 be read a third and final time.

Summary:

In response to a request from the former Fort McMurray Business Revitalization Zone (BRZ) Association's Board of Directors to disestablish the Fort McMurray Business Revitalization Zone, Bylaw No. 11/028 received first reading on October 11, 2011. As required by the Business Revitalization Zone Regulation, a vote of eligible business taxpayers in the BRZ on the Bylaw occurred on Wednesday, November 9, 2011, with 92 % of votes being cast in favour of disestablishment. As a result of the vote, Council must now proceed with second and third readings of the Bylaw.

Background:

In 1988, in accordance with legislation, Council received a request to establish a business revitalization zone within the lower townsite; the purpose being to improve, beautify and maintain the area, as well as promote it as a business or shopping area. Accordingly, the Fort McMurray Business Revitalization Zone Association was established in 1988 by the passing of the required bylaw, with the bylaw last being amended in 2000. The boundaries of the BRZ are identified in Attachment 1. Legislation required the Association to submit a budget annually for Council's approval and a portion of the Association's annual revenue was derived from a business revitalization zone tax that was levied by Council.

In early 2008, discussions were initiated by the Association with the Municipality to proceed with dissolution of the Association, as they were unable to continue its operation. There have been no members appointed or any taxes levied to support the continued operation of the BRZ since December 31, 2007. All of the Association's records and remaining funds of \$11,427.57 have been turned over to the Municipality. A portion of the funds will be used to offset the net outstanding Business Revitalization Zone taxes in the amount of \$2,626.39, leaving a balance of \$8,801.18, which will be allocated to the cost of conducting the vote to disestablish the Zone.

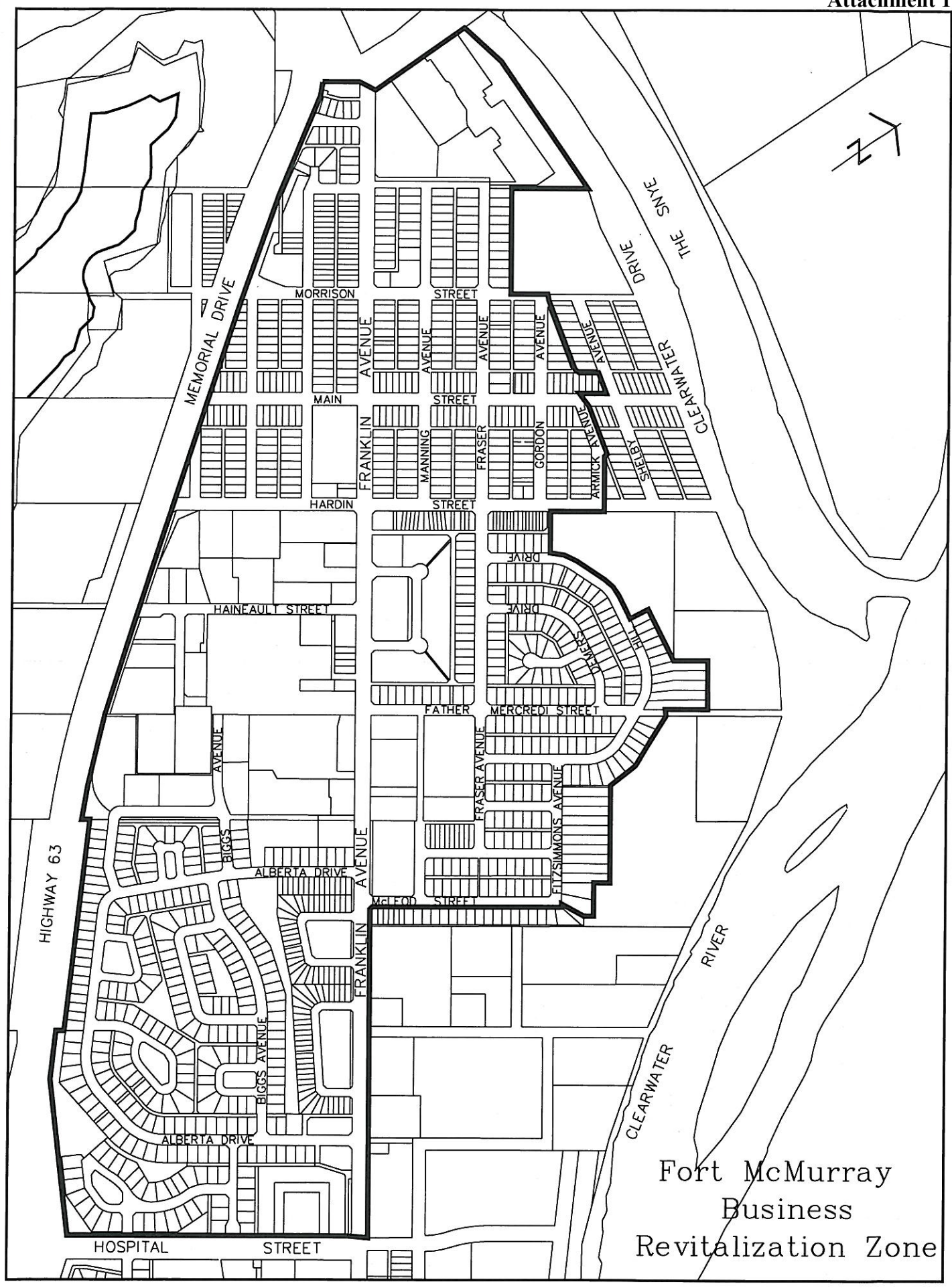
Council gave first reading to Bylaw No. 11/028 to disestablish the Fort McMurray Business Revitalization Zone on October 11, 2011 and the vote on the Bylaw by the taxpayers in the BRZ was held Wednesday, November 9, 2011. The outcome of the vote confirmed the next steps, which would be proceeding with second and third readings of Bylaw No. 11/028. The Bylaw would come into effect on December 23, 2011.

Rationale for Recommendation(s):

The eligible business taxpayers of the Fort McMurray Business Revitalization Zone have voted in favour of Bylaw No. 11/028 to disestablish the BRZ; therefore, the Bylaw must be submitted for second and third readings.

Attachment

1. Fort McMurray Business Revitalization Zone Boundary Map
2. Bylaw No. 11/028



BYLAW NO. 11/028

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO
DISESTABLISH THE FORT MCMURRAY BUSINESS REVITALIZATION ZONE**

WHEREAS the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and the *Business Revitalization Zone Regulation*, Alberta Regulation 377/1994, as amended, provide that a Council may pass a bylaw to disestablish a business revitalization zone;

NOW THEREFORE the Council of the Regional Municipality of Wood Buffalo, duly assembled, hereby enacts as follows:

1. That the Fort McMurray Business Revitalization Zone be disestablished.
2. This bylaw shall become effective on December 23, 2011 and upon being signed by the Mayor and Chief Legislative Officer.

READ a first time this 11th day of October, A.D. 2011

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

READ a third and final time this _____ day of _____, A.D. 2011

SIGNED and PASSED this _____ day of _____, A.D. 2011.

Mayor

Chief Legislative Officer