

**BYLAW 14-034  
OF  
LAC LA BICHE COUNTY**

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A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE LAC LA BICHE COUNTY HOUSING TASK FORCE.

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**WHEREAS** pursuant to the provisions of the Municipal Government Act, R.S.A.2000, Part 5, Section 145, and amendments thereto, Council may pass a bylaw in relation to the establishment and function of Council Committees;

**AND WHEREAS** Council recognizes there is a need to increase the amount of rental housing in the County;

**AND WHEREAS** Council understands that it may be expedient to appoint a project based Task Force, which will assist Council with developing incentives that contribute to the increased development of rental housing in the County;

**NOW THEREFORE** under the authority and subject to the provisions of the Municipal Government Act, and by virtue of all other powers enabling it, the Council of Lac La Biche County, duly assembled, enacts as follows:

1. The Lac La Biche Housing Task Force is hereby established and for which function shall be in accordance with Schedule "A" which is attached to and forming part of this Bylaw.
2. The Lac La Biche Housing Task Force shall consist of up to four (4) Councillors, appointed by resolution of Council.
3. The Chairperson of the Task Force shall be selected by Mayor and Council.
4. Task Force members will be appointed to the end of March 31, 2015.
5. This Bylaw shall come into effect upon passing of the third reading.

**MOTION BY COUNCILLOR THOMPSON THAT BYLAW 14-034 BE GIVEN FIRST READING THIS 8TH DAY OF JULY, 2014.**

**MOTION BY COUNCILLOR SIEBOLD THAT BYLAW 14-034 BE GIVEN SECOND READING THIS 8TH DAY OF JULY, 2014.**

**MOTION BY COUNCILLOR THOMPSON THAT BYLAW 14-034 BE SUBMITTED FOR THIRD AND FINAL READING THIS 8TH DAY OF JULY, 2014.**

**MOTION BY COUNCILLOR OLSON THAT BYLAW 14-034 BE GIVEN THIRD AND FINAL READING THIS 8TH DAY OF JULY, 2014.**

"Original Signed"  
Mayor

"Original Signed"  
Chief Administrative Officer

**SCHEDULE "A"**  
**LAC LA BICHE COUNTY HOUSING TASK FORCE**  
**TERMS OF REFERENCE**

**Purpose:**

1. Lac La Biche County Council has determined that providing development incentives may assist with increasing the inventory of rental housing units in the County and could result in more accepted employment offers with the municipality and local businesses.

- 1.1 The Terms of Reference which follow are intended to ensure mutual understanding between Task Force members, Council and County Administration regarding the role and responsibilities of the Task Force.

**Structure/Accountability:**

1. Lac La Biche County Council will appoint County Councillors as members of the Task Force.
2. Lac La Biche County Council will appoint the Task Force Chair.
3. The Task Force Chair is accountable to Lac La Biche County Council.
4. County Administration will assist the Task Force by providing administrative and research support.

**Responsibilities:**

**Chair**

1. With the Task Force administrative support, plan and create meeting agendas; determine the times and locations of the meetings of the Task Force; review and circulate meeting agendas and assign and monitor follow-up actions.
2. Communicate with Task Force members to ensure that members understand their roles and responsibilities; co-ordinate their input; ensure their accountability; and provide for the effectiveness of the Task Force.
3. Preside as chair of each Task Force meeting helping ensure the Task Force remains on topic with their discussions; guide, mediate, probe and stimulate discussion; build consensus and poll agreement when necessary
4. Participate in meetings as a Task Force member.
5. Provide updates to Lac County Council about the progress of the Task Force.
6. Draw upon the knowledge and expertise of other municipalities, non profit organizations, and other resources.

7. Act as media spokesperson with regard to Task Force matters.
8. The Task Force chair shall have the power to delegate his or her authority and duties to an individual member of the Task Force as he or she considers appropriate.

#### **Task Force Members**

1. Review the scope of the Rental Housing Initiative to ensure that all broad recommendation areas are addressed.
2. Identify or examine development incentives that could increase the number of available rental housing units in the County.
3. Make recommendations based on short-and long-term impact for municipal implementation.
4. Review and provide comments on the first draft and subsequent drafts of the Task Force Report and its associated revisions.
5. Review and sanction the Final Report.

#### **Task Force Administrative Support**

1. Provide necessary background information to the Task Force to ensure an adequate understanding of existing programs/services, policy, regulations and legislation regarding development incentives.
2. Prepare and distribute agendas and minutes.
3. Ensure Chair and Task Force members are supported.

#### **Term:**

1. The term of the Housing Task Force is ends March 31, 2015.

#### **Confidentiality:**

1. All documents are considered to be under the custody and control of Lac La Biche County, unless otherwise specified. These documents are solely for the use of the Task Force and will be released after the Council's and Task Force's approval is given, unless otherwise specified. All documents will be subject to access and privacy provisions of the Freedom of Information & Protection of Privacy Act.

#### **Deliverable Timeframe:**

1. The Housing Task Force submits their Report to County Council by March 31, 2015.