




MACKENZIE COUNTY

COMMITTEE OF THE WHOLE MEETING

**JUNE 25, 2024
10:00 AM**

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, June 25, 2024
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the April 23, 2024 Committee of the Whole Meeting	5
DELEGATIONS:	4.	a) Government Frameworks – Zoom (11:00 a.m.)	15
		b) MAGNA Engineering Services Inc. (11:30 a.m.)	17
BUSINESS:	5.	a) Cheque Registers – April 22 – June 14, 2024	19
		b) MasterCard Statements – February, March & April 2024	21
		c) Lateral Waterline Requests	23
		d) Dodge Ram 5500 Truck (Sander/Snow Plow) Purchase	37
		e)	
POLICY REVIEW:	6.	a) None	
		b)	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	7.	a) None	
		b)	
		c)	

d)

**NEXT MEETING
DATE:**

8. a) Regular Council Meeting
June 26, 2024
10:00 a.m.
Fort Vermilion Council Chambers
- b) Committee of the Whole Meeting
July 16, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

9. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Minutes of the April 23, 2024 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the April 23, 2024 Committee of the Whole Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

Author: T. Thompson **Reviewed by:** L. Flooren **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the April 23, 2024 Committee of the Whole Meeting be adopted as presented.

Author: T. Thompson **Reviewed by:** L. Flooren **CAO:** _____

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, April 23, 2024
10:00 a.m.**

**Fort Vermilion Council Chambers
Fort Vermilion, AB**

PRESENT: Joshua Knelsen Reeve
Peter F. Braun Councillor (left the meeting at 4:47 p.m.)
Cameron Cardinal Councillor
Ernest Peters Councillor
Garrell Smith Councillor
Lisa Wardley Councillor
Dale Wiebe Councillor

REGRETS: Walter Sarapuk Deputy Reeve
David Driedger Councillor
Eileen Morris Councillor

ADMINISTRATION: Darrell Derksen Chief Administrative Officer
Byron Peters Deputy Chief Administrative Officer /
Director of Projects & Infrastructure
Don Roberts Director of Community Services
Jennifer Batt Director of Finance
Andy Banman Director of Operations
John Zacharias Director of Utilities
Willie Schmidt Fleet Maintenance Manager
Louise Flooren Manager of Legislative & Support Services/
Recording Secretary

ALSO PRESENT: Justin Rousseau Expedition Management Consulting Ltd.
(Zoom)
Mike & Janet Voth Samaritan's Purse

Minutes of the Committee of the Whole Meeting for Mackenzie County held on April 23, 2024 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Reeve Knelsen called the meeting to order at 10:00 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION COW 24-04-049 MOVED by Councillor Braun

That the agenda be adopted with the following additions:

- 5. h) Fleet Update Report
- 7. c) Legal (*FOIP Sections 16 and 17*)

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

**3. a) Minutes of the March 26, 2024 Committee of the
Whole Meeting**

MOTION COW 24-04-050 MOVED by Councillor Smith

That the minutes of the March 26, 2024 Committee of the
Whole Meeting be adopted as presented.

CARRIED

DELEGATION:

**4. a) Expedition Management Consulting Ltd. –
Mackenzie County Outdoor Recreation & Tourism
Plan**

Reeve Knelsen recessed the meeting at 10:57 a.m. and
reconvened the meeting at 11:17 a.m.

MOTION COW 24-04-051 MOVED by Councillor Wardley

That the Expedition Management Consulting Ltd. –
Mackenzie County Outdoor Recreation & Tourism Plan be
received for information.

CARRIED

BUSINESS:

**5. a) Town of Rainbow Lake – Revenue Sharing
Agreement**

MOTION COW 24-04-052 MOVED by Councillor Wiebe

That the Town of Rainbow Lake – Revenue Sharing
agreement be received for information.

CARRIED

MOTION COW-24-04-053 **MOVED** by Councillor Wardley

That a recommendation be made to Council that Mackenzie County communicates with the Town of Rainbow Lake and our energy ratepayers regarding our concerns on the plant based treaty recently signed by the Town of Rainbow Lake.

CARRIED

DELEGATION:

4. b) Samaritan’s Purse – Mitigation Assistance and Work April Update

Reeve Knelsen recessed the meeting at 12:20 p.m. and reconvened the meeting at 12:59 p.m.

MOTION COW 24-04-054 **MOVED** by Councillor Wardley

That the Samaritan’s Purse April update on the Mitigation assistance provided to residents, and administration be received for information.

CARRIED

BUSINESS:

5. h) Fleet Update Report (ADDITION)

MOTION COW 24-04-055 **MOVED** by Councillor Braun
Requires Unanimous

That a recommendation be made to Council that the purchase of a 2024 Dodge Ram 1 ton be awarded to North Star Chrysler.

CARRIED UNANIMOUSLY

MOTION COW 24-04-056 **MOVED** by Councillor Smith

That the Fleet Update Report be received for information.

CARRIED

BUSINESS:

5. b) April 2024 - FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points

MOTION COW 24-04-057 **MOVED** by Councillor Wardley

That the April 2024 FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points report be received for information.

CARRIED

BUSINESS: 5. c) **Cheque Registers – January 27 – April 19,2024**

MOTION COW 24-04-058 **MOVED** by Councillor Peters

That the January – March 2024 Online/Direct Debit payments, and the cheque registers and EFT's from January 27 – April 19, 2024, be received for information.

CARRIED

BUSINESS: 5. d) **Forest Resource Improvement Association of (FRIAA) Grant Funding**

MOTION COW 24-04-059 **MOVED** by Councillor Smith

That the Forest Resource Improvement Association of Alberta (FRIAA) grant discussion be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 2:15 p.m. and reconvened the meeting at 2:35 p.m.

BUSINESS: 5. e) **Assessment Review Board & Subdivision and Development Appeal Board – Member at Large Appointment**

MOTION COW 24-04-060 **MOVED** by Councillor Wardley

That a recommendation be made to Council that Peter Thomas Braun be appointed as a Member at Large to the Assessment Review Board for a three (3) year term ending October 2027.

CARRIED

MOTION COW 24-04-061 **MOVED** by Councillor Smith

That a recommendation be made to Council that Peter Thomas Braun be appointed as a Member at Large to the Subdivision and Development Appeal Board for a three (3) year term ending October 2027.

CARRIED

MOTION COW 24-04-062 **MOVED** by Councillor Wardley

That a recommendation be made to Council that Bylaw 1306-23 Assessment Review Board and Bylaw 1311-23 Subdivision and Development Appeal Board be brought back to a future council meeting with amendments as discussed.

CARRIED

BUSINESS: **5. f) Electricity Canada Symposium**

MOTION COW 24-04-063 **MOVED** by Councillor Peters

That a recommendation be made to Council that Councillor Cardinal to be authorized to attend the Electricity Canada Symposium on June 20, 2024 in Calgary, Alberta

CARRIED

BUSINESS: **5. g) La Crete Municipal Nursing Association (LCMNA) – Request for Letter of Support**

MOTION COW 24-04-064 **MOVED** by Councillor Peters

That a recommendation be made to Council that a letter of support be provided to the La Crete Municipal Nursing Association (LCMNA) for expansion.

CARRIED

POLICY REVIEW: **6. a) None**

CLOSED MEETING: **7. Closed Meeting**

MOTION COW 24-04-065 **MOVED** by Councillor Braun

That Council move into a closed meeting at 2:51 p.m. to discuss the following:

- 7. a) CAO Evaluation (*FOIP Sections 23, 24 and 27*)
- 7. b) Council Self Evaluation (*FOIP Sections 23, 24 and 27*)
- 7. c) Legal (*FOIP Sections 16 and 17*) (ADDITION)

CARRIED

The following individual were present during the closed meeting discussion. (*MGA Section 197*)

- All Councillors Present excluding Deputy Reeve Sarapuk, Councillor Driedger & Councillor Morris
- Darrell Derksen, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer / Director of Projects & Infrastructure
- Jennifer Batt, Director of Finance
- John Zacharias, Director of Utilities
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Councillor Braun left the meeting at 4:47 p.m.

MOTION COW 24-04-066 **MOVED** by Councillor Smith

That Council move out of the closed meeting at 4:51 p.m.

CARRIED

CLOSED MEETING: 7. a) **CAO Evaluation**

MOTION COW 24-04-067 **MOVED** by Councillor Wardley

That the Chief Administrative Officer evaluation results be TABLED to a future Council meeting.

CARRIED

CLOSED MEETING: 7. b) **Council Self Evaluation**

MOTION COW 24-04-068 **MOVED** by Councillor Cardinal

That the Council-Self Evaluation report be TABLED to a future Council Meeting.

CARRIED

CLOSED MEETING: 7. c) Legal (ADDITION)

MOTION COW 24-04-069 MOVED by Councillor Wiebe

That the legal discussion be received for information.

CARRIED

CLOSED MEETING: 7. c) Legal (ADDITION)

MOTION COW 24-04-070 MOVED by Councillor Wardley
Requires Unanimous

That a recommendation be made to Council that administration provide Boreal Housing Foundation chair with all relevant communication regarding mitigation as requested.

CARRIED UNANIMOUSLY

NEXT MEETING DATE: 8. a) Meeting Dates

Committee of the Whole Meeting
June 25, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 9. a) Adjournment

MOTION COW 24-04-071 MOVED by Councillor Peters

That the April 23, 2024 Committee of the Whole meeting be adjourned at 4:52 p.m.

CARRIED

These minutes will be presented for approval on June 25, 2024.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	DELEGATION Government Frameworks – Zoom (11:00 a.m.)

BACKGROUND / PROPOSAL:

Government Frameworks offers a complete suite of management frameworks for strategy management, performance management, project and portfolio management, governance, risk, and compliance (GRC) that are configured on a single platform. This suite is complemented by global leading process management and workflow automation & optimization tools, and talent management, offering a unique transformational opportunity for Government.

This is designed to enable good governance and transparency that builds trust across all stakeholders. It promotes ownership and accountability, improves the customer experience and encourages operational excellence.

Government Frameworks focuses on the practices that determine coordinated plans, policies and legislation and includes those that contribute to whole-of-agency performance. These practices are central to ensuring that, in terms of performance, longer-term system goals and broader outcomes are considered.

‘FARMER’ – the groundbreaking solution that revolutionizes the way you handle forms through advanced digitization and automation. With FARMER, you can effortlessly digitize forms, seamlessly integrate them into automated workflows, manage approvals and routing, and generate executive reports, all within a unified and simplified solution. Using this tool will provide an unparalleled level of efficiency and productivity.

OPTIONS & BENEFITS:

- Save 15,000 – 100,000+ hours of administrative time
- Improved Service Levels: Enhance ratepayer satisfaction and trust with improved service levels.

Author: _____ **Reviewed by:** _____ **CAO:** D. Derksen

- Streamlined Record Filing: Eliminate manual involvement and streamline record filing workflows.
- Comprehensive Solution: Integrate forms automations, records management, and executive reporting.
- Transparency: Real time data for reports to council on motions, projects and service levels.

COSTS & SOURCE OF FUNDING:

The agreement would be for a 5 year term:

Year 1 - \$135,630

Year 2-5 \$125,630 same services

Additional web based forms may increase operational budget

Funding allocated - General Operating Reserve

COMMUNICATION / PUBLIC PARTICIPATION:

Shifting from over 44 downloadable PDF forms on our website to fillable online forms will enhance public engagement.

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to enter into an agreement with Government Frameworks, and amend the 2024 Operating Budget by \$135,630 with funding coming from the General Operating Budget.

Author: _____ Reviewed by: _____ CAO: D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Delegation - MAGNA Engineering Services Inc.

BACKGROUND / PROPOSAL:

During the recent Federation of Canadian Municipalities conference, Councilor Cardinal discussed various projects and stormwater options within the municipality with MAGNA Engineering Services Inc.

During this discussion, MAGNA Engineering Services Inc. noted that they are:

“..on the leading edge of stormwater engineering, creating **Stormparks** that use built-in, engineered wetlands to treat stormwater while offering an amenity to the community in the form of a useable green space. The treated water can then be used for a variety of purposes, including irrigation and process water, to offset a community’s demand for potable water.”

It was also identified that Provincial and Federal grant funding may also be available to assist with funding some or all of the projects identified by the County.

As the municipality has various projects regarding stormwater, green spaces, a rural and drinking water project identified within current and future years projects, MAGNA was invited to provide all of Council with a presentation on options available.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

For discussion

Author: J. Batt **Reviewed by:** _____ **CAO:** D. Derksen

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the MAGNA Engineering Services Inc. discussion be received for information.

Author: J. Batt Reviewed by: _____ CAO: D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	June 25, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Cheque Registers – April 22 – June 14,2024

BACKGROUND / PROPOSAL:

At the request of Council, cheque registers are to be viewed by Council during Committee of the Whole meetings.

All invoices are authorized by Managers, Directors, and/or the CAO in accordance with the Purchasing Policy FIN025. Cheques and EFT's are released on a weekly or bi-weekly basis unless otherwise required for operational needs. Copies of the April 22 – June 14, 2024 cheque registers and EFT's, and April - May online payments will be available at the meeting.

OPTIONS & BENEFITS:

Administration will continue to present all cheque registers at each Committee of the Whole meeting.

COSTS & SOURCE OF FUNDING:

2024 Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: J Batt **Reviewed by:** _____ **CAO:** D. Derksen

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the April - May 2024 Online/Direct Debit payments, and the cheque registers and EFT's from April 22 – June 14, 2024, be received for information.

Author: J Batt **Reviewed by:** _____ **CAO:** D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	MasterCard Statements – February, March & April 2024 (HANDOUT)

BACKGROUND / PROPOSAL:

As per Policy FIN028, Mastercard statements are to be reviewed by Council at the Committee of the Whole Meetings.

Administration will provide a copy of the February, March and April 2024 Mastercard statements at this meeting for Councils review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2024 Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN028 Credit Card Use

Author: J.Veenstra **Reviewed by:** _____ **CAO:** D. Derksen

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the MasterCard statements for February, March and April 2024 be received for information.

Author: J.Veenstra Reviewed by: _____ CAO: D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2024
Presented By:	John Zacharias, Director of Utilities
Title:	Lateral Waterline Requests

BACKGROUND / PROPOSAL:

Administration has been approached by four ratepayers with the interest of installing lateral waterlines. The ratepayers are prepared to fund the cost of installing the waterlines and hire contractors to complete the work. UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy states that ratepayers must submit an expression of interest and pay a \$1,000 deposit before September 30th. Council would then decide whether to approve the project during budget deliberations. If the project is approved, the County releases a call for Tenders and upon Council’s approval, a contractor is awarded the contract to proceed with construction.

UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy states that lateral waterlines have a minimum size of 2-inches in diameter. The County, subject to Council approval, may contribute for oversizing to address the potential of future growth. The County may fund the project’s engineering and/or surveying costs dependent on the budget.

Administration requests further direction from Council on how to proceed with the current lateral waterline requests and any future requests.

If the proposed waterlines are approved, all of the service connections shall be limited to a trickle fill water distribution system. Administration recommends that the ratepayers must agree upon a list of conditions before the installation occurs, including;

- Waterlines will be installed using directional drilling preferably
- Tracer wire shall be installed alongside the waterlines
- Asbuilt drawings indicating the location and depth of the waterlines shall be provided to the County
- All materials, equipment, and contractors shall follow County design standards

Author: J. Schmidt **Reviewed by:** J. Zacharias **CAO:** D. Derksen

- Any permanent easement and/or temporary working easement agreements be signed by affected landowners, with the County retaining any permanent easement rights
- A one-year warranty period in which the customer is responsible for any defects or repairs of the waterlines, after which the County shall take over ownership and responsibility of the waterlines

OPTIONS & BENEFITS:

Option 1:

That the four lateral waterline requests be brought to the next Council meeting for approval and that UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy be brought to a future Council meeting with the amendments discussed.

Potentially creating an annual operating budget of \$15,000 that would fund the engineering and surveying cost of lateral waterlines. This budget would be dispersed at a first come, first served basis.

Option 2:

That the four lateral waterline requests be tabled to a future Budget Council meeting.

COSTS & SOURCE OF FUNDING:

Administration received a cost estimate for easements, asbuilt sketches, surveying and staking. The surveyor proposed to discount their existing unit prices if they would be completing several projects.

If Council approved the ratepayer’s requests, funding responsibility of the engineering and surveying costs will need to be determined. The current lateral waterline requests are estimated to cost:

- Project 1 – \$2,775
- Project 2 – \$2,800
- Project 3 – \$2,500
- Project 4 – \$2,200

If the projects were approved in 2024, the cost for engineering and surveying of these projects can be funded by the current operating budget.

Funding for the remaining of the projects would be through the interested ratepayers.

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: J. Schmidt **Reviewed by:** J. Zacharias **CAO:** D. Derksen

POLICY REFERENCES:

UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council that the four lateral waterline requests be brought to the next Council meeting for approval.

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council that Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy be brought to a future Council meeting with amendments as discussed.

Author: J. Schmidt **Reviewed by:** J. Zacharias **CAO:** D. Derksen

Mackenzie County

Title	Municipal Rural Water Servicing – Endeavor to Assist Policy	Policy No.	UT006
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Legislation Reference	Municipal Government Act
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Purpose:

Mackenzie County owns and operates multiple municipal water systems: Hamlet of Fort Vermilion, Hamlet of La Crete and Hamlet of Zama. Property owners residing or having a property outside of hamlet boundaries are desirous of gaining access to the municipal water systems. Mackenzie County desires to provide potable water to Mackenzie County rural ratepayers based on an acceptable financial arrangement that ensures all costs associated with the municipal water system improvements are reasonable and accounted for.

POLICY STATEMENT

This policy is designed to set forth a process that addresses the needs for the County's water distribution system future extensions within the County's rural communities.

Mackenzie County's rural water services to be delivered echoing the Water for Life goals:

- a) Safe, secure drinking water;
- b) Achieving healthy aquatic ecosystems;
- c) Reliable quality water supplies for a sustainable economy.

Mackenzie County will make their best efforts to encourage information sharing within the County's rural communities.

Through this Policy, the County's primary objective is to:

- promote expansion of the rural water distribution system through installation of new Lateral and Service Waterlines within service areas if feasible to do so and;
- to provide rural property owners with several Endeavor to Assist initiatives that may promote the expansion of the water distribution system.

DEFINITIONS

Connection – connection of the parcel of land to the County's water distribution system.

Connection Fee – a rural water tie in fee of \$8,000 paid to Mackenzie County as per the Fee Schedule Bylaw which is required when connecting to the County's water distribution system.

Customer – owner of the parcel of land connecting to the County's water distribution system.

Customer's Total Fees – total amount, as described within Part C – Financial Schedule of the Agreement, owed by the rural property owner for connecting to the County's water distribution system. The Fee includes the Deposit, Connection & the Rural Servicing Fees.

Deposit – is the amount of \$1,000 that is submitted to the County as part of the initial rural ratepayer's expression of interest which will all be applied to the rural property owner's Rural Servicing Fee; or the amount of \$2,000 paid to the County for rural ratepayers that did not submit a deposit before the September 30th deadline 50% of which will be applied to the rural property owner's Rural Servicing Fee with the other 50% being extra payment to Mackenzie County.

Lands – means the physical land that is located within the private property side as it relates to the County's servicing of potable water to the County's rural Customers.

Lateral Waterlines – are waterlines that extend from the County's Trunk Waterlines forming part of the County's water distribution network.

Project – to include all works and costs associated with the installation of Lateral Waterlines and Service Waterlines up to the property line.

Project Completion – is the time period that is associated with all improvements of the Project have been completed to the County's satisfaction.

Rural Servicing Fee – Customer's fee as set out in the Rural Potable Water Servicing Agreement which includes the Customer's portion of costs for construction of the Lateral Waterline; servicing from the Lateral Waterline up to the owner's property line; including the curb stop and if required the meter chamber, as determined in Policy UT004 Utility Connections.

Service Waterlines – is a potable waterline connected to the County's water distribution system that services the rural property owners up to the private property line.

Trunk Waterlines – are the County's main waterline feeders distributing water from the County's water treatment plants through to the County's water distribution system.

GUIDELINE

1. Trunk Waterlines

Mackenzie County shall undertake construction of the Trunk Waterlines in the phases as described in this policy. The County will seek provincial and/or federal financial assistance to fund the Trunk Waterline improvements. The remaining amount may be funded through the general municipal tax and/or reserves, and the financial contributions generated from individual rural ratepayer's Rural Servicing Fees. A long term debenture may also be obtained subject to the County's policy and the regulated debt borrowing limit as established by the Municipal Government Act (MGA).

The routes of the main trunk waterlines will be subject to County Council formal approval for each of the following phases in consultations with municipal engineers and with an endeavor to achieve the most cost effective outcome:

- Phase I - From Hamlet of Fort Vermilion to Hamlet of La Crete
- Phase II - From Hamlet of La Crete - South (La Crete Saw Mill)
- Phase III - From Town of High Level – South (Ainsworth OSB Plant)
- Phase IV - From Hamlet of Fort Vermilion to Boyer
- Phase V - From Boyer to the Town of High Level
- Phase VI - From La Crete South Extension to Blue Hills

It is preferred that all municipal water lines, including Trunk and Lateral Waterlines, be constructed within the existing road allowances to avoid the need to obtain additional right-of-way or easements. Other options may be considered subject to the appropriate legal mechanism that shall be established in securing County's access to the waterlines during construction and subsequently for routine repair and maintenance; these must be registered against the applicable properties in Alberta Land Titles. No financial compensation shall be provided by the County to a property owner due to a utility right-of-way easement.

Construction of each Phase is subject to available budget as approved by Council on an annual basis.

2. Water Distribution System

The County Council will consider expanding its rural water distribution system on an annual basis, while guided in their decision-making by the following:

- a) budgetary consideration for that year;
- b) average cost per service for the service areas with the highest public demand;
- c) water distribution system capacity and;
- d) public demand from a service area.

3. Lateral Waterline Improvements

In order to encourage continuing expansion of the County's water distribution system within servicing areas, rural customers will be permitted to connect a Lateral Waterline extension to the County's Trunk Waterline system within this policy's guideline subject to Council's approval.

4. Customer's Water Service

The county rural water servicing will be limited to the trickle fill water distribution system. Trickle fill water distribution is a low-pressure system that continuously fills a water holding tank based on a preset amount of water the customer uses and is controlled by a float valve.

A rural connection will typically include the following:

- low pressure trickle, that continuously fills a water holding tank;
- a flow valve with a restricted flow of 1 gal/min (4.54 l/min) for residential & 2 gal/min for commercial;
- a water holding tank and pump are required for all service connections;
- the Customer shall be responsible for the supply and installation costs of a suitable holding tank (2- day supply is typically recommended), a pump and connections to the service pipe and building pipe network;

5. Program Advertised

The County will:

- solicit on encouraging public from service areas to submit expressions of interest with a September 30th deadline for responses;
- advise that consideration to construct will be in the subsequent year on receiving expression of interests;
- advise the public on the existence of the County's Rural Water Servicing Policy and the criteria required for Council to approve of a Project;
- advise that expression of interests to be presented to Council, must include the Deposit Fee from each of the property owners expressing their commitment on proceeding with the Project;
- advise the residents of the requirement that the County's Rural Potable Water Servicing Agreement must be executed prior to the County proceeding with the Project;
- present all received expressions of interest to Council received prior to the September 30th deadline and annual budget deliberations.

6. Program Approval Steps

The following list includes an example of key deadline dates that will assure the success of a Project moving forward in a timely manner:

January 15, 20XX	County advertises the program soliciting expressions of interest from the public.
September 30, 20XX	Submissions of interests and \$1,000 Deposits from residents of service areas are received by County. Rural ratepayers that wish to connect after the submission of interest deadline but no later than Project Completion will pay the deposit of \$2000. Those that live adjacent to the waterline but wish to connect after Project Completion will pay the full \$8000 connection fee plus Rural Servicing Fee.
October 31, 20XX	CAO presentation of the submissions of interests from service area residents for Council’s consideration to proceed or deny the expansion of the water distribution system Project.
December 31, 20XX	Council approves the budget to proceed with the Project to expand the County’s water distribution system to service the area considered by Council.
January 30, 20XX	Engineering firm authorized to proceed with the engineering design, estimates and project management.
March 1, 20XX	Preliminary engineering estimates provided.
March 31, 20XX	CAO presentation of engineering estimate for Council’s consideration on Endeavor to Assist initiatives that may be considered for the Project.
May 1, 20XX	Rural ratepayers that have demonstrated their expression of interest are presented with the Rural Potable Water Servicing Agreement and will be required to complete all financial arrangements with the County by May 31 st .
May 31, 20XX	Rural ratepayers are to complete the execution of the Rural Potable Water Servicing Agreement. Those that are executing the Agreement and have not paid the \$1,000 Deposit, will now be required to pay \$2,000 as a non-refundable Deposit Fee.

June 30, 20XX	CAO presentation to Council for decision to proceed with Project with respect to the number of residents completing their requirement on signing of the Rural Potable Water Servicing Agreement.
July 15, 20XX	Call for Tenders.
August 15, 20XX	Subject to Council approval, Contractor is awarded the Contract to proceed with construction.
October 31, 20XX	Construction complete, and water system improvements commissioned.
December 31, 20XX	Project Final Report submitted.

7. Public Interest & Commitment

Public Request – The residents within a service area that display at least 70% of the rural property owners are committed to connect to the County’s water distribution system will be a serious contender for approval. The residents in the service area expressing their interest will be required to:

- a) Pay the Deposit and submission of interest to the County by September 30 deadline that includes the following:
- b) Grants to the County a blanket easement, if required, confirming the property owner will sign a formal easement agreement in favor of Mackenzie County for granting the County the right to:
 - i. provide for all construction needs in installation of the water servicing improvement &:
 - ii. where appropriate, provide the County with access for operations and maintenance purposes;
- c) Acknowledged that non-payment of the Rural Servicing Fee or future water servicing/consumption fees will result in transfer of the unpaid amounts to the property’s tax roll.

Agreement Term, this agreement shall continue to apply except to the extent that it is inconsistent with Mackenzie County utility bylaws, in which case the applicable bylaw provision shall prevail. This agreement shall terminate, and the Deposit be returned to the Customer following September 30th of the year that is two years following the execution of this agreement by the Customer and the County, if Mackenzie County has not commenced construction of the expansion of the water distribution system to the service area in which the Lands are located and which will provide potable water service to the Lands.

Fees to Connect - subject to Council approving of servicing areas, each rural ratepayer connecting to the County’s water distribution system will be required to pay Fees as levied in accordance with the Rural Potable Water Servicing Agreement.

Lateral Oversizing – Lateral Waterlines that are installed as part of the Project will have a minimum size of 50 millimeters (2 inches) in diameter with the cost of the Lateral Waterline forming part of the Customer Total Fee. The County, subject to Council approval, may contribute for oversizing to address the potential of future growth.

8. Construction within Easements

Preference is to construct the water distribution system on road rights-of-way however in some cases; easements may be required when crossing private properties;

No water lines will be constructed unless an easement, when required, is signed and registered against a property where the construction is to take place. Preference is to have blanket easements in place whenever possible. Blanket easement is done by description and is for a defined area of a property parcel;

Following a two-year warranty/maintenance period, the rural customer /landowner will be responsible for all maintenance costs of Land affected by the installation of the Lateral Waterline improvements;

Compensation for crops damaged will be accounted for under the Contractor's Project costs at a rate as per *Policy PW035 Crop Damage Compensation*.

9. Administrative Responsibilities

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

FEES

1. Rural Customer's Servicing Fee

The Rural Servicing Fee covers all Project costs associated with the Lateral Waterline and the following rural customer's Service Waterline improvements:

- Customer's Service Waterline from the County's water distribution system service connection up to and including;
- Located in proximity of the property line, the curb-stop and if required the meter chamber, as determined in Policy UT004 Utility Connections;

Customers will be responsible for all costs associated with installation of the portion of Service Waterline located on private property. Customers will have the option of utilizing the County's Project Contractor to install the Service Waterline from the curb-stop or the metering chamber if required, to the private dwelling. County will include within the Project Contract Schedule, a provisional item that will carry the Service

Waterline construction costs of the Customer's private property portion. The arrangement for this option will be solely between the Contractor and property owner.

The Customer is responsible for all maintenance costs of the water Service Waterline portion located on private property.

2. Fees to Connect

The Connection Fee, in accordance with the County's Fee Schedule Bylaw, will be required prior to the connection to the County's water distribution system:

3. Usage Fee for Services

All Customers connected to the County's water distribution system shall be required to pay monthly water consumption fees as established in the County's Fee Schedule Bylaw.

4. Financial Arrangements

Financial arrangements for the construction of the Lateral and customer Service Waterlines will be required to ensure that all costs associated with the improvements are accounted for. The financial arrangements will require Council approval prior to proceeding with the construction of the waterline improvements.

ENDEAVOR TO ASSIST

Under this policy, Council may approve several costs saving initiatives that will favor rural property owners interested in connecting to the County's water distribution system. The following are examples of cost reduction initiatives that the County may consider for individual Projects:

1. Fee Reduction

Connection Fee, as per the County's Fee Schedule bylaw, charges \$8,000 to each new Customer to connect to the County's water distribution system. Council will endeavor to assist by charging a "one-time" fee of \$8,000 to be equally shared by the Customers that wish to connect to the water distribution system during the Project. Following the Project Completion, ratepayers interested in connecting to the County's water distribution system, will be required to apply for a Connection individually pay the full amount of the \$8,000 Connection Fee pursuant to the County's Fee Schedule Bylaw.

2. Engineering Costs

The County will fund the Project engineering and/or surveying costs dependent on budget.

3. Financial Arrangement Initiatives

Property owners will have the option of fully paying upfront or arranging private financing for their financial obligations to the project. The County will offer payment options with competitive rates leveraged through the Alberta Financing Authority and recovered similar to outstanding taxes that have been registered on the property. As long as the loan is not in default no additional interest penalties would accrue.

The following are financial initiatives that could be considered by Council for approval:

a) Lateral Oversizing

To ensure that water capacity is available for future growth, the County may fund the oversizing of Lateral Waterlines. Subject to Council approval, the County will establish an Endeavor to Assist financial arrangement that will impose a charge for future Customers connecting into the oversized Lateral Waterline. This will provide future Customers the assurance on the availability of adequate water capacity and will provide the County with an approved financial process to recover the funds invested into the Lateral Watermain oversizing.

b) Servicing Costs Financed

Customer, subject to Council approval, may request the County's assistance on providing financial arrangements to account for the Rural Servicing Fee costs. Financial arrangements will be performed on a per project case basis that will be led by the County's Finance Department. Some financing options could include:

i. Local Improvement Plan

The Local Improvement Plan is specifically an option that County residents, under the Municipal Government Act (MGA), have the legal right to petition Council requesting the County to proceed with the expansion of the water distribution system. The residents will have control on this initiative and are required to follow the rules as set out within the MGA.

ii. Improvement Plan Bylaw

A bylaw be adopted that would outline the project area and land locations of the interested Customers taking part in the program. Similar to the local improvement plan, but this only applies to those interested in connecting. The Bylaw will address future connections and Customer's Total Fees within the Project area.

c) Connection Deferral

The policy's guideline for a servicing area with at least 70% of the property owners committing to proceed with the program will be a consideration for approval. Each benefitting property owner will share equally in all costs of the construction of the Lateral and Service Waterline improvements. If a service area is approved to proceed without 100% commitment, the customers that connect prior to completion of the Installation of the water improvements will fund 100% of the Project. All rural property owners deferring their Connections to a date that follows the Project Completion, will be required to pay the total \$8000 Connection Fee in addition to the Rural Servicing Fee payable to the County prior to connecting to the County's water distribution system

	Date	Resolution Number
Approved	2014-01-14	14-01-034
Amended	2016-09-28	16-09-680
Amended	2018-09-24	18-09-714
Amended	2023-02-07	23-02-130



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 25, 2024
Presented By:	William Schmidt, Fleet Maintenance Manager
Title:	Dodge Ram 5500 Truck (Sander/Snow Plow) Purchase

BACKGROUND / PROPOSAL:

The 2-ton plow/sander truck was approved for the operations department in the 2024 capital budget.

Fleet Services sent Request for Quotes to multiple dealerships on May 31, 2024 and received two quotes, one from Crosstown Chrysler and one from Northstar Chrysler:

Crosstown Chrysler
Price - \$85,400.00
Estimated Delivery Date – June 24, 2024

Northstar Chrysler
Price - \$88,250.00
Estimated Delivery Date – Unknown

Fleet Services purchased a Dodge Ram 5500 from Crosstown Chrysler as it was the lowest qualified price and delivery date was acceptable.

Upon delivery of the Dodge Ram 5500, the cabin chassis will need to be further equipped with an 11 foot steel deck, hydraulics and a plow hitch.

OPTIONS & BENEFITS:

N/A

Author: P. Pohl **Reviewed by:** L. Flooren **CAO:** _____

COSTS & SOURCE OF FUNDING:

2024 Capital Budget - \$115,000

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Dodge Ram 5500 Truck (Sander/Snow Plow) Purchase be received for information.

Author: P. Pohl **Reviewed by:** L. Flooren **CAO:** _____