



**Mackenzie County**

# **COMMITTEE OF THE WHOLE MEETING AGENDA**

**AUGUST 28, 2018**

**10:00 A.M.**

**COUNCIL CHAMBERS  
FORT VERMILION, AB**



**MACKENZIE COUNTY  
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, August 28, 2018  
10:00 a.m.**

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

**AGENDA**

- |    |   |    |
|----|---|----|
| 1. | Ratepayer Meeting Report  | 5  |
| 2. | Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy  | 45 |
| 3. | 2018 Municipal Census (1:00 p.m.) <ul style="list-style-type: none"><li>• Delegation – Mary Joan Aylward, Aylward Research Services</li></ul> | 73 |
| 4. | Developer Incentives  | 79 |
| 5. | Recreation Boards – Funding Reallocations   | 89 |
| 6. | Next Meeting – November 27, 2018  |    |





Mackenzie County

# REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>August 28, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Ratepayer Meeting Report</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County holds five ratepayer meetings throughout the County to meet with the public and present budget and activity highlights from the previous year, as well as anticipated projects for the year following. Council and administration are in attendance, and the public are welcome and encouraged to attend. This is a chance for the County to connect with the community and allow ratepayers to raise any questions or concerns.

A copy of the 2018 ratepayer meeting minutes are attached for Council information and discussion.

Administration was requested to provide information regarding the annual ratepayer meetings in order for Council to discuss options for future public engagement processes. Therefore, provides the following information.

Prior to 2010 ratepayer meetings were held in La Crete, Fort Vermilion, High Level Rural and Zama City. In 2010, the Tompkins Landing/Blue Hills location was added.

The table below shows a history of attendance at the meeting portion of each event for the past five years.

	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
La Crete	91	70	77	254	97
Fort Vermilion	31	49	14	28	21
High Level Rural/Rocky Lane	32	26	20	27	4
Zama City	18	29	26	14	13
Tompkins/Blue Hills	47	54	40	76	29
<b>Total</b>	<b>219</b>	<b>228</b>	<b>177</b>	<b>399</b>	<b>164</b>

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

The table below summarizes the public participation tools utilized by various municipalities to engage with their communities. After completing some research and speaking with a few municipal interns, below is a summary of the information retrieved on how different municipalities reach out to the public with budget and activity highlights. The following events are advertised and open to the public.

<b>Municipality</b>	<b>Event</b>
Town of Canmore	Regular finance committee meetings – held throughout the year  Annual Road Show hosted by the Mayor
Town of Ponoka	Annual open house – held in October  Annual Council Budget Deliberations – held for two consecutive days in November
Town of Edson	Coffee with Council – held quarterly throughout the year at various locations throughout town
Town of Wetaskiwin	Open houses twice a year – unstructured, informal
Northern Sunrise County	Annual Taxpayer Meeting
County of St. Paul	Annual General Meeting held at a community hall
Town of Redcliff	Regular council meeting where the Annual Report is presented
County of Vermilion River	Annual Division Meetings – number of meeting each year depends on which councillor wants to host a meeting in their division
Town of Olds	Annual Budget Public Consultation where the Annual Report is presented

**OPTIONS & BENEFITS:**

To create opportunities for meaningful public participation in decisions that directly impact the public based on the municipality’s public participation policy (ADM056) which is attached.

Council to determine the purpose and effectiveness of the current process.

Author:  C Doi  Reviewed by:  C. Gabriel  CAO:

Currently no separate policy exists on the current ratepayer meeting process including agenda format, taking of minutes, etc.

**COSTS & SOURCE OF FUNDING:**

Annual Budgeted Cost for the BBQ	\$7,000.00
Councillor Honoraria (\$200 per diem x 10 Councillors x 5 meetings)	\$10,000.00
Councillor Travel (Mileage) Expenses	\$2,300.00
Employees Overtime (approx. 10 employees x 4.5 Hours x \$52.50 x 5 meetings)	\$11,812.50
Management Man Hours (10 Managers x 4.5 Hours x 5 meetings = 225 Hours)	\$0.00
Staff Travel Expenses (fuel)	\$1,500.00
Assessor (hours and travel)	\$3,773.50
Rental Costs	\$500.00
Supplies/Printing	\$500.00
<b>Total Approximate Cost</b>	<b>\$37,386.00</b>

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion and direction.

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





## Mackenzie County

<b>Title</b>	<b>Public Participation Policy</b>	<b>Policy No:</b>	<b>ADM056</b>
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<b>Legislation Reference</b>	Municipal Government Act Section 216.1 Public Participation Policy Regulation
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### **Purpose**

Public participation is essential to the municipal decision making process. The purpose of this policy is to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

### **General Principles**

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participations; and
4. Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

### **Definitions**

“CAO” means the Chief Administrative Officer of the Municipality or their delegate.

“Consensus Building” means an agreement reached by Council and all interested stakeholders when all parties agree that they can live with the matter being proposed after every effort has been made to meet all relevant interests.

“Council” means the elected governing body of a municipality.

“Delegated decision” means the assignment of decision making authority to public members.

“Municipal Stakeholders” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.

“Participatory decision making” means involving public members in the decision making process through shared leadership and the exchange of information, ideas and perceptions.

“Public Advisory Committee” means a Council appointed ad hoc committee on which public members observe, advise and liaise on behalf of all citizens for consideration by Council and Administration. Committee terms of reference are to be developed as required for individual Council decisions.

“Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

“Public Participation Plan” means a plan in which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

“Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- a. in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
- b. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- c. written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
- d. Representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

### **Council Responsibilities**

5. Council shall:
  - a. Review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
  - b. Consider input obtained through Public Participation;
  - c. Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;
  - d. Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

### **Administration Responsibilities**

6. The CAO shall:
  - a. In accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
  - b. Implement approved Public Participation Plans;
  - c. Report the findings of the Public Participation to Council;
7. Administration will assess and identify when public participation is necessary and which type of participation should be used. When there is no legislative requirement for public consultation, administration will recommend to Council the level of participation required as per this policy.

### **Policy Expectations**

#### **Legislative & Policy Implications**

8. All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
9. All Public Participation will be undertaken in accordance with all existing municipal policies.

10. This Policy shall be available for public inspection and may be posted to the Municipality's website.

11. This Policy will be reviewed at least once every four years.

Public Participation Standards:

12. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.

13. Public Participation activities will be conducted in a professional and respectful manner.

14. Public Participation Plans will consider early, ongoing and diverse opportunities to provide input.

15. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.

**Public Participation Plans**

16. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by council which shall consider the following:

- a. the nature of the matter for which Public Participation is being sought;
- b. the impact of the matter on Municipal Stakeholders;
- c. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, levels of engagement and time for input;
- d. the timing of the decision and time required to gather input;
- e. what information is required, if any, to participate; and
- f. available resources and reasonable costs.

17. "Schedule A" identifies various events which Public Participation is required and what type of participation will be used.

18. "Schedule B" identifies the Public Participation Tools that may be used.

19. The CAO or designate is responsible for ensuring that this policy is enforced.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2015-09-30	15-09-669
<b>Amended</b>	2018-07-25	18-07-522
<b>Amended</b>		

**SCHEDULE “A”  
Public Participation Plans**

<b>Category</b>	<b>Event</b>	<b>Type of Participation</b>
Council	Annual Budget	Inform
	Annual Report	Inform
	Strategic Plan	Inform
	Bylaw Review and Development	Inform or Consult
	Policy Review and Development	Inform
Planning and Development	New or Amended Municipal Development Plan, Area Structure Plans, Land Use Bylaw	Consult
	New or Amended Area Redevelopment Plans	Consult
	Planning Documents (ie. engineering standards, information management plans, etc.)	Consult or Collaborate
	New or Amended Community Sustainability Plan	Consult or Collaborate
Protective Services	Change in Service Level for Fire Department or Bylaw Enforcement	Inform
	Municipal Emergency Plan	Inform
Operations	Public Works Affecting Adjacent Landowners	Inform
	Construction of Infrastructure	Inform
	Traffic Management and Studies	Inform or Consult
Community Services	New Development Plans of Trail, Park or Green Space	Consult or Collaborate
	Public Access Buildings New Development or Closure	Consult or Collaborate
	Master Plans	Consult or Collaborate
Utilities	Construction of Infrastructure	Inform
	Studies	Inform or Consult

**SCHEDULE “B”  
Public Participation Tools**

<b>Type of Participation</b>	<b>Inform</b>	<b>Consult</b>	<b>Collaborate</b>
<b>Goal</b>	Provide public with balanced and objective information to assist them in understanding decisions.	Obtain public feedback throughout the decision making process, listen and respond to concerns.	Partner with the public during the decision making process by obtaining direct advice and using it to implement a decision.
<b>Description</b>	<ul style="list-style-type: none"> <li>• Decision is routine and part of the operations</li> <li>• Disclosure is required by law</li> <li>• There is an urgent need to respond to the public</li> </ul>	<ul style="list-style-type: none"> <li>• Public notification and input is required by law</li> <li>• The decision is a known concern to other parties</li> <li>• The decision will affect the lifestyle or habits of citizens</li> <li>• There is perceived risk associated with the decision</li> <li>• Council or Administration requests public input prior to making a decision</li> </ul>	<ul style="list-style-type: none"> <li>• Sharing the decision making process</li> <li>• Incorporating recommendations into the decisions to the maximum extent possible</li> <li>• Decision directly affects a large amount of the population</li> </ul>
<b>Process/Tools</b>	<ul style="list-style-type: none"> <li>• Newspaper</li> <li>• Website</li> <li>• Social Media</li> <li>• Radio</li> <li>• Letters</li> <li>• Flyers</li> <li>• Notices to adjacent landowners</li> </ul>	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Polls</li> <li>• Open House</li> <li>• Public Hearing</li> <li>• Council Meeting Delegation</li> </ul>	<ul style="list-style-type: none"> <li>• Public Advisory Committee</li> <li>• Consensus Building</li> <li>• Participatory Decision Making</li> <li>• Delegated decisions</li> <li>• Plebiscite</li> </ul>





**MACKENZIE COUNTY  
RATEPAYERS MEETING**

**Monday, June 11, 2018  
7:00 p.m.  
Blue Hills Community School  
Tompkins Landing, AB**

**PRESENT:** Peter F. Braun Reeve  
Lisa Wardley Deputy Reeve  
Jacquie Bateman Councillor  
Cameron Cardinal Councillor  
David Driedger Councillor  
Eric Jorgensen Councillor  
Josh Knelsen Councillor  
Anthony Peters Councillor  
Walter Sarapuk Councillor

**ABSENT:** Ernest Peters Councillor

**ALSO PRESENT:** Len Racher Chief Administrative Officer  
Carol Gabriel Director of Legislative & Support Services  
David Fehr Director of Operations  
Doug Munn Director of Community Services  
Grant Smith Agricultural Fieldman  
Fred Wiebe Director of Utilities

**OTHER:** Approx. 47 Ratepayers

Minutes of the ratepayers meeting for Mackenzie County held on Monday, June 11, 2018 at the Blue Hills Community School in Tompkins Landing, Alberta.

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

Councillor Knelsen called the meeting to order at 7:00 p.m.

**1. b) Introductions**

Council and staff introductions were made.

**ADOPTION OF THE AGENDA: 2. a) Adoption of Agenda**

**MOTION 18-RP-01 MOVED** by Dicky Driedger

That the agenda be adopted as presented.

**CARRIED**

**ADOPTION OF THE  
PREVIOUS  
MINUTES:**

**3. a) Minutes of the June 27, 2017 Ratepayers Meeting**

**MOTION 18-RP-02**

**MOVED** by Peter Zacharias

That the minutes of the June 27, 2017 Tompkins ratepayers meeting be adopted as presented.

**CARRIED**

**REPORTS:**

**4. a) Reeve & Council Reports**

Reeve Braun presented the Reeve's Message found on Page 3 of the 2017 Mackenzie County Annual Report and Councillors provided an update on their various Committee activities.

**MOTION 18-RP-03**

**MOVED** by Jake Driedger

That the Reeve and Council reports be accepted for information.

**CARRIED**

**4. b) 2017 Annual Report**

Reeve Braun presented budget highlights of the 2017 Annual Report.

**MOTION 18-RP-04**

**MOVED** by Benj Peters

That the 2017 Annual Report be accepted for information.

**CARRIED**

**QUESTIONS /  
ANSWER PERIOD:**

**5. a) Question & Answer Period**

Q. Is there any interest in that road to Peace River? It would be nice when the ferry is not operating.

A. We are installing another culvert with government funding and hopefully in the future we will see a road.

Q. Where is the building of the ferry at? Have you seen the blueprint or have input into the size, etc.?

A. They did take note. We are supposed to get a report soon but it's on the unfunded priority list.

- Q. What are you going to do about the Blue Hills Road?  
A. In the budget to be rebuilt this year and oiled next year.
- Q. What is the status on Range Road 17-2?  
A. That intersection should be fixed this year.
- Q. Any thoughts on the natural gas?  
A. We met with the Minister and they want to help. The Northern Lights Gas Co-op has done a study and we have requested funding from the government. If the government gives us half then that would reduced the people's costs. Putting in two compressors, which should give us a couple year's fix and long term to bring in a line from the wolverine field.
- Q. Is there a group that could come up with a terms of reference to do a study for irrigation? REDI or MARA?  
A. REDI is already applying for CARES funding for agricultural initiatives.
- C. Reeve commented that the Assessor is available to discuss any concerns you may have.
- Q. It is \$37 per hour for the cost of a grader. The public should do it to cut the cost.  
A. That is without fuel and operator. It's approximately \$130 per hour all inclusive. Depreciation of the grader means they are switched out at 7000 hours. We provide service when needed. This was one of the first discussions with the new council. We reviewed the options of county vs. contract. We do not think we would be able to hire a grader at \$130 per hour. Alberta Roadbuilders' rate is \$230 per hour.
- C. We get a quality level of service as it is run right now.
- Q. Why did the graders remove their rear blade?  
A. All but one has been removed. It makes a huge difference and the roads have improved.
- C. Josh commented on the Canada Post public consultation. Let them know regarding the parking concerns at the new location and that they should take that into consideration. We are still hoping for a post office here and they are aware of the need. If you have a truck and trailer access may be difficult. You should take the effort and give your opinion. This is a long term deal.
- Q. Would the new recommended location not have enough parking?

- A. The location has not been finalized.
- C. The post office should stay in its same location and they should build a new building.
- Q. Have they thought about putting mailboxes in the Riverdrive subdivisions?
- A. No.

**ADJOURNMENT:**      **6. a) Adjournment**

**MOTION 18-RP-05**      **MOVED** by Jake Driedger

That the meeting be adjourned at 8:02 p.m.

**CARRIED**

These minutes will be presented for approval at the 2019 annual ratepayers meeting.

DRAFT

**MACKENZIE COUNTY  
RATEPAYERS MEETING**

**Tuesday, June 12, 2018  
7:00 p.m.**

**Fort Vermilion Community & Cultural Complex  
Fort Vermilion, AB**

**PRESENT:** Peter F. Braun                      Reeve  
Lisa Wardley                      Deputy Reeve  
Josh Knelsen                      Councillor  
Anthony Peters                      Councillor  
David Driedger                      Councillor  
Ernest Peters                      Councillor  
Eric Jorgensen                      Councillor  
Cameron Cardinal                      Councillor  
Walter Sarapuk                      Councillor  
Jacquie Bateman                      Councillor

**ABSENT:**

**ALSO PRESENT:** Len Racher                      Chief Administrative Officer  
Byron Peters                      Deputy CAO  
Carol Gabriel                      Director of Legislative & Support Services  
David Fehr                      Director of Operations  
Doug Munn                      Director of Community Services  
Fred Wiebe                      Director of Utilities  
Grant Smith                      Agricultural Fieldman  
Don Roberts                      Zama Site Manager  
Willie Schmidt                      Fleet Maintenance Manager  
Aaron Steblyk                      Compass Assessment Consultants Inc.  
RCMP

**OTHER:**                      Approx. 31 Ratepayers

Minutes of the ratepayers meeting for Mackenzie County held on Tuesday, June 12, 2018 at the Fort Vermilion Community & Cultural Complex in Fort Vermilion, Alberta.

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

Councillor Cardinal called the meeting to order at 7:07 p.m.

**1. b) Introductions**

Council and staff introductions were made.

**ELECTION OF A  
CHAIR:**

**2. a) Election of Chair**

Ray Toews nominated Cameron Cardinal. Seconded by Becky Smith.

Cameron Cardinal was declared the Chair.

**ADOPTION OF THE  
AGENDA:**

**2. a) Adoption of Agenda**

**MOTION 18-RP-06**

**MOVED** by Becky Smith

That the agenda be adopted as presented.

**CARRIED**

**ADOPTION OF THE  
PREVIOUS  
MINUTES:**

**3. a) Minutes of the June 13, 2017 Ratepayers Meeting**

**MOTION 18-RP-07**

**MOVED** by Maarten Braat

That the minutes of the June 13, 2017 Fort Vermilion ratepayers meeting be adopted as presented.

**CARRIED**

**REPORTS:**

**4. a) Reeve & Council Reports**

Reeve Braun presented the Reeve's Message found on Page 3 of the 2017 Mackenzie County Annual Report and Councillors provided an update on their various Committee activities.

**MOTION 18-RP-08**

**MOVED** by Maarten Braat

That the Reeve and Council reports be accepted for information.

**CARRIED**

**4. b) 2017 Annual Report**

Reeve Braun presented budget highlights of the 2017 Annual Report.

**MOTION 18-RP-09**

**MOVED** by Ray Toews

That the 2017 Annual Report be accepted for information.

## **CARRIED**

Councillor Cardinal addressed the matter of the ice jam flood and thanked the staff, RCMP and the local fire departments for their hard work.

Len Racher addressed the crowd regarding the emergency event. The region experienced the biggest flood in a while and learned a lot and identified changes for next time. The volunteers, RCMP, and fire departments came in to assist. When Buttertown was flooded out we shut down the road and manned barricades for local traffic. We are open to constructive criticism and you are welcome to come to the office to speak to Doug Munn, our Director of Emergency Management. We appreciate the assistance of all volunteers that came in to help the residents that were affected.

Cameron thanked the MDS organization out of La Crete that assisted the residents with work on their homes.

## **QUESTIONS / ANSWER PERIOD:**

### **5. a) Question & Answer Period**

- Q. Ena Simpson. As a trading post we are trying to raise money for a senior's lodge and we need funding to help with staffing, would funding from Community Futures be available?
- A. It is mainly for capital. It is a repayable loan with interest and not a granting organization.
- Q. You finished paving on 46<sup>th</sup> Avenue. Will you pave down the driveway? There is a four inch lift where asphalt meets the asphalt.
- A. We can look into it and add a bit of gravel.
- Q. Why hasn't 49<sup>th</sup> Avenue been paved? It's the only street in Fort Vermilion that hasn't been paved. Behind the post office.
- A. We don't have a lot in our budget. Cameron stated that since he was new and he didn't add it.
- Q. The grass on 46<sup>th</sup> Avenue in the service lane is never cut. Two residents cut the grass. It's a fire hazard.
- A. We have a bylaw for cutting grass; the owners adjacent are to look after it. Dave or Ricky will go over and take a look and perhaps have the Bylaw Officer talk to the other residents.
- Q. There is a large puddle of water at the emergency entrance. Why isn't it draining?
- A. We will check that out.

- Q. Why are the minutes not in the newspaper?  
A. It is the newspaper's responsibility, not the county's.
- Q. There should be a guard rail in front of St. Mary's.  
A. The trees would not have stopped anyone from going over. We are working on cleaning up the river bank and we are working with Alberta Environment & Parks. We are working on a flood mitigation study right now and then should have the ability to access funding.
- Q. Have you looked into fixing the cell service on Highway 88?  
A. Yes, it is an issue on the major thoroughfares. We have been meeting with Telus and continue to lobby for better service.
- Q. Will Goertzen – Blumenort Road is in rough shape, it's dangerous when it is dry due to dust. Can you resolve this with oil or pavement?  
A. We will be evaluating that for possible gravel and make it driveable.
- Q. The guard rail by the deck is an eye sore. Is it getting fixed or removed? Do we need it there?  
A. We were intending to fix the guard rail, but it depends on what council decides.
- C. Odell Flett – The guard rail was put up because people at a ratepayer meeting asked for it to be put up.
- Q. Gerhardt Hirt – We live in an area that pays taxes with no services. We have dust control on heliport road and we have numerous contractors to do dust control in our area and recently a truck came from La Crete.  
A. We were working on dust control in Rocky Lane and we sent the truck over there to finish up the day.
- Q. Why didn't one of our area ratepayers' local trucks get the job? Why is one contractor getting the majority of the day labour work?  
A. We try to distribute the work evenly.
- Q. The rural address sign on our driveways don't work. Rodney gets a map and can't read it. I don't know how to use the signs.  
A. This is a new program and we have information available on how to interpret the signs.
- Q. Most roads have dust control, so why didn't the 6 Mile Road get any? The first section of the bypass road is mud. Heliport road



is disgusting. How much have you spent on that road and look at it. They ripped up the Chinese pavement with the blade of the grader. The next day they came to do a proper job. D8 and D9 came through on Easter Sunday with a scarifier and he demolished the heliport road that day and he ended up in La Crete. People are scared to come to your meetings because they don't want to be painted with a black brush. Why are your employees scared to talk?

- Q. The MD truck was watering down in front of tiger calcium. What was happening on this side of the river? Whose truck was watering on the other side of the river?
- A. R&R Ranch was also working on the project because we needed two trucks.
- Q. La Crete trucks were doing dust control for two days and on Monday a contractor from High Level came to do it.
- A. Pinnacle Services helped us out a lot this winter.
- Q. Ray Toews – What was your response to the online census?
- A. 2015 was the first year we conducted an online census, with a response rate of 23-25%. This is the standard response for an online census. June 30<sup>th</sup> is the deadline.
- Q. Maarten Braat – Is the Agricultural Service Board able to get more organized for famers passing the Peace River bridge?
- A. The RCMP has previously volunteered to assist if they are notified. We can work with them to advertise and educate the people.
- Q. Elizabeth Hirt – Are we going to get some help with our roads that are in bad shape? The 6 Mile Road in High Level Rural. The entire area is just mud.
- A. All the roads in the county are on a rotation for gravel; however if a road needs it, we will look after it. Check with Dave or Ricky to see if your road is on the list. It is likely on the gravel map for later this year. We will have to take a look and assess it. We have over 2000 km of gravel road in our county and we are in a tight budget and do the best we can.
- Q. Marilyn Eek – You talked about a train to Alaska. Have you heard anything about the road through B.C.?
- A. There were 20-30 liquefied natural gas plants that were supposed to be built in Fort Nelsen but haven't been yet. They didn't want Albertans to come in. It's probably a good time to start those discussions again. Northern Transportation Advocacy Bureau has it on their list as a northern transportation route.

- Q. Could the county please help us with cell coverage in Rural High Level?
- A. We have been lobbying Telus and have sent letters to the Minister to improve cell service on our major highways. We recommend that you download the Telus NetXP app – it will report a lack of service wherever you use the app.
- Q. Wendy Ward – What does overlay mean? What is overlay in La Crete?
- A. It's a second layer of pavement over existing pavement. North of La Crete is 2 miles of overlay.
- Q. Mackenzie County's budget for the library board is \$228,000. How does this compare to the Peace Library System?
- A. It costs over \$140,000 from what we spend now to join the Peace Library System. We run three libraries with the \$228,000. We can't afford to join the Peace Library System. We can apply for node status so we can use the Alberta Library network. We looked at the pros and cons and prefer to pay our local staff to catalogue books, etc. We have electronic services and e-books. We are looking at adding online magazines and downloading e-books for minimal cost. High Level's total budget is just about what we spend on three libraries and they don't have the in-house collections that we have.
- Q. Odell Flett – As chair of the Fort Vermilion Library Society, I looked into the Peace Library System and went to the government. I was told that Mackenzie County would never be able to get a node status. They said that each library will be part of the Peace Library System. You keep telling us to put it to rest. Why do we have to stop dreaming big about literacy?
- A. Mackenzie County Library Board is a regional board. We looked at the Peace Library System at a detailed level and discussed it at council. To get a node, we have a detailed list and have to apply to Municipal Affairs. We are a region the size of an Atlantic province and can become our own node. To say that we don't promote literacy is false. The collection of Fort Vermilion has increased; more money is being spent on purchasing books. We are waiting for the surveys to come in. The facelift for the Fort Vermilion Library was a big request. We are unique in being able to add the Mackenzie County Library Board layer and be able to serve our local societies and have pushed to maintain it. If there are specific programs that Fort Vermilion needs then bring them forward.
- C. Around 20 students from new Brunswick are working and digging in the area – there is archeologist museum open house on the 16<sup>th</sup> and you're welcome to take a look.

- Q. Why are we seeing a change in assessments?  
A. We have a new assessor who has completed the assessments. Some have gone up and some have gone down. When you look at the assessment, it is a fair assessment based on market value. Based on provincial regulation he has to be within 5%. Talk to the assessor if you have any questions. And your other choice is to appeal your assessment.

You can also go to the county office and enter into a payment agreement.

- C. Will Goertzen – We came to the conclusion that I have been fairly assessed, yet my tax bill went up by 25%. Maybe the money should be spent differently.
- C. Marilyn Eek – thank you to the county for how they're taking care of the seniors. The seniors' centre gets a \$4,000 grant each year and the utilities bill has increased this year, especially the natural gas, and it cuts into the budget drastically. Also thank you for cutting grass around the building and planting a tree or two.
- C. Cameron commented on the FCM conference in Halifax. The accomplishments were worth the trip. Council met with CN, Canada Post, and the caribou resolution passed which was priceless.

**ADJOURNMENT:**

**6. a) Adjournment**

**MOTION 18-RP-10**

**MOVED** by Maarten Braat

That the meeting be adjourned at 8:43 p.m.

**CARRIED**

These minutes will be presented for approval at the 2019 annual ratepayers meeting.



**AGENDA:**

**MOTION 18-RP-11**      **MOVED** by Daryl Quist

That the agenda be adopted as presented.

**CARRIED**

**ADOPTION OF THE PREVIOUS MINUTES:**      **3. a) Minutes of the June 19, 2017 Ratepayers Meeting**

**MOTION 18-RP-12**      **MOVED** by Beth Kappelar

That the minutes of the June 19, 2017 High Level ratepayers meeting be adopted as presented.

**CARRIED**

**REPORTS:**      **4. a) Reeve & Council Reports**

Reeve Braun presented the Reeve's Message found on Page 3 of the 2017 Mackenzie County Annual Report and Councillors provided an update on their various Committee activities.

**MOTION 18-RP-13**      **MOVED** by Terry Batt

That the Reeve and Council reports be accepted for information.

**CARRIED**

**4. b) 2017 Annual Report**

Reeve Braun presented budget highlights of the 2017 Annual Report.

**MOTION 18-RP-14**      **MOVED** by Jay Lanti

That the 2017 Annual Report be accepted for information.

**CARRIED**

**QUESTIONS / ANSWER PERIOD:**      **5. a) Question & Answer Period**

Q. Carmen – Do any of you go to Hutch Lake campground and view your numbers and regulate the area? Everybody is parking in the day use area so how do you know if they are staying there

- overnight?
- A. We have a new caretaker so the 2018 numbers should be more accurate. They do not count the number of day users, and they are required to pay if they are staying the night. We are also addressing the ATV issue as there was miscommunication with the regulation of ATVs. We will ensure that Machesis Lake will be better regulated as well.
- Q. Who is the new caretaker at the Machesis Lake campground?
- A. Peter & Margaret Peters are at Hutch Lake. They are onsite. Anna Braun is the new caretaker at the Machesis Lake site.
- Q. Does the Agricultural Service Board also include the land stewardship part? Promoting sustainable agriculture, responsible ag development, continuing ag land expansion. I support it but before we take another 400 quarters of land by the direction of the Premier and not through the best process we need to look at the ag practices on the land right now. I am concerned with road allowances, they are being opened up and farmed and they are not part of the land being opened up. What is the county's policy when it comes to granting a permit to open up a road allowance?
- A. If you apply for a permit to open it up, and until you build a road, then you can farm it.
- Q. Permitted activities require an inspection process on road allowance permits. Do you have any data on how many permits have been issued? You need an inspection process. We have road allowances from Highway 88 to Wabasca river banks – there are a lot of road allowances there.
- A. A farmer can get a permit to farm a road allowance without building a road. Road allowance belongs to the property owners after they are approved for a permit.
- C. The road allowances belong to the taxpayers of the county. If you're farming them are you paying taxes on them? Soil, erosion, limited topsoil north of the river, shelterbelts protection. Concern with retention of water. We need to have input to the environmental process and we need to show them. We are impacting the environment with wildlife and soil retention, water and wind erosion. Road allowances are not meant to be farmland and it belongs to the Crown. You have a shelterbelt program yet you're removing all the road allowances for farming.
- Q. Elsi Croy – Are you going to rebuild Eagles Nest Road? You were going to fix a portion 5-6 years ago. Can you fix the portion with a heave? (culvert by Judy Hills) It is worse this year.

- A. We will look at it.
- C. Irene Van der Kloet – Thank you for the support that the Rocky Lane Ag Society is receiving to give us the ability to offer activities. We opened up the horse camp and it's been a huge success and we appreciate it. It's a gem in our area.
- Q. Quist – Are high school bursaries specific for one field? I'm a midwife and trying to hire a second midwife. It is difficult getting staffing. One of the issues is that it is a northern community and we want to grow our own. Is there a way to make sure a portion of the bursaries goes toward the medical field?
- A. Alberta Health Services needs to change their rules. The college regulates our safety requirements.

Peter – Northern Alberta Development Council has a bursary program and they do have a program for medical professionals. It is difficult to access the program based on their requirements. The birthrate is 600-700 which is high for a northern area. It would be great if there is a way to recruit and retain these professionals. We did mention it to the Minister of Health to open Fort Vermilion's hospital up for birthing. We are pushing hard and they say they are working on it.

- Q. Do you have any incentives for health professionals?
- A. No. Just the bursary.

We provide \$25,000 annually for bursaries. We have targeted the medical field. Longer programs get a higher bursary. It's for any field and not just for high school, but also for returning students.

- Q. Beth – 11 mile road. High Level west flood control the water runs from heliport down 9 mile and across fields and then 11 mile. There is a lot more volume of water coming across and the culvert is getting breached due to the flood control. Have you considered increasing the size of the culvert.
- A. Discussion will be held at the Agricultural Service Board. Jacquie has brought up this concern.
- Q. When are you paving heliport road?
- A. We should get oil sometime this year if the rain stops.
- Q. What is the purpose?
- A. To stop all the dust. Due to the acreages dust control is required.

- Q. Pat Bateman – My company is a recycler of used oil and our

company has gotten slaughtered with your oil program. You should have your oil tested. You are contaminating our county roads. Alberta Environment & Parks (AEP) will give you a permit. Why are you letting people put it on? Are you testing the oil they are using? Your graders are grading it into your roads.

- A. The local farmers are. They grade through it. We grade before they lay their oil. Farmers are exempt from being tested if they put it on the road.

Why on a county road? You can't dump diesel and gas on the road.

- Q. Who's liable? Can you show us the act?

- A. They have to conform to certain stipulations. AEP stipulations are listed at the back of the application form. Provincial regulation for a farmer.

- Q. How does the Crown control the weeds on their fields? Why do the organic farmers have to control theirs?

- A. Croy – That's an excellent question. We know that if it's on crown land then it's on bush and the wind won't carry it as far.

- Q. What about where the road allowances are being cleared?

- A. There is no easy solution.

- Q. Daryl Quist – What is the policy for applying dust control in front of properties? Do they pay for it?

- A. There is a cost of \$1,700 per application and we charge \$750 and \$50 for seniors.

- Q. In Wards 8 and 9 we are pretty easy keepers and there are a few highly traveled roads, including Eagles Nest and Machesis. The people residing in that region shouldn't have to apply for dust control in front of places close to the road. There's extra traffic on those roads and people are accessing services. Other parts of the municipality have it. Justification for improvements is based on traffic. For the amount of traffic on Machesis why are you asking the residents to pay for their own dust control when it's largely public used?

- Q. I'm concerned with issuing a notice to someone with minimal weeds and not the field across the road with larger quantity.

- A. Josh – We appreciate your comments and it's an ongoing struggle. Please contact myself or Grant if you have any weed concerns. We are hurting our organic farmers if we turn a blind eye to the issue. We are taking action.

- C. Darryl – Our grader operator is doing an excellent job. Dean



Steward.

Q. Croy – I'd like to reinforce Darryl's comments regarding the road use on Machesis. We would like to see the road addressed. It's highly used by all county residents.

A. Dave will take a look at it tomorrow.

Q. What authority does the Land Stewardship Committee have and how does it make recommendations? If the county wants to be recognized it needs to have a committee to look after the environmental issues and you need to show that you are actively pursuing solutions. You need to be proactive in order to be part of the solution.

A. The committee hasn't met in a while. These members have been very involved with the caribou file and it will be coming forward. It will become a sounding board and provide recommendations.

Q. Peggy Steffen – Is there any way we can open some more trails by the horse camp? Loop to the west. There are some overgrown cutlines – could they get cleared? There are old logging roads to the east.

A. Talk to Doug Munn. We have no plans to develop any trails right now but are open to the conversation.

Within the park boundary we have a lease with AEP. Outside the boundary we may be able to do it unless they intend to register the trails.

Q. Owen Sabastian – We recently had a fire at the Ponton and three fires on the powerline. ATCO has a sweet deal where they pay \$50,000 a fire. What is the incentive for ATCO to go clean up a powerline? All the fires were caused by powerlines. These are big issues with the county.

A. This is not in the county's jurisdiction, however we can lobby the government regarding the issue.

Lisa – Does that fall under AEP?

Michelle – They are aware of the issue and they are discussing with ATCO about removing trees.

Q. I'm curious if there would be recycling containers for paper and metal cans, etc. in the future at the waste transfer stations?

A. We are too far from the market and it is cost prohibitive.

**ADJOURNMENT: 6. a) Adjournment**

**MOTION 18-RP-15**      **MOVED** by Beth Kappelar

That the meeting be adjourned at 8:26 p.m.

**CARRIED**

These minutes will be presented for approval at the 2019 annual ratepayers meeting.

DRAFT

**MACKENZIE COUNTY  
RATEPAYERS MEETING**

**Thursday, June 14, 2018  
7:00 p.m.  
Zama Community Hall  
Zama, AB**

**PRESENT:** Peter F. Braun Reeve  
Lisa Wardley Deputy Reeve  
Jacquie Bateman Councillor  
Cameron Cardinal Councillor  
David Driedger Councillor  
Josh Knelsen Councillor  
Anthony Peters Councillor  
Ernest Peters Councillor

**ABSENT:** Eric Jorgensen Councillor  
Walter Sarapuk Councillor

**ALSO PRESENT:** Len Racher Chief Administrative Officer  
Byron Peters Deputy CAO  
Carol Gabriel Director of Legislative & Support Services  
David Fehr Director of Operations  
Doug Munn Director of Community Services  
Fred Wiebe Director of Utilities  
Grant Smith Agricultural Fieldman  
Don Roberts Zama Site Manager  
Aaron Steblyk Assessor, Compass Assessment Inc.

**OTHER:** Approx. 18 Ratepayers

Minutes of the ratepayers meeting for Mackenzie County held on Thursday, June 14, 2018 at the Zama Community Hall in Zama, Alberta.

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

Deputy Reeve Wardley called the meeting to order at 7:00 p.m.

**1. b) Introductions**

Council and staff introductions were made.

**ADOPTION OF THE AGENDA: 2. a) Adoption of Agenda**

**MOTION 18-RP-16 MOVED** by Brian Penny

That the agenda be adopted as presented.

**CARRIED**

**ADOPTION OF THE  
PREVIOUS  
MINUTES:**

**3. a) Minutes of the June 20, 2017 Ratepayers Meeting**

**MOTION 18-RP-17**

**MOVED** by Greg Mclvor

That the minutes of the June 20, 2017 Zama ratepayers meeting be adopted as presented.

**CARRIED**

**REPORTS:**

**4. a) Reeve & Council Reports**

Reeve Braun presented the Reeve's Message found on Page 3 of the 2017 Mackenzie County Annual Report and Councillors provided an update on their various Committee activities.

**MOTION 18-RP-18**

**MOVED** by Greg Mclvor

That the Reeve and Council reports be accepted for information.

**CARRIED**

**4. b) 2017 Annual Report**

Reeve Braun presented budget highlights of the 2017 Annual Report.

**MOTION 18-RP-19**

**MOVED** by Brian Penny

That the 2017 Annual Report be accepted for information.

**CARRIED**

**QUESTIONS /  
ANSWER PERIOD:**

**5. a) Question & Answer Period**

- C. Greg – I applaud all the people involved in the caribou issue and the success at the federal level.
- A. We appreciate all the people coming out to all the rallies.
- Q. We are anticipating the lighting project. One of the things they were estimating is that we will be using 18-20% of the power we

were consuming before. It will be a big project with an 80% reduction in power use.

A. We pay the utility bills for all county buildings and we will see major savings.

Q. How did you find the road coming in?

A. Good.

Q. The road should get paved. Someone is going to get killed. In the case of an emergency, it would be a rough ride in an ambulance.

A. Lisa – We have \$3,000,000 and the borrowing bylaw in place in case we get grant funding for the project.

Q. Has the application gone in for funding?

A. We have requested Alberta Transportation to put it on the unfunded list before we can access provincial and federal funding.

Q. How much grant funding was associated with the Highway 88 connector?

A. None.

Q. The provincial government was promising pavement, what are they saying now?

A. They are focusing on the Anthony Henday in Edmonton.

C. Don – Two years ago there was a case study done on the gravel road initiated by the Zama Chamber. Zama is the only community in Alberta that doesn't have pavement to it.

C. Lisa – Our number 1 priority for Zama is the pavement for the Zama road.

Q. You didn't need grants for the Highway 88 connector so why do we need grants for the Zama Road?

A. It's a council decision.

Q. Can the County apply for grants after the road is paved?

A. No. We met with our MLA and the provincial government and we have been lobbying hard to get the road on the unfunded list. We encourage you to write letters to your MLA requesting that it be added to the unfunded list.

Q. What was the cost of the Highway 88 connector?

A. \$12,800,000

Q. Greg – Apache is gone and we have a new oil company that

seems to want to work with other companies to share the road. Part of the problem is that companies don't want to come in here due to the road. How do we convince them to come in?

- A. We went to Calgary to speak to the oil companies. It's the environment of the provincial government and their policies.
- C. There are enough taxes coming out of this community to pay for it. Give back a little of what we've contributed.
- C. Anthony – We hear that companies fly their workers in. There needs to be a better understanding of the people that live in Zama.

Only Paramount employees fly in. Most of us live here. Some of our families live in High Level as we don't want them to drive on the gravel road.

The people that live here have to commute to get their groceries and other amenities. The road is our lifeline.

Lisa – Sales and road use agreements have been signed with Paramount.

- Q. David – How many of you got a tax bill this year? Who owns here? Our taxes went up.
- A. Lisa – We kept hearing that assessment would go down but it still hasn't.
- C. People don't come to these meetings anymore because they are asking the same questions and not getting anything.
- C. Lisa – I continue to advocate for the Zama pavement and promote our community.

**ADJOURNMENT: 6. a) Adjournment**

**MOTION 18-RP-20 MOVED** by Greg McIvor

That the meeting be adjourned at 7:50 p.m.

**CARRIED**

These minutes will be presented for approval at the 2019 annual ratepayers meeting.

**MACKENZIE COUNTY  
RATEPAYERS MEETING**

**Monday, June 18, 2018  
7:00 p.m.  
La Crete Heritage Center  
La Crete, AB**

**PRESENT:** Peter F. Braun Reeve  
Lisa Wardley Deputy Reeve  
Josh Knelsen Councillor  
Anthony Peters Councillor  
David Driedger Councillor  
Ernest Peters Councillor  
Eric Jorgensen Councillor  
Cameron Cardinal Councillor  
Jacquie Bateman Councillor

**REGRETS:** Walter Sarapuk Councillor

**ALSO PRESENT:** Len Racher Chief Administrative Officer  
Carol Gabriel Director of Legislative & Support Services  
David Fehr Director of Operations  
Doug Munn Director of Community Services  
Byron Peters Deputy CAO  
Grant Smith Agricultural Fieldman  
Fred Wiebe Director of Utilities  
Aaron Steblyk Assessor, Compass Assessment Consultants

**OTHER:** Approx. 91 Ratepayers

Minutes of the ratepayers meeting for Mackenzie County held on Monday, June 18, 2018 at the La Crete Heritage Center in La Crete, Alberta.

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

Reeve Braun called the meeting to order at 7:03 p.m.

**1. b) Introductions**

Council and staff introductions were made.

**ADOPTION OF THE AGENDA: 2. a) Adoption of Agenda**

**MOTION 18-RP-21 MOVED** by Brent Holick

That the agenda be adopted as presented.

**CARRIED**

**ADOPTION OF THE  
PREVIOUS  
MINUTES:**

**3. a) Minutes of the June 12, 2017 Ratepayers Meeting**

**MOTION 18-RP-22**

**MOVED** by Pete Enns

That the minutes of the June 12, 2017 La Crete ratepayers meeting be adopted as presented.

**CARRIED**

**REPORTS:**

**4. a) Reeve & Council Reports**

Reeve Braun presented the Reeve's Message found on Page 3 of the 2017 Mackenzie County Annual Report and Councillors provided an update on their various Committee activities.

**MOTION 18-RP-23**

**MOVED** by Ryan Janzen

That the Reeve and Council reports be accepted for information.

**CARRIED**

**4. b) 2017 Annual Report**

Reeve Braun presented budget highlights of the 2017 Annual Report.

**MOTION 18-RP-24**

**MOVED** by Willie Wieler

That the 2017 Annual Report be accepted for information.

**CARRIED**

**QUESTIONS /  
ANSWER PERIOD:**

**5. a) Question & Answer Period**

Q. Pete Enns – I'm seeing major transportation costs. Why don't we have more gravel roads paved? In the U.S. most of the roads are paved. It would bring down the costs in the long run.

A. We would love to see all the roads paved, however the costs are prohibitive.



- Q. Ryan Janzen – Taxes are really high – 30% on personal property and 25% on commercial property. We don't dispute the valuations, but we need to look at the mill rate. We are driving businesses away from our community. We need more affordable taxes to spur the economy and create a healthy balance.
- A. We have had some of those discussions already and will have further discussions in the fall going into budget time.

Anthony commented that he wanted to come up with having regular meetings with 5 people to discuss the future and come up with ideas on how we can make this a better community.

Ernie commented that he sees the county going into the same direction as the Trudeau government.

- Q. Henry Enns – We need to see a continued well-being of our communities and developers. We should not be discouraged by overzealous taxation. An empty lot is being taxed at just under \$3,000. How can a developer take the chance of being taxed at that rate when he is considering that development?
- A. Taxes are based on market value. If there is an error, they should meet with the assessor.

Duffy – We're not here to fight against you, we pay taxes too. We need input and suggestions and not arguments. We need to be able to come up with solutions and a system that's fair for everybody.

- Q. Philip Wiebe – It's not the county's fault that our taxes are high. It's the transfer payments. We need to find 2,000 decisions to save \$500 each. Years ago, water services were included in the taxes, and now we are paying for water and other services. Essentially these are all taxes as well. I challenge council to hold provincial and federal governments responsible to provide transfer payments to build roads. We pay \$32,000 on average for health care, roads, etc. What I do with my money is none of your business. You are responsible for taxpayers' money.
- A. Thank you for your comments.

Peter – We are going to look at the taxes and review it in the fall prior to next year's budget.

- Q. John Krahn – Last year in Blue Hills there was a discussion on farmland being opened up and an increase on farmland taxes. Where did that discussion go? Increase farmland so residential and commercial don't have to.
- A. Josh – It is an ongoing discussion. Everybody has an opinion

on how it should work, and it varies. More diversification and collaboration is required. I support increasing the farmland taxes.

Peter – We have had a long discussion about it. Farmland has a separate mill rate. We need 7 out of 10 votes to approve the tax bylaw. Farmers also qualify for exemptions.

- C. Aaron – I look at similar properties and compare them. I make any necessary adjustments to the specific property. Vacant sections are sold for \$600,000, chances are the assessments for other quarters are assessed similarly. They don't directly impact farm quarters. It has to be considered whether the parcel is cleared, etc. on a case by case basis.

Ernie – A residential quarter of farmland was sold for \$600,000. It increased the other acreages.

Aaron – We don't look at just one sale, we look at the entire area. It is legislated at a median (probable) value.

Josh – Currently farmers are paying a minimum of \$35 per quarter and there is room for improvement.

- Q. Andrew Friesen – Can we put a cap in place when you change the assessor and put in a gradual increase on an incremental basis?
- A. Josh – In defense of the assessor he has created fair assessments. The county now needs to look at the mill rates.
- C. Lisa– The mill rate is what council has the ability to set and council has been receptive to holding the mill rate. There has been no increase since 2011 for residences and 2012 for commercial. We do what we can with the declining assessment. Page 12 of the Annual Report shows projects, and 2017 was 70% grant funded and in 2018 the transfer payments have dropped to 30%. We debate what we have to cut in order not to increase the taxes. We've had substantial requests for wellness centres, paving the highway 88 connector, etc. When you look at a budget the majority is in the operating costs. We have to find a balance. Capital projects are substantially dependent on transfer payments. Reducing the mill rate would reduce the taxes, however then we have to reduce our expenses. We try to live within our means.
- Q. Ryan – You don't believe that lower taxes boosts economy?
- A. Lisa - We have lower mill rates. They keep the mill rates lower and the assessment goes up and we're no further ahead.

- C. Ryan – Page 18 looks at the activity in the La Crete area. Sounds like you're not open to discussion.

Lisa – I would rather hold the mill rate and maintain services.

Eric – Assessment will build over time, not right away.

- Q. Bill Neufeld – I remember sitting on council and Alberta Transportation covered the costs for roads, etc. Ralph Klein cut the costs to balance his budget and put it onto the backs of the municipal government.

- A. Downloading is a big concern.

- Q. Duffy – How many farmers are in the room? I sit on both sides of the fence and own farmland and a business in town. As a farmer seldom do I have an organization come to me for funding from my farm revenue. In town there is a stream that comes through the door for cash. It keeps our community going. I feel that the taxes that we pay in town for the revenue that we generate, the ratio and percentage. The farmers help the businesses in town but the businesses in town also employ people. The farm rates should probably go up. Do you agree?

- A. If taxes go up then the food will as well.

It would be fair, farmland could afford to go up per quarter.

Anthony – I opposed it the last time. We need to really look at it carefully and with 10 people at the table it takes a lot of discussion. Taxes always seem to be fair when someone else is paying them.

- C. Philip – Canadians pay enough taxes. Three levels of government need to decide to spend money. Stop spending money on stupid things and spend it where it will help people. The financial problem is the responsibility of the federal and provincial government.
- A. Josh – We spend a lot of time addressing the concerns with the different levels of government.

Eric – When we attend conventions we are always looking for money.

Anthony – 83% of all Albertans live in urban centres and they think differently.

**ADJOURNMENT: 6. a) Adjournment**

**MOTION 18-RP-25**      **MOVED** by Ryan Janzen

That the meeting be adjourned at 8:21 p.m.

**CARRIED**

These minutes will be presented for approval at the 2019 annual ratepayers meeting.

DRAFT



Mackenzie County

# REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>August 28, 2018</b>
<b>Presented By:</b>	<b>Fred Wiebe, Director of Utilities</b>
<b>Title:</b>	<b>Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy</b>

## BACKGROUND / PROPOSAL:

At the August 24, 2016 Council meeting the following motion was made:

***MOTION 16-08-656 MOVED*** by Councillor Wardley  
*That administration draft an endeavor to assist policy for lateral water lines.*  
**CARRIED**

Administration has since brought it to a few COW meetings including a draft copy to the April 24, 2018 COW meeting. There were a few edits suggested at the April 24<sup>th</sup> COW meeting that are now reflected in the latest draft copy of the policy.

The finance department has also assisted with the options for the funding portions of the endeavor to assist.

The intent is to present the policy to Council for final review prior to bringing it back at an upcoming council meeting for approval.

## OPTIONS & BENEFITS:

The new policy includes:

- Financial options on funding the lateral lines;
- A deposit system that confirms the public’s demand for water delivery;
- An incentive element that will encourage rural ratepayers to connect in a timely manner;
- Include a Rural Water Servicing Agreement also confirming public demand’s commitment;

Author: F. Wiebe Reviewed by: \_\_\_\_\_ CAO: L. Racher

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

The costs for the installation of the waterlines will be borne by the ratepayers that are interested in connecting to the rural waterlines. The new policy gives options for multiple different financial initiatives to assist in making the installation of lateral waterlines more feasible. Some of the incentives include:

- An incentive through the deposit to have people “buy-in” at the start;
- A shared \$8000 connection fee to those that opt in at the beginning;
- County will fund the engineering costs;
- County will pay for lateral waterline oversizing;
- Provide financial arrangements whereby customer can make payments over a set period of time;
- County may fund for all connections that are deferred to a later date;

The policy outlines steps whereby the commitment is shown by the ratepayers and it proceeds to get budget and project approval from Mackenzie County Council prior to proceeding. The total project costs will be on a case by case basis.

The green highlighted changes that reflect Councils comments from the April 24, 2018 COW meeting are:

- Added definition for Project Completion
- On page 10 under Endeavour to Assist sections 1 and 2 we changed the statements to “the County will” instead of “may”.
- Removed miscellaneous costs as a fee reduction option.
- On page 11 under Endeavour to Assist section 4 we kept local improvement plan but added some wording as well as provided 2 other options. We should proceed with only one of the 2 options besides the local improvement bylaw that are in the draft copy.

We looked at the option of using a special tax, however the special tax is for “a special service or purpose” that requires a bylaw be passed annually. It’s not well suited for an Improvements purpose.

Here is a Calgary special purpose special tax passed in 2018:

“WHEREAS Section 382(1) of the Municipal Government Act (R.S.A. 2000, c. M-26) authorizes a municipality to pass a special tax bylaw annually to raise revenue for a special service or purpose; AND WHEREAS the residents of various communities within the City of Calgary have requested that a special tax be imposed on homeowners in these communities to raise funds to provide for enhanced maintenance of boulevards around streets and parks and snow removal on pathways”;

Author: F. Wiebe Reviewed by: \_\_\_\_\_ CAO: L. Racher

**SUSTAINABILITY PLAN:**

Mackenzie County’s strategy within the sustainability is to bring potable water closer to residents but not necessarily provide them with rural water connections.

*Strategy C5.2 Provide additional rural potable water truck fill sites so all residents reside within 35 minutes of potable water.*

**COMMUNICATION:**

Any changes to the UT006 policy would be updated on the County’s website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For review and discussion.

Author: F. Wiebe      Reviewed by: \_\_\_\_\_      CAO: L. Racher

## 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., and Mackenzie County desires to make the quality potable water available to Mackenzie County rural ratepayers through introduction of the rural water system 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 the general guidelines for constructing main rural water trunk lines and a process and sequence for future lateral extensions from the main water trunk lines and 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 (public health and prosperity);
- b) Healthy aquatic ecosystems (defining and achieving healthy aquatic ecosystems);
- c) Reliable quality water supplies for a sustainable economy (balanced approach: healthy/sustainable ecosystems, the economy, human health).

Mackenzie County will make their best efforts to encourage information sharing within the Mackenzie Region, and whenever possible and feasible, seek regional water partnerships. Mackenzie County will select technologies and practices that promote water conservation 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 30<sup>th</sup> 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 meter chamber.

**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. ~~Main~~-Trunk Waterlines**

Mackenzie County shall undertake construction of the ~~main water~~-Trunk Waterlines in the phases as described in this policy. The County will seek provincial and/or federal ~~funding~~ financial assistance to fund the ~~main water~~ Trunk Waterline ~~construction~~ improvements. The remaining amount may be funded through the general municipal tax and/or reserves, ~~and/or connection fees~~ 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 ~~determined by the~~ subject to County's 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 may be 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 (Extension) Construction Waterline Improvements

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

~~Mackenzie County may undertake construction of laterals if sufficient demand from the ratepayers is determined. The sufficient demand shall mean the construction is financially feasible and acceptable on a cost recovery basis by the affected ratepayers. While the County's intent is to establish cost recovery fees for laterals, any construction proposed to be subsidized at any rate shall be subject to available and approved County budget.~~

~~At a request of the ratepayers, Mackenzie County will facilitate a community meeting and will assist with the preparation of a business case to determine whether sufficient demand exists. Each request will be assessed on an individual basis with participation of the affected ratepayers. A combination of financial recovery instruments may be considered: connection fees, developer's contributions, offsite levies, and/or local improvement. These will be determined on a case by case basis for individual areas.~~

~~The sizing of a lateral extension line shall be determined on a case per case basis by the County. Unless otherwise approved by CAO or designate, a lateral extension pipeline shall be not less than 3" (three inches) in diameter. The lateral extension pipeline must be made of acceptable materials which must be approved by the County. Water tie-in and installations must be inspected and approved by the County or representative.~~

~~The County may contribute funding for oversizing a line if required for future growth. This decision is at the County's sole discretion and subject to budget and requires a prior written agreement. An offsite levy bylaw may be established to offset the oversizing cost.~~

~~Council reserves the right to make the final decision regarding any lateral extension.~~

#### **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 property 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 (typical and recommended, 2- day supply), 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 30<sup>th</sup> 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 deadline during 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, 2019	County advertises the program soliciting expressions of interest from the public.
September 30, 2019	Submissions of interests and \$1,000 Deposits from residents of service areas are received by County. Rural ratepayers that wish to pay their Deposit at a later date however, no later than <b>at the Project Completion, will pay the Deposit of \$2,000.</b> 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, 2019	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, 2019	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, 2020	Engineering firm authorized to proceed with the engineering design, estimates and project management.
March 1, 2020	Preliminary engineering estimates provided.
March 31, 2020	CAO presentation of engineering estimate for Council's consideration on Endeavor to Assist initiatives that may be considered for the Project.
May 1, 2020	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 <sup>st</sup> .
May 31, 2020	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, 2020	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, 2020	Call for Tenders.
August 15, 2020	Subject to Council approval, Contractor is awarded the Contract to proceed with construction.
October 31, 2020	Construction complete, and water system improvements commissioned.
December 31, 2020	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 30<sup>th</sup> 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*.

### **Other**

~~Mackenzie County's water service will be limited to the trickle fill water distribution in all rural areas. Trickle fill water distribution is a low pressure system that continuously fills a water holding tank based on the amount of water the property uses and is controlled by a float valve.~~

~~It is preferred that all water lines 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 securing the County's access to the lines during construction and subsequently for routine repair and maintenance; these must be appropriately registered against the applicable properties in Alberta Land Titles at no cost to the County. No financial compensation shall be provided by the County to a property owner due to a utility right-of-way easement.~~

## **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;
- The curb-stop and metering chamber located in proximity of the property line;

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 metering chamber 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:

- a) Pursuant to Part "B" Section 2(a) of the Agreement, a Deposit and Connection Fee which will form part of the Rural Servicing Fee as established in the Rural Potable Water Servicing Agreement if connected at the execution of the Agreement or;
- b) Pursuant to Part "B" Section 2(b) of the Agreement, a Deposit and Connection Fee which will form part of the Rural Servicing Fee as established in the Rural Potable Water Servicing Agreement if connected subsequent to the execution of the Agreement.

#### **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

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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. Miscellaneous Costs

The County may cancel selected operational costs that are attributable to the Project however typically are considered operational type activities such as:

- Grading & graveling;
- Clearing & grubbing;
- Driveway, culverts and drainage repairs;
- Marker posts, guard rails, barricades and signs;

- Council may consider reducing – adjustment of Financial interest charges imposed upon the Customer based on the Customer's Rural Servicing Fee charges.

#### 4. 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. Council may approve financial arrangements that will provide rural property owners that have an interest and are committed to proceed with the Project. The following are financial Endeavor to Assist initiatives that could be considered by Council for approval:

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##### 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.

iii. Agreements

The agreement (Schedule 1) signed by each Customer taking part in the program that would be caveated to the property.

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. Council may approve of an Endeavor to Assist for those that decide to defer their individual Connections. The following is a list of financial considerations that form part of this Endeavor to Assist initiative:

- i. All costs associated with the Project will be equally shared by all Customers benefitting from the water distribution system expansion;
- ii. ~~The Customers that connect prior to completion of the installation of the water improvements County will all Connections deferred to a later date;~~
- iii. ~~The County will recover the funds provided towards the deferred Connections through an Endeavor to Assist financial arrangement with the rural property owners;~~
- iv. All rural property owners deferring their Connections to a date that follows the Project Completion completion of the construction, 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. be advised by the County required to acknowledge that the County has provided them with notification on the following financial consequences based on their decision.
  - That the Endeavor to Assist total \$8,000 Connection Fee amount will be ~~payable to the County~~ in addition to prior to connecting to the County's water distribution system. paid to the County, including an additional financial charge interest charge based on the interest

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~~incurred for the duration of the period in deferring the Connection;~~

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~~d) Interest charges~~

~~Council may absorb all or part of the interest charges that will be accounted for any funding provided by the County.~~

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~~e) 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.~~

**5. Attachments**

- a) Schedule 1 – Rural Potable Water Servicing Agreement
- b) Schedule 1 Part A - Service Area Map
- c) Schedule 1 Part B - Fees
- d) Schedule 1 Part C - Financial Schedule
- e) Schedule 1 Part D - Caveat

	Date	Resolution Number
Approved	14-Jan-14	14-01-034
Amended	28-Sep-16	16-09-680
Amended		

## Schedule 1

### **RURAL POTABLE WATER SERVICING AGREEMENT**

#### BETWEEN:

MACKENZIE COUNTY  
a municipal corporation in the Province of Alberta  
(hereinafter "The County")

and

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owners of Land within Mackenzie County  
(hereinafter "the Customer")

#### WHEREAS:

Mackenzie County Council, on an annual basis, considers expanding its rural potable water distribution system to provide potable water to additional properties within County servicing areas subject to Council approval.

The Customer owns the property described in Part A to this agreement (the "Lands") and wishes to have those Lands connected to the Mackenzie County water distribution system upon Mackenzie County determining the Lands are within a service area for which the Mackenzie County water distribution system will be expanded.

Mackenzie County will consider expanding the Mackenzie County water distribution system when:

- public demand is demonstrated within an identified service area;
- the rural water distribution system has the capacity for expansion and;
- budgetary considerations have been established.

Entering into this agreement is a commitment by the Customer that the Lands are to be serviced by the Mackenzie County water distribution system when the system is adjacent to the Lands.

Mackenzie County has authority under the *Municipal Government Act* to pass bylaws in relation to municipal public utilities.

NOW THEREFORE:

1. In consideration of Mackenzie County expanding the municipal water distribution system to a service area including the Lands and to connecting the Lands to that system when such water distribution system is approved for construction in the service area in which the Lands are located, the Customer agrees as follows:
  - a. the Customer hereby requests that a Service Waterline be provided to the Lands from the Mackenzie County water distribution system when available to the Lands;
  - b. Mackenzie County and their contracting and engineering representatives may enter on the Lands for the purposes of constructing the Service Waterline, including the service connection to the Lands;
  - c. unless Mackenzie County otherwise directs, the County will carry out the construction of the Service Waterline and service connection on the Lands. The Customer shall pay, in advance of construction of the Service Waterline, the Connection Fee and all costs of construction of the service connection to the Lands (the "Rural Servicing Fee"). The construction of the service connection shall comply to industry standards with Mackenzie County specifications for service connections;
  - d. as of the date of this agreement, the Rural Servicing Fees are set out in Part B to this agreement and in accordance to the County's Fee Schedule Bylaw.
  - e. acknowledges that all costs of construction of the ratepayer's Service Waterline within this agreement are based on an estimate. The final cost will be determined at the completion of the Project and will be described as, actual cost, replacing the original estimated cost;

- f. acknowledges that the actual costs for the construction of the Customer's Service Waterline to private property is to be included within the Agreement and described as Customer's Rural Servicing Fee.
  - g. Acknowledges that a Deposit of \$1000 per the County's Fee Schedule Bylaw, will by Mackenzie County either be:
    - i. returned to the Customer if this agreement terminates pursuant to section 3 of this agreement; or
    - ii. applied in full or in part as per this policy to the Customer's total Rural Servicing Fee payable by the Customer;
    - iii. The Deposit shall not earn interest while held by the County;
  - h. comply with all County utility bylaws, Fee Schedule Bylaw, and relevant County policies and standards;
  - i. pay all rates or consumption fees charged by Mackenzie County for delivery of potable water to the Lands accordance with the County's Fee Schedule Bylaw;
2. Except as provided below, this agreement shall continue to apply, except to the extent that it is inconsistent with Mackenzie County bylaws, in which case the applicable bylaw provision shall prevail.
  3. This agreement shall terminate, and the Deposit be returned to the Customer two years following the execution of this agreement, if construction of the County's Project that, includes extension of the County's water distribution system and rural property Service Waterlines, has not commenced.
  4. The Customer acknowledges that Mackenzie County is entitled to rely upon this agreement as a request for connection of the Lands to the Mackenzie County water distribution system regardless of a change in ownership of the Lands following execution of this agreement.

5. This agreement shall be registered on Title.

DRAFT #6 revision#1



**Agreement Acceptance - Signatures**

**Declarations:**

We hereby acknowledge and declare that:

- (a) I (we) acknowledge that I (we) have read the contents of this agreement in its entirety and;
- (b) I (we) acknowledge that I (we) understand the intent of this agreement is for the County to servicing our property with municipal potable water and;
- (c) I (we) accept the terms of our financial responsibility as described within the Agreement's Part B-Financial Schedule;
- (d) Accept that the Agreement will be registered on title.

**Signatures:**

**Customer**

*Print Name(s)* \_\_\_\_\_

*Signature(s):* \_\_\_\_\_

*Witness* \_\_\_\_\_

\_\_\_\_\_

*(Street Address or Postal Box Number)*

\_\_\_\_\_

*(City, Province & Postal Code)*

**Mackenzie County**

*Print Name* \_\_\_\_\_

*Title* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date* \_\_\_\_\_

## Part A – Service Area Map

### a) Legal Description of the Customer's Lands

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### b) Site Plan boundaries of Project

DRAFT #6 revision#1

## **Part B - Fees**

### **1. Deposit Fee**

Customer initializing a commitment to the Project by providing a Deposit per the County's Fee Schedule Bylaw to Mackenzie County. The Deposit shall be held by Mackenzie County and either be:

- a. returned to the Customer if this agreement terminates pursuant to sections 2 & 3 of this agreement; or
- b. applied in full or in part to the Rural Servicing Fee payable by the Customer;

### **2. Connection Fee**

An incentive has been incorporated into this policy to encourage all benefitting property owners to connect to the County's water distribution system at the time of construction. The incentive is; only one connection fee of \$8,000 will be charged and equally shared with all Customers connecting during construction. Each Customer connecting after construction will each be subjected to the \$8,000 connection fee per the Fee Schedule Bylaw.

- a. During construction – a fee in accordance with the County's Fee Schedule Bylaw if the Lands are connected to the Mackenzie County water distribution system during the construction phase of the Lateral and Service Waterlines within the service area where the Lands are located, plus any amount owing pursuant to the Rural Potable Water Servicing Agreement or;
- b. After Construction – a fee in accordance with the County's Fee Schedule Bylaw if the Lands are connected to the Mackenzie County water distribution system after the construction phase of the Lateral and Service Waterlines within the service area where the Lands are

located, plus any amount owing pursuant to the Rural Potable Water Servicing Agreement.

### **3. Rural Servicing Fee**

Customer acknowledges and accepts that the actual costs of the Project payable items by the Customer, will determine the Customer's total Rural Servicing Fee that will be payable to the County.

- a. Estimated costs - based on an estimated construction costs of the Lateral Waterline and the Service Waterline up to the property line. The estimated cost for construction is required to initialize the Customer's commitment and intent on proceeding with the Project;
- b. Actual costs - Customer acknowledges the estimated costs for the Rural Servicing Fee will be replaced with the actual costs of the construction immediately following completion of the Project. The actual cost replacing the estimated cost will be included and form part of this agreement.

### **4. Customer Total Fees**

It is understood and accepted by the Customer that the Customer Total Fees include the non-refundable Deposit fee, as per the County's Fee Schedule Bylaw, that is applied to the Customer's Total Fee. It is also understood that the estimated costs (refer to 3a above) will be replaced with the actual costs (refer to 3b above) and will complete the Agreement's Financial Schedule forming part of this agreement.

### **5. Service Waterline**

It is understood that the Customer has an option of using the Project Contractor for installation of the Service Water line portion that is located on private property. The Customer will be responsible to the Project Contractor if

the Customer desires the Project Contractor to install the Service Waterline from the metering chamber located in proximity of the property line to the dwelling.

**Part C - Financial Schedule  
for  
Rural Servicing Fee**

- 1. Deposit \$ \_\_\_\_\_  
(refer to Part B section 1)
  
- 2. Connection Fee (refer to Part B section 2)  
(refer to Part B section 2)
  - i. During construction fee \$ \_\_\_\_\_
  - ii. After construction fee \$ \_\_\_\_\_
  
- 3. Rural Servicing Fee  
(refer to Part B section 3)
  - i. Estimated costs \$ \_\_\_\_\_
  - ii. Actual costs \$ \_\_\_\_\_
  
- 4. Customer's Total Fees \$ \_\_\_\_\_  
(refer to Part B section 4)
  
- 5. Service Waterline -Customer option \$ \_\_\_\_\_  
(refer to Part B section 5)

**Customer's acceptance:**

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Customer Name

**Part D - Caveat**

TO THE REGISTRAR NORTH ALBERTA LAND REGISTRATION DISTRICT

TAKE NOTICE that I, Mackenzie County

of La Crete in the Province of Alberta,

claim an interest with respect to *purpose of caveat* pursuant to the *document referred to between name on title* and the County of Mackenzie No. 23, pursuant to Section *that authorizes issuance of caveats* of the Municipal Government Act, Revised Statutes of Alberta 2000.

in *legal land location*

Excepting thereout all mines and minerals.

being Lands described in Certificate of Title, *title number – unless new titles are issued then leave blank* standing in the register in the name of *exact name on title* and I forbid the registration of any person as transferee or owner of, or of any instrument affecting the said estate, unless the instrument or certificate of title, as the case may be, is expressed to be subject to my claim.

I APPOINT \_\_\_\_\_ of Mackenzie County at (place) \_\_\_\_\_ in the Province of Alberta, as the place at which notices, and proceedings related hereto may be served.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ A.D. year

\_\_\_\_\_  
*agent's name* , Agent

### AFFIDAVIT IN SUPPORT OF CAVEAT

CANADA )  
 PROVINCE OF ALBERTA) )  
 )  
 )  
 TO WIT ) I, *agent's name*  
 ) of Mackenzie County  
 ) in the Province of Alberta

Solemnly Affirm and

Declare :

1. That I am the agent for the above-named Caveator.
2. THAT I believe that the said Caveator has a good and valid claim upon the said Lands and I say that this Caveat is not being filed for the purpose of delaying or embarrassing any person in or proposing to deal therewith.

Affirmed before me )  
 )  
 at *place* )  
 )  
 in the Province of Alberta, )  
 )  
 this *day* day of *month* )  
 )  
 \_\_\_\_\_ ) *agent's name*  
 A.D. *year* )

---

A Commissioner for Oaths in and for the  
 Province of Alberta





Mackenzie County's population has increased by 10.7% since the last federal census in 2016, or 6% increase from the last municipal census in 2015. In the past the municipal census has provided higher population counts than the federal census.

Higher census numbers contribute to more favorable funding and grant opportunities for Mackenzie County. The 2018 Mackenzie County census count can be used until the next federal census of 2021.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN**

**Strategy E27.3** Undertake a timely municipal census during major population shifts.

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For review and discussion.

Author: A.O'Rourke      Reviewed by: BP      CAO: \_\_\_\_\_

# Mackenzie County 2018 Municipal Census

## Overview of Outcomes

Mackenzie County 2018 Municipal Census - Outcomes  
Aylward Research Services

1

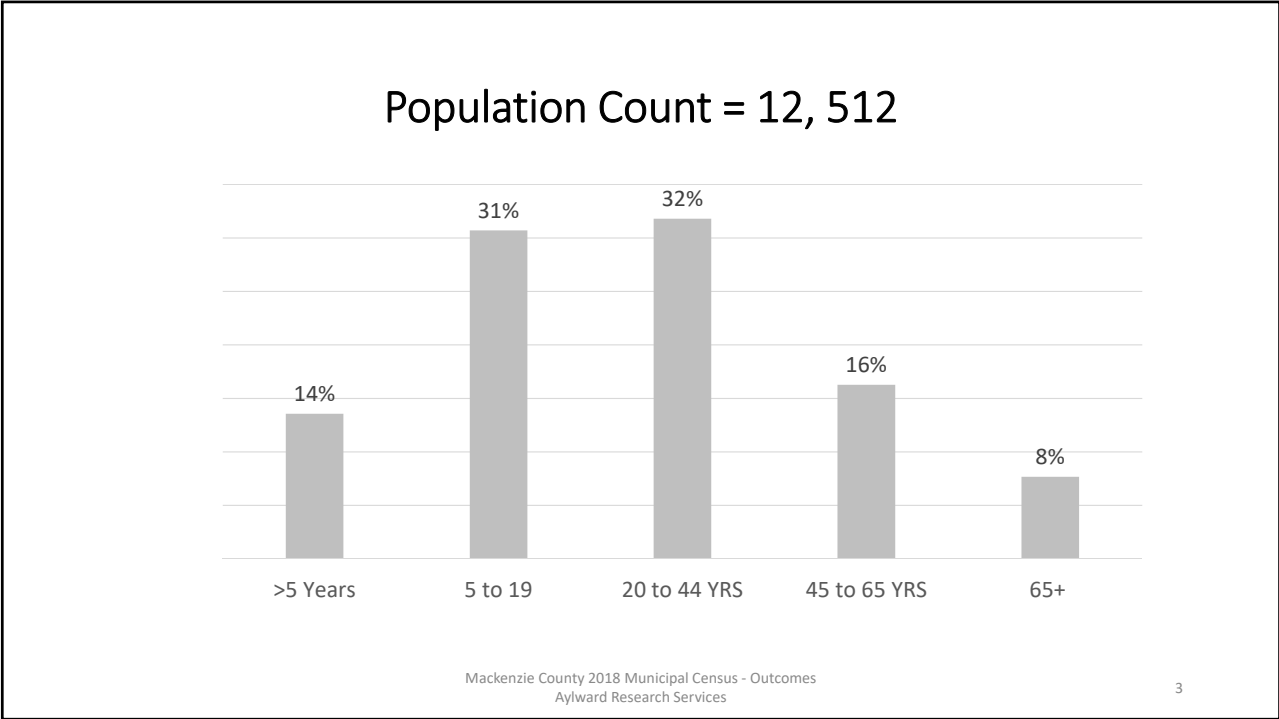
## Population Count

12,512



Mackenzie County 2018 Municipal Census - Outcomes  
Aylward Research Services

2



### Population Count = 12,512

Ward	Population	Percent
Ward 1	1297	10%
Ward 2	1763	14%
Ward 3	3376	27%
Ward 4	1429	11%
Ward 5	1624	13%
Ward 6	730	6%
Ward 7	763	6%
Ward 8	551	4%
Ward 9	846	7%
Ward 10	133	1%

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Aylward Research Services

4

Population Count = 12,512

Gender by Ward (%)

Ward	Male	Female
Ward 1	52%	48%
Ward 2	53%	47%
Ward 3	48%	52%
Ward 4	53%	47%
Ward 5	51%	49%
Ward 6	52%	48%
Ward 7	47%	53%
Ward 8	52%	48%
Ward 9	52%	48%
Ward 10	66%	34%

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5

Population Count = 12,512

Age by Ward (%)

	>5	5 to 19	20 to 44	45 to 65	65+
Ward 1	16%	39%	30%	13%	3%
Ward 2	16%	39%	31%	12%	3%
Ward 3	14%	20%	36%	16%	14%
Ward 4	14%	39%	29%	15%	3%
Ward 5	15%	39%	29%	14%	3%
Ward 6	11%	35%	28%	16%	10%
Ward 7	9%	25%	38%	19%	9%
Ward 8	11%	24%	27%	24%	15%
Ward 9	9%	31%	28%	26%	7%
Ward 10	2%	5%	48%	39%	7%

Mackenzie County 2018 Municipal Census - Outcomes  
Aylward Research Services

6

## Next Steps

September 1 <sup>st</sup>	Submission to Municipal Affairs
Early December	Notification from Municipal Affairs
January 2019	Official Population List Released

**Thank-you!**



Mackenzie County

# REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>August 28, 2018</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>Developer Incentives</b>

## BACKGROUND / PROPOSAL:

### Why we need incentives?

Currently, the hamlets of Fort Vermilion, La Crete and Zama, have areas that may be developed and improved upon if an applicable incentive was available. These incentives would guide and encourage specific development according to a hamlet's needs. As a result of developers' perceptions of each hamlet, it is critical for incentives to be applied to specific locations in order to alleviate the perceived economic deterrents that exist in the site selection process.

The most effective way for a municipality to meet these existing development challenges is to create a pro-business environment that improves the conditions of profitability and thereby, attract developers. In doing so, developer incentives may be used to tackle the current economic climate and should be limited to strategic uses that encapsulate a hamlet's specific objectives as outlined in the Municipal Development Plan and Area Structure Plan.

There are several important design features of incentives:

- Developing incentives based on strategic economic development goals
- Targeting incentives towards high-value economic activity
- Exploring alternative ways of structuring incentives to reduce downside risk
- Including enforceable conditions on any investments
- Collaborating with regional partners on economic development

### 1) Fort Vermilion

The hamlet of Fort Vermilion has a critical undersupply of housing and rental options, and with limited commercial development, the ability to attract developers will rely partly on incentives, grants and/or tax exemptions. Diversifying economic development and

Author: L. Koopman Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

providing residential options such as multi-family housing, will not only address the changing needs of the hamlet but contribute to long-term growth and vibrancy. Key policies in the MDP that outline a long term growth strategy for Fort Vermilion include:

- Guide interim and long-term growth in a deliberate manner that coordinates with infrastructure provision and facilitates a complementary land use mix;
- Promote development of 50th Street and nearby areas of River Road as the commercial centre of Fort Vermilion, with consideration to the community's history;
- Encourage the identification and preservation of historic buildings and sites;
- Recognize the changing needs of the community by allowing a range of housing choices, including multi-family;
- Protect significant natural areas, including the Peace River waterfront; and,
- Support economic development and diversification.
- New development should reflect the historic character and northern climate.

## 2) Zama

Zama's economy is centred on the oil and gas industry, which has resulted in a high transient population. The ability to retain and attract residents is a key priority when permanent residency is relatively low. Incentivizing development in these areas may help improve and diversify local services/amenities while also addressing hamlet development needs.

Key policies in the MDP that outline a long term growth strategy for Zama include:

- Guide interim and long-term growth in a deliberate manner that coordinates with infrastructure provision and facilitates a complementary land use mix;
- Promote the separation of residential and industrial uses to ensure a high quality of life is available for residents, while allowing an opportunity for business owners to live on site in specific areas;
- Expand residential development primarily to the northeast and ensure heavy industrial uses are located west of Tower Road;
- Protect natural areas that contribute to the rural character of Zama City;
- Expand community facilities and services to meet changing demands;
- Support economic development and diversification;
- Address emergency planning in new developments.

## 3) La Crete

La Crete's population has been surpassing population projections and has been the only hamlet in Mackenzie County that not only has been readily increasing in size but also has a high demographic of children aged 0-9 years old. With a growing population, there is a demand for increased services/amenities. Main Street has many avenues for improvement that not only involve more commercial areas but a more established and lucrative downtown. It is recommended that Main Street encourage mixed-use development that will blend residential, commercial, cultural, and institutional and/or

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entertainment uses. Mixed-use development that promotes a walkable built environment can help revitalize La Crete's downtown, increase private investment, lead to higher property values, promotes tourism and support the development of a good business climate.

Key policies in the MDP that outline a long term growth strategy for La Crete include:

- Guide interim and long-term growth in a deliberate manner that coordinates with infrastructure provision and facilitates a complementary land use mix.
- Promote development of a town centre as a walkable and mixed use precinct that can help strengthen community identity.
- Expand residential development primarily to the west and south, integrating with existing recreational opportunities and providing key connections to commercial areas of town.
- Recognize the changing needs of the community by allowing a range of housing choices, including multi-family buildings.
- Expand business land supply in order to support economic development and encourage well-designed developments in high profile areas such as 100 Street and the town centre.
- Protect natural areas that contribute to the rural character of La Crete.
- Expand community facilities and services to meet increasing demands, including space for two new schools, the trail network and the Lake Tourangeau recreational area.
- New development designs should reflect the northern climate.

**The next section outlines the Residential and Commercial objectives of the MDP with recommended incentive examples:**

### **1) RESIDENTIAL OBJECTIVES**

- ➔ To provide for orderly and staged residential growth
- ➔ To allow a full range of housing types in order to meet the demands of various income groups and lifestyles
- ➔ To promote high standards of design, safety, convenience and amenity in all residential areas

**\*All the grant/incentive/tax exemption programs as described below are 100% funded by the Municipality\***

#### ***Examples: Residential***

##### **A) Land Development Grant program:**

- Available for developers planning on subdividing, servicing and installing local improvements on raw/vacant lands that would result in a minimum of 5 serviced lots, ready to be sold on the open market.
- The grant is a one-time payment, being 100% of the total increase in property tax as result of all servicing & improvements made to the raw/vacant land

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- Grant will be paid in the same tax year as when the completed development is fully assessed

**B) Multi-Family Housing Incentives**

- Offers development incentives for multi-family residential developments located in designated areas
- A “\_\_\_\_\_ %” year municipal tax exemption
- Waiver of development charges

**Examples: Subdivision**

**C) Free Services for the Development of Subdivisions**

- Road Access/Approach (Value-\$2,500)
- Water/Sewer Tank Services (Value- \$15,000)
- Water/Sewer Tie in Services (Value-\$8,000) Subdivision Application fees
- Endorsement fees
- Legal Survey costs
- Utility Services Right of Way Easements if required

**D) Subsidized Subdivision Grant program**

- Under a subdivision grant agreement, the proponent will contribute \$5,000 which will be refunded to them subject to a second residence being placed, with a minimum assessed value of \$50,000 (including a permanent foundation), on the newly created parcel within two (2) years of its registration

**2) COMMERCIAL OBJECTIVES:**

- ➔ Provide suitable and appropriately located areas for urban and rural commercial activities
- ➔ Emphasize each Hamlet as principal retail and service centres in Mackenzie County
- ➔ Minimize conflict between rural and urban commercial operations
- ➔ Accommodate the growth and development of home-based businesses
- ➔ Broaden the County’s economic base by taking advantage of retail opportunities
- ➔ Ensure that Mackenzie County’s commercial areas are attractive to tourist, regional and local customers

**Examples: Commercial**

**A) Commercial Development Incentive**

- To stimulate commercial expansion and new commercial development Mackenzie County encourages property owners to apply for a three year development incentive for new business construction generally as follows:

First year: 100% reduction in municipal property taxes

Second year: 100% reduction in municipal property taxes

Author:  L. Koopman Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

Third year: 50% reduction in municipal property taxes

**B) Economic Development Incentive Program**

- The program aims to encourage development by offering a 50% rebate on the municipal portion of your tax bill
- The Development, which can be new buildings or upgrades to existing ones, must have an assessed value over \$100,000. The rebate applies to the first full year of development, and all taxes must be paid in full before applying to the program.

**C) Community Improvement Program**

- Offers grants to help property owners along commercial cores with consideration to the community's history make improvements to their buildings. Grants up to \$50,000 are available for eligible properties for the following six items:
  - ✓ To cover the cost of building permit applications
  - ✓ To cover the cost for site plan applications
  - ✓ To make improvements to historical building facades
  - ✓ To reconstruct buildings damaged by fire or natural disaster
  - ✓ To install signs that match the image of traditional downtown

**D) Business Improvement Façade Program**

- To encourage businesses along commercial cores to make improvements to their building or business frontage
- To be eligible for the one-time grant, buildings must be in the designated areas
- Businesses can receive a 25% reimbursement grant (up to a maximum of \$5,000) per building/project. Projects must not exceed \$200,000

**E) Business Renovation Incentive**

- Any owner of commercial property, or renter carrying out renovations with the written approval of the property owner, may apply for a business renovation incentive
- Mackenzie County will consider a rebate to a business completing a minimum of \$5000 in external renovation of their commercial improvements. The rebate will generally be based on the cost of the renovations calculated at a rate of 10% of the costs to a maximum rebate of \$1000.

**F) Development Incentive Program**

- Encourages property owners in Business Improvement Areas to invest in higher density residential and/or commercial development. The program provides grants to cover a portion of building or renovation costs
- Grants may be provided to property owners who invest in new development, redevelopment, and/or conversion of their properties for mixed-use, multi-unit residential, and/or eligible storefront retail and commercial uses

**G) New Commercial Business Interior Improvement**

- A reimbursement grant of 50% of construction costs for building interior improvements to a maximum amount of \$50,000 per new retail and commercial

Author: L. Koopman Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

use building that has a minimum construction value of \$250,000, is a minimum of two storeys, and has eligible ground and above ground floor retail and commercial use property

**H) New Retail and Commercial Building Development**

- A reimbursement grant equal to 10% of the total construction value to a maximum amount of \$50,000 per new retail and commercial use building that has a minimum construction value of \$250,000, is a minimum of two storeys, and has eligible ground and above ground floor retail and commercial use occupancy

**I) Hamlet Revitalization Tax Exemption Bylaw**

- These incentives are in place to encourage new investment as part of our overall strategy to build vibrant urban centres
- This policy involves the identification of tax incentive areas (areas that are in need of development) in which a 100% municipal tax exemption would apply.
- Tax Exempt areas are identified, which allows for a 100% municipal tax exemptions on the revitalization amount on the parcel for any residential or commercial project within the area specified

**J) General Incentives:**

- Infrastructure improvements
- No/reduced development charges
- Short-term tax concessions
- Permit fee waivers
- Waived parking requirements for new developments

A combination of the above grants, incentives and/or tax exemptions can provide a foundation for growth in each hamlet, and start the building blocks for long-term objectives that are expressed in the MDP, which include: planning for a positive growth rate, promoting orderly and economic growth and strengthening the long term viability of the hamlet.

**Brownfields**

Municipalities make annual decisions through a property tax bylaw to cancel, defer or reduce the municipal taxes on a brownfield. A brownfield is a piece of property that has been abandoned, vacant, derelict or unused because of actual or perceived contamination. Some examples of brownfields include the former location of a gas station or facility contaminated by asbestos.

The MGA has been amended to enable municipalities to grant multi-year tax cancellations, reductions, or deferrals on brownfield properties. This tool applies to properties suitable for redevelopment that councils deem contaminated, possibly contaminated, vacant, derelict, or underutilized.

Previously, cancellations, reductions, and deferrals were limited to one year.

Author: L. Koopman Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

One of the issues with the previous one-year limit on brownfield tax incentives was unpredictability for developers. As municipalities had to re-pass the incentive every year, developers were less willing to invest in properties that take multiple years to remediate and redevelop.

The new tax incentive tools will allow municipalities to grant incentives that last the length of the redevelopment process, attracting investment in brownfield sites.

### **MGA Update- What does the MGA allow?**

#### **Splitting of Non-Residential Property Tax Rates**

- The MGA is amended to enable splitting of the municipal non-residential class into subclasses
- Municipalities will be better able to set tax rates in a manner that reflects local circumstances

The regulations to accompany this change will be created with input from municipalities, assessors, and non-residential property owners to determine how splitting should be implemented to best enable a fair distribution of municipal non-residential property taxes. Any subclasses established under these provisions will be subject to the new limits on the ratio of non-residential tax rates as compared to residential tax rates.

#### **Financial Incentives**

The MGA allows municipalities in Alberta to potentially offer a number of types of financial incentives to promote the redevelopment of brownfield and underutilized sites, including:

- a) Property tax cancellation, reduction, refund or deferral (collectively known as tax assistance) (Part 10, S. 347/353);
- b) Community Revitalization Levy (CRL) (Part 10, S. 381.1-381.5);
- c) Loans and Guarantees (Part 8, S. 264-268);
- d) Grants (Part 8, S. 242-247); and,
- e) Planning Fee Waivers (Part 17, S. 630.1).

#### **Grants**

While the MGA does not expressly include the authority to make grants, Part 8, S. 242-247 allows a municipality to make expenditures that are included in an operating budget, and Section 243 (2)(g) of the Act specifies that an operating budget must include the estimated amount of “grants”. Therefore, municipalities in Alberta can use their operating budgets as a source to fund grants to promote the development of underutilized sites, including brownfield and greyfield sites. In fact, a number of municipalities in Alberta have utilized this approach.

Author: L. Koopman Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

## **Planning Fee Waivers**

Finally, Part 17, S. 630.1 of the MGA allows a municipality to waive planning and development related fees. The authority to waive fees related to planning and development must be ensconced in a municipality's bylaws. While not a significant incentive by itself, municipalities can consider using fee waivers as an additional, albeit secondary tool, in conjunction with other incentive programs such as grants to promote the development of underutilized sites.

## **COSTS & BENEFITS**

The fundamental dilemma of development incentives is that, although they can be perceived to be not the best form of development policy (due to cost, risk, questions of effectiveness, etc.) there seems to be no doubt that incentives can make a difference in the site selection process. Furthermore, incentives/grants are not the magical solution to development needs, for that reason, the idea would be to create an improved business climate that will change the perceptions developers may have to specific areas. The proposed incentives, grants, tax exemptions and/or a combination of, can help mitigate some of the existing economic deterrents that exist for developers when choosing a location. Since the incentives will be guided by the MDP/ASP of each hamlet, the incentives will be strategically used and applied to tackle the inherent issues that are present in each hamlet's unique economic climate.

## **Community and Regional Economic Support Program (CARES)**

The CARES program will be applicable for developing some types of development incentives. Funding would be at a 1:1 matching ratio, or 50% of the project cost.

## **Project Summaries of Successful CARE Applicants**

- Promotion of a rural small business expansion accelerator program to motivate small rural businesses (Oyen; \$32,800)
- Downtown residential attraction study to encourage higher-density residential development opportunities (Red Deer; \$10,250)

## **SUSTAINABILITY PLAN**

Incentives, grants and tax exemptions are options to help achieve economic sustainability, improved business climate and community growth as described below in the Sustainability Plan:

### **Economic Sustainability**

A consistently thriving, local economy:

- Makes new and diverse jobs and training opportunities available.
- Attracts and maintains an adequate and stable workforce to meet the needs of the commercial and institutional sectors.

Author: L. Koopman Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

- Makes quality land and buildings available to support healthy economic activity and change.
- Provides for the creation and diversification of businesses and industries.
- Builds a strong business community that is well-connected with the wider economy.

### **Business Climate and Growth**

- ✚ **Strategy E23.1** Consult with the County’s business community to identify strategies that would strengthen the municipality’s “open-for-business” attitude.
- ✚ **Strategy E23.2** Undertake an assessment to determine if and how the County may be of assistance or can provide support to businesses operating under County business licenses.
- ✚ **Strategy E23.3** Develop strategies to attract small and medium-sized enterprises that provide support to the County’s existing businesses and industries.
- ✚ **Goal E24** Mackenzie County is an attractive destination for non-residents to visit or to decide to relocate, and remains an attractive home for County residents at all stages their lives.

### **COMMUNICATION:**

N/A

### **RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: L. Koopman      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_







Mackenzie County

# REQUEST FOR DIRECTION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>August 28, 2018</b>
<b>Presented By:</b>	<b>Bill McKennan, Director of Finance</b>
<b>Title:</b>	<b>Recreation Boards – Funding Reallocations</b>

**BACKGROUND / PROPOSAL:**

Council has a policy (FIN006) related to unbudgeted expenditures. Overall the policy requires Council approval for proposed expenditures unless they are of an emergency nature. In addition, Council has established an emergent operating budget allocation to consider mid-year budget requests of an urgent matter for community groups. We have received a request from the La Crete Recreation Board that does not meet these requirements thus would require Council consideration to relocate/allocate funds.

Council also has a policy ADM041- Recreational Capital Projects, which outlines guidelines for third party groups that take on capital projects on behalf of Mackenzie County. This policy outlines the application process, project approval, and third party responsibilities. Within this policy, it states that the third party group must submit a grant application by the deadline.

Administration has applied consistent practices in terms of the relocation of funds regardless if the request has been initiated by an internal department, Board or external agency. Generally, unless it relates to an amendment to an existing approved project or Council Resolution Administration’s recommendation would be to defer to the next budget cycle. This would afford Council the opportunity to review the request in the context of all expenditure requests and projects.

Administration would also note that opportunities may arise outside the normal budget cycle that the Council may wish to pursue. If Council directs Administration could report back on the business rules and processes related to mid-year reallocation of funds. As noted in the Council report related to the La Crete Recreation Board funding reallocation there continues to be issues related to the reconciliation of the existing approvals. Administration would like to modify internal processes and reporting requirements by the external groups to improve the reporting.

**Author:** Bill McKennan      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

Administration is working with the La Crete Recreation Board to finalize the reconciliation of the current 2018 projects, and will bring a recommendation to Council during the 2019 budget deliberations.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For review, discussion and direction.

Author: Bill McKennan      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>UNBUDGETED EXPENDITURES</b>	<b>Policy No:</b>	<b>FIN006</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 6</b>
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### **Purpose**

To establish procedures to authorize expenditures not included in a budget.

### **Policy Statement and Guidelines**

In this Policy

- (a) "Unbudgeted Expenditure" means an expenditure not included in the interim operating budget, the operating budget or the capital budget for the year.
- (b) "Emergency" means an occurrence or situation which could jeopardize the immediate safety, health or welfare of people or the protection of property in the municipality.

If a proposed unbudgeted expenditure is not of an emergency nature and

- (a) the expenditure will not exceed the budget for the program or function, the Chief Administrative Officer or designate may approve the expenditure.
- (b) any expenditure will exceed the budget for the program or function, Council approval for the expenditure must be obtained.

If the proposed unbudgeted expenditure is for an emergency as determined by the Chief Elected Official or the Chief Administrative Officer

- (a) the Chief Elected Official, or;
- (b) the Chief Administrative Officer or designate may approve the expenditure;

The Chief Administrative Officer shall provide Council with monthly variance report as well as operating and capital budget reports.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>October 14, 1998</b>	<b>98-312</b>
<b>Amended</b>	<b>April 3, 2002</b>	<b>02-248</b>
<b>Amended</b>		

# MACKENZIE COUNTY

<b>Title</b>	<b>COMMUNITY ORGANIZATION FUNDING</b>	<b>Policy No:</b>	<b>FIN013</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 248</b>
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## **Purpose**

To provide guidelines for interim and/or seek funding of community services.

## **Policy Statement and Guidelines**

Mackenzie County Council recognize that certain services should be supported by the community both in principal and also financially (cash or in-kind services) or the services may cease to exist.

### **Guidelines**

The following common guidelines will apply:

1. Deadline for applications and/or the following years' budget projection is October 15<sup>th</sup> annually. Late applications will not be accepted.
2. Groups must be non profit societies officially incorporated for a minimum of one year under provincial or federal statute. In special circumstances, Mackenzie County may sponsor an unincorporated group as determined by Council.

Groups must be able to demonstrate the following: membership commitment; management capacity; planning capabilities; self-generated matching resources; good level of financial stability; commitment to the groups' self-reliance.

3. Information to be submitted with the completed application:
  - a) Last years' financial statements, audited if available;
  - b) Operating budget for the year of financial request;
  - c) Current year to date financial information
  - d) Societies act registration number;
  - e) Insurance coverage documentation;
  - f) Detail of matching resources, including volunteer hours, any provincial/federal grants, and fundraising information;
  - g) Purchasing policy/procedure;
  - h) Honorariums and expenses paid to Executive or Board members.

4. Funds issued on a grant basis will be accounted for through the budget process.
5. Whereas an organization receives grant funding from Mackenzie County, the organization will submit to Council a written report outlining a scope of work completed or in progress, the overall success of the project or program, and an accounting report, upon completion of the project or program, or upon completion of the following years' financial statements, whichever comes first.
6. Mackenzie County retains the right to deny funds.

	Date	Resolution Number
Approved	Nov 10/98	98-341
Amended	June 14/05	05-331
Amended	Sept 12/06	06-629

(signature on file)  
**Chief Administrative Officer**

(signature on file)  
**Chief Elected Official**

## Mackenzie County

<b>Title</b>	Recreational Capital Projects	<b>Policy No.</b>	ADM041
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### **Purpose**

To establish guidelines for third-party groups that take on the responsibility of initiating and managing a capital project on behalf of Mackenzie County. To provide guidelines to the Recreation Boards for acquisition of capital items.

### **Policy Statement and Guidelines**

Mackenzie County Council strive to provide adequate recreational funding to third party groups who operate and maintain Recreational Facilities in the County, while considering the budget parameters and the financial situation of the County.

### **APPLICATION PROCESS**

- A detailed budget and proposal for projects must be submitted by the Not for Profit Organization grant application deadline.
- Detailed proposals for New or Expansion Capital projects must be submitted in the application in order to be evaluated.

### **PROJECT APPROVAL**

- Council will review all applications received and approve/ deny requests.
- Council must approve any new Capital project over \$5,000 that is proposed for Mackenzie County Property and/or will potentially require operational funding in future years. Council has the authority to approve a project with or without the future operational funding that may be required.
- County contribution, if applicable, will not exceed the approved budget.
- No operating budget will be provided for unauthorized capital projects.

### **THIRD PARTY GROUP RESPONSIBILITIES (ALL NON-PROFIT)**

Once Council has provided the approval for a recreational capital project to proceed, any third party group undertaking the project will have the following obligations:

- The group will submit a future operational plan to Council if Council has approved the project with limitations on operational funding
- Development permits, where applicable, have to be in place before any project may commence.

- No major change in scope of the project will occur unless Council (or designate Committee) has approved the change.
- Monthly project progress updates have to be provided to Mackenzie County.
- At the completion of the project, the group will provide a written completion summary of the project, including all expenditures and copies of invoices supporting these expenditures, a detailed record of donated labour and/or materials and any additional information relevant to the project.

## **FUNDING**

### Replacement Capital (Recreation Board's):

- Replacement capital projects are classified as replacement of previously approved capital items to which Mackenzie County already had a previous commitment to acquire or maintain such an asset or program.
- As part of the annual budget process, a review is undertaken with the Recreation Boards to determine their anticipated expenditure needs in this area. The review is based on the 10-year asset worksheet which outlines the items, their useful life and anticipated replacement date. This review will be done on a yearly basis in by the Recreation Societies, and may be in conjunction with the Finance and/or Community Services Committee.
- During the review, each item will be inspected for condition and usefulness and the lists updated and submitted to the County.
- A detailed list of items to be replaced during the budget year must be submitted with the Recreation Society annual budget request.
- Any items that were purchased by or donated to the Recreation Boards must be added to the master 10-year asset lists.

### New or Expansion Capital

- New or expansion capital projects are classified as any project that increases the level of service and that is either not currently offered or an add-on to existing facilities.
- Funding is subject to a “matching” funds principle whereby a recreation board will have to raise dollars, and/ or goods and services in order to receive their funding under this policy. The matching criterion is dollar for dollar. Recreation boards can use donated labor (subject to maximum allowable hourly provincial rate) and subject to a maximum of 30% of the total of the matching funds; donated equipment (subject to maximum allowable under Alberta Builder's rate schedule); dollar donations or other grant(s) for the determination of “matching” calculations.  
The above "matching" funds information must be provided to Mackenzie County administration for review purposes in order for any funds to be provided under this policy.



- No project may commence without all funding being in place and signed off by Mackenzie County administration.
- In order to maximize budgeting dollars and to keep the boards and communities engaged; matching funds projects will be given greater consideration during the budgeting process.
- In the event a recreation board **cannot** raise the matching component for a project, the board can come forward for Council consideration, with a request for additional funding. As part of the request, the board must provide written evidence that reasonable attempts have been made to secure funding from applicable grant funding organizations. Council may also request to have all aspects of the fund raising process be outlined in detail. Council will have the final decision making say in the determination of providing, if any, additional funding to the recreation board.
- Once a project is approved by Council, the Non-Profit Organization must notify the County of the commencement date prior to start and must submit regular detailed progress reports to County Administration.
- At the completion of the project, the group will provide a written completion summary of the project, including all expenditures and copies of invoices supporting these expenditures, a detailed record of donated labour and/or materials and any additional information relevant to the project.

## **EMERGENCY REPAIRS**

In this policy,

- “Emergency” means an occurrence or situation which could jeopardize the immediate safety, health or welfare of people or the protection of property in the municipality.
- It is understood that such an occurrence or situation could not have been reasonably predicted or anticipated.
- The recreation board is responsible for budgeting for items taking into consideration preventative maintenance to avoid foreseeable breakdowns.
- Recreation boards may decide to reallocate funds from a replacement project with Council (or designate Committee) approval prior to requesting for emergent funds above the current budget.
- A recreation board may then request funds if an emergency occurs and there are insufficient funds in their current budget to cover the expenditure(s).

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2003-03-25	03-172
<b>Amended</b>	2003-11-27	03-573
<b>Amended</b>	2015-05-27	15-05-389