



MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**APRIL 26, 2023**  
**10:00 AM**

FORT VERMILION COUNCIL  
CHAMBERS

 780.927.3718

 [www.mackenziecounty.com](http://www.mackenziecounty.com)

 4511-46 Avenue, Fort Vermilion

 [office@mackenziecounty.com](mailto:office@mackenziecounty.com)



**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, April 26, 2023  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the April 4, 2023 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
<b>CLOSED MEETING:</b>		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Town of High Level Annexation Application ( <i>FOIP Section 21, and 23</i> )	
		b) 27 <sup>th</sup> Baseline Road Reconstruction ( <i>FOIP Section 23, and 24</i> )	
		c) Out of Scope Contracts ( <i>FOIP Section 23, 24, &amp; 27</i> )	
		d)	
<b>TENDERS:</b>		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Roadside Mowing	21
		b) Machesis Lake Campground Caretaker	25
		c) Wadlin Lake Campground Caretaker	27
<b>PUBLIC HEARINGS:</b>		Public Hearings are scheduled for 1:00 p.m.	
	6.	a) None	

<b>DELEGATIONS</b>	7.	a)	Ridgeview Students	29
		b)	Wilde & Company - 2022 Audited Financial Statement (Draft) - 11:30 a.m.	31
		c)		
<b>GENERAL REPORTS:</b>	8.	a)	None	
		b)		
<b>AGRICULTURE SERVICES:</b>	9.	a)	None	
		b)		
<b>COMMUNITY SERVICES:</b>	10.	a)	Bylaw 1291-23 to Amend the Hamlet Residential Waste Collection Bylaw	33
		b)	Fort Vermilion Recreation Society - Emergent Funding Request - Boiler	53
		c)	Fort Vermilion Recreation Society - Emergent Funding Request – Compressor Repair	61
		d)	Spring Hamlet Clean-up Campaign	71
		e)		
		f)		
<b>FINANCE:</b>	11.	a)	2023 Operating Budget Amendment	75
		b)	Bylaw 1293-23 2023 Tax Rate	79
		c)	Quarterly Financial Reports – January 1 – March 31, 2023	87
		d)	Conditional Grant Agreement – Interest Revenue	115
		e)	La Crete Recreation Society – Indoor Ice Arena Capital Projects	117
		f)	Fort Vermilion Recreation Society Operating Grant Follow Up	119
		g)	Councillor Expense Claims	125
		h)	Member at Large Expense Claims	127
		i)		

		j)		
<b>PROJECTS &amp; INFRASTRUCTURE:</b>	12.	a)	Northern and Regional Economic Development (NRED) Program Funding Approval – 2023 Budget Amendment	129
		b)	La Crete 101 Street/109 Ave Intersection Upgrade	131
		c)		
<b>OPERATIONS:</b>	13.	a)	None	
		b)		
<b>UTILITIES:</b>	14.	a)	Bylaw 1294-23 Water and Sewer Bylaw	137
		b)	Policy UT006 Rural Potable Water Servicing Agreement	173
		c)		
<b>PLANNING &amp; DEVELOPMENT:</b>	15.	a)	Development Statistics Report – January to March 2023	183
		b)		
<b>ADMINISTRATION</b>	16.	a)	None	
		b)		
<b>COMMITTEE OF THE WHOLE ITEMS:</b>	17.	a)	Business Arising out of Committee of the Whole	
		b)		
<b>COUNCIL COMMITTEE REPORTS:</b>	18.	a)	Council Committee Reports (verbal)	
		b)		
<b>INFORMATION / CORRESPONDENCE:</b>	19.	a)	Information/Correspondence	191
<b>NOTICE OF MOTION:</b>	20.	a)		
<b>NEXT MEETING DATES:</b>	21.	a)	Regular Council Meeting May 9, 2023 10:00 a.m. Fort Vermilion Council Chambers	

- b) Regular Council Meeting  
May 31, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**      22.    a)    Adjournment



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the April 4, 2023 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the April 4, 2023 Regular Council Meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

**POLICY REFERENCES:**

**Author:** L. Flooren      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the April 4, 2023 Regular Council Meeting be adopted as presented.

**Author:** L. Flooren      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, April 4, 2023  
10:00 a.m.**

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

**PRESENT:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve (virtual)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor (virtual joined at 10:21 a.m. and left at 11:45 a.m., rejoined the meeting virtually at 1:44 p.m. and left the meeting at 2:32 p.m.)
Darrell Derksen	Councillor
David Driedger	Councillor (arrived at 10:11 a.m.)
Ernest Peters	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor (virtual)

**REGRETS:**

<b>ADMINISTRATION:</b> Byron Peters	Interim Chief Administrative Officer/ Director of Projects and Infrastructure
Don Roberts	Director of Community Services
Jennifer Batt	Director of Finance
Caitlin Smith	Director of Planning and Agriculture
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary
Landon Driedger	Agricultural Fieldman

**ALSO PRESENT:**

Members of the Public  
Ghazanfar Zafar – President, Tallahassee Exploration Inc.  
Terry Krahn  
David Buhler

Minutes of the Regular Council Meeting for Mackenzie County held on April 4, 2023 in the Council Chambers at the Fort Vermilion County Office.

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

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

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

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

**MOTION 23-04-321 MOVED** by Councillor Braun

That the agenda be adopted with the following additions:

- 4.c) Personnel (*FOIP Sections 23, 24 and 27*)
- 10.e) Swing into Spring Event – High Level Agricultural Society
- 16.c) Canadian Association of Municipal Administrators (CAMA) Long Service Award

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the March 29, 2023 Regular Council Meeting**

**MOTION 23-04-322 MOVED** by Councillor Wardley

That the minutes of the March 29, 2023 Regular Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. b) Business Arising out of the Minutes**

None.

**CLOSED MEETING: 4. a) Closed Meeting**

**MOTION 23-04-323 MOVED** by Councillor Braun

That Council move into a closed meeting at 10:01 a.m. to discuss the following:

- 4.a) Organizational Chart (*FOIP Section 17*)
- 4.b) 27<sup>th</sup> Baseline Road Reconstruction (*FOIP Sections 23 & 24*)
- 4.c) Personnel (*FOIP Sections 23, 24 and 27*)

**CARRIED**

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

The following individuals were present during the closed meeting discussion. (MGA Section 602.08(1)(6))

- All Councillors Present excluding Councillor Driedger and Councillor Cardinal
- Byron Peters, Interim Chief Administrative Officer/Director of Projects and Infrastructure
- Jennifer Batt, Director of Finance
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Councillor Driedger joined the meeting at 10:11 a.m. and Councillor Cardinal joined the meeting virtually at 10:21 a.m.

Byron Peters, Interim Chief Administrative Officer/Director of Projects and Infrastructure, Jennifer Batt, Director of Finance and Louise Flooren, Manager of Legislative & Support Services/Recording Secretary left the meeting at 10:21 a.m.

Byron Peters, Interim Chief Administrative Officer/Director of Projects and Infrastructure returned to the meeting at 10:42 a.m.

**MOTION 23-04-324**      **MOVED** by Councillor Bateman

That Council move out of a closed meeting at 10:52 a.m.

**CARRIED**

Reeve Knelsen recessed the meeting at 10:52 a.m. and reconvened the meeting at 11:06 a.m.

**CLOSED MEETING:**      **4. a) Organizational Chart**

**MOTION 23-04-325**      **MOVED** by Councillor Derksen

That the Organization Chart be approved as presented.

**CARRIED**

**CLOSED MEETING:**      **4. b) 27<sup>th</sup> Baseline Road Reconstruction**

**MOTION 23-04-326**      **MOVED** by Councillor Bateman

That the 27<sup>th</sup> Baseline Road Reconstruction be negotiated as discussed.

**CARRIED**

**CLOSED MEETING:** 4. c) Personnel (ADDITION)

**MOTION 23-04-327** **MOVED** by Councillor Smith

That the Personnel discussion be received for information.

**CARRIED**

**PLANNING & DEVELOPMENT:** 15. b) West Haven Estates – Request to Waive Deferred Reserve Owed – Ne 9-106-15-W5M

Councillor Derksen declared himself in conflict and left the meeting and sat in the gallery at 11:09 a.m.

**MOTION 23-04-328** **MOVED** by Councillor Bateman

That the remaining deferred reserve for NE 9-106-15-W5M (6.905 acres owed) not be waived.

**CARRIED**

Councillor Derksen returned to the meeting at 11:18 a.m.

**TENDERS:** 5. a) None

**PUBLIC HEARINGS:** 6. a) None

**GENERAL REPORTS:** 8. a) None

**AGRICULTURE SERVICES:** 9. a) Roadside Mowing Tender Review

**MOTION 23-04-329** **MOVED** by Councillor Bateman

That the Roadside Mowing tender for the La Crete/88 Connector mowing area be awarded to the lowest qualified bidder.

**CARRIED**

**MOTION 23-04-330** **MOVED** by Councillor Bateman

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

That the Roadside Mowing Tenders be advertised for the remaining areas with an August 30 annual completion date to be opened at the April 26, 2023 Regular Council Meeting.

**CARRIED**

**COMMUNITY  
SERVICES**

**10.e) Swing into Spring Event – High Level Agricultural Society (ADDITION)**

**MOTION 23-04-331**  
Requires Unanimous

**MOVED** by Councillor Smith

That Mackenzie County purchase up to two tables for eight (8) at the High Level Agricultural Society's Swing into Spring Event up to \$1,000.00.

**CARRIED UNANIMOUSLY**

**COMMUNITY  
SERVICES:**

**10. a) Camp Reservations Canada**

**MOTION 23-04-332**

**MOVED** by Councillor Braun

That the Camp Reservations Canada report be received for information.

**CARRIED**

**MOTION 23-04-333**

**MOVED** by Councillor Smith

That no refunds for cancellations be available for online bookings at Camp Reservations Canada.

**CARRIED**

Councillor Cardinal left the meeting virtually at 11:45 a.m.

**DELEGATIONS:**

**7. a) Tallahassee Exploration Inc. – Ghazanfar Zafar, President**

**CLOSED MEETING:**

**4. a) Closed Meeting**

**MOTION 23-04-334**

**MOVED** by Councillor Braun

That Council move into a closed meeting at 11:48 a.m. to discuss the following:

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

7. a) Tallahassee Exploration Inc. (FOIP Section 25)

**CARRIED**

The following individuals were present during the closed meeting discussion. (MGA Section 602.08(1)(6))

- All Councillors Present excluding Councillor Cardinal
- Byron Peters, Interim Chief Administrative Officer/Director of Projects and Infrastructure
- Jennifer Batt, Director of Finance
- Don Roberts, Director of Community Services
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

**MOTION 23-04-335**

**MOVED** by Councillor Derksen

That Council move out of a closed meeting at 12:10 p.m.

**CARRIED**

Reeve Knelsen recessed the meeting at 12:10 p.m. and reconvened the meeting at 12:44 p.m.

**MOTION 23-04-336**

**MOVED** by Councillor Driedger

That administration work with Tallahassee Exploration Inc. on agreements.

**CARRIED**

**COMMUNITY SERVICES:**

**10. b) Policy EMR001 Emergency Social Services**

**MOTION 23-04-337**

**MOVED** by Councillor Braun

That Policy EMR001 Emergency Social Services be approved as amended.

**CARRIED**

**COMMUNITY SERVICES**

**10.d) Water Line Extension – Jubilee Park**

**MOTION 23-04-338**

**MOVED** by Councillor Braun

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

That the Water Well at Jubilee Park Project be renamed the Water Line Extension – Jubilee Park.

**CARRIED**

**FINANCE: 11. a) 2022 Assessment Review**

**MOTION 23-04-339 MOVED** by Councillor Smith

That the 2023 tax rate bylaw discussion be received for information.

**CARRIED**

**DELEGATIONS: 7. b) Ray Toews – Renaming of the La Crete Airport**

**MOTION 23-04-340 MOVED** by Councillor Braun

That Mackenzie County supports the renaming ceremony of the La Crete Airport up to a maximum of \$10,000.

**CARRIED**

**FINANCE: 11. b) Disaster Recovery Program – 2020 Update April Report**

**MOTION 23-04-341 MOVED** by Councillor Peters

That the 2020 Disaster Recovery Program April 2023 update report be received for information.

**CARRIED**

**FINANCE: 11. c) Fort Vermilion Family & Community Support Services Operating Grant**

Councillor Cardinal rejoined the meeting virtually at 1:44 p.m.

**MOTION 23-04-342 MOVED** by Councillor Wardley

That administration releases an additional 25% of the Fort Vermilion Family & Community Support Services operating grant.

**CARRIED**

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

**MOTION 23-04-343**      **MOVED** by Councillor Bateman

That administration write a letter to Alberta Works to request that a part time office be established in Fort Vermilion and La Crete.

**CARRIED**

**COMMUNITY  
SERVICES:**

**10. c) Reallocation of Funds to Janelle's Park**

**MOTION 23-04-344**  
Requires 2/3

**MOVED** by Councillor Cardinal

That \$25,000 from the Hamlet Park Development project be allocated to the New Hamlet Park (Janelle's Park) budget, and to be utilized as a cost sharing contribution for funds raised by community fundraising and or grants.

**CARRIED**

**MOTION 23-04-345**

**MOVED** by Councillor Derksen

That Charitable donations be issued for donations received over \$100 towards the development of Janelle's Park.

**CARRIED**

Reeve Knelsen recessed the meeting at 2:14 p.m. and reconvened the meeting at 2:25 p.m.

**FINANCE:**

**11. d) Fort Vermilion Recreation Board Operating Grant**

**MOTION 23-04-346**

**MOVED** by Councillor Braun

That administration releases an additional 25% of the Fort Vermilion Recreation Board's operating grant.

**CARRIED**

**FINANCE:**

**11. e) Financial Reports – January 1 – December, 2022**

Councillor Cardinal left the meeting virtually at 2:32 p.m.

**MOTION 23-04-347**

**MOVED** by Councillor Bateman



That the financial reports for January to December 31, 2022 be received for information.

**CARRIED**

**FINANCE**

**11 .f) Financial Reports – January 1 – February 28, 2023**

**MOTION 23-04-348**  
Requires 2/3

**MOVED**-by Councillor Peters

That the March 17, 2023 report of Capital and One Time Projects with funding sources be approved as presented.

**CARRIED**

**MOTION 23-04-349**

**MOVED** by Councillor Bateman

That the financial reports for January to February 28, 2023 be received for information.

**CARRIED**

**PROJECTS &  
INFRASTRUCTURE:**

**12. a) Road Widening Projects Update**

**MOTION 23-04-350**

**MOVED** by Councillor Driedger

That administration proceed with completing road widening projects for roads that are considered arterial, with heavy traffic volume and a necessity.

**CARRIED**

**OPERATIONS:**

**13. a) None**

**UTILITIES:**

**14. a) None**

**PLANNING &  
DEVELOPMENT:**

**15. a) Bylaw 1292-23 Land Use Bylaw Amendment to Rezone Plan 132 1868, Block 02, Lot 21 from La Crete Light Industrial “LC-LI” to La Crete Highway Commercial “LC-HC”**

**MOTION 23-04-351**

**MOVED** by Councillor Wardley

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

That first reading be given to Bylaw 1292-23 being a Land Use Bylaw Amendment to rezone Plan 132 1868, Block 02, Lot 21 from La Crete Light Industrial "LC-LI" to La Crete Highway Commercial "LC-HC", subject to public hearing input.

**CARRIED**

**ADMINISTRATION: 16. a) Northwest Species at Risk (NWSAR) – Voting Membership Fee**

**MOTION 23-04-352 MOVED** by Councillor Wardley

That administration be authorized to proceed with payment of \$1,000 to the Town of High Level, as financial administrators of the Northwest Species at Risk Committee (NWSAR), in order to maintain voting membership in NWSAR.

**CARRIED**

**ADMINISTRATION: 16. b) Peace Region Economic Development Alliance (PREDA), Regional Economic Initiative (REDI) – Letter of Support for Child and Youth Mental Health Program**

**MOTION 23-04-353 MOVED** by Councillor Braun

That the letter of support for the Northern Lakes College - Child & Youth Mental Health program be approved as presented.

**CARRIED**

**ADMINISTRATION: 16. c) Canadian Association of Municipal Administrators (CAMA) Long Service Award (ADDITION)**

**MOTION 23-04-354 MOVED** by Councillor Smith  
Requires Unanimous

That the Canadian Association of Municipal Administrators (CAMA) Long Service Award presentation to Byron Peters, Interim Chief Administrative Officer be received.

**CARRIED UNANIMOUSLY**

**COMMITTEE OF THE WHOLE ITEMS: 17. a) Business Arising out of Committee of the Whole**

None.

**COUNCIL  
COMMITTEE  
REPORTS:**

**18. a) Council Committee Reports (verbal)**

**MOTION 23-04-355**      **MOVED** by Councillor Derksen

That the Council Committee Reports (verbal) be received for information.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**19. a) Information/Correspondence**

**MOTION 23-04-356**      **MOVED** by Councillor Braun

That the information/correspondence items be accepted for information purposes.

**CARRIED**

**CLOSED MEETING:**      **4. a) Closed Meeting**

**MOTION 23-04-357**      **MOVED** by Councillor Braun

That Council move into a closed meeting at 3:25 p.m. to discuss the following:

- 4.a) Organizational Chart (*FOIP Section 17*)

**CARRIED**

The following individuals were present during the closed meeting discussion. (*MGA Section 602.08(1)(6)*)

- All Councillors Present excluding and Councillor Cardinal
- Byron Peters, Interim Chief Administrative Officer/Director of Projects and Infrastructure
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

**MOTION 23-04-358**      **MOVED** by Councillor Driedger

That Council move out of a closed meeting at 3:55 p.m.

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

**CARRIED**

**CLOSED MEETING: 4. a) Organizational Chart**

**MOTION 23-04-359 MOVED** by Councillor Derksen

That the organizational chart discussion be received for information.

**CARRIED**

**NOTICE OF MOTION: 20. a) None**

**NEXT MEETING DATES: 21. a) Next Meeting Dates**

Committee of the Whole  
April 25, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
April 26, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT: 22. a) Adjournment**

**MOTION 23-04-360 MOVED** by Councillor Smith

That the Council meeting be adjourned at 3:56 p.m.

**CARRIED**

These minutes will be presented for approval at the April 26, 2023 Regular Council Meeting.

---

Josh Knelsen  
Reeve

---

Byron Peters  
Interim Chief Administrative Officer

---

---



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Landon Driedger, Agricultural Fieldman</b>
<b>Title:</b>	<b>TENDERS Roadside Mowing</b>

## **BACKGROUND / PROPOSAL:**

The Roadside Mowing Tenders were re advertised due to the High Level/Zama area and the Rocky Lane/Fort Vermilion area being over budget. The La Crete/88 Connector area was awarded at the March 26, 2023 Regular Council meeting.

This Tender had two schedules to bid.

Option 1: Alternating Full & Single Pass Mow:

Option 2: Single Pass Mow Only:

The previously awarded La Crete/88 Connector area was awarded as alternating full and single pass mow.

## **OPTIONS & BENEFITS:**

Roadside Mowing is used to control weeds, prevent establishment and regrowth of brush and it also allows for clear sight lines at intersections, reduce snow accumulation, promote road drainage and drying, and ensures that wildlife grazing at the roadside or preparing to cross are clearly visible.

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

2023 Operating Budget.

Previous mowing contracts were as follows;

**Author:** C.Sarapuk      **Reviewed by:** \_\_\_\_\_      **CAO:** BP

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
High Level/Zama	\$102, 250	\$46,000	\$104,250	\$43,500
Rocky Lane/Fort V.	\$63,000	\$38,500	\$63,250	\$35,000
LaCrete/88 Connector	\$29,000	\$69,000	\$29,000	\$66,300
Blue Hills/Tompkins	\$32,500	\$70,000	\$36,000	\$75,202

In July of 2022 Council approved a 7% increase to the 2022 contract prices due to the substantial increase of fuel prices. An additional \$15,400 was added.

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

Successful bidder(s) will be notified.

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Motion 1:

- Simple Majority       Requires 2/3       Requires Unanimous

That the Roadside Mowing Tenders – Envelope #1 be opened.

Motion 2:

- Simple Majority       Requires 2/3       Requires Unanimous

That the unqualified Roadside Mowing Tenders be returned to the senders without opening Envelope #2.

Motion 3:

- Simple Majority       Requires 2/3       Requires Unanimous

That the Roadside Mowing Tenders - Envelope #2 be opened for the qualified bidders.

Motion 4:

**Author:** C. Sarapuk      **Reviewed by:** \_\_\_\_\_      **CAO:** BP

Simple Majority       Requires 2/3       Requires Unanimous

That administration review the Roadside Mowing Tenders and bring back findings later in the meeting.

Motion 5:

Simple Majority       Requires 2/3       Requires Unanimous

That the Roadside Mowing contract be awarded to the lowest bidder(s) while staying within budget.

**Author:** C. Sarapuk      **Reviewed by:** \_\_\_\_\_      **CAO:** BP







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 25, 2023</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>TENDER Machesis Lake Campground Caretaker</b>

**BACKGROUND / PROPOSAL:**

March 29, 2023 Council made the following

**Motion 23-03-284**

*That the Machesis Lake Campground Caretaker Proposal be re-advertised.*

Machesis Lake Campground Caretaker was advertised and tender submissions were due at the Fort Vermilion County office, April 25, 2023 at 4:30 p.m.

**OPTIONS & BENEFITS:**

Proposals will be evaluated on the following criteria:

Evaluation Criteria	Weight	Score
<b>Equipment</b>	15%	
<b>Experience</b>	15%	
<b>Additional services offered to the public</b>	20%	
<b>Proposal Cost</b>	50%	
<b>TOTAL</b>	<b>100%</b>	

**Author:**  D. Roberts  **Reviewed by:** \_\_\_\_\_ **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

2023 Operating Budget

**SUSTAINABILITY PLAN:**

Strategy C1.2:

Undertake a financial and operational review of County recreational facilities and equipment to:

- ensure adequacy of capital, operating funding and reserves, • identify opportunities for increased usage, increased revenues and decreased costs, • ensure optimal use of funds;
- identify other efficiencies that could mitigate the size of the annual grant required from the County to operate the facilities.

**COMMUNICATION/PUBLIC PARTICIPATION:**

Successful bidder will be notified.

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Motion 1:

- Simple Majority       Requires 2/3       Requires Unanimous

That Machesis Lake Campground Caretaker Tenders – Envelope 1 be opened.

Motion 2

- Simple Majority       Requires 2/3       Requires Unanimous

That the Communities Services Committee reviews the Machesis Lake Campground Caretaker Tenders and award the contract to the lowest qualified bidder providing Council results at the next Regular Council meeting.

Author:   D. Roberts        Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>TENDER Wadlin Lake Campground Caretaker</b>

## **BACKGROUND / PROPOSAL:**

March 29th Council made the following

### ***Motion 23-03-284***

*That the Wadlin Lake Campground Caretaker Proposal be rejected and re-advertised.*

Wadlin Lake Campground Caretaker was advertised and tender submissions were due at the Fort Vermilion County office, April 25th, 2023 at 4:30 p.m.

## **OPTIONS & BENEFITS:**

Proposals will be evaluated on the following criteria:

Evaluation Criteria	Weight	Score
<b>Equipment</b>	15%	
<b>Experience</b>	15%	
<b>Additional services offered to the public</b>	20%	
<b>Proposal Cost</b>	50%	
<b>TOTAL</b>	<b>100%</b>	

**Author:**  D. Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:**  BP

**COSTS & SOURCE OF FUNDING:**

2023 Operating Budget

**SUSTAINABILITY PLAN:**

Strategy C1.2:

Undertake a financial and operational review of County recreational facilities and equipment to:

- ensure adequacy of capital, operating funding and reserves, • identify opportunities for increased usage, increased revenues and decreased costs, • ensure optimal use of funds;
- identify other efficiencies that could mitigate the size of the annual grant required from the County to operate the facilities.

**COMMUNICATION/PUBLIC PARTICIPATION:**

Successful bidder will be notified.

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Motion 1:

- Simple Majority       Requires 2/3       Requires Unanimous

That Wadlin Lake Campground Caretaker Tenders – Envelope 1 be opened.

Motion 2:

- Simple Majority       Requires 2/3       Requires Unanimous

That the Communities Services Committee reviews the Wadlin Lake Campground Caretaker Tenders and award the contract to the lowest qualified bidder providing Council results at the next Regular Council meeting.

**Author:**  D. Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:**  BP



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION Ridgeview School – Grade 6 Students</b>

**BACKGROUND / PROPOSAL:**

Mrs. Karie Becker, Jr. High School Social Studies Teacher from Ridgeview School will be bringing in the Grade 6 class to sit and observe the Regular Council Meeting. The students would like to observe how the council meeting process works including the opening of a meeting and a few agenda items. The class will elect a Junior Reeve prior to attending the Council Meeting. The students will be asking Council a few questions in regards to municipal government.

**OPTIONS & BENEFITS:**

Students from Ridgeview will be able to see first hand how municipal government meetings are held. The students will also have a question period with staff to discuss career options for positions within Mackenzie County.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

The students would be able to recognize what career paths they could take that would match their educational goals in attaining positions and staying and working in Mackenzie County

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

The grade 6 students were given an opportunity to present questions to Council, these included:

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Delegation - 2022 Audited Financial Statement (DRAFT)</b>

**BACKGROUND / PROPOSAL:**

Council has appointed Wilde and Company as the County’s external auditors for 2022.

As per *Municipal Government Act* Section 281(1):

The auditor for the municipality must report to the Council on the annual financial statements and financial information return of the municipality.

The reports on the annual financial statements and financial information return, must be in accordance with Canadian generally accepted accounting principles for municipal governments as established in the Chartered Professional Accountant (CPA), Canada Public Sector Accounting Handbook, and any regulations established by the Minister of Municipal Affairs.

A copy of the draft statements are attached.

Once the Financial Statements are approved, as per Policy FIN010:

*A copy of the annual audited financial statements shall be provided to each Councillor and the Chief Administrative Officer will be provided a copy. Copies shall be made available at the reception desk for perusal by the staff and general public.*

*Annual audited financial statements will be posted on the Mackenzie County website by May 1<sup>st</sup> of each year.*

**OPTIONS & BENEFITS:**

N/A

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

The necessary funds to undertake the audit are in the 2022 operating budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

The necessary reports will be provided to Municipal Affairs, in addition, the municipality must make available by May 1<sup>st</sup> the auditor's report in a manner Council considers appropriate as per Policy FIN010 – Financial Reports.

**POLICY REFERENCES:**

Policy FIN010 – Financial Reports

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2022 Audited Financial Statements and Financial Information Return be approved as presented.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Bylaw 1291-23 to Amend the Hamlet Residential Waste Collection Bylaw</b>

## **BACKGROUND / PROPOSAL:**

Administration has identified a need to amend Bylaw 893-13 by updating the Schedule “1” Hamlet Residential Waste Collection Area map of La Crete to include additional properties.

In addition, there is a need to amend the bylaw to incorporate a Schedule “2” Hamlet of Fort Vermilion Residential Garbage map.

## **OPTIONS & BENEFITS:**

Options are to pass, defeat or table first, second and third reading of the bylaw.

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

Mackenzie County Bylaws are available on the County’s website. Changes to Residential Garbage pick up will be advertised in the local newspaper and in the County’s social media as necessary.

**Author:** D. Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:** BP

**POLICY REFERENCES:**

Bylaw 893-13 Hamlet Residential Waste Collection

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1291-23 being a Hamlet Residential Waste Collection bylaw Amendment to revise Schedule “1” La Crete residential map and the addition of Schedule “2” Fort Vermilion residential map.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1291-23 being a Hamlet Residential Waste Collection bylaw Amendment to revise Schedule “1” La Crete residential map and the addition of Schedule “2” Fort Vermilion residential map.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1291-23 being a Hamlet Residential Waste Collection bylaw Amendment to revise Schedule “1” La Crete residential map and the addition of Schedule “2” Fort Vermilion residential map.

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third and final reading be given to Bylaw 1291-23 being a Hamlet Residential Waste Collection bylaw Amendment to revise Schedule “1” La Crete residential map and the addition of Schedule “2” Fort Vermilion residential map.

Author: D. Roberts      Reviewed by: \_\_\_\_\_      CAO: BP

**BYLAW NO. 1291-23 893-13**

**BEING A BYLAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF REGULATING AND CONTROLLING THE HANDLING,  
COLLECTION AND DISPOSAL OF ASHES, GARBAGE, REFUSE, AND OTHER  
WASTE IN THE MUNICIPALITY OF MACKENZIE COUNTY**

**WHEREAS**, under the authority of the Municipal Government Act being Chapter M-26, RSA 2000 and any amendments thereto, a Municipal Council may pass By-laws establishing and maintaining a system for collection, removal and disposal of garbage, ashes and waste throughout the municipality;

**AND WHEREAS**, the Municipal Council of the Municipality of Mackenzie County in the Province of Alberta recognizes the importance of and encourages an animal proof waste handling system, waste reduction and recycling while also supporting the user-pay system for waste collection;

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

**PART 1 TITLE AND APPLICATION**

- 1.1 This By-law may be cited as the “Hamlet Residential Waste Collection Bylaw”.
- 1.2 This By-law applies to all waste produced, accumulated, stored, collected delivered or disposed of within the Municipality.

**PART 2 DEFINITIONS**

In this By-law, unless the context otherwise requires, the term:

- 2.1 **“Animal Attractant”** means foodstuff or bait of any kind excluding Birdseed, but including suet balls for purposes of feeding any and all species of animal.
- 2.2 **“Animal Proof Waste Container”** means a receptacle for disposing of Residential Waste or Commercial Waste which meets the specification for an animal proof refuse receptacle.
- 2.3 **“Approved Storage Location”** means a location within a Residential Unit, or a Multi-Residential Dwelling Unit, or a Commercial Premise, or any accessory

structure that is deemed to be animal proof by the Chief Administrative Officer or designate.

- 2.4 **“Apartment House”** means a residential building which is occupied or intended to be occupied by more than four families living independently of each other and includes, but is not limited to:
- a) Structures known as townhouses or row-houses;
  - b) Senior citizens self contained units in a complex of more than four units;
  - c) Licensed boarding houses, lodging houses and rooming houses, terraces of dwellings and any other type of residential premises where more than four families reside or dwell, and; which neither a dwelling house nor a condominium is as defined in this By-law.
- 2.5 **“Ashes”** means cold residue from burning of wood, coal and other like material.
- 2.6 **“Billing Period”** shall be the same as the monthly period for which the consumer is charged for services.
- 2.7 **“Birdseed”** means a mixture of seeds for the purpose of attracting and feeding birds.
- 2.8 **“Biological Waste”** means waste that is created in a hospital, necropsy facility or biological research laboratory and contains or may contain pathogenic agents that may cause disease in persons exposed to the waste.
- 2.9 **“Building Waste”** means all refuse produced in the process of constructing, demolishing, altering or repairing a building and shall include, but not be limited to: earth, vegetation and rock displaced during the process of building.
- 2.10 **“By-Law Enforcement Officer”** means person appointed by the Municipal Council to enforce offenses of this By-law.
- 2.11 **“Collection”** includes acquisition of refuse by the Municipality, or where the context implies by a private hauler, by picking up, collecting or gathering together, and includes the removal and transportation of the same to a disposal site and “collect” shall have comparable meaning.
- 2.12 **“Collector”** means a person who collects refuse within the Municipality as an agent, contractor or employee of the Municipality.
- 2.13 **“Collection Area”** means the location within the corporate limits of the Municipality of Mackenzie County.

- 2.14 “**Commercial Premises**” means a building, structure or premises used for the conduct of some profession, business, manufacturing process or other undertaking, and which includes: any institutional, industrial, commercial, restaurant and retail premises, a Residential Dwelling Unit or units if attached and includes areas designated as a Mobile Home Park in accordance with the Land Use By-law.
- 2.15 “**Commercial Unit**” means one self-contained working space having any or all of the following amenities: a separate entrance, office space, bay/work area, receiving and shipping area, washroom, kitchen and common area in a Commercial Premise or complex.
- 2.16 “**Condominium**” means a residential property divided into individually owned units as described in the Condominium Property Act, Revised Statutes of Alberta, 2000, and amendments thereto, and for the purpose of this By-law only each unit shall be deemed to be a dwelling house.
- 2.17 “**Dangerous Goods**” mean dangerous goods as defined in the Transportation of Dangerous Goods Act and Regulations.
- 2.18 “**Dwelling House**” means any premises which:
- a) are actually used as a residence;
  - b) consist of four (4) or less self-contained units;
  - c) collectively produce less than 0.75 cubic meters of refuse per week;
  - d) has one storage location for all refuse disposed of from the premises, and;
  - e) is constructed to permit refuse collection to be made directly from a street.
- 2.19 “**Executive Officer of the Local Board of Health**” is a member designated by Alberta Health Services for the purpose of carrying out the Public Health Act and Regulations and may include a Health Inspector.
- 2.20 “**Fire Chief**” means the authorized and appointed Fire Chief or Fire Chiefs of the Municipality of Mackenzie County.

- 2.21 **“Garbage”** means refuse composed of animal or vegetable matter. It is refuse produced as a by-product of the preparation, consumption, or storage of food.
- 2.22 **“Industrial Properties”** means places that carry on one or more of the following activities; the manufacturing, processing, assembling, cleaning, repairing, servicing, testing, storage, warehousing, distribution or trans shipment of materials, goods, products and/or equipment.
- 2.23 **“Litter”** means:
- a) Rubbish, waste materials, paper, packages, containers, bottles, cans or parts thereof; or
  - b) Any article, product, machinery, motor vehicle or other manufactured goods which is dumped, discarded, abandoned or otherwise disposed of.
- 2.24 **“Municipality”** means the corporation of Mackenzie County or the area contained within the boundaries thereof, as the context requires.
- 2.25 **“Municipal Tags”** means tags purchased from the municipality at rates set out in the Fee Schedule by-law and used for obtaining additional waste pickup service. The single use tag would be attached to the refuse container to be emptied by the municipality or its collector.
- 2.26 **“Occupant”** means any Person occupying a Residential Unit, Multi-Residential Dwelling Unit or Commercial Unit whether they are in fact the Owner, renter, tenant or lessee of the dwelling unit.
- 2.27 **“Owner”** has the same meaning as in the Municipal Government Act”.
- 2.28 **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a By-Law Enforcement Officer or Special Constable appointed pursuant to the provisions of the Police Act, Chapter P-17 of the Revised Statutes of Alberta, 2000 and amendments or successor legislation thereto.
- 2.29 **“Premises”** means land, including any buildings erected thereon including residential houses and properties, apartment houses, and dwelling houses.
- 2.30 **“Private Hauler”** means any person who transports or causes to be transported any refuse within the Municipality other than those persons employed or contracted by the Municipality.

- 2.31 **“Recycling Depot”** means a waste sorting station approved under the Public Health Act where designated waste is compacted, shredded, ground, processed or sorted.
- 2.32 **“Recyclable Material”** means materials that are acceptable for recycling in this Municipality as set out in Schedule “C” hereto.
- 2.33 **“Refuse”** means any discarded or abandoned organic or inorganic material and without restricting the generality of the foregoing, includes garbage, ashes and all forms of grass, tree and hedge cuttings and clippings, broken household dishes and utensils, empty or partly empty tins, boxes, cartons, bottles and containers, discarded paper and fabric and other materials.
- 2.34 **“Refuse Receptacle”** means a container designed for containing refuse awaiting collection and disposal and is deemed animal proof that is approved by the Municipality.
- 2.35 **“Residential Property”** means land with improvements designated, intended or used for residential occupancy including condominiums, but excluding apartment houses.
- 2.36 **“Street”** means public thoroughfares within the Municipality and includes sidewalks and borders of the street and all portions thereof appearing in any registered plan pursuant to the Land Titles Act, or any private roadway on any bare-land condominium site.
- 2.37 **“Waste or Waste Material”** means ashes, garbage, refuse or trade refuse as herein defined and includes any other matter or material suitable for disposal by the Municipality waste disposal system.
- 2.38 **“Wet Garbage”** means the kitchen garbage containing liquids originating from hotels, boarding houses and restaurants but excludes drained kitchen garbage which has been properly packaged.
- 2.39 **“White Metals”** means any household appliance such as stove, dishwasher, refrigerator, and deep freezers.
- 2.40 **“Yard Waste”** means refuse that is organic matter formed as a result of gardening or horticultural pursuits and includes grass, leaves, tree and hedge clippings and cuttings.

### **PART 3 INTERPRETATIONS**

- 3.1 Schedules “A”, attached hereto, form part of this Bylaw.

- 3.2 The captions and headings in this Bylaw are for convenience of reference use only, and shall not affect the interpretation of any provision of this Bylaw.
- 3.3 Nothing in this Bylaw shall operate to relieve any person from complying with any Federal, Provincial or other Municipal Law, Order, regulation or Bylaw and such person shall comply with all conditions or obtain any necessary consents at his/her own expense.
- 3.4 Except as provided herein to the contrary no person shall:
- a) Store or deposit any refuse on any premises owned or occupied by the Municipality or on any street; or
  - b) Store or place any refuse receptacle or commercial container on any street.
- 3.5 Section 3.4 shall not apply:
- a) In respect of any refuse stored or deposited at any disposal site designated pursuant to this Bylaw;
  - b) In respect of any refuse receptacle placed or stored on a street for use by the public by or with the consent in writing of the Chief Administrative Officer or designate; or
  - c) To a person who is actively engaged in loading or unloading any refuse receptacle or commercial container.
- 3.6 Any person who deposits any refuse on a street shall forthwith remove such refuse from the street at his/her own expense.

#### **PART 4 AUTHORITY**

- 4.1 The Municipality shall;
- a) Supervise the collection, removal and disposal of refuse, and;
  - b) Direct the days and times that collections shall be made from different portions of the municipality, and;
  - c) Decide as to the quantities and classes of refuse to be removed from any premises or as accepted by the Municipality for disposal.
  - d) Decide as to what applicable units in Schedule "A" will receive residential garbage collection services
- 4.2 Subject to the provisions of this Bylaw, the decision of the Municipality as to:
- a) The amount of refuse which has been removed from any premises, and;



- b) The amount and types of refuse which the Municipality is obliged to remove from any premises or class of premises shall be final and conclusive subject only to the superior statutory authority of another entity.

## **PART 5 MUNICIPAL COLLECTION AND REMOVAL OF REFUSE**

5.1 Subject to the provisions of the Bylaw the Municipality:

- a) Shall cause refuse to be collected from each dwelling house each week in accordance with the rates and fees specified in the “Fee Schedule By-law “, and
- b) May cause refuse to be collected from premises other than a dwelling house each week in accordance with the rates and fees specified in the “Fee Schedule By-law “.

5.2 Unless special arrangements are authorized by the Municipal Council, the Municipality shall not remove from premises on which a dwelling house is located;

- a) Discarded furniture, discarded automobile parts including tires, and other private vehicles, white metals, and household equipment;
- b) Tree trunks, tree limbs, whole shrubs or bushes or portion of hedges;
- c) Fences, gates and other permanent and semi-permanent fixtures on the premises;
- d) Without limiting the foregoing, any discarded household chattel, material or equipment which has an overall weight of more than 34 kilograms or an overall length of more than 1.25 metres.

5.3 Unless other arrangements are authorized by the Municipal Council, except as otherwise provided in this Bylaw, the Municipality shall not remove from any premises;

- a) Building materials and building waste
- b) Dead animals
- c) Sod
- d) Liquid waste
- e) By-products of manufacturing
- f) Dangerous goods
- g) White metals

5.4 The Municipality shall ensure that the equipment used for waste collection and the manner in which waste is collected and disposed of by the Municipality shall comply with the regulations of the Health Authority.

- 5.5 The Municipality may enter into a contract or contracts with any person or organization for the collection of the whole or a portion of the refuse accumulated within the Municipal limits.

## **PART 6 CLEAN – UP CAMPAIGN**

- 6.1 The Municipal Council of the Municipality may authorize a clean-up campaign in the spring and/or fall of each year at which time all refuse will be picked up to a maximum of one half ton truck load. Additional loads, car bodies will not be accepted as part of these clean-up campaigns.

## **PART 7 REFUSE RECEPTACLES, WEIGHT OF, LOCATION AND REFUSE ENCLOSURES**

- 7.1 Refuse receptacles required shall be acquired by the Occupants from private industry as per the specifications set by the Municipality.  
Specifications:  
64 G/ 240 L IPL “Classic” cart  
Charcoal European grip  
Model # 60213363A5  
Or a similar model as approved by the Municipality.
- 7.2 Except as otherwise provided no person shall place refuse from a building or premises elsewhere than in the refuse receptacles.
- 7.3 Occupants of the premises shall ensure refuse is stored in an approved storage location at all times other than when the waste is being transferred to a Refuse Receptacle.
- 7.4 Where the owner or occupant of the premises places refuse in a receptacle other than one which meets the specifications set out in this By-law, the collectors will not remove that refuse.
- 7.5 The collector at his/her discretion shall have the right to refuse to remove materials where the container does not meet the necessary requirements or is in a dilapidated, unsafe, or unsanitary condition.
- 7.6 A collector shall not be required to remove any refuse receptacle which, together with its contents, exceeds thirty-four (34) kilograms or seventy five (75) pounds.

- 7.7 Except as otherwise provided herein, no person shall place or keep refuse receptacles upon any travelling surface of any street or sidewalk. The refuse receptacle shall be placed at the curb level on the date of the waste pick up.
- 7.8 The occupant of premises from which refuse is to be collected
- a) Shall place or locate the refuse receptacle for collection in such a manner that they will not overturn or be likely to be overturned;
  - b) Shall be allowed service for one refuse receptacle a week with an option to have additional receptacles if municipal tags are attached to them.

## **PART 8 PREPARATION OF WASTE FOR COLLECTION**

- 8.1 An owner or occupant of premises from which refuse is to be collected shall:
- a) Thoroughly drain all household garbage and place it in either plastic garbage bags or securely tie the parcel before disposing of it in the refuse receptacle;
  - b) Place all quenched ashes, sawdust and other powdery or fine material in either securely tied plastic bags or parcels before disposing of it in the refuse receptacle.
- 8.2 No occupant shall:
- a) Mix combustible and non-combustible matter in the refuse receptacles or containers, or
  - b) Place any explosives, dangerous goods or highly flammable materials in any receptacle for collection, or
  - c) Place for collection, ashes which are not properly quenched.

## **PART 9 DUTIES OF COLLECTORS**

- 9.1 Collectors shall:
- a) Be as careful as is reasonably possible not to damage or misuse any refuse receptacle;
  - b) Replace emptied receptacles and the lids in approximately the same location where it was picked up;
  - c) Not leave refuse on the ground which has spilled from the refuse receptacle or the collection vehicle; and
  - d) No person employed in the collection of waste materials shall pick, or sort any ashes, garbage, refuse or discarded material from the collection vehicle or the owner's or occupant's premises

**PART 10 CONSTRUCTION REFUSE, COVERING OF REFUSE AND  
PLACEMENT ON STREETS**

- 10.1 Any person(s) carrying out the construction, demolition or alteration of buildings or other building operations on any property shall do so in a manner as to not permit building materials or building refuse to remain loose, free or uncontrolled on the property.
- 10.2 The owner of the building site shall be responsible for the actions of any contractor, subcontractor or tradesman who fail to comply with subsection 10.1.
- 10.3 Any building material or building refuse material which blows free from the building site shall be re-captured, returned to the building site and deposited in a refuse receptacle.
- 10.4 The owner of a building site shall be responsible for the term of construction in providing a suitable refuse receptacle capable of receiving all building refuse material and maintaining the same in a safe condition.
- 10.5 The Chief Administrative Officer or designate may direct the person carrying out construction or alteration of a building to provide a fence of a type that will trap any building material in such a manner as to prevent it from escaping from the building site.
- 10.6 No person shall convey through any street in the Municipality any refuse of whatever nature except in the properly covered metal receptacle or in a vehicle which is covered with canvas or tarpaulin, or other covering as approved by the Municipality, so constructed and arranged as to prevent the contents thereof or any portion thereof from being wind borne or falling on the streets, to protect the content from flies and to minimize as much as practicable the escape of any offensive odours. It shall not be necessary that a vehicle carrying solely soil, sand, gravel or concrete be covered with a canvas or a tarpaulin other than required by other legislation or regulation.
- 10.7 Except for sand, cinder or other similar materials in reasonable quantities placed on any slippery streets or sidewalks, no person shall place refuse of any type or direct or allow it to be placed upon any portion of a street.

**PART 11 CHARGES FOR COLLECTION AND DISPOSAL, NO OPTION FOR USE  
AND EXEMPTIONS**

- 11.1 The occupant of any premises in Mackenzie County within the identified area in **Appendix** ~~Schedule~~ A may be designated by the Chief Administrative Officer or

designate for the provision of garbage collection services, shall pay to the Municipality a monthly charge as set out in the “Fee Schedule By-law”.

- 11.2 Accounts for refuse collection service shall be forwarded monthly to the occupier of the premises and shall be payable to the Municipality. The payment of any charges provided by this By-law may be enforced by action in any court of competent jurisdiction.
- 11.3 The rates or charges levied pursuant to this By-law shall be applied to each applicable unit within the designated garbage collection area in **Appendix Schedule “A.”** The Chief Administrative Officer or designate will maintain a list of owners/occupants that have levied rates or charges.
- 11.4 Non-receipt of a utility bill will not exempt the owner or occupant from payment for the service received.

## **PART 12 NOTICES AND PENALTIES**

- 12.1 In any case where the Municipality is required to give notice to owner or occupant pursuant to this By-law, notice shall be effected by service either;
  - a) By causing a written copy of the notice to be delivered to and left in a conspicuous place at or about the effected property, or
  - b) By causing a written notice to be mailed by mail or delivered to the last known address of the owner.
- 12.2 Where a Peace Officer or By-law Enforcement Officer who has reasonable grounds to believe that an owner or occupant has contravened any provision of this By-law, the Peace Officer or By-law Enforcement Officer may serve upon such person, a summons as outlined in this By-law.
- 12.3 An owner or occupant who contravened any provision of this By-law by:
  - a) Doing something that is prohibited in this By-law;
  - b) Failing to do something that is required in this By-law; or
  - c) Doing something in a manner different from that which is required or permitted in this By-law.

is guilty of an offense and liable upon summary conviction to a fine of not less than One Hundred Dollars (\$100.00) or not more than Two Thousand Five Hundred Dollars (\$2,500.00) or as otherwise stated in the “Fee Schedule By-law” whichever is less.

- 12.4 Any owner or occupant served with a summons pursuant to Section 12.3 of this By-law may, where a specified penalty is indicated on the summons, avoid prosecution by remitting payment of the specified penalty as noted on the summons on or before the appearance date noted on the summons. The specified penalty shall be the amount the Municipality will accept in lieu of prosecution.
- 12.5 Any owner or occupant who does not pay the specified penalty on or before the appearance date noted on the summons is liable to a fine as set out in the “Fee Schedule By-law”.
- 12.6 Where a specified penalty is not noted in the summons, the person served with the summons is liable to a fine as set out in the “Fee Schedule By-law”.
- 12.7 Where a contravention of this By-law is of a continuing nature, further summons, with the appropriate specified penalties, may be issued provided that no more than one summons shall be issued for each calendar day that the contravention continues.
- 12.8 Nothing in this By-law shall prevent a Peace Officer or By-law Enforcement Officer from issuing a summons for the mandatory court appearance of any person who contravenes any provision of this By-law.

### **PART 13 GENERAL**

- 13.1 A Peace Officer or By-law Enforcement Officer, witnessing a contravention of this By-law, may cause the contravention to be remedied.
- 13.2 When expenses are incurred by the Municipality for any work performed as a result of a direction of a Peace Officer or By-law Enforcement Officer under Section 13.1, the Municipality may serve a statement of expenses, together with a demand for payment to the person or persons responsible for the contravention, including all legal costs on a solicitor and their own client basis.
- 13.3 Whenever, in this By-law, it is directed that an owner or occupant of any building or premises shall do any matter of thing, then in default of its being done, either the owner or occupant, or both, or if there are several owners or occupants, any or all such owners or occupants shall be liable to prosecution; and it shall be no defense for any owner or occupant so prosecuted to allege that any other person is responsible for such default.
- 13.4 If any term, clause, or condition of this By-law or application thereof, to any thing or circumstance shall to any extent be invalid or unenforceable, the remainder of this By-law or application of such term, clause or condition to any thing or

circumstance, other than those to which it is held as invalid or unenforceable, shall not be affected thereby and each other term, clause or condition of this By-law shall be enforced to the fullest extent permitted.

~~13.5 This Bylaw hereby rescinds Bylaw 866-12 and shall come into full force and effect on the day of its final passing.~~

### **REPEAL AND COMING INTO FORCE**

1. Bylaw No. 893-13 and all amendments thereto are hereby repealed.

2. This bylaw shall come into effect upon receiving third and final reading.

READ a first time this \_\_\_ day of \_\_\_\_\_, 2023.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2023.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2023.

---

Josh Knelsen  
Reeve

---

Byron Peters  
Interim Chief Administrative Officer

**Appendix** ~~Schedule~~ "A"

~~Hamlet Residential Waste Collection Area~~

**Schedule 1 – Hamlet Residential Waste Collection Map of La Crete**


**Schedule 2 – Hamlet Residential Waste Collection Map of Fort Vermilion**



Lake Tourangeau



Hamlet of Lacrete  
"Schedule 1"  
Residential Garbage

**Delete**

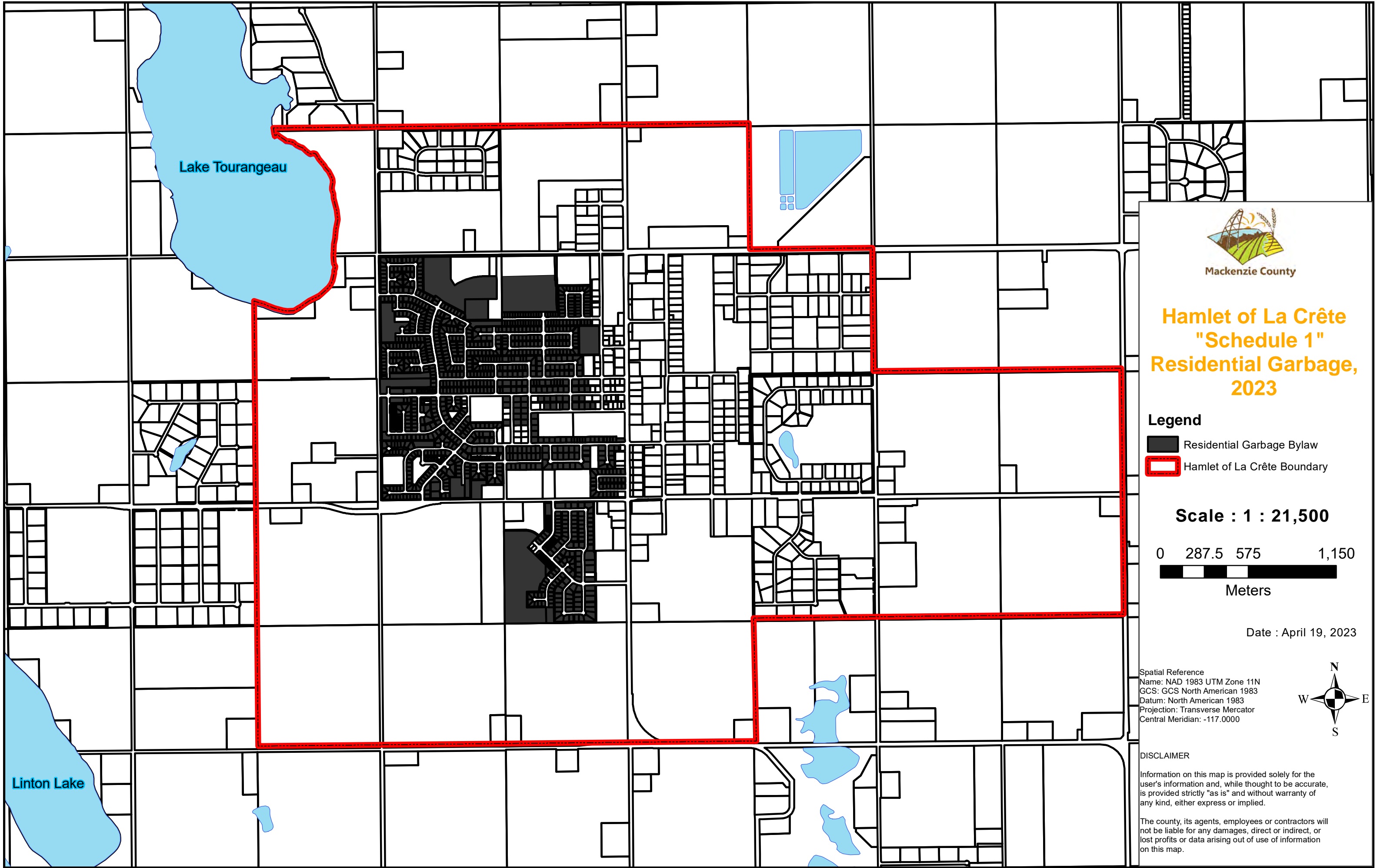


**Mackenzie County**

Legend:

-  Residential Garbage Bylaw 886-13
-  Hamlet of Lacrete Boundary



Not To Scale



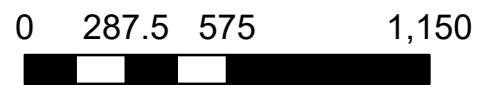
Mackenzie County

**Hamlet of La Crête  
"Schedule 1"  
Residential Garbage,  
2023**

**Legend**

-  Residential Garbage Bylaw
-  Hamlet of La Crête Boundary

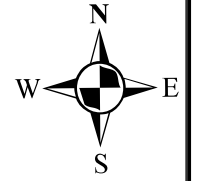
**Scale : 1 : 21,500**



Meters

Date : April 19, 2023

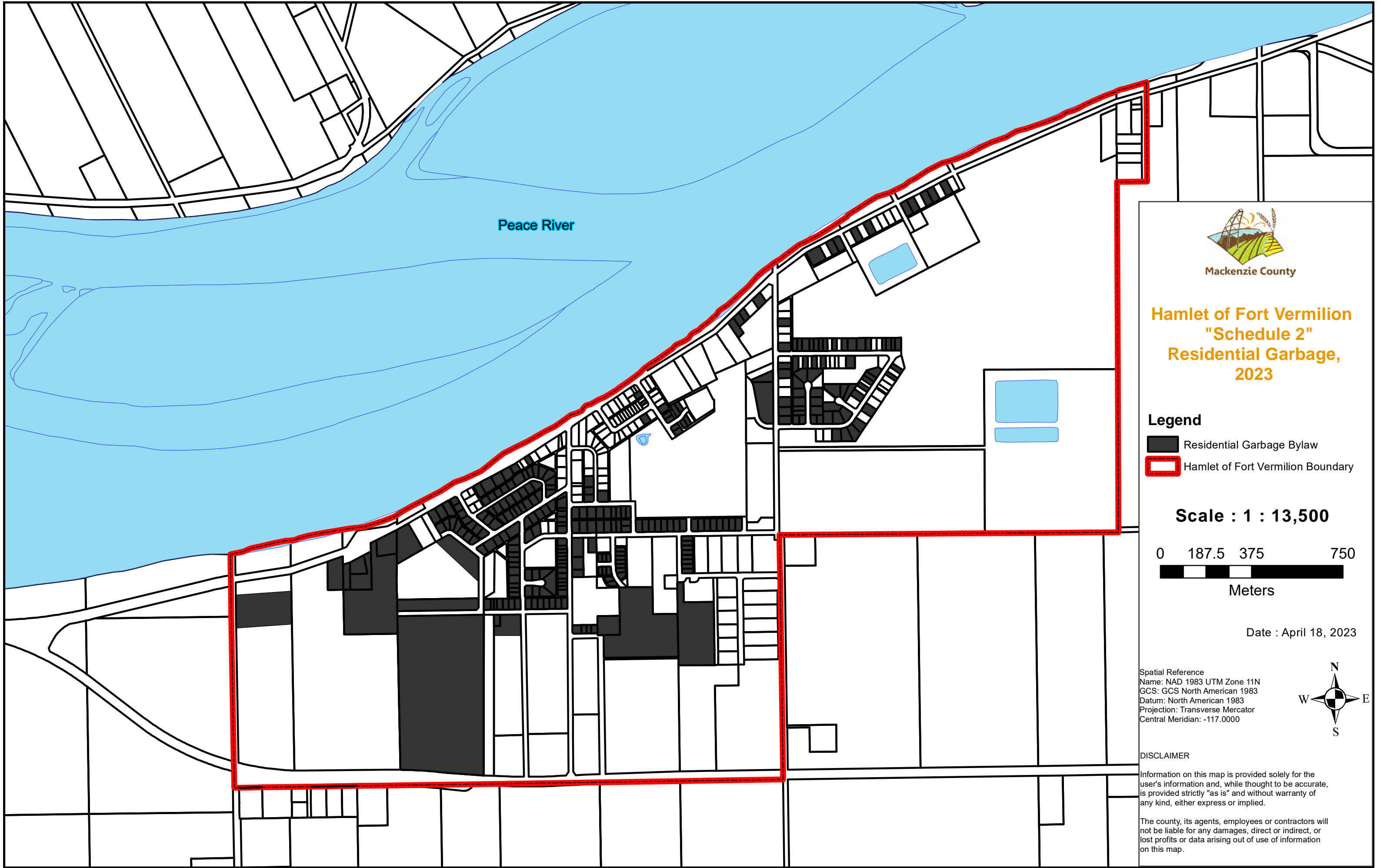
Spatial Reference  
Name: NAD 1983 UTM Zone 11N  
GCS: GCS North American 1983  
Datum: North American 1983  
Projection: Transverse Mercator  
Central Meridian: -117.0000



**DISCLAIMER**

Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied.

The county, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of use of information on this map.

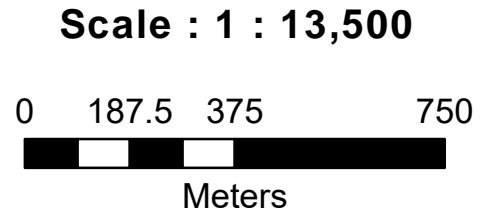


Peace River



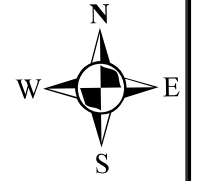
**Hamlet of Fort Vermilion  
"Schedule 2"  
Residential Garbage,  
2023**

- Legend**
- Residential Garbage Bylaw
  - Hamlet of Fort Vermilion Boundary



Date : April 18, 2023

Spatial Reference  
Name: NAD 1983 UTM Zone 11N  
GCS: GCS North American 1983  
Datum: North American 1983  
Projection: Transverse Mercator  
Central Meridian: -117.0000



**DISCLAIMER**  
Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied.  
  
The county, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of use of information on this map.





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Fort Vermilion Recreation Society – Emergent Funding Request - Boiler</b>

**BACKGROUND / PROPOSAL:**

The Fort Vermilion Recreation Board contacted Administration at the beginning of January 2023 explaining issues with their boiler system. The following is a recap.

**Situation.**

December 30, 2022 - one boiler stopped working and staff called in a contractor to assess and fix the situation. The contractor diagnosed that the heat exchanger was cracked (due to hard water build up) and needed to be replaced. They also estimated the other boiler would likely fail. The damaged boiler was shut down and the facility continued to operate on one boiler while parts (heat exchanger) were enroute.

January 10, 2023 - The remaining boiler stopped working and a contractor was brought in to assess and repair.

January 19, 2023 - The boiler stops working and the contractor replaces the pressure pump to fix it.

January 30, 2023 - The boiler stops again - Contractor assess and fixes

February 2, 2023 - The boiler stops again - Contractor assesses and fixes. Contractor recommends replacing the boiler to eliminate recurring issues. Some of the issues were because there was only one working boiler on a system that is designed for 2.

February 20, 2023 - A new boiler is installed replacing the only "Working" one.

February 23, 2023 - The heat exchanger is replaced on the second boiler. Both boilers working well.

**Author:**  D Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:**  BP

It was determined that the system failed due to old piping throughout the building and the heating of dirty water in the boilers. The contractor recommends installing a closed system that will only heat clean water, that hot water would then transfer heat (via heat exchanger with no cross contamination between clean and dirty water) to the older pipes and rest of the building

Since the 2023 budget request was already submitted and approved, the Recreation Society is requesting emergent funding for the repair of the boilers.

**OPTIONS & BENEFITS:**

Option 1

Approve Emergent Funding for the repair of the boiler and replacement of 1 boiler and defer Capital Funding for the installation of a Closed Heating System until 2024.

Option 2

Approve Emergent Funding for the repair boiler & replacement of 1 boiler and Capital Funding for the installation of a Closed Heating System in 2023.

Option 3

Approve Emergent Funding for the repair boiler & replacement of 1 boiler.

**COSTS & SOURCE OF FUNDING:**

Total cost of fixing boiler \$28,229.45

Installation of a new Closed Heating System \$17,500

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**ADM041 Recreational Capital Projects**

“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.

- 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).

Author: D Roberts Reviewed by: \_\_\_\_\_ CAO: BP

**County Facility Agreement**

15.5.3 The Society shall be responsible for all Capital Repairs or replacement required on the Facility and shall conduct such repairs or replacement on a timely basis.

- a). within current operating budget,
- b). using 'emergent funding' system,
- c). defer the repair till next year's operating budget, or
- d). defer repairs to the following year capital budget plan.

**RECOMMENDED ACTION:**

Motion 1

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2023 Capital budget be amended by \$13,474 for Boiler Replacement at the Fort Vermilion Complex with the funding coming from the General Capital Reserve.

Motion 2

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2023 One Time budget be amended by \$14,776 for the emergent repairs to the Fort Vermilion Boiler 2 with funding coming from the Grants to Other Organizations Reserve.

Author: D Roberts      Reviewed by: \_\_\_\_\_      CAO: BP





## Mackenzie County

<b>Title</b>	Recreational Capital Projects	<b>Policy No.</b>	ADM041
--------------	-------------------------------	-------------------	--------

### **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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Fort Vermilion Recreation Society - Emergent Funding Request – Compressor Repair</b>

**BACKGROUND / PROPOSAL:**

Attached is a letter received from the Fort Vermilion Recreation Society, with a request for the County to fund a repair to a compressor in the amount of \$16,144. The compressor was identified to have metal filings in it, which indicates a wear in the system which has the potential to create a mechanical failure within the system.

The repair work is to be undertaken while CIMCO was already schedule to be on site, so no additional travel costs were incurred.

**OPTIONS & BENEFITS:**

Option 1

That the 2023 One Time Project Budget be amended by \$16,144 for the Fort Vermilion Recreation Society Compressor repair, with funding coming from the Grants to Other Organizations Reserve.

Option 2

That the 2023 One Time Project Budget be amended by \$16,144 for the Fort Vermilion Recreation Society Compressor repair, with funding coming from the Fort Vermilion Recreation Reserve.

Option 3

Deny the request.

**COSTS & SOURCE OF FUNDING:**

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: B Peters

If approved, funding could be allocated from the Grants to Other Organization Reserve, or the Fort Vermilion Recreation Reserve.

**SUSTAINABILITY PLAN:**

Ensure the ice rink is operational in the 2023-2024 season.

**COMMUNICATION / PUBLIC PARTICIPATION:**

Administration to communicate Councils decision to the Fort Vermilion Recreation Society.

**POLICY REFERENCES:**

ADM041 – Recreational Capital Projects

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2023 One Time Project Budget be amended by \$16,144 for the Fort Vermilion Recreation Society Compressor repair, with funding coming from the Grants to Other Organizations Reserve.

Author: J Batt      Reviewed by: \_\_\_\_\_      CAO: B Peters

Fort Vermilion Recreation Board  
Box 115 Fort Vermilion AB T0H 1N0



April 17, 2023

Dear Mackenzie County Council,

The Fort Vermilion Recreation Board recently received notice from CIMCO that there were metal filings found in one of the compressors of the ice plant. As noted in the following document, these filings are indicative of potential mechanical failure within the system - which requires assessing and fixing. As CIMCO has come to fulfill shut down duties of the Ice Plant we authorized them to work on this issue - not only so that the plant is operational for next season but also to save on travel expenses for CIMCO. As this work amounts to significant capital we ask the County to consider aiding us in paying for these essential repairs so we may continue to provide recreation via the beloved ice surface in Fort Vermilion. Please reference the document below for more details on the work to be done and price point of said work.

If you have further questions please contact myself at 780-841-2501

Thank you for your consideration,  
Steven Simpson  
FVRB Chair



Quote No:

# Proposal for Fort Vermilion Recreation Society

**Prepared For:**

Chris Saovure  
5001 - 44 AVENUE, BOX 115  
FORT VERMILION, AB T0H 1N0  
saovurd\_8@hotmail.com

**Prepared By:**

Ryan Moore  
rmoore@toromont.com



Mar. 21, 2023





TOROMONT



Quote NoRM230022

CIMCO is pleased to provide pricing to overhaul compressor #1 for Fort Vermilion Recreation Society. **During the last compressor oil change metal filings were found in the compressor sump. This may indicate there is a mechanical failure with one of the bearings on the crankshaft. We will investigate the potential cause of this problem and provide a quote for any replacement parts.** The pricing and scope of work below is for a standard major overhaul of this compressor, as per the manufacturer's recommendations.

## Scope of Work

- Supply one (1) Mycom N2MII Major Overhaul Parts
- Supply one (1) Pail of CIMCO 'C' Oil
- Provide labor for the following:
  - Isolate and pump down compressor
  - Removal and disposal of old oil from job site
  - Disassembly and reassembly of compressor
  - Replacement of wearables
  - Cleaning and honing of typical non-wearables
  - Cleaning of sump, and screens
  - Evacuation of non-condensables
  - Re-alignment of motor with belts to compressor
  - Leak check
  - Start and test operation
  - Return compressor to normal operation
- Service Mechanics will follow all appropriate site specific safety requirements

Please note: One-way Travel time has been included for a trip to reassemble the compressor. The disassembly work will occur during a scheduled visit for shut-down.

## Pricing

**CIMCO Price: \$16,144.00 CAD (All Taxes Extra)**

Prices are valid for 30 days from the date of quotation.

Taxes not included.

Standard Terms & Conditions apply.

## Exclusions

- All work required outside of CIMCO regular working hours requested or required by owner.
- Additional refrigerant charge, inhibitors or other fluids.
- All costs associated with faulty isolation valves during pump out.
- It is understood that CIMCO will use professional care in performing the above services and shall not be liable for failure to other components associated with this work.
- Disposal or abatement of existing refrigerant, water, asbestos, equipment, material, or any other substance not mentioned including any environmental testing or verification that may be required to complete scope of work.
- Any material or work not clearly stated within the scope of work will be the responsibility of the owner.



TOROMONT | CIMCO Quote NoRM230022

## Agreement

The information contained in this proposal constitutes the terms between CIMCO Refrigeration, a division of Toromont Industries and the client, Fort Vermilion Recreation Society.

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement.

**Billing and Payment Terms.** CIMCO will invoice Fort Vermilion Recreation Society as per the terms of this agreement, and Fort Vermilion Recreation Society will pay each such invoice within thirty (30) days after the date thereof. Invoices not paid within such thirty (30) day period will accumulate interest as per the terms and conditions of this agreement.

**Authorized Signature:** The undersigned agrees to the terms of this contract on behalf of the organization or business

*Judy Quewezauce*

Signature of Client: \_\_\_\_\_ Date: 04 / 10 / 2023

Purchase Order : N/A \_\_\_\_\_



Quote NoRM230022

## TERMS AND CONDITIONS

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION (THE "VENDOR"), THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN THIRTY DAYS OF THE DATE OF QUOTATION.

### 1. TITLE

(a) The title and ownership to and in the materials, equipment and other goods sold hereunder (the "goods") shall remain with the Vendor until payment in full of the Contract Price and any additional amounts payable to the Vendor pursuant to sections 2 and 10 of these Terms and Conditions. The Vendor hereby reserves, and the Purchaser hereby grants to the Vendor, a security interest in and to the goods, and the proceeds thereof, to secure the said payment and all of the other obligations of the Purchaser. At the option of the Vendor, the Purchaser will join with the Vendor in executing, in a form satisfactory to the Vendor, one or more financing statements or similar instruments pursuant to any applicable personal property security legislation. The Purchaser hereby authorizes the Vendor to file one or more such statements or instruments signed by the Vendor alone as the secured party. If the goods are to become affixed to real property, the Purchaser represents that a true and correct description of such real property and that the name of the registered owner thereof are as indicated on Page 1 of this Quotation/Contract.

(b) In the event of default by the Purchaser under the terms of payment of this contract, the full amount of the Contract Price, less any payments previously made, shall become due and payable, and the Vendor or its agent shall have the right to enter upon the premises and remove the goods, and to dispose of them as the Vendor may determine. If the proceeds from such disposal, less any related expenses, including but not limited to costs of seizure, removal and sale, and legal costs (including reasonable attorneys' fees and expenses) connected therewith (the "net proceeds"), are not sufficient to cover the amount in default, the Purchaser shall be liable to the Vendor for such deficiency. If the net proceeds exceed the amount in default such excess shall be returned to the Purchaser, and the Vendor shall not be liable further whether in respect of completion, performance, warranty or other contract terms.

(c) The Purchaser hereby waives all rights and claims against the Vendor in the event that the circumstances provided for in section 1 (b) arise, except for the express right of recovery of excess net proceeds as provided in that section.

(d) The Purchaser hereby waives the provisions of any Conditional Sales Act or other applicable legislation which limits the Vendor's rights to seize the security provided for herein, and to sue for any deficiency. The Purchaser expressly consents upon the Vendor the rights to seize and sell the goods and to recover from the Purchaser, by action on the covenant, the principal, interest and other moneys from time to time owing under this contract.

(e) Until the Contract Price has been paid in full, the Purchaser will not sell or agree to sell, or mortgage, charge or dispose of, or intentionally injure the goods or remove them from the place of initial installation.

### 2. PRICE ADJUSTMENTS

(a) The Purchaser shall pay all taxes, duties, levies and other charges assessed against or in respect of the goods, except those taxes, duties, levies and other charges expressly included in the Contract Price.

(b) If any taxes, duties, levies, or other charges shown to be included in the Contract Price are increased subsequent to the Date of Quotation, and increase the Vendor's costs hereunder, such increase shall be paid by the Purchaser to the Vendor.

(c) The Contract Price quoted herein is based on prices, costs and conditions prevailing at the Date of Quotation. Unless otherwise specified, if the estimated delivery and / or installation date is more than six months from the date of the contract, and if prior to shipment or installation there is an increase in the Vendor's costs due to increases in labor rates, cost of materials, suppliers' prices, foreign exchange, storage charges, or freight rates, such increase shall be paid to the Vendor by the Purchaser.

(d) If delivery or installation is delayed by the Purchaser, or by anyone under the Purchaser's control, for more than two months after the time estimated, any increase in those categories of the Vendor's costs listed in section 2(c) shall be paid to the Vendor by the Purchaser.

(e) All payments by the Purchaser to the Vendor under section 2 shall be in addition to the Contract Price and shall be paid at the time the final payment under the contract is due.

### 3. LIABILITY

The Vendor shall not be liable for any losses, injuries, expenses or damages, whether direct, indirect, special, incidental, consequential or punitive, arising out of the goods, or the installation, operation, or failure of operation of the goods or related systems even if caused by the Vendor's negligence.

### 4. DELIVERY AND INSTALLATION

Delivery and installation times and dates are approximate and are subject to extension for delays caused by fire, strike, lockout, labor dispute, civil or military authority, riot, embargo, car shortage, wrecks or delays in transportation, Acts of God, late delivery or non-delivery by the Vendor's suppliers, changes in the scope of the work as provided in section 9 of these Terms and Conditions, or other causes beyond the reasonable control of the Vendor, and the Vendor shall not be liable for any losses or damages resulting from any such causes. Acceptance of the work shall be a waiver by the Purchaser of all claims for damages for delay from any cause whatsoever.

### 5. RESPONSIBILITY AND INSURANCE

(a) In respect of goods sold F.O.B. point of origin, the Vendor shall deliver the goods in good condition to a common carrier or to the Purchaser at the Vendor's shipping point, and thereupon all risks of loss or damage thereto shall pass to the Purchaser.

(b) In respect of goods sold F.O.B. job site or sold with installation, all risks of loss or damage shall pass to the Purchaser upon receipt of the goods at the job site or at the Purchaser's designated delivery point.

(c) The Purchaser shall insure the goods against loss or damage from fire, theft, malicious damage or other causes as and from the time the Purchaser becomes responsible for the goods pursuant to sections 4(a) and 4(b) of these Terms and Conditions. The face value of the insurance policy shall be in an amount not less than the Contract Price. Any loss under such insurance policy shall be made payable to the Vendor as its interest may appear until the Contract Price shall be paid in full.

(d) Upon the request of the Vendor, the Purchaser shall provide an insurance certificate as evidence of the compliance with section 4(c) of these Terms and Conditions.

### 6. COST ESCALATION

Contractor and Owner acknowledge and agree that at the time of execution of this project agreement, it is unknown whether prior estimates for performance of the Work will be impacted by further development of the design, changed market conditions, availability of labor, equipment and/or materials or other conditions which materially differ from those existing at the time prior estimates were received. Contractor agrees to make diligent and best efforts to mitigate any cost or schedule impacts arising out of these changed conditions. However, subject to such mitigation obligations of the Contractor, Owner agrees that Contractor shall be entitled to an equitable adjustment of the Contract Sum and/or, if applicable, the Contract Time due to the following non-exhaustive list of possible events or circumstances: (1) a Subcontractor will not honor its prior estimate, (2) commodity price escalation and/or commodity delivery date impacts due to the length of time between a Subcontractor providing its estimate and subcontract award, (3) general conditions cost impacts due to anticipated completion dates at the time of Subcontractor's estimate differing from completion dates anticipated at time subcontract award, (4) commodity price escalation and/or delivery date impacts due to Subcontractor inability to obtain firm pricing or delivery date commitments from any supplier at or near time of subcontract award, or (5) cost of on-site or off-site material storage capacity to enable early receipt of certain materials when early procurement of such materials can be achieved for avoidance of price escalation or to secure availability so that the project schedule can be maintained.



TOROMONT



Quote NoRM230022

#### 7. TERMS OF PAYMENT

Upon acceptance, CIMCO will invoice a 35% down payment to commence agreed upon work. At the discretion of CIMCO, a late charge of 2% per month on all overdue amounts will be assessed on all invoices not paid within 30 days from the date of invoice. In addition, Customer agrees to pay Cimco a reasonable attorney's fee and all costs and expenses incurred in collecting amounts due Cimco hereunder following default by the Customer.

#### 8. WARRANTY

UNLESS OTHERWISE SPECIFIED IN THIS QUOTATION/CONTRACT, THE VENDOR WARRANTS THE GOODS AND INSTALLATION SOLD HERE UNDER AGAINST ORIGINAL DEFECTS IN MANUFACTURE AND WORKMANSHIP FOR A PERIOD OF ninety (90) days FROM COMPLETION AS DEFINED IN SECTION 9 OF THESE TERMS AND CONDITIONS. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, STATUTORY OR OTHERWISE, EXPRESS OR IMPLIED, INCLUDING FOR MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE TERMS OF THE VENDOR'S WARRANTY ARE AS FOLLOWS:

- (a) In respect of goods sold without installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, F.O.B. point of manufacture, any defective goods or parts thereof.
- (b) In respect of goods sold with installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, any defective goods or parts thereof or any defective workmanship. The Vendor shall be responsible for all of its costs in connection therewith other than the out-of-pocket expenses incurred by the Vendor's employees and agents travelling from the Vendor's nearest place of business to the job site and charges for labor performed after normal working hours at the request of the Purchaser, which latter expenses and charges shall be for the account of the Purchaser.
- (c) The Vendor warrants goods not of the Vendor's manufacture only to the extent to which the Vendor is able to enforce a claim for liability against the manufacturer thereof.
- (d) The Purchaser shall promptly give written notice to the Vendor after the discovery of an apparent defect.
- (e) As a condition precedent to any liability by the Vendor here under, the Purchaser shall use, operate and maintain the goods and related systems in a careful, prudent, and reasonable manner, and in conformity with the Vendor's and / or the manufacturers' instructions.
- (f) the foregoing constitutes the purchaser's exclusive remedy and the vendor's sole liability arising out of the design, manufacture, sale, installation, or use of the goods.
- (g) This warranty shall be void if the Purchaser is in default under the terms of payment of this contract.

#### 9. CHANGE IN SCOPE OF WORK

If the Purchaser requests a change in the scope of the work under this Quotation/Contract, the Vendor will submit a Contract Revision to the Purchaser which shall set forth the proposed changes in the work, and if the proposed changes result in an addition to or a deduction from the Contract Price, the Contract Revision shall set forth the amount of such addition or deduction. A Contract Revision shall not be binding or enforceable unless accepted in writing by the Purchaser and approved in writing by a duly authorized officer of the Vendor. Upon such acceptance and approval, the Contract Revision shall become part of the contract and, except when in consistent therewith, shall be subject to all its provisions.

#### 10. COMPLETION AND ACCEPTANCE OF WORK

- (a) In respect of goods sold without installation, "Completion" shall be deemed to occur when risk of loss of the goods passes to the Purchaser in accordance with section 4 of these Terms and Conditions.
- (b) In respect of goods sold with installation, and unless otherwise defined in this Quotation/Contract, "Completion" shall be deemed to occur when any one of the following events takes place:
  - i. The Purchaser signs an acceptance certificate;
  - ii. The Vendor has installed and, where applicable, successfully tested the installation;
  - iii. The Purchaser commences regular use of the goods correlated systems;
  - iv. An independent expert, mutually acceptable to the Purchaser and the Vendor, certifies that the work has been completed;
  - (v) The Vendor shall have the right to subcontract all or any part of the installation work to others;
  - (vi) The Vendor shall have the right to start installation immediately after delivery of the Goods to the installation site, and if the start of installation work is delayed beyond 30 days after such delivery, the full amount of the price and all charges hereunder, less any portion thereof separately specified as installation charges, shall at the option of the Vendor become immediately due and payable;
  - (vii) Unless requested by the Purchaser and agreed to by the Vendor, no Saturday, Sunday, holiday or other overtime labor will be provided in connection with installation work, and if provided, all premium wage costs incurred shall be added to the invoice as a separate charge to be paid by the the Purchaser
- (c) Nothing in subsections (a) or (b) shall relieve the Vendor from its obligation to honor the warranty provisions contained herein.
- (d) The occurrence of any one of the events described in section 9(b)(i), (ii) and (iv) shall constitute acceptance of the work.

#### 11. BONDS

Performance bonds and material and labor payment bonds will be provided by the Vendor upon request. Unless the Contract Price expressly includes the cost of such bonds, the Purchaser, in addition to the Contract Price, shall pay the cost of such bonds to the Vendor at the time of the receipt thereof by the Purchaser.

#### 12. MISCELLANEOUS

- (a) This Quotation and any resulting contract shall be governed, enforced and construed in accordance with the laws of the Province/State of AB without regard to that province/state's rules governing conflict of laws.
- (b) All rights and remedies of the Vendor under this contract and under applicable law shall be cumulative and may be exercised successively or concurrently, in any order, and on more than one occasion. The election by Vendor to exercise one remedy shall not preclude it from thereafter exercising one or more other remedies.
- (c) The Purchaser agrees to pay, in addition to the other amounts payable to Vendor under the contract, all costs and expenses, including reasonable attorneys' fees, incurred by the Vendor in enforcing this contract, exercising its rights here under or collecting or attempting to collect all amounts due the Vendor here under following default by the Purchaser in the payment or performance of its obligations here under, including those incurred in connection with any bankruptcy, insolvency, liquidation, reorganization or similar proceeding involving the Purchaser.
- (d) Any assignment or attempted assignment of this contract, in whole or in part, without the prior written consent of the Vendor shall be void. The Vendor may assign any of its rights, liabilities or obligations arising out of this contract without prior notice to the Purchaser and without the Purchaser's written consent except that the Vendor may not assign its warranty obligations without the Purchaser's written consent.
- (e) If any provision of this contract is unenforceable, such unenforceability shall not affect the remaining terms, which shall be enforced, if the same can be done, without regard to the unenforceable provision.
- (f) The headings to the paragraphs of this contract are provided for ease of reference only and shall not be construed to vary or limit the terms thereof.

THIS QUOTATION/CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PURCHASER AND THE VENDOR, AND SUPERSEDES ALL PRIOR ORAL OR WRITTEN REPRESENTATIONS, PROMISES, AGREEMENTS OR UNDERSTANDINGS WITH RESPECT TO THE SUBJECT MATTER HEREOF. NO REPRESENTATION, PROMISE, AGREEMENT OR UNDERSTANDING ENTERED INTO OR MADE SUBSEQUENT TO THE DATE OF THE CONTRACT WHICH VARIES OR MODIFIES THE PROVISIONS OF THIS CONTRACT SHALL BE BINDING ON THE VENDOR UNLESS CONVEYED IN WRITING AND EXECUTED BY THE DULY AUTHORISED OFFICER OF THE VENDOR EXECUTING THIS QUOTATION/CONTRACT.



## Signature Certificate

Reference number: NSY5M-ZYGGM-7YKAC-NUPZQ

Signer	Timestamp	Signature
<b>Chris Saovure</b> Email: saovurd_8@hotmail.com		
Sent:	21 Mar 2023 21:51:14 UTC	
Viewed:	09 Apr 2023 00:50:57 UTC	
Signed:	10 Apr 2023 20:22:15 UTC	
<b>Recipient Verification:</b> ✓ Email verified	09 Apr 2023 00:50:57 UTC	IP address: 75.159.73.158 Location: La Crete, Canada

Document completed by all parties on:  
10 Apr 2023 20:22:15 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 40,000+ companies worldwide.







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Spring Hamlet Clean-up Campaign</b>

**BACKGROUND / PROPOSAL:**

Administration has recently received numerous inquiries on when, or if, the 2023 Spring Cleanup Campaign will occur. The following summarizes what was done in 2023:

In May of 2022 a call out to non-profit organizations for proposals of a “Spring Community Clean-up” was advertised and a budget of \$10,000 was set, County wide. Advertisements went out and results were presented to Council.

**MOTION 22-05-375**

That the County accept the Zama Fire Department offer of \$700 to conduct Zama hamlet clean-up and the La Crete Minor Hockey’s offer for \$3,500 to conduct the La Crete hamlet clean-up and the La Crete Minor Hockey offer of \$3000 to conduct the Fort Vermilion hamlet clean up.

Mackenzie County also offered a “One Day” Free disposal at all transfer stations including the Mackenzie Regional Landfill in order to accommodate rural residents.

**OPTIONS & BENEFITS:**

Option 1

Reach out to non Profit Organizations for proposals for a Spring Hamlet Cleanup Campaign and offer a “One Day” Free disposal at all transfer stations including the Mackenzie Regional Landfill.

Option 2

Receive for information

**Author:** D. Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:** BP

**COSTS & SOURCE OF FUNDING:**

\$10,000 – Operations

**COMMUNICATION / PUBLIC PARTICIPATION:**

Social Media  
Newspaper

**POLICY REFERENCES:**

Bylaw 893-13 Hamlet Residential Waste Collection

**PART 6 CLEAN – UP CAMPAIGN**

6.1 The Municipal Council of the Municipality may authorize a clean-up campaign in the spring and/or fall of each year at which time all refuse will be picked up to a maximum of one half ton truck load. Additional loads, car bodies will not be accepted as part of these clean-up campaigns.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Administration to reach out to non Profit Organizations requesting proposals for a Spring Hamlet Cleanup Campaign and offer a “One Day” Free disposal at all transfer stations including the Mackenzie Regional Landfill.

Author: D. Roberts      Reviewed by: \_\_\_\_\_      CAO: BP



# AT ALL COUNTY WASTE TRANSFER STATIONS INCLUDING MACKENZIE REGIONAL LANDFILL

**MACKENZIE COUNTY RESIDENTS ONLY**  
ACCEPTING YOUR LARGE REFUSE ITEMS



**No Industrial or Commercial Waste**



Mackenzie County

# ATTENTION NON-PROFITS!

Are you a non-profit organization looking for a way to generate some extra income? Mackenzie County is calling on local non-profits to conduct 2022 **Spring Community Clean-Ups** which will allow for the collection of large refuse items such as old appliances and furniture. Organizations will not be expected to collect any bulk/loose items such as tree branches, renovation debris, or household waste.

If you are a non-profit interested in this opportunity, Mackenzie County invites you to submit your proposal. All submissions should include the proposed clean-up date(s) **preferred clean-up date range is May 27 - June 11**, clean-up location(s), and the cost to complete the clean-up.

**Deadline to submit: 4:30 p.m. on Tuesday, May 24, 2022.**

## Submit proposals to:

Don Roberts, Director of Community Services

Attn: Spring Community Clean-Up

Address: 4511-46 Avenue, Box 640,

Fort Vermilion, AB, T0H 1N0

Email: [droberts@mackenziecounty.com](mailto:droberts@mackenziecounty.com)

Phone: 780-927-3718 | Fax: 780-927-4266



Mackenzie County



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>2023 Operating Budget Amendment</b>

**BACKGROUND / PROPOSAL:**

As part of the 2023 Operating Budget development, anticipated increases, and decreases were calculated into the 2023 Operating Budget with an anticipated taxation revenue of \$25,931,337. Administration has received the final December 31, 2021 assessments for the 2023 taxation year, calculated at the mill rates approved by Council, with a revenue of \$26,842,350, an increase of \$911,013.

As Council is aware, a great deal of effort, and debate was undertaken to review many options in reducing expenses, and increasing revenue, while ensuring allocations to reserves to maintain the integrity of infrastructure. With the realized increase in wages due to negotiated union agreement expiry, carbon tax increases, increase in the police funding required, and organizational chart amendments leaving a surplus of \$254,489 which administration is recommending be allocated to the General Operating Reserve.

These allocations to the Operating budget, including reserves is calculated in the 2023 Tax Rate Bylaw included in this Council meeting package.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

2023 Operating Budget

**SUSTAINABILITY PLAN:**

N/A

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2023 Operating Budget be amended to include various Tracking Sheet 8 changes.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

Tracking Sheet of Changes for 2023 Operating Budget

<b>8</b>		Carbon Tax Expense		\$33,600	-\$33,600	
		AUPE Union Agreement		\$471,782	-\$505,382	
		Contracted PW Director		\$35,000	-\$540,382	
		Veterinary Serviecs Inc. Increase		\$8,400	-\$548,782	
		CM 23-03-290 General Operating Reserve	\$8,400		-\$540,382	
		MSI Operating Grant Increase	\$121,262		-\$419,120	
		Org Chart Amendment		\$287,787	-\$706,907	23-04-325
		Water/Sewer Reserve - Reduce allocation (Org Chart amen	\$50,383		-\$656,524	
		Mill Rate Adjustment	\$911,013		\$254,489	
		General Operating Reserve	-\$254,489	\$0	\$0	





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Bylaw 1293-23 2023 Tax Rate</b>

## **BACKGROUND / PROPOSAL:**

Pursuant to section 353 of the *Municipal Government Act*, each council must pass a Property Tax Bylaw annually. The bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used towards the payment of the expenditures and transfers set out in the budget and the requisitions.

The Tax Rate Bylaw must set out and show separately all of the tax rates that must be imposed to raise the revenue required. Other levies, collected through the municipal tax notices, include the Alberta School Foundation Fund and the Boreal Housing Foundation.

### **Alberta School Requisitions**

There is a decrease in the Education Property Tax that is required to be collected during the 2023 tax year and is reflected in this Bylaw. Administration will continue to advertise this requirement to collect on the Provinces behalf.

### **County Tax Burden**

Council adopted the 2023 Operating Budget at its meeting held on December 7, 2022, with the latest amendment on April 4, 2023. As noted during budget deliberation, Mackenzie County realized an increase in fees for utilities, fuel, goods & supplies, police costing, carbon tax and contract services.

The 2023 budget was developed on an anticipated reduction in assessments for the Oil & Gas Sector, along with a realized growth and inflationary increase in Industrial, and Residential. Relative to these changes in assessments, Council continued to investigate options, and amend some service levels, adjust some user fees, all while continuing to make infrastructure investments, while limiting the impact on the mill rates.

**Author:** J. Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

Due to the increased expense of utilitarian soft services outside of municipal control Council deliberated the tax burden on residential, non-residential, and farmland taxes along with minimum for the 2023 tax year. While Council and administration worked hard to limit the financial impacts of a mill rate increase, unfortunately it was necessary for a minimum tax increase, and mill rate change to property codes in the proposed 2023 Tax Rate Bylaw.

**Boreal Housing Foundation**

With the removal of the Seniors Lodge in La Crete, and the Province agreeing to pay the shortfall in revenue from the High Level Seniors Lodge delay in opening to full capacity, the 2023 Lodge Requisition was \$561 which is an amount too minimal to calculate without over collecting, so the \$1,289 in under levy of 2022, and the 2023 requisition amount will be collected as an under collected amount in 2024.

No Lodge Requisition will be applied in the 2023 year.

The detailed calculations for school tax & mill rates are presented in the attached Bylaw.

**OPTIONS & BENEFITS:**

Option #1

Pass all three readings of the Tax Rate Bylaw at this meeting.

Tax notices anticipated to be released on May 12<sup>th</sup>, 2023.

**COSTS & SOURCE OF FUNDING:**

Funding will be collected via the tax billing process and relative of the approved 2023 operating and capital budget approvals.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Advertising as required by the Municipal Government Act. Tax notices will be mailed/emailed by May 12, 2023.

**POLICY REFERENCES:**

FIN031 - Methods of Payment Policy

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_



**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1293-23 being the 2023 Tax Rate bylaw for Mackenzie County.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1293-23 being the 2023 Tax Rate bylaw for Mackenzie County.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1293-23 being the 2023 Tax Rate bylaw for Mackenzie County, at this meeting.

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1293-23 being the 2023 Tax Rate bylaw for Mackenzie County.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**BYLAW NO. 1293-23**  
**BEING A BYLAW OF**  
**THE MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST**  
**ASSESSABLE PROPERTY WITHIN MACKENZIE COUNTY**  
**FOR THE 2023 TAXATION YEAR**

**WHEREAS**, Mackenzie County in the province of Alberta, has prepared and adopted detailed estimates of the municipal revenue, expenses and expenditures as required, at the Council meeting held on April 26, 2023; and

**WHEREAS**, the estimated municipal operating revenues from all sources other than property taxation total \$10,108,135; and

**WHEREAS**, the estimated municipal expenses (excluding non-cash items and requisitions) set out in the annual budget for the Mackenzie County for 2023 total \$36,950,485 (total expenses); and the balance of \$21,287,741 is to be raised by general municipal property taxation; and

**WHEREAS**, the estimated amount required to repay principal debt to be raised by general municipal taxation is \$1,183,120; and

**WHEREAS**, the estimated amount required for future financial plans to be raised by municipal taxation is \$4,371,489; and

**THEREFORE**, the total amount to be raised by general municipal taxation is \$26,842,350; and

**WHEREAS**, the requisitions are:

**Alberta School Foundation Fund Requisition (including Opted Out School Board):**

	Base	(Over)/Under	Total
Residential and Farmland	\$3,089,330	\$2,145	\$3,091,475
Non-Residential	\$3,290,112	\$13,336	\$3,303,448
<b>Total</b>	<b>\$6,379,443</b>	<b>\$15,481</b>	<b>\$6,394,924</b>

**Lodge Requisition:**

	Base	(Over)/Under Levy	Total
<b>Total Lodge Requisitions</b>	<b>\$561</b>	<b>\$1,289</b>	<b>\$1,850</b>

**Designated Industrial Property (DIP):**

	<b>Base</b>	<b>(Over)/Under Levy</b>	<b>Total</b>
<b>Total DIP Requisitions</b>	<b>\$73,575</b>	<b>(\$15,424)</b>	<b>\$58,151</b>

**WHEREAS**, the Council of Mackenzie County is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated municipal expenses and the requisitions: and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act (MGA)*, Revised Statutes of Alberta, 2000; Chapter M-26, as amended, and

**WHEREAS**, the assessed value of all property in Mackenzie County as shown on the assessment roll is:

**Taxable Assessment:**

Residential	\$ 1,215,483,520
Farmland	\$ 48,007,760
Non-Residential	\$ 270,139,130
Machinery & Equipment	\$ 18,359,650
Designated Industrial Properties/Linear	\$ 979,719,410
<b>Total</b>	<b>\$ 2,531,709,470</b>

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Mackenzie County in the Province of Alberta enacts as follows:

1. That the Chief Administrative Officer is hereby authorized and directed to levy the following rates of taxation of the assessed value of all property as shown on the assessment roll of Mackenzie County:

<b>General Municipal</b>	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
Residential	\$8,680,983	\$1,215,483,520	0.007142
Farmland	\$593,088	\$48,007,760	0.012354
Non-Residential	\$16,328,152	\$1,249,858,540	0.013064
Machinery & Equipment	\$239,850	\$18,359,650	0.013064
<b>Sub-Total</b>	<b>\$25,842,074</b>	<b>\$ 2,531,709,470</b>	
Revenue estimated due to the established minimum	\$1,000,276		
<b>Total</b>	<b>\$26,842,350</b>	<b>\$ 2,531,709,470</b>	

Notwithstanding the foregoing, the minimum tax for:

- Residential shall be **\$230** (two hundred thirty dollars)
- Limited Access Seasonal Residential **\$100** (one hundred dollars)
- Non-Residential shall be **\$460** (four hundred sixty dollars)
- Farmland shall be **\$250** (two hundred fifty dollars)

**Alberta School Foundation Fund (including Opted Out School Board):**

	<b>Tax Levy</b>	<b>Taxable Assessment</b>	<b>Tax Rate</b>
Residential and Farmland	\$3,091,475	\$1,258,358,410	0.002457
Non-Residential	\$3,303,448	\$924,360,010	0.003574
<b>Total ASFF</b>	<b>\$6,394,924</b>	<b>\$2,182,718,420</b>	

	<b>Tax Levy</b>	<b>Taxable Assessment</b>	<b>Tax Rate</b>
--	-----------------	---------------------------	-----------------

<b>Total Lodge Requisition</b>	<b>\$1,850</b>	<b>\$2,517,817,900</b>	<b>0.000000</b>
--------------------------------	----------------	------------------------	-----------------

Designated Industrial Properties/Linear	\$73,830	\$984,398,520	0.000075
<b>Total DIP Requisitions</b>	<b>\$73,830</b>	<b>\$984,398,520</b>	<b>0.000075</b>

<b>Grand Total</b>	<b>\$33,312,954</b>
--------------------	---------------------

(including requisitions)

2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time this 26th day of April, 2023.

READ a second time this 26th day of April, 2023.

READ a third time and finally passed this 26th day of April, 2023.

---

Joshua Knelsen  
Reeve

---

Byron Peters  
Interim Chief Administrative Officer





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Quarterly Financial Reports – January 1 – March 31, 2023</b>

**BACKGROUND / PROPOSAL:**

The Finance Department provides quarterly financial reports to Council as per policy. Attached is quarter one January - March 31, 2023 reports for review.

Council shall receive the following reports quarterly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date (January – March 31,2023)
- A report of funds invested in term deposits and other securities
  - (January – March 31,2023)
- Project progress reports including expenditures to budget until March 31, 2023.
- Reports will be presented in April, July, October and January.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

2023 Operating & Capital Budgets

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

N/A

**POLICY REFERENCES:**

Policy FIN010 – Financial Reports

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the quarterly financial reports for January to March 31, 2023 be received for information.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



Mackenzie County  
Summary of All Units January - March 2023

	<u>2023</u>	<u>2023 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
<b>OPERATING REVENUES</b>			
100-Municipal Taxes	\$26,842,350	(\$2,415)	\$26,844,765
101-Lodge Requisition		(\$121)	\$121
102-School Requisition	\$6,379,443	(\$846)	\$6,380,289
103-Designated Ind. Property	\$73,830		\$73,830
124-Frontage	\$35,000		\$35,000
261-Ice Bridge	\$130,000	\$135,000	(\$5,000)
420-Sales of goods and services	\$1,084,586	\$195,880	\$888,706
421-Sale of water - metered	\$3,861,992	\$892,658	\$2,969,334
422-Sale of water - bulk	\$951,093	\$236,240	\$714,853
424-Sale of land	\$10,000		\$10,000
510-Penalties on taxes	\$300,000	\$53,840	\$246,160
511-Penalties of AR and utilities	\$25,000	\$8,061	\$16,939
520-Licenses and permits	\$54,000	\$37,437	\$16,563
521-Offsite levy	\$20,000	(\$1,000)	\$21,000
522-Municipal reserve revenue	\$80,000	\$1,800	\$78,200
526-Safety code permits	\$350,000	\$159,146	\$190,854
525-Subdivision fees	\$125,000	\$17,226	\$107,774
530-Fines	\$9,000	\$4,874	\$4,126
531-Safety code fees	\$12,000	\$3,176	\$8,824
550-Interest revenue	\$425,000	(\$40,029)	\$465,029
551-Market value changes		\$84,464	(\$84,464)
560-Rental and lease revenue	\$203,367	\$32,744	\$170,623
597-Other revenue	\$25,000	\$4,291	\$20,709
598-Community aggregate levy	\$85,000		\$85,000
630-Sale of non-TCA equipment	\$500		\$500
840-Provincial grants	\$865,483	\$85,491	\$779,993
909-Other Sources -Grants	\$36,301		\$36,301
930-Contribution from Operating Reserves	\$1,399,813		\$1,399,813
940-Contribution from Capital Reserves	\$20,000		\$20,000
<b>TOTAL REVENUE</b>	<b><u>\$43,403,758</u></b>	<b><u>\$1,907,918</u></b>	<b><u>\$41,495,840</u></b>
<b>Excluding Requisitions</b>	<b>\$36,950,485</b>	<b>\$1,908,885</b>	<b>\$35,041,600</b>

Mackenzie County  
Summary of All Units January - March 2023

	2023	2023 Actual	\$ Variance
	Budget	Total	(Remaining)
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$7,383,659	\$1,293,757	\$6,089,902
132-Benefits	\$1,582,330	\$318,898	\$1,263,432
136-WCB contributions	\$84,904		\$84,904
142-Recruiting	\$15,000		\$15,000
150-Isolation cost	\$57,600	\$5,464	\$52,136
151-Honoraria	\$615,761	\$105,405	\$510,356
211-Travel and subsistence	\$389,038	\$42,273	\$346,765
212-Promotional expense	\$43,000	\$8,025	\$34,975
214-Memberships & conference fees	\$144,656	\$27,488	\$117,168
215-Freight	\$127,950	\$19,512	\$108,438
216-Postage	\$52,000	\$6,151	\$45,849
217-Telephone	\$119,930	\$21,927	\$98,003
221-Advertising	\$76,100	\$1,652	\$74,448
223-Subscriptions and publications	\$11,700	\$6,054	\$5,646
231-Audit fee	\$120,000		\$120,000
232-Legal fee	\$85,000	\$13,197	\$71,803
233-Engineering consulting	\$217,000	\$8,787	\$208,213
235-Professional fee	\$219,100	\$42,001	\$177,099
236-Enhanced policing fee	\$780,501		\$780,501
239-Training and education	\$85,938	\$4,584	\$81,354
242-Computer programming	\$228,655	\$28,834	\$199,821
243-Waste Management	\$462,067	\$63,274	\$398,793
251-Repair & maintenance - bridges	\$159,500	\$8,835	\$150,665
252-Repair & maintenance - buildings	\$139,850	\$21,674	\$118,176
253-Repair & maintenance - equipment	\$471,550	\$52,029	\$419,521
255-Repair & maintenance - vehicles	\$117,300	\$10,799	\$106,501
258-Contracted Services	\$762,152	\$113,121	\$649,031
259-Repair & maintenance - structural	\$2,072,000	\$100,149	\$1,971,851
260-Roadside Mowing & Spraying	\$462,494	\$17,374	\$445,120
261-Ice bridge construction	\$125,000	\$117,067	\$7,933
262-Rental - building and land	\$67,100	\$17,460	\$49,640
263-Rental - vehicle and equipment	\$66,253	\$6,238	\$60,015
266-Communications	\$155,967	\$27,870	\$128,097
271-Licenses and permits	\$15,300	\$9,401	\$5,899
274-Insurance	\$705,431	\$503,491	\$201,940
342-Assessor fees	\$247,820		\$247,820
290-Election cost	\$3,000		\$3,000
511-Goods and supplies	\$1,170,373	\$166,463	\$1,003,910
515-Lab Testing	\$52,000	\$10,862	\$41,138
521-Fuel and oil	\$1,162,604	\$259,829	\$902,775
531-Chemicals and salt	\$428,800	\$33,085	\$395,715
530-Oil Dust Control	\$100,000		\$100,000
532-Calcium Dust Control	\$130,000		\$130,000
533-Grader blades	\$143,000	\$22,197	\$120,803
534-Gravel (apply; supply and apply)	\$1,300,000		\$1,300,000
535-Gravel reclamation cost	\$50,000		\$50,000
543-Natural gas	\$202,061	\$74,383	\$127,678
544-Electrical power	\$878,157	\$128,265	\$749,892
550-Carbon Tax	\$200,000	\$53,245	\$146,755
710-Grants to local governments	\$2,250,000	\$625,000	\$1,625,000
735-Grants to other organizations	\$2,386,057	\$1,196,765	\$1,189,292
747-School requisition	\$6,379,443		\$6,379,443
750-Lodge requisition			\$0
760-Designated Ind. Property	\$73,830		\$73,830
763/764-Contributed to Reserve	\$4,371,489		\$4,371,489
810-Interest and service charges	\$22,360	\$7,399	\$14,961
831-Interest - long term debt	\$333,735	(\$29,786)	\$363,521
832-Principle - Long term debt	\$1,183,120		\$1,183,120
921/922-Bad Debt/Writeoff	\$1,005,000		\$1,005,000
Non-TCA projects	\$1,109,123	\$199,883	\$891,370
DRP Expenses		\$17,869	
<b>TOTAL EXPENSES</b>	<b>\$43,403,758</b>	<b>\$5,770,383</b>	<b>\$37,615,506</b>
<b>Excluding Requisitions</b>	<b>\$36,950,485</b>	<b>\$5,770,383</b>	<b>\$31,162,233</b>
<b>995-Amortization of TCA</b>	<b>\$9,978,821</b>		<b>\$9,978,821</b>

	<u>2023</u>	<u>2023 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
<b>OPERATING REVENUES</b>			
<hr/>			
<hr/>			
<b>OPERATING EXPENSES</b>			
132-Benefits	\$50,728	\$9,631	\$41,097
136-WCB contributions	\$5,535	\$0	\$5,535
151-Honoraria	\$529,461	\$90,740	\$438,721
211-Travel and subsistence	\$254,098	\$36,181	\$217,917
214-Memberships & conference fees	\$70,425	\$18,820	\$51,605
217-Telephone	\$7,700	\$1,238	\$6,462
221-Advertising	\$1,000		\$1,000
235-Professional fee	\$8,000	\$950	\$7,050
239-Training and education	\$2,800	\$0	\$2,800
266-Communications	\$15,615	\$2,724	\$12,891
274-Insurance	\$2,194	\$1,828	\$366
290-Election cost	\$3,000	\$0	\$3,000
511-Goods and supplies	\$9,700	\$105	\$9,595
<b>TOTAL EXPENSES</b>	<b><u>\$960,256</u></b>	<b><u>\$162,217</u></b>	<b><u>\$798,039</u></b>
<b>Excluding Requisitions</b>	<b>\$960,256</b>	<b>\$162,217</b>	<b>\$798,039</b>
<hr/>			
<b>TOTAL EXPENSES</b>	<b><u>\$960,256</u></b>	<b><u>\$162,217</u></b>	<b><u>\$798,039</u></b>
<b>EXCESS (DEFICIENCY)</b>	<b><u>(\$960,256)</u></b>	<b><u>(\$162,217)</u></b>	<b><u>(\$798,039)</u></b>

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
420-Sales of goods and services	\$39,500	\$7,836	\$31,664
510-Penalties on taxes	\$300,000	\$53,840	\$246,160
511-Penalties of AR and utilities	\$13,000	\$4,156	\$8,844
550-Interest revenue	\$425,000	(\$40,029)	\$465,029
551-Market value changes		\$84,464	(\$84,464)
560-Rental and lease revenue	\$77,800	\$13,537	\$64,263
597-Other revenue	\$25,000	\$4,041	\$20,959
598-Community aggregate levy	\$85,000	\$0	\$85,000
630-Sale of non-TCA equipment	\$500	\$0	\$500
830-Federal grants			\$0
840-Provincial grants	\$190,370	\$10,820	\$179,550
890-Gain (Loss) Penny Rounding		\$1	(\$1)
909-Other Sources -Grants	\$21,301	\$0	\$21,301
930-Contribution from Operating Reserves	\$695,941		\$695,941
940-Contribution from Capital Reserves		\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$1,873,412</b>	<b>\$138,668</b>	<b>\$1,734,744</b>
<b>Excluding Requisitions</b>	<b>\$1,873,412</b>	<b>\$138,668</b>	<b>\$1,734,744</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$2,011,178	\$358,671	\$1,652,507
132-Benefits	\$454,920	\$84,469	\$370,451
136-WCB contributions	\$19,924	\$0	\$19,924
142-Recruiting	\$15,000	\$0	\$15,000
150-Isolation cost	\$14,400	\$3,600	\$10,800
211-Travel and subsistence	\$38,500	\$1,154	\$37,346
212-Promotional expense	\$25,000	\$3,487	\$21,513
214-Memberships & conference fees	\$23,156	\$4,888	\$18,268
215-Freight	\$9,000	\$1,049	\$7,951
216-Postage	\$24,500	\$6,151	\$18,349
217-Telephone	\$44,050	\$11,822	\$32,228
221-Advertising	\$64,000	\$1,652	\$62,348
223-Subscriptions and publications	\$5,700	\$2,867	\$2,833
231-Audit fee	\$120,000	\$0	\$120,000
232-Legal fee	\$75,000	\$13,197	\$61,803
233-Engineering consulting		\$620	(\$620)
235-Professional fee	\$65,000	\$21,465	\$43,535
239-Training and education	\$8,758	\$349	\$8,409
242-Computer programming	\$126,510	\$10,507	\$116,003
243-Waste Management	\$7,800	\$716	\$7,084
252-Repair & maintenance - buildings	\$45,350	\$7,008	\$38,342
253-Repair & maintenance - equipment	\$10,100	\$3,143	\$6,957
255-Repair & maintenance - vehicles	\$6,000	\$4,353	\$1,647
258-Contracted Services		\$0	\$0
259-Repair & maintenance - structural		\$0	\$0
262-Rental - building and land		\$0	\$0
263-Rental - vehicle and equipment	\$8,353	\$2,122	\$6,231
266-Communications	\$51,880	\$11,761	\$40,119
271-Licenses and permits	\$100	\$252	(\$152)
274-Insurance	\$119,906	\$89,916	\$29,990
342-Assessor fees	\$247,820	\$0	\$247,820
511-Goods and supplies	\$103,250	\$33,885	\$69,365
521-Fuel and oil	\$35,166	\$5,466	\$29,700
994-Change in Inventory		\$0	\$0
543-Natural gas	\$29,257	\$10,010	\$19,247
544-Electrical power	\$97,324	\$16,630	\$80,694
710-Grants to local governments	\$2,250,000	\$625,000	\$1,625,000
763/764-Contributed to Reserve	\$394,489	\$0	\$394,489
810-Interest and service charges	\$21,000	\$7,170	\$13,830
921-Bad Debt	\$1,000,000	\$0	\$1,000,000
Non-TCA projects	\$405,651	\$178,250	\$209,532
DRP Expenses		\$17,869	
<b>TOTAL EXPENSES</b>	<b>\$7,978,042</b>	<b>\$1,521,630</b>	<b>\$6,438,543</b>
<b>Excluding Requisitions</b>	<b>\$7,978,042</b>	<b>\$1,521,630</b>	<b>\$6,438,543</b>
<b>922-Tax Cancellation/Writeoff</b>		<b>\$0</b>	<b>\$0</b>
<b>995-Amortization of TCA</b>	<b>\$322,004</b>	<b>\$0</b>	<b>\$322,004</b>
<b>TOTAL EXPENSES</b>	<b>\$8,300,046</b>	<b>\$1,521,630</b>	<b>\$6,760,547</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$6,426,634)</b>	<b>(\$1,382,962)</b>	<b>(\$5,025,803)</b>

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
420-Sales of goods and services	\$126,000	\$6,325	\$119,675
840-Provincial grants			\$0
909-Other Sources -Grants	\$15,000		\$15,000
930-Contribution from Operating Reserves	\$15,000		\$15,000
<b>TOTAL REVENUE</b>	<b>\$156,000</b>	<b>\$6,325</b>	<b>\$149,675</b>
<b>Excluding Requisitions</b>	<b>\$156,000</b>	<b>\$6,325</b>	<b>\$149,675</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$45,408	\$8,204	\$37,204
132-Benefits	\$8,112	\$2,333	\$5,779
136-WCB contributions	\$509	\$0	\$509
151-Honoraria	\$86,300	\$14,665	\$71,635
211-Travel and subsistence	\$9,000	\$1,066	\$7,934
212-Promotional expense	\$3,000		\$3,000
214-Memberships & conference fees	\$3,630	\$0	\$3,630
215-Freight	\$1,000	\$0	\$1,000
217-Telephone	\$27,440	\$3,423	\$24,017
235-Professional fee			\$0
239-Training and education	\$36,180	\$1,440	\$34,740
252-Repair & maintenance - buildings	\$11,500	\$3,771	\$7,729
253-Repair & maintenance - equipment	\$42,000	\$4,755	\$37,245
255-Repair & maintenance - vehicles	\$12,000	\$624	\$11,376
258-Contracted Services	\$8,500	\$0	\$8,500
259-Repair & maintenance - structural	\$1,500	\$3,698	(\$2,198)
263-Rental - vehicle and equipment	\$27,000	\$1,323	\$25,678
266-Communications	\$69,012	\$9,203	\$59,809
271-Licenses and permits	\$4,000	\$28	\$3,972
272-Damage claims		\$0	\$0
274-Insurance	\$53,211	\$40,323	\$12,888
511-Goods and supplies	\$128,984	\$20,287	\$108,697
521-Fuel and oil	\$23,859	\$1,653	\$22,206
543-Natural gas	\$23,818	\$8,617	\$15,201
544-Electrical power	\$20,899	\$2,960	\$17,939
763/764-Contributed to Reserve	\$100,000		\$100,000
Non-TCA projects	\$30,000		\$30,000
<b>TOTAL EXPENSES</b>	<b>\$776,862</b>	<b>\$128,372</b>	<b>\$648,490</b>
<b>Excluding Requisitions</b>	<b>\$776,862</b>	<b>\$128,372</b>	<b>\$648,490</b>
<b>995-Amortization of TCA</b>	<b>\$195,023</b>	<b>\$0</b>	<b>\$195,023</b>
<b>TOTAL EXPENSES</b>	<b>\$971,885</b>	<b>\$128,372</b>	<b>\$843,513</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$815,885)</b>	<b>(\$122,047)</b>	<b>(\$693,838)</b>

Mackenzie County  
25-Ambulance/Municipal Emergency

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
560-Rental and lease revenue	\$40,500	\$13,500	\$27,000
<b>TOTAL REVENUE</b>	<b>\$40,500</b>	<b>\$13,500</b>	<b>\$27,000</b>
<b>Excluding Requisitions</b>	<b>\$40,500</b>	<b>\$13,500</b>	<b>\$27,000</b>
<b>OPERATING EXPENSES</b>			
252-Repair & maintenance - buildings	\$7,000	\$1,760	\$5,240
274-Insurance	\$4,599	\$2,500	\$2,099
<b>TOTAL EXPENSES</b>	<b>\$11,599</b>	<b>\$4,260</b>	<b>\$7,339</b>
<b>Excluding Requisitions</b>	<b>\$11,599</b>	<b>\$4,260</b>	<b>\$7,339</b>
<b>995-Amortization of TCA</b>	<b>\$12,328</b>	<b>\$0</b>	<b>\$12,328</b>
<b>TOTAL EXPENSES</b>	<b>\$23,927</b>	<b>\$4,260</b>	<b>\$19,667</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$16,573</b>	<b>\$9,240</b>	<b>\$7,333</b>

Mackenzie County  
26-Enforcement Services

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
520-Licenses and permits		\$5	(\$5)
530-Fines	\$9,000	\$4,874	\$4,126
560-Rental and lease revenue	\$13,827	\$3,457	\$10,370
630-Sale of non-TCA equipment			\$0
<b>TOTAL REVENUE</b>	<b>\$22,827</b>	<b>\$8,336</b>	<b>\$14,491</b>
<b>Excluding Requisitions</b>	<b>\$22,827</b>	<b>\$8,336</b>	<b>\$14,491</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$15,136	\$2,734	\$12,402
132-Benefits	\$2,704	\$778	\$1,926
136-WCB contributions	\$170	\$0	\$170
211-Travel and subsistence	\$2,000	\$30	\$1,970
214-Memberships & conference fees		\$0	\$0
215-Freight		\$0	\$0
217-Telephone	\$1,200		\$1,200
223-Subscriptions and publications	\$2,500	\$3,187	(\$687)
235-Professional fee	\$2,000	\$580	\$1,420
236-Enhanced policing fee	\$780,501	\$0	\$780,501
239-Training and education	\$8,000	\$700	\$7,300
252-Repair & maintenance - buildings	\$12,050	\$0	\$12,050
258-Contracted Services	\$8,000	\$0	\$8,000
266-Communications	\$500	\$135	\$365
274-Insurance	\$6,240	\$5,521	\$719
511-Goods and supplies	\$1,000	\$0	\$1,000
521-Fuel and oil	\$2,668	\$0	\$2,668
<b>TOTAL EXPENSES</b>	<b>\$844,669</b>	<b>\$13,665</b>	<b>\$831,004</b>
<b>Excluding Requisitions</b>	<b>\$844,669</b>	<b>\$13,665</b>	<b>\$831,004</b>
<b>995-Amortization of TCA</b>	<b>\$6,404</b>	<b>\$0</b>	<b>\$6,404</b>
<b>TOTAL EXPENSES</b>	<b>\$851,073</b>	<b>\$13,665</b>	<b>\$837,408</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$828,246)</b>	<b>(\$5,329)</b>	<b>(\$822,917)</b>

	2023	2023 Actual	\$ Variance
	Budget	Total	(Remaining)
<b>OPERATING REVENUES</b>			
124-Frontage	\$35,000	\$0	\$35,000
261-Ice Bridge	\$130,000	\$135,000	(\$5,000)
420-Sales of goods and services	\$262,036	\$105,761	\$156,275
520-Licenses and permits	\$4,000	\$568	\$3,432
570-Insurance proceeds			\$0
597-Other revenue		\$0	\$0
630-Sale of non-TCA equipment		\$0	\$0
830-Federal grants			\$0
840-Provincial grants	\$242,524	\$0	\$242,524
930-Contribution from Operating Reserves	\$50,000	\$0	\$50,000
<b>TOTAL REVENUE</b>	<b>\$723,560</b>	<b>\$241,329</b>	<b>\$482,231</b>
<b>Excluding Requisitions</b>	<b>\$723,560</b>	<b>\$241,329</b>	<b>\$482,231</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$2,925,924	\$495,106	\$2,430,818
132-Benefits	\$592,487	\$116,396	\$476,091
136-WCB contributions	\$32,497	\$0	\$32,497
142-Recruiting			\$0
150-Isolation cost	\$28,800	\$2,141	\$26,659
211-Travel and subsistence	\$15,600	\$318	\$15,282
214-Memberships & conference fees	\$12,450	\$0	\$12,450
215-Freight	\$28,000	\$702	\$27,298
217-Telephone	\$16,380	\$1,341	\$15,039
221-Advertising	\$900	\$0	\$900
223-Subscriptions and publications	\$3,200	\$0	\$3,200
232-Legal fee			\$0
233-Engineering consulting	\$90,000	\$0	\$90,000
235-Professional fee	\$10,000	\$18,542	(\$8,542)
239-Training and education	\$6,000	\$0	\$6,000
251-Repair & maintenance - bridges	\$159,500	\$8,835	\$150,665
252-Repair & maintenance - buildings	\$28,900	\$5,446	\$23,454
253-Repair & maintenance - equipment	\$201,000	\$15,453	\$185,547
255-Repair & maintenance - vehicles	\$60,000	\$633	\$59,367
258-Contracted Services	\$225,000	\$67,345	\$157,655
259-Repair & maintenance - structural	\$1,405,050	\$85,008	\$1,320,042
261-Ice bridge construction	\$125,000	\$117,067	\$7,933
262-Rental - building and land	\$3,900	\$16,350	(\$12,450)
263-Rental - vehicle and equipment	\$5,000	\$0	\$5,000
266-Communications	\$12,740	\$2,870	\$9,870
271-Licenses and permits	\$3,225	\$7,282	(\$4,057)
272-Damage claims		\$0	\$0
274-Insurance	\$190,873	\$157,683	\$33,190
511-Goods and supplies	\$442,239	\$56,576	\$385,663
521-Fuel and oil	\$989,827	\$36,982	\$952,845
531-Chemicals and salt	\$165,000	\$0	\$165,000
530-Oil Dust Control	\$100,000		\$100,000
532-Calcium Dust Control	\$130,000	\$0	\$130,000
533-Grader blades	\$143,000	\$22,197	\$120,803
534-Gravel (apply; supply and apply)	\$1,767,084	\$0	\$1,767,084
535-Gravel reclamation cost	\$50,000		\$50,000
994-Change in Inventory	(\$467,084)	\$0	(\$467,084)
543-Natural gas	\$22,467	\$8,470	\$13,997
544-Electrical power	\$322,403	\$54,491	\$267,912
550-Carbon Tax	\$200,000	\$53,245	\$146,755
763/764-Contributed to Reserve	\$1,703,750	\$0	\$1,703,750
831-Interest - long term debt	\$317,623	(\$25,931)	\$343,554
832-Principle - Long term debt	\$942,133	\$0	\$942,133
Non-TCA projects		\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$13,010,868</b>	<b>\$1,324,547</b>	<b>\$11,686,321</b>
<b>Excluding Requisitions</b>	<b>\$13,010,868</b>	<b>\$1,324,547</b>	<b>\$11,686,321</b>
<b>995-Amortization of TCA</b>	<b>\$6,309,770</b>	<b>\$0</b>	<b>\$6,309,770</b>
<b>TOTAL EXPENSES</b>	<b>\$19,320,638</b>	<b>\$1,324,547</b>	<b>\$17,996,091</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$18,597,078)</b>	<b>(\$1,083,218)</b>	<b>(\$17,513,860)</b>



	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
420-Sales of goods and services	\$52,500	\$0	\$52,500
560-Rental and lease revenue	\$42,062	\$0	\$42,062
930-Contribution from Operating Reserves	\$47,707		\$47,707
<b>TOTAL REVENUE</b>	<b>\$142,269</b>	<b>\$0</b>	<b>\$142,269</b>
<b>Excluding Requisitions</b>	<b>\$142,269</b>	<b>\$0</b>	<b>\$142,269</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$24,848	\$0	\$24,848
132-Benefits	\$6,565	\$0	\$6,565
136-WCB contributions	\$278	\$0	\$278
211-Travel and subsistence	\$4,000		\$4,000
214-Memberships & conference fees	\$4,500	\$0	\$4,500
215-Freight	\$1,000	\$0	\$1,000
223-Subscriptions and publications	\$300		\$300
235-Professional fee	\$10,000	\$0	\$10,000
239-Training and education	\$3,200		\$3,200
252-Repair & maintenance - buildings	\$3,500		\$3,500
253-Repair & maintenance - equipment	\$28,000	\$3,892	\$24,108
255-Repair & maintenance - vehicles	\$3,300		\$3,300
259-Repair & maintenance - structural	\$26,200		\$26,200
262-Rental - building and land	\$60,000	\$0	\$60,000
266-Communications	\$2,720	\$197	\$2,523
271-Licenses and permits	\$725		\$725
274-Insurance	\$7,534	\$6,096	\$1,438
511-Goods and supplies	\$1,000	\$2,057	(\$1,057)
521-Fuel and oil	\$854	\$0	\$854
531-Chemicals and salt	\$17,500	\$0	\$17,500
994-Change in Inventory		\$0	\$0
543-Natural gas	\$5,220	\$3,962	\$1,258
544-Electrical power	\$39,205	\$5,424	\$33,781
Non-TCA projects	\$47,707		\$47,707
<b>TOTAL EXPENSES</b>	<b>\$298,156</b>	<b>\$21,629</b>	<b>\$276,527</b>
<b>Excluding Requisitions</b>	<b>\$298,156</b>	<b>\$21,629</b>	<b>\$276,527</b>
<b>995-Amortization of TCA</b>	<b>\$197,221</b>	<b>\$0</b>	<b>\$197,221</b>
<b>TOTAL EXPENSES</b>	<b>\$495,377</b>	<b>\$21,629</b>	<b>\$473,748</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$353,108)</b>	<b>(\$21,629)</b>	<b>(\$331,479)</b>

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
124-Frontage		\$0	\$0
420-Sales of goods and services	\$69,000	\$13,087	\$55,913
421-Sale of water - metered	\$2,596,873	\$632,066	\$1,964,807
422-Sale of water - bulk	\$942,693	\$235,515	\$707,178
511-Penalties of AR and utilities	\$12,000	\$3,905	\$8,095
521-Offsite levy	\$20,000	(\$1,000)	\$21,000
597-Other revenue		\$250	(\$250)
630-Sale of non-TCA equipment			\$0
930-Contribution from Operating Reserves	\$207,842	\$0	\$207,842
<b>TOTAL REVENUE</b>	<b>\$3,848,408</b>	<b>\$883,823</b>	<b>\$2,964,585</b>
<b>Excluding Requisitions</b>	<b>\$3,848,408</b>	<b>\$883,823</b>	<b>\$2,964,585</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$578,394	\$91,132	\$487,262
132-Benefits	\$107,964	\$20,707	\$87,257
136-WCB contributions	\$6,575	\$0	\$6,575
150-Isolation cost	\$8,640	(\$277)	\$8,917
211-Travel and subsistence	\$39,600	\$2,376	\$37,224
214-Memberships & conference fees	\$3,020	\$866	\$2,154
215-Freight	\$81,600	\$17,404	\$64,196
216-Postage	\$21,500	\$0	\$21,500
217-Telephone	\$18,000	\$3,098	\$14,902
221-Advertising	\$500	\$0	\$500
233-Engineering consulting	\$51,000	\$0	\$51,000
239-Training and education	\$10,750	\$1,600	\$9,150
242-Computer programming	\$17,270	\$1,368	\$15,902
252-Repair & maintenance - buildings	\$15,900	\$3,648	\$12,252
253-Repair & maintenance - equipment	\$132,500	\$21,986	\$110,514
255-Repair & maintenance - vehicles	\$14,000	\$0	\$14,000
258-Contracted Services	\$36,600	\$125	\$36,475
259-Repair & maintenance - structural	\$102,200	\$5,003	\$97,197
262-Rental - building and land	\$3,200	\$1,110	\$2,090
263-Rental - vehicle and equipment	\$1,500	\$0	\$1,500
266-Communications	\$2,500	\$980	\$1,520
271-Licenses and permits	\$950	\$374	\$576
272-Damage claims		\$0	\$0
274-Insurance	\$180,654	\$104,119	\$76,535
511-Goods and supplies	\$312,400	\$46,596	\$265,804
515-Lab Testing	\$46,500	\$10,862	\$35,638
521-Fuel and oil	\$68,606	\$5,374	\$63,232
531-Chemicals and salt	\$135,300	\$31,276	\$104,024
994-Change in Inventory		\$0	\$0
543-Natural gas	\$114,159	\$41,393	\$72,766
544-Electrical power	\$343,064	\$42,951	\$300,113
763/764-Contributed to Reserve	\$923,265	\$0	\$923,265
831-Interest - long term debt	\$9,303	\$0	\$9,303
832-Principle - Long term debt	\$217,529	\$0	\$217,529
921-Bad Debt	\$5,000		\$5,000
Non-TCA projects	\$207,842	\$2,653	\$205,189
<b>TOTAL EXPENSES</b>	<b>\$3,817,785</b>	<b>\$456,723</b>	<b>\$3,361,062</b>
<b>Excluding Requisitions</b>	<b>\$3,817,785</b>	<b>\$456,723</b>	<b>\$3,361,062</b>
<b>995-Amortization of TCA</b>	<b>\$1,410,469</b>	<b>\$0</b>	<b>\$1,410,469</b>
<b>TOTAL EXPENSES</b>	<b>\$5,228,254</b>	<b>\$456,723</b>	<b>\$4,771,531</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$1,379,846)</b>	<b>\$427,099</b>	<b>(\$1,806,945)</b>

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
124-Frontage		\$0	\$0
421-Sale of water - metered	\$1,265,119	\$260,592	\$1,004,527
422-Sale of water - bulk	\$8,400	\$725	\$7,675
930-Contribution from Operating Reserves			\$0
<b>TOTAL REVENUE</b>	<b>\$1,273,519</b>	<b>\$261,317</b>	<b>\$1,012,202</b>
<b>Excluding Requisitions</b>	<b>\$1,273,519</b>	<b>\$261,317</b>	<b>\$1,012,202</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$351,829	\$61,981	\$289,848
132-Benefits	\$72,685	\$14,269	\$58,416
136-WCB contributions	\$4,005	\$0	\$4,005
150-Isolation cost	\$5,760	\$0	\$5,760
215-Freight	\$4,250	\$0	\$4,250
232-Legal fee		\$0	\$0
233-Engineering consulting	\$6,000		\$6,000
252-Repair & maintenance - buildings	\$1,750	\$42	\$1,708
253-Repair & maintenance - equipment	\$16,200	\$2,799	\$13,401
259-Repair & maintenance - structural	\$138,150	\$1,015	\$137,135
263-Rental - vehicle and equipment	\$3,000		\$3,000
271-Licenses and permits	\$100		\$100
274-Insurance	\$13,448	\$10,753	\$2,695
511-Goods and supplies	\$10,500	\$1,464	\$9,036
515-Lab Testing	\$5,500	\$0	\$5,500
521-Fuel and oil			\$0
531-Chemicals and salt	\$36,000	\$1,810	\$34,190
543-Natural gas	\$6,156	\$1,799	\$4,357
544-Electrical power	\$34,394	\$3,705	\$30,689
763/764-Contributed to Reserve	\$539,985	\$0	\$539,985
831-Interest - long term debt	\$6,809	(\$2,905)	\$9,714
832-Principle - Long term debt	\$23,458	\$0	\$23,458
Non-TCA projects			\$0
<b>TOTAL EXPENSES</b>	<b>\$1,279,979</b>	<b>\$96,732</b>	<b>\$1,183,247</b>
<b>Excluding Requisitions</b>	<b>\$1,279,979</b>	<b>\$96,732</b>	<b>\$1,183,247</b>
<b>995-Amortization of TCA</b>	<b>\$698,464</b>	<b>\$0</b>	<b>\$698,464</b>
<b>TOTAL EXPENSES</b>	<b>\$1,978,443</b>	<b>\$96,732</b>	<b>\$1,881,711</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$704,924)</b>	<b>\$164,585</b>	<b>(\$869,509)</b>

Mackenzie County  
43-Solid Waste Disposal

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
420-Sales of goods and services	\$432,290	\$53,570	\$378,720
930-Contribution from Operating Reserves	\$7,000		\$7,000
<b>TOTAL REVENUE</b>	<b>\$439,290</b>	<b>\$53,570</b>	<b>\$385,720</b>
<b>Excluding Requisitions</b>	<b>\$439,290</b>	<b>\$53,570</b>	<b>\$385,720</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$58,584	\$7,354	\$51,230
132-Benefits	\$10,951	\$2,271	\$8,680
136-WCB contributions	\$656	\$0	\$656
214-Memberships & conference fees		\$0	\$0
221-Advertising	\$800	\$0	\$800
235-Professional fee			\$0
243-Waste Management	\$454,267	\$62,559	\$391,708
252-Repair & maintenance - buildings	\$5,400	\$0	\$5,400
253-Repair & maintenance - equipment	\$12,750	\$0	\$12,750
258-Contracted Services	\$141,352	\$31,072	\$110,280
259-Repair & maintenance - structural	\$36,600	\$5,425	\$31,175
271-Licenses and permits	\$200	\$5	\$195
274-Insurance	\$5,908	\$3,673	\$2,235
511-Goods and supplies	\$2,100	\$0	\$2,100
521-Fuel and oil	\$12,505	\$46	\$12,459
544-Electrical power	\$17,922	\$2,046	\$15,876
810-Interest and service charges	\$1,360	\$229	\$1,131
Non-TCA projects	\$30,000		\$30,000
<b>TOTAL EXPENSES</b>	<b>\$791,355</b>	<b>\$114,679</b>	<b>\$676,676</b>
<b>Excluding Requisitions</b>	<b>\$791,355</b>	<b>\$114,679</b>	<b>\$676,676</b>
<b>995-Amortization of TCA</b>	<b>\$18,112</b>	<b>\$0</b>	<b>\$18,112</b>
<b>TOTAL EXPENSES</b>	<b>\$809,467</b>	<b>\$114,679</b>	<b>\$694,788</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$370,177)</b>	<b>(\$61,109)</b>	<b>(\$309,068)</b>

Mackenzie County  
51-Family Community Services

	<u>2023</u>	<u>2023 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
<b>OPERATING REVENUES</b>			
840-Provincial grants	\$298,682	\$74,671	\$224,012
909-Other Sources -Grants			\$0
930-Contribution from Operating Reserves		\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$298,682</b>	<b>\$74,671</b>	<b>\$224,012</b>
<b>Excluding Requisitions</b>	<b>\$298,682</b>	<b>\$74,671</b>	<b>\$224,012</b>
<b>OPERATING EXPENSES</b>			
255-Repair & maintenance - vehicles		\$0	\$0
274-Insurance		\$355	(\$355)
735-Grants to other organizations	\$881,809	\$524,912	\$356,897
763/764-Contributed to Reserve	\$20,000		\$20,000
<b>TOTAL EXPENSES</b>	<b>\$901,809</b>	<b>\$525,267</b>	<b>\$376,542</b>
<b>Excluding Requisitions</b>	<b>\$901,809</b>	<b>\$525,267</b>	<b>\$376,542</b>
<b>TOTAL EXPENSES</b>	<b>\$901,809</b>	<b>\$525,267</b>	<b>\$376,542</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$603,127)</b>	<b>(\$450,596)</b>	<b>(\$152,531)</b>

Mackenzie County  
61-Planning Development

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
420-Sales of goods and services	\$23,000	\$8,090	\$14,910
520-Licenses and permits	\$50,000	\$36,864	\$13,136
526-Safety code permits	\$350,000	\$159,146	\$190,854
525-Subdivision fees		\$0	\$0
531-Safety code fees	\$12,000	\$3,176	\$8,824
560-Rental and lease revenue		\$0	\$0
630-Sale of non-TCA equipment		\$0	\$0
840-Provincial grants			\$0
930-Contribution from Operating Reserves	\$331,923	\$0	\$331,923
<b>TOTAL REVENUE</b>	<b>\$766,923</b>	<b>\$207,276</b>	<b>\$559,647</b>
<b>Excluding Requisitions</b>	<b>\$766,923</b>	<b>\$207,276</b>	<b>\$559,647</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$653,102	\$116,430	\$536,672
132-Benefits	\$138,917	\$32,846	\$106,071
136-WCB contributions	\$6,722	\$0	\$6,722
142-Recruiting			\$0
211-Travel and subsistence	\$9,000	\$73	\$8,927
212-Promotional expense	\$2,000	\$0	\$2,000
214-Memberships & conference fees	\$6,535	\$1,440	\$5,095
215-Freight	\$2,000	\$343	\$1,657
216-Postage	\$4,000	\$0	\$4,000
217-Telephone	\$980	\$90	\$890
221-Advertising	\$3,000	\$0	\$3,000
232-Legal fee	\$10,000	\$0	\$10,000
233-Engineering consulting		\$0	\$0
235-Professional fee	\$20,000	\$0	\$20,000
239-Training and education	\$4,400	\$0	\$4,400
242-Computer programming	\$75,875	\$16,959	\$58,916
255-Repair & maintenance - vehicles	\$2,000	\$2,696	(\$696)
258-Contracted Services	\$250,000	\$13,107	\$236,893
263-Rental - vehicle and equipment	\$12,000	\$994	\$11,006
271-Licenses and permits	\$2,000	\$1,360	\$640
274-Insurance	\$5,060	\$4,662	\$398
511-Goods and supplies	\$14,000	\$5,359	\$8,641
521-Fuel and oil	\$2,506	\$90	\$2,416
Non-TCA projects	\$331,923	\$18,980	\$312,943
<b>TOTAL EXPENSES</b>	<b>\$1,556,020</b>	<b>\$215,428</b>	<b>\$1,340,592</b>
<b>Excluding Requisitions</b>	<b>\$1,556,020</b>	<b>\$215,428</b>	<b>\$1,340,592</b>
<b>995-Amortization of TCA</b>	<b>\$10,783</b>	<b>\$0</b>	<b>\$10,783</b>
<b>TOTAL EXPENSES</b>	<b>\$1,566,803</b>	<b>\$215,428</b>	<b>\$1,351,375</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$799,880)</b>	<b>(\$8,152)</b>	<b>(\$791,728)</b>

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
420-Sales of goods and services	\$6,700	\$1,210	\$5,490
560-Rental and lease revenue	\$29,178	\$2,250	\$26,928
840-Provincial grants	\$133,907	\$0	\$133,907
909-Other Sources -Grants		\$0	\$0
930-Contribution from Operating Reserves	\$38,400	\$0	\$38,400
<b>TOTAL REVENUE</b>	<b>\$208,185</b>	<b>\$3,460</b>	<b>\$204,725</b>
<b>Excluding Requisitions</b>	<b>\$208,185</b>	<b>\$3,460</b>	<b>\$204,725</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$361,204	\$64,331	\$296,873
132-Benefits	\$69,161	\$15,737	\$53,424
136-WCB contributions	\$4,046	\$0	\$4,046
211-Travel and subsistence	\$12,840	\$1,075	\$11,765
212-Promotional expense	\$2,000	\$0	\$2,000
214-Memberships & conference fees	\$5,495	\$750	\$4,745
215-Freight			\$0
216-Postage		\$0	\$0
217-Telephone	\$2,220	\$513	\$1,707
221-Advertising	\$500	\$0	\$500
232-Legal fee			\$0
233-Engineering consulting	\$20,000	\$0	\$20,000
235-Professional fee	\$79,000	\$464	\$78,536
239-Training and education	\$1,450	\$0	\$1,450
242-Computer programming	\$9,000		\$9,000
252-Repair & maintenance - buildings	\$500		\$500
253-Repair & maintenance - equipment	\$10,000	\$0	\$10,000
255-Repair & maintenance - vehicles	\$8,000	\$195	\$7,805
258-Contracted Services		\$0	\$0
259-Repair & maintenance - structural	\$276,500	\$0	\$276,500
260-Roadside Mowing & Spraying	\$462,494	\$17,374	\$445,120
263-Rental - vehicle and equipment	\$4,000	\$0	\$4,000
271-Licenses and permits		\$84	(\$84)
274-Insurance	\$17,031	\$15,712	\$1,319
511-Goods and supplies	\$107,900	\$60	\$107,840
521-Fuel and oil	\$24,007	\$1,228	\$22,779
531-Chemicals and salt	\$75,000	\$0	\$75,000
994-Change in Inventory		\$0	\$0
735-Grants to other organizations	\$155,000	\$58,391	\$96,609
763/764-Contributed to Reserve	\$500,000		\$500,000
Non-TCA projects	\$30,000	\$0	\$30,000
<b>TOTAL EXPENSES</b>	<b>\$2,237,348</b>	<b>\$175,914</b>	<b>\$2,061,434</b>
<b>Excluding Requisitions</b>	<b>\$2,237,348</b>	<b>\$175,914</b>	<b>\$2,061,434</b>
<b>995-Amortization of TCA</b>	<b>\$40,206</b>	<b>\$0</b>	<b>\$40,206</b>
<b>TOTAL EXPENSES</b>	<b>\$2,277,554</b>	<b>\$175,914</b>	<b>\$2,101,640</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$2,069,369)</b>	<b>(\$172,454)</b>	<b>(\$1,896,915)</b>

Mackenzie County  
66-Subdivision

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
424-Sale of land	\$10,000		\$10,000
522-Municipal reserve revenue	\$80,000	\$1,800	\$78,200
525-Subdivision fees	\$125,000	\$17,226	\$107,774
597-Other revenue			\$0
<b>TOTAL REVENUE</b>	<b>\$215,000</b>	<b>\$19,026</b>	<b>\$195,974</b>
<b>Excluding Requisitions</b>	<b>\$215,000</b>	<b>\$19,026</b>	<b>\$195,974</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$259,130	\$65,404	\$193,726
132-Benefits	\$52,213	\$14,738	\$37,475
136-WCB contributions	\$2,879	\$0	\$2,879
211-Travel and subsistence	\$2,000	\$0	\$2,000
214-Memberships & conference fees	\$1,225	\$725	\$500
215-Freight		\$0	\$0
216-Postage	\$2,000	\$0	\$2,000
217-Telephone	\$960	\$0	\$960
233-Engineering consulting	\$30,000	\$0	\$30,000
235-Professional fee	\$25,000	\$0	\$25,000
239-Training and education	\$2,000	\$495	\$1,505
263-Rental - vehicle and equipment	\$5,400	\$1,800	\$3,600
511-Goods and supplies	\$4,000	\$0	\$4,000
763/764-Contributed to Reserve	\$80,000		\$80,000
<b>TOTAL EXPENSES</b>	<b>\$466,807</b>	<b>\$83,162</b>	<b>\$383,645</b>
<b>Excluding Requisitions</b>	<b>\$466,807</b>	<b>\$83,162</b>	<b>\$383,645</b>
<b>TOTAL EXPENSES</b>	<b>\$466,807</b>	<b>\$83,162</b>	<b>\$383,645</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$251,807)</b>	<b>(\$64,136)</b>	<b>(\$187,671)</b>



Mackenzie County  
71-Recreation Department

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
930-Contribution from Operating Reserves		\$0	\$0
940-Contribution from Capital Reserves		\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Excluding Requisitions</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING EXPENSES</b>			
252-Repair & maintenance - buildings			\$0
274-Insurance	\$91,102	\$54,678	\$36,424
511-Goods and supplies		\$0	\$0
544-Electrical power		\$0	\$0
735-Grants to other organizations	\$1,087,166	\$486,082	\$601,084
763/764-Contributed to Reserve	\$60,000		\$60,000
831-Interest - long term debt		(\$949)	\$949
832-Principle - Long term debt		\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$1,238,268</b>	<b>\$539,811</b>	<b>\$698,457</b>
<b>Excluding Requisitions</b>	<b>\$1,238,268</b>	<b>\$539,811</b>	<b>\$698,457</b>
<b>995-Amortization of TCA</b>	<b>\$644,710</b>	<b>\$0</b>	<b>\$644,710</b>
<b>TOTAL EXPENSES</b>	<b>\$1,882,978</b>	<b>\$539,811</b>	<b>\$1,343,167</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$1,882,978)</b>	<b>(\$539,811)</b>	<b>(\$1,343,167)</b>

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
420-Sales of goods and services	\$73,560	\$0	\$73,560
930-Contribution from Operating Reserves	\$6,000	\$0	\$6,000
940-Contribution from Capital Reserves			\$0
<b>TOTAL REVENUE</b>	<b>\$79,560</b>	<b>\$0</b>	<b>\$79,560</b>
<b>Excluding Requisitions</b>	<b>\$79,560</b>	<b>\$0</b>	<b>\$79,560</b>
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$98,922	\$22,411	\$76,511
132-Benefits	\$14,923	\$4,723	\$10,200
136-WCB contributions	\$1,108	\$0	\$1,108
211-Travel and subsistence	\$2,400	\$0	\$2,400
214-Memberships & conference fees	\$1,720		\$1,720
215-Freight	\$1,100	\$15	\$1,085
217-Telephone	\$1,000	\$401	\$599
221-Advertising	\$400	\$0	\$400
233-Engineering consulting	\$20,000	\$8,167	\$11,833
235-Professional fee	\$100		\$100
239-Training and education	\$2,400		\$2,400
252-Repair & maintenance - buildings	\$8,000	\$0	\$8,000
253-Repair & maintenance - equipment	\$19,000	\$0	\$19,000
255-Repair & maintenance - vehicles	\$12,000	\$2,298	\$9,702
258-Contracted Services	\$92,700	\$1,471	\$91,229
259-Repair & maintenance - structural	\$85,800	\$0	\$85,800
263-Rental - vehicle and equipment			\$0
266-Communications	\$1,000	\$0	\$1,000
271-Licenses and permits	\$4,000	\$15	\$3,985
272-Damage claims		\$0	\$0
274-Insurance	\$4,018	\$2,496	\$1,522
511-Goods and supplies	\$33,300	\$75	\$33,225
521-Fuel and oil	\$2,606	\$0	\$2,606
534-Gravel (apply; supply and apply)			\$0
994-Change in Inventory		\$0	\$0
543-Natural gas	\$984	\$132	\$852
544-Electrical power	\$2,946	\$58	\$2,888
763/764-Contributed to Reserve	\$50,000		\$50,000
Non-TCA projects	\$6,000	\$0	\$6,000
<b>TOTAL EXPENSES</b>	<b>\$466,427</b>	<b>\$42,264</b>	<b>\$424,163</b>
<b>Excluding Requisitions</b>	<b>\$466,427</b>	<b>\$42,264</b>	<b>\$424,163</b>
<b>995-Amortization of TCA</b>	<b>\$113,327</b>	<b>\$0</b>	<b>\$113,327</b>
<b>TOTAL EXPENSES</b>	<b>\$579,754</b>	<b>\$42,264</b>	<b>\$537,490</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$500,194)</b>	<b>(\$42,264)</b>	<b>(\$457,930)</b>

	2023	2023 Actual	\$ Variance
	Budget	Total	(Remaining)
<b>OPERATING REVENUES</b>			
<hr/>			
<hr/>			
<b>OPERATING EXPENSES</b>			
212-Promotional expense	\$11,000	\$4,538	\$6,462
214-Memberships & conference fees	\$12,500	\$0	\$12,500
221-Advertising	\$5,000	\$0	\$5,000
<b>TOTAL EXPENSES</b>	<b>\$28,500</b>	<b>\$4,538</b>	<b>\$23,962</b>
<hr/>			
<b>Excluding Requisitions</b>	<b>\$28,500</b>	<b>\$4,538</b>	<b>\$23,962</b>
<hr/>			
<b>TOTAL EXPENSES</b>	<b>\$28,500</b>	<b>\$4,538</b>	<b>\$23,962</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$28,500)</b>	<b>(\$4,538)</b>	<b>(\$23,962)</b>

	2023 Budget	2023 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
940-Contribution from Capital Reserves	\$20,000		\$20,000
<b>TOTAL REVENUE</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>
<b>Excluding Requisitions</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>
<b>OPERATING EXPENSES</b>			
274-Insurance	\$3,653	\$3,176	\$477
735-Grants to other organizations	\$262,082	\$127,379	\$134,703
Non-TCA projects	\$20,000		\$20,000
<b>TOTAL EXPENSES</b>	<b>\$285,735</b>	<b>\$130,555</b>	<b>\$155,180</b>
<b>Excluding Requisitions</b>	<b>\$285,735</b>	<b>\$130,555</b>	<b>\$155,180</b>
<b>TOTAL EXPENSES</b>	<b>\$285,735</b>	<b>\$130,555</b>	<b>\$155,180</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$265,735)</b>	<b>(\$130,555)</b>	<b>(\$135,180)</b>

## Investment Report for Period Ending March 31, 2023

### Reconciled Bank Balance on March 31, 2023

Reconciled Bank Balance 31-Mar-23 \$ 5,299,686

### Investment Values on March 31, 2023

Short term T-Bill (1044265-26)	\$	267,817.36
Long term investments (EM0-0374-A)	\$	9,030,762.08
Short term notice on amount 31 days	\$	6,383,391.57
Short term notice on amount 31 days (Mitigation)	\$	2,170,798.75
Short term notice on amount 60 days	\$	4,151,970.25
90 Day Non Redeemable GIC	\$	4,097,408.69
90 Day Non-Redeemable GIC - HL AG	\$	101,139.18
Vision Credit Union - 2 year	\$	2,197,694.07

**Total Investments** **\$ 28,400,982**

**Total Bank Balance and Investments** **\$ 33,700,667**

These balances include 'market value changes'.

### Revenues

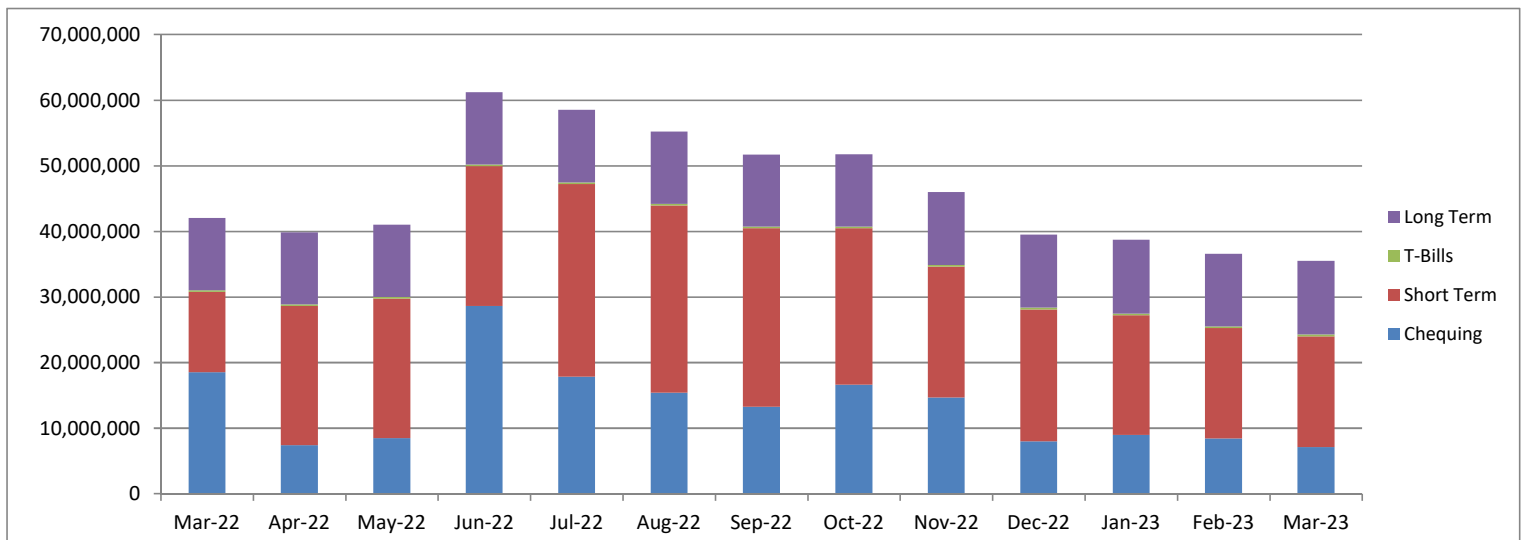
Interest received from investments  
Interest accrued from investments but not received.

Total YTD	Short Term YTD	Long Term YTD
\$ 138,682.85	\$ 107,678.82	\$ 31,004.03
\$ 174,400.89	\$ -	\$ 174,400.89
<b>\$ 313,083.74</b>	<b>\$ 107,678.82</b>	<b>\$ 205,404.92</b>

Interest received, chequing account  
**Total interest revenues before investment manager fees**  
Deduct: investment manager fees for investments  
**Total interest revenues after investment manager fees**

\$ 111,172.00	\$ 111,172.00	
<b>\$ 424,255.74</b>	<b>\$ 218,850.82</b>	<b>\$ 205,404.92</b>
\$ (5,909.30)		\$ (5,909.30)
<b>\$ 418,346.44</b>	<b>\$ 218,850.82</b>	<b>\$ 199,495.62</b>

### Balances in the Various Accounts - Last 13 Months



MACKENZIE COUNTY

ONE TIME Projects CARRIED FORWARD TO 2023

Project Description	TOTAL PROJECT BUDGET	2023 BUDGET	TOTAL COSTS	2023 COSTS	2023 REMAINING BUDGET	TENDERED Y/N - Closing Date	ANTICIPATED ARRIVAL/ COMPLETION	PROJECT NOTES
<b>Director of Community Services</b>								
<b>(12) - Administration Department</b>								
FRIAA FFP22-28, FFP22-29	179,550	179,550	178,250	178,250	1,300			Complete
<i>Total department 12</i>	<b>179,550</b>	<b>179,550</b>	<b>178,250</b>	<b>178,250</b>	<b>1,300</b>			
<b>(23) - Fire Department</b>								
FV - Fire Dept Training Props (2018)	30,000	30,000	-	-	30,000		Fall 2023	Training Grounds required/Area is in development
<i>Total department 23</i>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>30,000</b>			
<b>(43) - Solid Waste Disposal</b>								
Waste Recepticals - Household (2022)	30,000	30,000	-	-	30,000		Jun-23	Supply Delay on Garbage Bins.
<i>Total department 43</i>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>30,000</b>			
<b>(72) - Parks</b>								
LC Walking Trail (2018)	6,000	6,000	-	-	6,000			Being brought to Community Services- May require extra funds.
<i>Total department 72</i>	<b>6,000</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>6,000</b>			
<b>Director of Planning &amp; Agriculture</b>								
<b>(61) - Planning &amp; Development Department</b>								
Municipal Development Plan	305,000	9,233	295,767	-	9,233			In progress
LC - Atlas Landing Dispositions (2022)	45,000	21,690	23,810	500	21,190			In progress
<i>Total department 61</i>	<b>350,000</b>	<b>30,923</b>	<b>319,577</b>	<b>500</b>	<b>30,423</b>			
<b>(63) - Agricultural Services Department</b>								
Irrigation District Feasibility Study	30,000	30,000	-	-	30,000			In progress
<i>Total department 63</i>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>30,000</b>			
<b>Director of Projects &amp; Infrastructure</b>								
<b>(12) - Administration Department</b>								
FV - Asset Management (2021)	125,000	96,301	28,699	-	96,301			
<i>Total department 12</i>	<b>125,000</b>	<b>96,301</b>	<b>28,699</b>	<b>-</b>	<b>96,301</b>			
<b>(33) - Airport</b>								
Airport Master Plan (CF 2016)	90,000	47,707	42,293	-	47,707			In progress
<i>Total department 33</i>	<b>90,000</b>	<b>47,707</b>	<b>42,293</b>	<b>-</b>	<b>47,707</b>			
<b>(61) - Planning &amp; Development Department</b>								
LC - Storm Water Plan (2022)	151,000	151,000	18,480	18,480	132,520			
La Crete Area Structure Plan (2022)	150,000	150,000	-	-	150,000			
<i>Total department 61</i>	<b>301,000</b>	<b>301,000</b>	<b>18,480</b>	<b>18,480</b>	<b>282,520</b>			
<b>Director of Utilities</b>								
<b>(41) - Water</b>								
LC-La Crete Future Water Supply Concept (2018)	200,000	190,910	9,090	-	190,910	N	2023 completion	Will be getting this started this spring.
Water Diversion License Review	55,000	16,932	40,722	2,653	14,278	N	2023 completion	Compiling information for AEP on the Norbord license.
<i>Total department 41</i>	<b>255,000</b>	<b>207,842</b>	<b>49,812</b>	<b>2,653</b>	<b>205,188</b>			
<b>Manager of Legislative &amp; Support Services</b>								
<b>(12) - Administration Department</b>								
Fireproof Safe	4,800	4,800	-	-	4,800			Bringing back to Council for budget amendment request on April 26, 2023.
<i>Total department 12</i>	<b>4,800</b>	<b>4,800</b>	<b>-</b>	<b>-</b>	<b>4,800</b>			
<b>(74) - Library</b>								
LC Library - Building Extension Engineering	20,000	20,000	-	-	20,000			
<i>Total department 63</i>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>20,000</b>			
<b>TOTAL 2022 ONE TIME Projects</b>	<b>1,421,350</b>	<b>984,123</b>	<b>637,111</b>	<b>199,883</b>	<b>784,239</b>			
<b>2022 Contingent on Grant Funding</b>								
Bridge Maintenance (7 bridges)	250,000	-	-	-	-			
<b>2022 Contingent on Grant Funding- Total</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>			

MACKENZIE COUNTY

TCA Projects CARRIED FORWARD TO 2023

Project Description	TOTAL PROJECT BUDGET	2023 BUDGET	TOTAL COSTS	2023 COSTS	2023 REMAINING BUDGET	TENDERED Y/N - Closing Date	ANTICIPATED ARRIVAL /COMPLETION	PROJECT NOTES
---------------------	----------------------	-------------	-------------	------------	-----------------------	-----------------------------	---------------------------------	---------------

**Director of Community Services**

(23) - Fire Department

FV - Training Facility (2017)	20,000	1,733	18,267	-	1,733		Fall 2023	Taring grounds/area under development
LC - Training Grounds (2022)	33,000	2,562	30,438	-	2,562			Complete
AFRRCS Radios	181,650	181,650	-	-	181,650	Y	Summer 2023	GOA Application in Progress / Radios are ordered.
LC - Thermal Imaging search and rescue / drone	10,000	10,000	-	-	10,000		Summer 2023	Investigating Type and Cost
<b>Total department 23</b>	<b>244,650</b>	<b>195,945</b>	<b>48,705</b>	<b>-</b>	<b>195,945</b>			

(71) - Recreation

FV - Outdoor Rink Repairs (2020)	14,000	14,000	-	-	14,000			
FV - Purchase Outhouses for Rodeo Grounds (2020)	10,000	3,675	6,325	-	3,675			
LC - Northern Lights Recreation Center New Arena (2021)	6,564,788	293,610	6,271,178	-	293,610			
FV - Main lobby epoxy floor (2022)	8,400	8,400	-	-	8,400			
FV - Roof leak exploration and repair (2022)	15,000	15,000	-	-	15,000			
<b>Total department 71</b>	<b>6,612,188</b>	<b>334,685</b>	<b>6,277,503</b>	<b>-</b>	<b>334,685</b>			

(72) - Parks & Playgrounds Department

Hutch Lake Campground Improvements (2017)	112,000	2,228	109,772	-	2,228			Combined with 6-72-30-41
Vanguard Subdivision Playground Equipment (2019)	30,000	580	29,420	-	580			Complete
Wadlin Lake Dock Piling Improvements - Firewood Compound (2019)	13,000	10,045	2,955	-	10,045		Summer 2023	Installing Gates on Firewood Compound
FV - Streetscape (2017)	150,000	111,641	38,359	-	111,641		Ongoing	Project development stage
Streetscape - La Crete (2020)	75,000	54,291	20,709	-	54,291		Ongoing	Project development stage
New Hamlet Park (Jannelles Park LC) (2021)	38,000	8,685	29,315	-	8,685		Ongoing	Combined with \$25,000 from 6-72-30-45 ( Resolution 23-04-344)
Water Well at Jubilee Park (2021)	17,955	17,955	-	-	17,955		Summer 2023	Final design to be detirmed - RFQ May 2023
FV - Streetscape Second dock project (2021)	25,394	15,365	10,029	-	15,365		Jun-23	Design stage ongoing - Wood or Steel Stairs undetermined .
Wadlin Lake Campground - Major Improvements (2022)	50,000	16,559	33,441	-	16,559		Summer 2023	Project Scope under development
Hutch Lake Campground - Major Improvements (2022)	50,000	50,000	-	-	50,000			Project Scope under development
Bridge Campground - Major Improvements (2022)	100,000	100,000	-	-	100,000			Project Scope under development
Machesis Lake Campground (2022)	30,000	30,000	-	-	30,000			Project Scope under development
Hamlet Park Development (2022)	75,000	75,000	-	-	75,000			Project Scope under development
<b>Total department 72</b>	<b>766,349</b>	<b>492,348</b>	<b>274,001</b>	<b>-</b>	<b>492,348</b>			

**Director of Finance**

(12) - Administration

FV - Flood Mitigation (2021)	15,898,031	4,055,302	11,961,665	118,936	3,936,366	N	Fall 2023	Basements/Crawlspaces Tenders out end of April
FV-Interim Housing Project (2022)	500,000	122,373	380,722	3,095	119,278	N/A	N/A	Ongoing
<b>Total department 12</b>	<b>16,398,031</b>	<b>4,177,675</b>	<b>12,342,387</b>	<b>122,030</b>	<b>4,055,644</b>			

**Director of Planning & Agriculture**

(12) - Administration

LC - 100 Street Plan (2020)	65,000	45,457	21,026	1,483	43,975			In progress - to be completed in May
<b>Total department 12</b>	<b>65,000</b>	<b>45,457</b>	<b>21,026</b>	<b>1,483</b>	<b>43,975</b>			

(61) - Planning & Development

GIS Computer (2022)	7,500	7,500	-	-	7,500			In progress - IT order - Waiting for new technology by Manufacturer - JP
<b>Total department 61</b>	<b>7,500</b>	<b>7,500</b>	<b>-</b>	<b>-</b>	<b>7,500</b>			

**Director of Projects & Infrastructure**

(12) - Administration

Land Purchase - South of High Level (2022)	25,000	25,000	-	-	25,000			FNC complete, at appraisal/survey, waiting on appraisal cost, which GOA will get
<b>Total department 12</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>			

MACKENZIE COUNTY

TCA Projects CARRIED FORWARD TO 2023

Project Description	TOTAL PROJECT BUDGET	2023 BUDGET	TOTAL COSTS	2023 COSTS	2023 REMAINING BUDGET	TENDERED Y/N - Closing Date	ANTICIPATED ARRIVAL /COMPLETION	PROJECT NOTES
<b>(32) - Transportation Department</b>								
Gravel Reserve (CF 2014)	150,000	17,714	132,286	-	17,714			
LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive (2019)	75,000	75,000	69,959	69,959	5,041		May 31, 2023	to be completed once ground conditions allow engineering to get underway, negotiating with Co-op
LC - 109 Avenue Widening (2021)	45,000	12,537	32,463	-	12,537			
BF 78209 NW 17 105 14 W5M - Teepee Creek (2022)	550,000	538,504	11,496	-	538,504			
288m asphalt upgrade 91 st (2022)	130,000	130,000	-	-	130,000			to be completed with adjacent development
BF 81124 (2022)	500,000	498,070	17,373	15,442	482,627			
98 street/98 avenue Asphalt (2023)	900,000	900,000	-	-	900,000			getting stakeholder feedback
113 Street Asphalt - North Rgd RD 154/155 - ENGINEERING ONLY (2023)	50,000	50,000	-	-	50,000			
109 Ave traffic lights (2023)	404,000	404,000	-	-	404,000			engineering in progress
Bridge File 76278 Engineering (2023)	50,000	50,000	-	-	50,000			
Bridge File 78209 Engineering (2023)	50,000	50,000	-	-	50,000			
Bridge File 81336 Engineering (2023)	40,000	40,000	-	-	40,000			
Bridge Maintenance (2023)	380,000	380,000	-	-	380,000			
<b>Total department 32</b>	<b>3,324,000</b>	<b>3,145,825</b>	<b>263,576</b>	<b>85,401</b>	<b>3,060,424</b>			

<b>(33) - Airports</b>								
FV - Airport - Lighting Upgrade (2022)	260,000	41,922	218,078	-	41,922		May 31, 2023	expect commissioning in mid-May
LC - Heated Airport Storage Shed - Incl PW Storage Shed (2023)	170,000	-	-	-	170,000			permits obtained, working on quotes
<b>Total department 33</b>	<b>430,000</b>	<b>211,922</b>	<b>218,078</b>	<b>-</b>	<b>211,922</b>			

<b>(41) - Water Treatment &amp; Distribution Department</b>								
LC-North Sanitary Trunk Sewer (2021)	280,000	82,927	197,073	-	82,927			lift station design nearly complete
<b>Total department 41</b>	<b>280,000</b>	<b>82,927</b>	<b>197,073</b>	<b>-</b>	<b>82,927</b>			

<b>(42) - Sewer Disposal Department</b>								
LC - North Storm-Pond A (2021)	1,520,000	133,771	1,386,229	-	133,771		May 31, 2023	final grading & clean up this spring
<b>Total department 42</b>	<b>1,520,000</b>	<b>133,771</b>	<b>1,386,229</b>	<b>-</b>	<b>133,771</b>			

**Manager of Operations**

<b>(32) - Transportation Department</b>								
OR01 New Road Infrastructure Endeavour to Assist (2020)	1,605,615	500,000	1,105,615	-	500,000			
30 m Right of way for road widening - various locations (2021)	200,000	104,870	95,130	-	104,870			
Rebuild TWP Rd 1044 (1 mile) (2021)	300,000	220,428	79,572	-	220,428			
Washout & Culvert Upgrades (2021)	852,000	447,417	404,583	-	447,417			
TWP RD 1050 (27 baseline) 2 miles (2022)	700,000	686,819	13,181	-	686,819			Negotiated Contract
Zama Pavement Repair (2022)	1,000,000	872,928	127,072	-	872,928			
Range Road 154 - In 108-15 (2022)	350,000	350,000	-	-	350,000			Awarded, Closing Date Aug. 31/2023
Rebuild 2 miles Heliport Road (Twp 1102 - Rge Rd 184-190) (2022)	250,000	232,700	17,300	-	232,700			Awarded, Closing Date Aug.31/2023
Machesis Lake - Road Rebuild and section Repairs (2022)	100,000	100,000	-	-	100,000			
Rebuild Fox Lake Road (2 miles) - spot repair (2022)	85,000	77,866	7,134	-	77,866			
Rebuild Rge Rd 155 (2022)	1,100,000	127,326	979,360	6,686	120,640			grass seeding needs to be completed
Twp 1092 - repack, gravel, oil (2023)	100,000	100,000	-	-	100,000			
Buffalo Head Prairie/Blue Hills Road Rebuild (2023)	250,000	250,000	-	-	250,000			
Angle Road HL South - Rebuild (2023)	250,000	250,000	-	-	250,000			
Lambert Point Intersection TWP 1085 RR 122 (2023)	60,000	60,000	-	-	60,000			
Culvert Erosion Repair TWP 1090 - RR 150 (2023)	125,000	125,000	-	-	125,000			
<b>Total department 32</b>	<b>7,327,615</b>	<b>4,505,354</b>	<b>2,828,947</b>	<b>6,686</b>	<b>4,498,668</b>			

**Director of Utilities**

<b>(41) - Water Treatment &amp; Distribution Department</b>								
LC - Well Number 4 (2016)	1,348,966	722,257	629,728	3,019	719,238	N	End of 2023	Delays with delivery of electrical components. Should start up again end of May.
ZA - Water Treatment Plant Upgrading (2017)	1,153,569	168,116	1,013,355	27,902	140,214	N	End of May 2023	Only waiting for a PLC card to finish project.



MACKENZIE COUNTY

TCA Projects CARRIED FORWARD TO 2023

Project Description	TOTAL PROJECT BUDGET	2023 BUDGET	TOTAL COSTS	2023 COSTS	2023 REMAINING BUDGET	TENDERED Y/N - Closing Date	ANTICIPATED ARRIVAL /COMPLETION	PROJECT NOTES
FV - Frozen Water Services Repairs (River Road) (2015)	280,700	20,443	260,257	-	20,443	N	End of 2023	Hourly project. Hope to finish last 3 services this year.
LC - Waterline Bluehills (2015)	833,250	690,722	142,528	-	690,722	N	N/A	Looking at grant funding for this one.
FV - Rural Water Supply North of the Peace River (2018)	420,000	166,251	253,749	-	166,251	N	N/A	Looking into grant funding options
Water Point Building Replacements (BHP) (2023)	31,900	31,900	-	-	31,900	N	Summer 2023	Contractor has been given the go ahead to proceed with building.
FV - Water Treatment Plant - Clarifiers Valves (2023)	83,800	83,800	-	-	83,800	N	Summer 2023	Contractor has been given approval to proceed. Valves are ordered.
WTP Scada Upgrade Zama (2023)	65,000	65,000	-	-	65,000	N	Spring 2023	Computer is ordered, will be sent to contractor for install of new software.
<b>Total department 41</b>	<b>4,217,185</b>	<b>1,948,489</b>	<b>2,299,618</b>	<b>30,921</b>	<b>1,917,567</b>			

(42) - Sewer Disposal Department

FV - Sewer Upgrades (2022)	1,226,000	1,218,382	7,618	-	1,218,382	N	N/A	Looking into projects that will qualify for these funds.
<b>Total department 42</b>	<b>1,226,000</b>	<b>1,218,382</b>	<b>7,618</b>	<b>-</b>	<b>1,218,382</b>			

**Manager of Fleet Maintenance**

(12) - Administration

Truck/Vehicle - Office FV (2023)	35,000	35,000	34,973	34,973	27			complete
Truck/Vehicle - Office LC (2023)	35,000	35,000	34,973	34,973	27			complete
<b>Total department 12</b>	<b>70,000</b>	<b>70,000</b>	<b>69,946</b>	<b>69,946</b>	<b>55</b>			

(32) - Transportation Department

AWD 160M Graders X3 (2021)	1,714,101	1,714,101	-	-	1,714,101		may-june 2023	may-june 2023
Truck - Director of Projects & Infrastructure,CAO, AG (2023)	189,000	189,000	185,498	185,498	3,502			complete
Sidewalk Sweeper - FV (2023)	71,400	71,400	-	-	71,400			on-order
AWD 160M Graders X3 (2023)	2,103,759	2,103,759	-	-	2,103,759			on-order
ZA - Vehicle Hoist (2023)	24,000	24,000	-	-	24,000			90% complete
<b>Total department 32</b>	<b>4,102,260</b>	<b>4,102,260</b>	<b>185,498</b>	<b>185,498</b>	<b>3,916,762</b>			

(72) - Parks & Playgrounds Department

Mogul Master Trail Groomer (2022)	6,500	6,500	6,500	6,500	-			complete
<b>Total department 72</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	<b>-</b>			

**Manager of Legislative & Support Services**

(12) - Administration

LC - Photocopier (2023)	55,000	55,000	-	-	55,000			Ordered
LC - Dell Server (2023)	33,500	33,500	-	-	33,500			Quote received
<b>Total department 12</b>	<b>88,500</b>	<b>88,500</b>	<b>-</b>	<b>-</b>	<b>88,500</b>			

<b>TOTAL 2023 Capital Projects</b>	<b>46,710,778</b>	<b>20,792,540</b>	<b>26,426,703</b>	<b>508,465</b>	<b>20,284,075</b>			
------------------------------------	-------------------	-------------------	-------------------	----------------	-------------------	--	--	--

Contingent on Grant Funding

ZC - Access Pave (PH V) (CF 2014)	6,000,000	6,000,000	-	-	6,000,000			
ZA - Sewage Forcemain (2018)	1,085,000	1,085,000	-	-	1,085,000			
<b>Carry Forward Contingent on Grant Funding- Total</b>	<b>7,085,000</b>	<b>7,085,000</b>	<b>-</b>	<b>-</b>	<b>7,085,000</b>			<b>CONTINGENT</b>

2022 Contingent on Grant Funding

FV - New Hockey Boards and Glass with Protective Netting	199,500							Contingent on Grant Funding 50/50
FV - Fitness Centre Expansion	99,000							Contingent on Grant Funding 50/50
FV - Baseball Netting	75,000							Contingent on Grant Funding 50/50
LC - Wheel Chair Lift	50,000							Contingent on Grant Funding 50/50

2022 Contingent on Grant Funding- Total

<b>Total of Contingent Funding</b>	<b>423,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
	<b>7,508,500</b>	<b>7,085,000</b>	<b>-</b>	<b>-</b>	<b>7,085,000</b>			

MACKENZIE COUNTY

TCA Projects CARRIED FORWARD TO 2023

Project Description	TOTAL PROJECT BUDGET	2023 BUDGET	TOTAL COSTS	2023 COSTS	2023 REMAINING BUDGET	TENDERED Y/N - Closing Date	ANTICIPATED ARRIVAL /COMPLETION	PROJECT NOTES
<u>2023 Contingent on Funding</u>								
109 Ave Widening	\$246,000							150m road widening storm sewer <b>CONTINGENT additional land sales</b>



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Conditional Grant Agreement – Interest Revenue</b>

**BACKGROUND / PROPOSAL:**

As part of the conditional grant agreement for the Fort Vermilion flood mitigation, 90% of the grant funds was received as an advance towards costs incurred. Expenses incurred to offset this advance are applied against these funds, and interest is calculated on the balance. Interest earned from funds received by a Provincial Grant are normally incorporated into available funds through these grants.

The conditional grant interest was calculated for a total of \$103,316 for a quarter in 2022, and the 1<sup>st</sup> quarter in 2023. Administration is requesting that the 2023 Capital Budget for the FV – Flood Mitigation project be amended to include these funds.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

2023 allocated interest for the balance of advance funds

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: BP

N/A

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2023 Capital Budget be amended by \$103,316 for the FV – Flood Mitigation project for interest earned in the third quarter of 2022, and first quarter of 2023.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: BP



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>La Crete Recreation Society – Indoor Ice Arena Capital Projects</b>

**BACKGROUND / PROPOSAL:**

Council had approved the La Crete Recreation Society – Indoor Ice Arena Capital Project, with funding coming by way of public donation. Administration has received an additional \$67,500 towards this project in the past months, and requires a budget amendment to reflect this funding.

The Society anticipates that to complete the project will require additional funds, and will continue to fundraise. Administration has been advised that the additional funds will be funded by a private individual, and not involve the County.

Administration will continue to work with the Society to ensure all costs are included in the asset.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

All Capital funding was raised by way individual community donations.

Operational costs realized in the future Operational Budgets

**SUSTAINABILITY PLAN:**

**SUSTAINABILITY OF COMMUNITY INFRASTRUCTURE**

Municipally-owned facilities and structures:

- operate at optimal usage levels given the size of the population
- have the capacity to absorb growth

**Author:** J. Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** BP

- are well-maintained on a schedule that maximizes life expectancy

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2023 Capital Budget be amended by \$67,500 for the La Crete Recreation Society Indoor Ice Rink project with all funding coming from public donations.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: BP



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Fort Vermilion Recreation Society Operating Grant Follow up</b>

**BACKGROUND / PROPOSAL:**

As part of the budget process, Council reviews Operating grant requests from non-profit organizations. The Fort Vermilion Recreation Society operating grant application was reviewed, and Council requested some additional information be provided prior to approval of funding.

To ensure operations were not negatively impacted during this time, Council approved releasing a total of 25% of the anticipated operating budget.

Council met with the Chair of the Fort Vermilion Recreation Society on March 29<sup>th</sup>, where an updated budget and financial information was provided. Council had requested that administration meet with the society’s administration and assist in the development of their operating budget for presentation to the Board and Council. A meeting was held on April 13<sup>th</sup> where the budget was discussed, and recommended amendment were made.

The 2023 Operating budget was developed on the same Council allocation of \$214,178 in operational funds and anticipated funding for insurance and utilities. Based on the amended budget submitted for 2023, a grant of \$206,264 is requested. Administration is recommending amending the 2023 operating budget by \$7,914 and allocating these funds to the Grants to Other Organization Reserve, as it is a reduction in funding required.

**OPTIONS & BENEFITS:**

N/A

**Author:** J. Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

**COSTS & SOURCE OF FUNDING:**

2023 Operating Budget

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That \$7,914 be allocated to the Grants to Other Organization Reserve from the Fort Vermilion Recreation Board operating funding for 2023.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: B. Peters



**Recreation Board name:**

Fort Vermilion Recreation Board

**Budget period:**

2023

2023 Proposed

Facility Budget 2022 Actual Please comment on all significant variations between 2022 total projected and 2023 proposed

Fort Vermilion Community Complex

**Revenues**

**Facilities**

Ball Diamonds	\$500	\$0	New policy going in place - Tournament rentals \$250
Bingo	\$0	\$0	The Recreation Board Bingo License has expired + there are other groups in town hosting Bingo
Concession Rent	\$4,500	\$2,875	
Curling Rink	\$2,000	\$412	Expecting more rentals next season
Fitness Centre	\$10,000	\$4,982	
Fundraising	\$5,000	\$0	No major Fundraisers planned as of yet.
Hall Rentals	\$9,500	\$4,870	
Ice Rentals	\$20,000	\$18,370	Rate increase planned for next season.
Kayak Rental	\$300	\$285	
Programs	\$1,500	\$814	
River Daze	\$500	\$0	
Rodeo Club	\$30,000	\$32,469	
Skate Sharpening	\$900	\$1,289	
Summer Staff Grant	\$12,500	\$12,500	
Winter Carnival	\$500	\$0	The Winter Carnival did not happen in 2022
<b>Total Revenues</b>	<b>\$ 97,700</b>	<b>\$78,866</b>	

**Expenditures**

**Building Repairs / Maintenance**

Arena Repairs	\$7,000.00	\$7,701	Ice Plant Repair paid for by Insurance
Baseball Diamonds	\$1,000.00	\$979.00	
Cleaning Supplies	\$9,000.00	\$9,057	
Curling Rink Supplies	\$1,000.00	\$445.00	
Facility Maintenance	\$5,000.00	\$4,700	
Fitness Centre	\$2,000.00	\$1,483	
Fuel, oil, Propane	\$2,000.00	\$1,379.00	

**Recreation Board name:**

Fort Vermilion Recreation Board

**Budget period:**

2023

2023 Proposed			
Facility	Budget	2022 Actual	Please comment on all significant variations between 2022 total projected and 2023 proposed
Ice Plant Maintenance	\$20,000.00	\$12,813.00	
Jet Ice Supplies	\$2,500.00	\$2,689	
Kayak Rentals	\$300.00	\$229.00	
Mileage	\$2,000.00	\$2,480.00	
Outdoor Rink	\$3,000.00	\$2,130.00	
Safety Supplies/Fire System	\$8,000.00	\$5,000	
Splash Pad	\$3,000.00	\$3,094	
Volleyball Court	\$1,000.00	\$560	
Yard Care	\$2,000.00	\$1,600	
<b>Programming</b>			
Canada Day	\$2,000.00	\$1,368.75	
Programming	\$5,500.00	\$918.57	Expecting to implement additional hockey, dance and youth programming
River Daze	\$5,000.00	\$4,700.00	
Rodeo Committee	\$18,000.00	\$17,886.32	
Swimming Lessons	\$3,600.00	\$0.00	Working with FCSS to offer this program again
Volunteer Appreciation Day	\$1,000.00	\$1,200.00	
Winter Carnival	\$5,000.00	\$0.00	
<b>Misc</b>			
Advertising	\$500.00	\$900.00	
Bingo Supplies	\$0.00	\$0.00	
Office Supplies	\$4,000.00	\$4,700	
Security	\$2,000.00	\$594.50	
Shaw Direct TV	\$1,000.00	\$975	
Staff Clothing	\$1,000.00	\$0.00	
Telus (Phone/Internet/Mobility)	\$5,500.00	\$5,429.28	
Year end Accounting	\$6,000.00	\$5,689.00	
<b>Salaries</b>			
Salaries	\$175,064.00	\$185,379	Includes 2 summer positons (\$12500) and Mandatory employer costs.
<b>Total Expenditures</b>	<b>\$ 303,964</b>	<b>\$286,079</b>	

**Recreation Board name:**

Fort Vermilion Recreation Board

**Budget period:**

2023

Facility	2023 Proposed Budget	2022 Actual	Please comment on all significant variations between 2022 total projected and 2023 proposed
----------	-------------------------	-------------	---

Profit/(Loss)	-\$206,264	-\$207,213	
---------------	------------	------------	--

% funded by the County	100%		
Operating Grant	\$206,264		

**Recreation Board name:**

Fort Vermilion Recreation Board

**Budget period:**

2023

2023 Proposed			
Facility	Budget	2022 Actual	Please comment on all significant variations between 2022 total projected and 2023 proposed

**Capital Projects**

**Revenues**

Fundraising			
Monetary Donations			
Other			
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	

**Expenditures**

Attached document explaining capital projects/budgets

Rodeo Grounds Chutes and Timed Event box	110,604		New infrastructure for the Fort Vermilion Rodeo Grounds.
Bleachers	99,814		New Bleachers for the Fort Vermilion Rodeo grounds
Lighting Upgrade	30,000		Phase 2 of Facility Lighting Upgrade includes 177 double tube fluorescent upgraded to LED.
Skate Park Expansion	50,000		Expansion of the well used skate park at the FVCCC
Volley ball Court Fencing	5,000		Fencing to maintain the courts and volleyballs at the FVCCC
Volley Ball Court Lighting	7,000		Lighting at the Volleyball courts to provide late night accessibility.
<b>Total Expenditures</b>	<b>\$191,814</b>	<b>\$0</b>	

Previous year surplus/loss 0

Profit/(Loss)	-\$191,814	\$0
---------------	------------	-----

% funded by the County 100%

Capital Grant	\$191,814
---------------	-----------



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative and Support Services</b>
<b>Title:</b>	<b>Councillor Expense Claims</b>

## **BACKGROUND / PROPOSAL:**

Councillor Honorarium and Expense Claims are reviewed by Council on a monthly basis.

A copy of the following Councillor Honorarium and Expense Claims will be presented at the meeting:

- March – All Councillors

## **OPTIONS & BENEFITS:**

N/A

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

2023 Operating Budget

## **SUSTAINABILITY PLAN:**

N/A

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

1272-22 Honorariums and Expense Reimbursement Bylaw

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Councillor Expense Claims for March 2023 be received for information.

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 25, 2023</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative and Support Services</b>
<b>Title:</b>	<b>Members at Large Expense Claims</b>

**BACKGROUND / PROPOSAL:**

Members at Large expense claims are reviewed by Council on a monthly basis.

A copy of the following Members at Large Expense Claims will be presented at the meeting:

<b>Name</b>	<b>Board/Committee</b>	<b>Month</b>
<b>Andrew O'Rourke</b>	<b>Municipal Planning Commission</b>	<b>March</b>
<b>Erik Carter</b>	<b>Municipal Planning Commission</b>	<b>March</b>

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

2023 Operating Budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**POLICY REFERENCES:**

Bylaw 1272-22- Honorariums and Expense Reimbursement Bylaw

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Member at Large Expense Claims for March 2023 be received for information.

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Byron Peters, Interim, Chief Administrative Officer</b>
<b>Title:</b>	<b>Northern and Regional Economic Development (NRED) Program Funding Approval – 2023 Budget Amendment</b>

**BACKGROUND / PROPOSAL:**

At the January 10, 2023 Council meeting, the following motions were made:

**MOTION 23-01-033**      *That Mackenzie County apply for the Northern and Regional Economic Development (NRED) grant, with a focus on an economic investment strategy and action plan and a tourism development plan.*

**CARRIED**

**MOTION 23-01-034**      *That the 2023 One Time Project be amended by \$200,000, with Requires 2/3 50% of the funding coming from the Northern and Regional Economic Development (NRED) grant and 50% of the funding coming from the General Operating Reserve, subject to receiving the grant funding.*

**CARRIED**

Administration applied for grant funding through the Northern and Regional Economic Development (NRED) Program, and have been notified that the Mackenzie County Outdoor Recreation and Tourism Plan was approved for \$55,800 in grant funding.

The application was submitted with a request of 50% funding from NRED, and funding in the amount of \$48,000 from Mackenzie County, and \$2,500 in-kind contribution each from Mackenzie Frontier Tourism Association, La Crete Polar Cats Snowmobile Club, and Regional Economic Development Agency of Northwest Alberta to complete this project.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

Some costs were incurred prior to the grant being approved, which will require full municipal funding to support these expenses. Administration is requesting an additional \$10,000 be allocated from the municipality to support these costs.

Administration is requesting a 2023 Budget amendment from One Time Project contingent funding approval to reflect the approved Outdoor Recreation and Tourism Plan with funding of \$55,800 from the NRED grant, \$58,300 from Mackenzie County, and \$7,500 from Other Source in – kind grants.

**OPTIONS & BENEFITS:**

Option 1

That the 2023 One Time Project Budget be amendment by \$121,600 for the Outdoor Recreation and Tourism Plan Project.

**COSTS & SOURCE OF FUNDING:**

Northern and Regional Economic Development (NRED) Program - \$55,800  
Mackenzie County - \$58,300  
Mackenzie Frontier Tourism Association - \$2,500 (in-kind)  
La Crete Polar Cats Snowmobile Club - \$2,500 (in-kind)  
Regional Economic Development Agency of Northwest Alberta - \$2,500 (in-kind)

Total - \$121,600

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2023 One Time Projects budget be amended to include the Outdoor Recreation and Tourism Plan Project, in the amount of \$114,100 with funding of \$55,800 coming from the Northern and Regional Economic Development (NRED) Program, \$58,300 from Mackenzie County, and an in-kind donation of \$2,500 noted from each of the following:

- Mackenzie Frontier Tourism Association,
- La Crete Polar Cats Snowmobile Club,
- Regional Economic Development Agency of Northwest Alberta.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



Construction	\$176,000
Engineering	\$40,000
Testing	\$6,000
Contingencies 20%	<u>\$35,000</u>
Total	\$257,000

**OPTIONS & BENEFITS:**

Upgrading the intersection aligns with the County’s goal of reducing heavy truck traffic on main street.

**COSTS & SOURCE OF FUNDING:**

The La Crete Co-op Board approved a commitment of up to amount \$135,000, which is a \$35,000 increase from prior discussions.

The remaining cost to Mackenzie County would be \$122,000 (including contingencies) based on the estimated budget and may vary depending on final cost of the project.

Council tentatively approved this project (subject to Co-op increasing their contribution and administration revising the scope of work) during the 2023 budget discussions, but a funded project was not approved at that time.

Funding in the amount of \$122,000 will need to be allocated from the General Capital Reserve.

**SUSTAINABILITY PLAN:**

**Goal S4** - The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

**COMMUNICATION / PUBLIC PARTICIPATION:**

None at this time. Tender will be advertised according to policy. Prior to construction, the project will be advertised along with a notification of temporary road closures.

**POLICY REFERENCES:**

N/A

Author: S Gibson Reviewed by: \_\_\_\_\_ CAO: B Peters

**RECOMMENDED ACTION:**

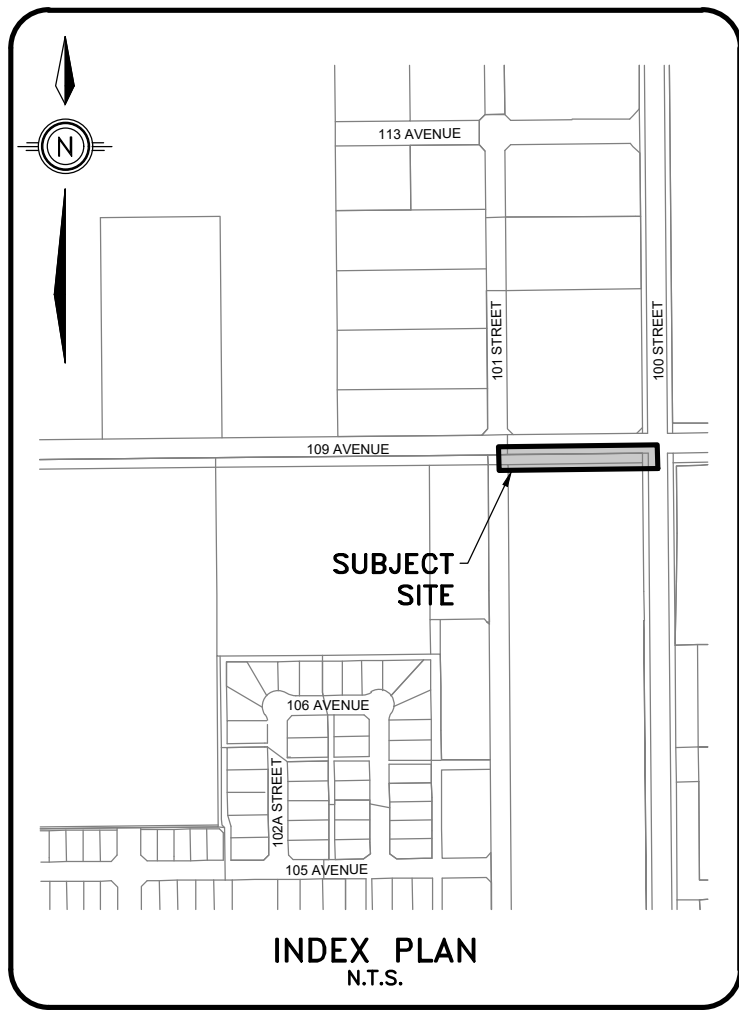
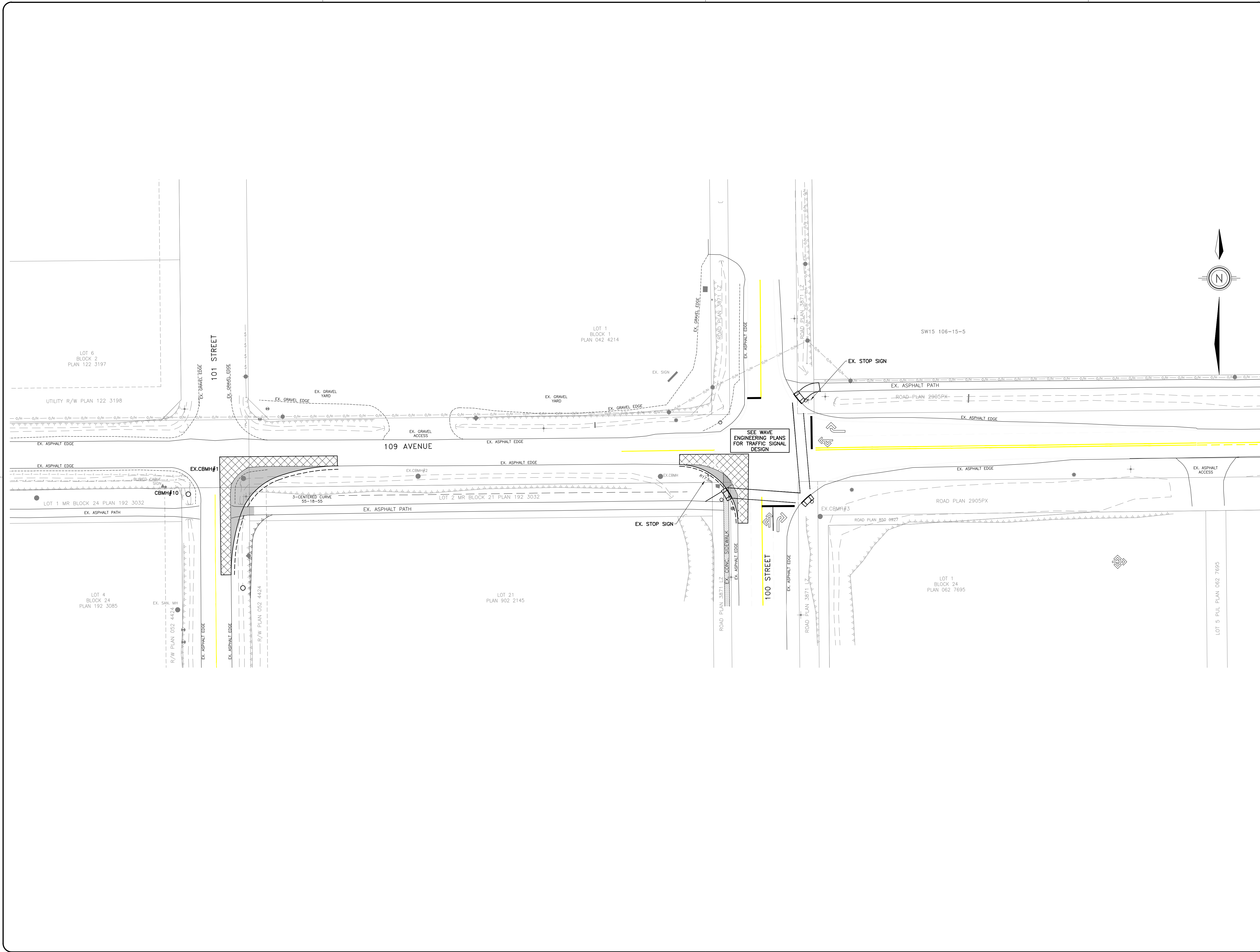
Simple Majority

Requires 2/3

Requires Unanimous

That the 2023 Capital budget be amended by \$257,000 for the La Crete 101 Street/109 Ave Intersection Upgrade, with \$135,000 coming from La Crete CO-OP, and \$122,000 coming from the General Capital Reserve.

**Author:** S Gibson **Reviewed by:** \_\_\_\_\_ **CAO:** B Peters



#202, 10514 67 Avenue  
Grande Prairie, AB.  
T6W 0K6

**HELIX**  
Engineering Ltd.

P: 780.532.5731  
F: 780.532.5824  
www.helixeng.ca

NOTE: CONTRACTOR TO VERIFY DIMENSIONS SHOWN, THIS DRAWING IS NOT TO BE SCALED. IF ANY DISCREPANCIES ARE FOUND CONTACT HELIX ENGINEERING LTD. PRIOR TO COMMENCEMENT OF ANY WORK. DRAWINGS ARE COPYRIGHT AND ANY USE OR REPRODUCTION IS PROHIBITED WITHOUT WRITTEN CONSENT FROM HELIX ENGINEERING LTD.

ENGINEERS STAMP

APPROVAL STAMP

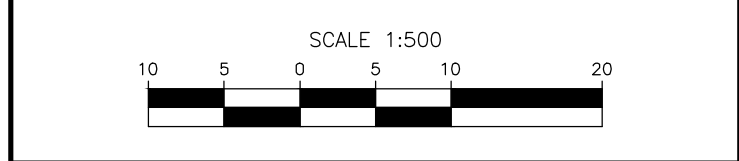
REVISION				
REV.	DESC.	DATE	BY	APPD.
0	ISSUED FOR DISCUSSION	OCT. 5/22	SAK	RJG

CLIENT:  
**MACKENZIE COUNTY**

PROJECT:  
**HAMLET OF LA CRETE  
109 AVENUE  
UPGRADES  
OVERALL PLAN**

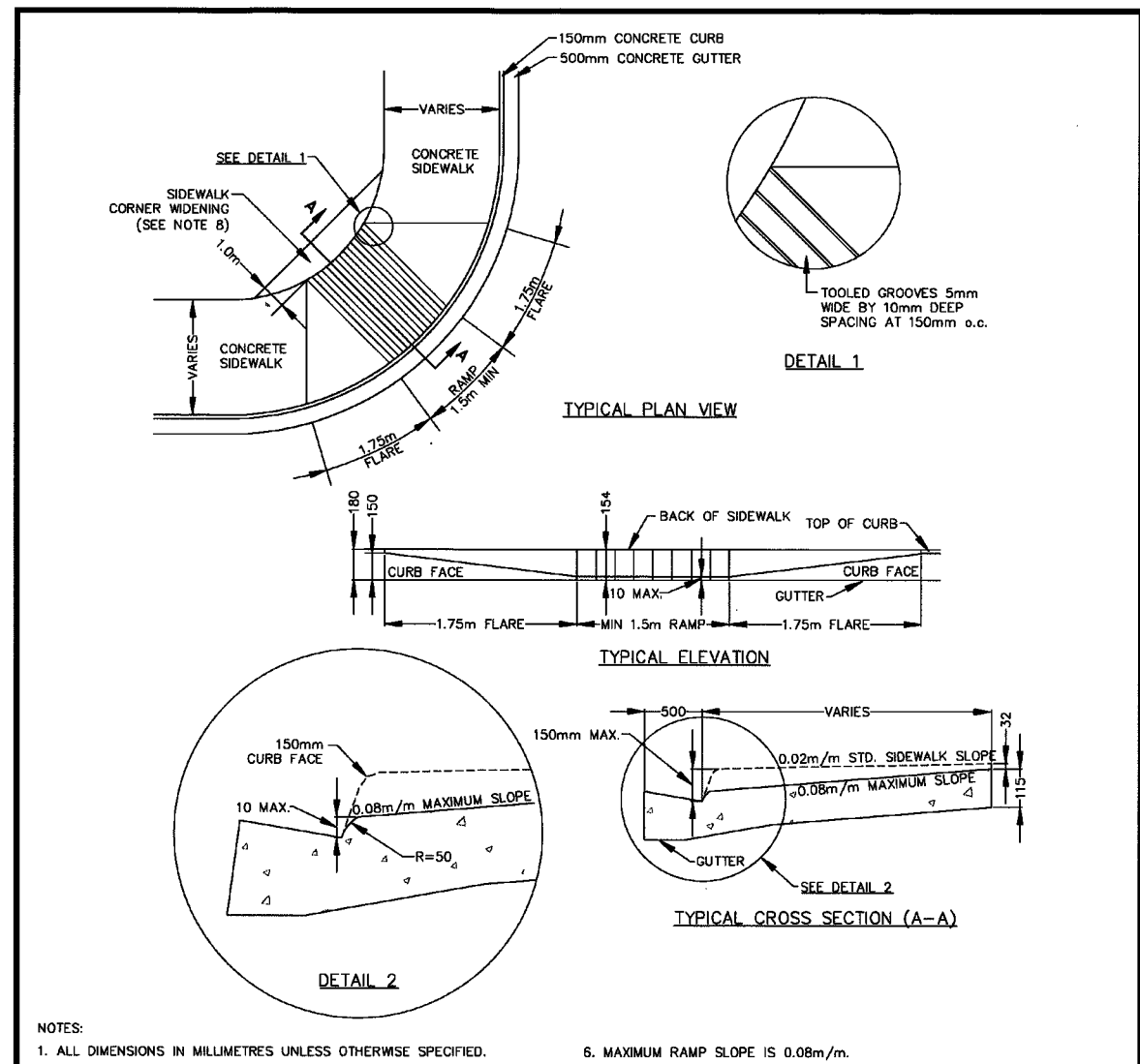
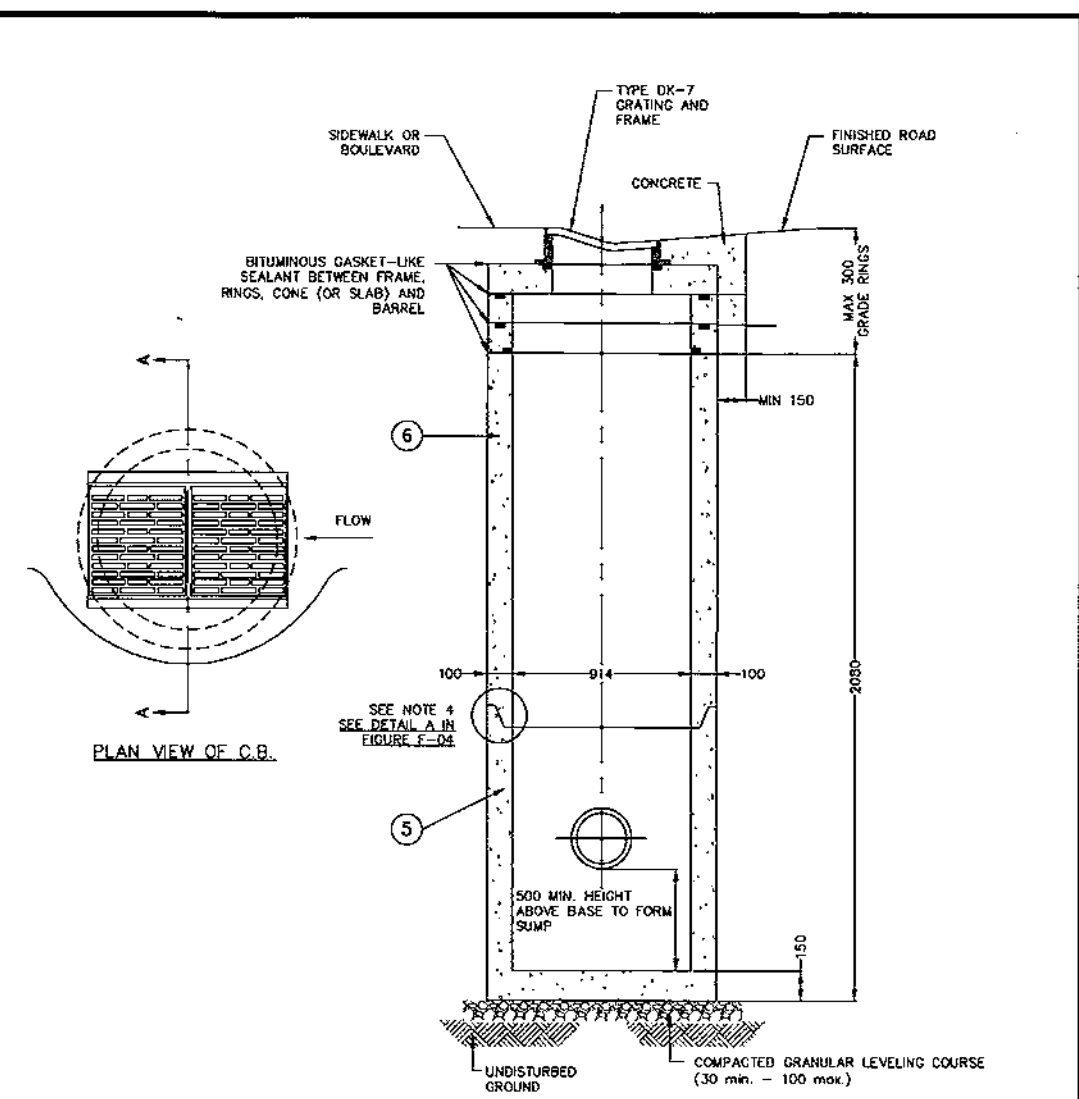
LOCATION:  
N.E.1/4 SEC.9 TWP.106 RGE.15 W.5 M.

PROJECT NO.: 2320-011  
DESIGN: SAK DRAWN: SAK CHK'D: RJG  
DATE: OCT. 5/22 BM: ASCM 902866



DRAWING:  
**2320-011-TAPER**

PAGE:  
**01** OF **02**



- NOTES:
1. ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE SPECIFIED.
  2. RAMP FOR WHEELCHAIR/BICYCLE SHOULD BE LOCATED AT ALL INTERSECTIONS OF SIDEWALKS AND SIDEWALK RAMP MUST BE LOCATED WITHIN A SIDEWALK.
  3. GROOVES ON SIDEWALK RAMP ARE TO ALERT PERSONS WHO ARE VISUALLY IMPAIRED OF THE CURB-OUT AND A STREET CROSSING.
  4. WHERE SIDEWALKS ARE CONTROLLED BY SIGNALS WITH A PUSH-BUTTON SYSTEM, THE SIDEWALK AND RAMP MUST ALLOW ACCESS FOR WHEELCHAIR TO PUSH BUTTON.
  5. MINIMUM WIDTH OF RAMP IS 1500mm. IT MAY BE NECESSARY TO BUILD WIDER RAMP IN BUSY URBAN AREAS WHERE VOLUME OF PEDESTRIAN TRAFFIC IS HIGH.
  6. MAXIMUM RAMP SLOPE IS 0.08m/m.
  7. WHERE THE SIDEWALK IS LESS THAN 1500mm WIDE, THE SLOPE/MAX. SLOPE SHOULD NOT BE EXCEEDED AND THEREFORE THE BACK OF THE SIDEWALK MUST BE COVERED ACCORDINGLY.
  8. WHERE RIGHT-OF-WAY IS AVAILABLE, THE SIDEWALK IS TO BE WIDENED AT CORNER LOCATIONS AS SHOWN. THERE AT LEAST 1.0m WIDTH OF FLAT SIDEWALK IS PROVIDED ADJACENT TO THE RAMP.

**MACKENZIE COUNTY**  
General Municipal Improvements Standards

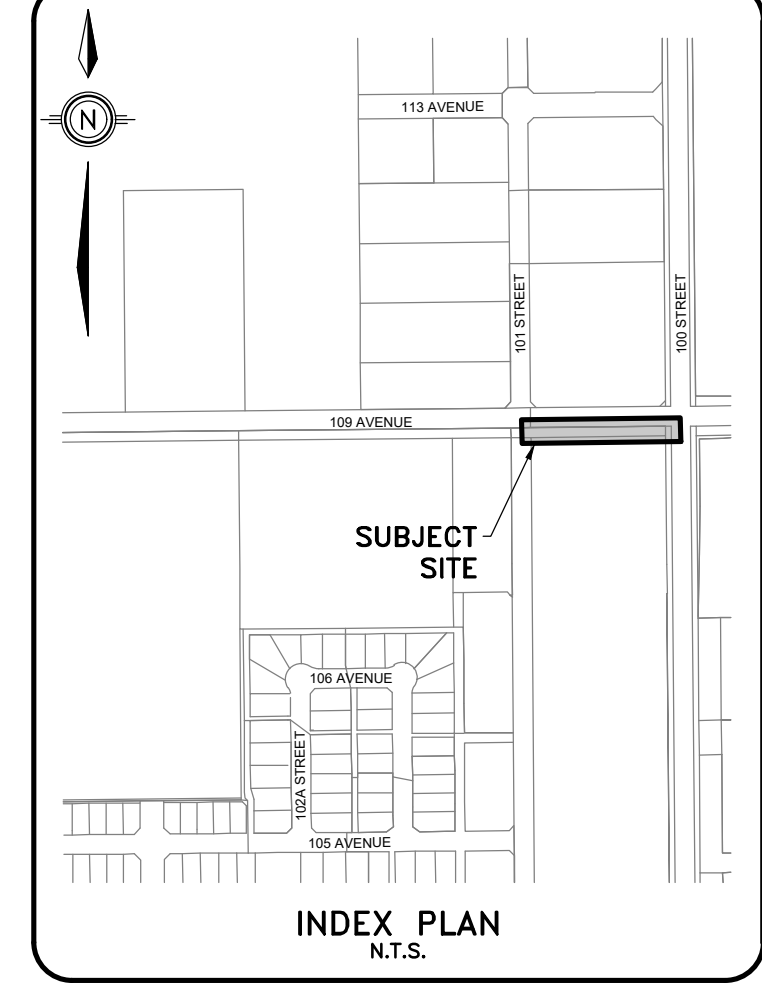
STANDARD 900mm CATCH BASIN WITH TYPE DK-7 GRATING & FRAME

Rev. 2021-10-15 File No: GPO3.33882 Design: Approved: Figure F-12  
Date: 2014-JUN-25 Drawn: K.P.L. Scale: N.T.S.

**MACKENZIE COUNTY**  
General Municipal Improvements Standards

CONCRETE SIDEWALK RAMP FOR WHEELCHAIR OR BICYCLE ON CORNER (TYPE 2)

Rev. 2021-10-15 File No: GPO3.33882 Design: Approved: Figure G-31  
Date: 2010-02-21 Drawn: K.P.L. Scale: N.T.S.

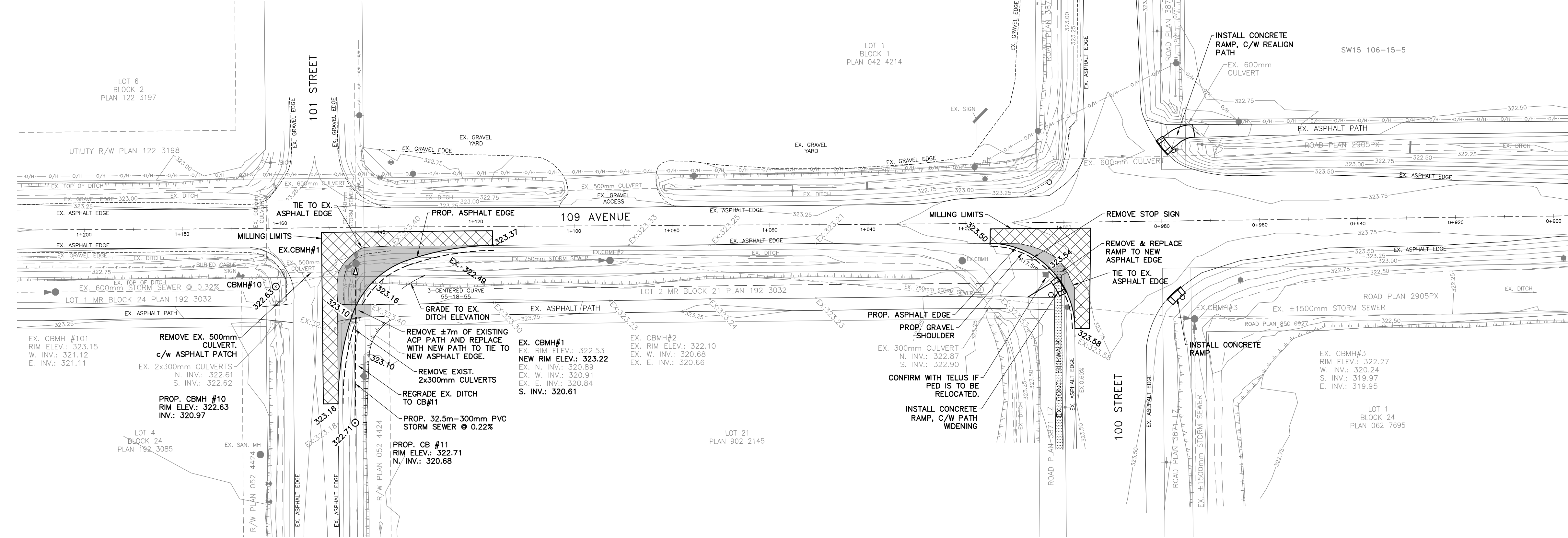


#202, 10514 67 Avenue  
Grande Prairie, AB.  
T6W 0K6

**HELIX**  
Engineering Ltd.

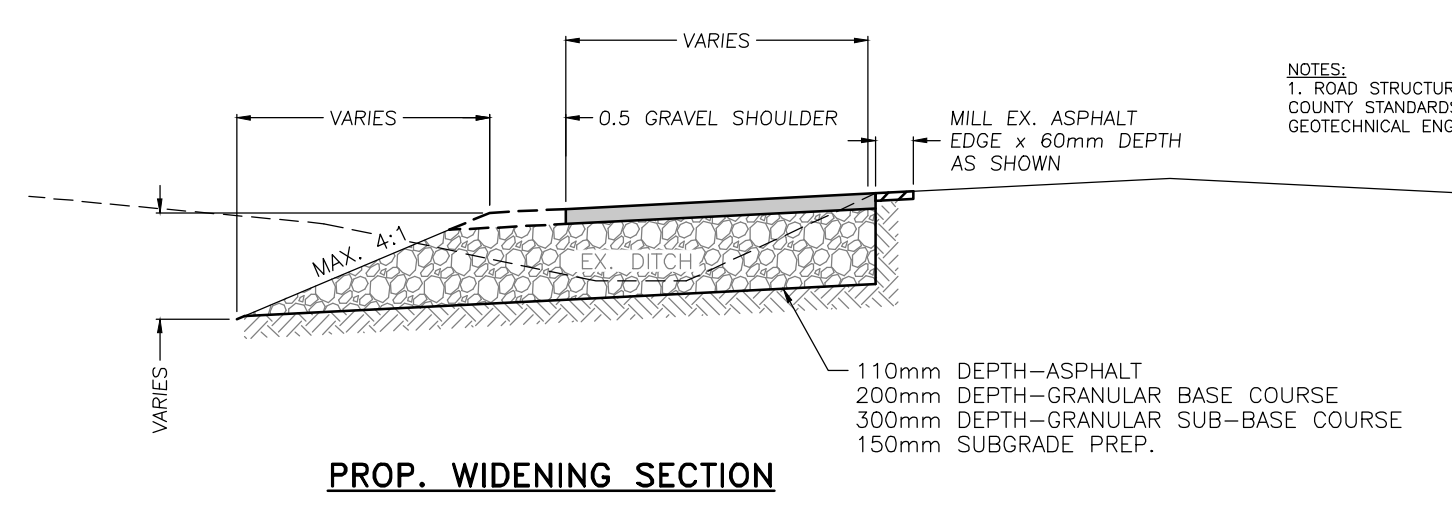
P: 780.532.5731  
F: 780.532.5824  
www.helixeng.ca

NOTE: CONTRACTOR TO VERIFY DIMENSIONS SHOWN. THIS DRAWING IS NOT TO BE SCALED. IF ANY DISCREPANCIES ARE FOUND CONTACT HELIX ENGINEERING LTD. PRIOR TO COMMENCEMENT OF ANY WORK. DRAWINGS ARE COPYRIGHT AND ANY USE OR REPRODUCTION IS PROHIBITED WITHOUT WRITTEN CONSENT FROM HELIX ENGINEERING LTD.



**LEGEND:**

FEATURE	EXISTING	PROPOSED
FIRE HYDRANT	●	○
CATCHBASIN MANHOLE/CATCHBASIN	●	○
WATER VALVE	●	○
LIGHT STANDARD	●	○
FEDERAL TRANSFORMER	■	○
SANITARY SEWER	---	---
STORM SEWER	---	---
WATERMAIN	---	---
UNDERGROUND POWER LINE	---	---
OVERHEAD POWER LINE	---	---
GAS LINE	---	---
TELEPHONE CABLE	---	---
FIBRE OPTIC CABLE	---	---
UNDERGROUND CABLE	---	---
PIPELINE	---	---
PROPERTY LINE	---	---
RIGHT OF WAY	---	---
FINISHED GRADE ELEVATION	Ex: 662.85	Prop: 663.05
GRADE AND DIRECTION	Ex: 1.6%	Prop: 1.6%



**REVISION**

REV.	DESC.	DATE	BY	APPD.
0	ISSUED FOR DISCUSSION	OCT. 5/22	SAK	RJG
1	ISSUED FOR APPROVAL	APR 5/23	GWA	RJG

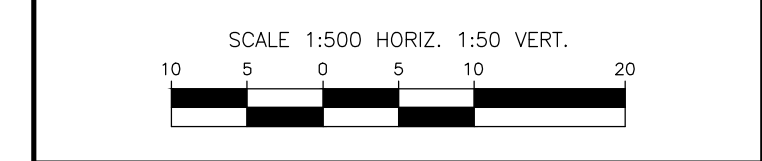
CLIENT:  
**MACKENZIE COUNTY**

PROJECT:  
**HAMLET OF LA CRETE  
109 AVENUE  
UPGRADES  
GRADING**

LOCATION:  
N.E.1/4 SEC.9 TWP.106 RGE.15 W.5 M.

PROJECT NO.: 2320-011

DESIGN: SAK	DRAWN: SAK	CHK'D: RJG
DATE: OCT. 5/22	BM: ASCM	902866



DRAWING:  
**2320-011-TAPER**

PAGE:  
**02** OF **02**







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>John Zacharias, Director of Utilities</b>
<b>Title:</b>	<b>Bylaw 1294-23 Water and Sewer Bylaw</b>

**BACKGROUND / PROPOSAL:**

At the February 7, 2023 Regular Council Meeting, the following motions were made:

**MOTION 23-02-130**      **MOVED** by Councillor Bateman

*That Policy UT006 Municipal Rural Water Servicing be amended as presented.*

**CARRIED**

**MOTION 23-02-131**      **MOVED** by Councillor Wardley

*That Policy UT004 Utility Connections be amended as presented.*

**CARRIED**

Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist and Policy UT004 Utility Connections were amended. The requirement of a meter chamber for connections to the Rural Waterline was altered, connections will be determined on a case by case basis if a meter chamber would be deemed necessary. Previously all connections to the Rural Waterline were required to have a meter chamber.

Administration recommends the Water and Sewer Bylaw 1294-23 be amended to reflect the changes made to Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist and Policy UT004 Utility Connections.

**Author:** J. Schmidt      **Reviewed by:** J. Zacharias      **CAO:** BP

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Municipal bylaws are made available on the Mackenzie County website.

**POLICY REFERENCES:**

Bylaw 1149-19 Water and Sewer Bylaw

Policy UT004 Utility Connections

Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1294-23 being the Water and Sewer bylaw for Mackenzie County.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1294-23 being the Water and Sewer bylaw for Mackenzie County.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1294-23 being the Water and Sewer Bylaw.

Author: J. Schmidt      Reviewed by: J. Zacharias      CAO: BP

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third and final reading be given to Bylaw 1294-23 being the Water and Sewer bylaw for Mackenzie County.

**Author:** J. Schmidt      **Reviewed by:** J. Zacharias      **CAO:** BP



**BYLAW NO. ~~1149-19~~ 1294-23**

**BEING A BYLAW OF THE MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA  
RESPECTING THE WATER AND SEWER SYSTEM**

**WHEREAS** Part 2 Division 1 Section 7(g) and Part 3 Division 3 ~~Section 7(g)~~ of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time, empower municipalities to provide municipal utility services; and

**WHEREAS** Mackenzie County Council may pass a bylaw governing the management of the Municipality's water system, sewer system and storm drainage system;

**WHEREAS** Mackenzie County operates utilities within its boundaries;

**WHEREAS** this Mackenzie County bylaw applies to all users of municipal water and or sewer systems;

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

1. **SHORT TITLE**

This bylaw may be cited as the "Water and Sewer Bylaw".

2. **INTERPRETATION**

In this bylaw, unless the context otherwise requires,

- a) **"Authorized Employee"** is a person appointed by the County's Chief Administrative Officer to act on behalf of the County with regard to the County's water and sewer and storm drainage systems.
- b) **"Bulk Water"** means any container that exceeds 200 litres.
- c) **"CAO"** means the Chief Administrative Officer of Mackenzie County, a person duly appointed pursuant to the *Municipal Government Act* and the County's Chief Administrative Officer Bylaw.
- d) **"Catch Basin"** means Storm Sewer inlets that filter out debris such as leaves and litter. They are typically located next to street curbs or within Utility Right of Way.
- e) **"Code"** means the National Plumbing Code of Canada, the Safety Codes Act of Alberta – Plumbing Code Regulation, the Alberta Building Code and/or Mackenzie County's Engineering Guidelines and/or General Municipal

Improvement Standards. If a conflict exists between portions of these documents, the document with the most restrictive applicable portion shall govern.

- f) “**Commercial**” means a service provided to a commercial or industrial establishment owned and operated by a business or individual for profit, or any property assessed as a commercial or industrial property.
- g) “**Consumer**” means any individual, corporation, partnership or other legal entity that receives the Municipal Utility services and, where the context or circumstances so require, includes any individual, corporation, partnership or other legal entity who makes or has made an application for the Municipal Utility services or otherwise seeks to receive the Municipal Utility services.
- h) “**Council**” means the Council of Mackenzie County elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c. L-21.
- i) “**County**” means Mackenzie County.
- j) “**Designate**” means a person appointed by the CAO to act on the County’s behalf with regard to the County’s Water System and Sanitary Sewer and Storm Sewer systems.
- k) “**Hamlet(s)**” means the unincorporated communities of Zama, Fort Vermilion, and La Crete as established with designated boundaries and approved by Mackenzie County.
- l) “**His**” shall mean his and/or her and/or a corporate entity, in the singular or plural, as the context requires.
- m) “**Interceptor**” means a receptacle that is installed to prevent oil, grease, sand or other materials from passing into a drainage system.
- n) “**Municipal Utility**” means the County Water System, Sanitary Sewer system and Storm Sewer system.
- o) “**Point of Delivery**” shall mean at the property line between the County’s property, right-of-way and/or easement and the Consumers property.
- p) “**Registered Owner**” means the person registered as the owner of the property pursuant to the provisions of the *Land Titles Act*, R.S.A. 2000, c. L-4.
- q) “**Rural Waterline**” a municipal potable waterline operated as a trickle system, which is not part of any Hamlet’s distribution system.
- r) “**Rural Water User**” means any Consumer, located outside of Hamlet

boundaries, that is connected to the Rural Waterline.

- s) **“Sanitary Sewer”** means municipal sanitary sewer system including all mains, treatment and storage facilities.
- t) **“Storm Sewer”** means municipal storm drainage system, including ditches, Catch Basins, underground works, and outflows.
- u) **“Trickle System”** means a water distribution system with reduced pressure and flow.
- v) **“Urban Subdivided Parcel – To Rural Standards”** shall mean a lot that exists or has been allowed to be created within the boundaries of a Hamlet and not being in accordance to Hamlet lot standards by way of size and development layout. This includes subdivisions that were completed as a farmstead or homestead separation out of a quarter section and/or any lots that have been created or exist contrary to the current land use and/or the use intended as specified in the applicable Hamlet Area Structure Plan.
- w) **“Utility Connections Policy”** shall mean policy UT004, Utility Connections policy, as approved by Council and as amended or repealed and replaced from time to time.
- x) **“Water System”** means municipal waterworks system including all the mains, storage and treatment facilities, and all appurtenances thereof.

### 3. **USE AND CONTROL OF THE WATER, SANITARY SEWER AND STORM SEWER SYSTEM**

#### **3.1. GENERAL RULES**

3.1.1. Council hereby delegate to the CAO all those powers stipulated by this bylaw to be exercised by the County and all necessary authority to exercise those powers, excluding thereout, the power to set Municipal Utility rates or enact bylaws, or do anything else reserved exclusively for Council pursuant to the provisions of the Municipal Government Act. Without limiting the generality of the foregoing, the CAO may deal with the following subject matters:

- a) Procedures or requirements that a customer must comply with before a utility connection is installed or activated, or before a Municipal Utility services are provided, or as a condition of ongoing provision of Municipal Utility services;
- b) Consumer accounts, including without limitation provisions or requirements concerning opening an account and making payments

on the account;

- c) Measurement of water consumption;
- d) Procedures or requirements concerning investigating customer complaints and concerns;
- e) Procedures or requirements for upgrading, resizing, relocating or otherwise changing a service connection, whether at the instigation of the County or at the request of the Consumer;
- f) Turn – on and turn – off of water services, whether at the instigation of the County or at the request of a Consumer;
- g) Supply of water for firefighting purposes, including without limitation procedures or requirements concerning the maintenance of public or private fire hydrants and permissible use of water from fire hydrants; and
- h) Delegate any powers, duties or functions under this bylaw to an employee of the County.

3.1.2. All water, sewer and drainage systems must be constructed in accordance with the Code and any applicable Federal/Provincial regulatory requirements.

3.1.3. No person may operate a system for the collection of sewage within Mackenzie County that is similar to that operated by the County, unless that person first obtains the written consent of the County. Any consent granted may include conditions.

3.1.4. No person may operate a system for the distribution of water within Mackenzie County that is similar to that operated by the County, unless that person first obtains the written consent of the County. Any consent granted may include conditions.

3.1.5. All construction and/or installations of utilities shall cease on November 1 of each calendar year and commence again on May 1 of each calendar year. Any variance to the mentioned dates shall be at the discretion of the CAO or Designate.

3.1.6. No person shall receive a Municipal Utility service without approval of the County.

3.1.7. No person shall do any work upon or interfere in any way with the Municipal Utility system unless specifically authorized, in writing, to do so



by the CAO or Designate.

- 3.1.8. The Registered Owner of any building connected to the Municipal Utility shall, at all reasonable times allow or permit the utilities officer or Designate to enter into and upon the premises for the purpose of inspecting connections, drains, and any other apparatus used in connection with the Municipal Utility system.
- 3.1.9. The Consumer shall, at His own expense, maintain all utilities within His property lines, unless otherwise stated within this bylaw.
- 3.1.10. Service calls outside of regular working hours shall be levied a fee as per the Fee Schedule bylaw.

### **3.2. REQUIREMENT TO CONNECT TO WATER AND SEWER MAINS**

- 3.2.1. No water and sewer connections other than that specified in the County's Land Use Bylaw shall be undertaken, unless an application for it has been approved by the County and all required permits have been issued.
- 3.2.2 Each and every dwelling and every occupied building situated on land abutting the water and/or sewer mains in the Hamlet shall be connected with connections approved by the County to the Municipal Utility.
  - a) Any Urban Subdivided Parcel – To Rural Standards shall not be required to connect to the Municipal Utility. Should the Registered Owner and/or developer desire to connect to the Municipal Utility, the utilities must be installed in accordance with the current Area Structure Plan.
- 3.2.3 If the Consumer refuses to connect within one (1) year, the County may enter on the land, building, erection, or structure to install the Municipal Utility and charge the cost thereof against the land, building, erection or structure in question, in the same manner as taxes and with the same priority as to lien and to payment thereof, as in the case of ordinary municipal taxes.
  - a) The one (1) year period shall begin when the construction of either the building, erection, structure or Municipal Utility is deemed to have been substantially completed.
- 3.2.4. At such time as the Development Permit is applied for, the Consumer shall apply for Municipal Utility services. If the application is approved by the County, the County shall provide the water and/or sewer service to the property line. All costs pertaining to the construction and supplies used for the utility service and connection shall be charged back to the Consumer.

- 3.2.5. Where a rural multi-lot subdivision is developed immediately adjacent to the Rural Waterline, each lot shall be serviced at a minimum, in accordance with the development application, to the property line.
- a) **If the CAO or designate deems a meter chamber necessary, t**The developer shall provide a meter ~~iff~~ chamber for the purpose of regulating water flow and protection of the water meter. **If a meter chamber is found to be unnecessary the developer shall provide a curb-stop.** The servicing shall be completed using products equivalent to the products the County uses when installing Rural Waterline services.
  - b) The developer shall pay the County a fee, as specified in the Fee Schedule bylaw and as required within the development agreement, as compensation for the cost of the Rural Waterline.
- 3.2.6. Potential Rural Water Users that are not part of a rural multi-lot subdivision may be given the option to connect to the Municipal Utility.

### **3.3. TAPPING WATER AND SEWER MAINS**

- 3.3.1. No person except Authorized Employees of Mackenzie County, or persons authorized by the County, shall make any connection to any Municipal Utility.
- 3.3.2. All water service/sewer pipes laid in private property, between the property line and the water meter, and all sewer service pipes laid in private property, between the property line and the interior of the building, shall be of a material that meets the Code.
- 3.3.3. No connection shall be made to the water service pipe between the property line and the water meter, unless such connection is metered and is approved by the CAO or Designate.
- 3.3.4. Unless otherwise approved in writing by a certified engineer, all sewer connections must have a backflow prevention device installed, and such device must meet the Code and may be inspected by the County. All tapping and backfilling shall be done to meet the Code and be at the cost of the developer.
- 3.3.5. A separate and independent utility service connection shall be provided to every lot, or, to every unit that is divided vertically through all levels, where the subdivision of the building and property may occur at a later date (eg. dwelling-duplex, dwelling-multiple)

### **3.4. INSPECTIONS**

- 3.4.1. All connections shall be inspected and approved by an Authorized Employee prior to back fill. Any damage during backfilling shall be the responsibility of the Registered Owner. If any connections to the Municipal Utility are covered or concealed before it is inspected, or tested, it shall be uncovered if the Authorized Employee so directs.
- 3.4.2. Due to the potential impact on the Municipal Utility, before any repairs to utilities on private property are started, the County must be notified of the existing problem and the timeframe and method of the proposed repairs.
  - a) Any required repairs performed by a Consumer to a utility service, where there is the potential need to excavate on County property, shall receive prior written approval from the CAO or Designate.
- 3.4.3. A minimum of one (1) working day notice is required for all inspections. If the inspection is an urgent situation requiring a response in less than the required one (1) working day, and the County agrees to respond in less than one (1) working day, the cost of responding to such a request may be billed at a rate in accordance with the Fee Schedule bylaw, in addition to normal fees to the person, corporation, or other such entities to whom the Municipal Utility charges are being billed, have been billed or will be billed.

### **3.5. ADMINISTRATION OF WATER AND SEWER COSTS**

- 3.5.1. All Municipal Utility accounts shall be approved by the Registered Owner of the property. Any charge on a Consumer's account remaining unpaid after the due date will be in arrears and constitute a debt owing to the County and is recoverable by adding the outstanding account balance to the tax roll of the Registered Owner of the property.
- 3.5.2. Municipal Utility service charges and rates shall be levied and collected from Consumers connected to and utilizing the Municipal Utility system in accordance with the Fee Schedule bylaw.
- 3.5.3. Mackenzie County may shut off or discontinue water service for non-payment of account or failure to make application for a Municipal Utility connection. Fee to reconnect such service as per the Fee Schedule bylaw.
- 3.5.4. Failure of the Consumer, being charged for water service, to receive a statement of account shall in no way affect the liability of such Consumer to pay such levies and charges.

## **4. WATER SYSTEM**

### **4.1. TAMPERING AND CROSS CONNECTIONS**

- 4.1.1. No person shall cause or permit the breaking, damaging, destruction, defacing or tampering with any part of the water services or any permanent or temporary device installed in the water services for the purpose of measuring, sampling and testing of matter in the water services, and any person who does perform such acts shall be liable for any damage incurred.
- 4.1.2. No Consumer of any house, building or other premises which is connected to the Water System shall increase the supply of water beyond that fixed by the rating of the premises.
- 4.1.3. No person shall connect, cause to be connected or permit to remain connected to the Water System a cross connection that has not been adequately protected and approved by the County.
- 4.1.4. Where the County believes a cross connection exists in contravention to Subsection 4.1.2, the County may carry out an inspection:
  - a) upon reasonable notice to the Consumer;
  - b) without notice where the County believes that an immediate threat of contamination to the Water System exists
- 4.1.5. Upon inspection, where the County continues to believe that a cross connection exists in contravention of Subsection 4.1.2, the County may terminate the water service to that parcel or premises with reasonable notice, and where the County believes that such a cross connection poses an immediate threat of contamination of the Water System, the County may terminate such water service without notice.

### **4.2. GENERAL RULES**

- 4.2.1. The Consumer shall be liable for the costs of installations of all piping within His own premises including the piping from the Point of Delivery to the buildings and shall assume all risk and responsibility with respect to such piping and His equipment and protection of the same.
- 4.2.2. Any such piping shall be done in conformity with all by-laws and Codes.
  - a) The County shall have the right to inspect such piping but such inspection shall not relieve the Consumer of His responsibility.

### **4.3. WATER METERS**

- 4.3.1. Each and every water service attached to the Water System shall be metered and the water consumed, as indicated by the meter, shall be paid for in accordance with the Fee Schedule bylaw.
- 4.3.2. All water meters shall be supplied and installed by Authorized Employees of Mackenzie County or person authorized by the County, at the expense of the Consumer, as per the Fee Schedule bylaw.
- 4.3.3. All meters, are and shall remain the property of Mackenzie County and as such shall be moved, changed, repaired, etc. only by Authorized Employees of Mackenzie County or person authorized by the County, and at the discretion of the County.
- 4.3.4. All water meters and remote readers must be installed in an approved location set by the utilities officer, with input from the Consumer, and be readily accessible to authorized person for the purpose of reading, inspecting or changing same.
- 4.3.5. The Consumer shall give access to Authorized Employees of Mackenzie County, or person authorized by the County, to a meter for the purpose of reading, inspecting, or changing same, and shall be responsible to keep said meter free from damage. The Consumer shall be liable for any damage which occurs to the meter.
- 4.3.6. The Consumer must report to Mackenzie County any damage caused to the water meter within one regular working day upon discovering the damage.
- 4.3.7. Any damage caused to meters and/or remote water meter readers by, but not limited to, abuse, tampering, freezing or hot water shall be considered the responsibility of the Consumer, and all repairs shall be assigned to the account of the Consumer.
- 4.3.8. An Authorized Employee of Mackenzie County, or person authorized by the County, may undertake water meter repairs and/or replacements, and charge all costs to the account of the Consumer.
- 4.3.9. Repairs necessitated to meters through normal operation and wear and tear will be repaired by the County, and will be considered as an operating expense and as such, charged to the Utilities Department.
- 4.3.10. No meter by-pass line shall be installed without having obtained prior written approval by the CAO or Designate.

- a) Where a by-pass line and valve are installed around the meter, this valve shall be sealed and the seal is not to be broken. In the case of an emergency, the seal on a by-pass valve may be broken.
  - b) The breaking of any seals whether by accident or emergency shall be reported immediately to the County.
- 4.3.11. Should any Consumer claim a meter is not reading properly, the Consumer shall pay a fee to the County, the sum set out in the Fee Schedule bylaw, to have the meter tested. The meter will then be removed from service and given a proper bench test. Should the said meter be found to over read by more than 3%, the Consumer shall be refunded their fee. Any meter which meets the requirements previously stated shall be considered adequate and the Consumer shall forfeit the said fee to the County to cover costs of removal and testing of the said meter. All conveniences during business hours shall be afforded the Consumer to witness meter tests.
- 4.3.12. The size of all meters installed shall be determined by the County and will not necessarily conform to the size of service pipe installed in the building, but will be based on the estimated rate of consumption.
- 4.3.13. Should a meter cease to operate between reading periods; billing of the account will be done on an estimated consumption for the period. This estimate will be based on previously obtained consumption figures.

#### **4.4. FIRE HYDRANTS AND VALVES**

- 4.4.1. Except as hereinafter provided, no person other than authorized person set out by the County shall open, close, operate, or interfere with any valve, hydrant, or draw water there from.
- 4.4.2. The Chief of a Rural Fire Protection Association or a Voluntary Fire Brigade, His assistants and officers, are authorized to use the hydrants for the purpose of extinguishing fires, for making trail of hose pipe or for fire protection, but all such uses shall be under the direction and supervision of the said Chief or His authorized assistants and in no event shall an inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant.
- 4.4.3. No person shall in any matter obstruct the free access to any hydrant or valve or curb stop. No vehicle, building, rubbish or any other matter which could cause obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within twenty (20) feet of the hydrant in the direction parallel with the said property line. Fines for violations will be charged in accordance with the Fee Schedule

bylaw.

#### **4.5. CONNECTION OR DISCONNECTION OF WATER SERVICES**

- 4.5.1. A minimum of one (1) working day notice is required for connection or disconnection of water services. If the service connection or disconnection requires a response in less than one (1) working day, and the County agrees to respond in less than one (1) working day, the fee for responding to such a request may be billed at a rate in accordance with the Fee Schedule bylaw.
- 4.5.2. After any construction, reconstruction, alteration, change or the completion of any work requiring a permit, water shall not be turned on to any building or premises until the work has been done to the satisfaction of a Mackenzie County employee or person authorized by the County.
- 4.5.3. Water shall be turned on or off at the curb stop only by Mackenzie County employees, or person authorized by the County.
- 4.5.4. The County shall not be held responsible for damages caused within a residence, or other building, as a result of turning water on or off at a curb stop.

#### **4.6. RESALE AND WASTING OF WATER**

- 4.6.1. No residential customer of any house, building or other premises which is connected to the Water System, shall vend, sell, or dispose of Bulk Water therefrom, or give away, or permit the same to be taken or carried away.
- 4.6.2. A Consumer shall not use water from the Water System, or allow water obtained from the Water System to be used:
  - a) In an unauthorized manner;
  - b) In a manner that will impede water use by other Consumers;
  - c) Unless a Municipal Utility account has been opened by the Consumer; or
  - d) Unless the water has first passed through a meter
- 4.6.3. A Consumer shall not vend or sell water withdrawn from a private well within hamlet boundaries.

#### **4.7. WELLS AND OTHER SOURCES OF SUPPLY OF WATER**

- 4.7.1. No Consumer located in a Hamlet, other than an Urban Subdivided Parcel – To Rural Standards, shall use any source of water supply other than the municipal Water System without a motion of Council.

- a) Any such permission may be withdrawn by order of Council at any time, without notice, and no person shall use a well or other source of supply of water after a permit for use of the same has been withdrawn.
- b) Should any other source of water supply other than the municipal Water System be approved its use shall only be used for non-potable purposes and shall have no effect on the municipal wastewater system.

#### 4.8. RURAL WATERLINE CONNECTIONS

- 4.8.1. All Municipal water lines located outside of any Hamlet boundary be deemed as Rural Waterlines. The CAO or designate will decide by a case by case basis if ~~and all~~ new residential connections require meter pits chambers with flow restrictors. If the connection does not require a meter chamber, the flow restrictor will be installed with the water meter inside the dwelling or occupied building. Industrial / commercial connections shall be reviewed and approved by Council / CAO on a case by case basis.
- 4.8.2. A Registered Owner requesting a water service from the Rural Waterline shall apply for Municipal Utility services. If the application is approved by the County, the County shall provide the water service to the property line.
- 4.8.3. Where water service has been brought to the property line of a vacant parcel of land, the developer and/or Registered Owner of the property is required to connect to the water service and pay for the costs of the same upon the construction and/or placement of any dwelling or occupied building on the lands.
- 4.8.4. The Consumer shall pay a fee as set out in the Fee Schedule bylaw for the connection to the Rural Waterline.
- 4.8.5. The County shall sell and deliver water to the Consumer, so far as is practical to do so at the service location indicated in the Utility Connections policy. The County will install and operate the Rural Water Line as a Trickle System at a maximum rate of 1 gallon per minute for residential users and 2 gallons per minute for Commercial users, unless otherwise approved in writing by the CAO.
- 4.8.6. Title of water supplied by the County shall pass from the County to the Consumer at the outlet of the curb-stop or the meter ~~lift~~ chamber if deemed necessary.
- 4.8.7. The Consumer shall not add or sell water to other structures, including houses, trailers, or businesses that are not directly owned by him, exist on



the serviced yard and/or are further than 200 meters from the primary dwelling, unless approved in writing by the CAO or Designate. The County reserves the right to discontinue service to the primary service location on the decision of the County that a service violation has been installed.

4.8.8. In the event that the Consumer subdivides the parcel of land to which water is supplied hereunder, the water service shall apply to that portion of the subdivided land upon which the Point of Delivery is located.

a) Water service shall only be available to the other subdivided parcel or parcels pursuant to a new application being submitted and subsequently being approved by the County.

4.8.9. The Consumer must construct, at His own sole cost and expense, a holding tank for reserve purposes that will be suitable and adequate for His anticipated water requirements. Anticipated water requirement shall be calculated as specified within Mackenzie County's Engineering Guidelines and/or General Municipal Improvement Standards

## **5. SANITARY SEWER AND STORM SEWER SYSTEM**

### **5.1. SEWER SYSTEM**

5.1.1 No person shall turn, lift, remove, or tamper with the cover of any manhole, ventilator, or other appurtenance of any Hamlet's sewer, except Mackenzie County employees, or person authorized by the County.

5.1.2 No person other than Mackenzie County employees, or person authorized by the County, shall cut, break, pierce, or tap any Hamlet sewer or appurtenance thereof, or induce any pipe, tube, trough, conduit, or appurtenance thereof, into any Hamlet's sewer.

5.1.3 No person shall interfere with the free discharge of any Hamlet's sewer, or part thereof, or do any act or thing which may impede, obstruct the flow, or clog up any Hamlet's sewer or appurtenance thereof.

5.1.4 Provisions of Interceptors:

- a) All establishments defined in the Code as requiring an Interceptor shall install and maintain the appropriate Interceptor as specified in the Code.
- b) All Interceptors shall be:
  - 1) of a type and capacity approved and certified under the Code,
  - 2) located to be readily and easily accessible for cleaning and inspection, and,
  - 3) maintained by the Registered Owner or occupier at His

expense.

## **5.2. USE AND PROTECTION OF SANITARY SEWER SYSTEM**

5.2.1. No person shall without the prior written approval of the County, discharge, deposit, or cause or permit the discharge or deposit into a Sanitary Sewer system the following:

- a) Matter which because of its type, temperature or quantity, may be or may become a health or safety hazard to any person or which may or may become harmful to a Sanitary Sewer system or the operation thereof, or which may cause the Sanitary Sewer system's effluent or operation to contravene any federal, provincial or local legislation or requirement;
- b) Matter which, because of its type, temperature or quantity, may cause the restriction or blockage of the Sanitary Sewer system;
- c) Matter that may cause an offensive odor to emanate from a Sanitary Sewer system;
- d) Subsurface drainage, including weeping tile drainage;
- e) Water that had originated from a source separate from the Water System of the County, unless there is no Water System abutting the premises;
- f) Matter resulting from site remedial activities at spill sites or at petroleum leak sites, and
- g) Hauled sewage in any amount without the prior written approval from the County

5.2.2. Any person who releases or causes or permits the release into any Storm Sewer system any matter set out in Section 5.2.1 above shall:

- a) Notify the County immediately upon becoming aware of the release;
- b) Provide the County with information respecting the release, to the satisfaction of the County;
- c) Be liable for all costs incurred by the County respecting the release for containment, sampling, testing, removal, cleanup, disposal and any other related activity.

5.2.3. Mackenzie County employees, or person authorized by the County shall have the right at all reasonable times to enter dwellings or structures which have been connected with the Hamlet Sanitary Sewer system. The County shall have the power to stop or prevent any person from discharging into the Sanitary Sewer system any substances which are set out in Section 5.2.1.

### **5.3. USE AND PROTECTION OF THE STORM SEWER SYSTEM**

5.3.1. No person shall, without the County's prior written approval, release matter of any kind listed below into any land drainage works, private bench drains, or connections to any Storm Sewer system:

- a) Matter which because of its type may:
  - 1) Interfere with the proper operation of a Storm Sewer;
  - 2) Result in a hazard to any person, animal, property or vegetation;
  - 3) Impair the quality of water in any well, lake, river, pond, spring, stream, reservoir or other water or watercourse;
  - 4) Result in a contravention of any federal, provincial or municipal legislation including an approval, requirement, direction or other order issued by Alberta Environmental Protection or other enforcing agency with respect to the Storm Sewer or its discharge;
- b) Matter containing more than fifty (50) milligrams per liter of suspended solids;
- c) Matter containing dyes or coloring material which discolor the water;
- d) Matter containing solvent extractable matter or vegetable origin or a mineral or synthetic origin which causes a visible film, sheen or discoloration on the water surface;
- e) Any matter which by itself or in combination with other substances is capable of causing or contributing to any explosion or supporting combustion;
- f) Matter that is considered Sanitary Sewer sewage

5.3.2. Any person who releases or causes or permits the release into any Storm Sewer system any matter set out in Section 5.3.1 above shall:

- a) Notify the County immediately upon becoming aware of the release;
- b) Provide the County with information respecting the release, to the satisfaction of the County;
- c) Be liable for all costs incurred by the County respecting the release for containment, sampling, testing, removal, cleanup, disposal and any other related activity.

## **6. CONTRAVENTION**

6.1. A person who contravenes a provision of this Bylaw is guilty of an offence and

is liable to a fine in an amount not less than that established in the Fee Schedule bylaw and not exceeding \$10,000.00.

- 6.2. Without restricting the generality of section 6.1, the fine amounts established for use on violation tickets if a voluntary payment options is offered are as set out in the Fee Schedule bylaw
- 6.3. A bylaw enforcement officer may issue a violation ticket to any person whom the bylaw enforcement officer has reasonable and probable grounds to believe has contravened any provision of this bylaw
- 6.4. A violation ticket issued with respect to a contravention of this bylaw shall be served upon the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.
- 6.5. If a violation ticket is issued in respect of an offence, the violation ticket may:
  - a) Specify the fine amount established by the Fee Schedule bylaw for the offence; or
  - b) Require a person to appear in court without the alternative of making a voluntary payment.
- 6.6. A person who commits an offence may:
  - a) If a violation ticket is issued in respect of the offence; and
  - b) If a violation ticket specifies the fine amount established by the Fee Schedule bylaw for the offense;

Make a voluntary payment equal to the specified fine.

- 6.7. When a clerk records in the court records the receipt of a voluntary payment pursuant to the Fee Schedule bylaw and the *Provincial Offences Procedures Act*, the act of recording receipt of that payment constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

## **7. RESCINDING OF FORMER BYLAWS**

- 7.1. This Bylaw hereby rescinds Bylaw ~~1074-17~~ 1149-19.

## **8. DATE OF COMMENCEMENT**

- 8.1. This Bylaw shall take effect after receiving three readings.

READ a first time this ~~24<sup>th</sup> day of July, 2019~~ 26<sup>th</sup> day of April, 2023.

READ a second time this ~~24<sup>th</sup> day of July, 2019~~ 26<sup>th</sup> day of April, 2023.

READ a third time and finally passed this ~~24<sup>th</sup> day of July, 2019~~ 26<sup>th</sup> day of April, 2023.

~~(original signed)~~

---

Joshua Knelsen  
Reeve

~~(original signed)~~

---

~~Lenard Racher~~ Byron Peters  
Interim Chief Administrative Officer



## Mackenzie County

<b>Title</b>	<b>Utility Connections</b>	<b>Policy No.</b>	<b>UT004</b>
--------------	----------------------------	-------------------	--------------

<b>Legislation Reference</b>	<b>Municipal Government Act, Section 33</b>
------------------------------	---

### **Purpose:**

To ensure the connections of all utilities within Mackenzie County are completed to County standards, and to ensure that all inspections are completed uniformly and consistently.

### **Policy Statement and Guidelines**

Mackenzie County shall have full control of all connections to Municipal Utilities in order to ensure proper connections are completed, to preserve the integrity of existing utilities, to ensure that all costs are administered properly and to ensure proper billing for new connections.

### **Interpretation**

For the purpose of this document the following definitions shall apply:

- a) **“Code”** means the National Plumbing Code of Canada, the Safety Codes Act of Alberta – Plumbing Code Regulation, the Alberta Building Code and/or Mackenzie County’s Engineering Guidelines and/or General Municipal Improvement Standards. If a conflict exists between portions of these documents, the document with the most strict applicable portion shall govern.
- b) **“Feasible Connection Location”** means that the Registered Owner’s property and desired service location are immediately adjacent to the existing rural waterline. The waterline must be currently in use, and/or be feasible for the County to activate the rural waterline for use. In order to activate the waterline for use there shall be, on average, two (2) service connections per mile of waterline. This requirement will vary depending on the consumers anticipated water usage.
- c) **“Fees”** all fees within this policy refer to the County’s Fee Schedule Bylaw; the fees are subject to change from time to time and without prior notice.
- d) **“Municipal Utility”** means the County water system, sanitary sewer system and storm sewer system.

## **Requirements**

- 1.1. All connections to Municipal Utilities must be completed in accordance with all Codes, Municipal, Provincial and/or Federal regulations.
- 1.2. Prior to commencing construction for any utility connection the appropriate form must be completed and must subsequently be approved by the County.
  - 1.2.1. A copy of the Utility Account Move In form, must be completed in order to ensure that the billing information for water and sewer service to a property is correct. This form shall be completed every time a dwelling or occupied building is constructed and every time the tenant or owner of a serviced property changes.
    - a) Accounts that have been disconnected, due to non-payment of the utility bill, also require a Utility Account Move In form to be completed before water will be restored to the property.
  - 1.2.2. A copy of the Utility Account Move Out form must be completed in order to ensure that consumer billing information is terminated appropriately. This form must be completed and submitted to the County in order to terminate utility service to your property.
    - a) Utility Account Move In form cannot be completed for a property with an existing dwelling until a Utility Account Move Out form has been processed for that property.
  - 1.2.3. A copy of the Application for Water & Sewer Installation form must be completed prior to connecting any private water and/or sewer service to a municipal utility. The County will evaluate the application and evaluate the data provided to the standards and procedures as determined by the Code and all applicable bylaws. Where the application meets the requirements, approval shall be granted to the consumer to proceed with connecting the water and/or sewer service to the municipal utility.
    - a) The County has full authority to deny any application that does not meet the Code, Municipal Development Plan, Area Structure Plans, applicable bylaws and/or other related standards and guidelines.



**Rural Waterline Connections**

- 2.1. For applicants that wish to connect to the Rural Waterline, the County shall first determine if the proposed service location is located in a Feasible Connection Location.
  - 2.1.1. If the proposed service location meets requirements and the application is subsequently approved, the connection fee, as per the Fee Schedule bylaw, must be paid in full before the County will install the service.
- 2.2. The water meter shall be installed in a meter chamber when deemed necessary by the Director of Utilities or designate. If necessary, the water meter and meter chamber shall be installed on County property, at the nearest property line. If a meter chamber is not necessary, the water meter shall be installed inside the dwelling or occupied building. The County shall decide the best location for the service connection and water meter.
- 2.3. If a consumer desires a water service in a location where a lateral line would need to be installed in order to provide the water service, Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist would come into effect.

**Standards**

- 3.1 When installing, revising or repairing any water or sewer service all work must be completed to the satisfaction of the County. County staff shall complete an inspection for every connection to a municipal utility.
- 3.2 All construction and installations must comply with the existing Codes, the Land Use Bylaw, and with any/all applicable Area Structure Plans and/or Municipal Development Plans.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2012-02-13	12-02-102
<b>Amended</b>	2015-08-11	15-08-545
<b>Amended</b>	2018-10-09	18-10-756
<b>Amended</b>	2023-02-07	23-02-131



## Mackenzie County

<b>Title</b>	<b>Municipal Rural Water Servicing – Endeavor to Assist Policy</b>	<b>Policy No.</b>	<b>UT006</b>
--------------	--	-------------------	--------------

<b>Legislation Reference</b>	<b>Municipal Government Act</b>
------------------------------	---------------------------------

### **Purpose:**

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

### **POLICY STATEMENT**

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

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

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

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

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

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

### **DEFINITIONS**

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

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

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

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

**Deposit** – is the amount of \$1,000 that is submitted to the County as part of the initial rural ratepayer's expression of interest which will all be applied to the rural property owner's Rural Servicing Fee; or the amount of \$2,000 paid to the County for rural ratepayers that did not submit a deposit before the September 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 if required the meter chamber, as determined in Policy UT004 Utility Connections.

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

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

## **GUIDELINE**

### **1. Trunk Waterlines**

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

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

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

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

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

### **2. Water Distribution System**

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

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

### **3. Lateral Waterline Improvements**

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

### **4. Customer's Water Service**

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

A rural connection will typically include the following:

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

### **5. Program Advertised**

The County will:

- solicit on encouraging public from service areas to submit expressions of interest with a September 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 September 30<sup>th</sup> deadline and annual budget deliberations.

## 6. Program Approval Steps

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

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

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

## 7. Public Interest & Commitment

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

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

Agreement Term, this agreement shall continue to apply except to the extent that it is inconsistent with Mackenzie County utility bylaws, in which case the applicable bylaw provision shall prevail. This agreement shall terminate, and the Deposit be returned to the Customer following September 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*.

## **9. Administrative Responsibilities**

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

## **FEES**

### **1. Rural Customer's Servicing Fee**

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

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

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

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

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

## **2. Fees to Connect**

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

## **3. Usage Fee for Services**

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

## **4. Financial Arrangements**

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

## **ENDEAVOR TO ASSIST**

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

### **1. Fee Reduction**

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

## 2. Engineering Costs

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

## 3. Financial Arrangement Initiatives

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

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

a) Lateral Oversizing

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

b) Servicing Costs Financed

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

i. Local Improvement Plan

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

ii. Improvement Plan Bylaw

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

c) Connection Deferral

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

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>John Zacharias, Director of Utilities</b>
<b>Title:</b>	<b>Policy UT006 Rural Potable Water Servicing Agreement</b>

**BACKGROUND / PROPOSAL:**

At the February 7, 2023 Regular Council Meeting, Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist policy was amended. Administration recommends that Schedule 1 of the policy, the Rural Potable Water Servicing Agreement be amended to reflect the changes.

**MOTION 23-02-130**      **MOVED** by Councillor Bateman

*That Policy UT006 Municipal Rural Water Servicing be amended as presented.*

**CARRIED**

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

**Author:** J. Schmidt      **Reviewed by:** J. Zacharias      **CAO:** \_\_\_\_\_

N/A

**POLICY REFERENCES:**

Policy UT006 - Municipal Rural Water Servicing – Endeavor to Assist policy

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Rural Potable Water Servicing Agreement be amended as presented.

**Author:** J. Schmidt      **Reviewed by:** J. Zacharias      **CAO:** \_\_\_\_\_

## Schedule 1

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

#### BETWEEN:

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

and

---

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.
  - 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 or \$2,000 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.

**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 C-Financial Schedule;

**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

---

---

### 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.

### **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 curb-stop or the** metering chamber **if required**, 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)

Acknowledge 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 taxroll.

**Customer's acceptance:**

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

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

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

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



- 2020 Development Permits 46 permits
- 2021 Development Permits 64 permits
- 2022 Development Permits 41 permits
- 2023 Development Permits 38 permits

**Issued Building Permits (Annual)**

- 2019 Building Permits 160 permits (value \$18,663,160.00)
- 2020 Building Permits 288 permits (value \$22,865,960.89)
- 2021 Building Permits 215 permits (value \$61,411,419.48)
- 2022 Building Permits 172 permits (value \$37,923,806.00)
- 2023 Building Permits 23 permits (value \$17,802,440.00)

(January to March 2023)

*\*These numbers include all development that required a building permit.*

**New Subdivision Applications (Annual)**

- 2019 subdivisions 55 applications
- 2020 subdivisions 40 applications
- 2021 subdivisions 73 applications
- 2022 subdivisions 62 applications
- 2023 subdivisions 8 applications

(January to March 2023)

Total amount of **acres** subdivided in 2023 is 115.3 **acres**

- **Total Rural:** 107 acres
  - *Vacant land:* 98 acres
  - *Existing yard sites:* 9 acres
- **Total Urban:** 8.3 acres
  - *Fort Vermilion:* 0 acres
  - *La Crete:* 8.3 acres

Author: L Washkevich Reviewed by: C Smith CAO: \_\_\_\_\_



**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the development statistics report for January to March 2023 be received for information.

Author: L Washkevich      Reviewed by: C Smith      CAO: \_\_\_\_\_

## Total Approved Development Permits by Year

Type of Development	2019	*2020	*2021	2022	*2023 Jan- March
Residential	180	319	231	187	25
Industrial & Commercial	34	45	40	55	7
Other	18	28	30	21	6
<b>Total</b>	<b>232</b>	<b>392</b>	<b>301</b>	<b>263</b>	<b>38</b>

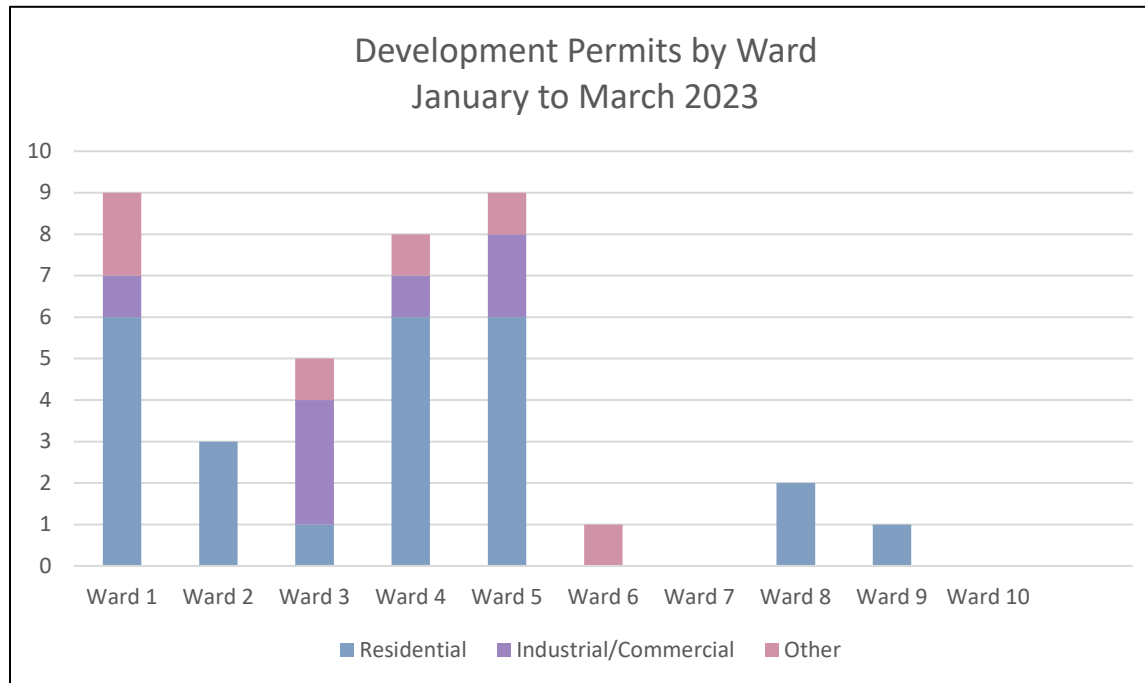
*\*107 permits due to the FV Flood Recovery in 2020*

*\* 18 permits due to the FV Flood Recovery in 2021*



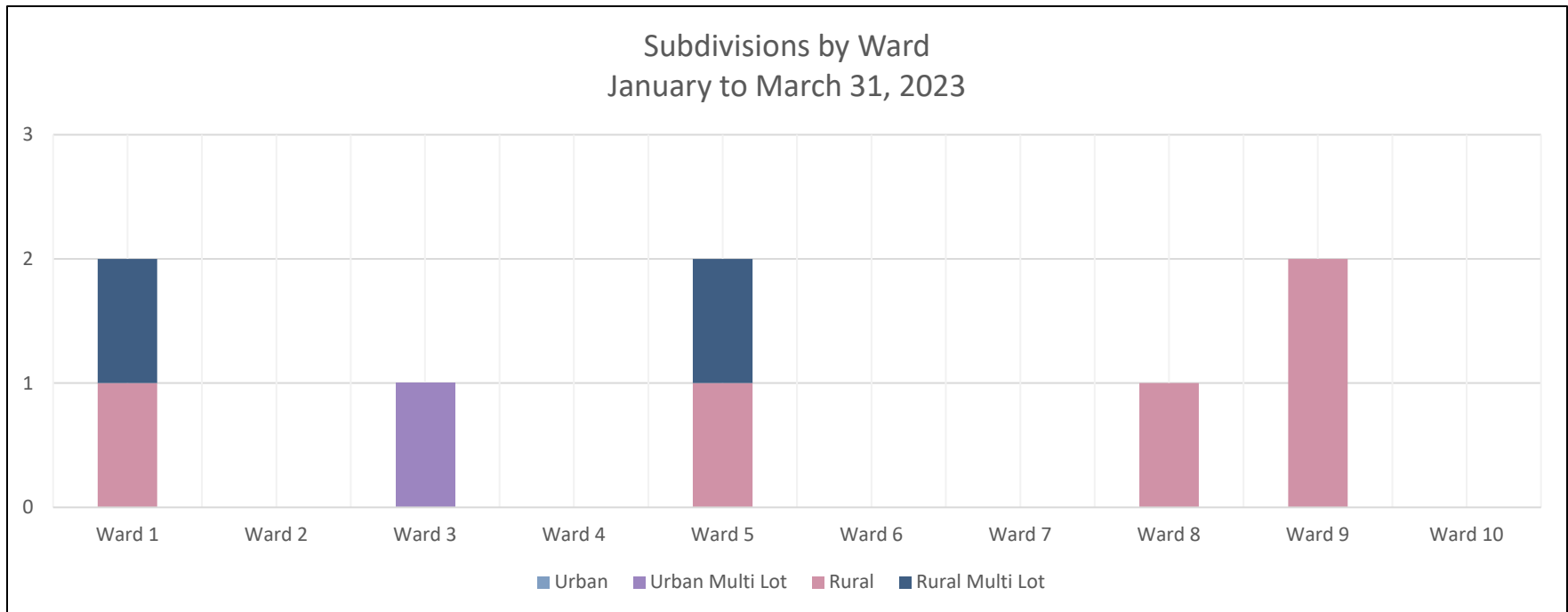
**Approved Development Permits by Ward**  
**January to March 2023**

<b>Type of Development</b>	<b>Ward 1</b>	<b>Ward 2</b>	<b>Ward 3</b>	<b>Ward 4</b>	<b>Ward 5</b>	<b>Ward 6</b>	<b>Ward 7</b>	<b>Ward 8</b>	<b>Ward 9</b>	<b>Ward 10</b>	<b>Total</b>
Residential	6	3	1	6	6	0	0	2	1	0	25
Industrial & Commercial	1	0	3	1	2	0	0	0	0	0	7
Other	2	0	1	1	1	1	0	0	0	0	6
<b>Total</b>	<b>9</b>	<b>3</b>	<b>5</b>	<b>8</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>38</b>



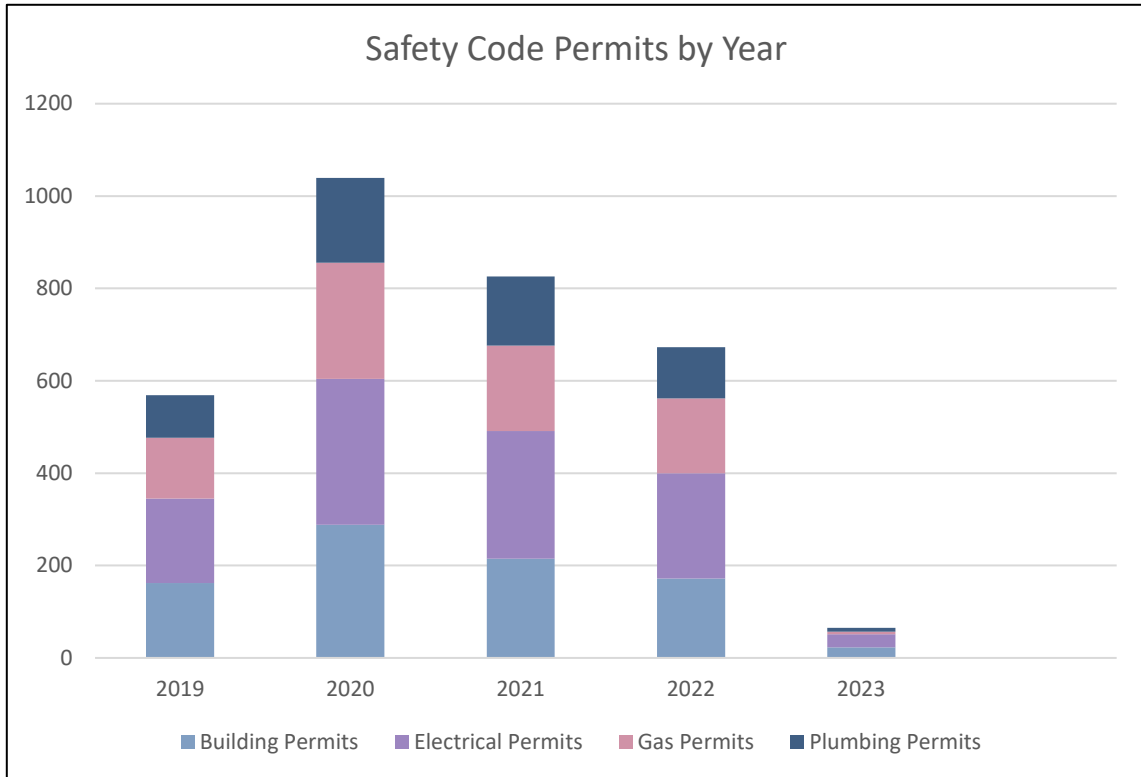
**Subdivision Applications by Ward**  
**January to March 31, 2023**

Type of Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	0	0	0	0	0	0	0	0	0
Urban Multi Lot	0	0	1	0	0	0	0	0	0	0	1
Rural	1	0	0	0	1	0	0	1	2	0	5
Rural Multi Lot	1	0	0	0	1	0	0	0	0	0	2
<b>Total</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>8</b>



### Total Issued Safety Code Permits by Year

Type of Safety Codes	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<b>*2023 Jan- March</b>
Building	162	288	215	172	23
Electrical	183	316	276	228	28
Gas	132	252	185	162	6
Plumbing	92	183	150	111	8
<b>Total</b>	<b>569</b>	<b>1039</b>	<b>826</b>	<b>673</b>	<b>65</b>







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 26, 2023</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

The following items are attached for your information, review, and action if required.

- Council Action List
- 2023-04-03 – Northern Sunrise County – RMA Unpaid Oil and Gas Tax Advocacy
- 2023-04-11 – Municipal Affairs – Ministerial order – ICF Agreements Extension
- 2023-03-15 – Wellspring Cancer Support Alberta
- 2023-04-03 – Alberta Energy Regulator Announces Closure Nominations Program
- 2023-04-12 – Minister of Agriculture Email – Sustainable Canadian Agricultural Partnership in Alberta
- 2023-04-14 – Municipal Affairs – Recall Petition Updates & Ministerial Orders
- 2023-04-12 – Town of Tofield – Exemption of Newspaper from EPR Program Revisions
- 2023-03-21 – Sturgeon County – Presentation at FCM
- 2023-04-04 – PREDA – Child and Youth Mental Health Worker Support Letter
- 2023-03-30 – Boreal Housing Foundation – Changes to Ministerial Orders & Responses
- 2023-04-11 – Royal mail – Response for Condolence Letter
- 2023 Annual conference – Business Retention and Expansion International
- 2023-04-01 – RMA District Update
- 2023-03-20 – Rural Municipalities – Media Release – GofA Action on Unpaid Oil & Gas Property Taxes
- 2023-04-14 – AHS – Temporary Lab DI Services Reduction at St. Theresa

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

General Hospital Emergency Department

- 2022-04-20 – REDI AGM Minutes Approved
- 2023-01-12 – La Crete Recreation Society Meeting Minutes
- 2023-02-16 – La Crete Recreation Society Meeting Minutes
- 2023-03-16 – La Crete Recreation Society Meeting Minutes

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the information/correspondence items be accepted for information purposes.

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



## Mackenzie County Action List as of April 4, 2023

### *Council and Committee of the Whole Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>February 22, 2016 Council Meeting</b>			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411  In progress. Meeting with landowners.  Impacted by 2020 flood.
<b>May 10, 2016 Regular Council Meeting</b>			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> <li>• cancel PLS 080023;</li> <li>• pursue acquisition of land parcels as identified on the map presented in red;</li> <li>• identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.</li> </ul>	Caitlin	PLS Cancelled.  Asset list with all leases, caveats, dispositions, easements, etc.  Response Received from AEP 2017-11-27.  Application submitted.  PLS180027  FNC submitted for adequacy
<b>October 9, 2018 Regular Council Meeting</b>			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	<b>Will receive TDL for another year. Permanent License in progress.</b>
<b>June 5, 2020 Special Council Meeting</b>			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
<b>July 15, 2020 Regular Council Meeting</b>			
20-11-744	That the concepts and guidance provided within the La Crete Industrial Growth Strategy be incorporated into County planning documents.	Byron	Incorporated into the MDP Drafting ASP RFP
<b>November 25, 2020 Regular Council Meeting</b>			
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.	Byron	Working on draft offsite levy bylaw. Ad Hoc Development Committee

Motion	Action Required	Action By	Status
September 14, 2021 Regular Council Meeting			
21-09-623	That second reading be given to Bylaw 1231-21 being the La Crete Offsite Levy Bylaw be tabled until further date.	Byron	TABLED AD Hoc Committee
21-09-658	That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the La Crete Distribution Pumphouse and Fort Vermilion Public School.	Byron	Ongoing Awaiting Land Titles
October 12, 2021 Budget Council Meeting			
21-10-696	That Administration proceed with the sale of the closed portions of 100A Street to adjacent landowners at assessed value with all associated costs being borne by the buyer with the exception of those costs associated with registration of a waterline URW where required.	Caitlin	4 lots sold; remaining have not decided their options. <b>Final follow up this week with purchasers.</b>
21-10-697	That the north portions of 100A Street (adjacent landowners) be sold back for the same price it was originally purchased to the adjacent landowners with all associated costs being borne by the applicant.	Caitlin	In Progress
December 14, 2021 Regular Council Meeting			
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	Administration to research options for ROW urban standard development Bring to Developers AD-HOC for discussion. In Progress
February 2, 2022 Regular Council Meeting			
22-02-085	That administration move forward with the application process to purchase the following and bring back to Council any future costs related to the purchase such as FNC, survey and assessed value for deliberation and approval.  PLS140031 PLS170002 PLS180022 PLS180027 PLS190005 La Crete Ferry Campground Atlas Landing Area Bridge Campsite Machesis Lake Campground Wadlin Lake Campground	Don/Caitlin	COW 22-06-073 The TCL Leases that are in the process are as follows:  DML170039 FV Bridge campground REC2621 FV Rodeo grounds REC030012 LA Ferry campground REC090007 & 100003 Hutch Lake campground REC880027 Wadlin Lake campground  PLS140031 Appraisal and survey in progress.
February 16, 2022 Regular Council Meeting			
22-02-137	That Mackenzie County prepare to put in a regional bid to host the 2026 Alberta Winter or Summer Games.	Byron	Started Data Gathering Refer to Motion 22-08-569

Motion	Action Required	Action By	Status
<b>March 22, 2022 Committee of the Whole Meeting</b>			
COW-22-03-019	That the Committee of the Whole receive the Municipal Development Plan Overview as discussed and a recommendation be made to bring back an updated draft for review to a future Council meeting.	Byron/Caitlin	<b>May 2023</b>
<b>March 23, 2022 Committee of the Whole Meeting</b>			
22-03-222	That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.	Don	<b>Looking for grant funding. 2024 Budget deliberations</b>
<b>April 27, 2022 Regular Council Meeting</b>			
22-04-325	That Council direct administration to bring back Bylaw 908-13 – Unsightly Premises Bylaw for review to a future Council meeting.	Don	<b>Community Services Review 2023-05-04</b>
<b>May 25, 2022 Regular Council Meeting</b>			
22-05-391	That administration proceed with charging those that removed gravel from the Mackenzie County gravel stockpiles at market price, plus 20% including a penalty.	Byron	On going Refer to Motion 22-09-632 Thefts cannot be proven. Gate has been repaired at Tompkins Pit
22-05-406	That administration advertise the 140M AWD Grader publicly for sale with a reserve bid of \$ 225,000.	Willie	Pending Delivery Date April 2023
22-05-407	That administration advertise the 160M AWD Grader publicly for sale with a reserve bid of \$ 270,000.	Willie	Pending Delivery Date April 2023
22-05-408	That the County enter into a ten-year lease for the trailer being used by the Fort Vermilion Royal Canadian Mounted Police (RCMP) as discussed.	Don	<b>Awaiting signed agreement</b>
22-05-411	That administration work with the Royal Canadian Mounted Police (RCMP) in renewing the Memorandum of Understanding Agreement for the Enhanced Policing Agreement between Mackenzie County and the RCMP and bring back the draft agreement with changes as discussed.	Don	<b>Awaiting signed agreement</b>
<b>June 22, 2022 Regular Council Meeting</b>			
22-06-465	That administration draft a policy combining PW018 Hiring of Private Equipment, ADM015 Hiring Contract Suppliers and FIN 025 Purchasing Policy and bring back to future Council Meeting.	Byron	In Progress
<b>June 23, 2022 Committee of the Whole Meeting</b>			
22-06-073	That administration proceed with Public Land Sales as discussed.	Don	Refer to Motion 22-02-085 In Progress
<b>July 13, 2022 Regular Council Meeting</b>			
22-07-496	That administration work with the developer to purchase land adequate for relocation.	Byron	Waiting on Land Titles

Motion	Action Required	Action By	Status
22-07-513	That Mackenzie County is unsure at this time whether or not to continue with the subscription and advertising contract with Mackenzie Report past the expiry of 2023.	Caitlin/Louise	Emailed Letter to Mackenzie Report
August 17, 2022 Regular Council Meeting			
22-08-556	That administration proceed with cost sharing discussions for the 101 Street/109 Avenue intersection improvement with La Crete Co-op, and begin planning for the relocation and changes to utilities to accommodate an intersection upgrade and bring project forward to the 2023 Budget deliberations.	Byron	<b>Regular Council Meeting 2023-04-26</b>
September 26, 2022 Regular Council Meeting			
22-09-632	That administration continue to investigate the missing gravel and take appropriate legal action.	Byron	Refer to Motion 22-05-391
22-09-641	That administration request a culvert be installed under Highway 35 North to allow the water to flow under it, before spring thaw 2023.	Byron/Don	AT Surveying Area
October 26, 2022 Budget Council Meeting			
22-10-750	That Council direct administration to develop revenue strategies for non-property tax based funding including, but not limited to, fees, charges and full cost recovery service models for consideration.	Byron	<b>COMPLETE</b>
22-10-755	That administration continue to investigate options for a Special Tax Bylaw for any identified projects incorporated into the 2023 Operating and Capital Budget as approved by Council.	Jen	In Progress
November 1, 2022 Budget Council Meeting			
22-11-762	That administration review all rental agreements upon renewal and ensure that there is a cost of living clause included.	All Admin	
November 2, 2022 Budget Council Meeting			
22-11-774	That the Policy PW039 Rural Road, Access Construction and Surface Water Management - Cost Implications be brought back to a future Council meeting for amendments.	Byron/Don	In Progress
November 15, 2022 Regular Council Meeting			
22-11-785	That Mackenzie County sell the lots for value established by assessment combined with all associated costs excluding the land transfer fees and lot consolidation.	Caitlin	In progress Refer to Motion 21-10-969 Letters have been sent
November 29, 2022 Regular Council Meeting			
22-11-840	That the Name That Neighbourhood Contest be TABLED.	Jen	In Progress

Motion	Action Required	Action By	Status
<b>December 13, 2022 Regular Council Meeting</b>			
22-12-900	That the Flood Plain sale of assets be publically advertised for April 2023.	Jen	Silverstar Auction booked for June 13-15 online auction
22-12-904	That administration apply for the fish pond lease, formally MLL/DML000070 and continue to work with the Mighty Peace Fish and Game Association to rehabilitate the site.	Don	In Progress
22-12-908	That Council approve the Fort Vermilion Bridge Campground and Recreational Area Plan as amended and to submit the Plan to Forestry, Parks and Tourism for their approval.	Don	In Progress Plan is submitted <b>Waiting for Approval</b>
22-12-919	That the Tri-Council Letter be sent to Minister Nixon regarding The Lodge Assistance Program (LAP) Grant.	Byron	
<b>January 10, 2023 Regular Council Meeting</b>			
23-01-028	That administration look into the Power Pole issue as discussed.	Michael/Byron	Estimate Received, seeking out revised costs
23-01-034	That the 2023 One Time Project be amended by \$200,000, with 50% of the funding coming from the Northern and Regional Economic Development (NRED) grant and 50% of the funding coming from the General Operating Reserve, subject to receiving the grant funding.	Jen	<b>Regular Council Meeting 2023-04-26</b>
<b>January 25, 2023 Regular Council Meeting</b>			
23-01-050	That the Agricultural Service Board review the possibilities of a bylaw prohibiting the transference of horses from the Chateh area unless they have been Coggins tested.	Caitlin	Landon to provide verbal update.
23-01-051	That administration research options for charging user fees for municipal road allowances that are already cleared and farmed for profit.	Caitlin	Being brought back to next ASB meeting
23-01-067	That administration use Camp Reservations Canada for the campground online booking program.	Don	<b>Will be in place May 15, 2023</b>
23-01-074	That the Municipal Planning Commission look at obtaining land in lieu of cash on rural subdivisions.	Caitlin	Update the MR Policy to reflect road widening option
<b>February 7, 2023 Regular Council Meeting</b>			
23-02-106	That Mackenzie County commit to \$5M in municipal funding by means of Borrowing Bylaw towards local funding required to complete this project as per motion18-06-472 to complete the Mackenzie Community Recreation Center project.	Byron/Don/Jen	Awaiting grant approval and funding allocation

Motion	Action Required	Action By	Status
23-02-133	That administration create a new zoning district to alleviate concerns regarding agricultural use on residential acreages.	Caitlin	In Progress
23-02-138	That Mackenzie County initiate an application for the Forest Capital of Canada 2024: Call for Proposals.	Byron	In Progress
<b>February 28, 2023 Regular Council Meeting</b>			
23-02-149	That Mackenzie County proceed with the development of a Municipally Controlled Corporation.	Byron/Caitlin	<b>No longer being pursued. COMPLETE</b>
<b>March 7, 2023 Regular Council Meeting</b>			
23-03-235	That Administration move forward with Request for Proposals for Campground Caretakers to operate Machesis Lake and Wadlin Lake for the 2023 season.	Don	<b>COMPLETE</b>
23-03-250	That administration investigate options to secure County owned and leased gravel pits, and provide an update at a future Committee of the Whole meeting.	Byron	<b>In Progress</b>
<b>March 28, 2023 Committee of the Whole Meeting</b>			
COW 23-03-45	That administration bring back the 2023 tax rate to the April 4, 2023 Council meeting.	Jen	<b>COMPLETE</b>
<b>March 29, 2023 Regular Council Meeting</b>			
23-03-272	That the Agricultural Land Lease for NW 14-106-15-W5M (La Crete Lagoon) be awarded to the highest bidder.	Caitlin	<b>To be signed</b>
23-03-274	That the unqualified Proposals for Crack Filling 2023 be returned to the senders without opening Envelope #2.	Michael	
23-03-278	That the unqualified Proposals for Line Painting 2023 be returned to the senders without opening Envelope #2.	Michael	
23-03-282	That the Machesis Lake Campground Caretaker Proposal be re-advertised.	Don	<b>COMPLETE</b>
23-03-284	That the Wadlin Lake Campground Caretaker Proposal be rejected and re-advertised.	Don	<b>COMPLETE</b>
23-03-288	That third reading be given to Bylaw 1281-23 being a Land Use Bylaw Amendment to rezone Plan 972 3735, Lot 2 from Rural Country Residential 1 "RCR1" to Agricultural "A", in order to accommodate additional livestock.	Louise	<b>COMPLETE</b>
23-03-290	That the 2023 operating budget be amended by \$8,400 for the Veterinary Services Incorporated	Jen	<b>COMPLETE</b>

Motion	Action Required	Action By	Status
	program with funding coming from the General Operating Reserve.		
23-03-292	That Samuel Peters be appointed as the La Crete Deputy Fire Chief for a 2-year term, effective March 29, 2023	Don	<b>COMPLETE</b>
23-03-293	That administration write a letter to Tall Cree First Nation regarding the stray dog concerns in Fort Vermilion.	Don	<b>COMPLETE</b>
23-03-294	That Mackenzie County denies the Fort Vermilion Seniors Centre funding request.	Jen	<b>COMPLETE</b>
23-03-299	That the Proposals for Crack Filling 2023 be awarded to the highest scoring proponent while staying within budget.	Michael	<b>COMPLETE</b>
23-03-300	That the Proposals for Line Painting 2023 be awarded to the highest scoring proponent while staying within budget.	Michael	<b>COMPLETE</b>
23-03-301	That the 2023 One Time Project Budget be amended by \$125,000 to include Recreational Dispositions, with funding coming from the General Operating Reserve.	Jen	<b>COMPLETE</b>
23-03-303	That the Range Road 154 from TWP Road 1084 to TWP Road 1090 project be awarded to the highest scoring proponent while staying within budget.	Michael	<b>COMPLETE</b>
23-03-304	That the Township Road 1102 from Range Road 184 to Range Road 190 project be awarded to highest scoring proponent while staying within budget.	Michael	<b>COMPLETE</b>
<b>April 4, 2023 Regular Council Meeting</b>			
23-04-325	That the organizational Chart be approved as presented.	Byron/Louise	<b>COMPLETE</b>
23-04-326	That the 27 <sup>th</sup> Baseline Road Reconstruction be negotiated as discussed.	Michael	<b>Update will be given at Regular Council Meeting 2023-04-26</b>
23-04-328	That the remaining deferred reserve for NE 9-106-15-W5M (6.905 acres owed) not be waived.	Caitlin	<b>COMPLETE</b>
23-04-329	That the Roadside Mowing tender for the La Crete/88 Connector mowing area be awarded to the lowest qualified bidder.	Caitlin/Landon	<b>COMPLETE</b>
23-04-330	That the Roadside Mowing Tenders be advertised for the remaining areas with an August 30 annual completion date to be opened at the April 26, 2023 Regular Council Meeting.	Caitlin/Landon	<b>Advertised, to be awarded</b>

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
23-04-331	That Mackenzie County purchase up to two tables for eight (8) at the High Level Agricultural Society's Swing into Spring Event up to \$1,000.00.	Louise	<b>COMPLETE</b>
23-04-333	That no refunds for cancellations be available for online bookings at Camp Reservations Canada.	Don	
23-04-336	That administration work with Tallahassee Exploration Inc. on agreements.	Jen	<b>In Progress</b>
23-04-337	That Policy EMR001 Emergency Social Services be approved as amended.	Don/Louise	<b>COMPLETE</b>
23-04-338	That the Water Well at Jubilee Park Project be renamed the Water Line Extension – Jubilee Park.	Don/Jen	<b>Project to be completed Summer 2023</b>
23-04-340	That Mackenzie County supports the renaming ceremony of the La Crete Airport up to a maximum of \$10,000.	Byron	<b>In Progress</b>
23-04-342	That administration releases an additional 25% of the Fort Vermilion Family & Community Support Services operating grant.	Jen	<b>COMPLETE</b>
23-04-343	That administration write a letter to Alberta Works to request that a part time office be established in Fort Vermilion and La Crete.	Byron	<b>In Progress</b>
23-04-344	That \$25,000 from the Hamlet Park Development project be allocated to the New Hamlet Park (Janelle's Park) budget, and to be utilized as a cost sharing contribution for funds raised by community fundraising and or grants.	Jen	<b>COMPLETE</b>
23-04-345	That Charitable donations be issued for donations received over \$100 towards the development of Janelle's Park.	Jen	<b>COMPLETE</b>
23-04-346	That administration releases an additional 25% of the Fort Vermilion Recreation Board's operating grant.	Jen	<b>COMPLETE</b>
23-04-350	That the March 17, 2023 report of Capital and One Time Projects with funding sources be approved as presented.	Jen	<b>COMPLETE</b>
23-04-352	That administration be authorized to proceed with payment of \$1,000 to the Town of High Level, as financial administrators of the Northwest Species at Risk Committee (NWSAR), in order to maintain voting membership in NWSAR.	Louise	<b>COMPLETE</b>



Motion	Action Required	Action By	Status
23-04-353	That the letter of support for the Northern Lakes College - Child & Youth Mental Health program be approved as presented.	Louise	<b>COMPLETE</b>



April 3, 2023

Via email to: [pmclauchlin@rmalberta.com](mailto:pmclauchlin@rmalberta.com)

Paul McLauchlin, President  
Rural Municipalities of Alberta  
2510 Sparrow Dr  
Nisku, AB T9E 8N5

Dear Mr. McLauchlin:

**RE: Potential Impacts to Municipal Taxation and Assessment**

At the March 28, 2023, regular Council meeting, Council discussed the potential impacts to municipal taxation and assessment as a result of advocacy and the following motion was made:

243/03/28/23 **MOVED** by Councillor Boisvert that Council direct Administration to send a letter to the Rural Municipalities of Alberta expressing the County's concerns about the potential impacts to municipal taxation and assessment as a result of unpaid oil and gas tax advocacy. **CARRIED**

Council is concerned about the potential impacts to municipal taxation and assessment as a result of industry advocacy. There have been rumblings about the potential for the provincial government to explore the harmonization of tax rates to support industry. We at Northern Sunrise County do not support any conversation around harmonization of taxes and implore the provincial government to stop this notion that will only hurt rural Albertan municipalities. Furthermore, we would like to know how this could affect municipalities, as well as the potential impact to the upcoming assessment model review.

We wish to thank RMA for taking our concerns forward to the provincial government and advocating for rural Alberta in these important matters.

Sincerely,

Corinna Williams  
Reeve  
Northern Sunrise County

c: Honourable Danielle Smith, Premier of Alberta  
Dan Williams, MLA for Peace River  
Pat Rehn, MLA for Lesser Slave Lake  
Big Lakes County  
Birch Hills County  
Clear Hills County  
MD of Fairview  
County of Grande Prairie  
MD of Greenview

Mackenzie County  
County of Northern Lights  
MD of Opportunity  
MD of Peace  
Saddle Hills County  
MD of Smoky River  
MD of Spirit River





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR111331

April 11, 2023

Dear Chief Elected Official:

Intermunicipal Collaboration Framework agreements (ICFs) between municipalities with shared boundaries are designed to provide for integrated and strategic planning, delivery, and funding of intermunicipal services.

ICFs are created with the understanding that things change over time, and there is a requirement to review those frameworks regularly to ensure they are current and meet the needs of the municipalities that are parties to the framework.

I have heard from some municipalities that it will be challenging to meet the review period of “at least every five years” from the date that their original ICF was signed while the ministry is concurrently reviewing the ICF provisions within the *Municipal Government Act*. Given those concerns, I have signed Ministerial Order No. MSD:24/23, extending the review period from five to seven years.

For clarity, this does not impact the obligation to have an ICF in place and current agreements are still in effect. In other words, the time extension does not mean municipalities can forfeit their obligations within their agreement, including cost-sharing, shared services, and any agreed-upon review period. We recommend municipalities hold off on renegotiation discussions in light of the potential for further amendments.

In addition to this extension, my ministry can provide additional supports to assist with mediation or facilitation services if needed. Questions regarding ICFs can be directed to a Municipal Collaboration Advisor at [icf@gov.ab.ca](mailto:icf@gov.ab.ca) or toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,

Rebecca Schulz  
Minister

Attachment: Ministerial Order No. MSD:024/23

cc: Chief Administrative Officers



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

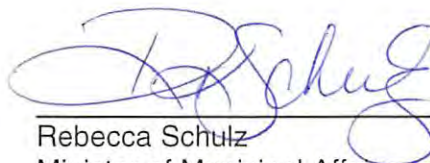
MINISTERIAL ORDER NO. MSD:024/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must review an intermunicipal collaboration framework, as required by Section 708.32(1) of the *Municipal Government Act*, is amended from at least every five years to at least every seven years.

This order expires March 31, 2027.

Dated at Edmonton, Alberta, this 6<sup>th</sup> day of April, 2023.



---

Rebecca Schulz  
Minister of Municipal Affairs

March 15, 2023

Reeve Joshua Knelsen  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Mr. Knelsen,

I am writing to introduce you to [Wellspring Alberta](#), an extraordinary resource for people living with cancer and their caregivers and supporters.

In Alberta, Wellspring is the only organization that devotes itself exclusively to supporting those facing cancer by attending to the non-medical aspects of living with illness. Our vast array of evidence-informed programs are designed to inform, empower and nurture individuals – to give them a network of resources, tools to manage illness, and a vastly skilled community of support.

If you've heard of Wellspring, you may have heard the good news that last fall, Wellspring Calgary and Wellspring Edmonton merged to form one Wellspring Alberta – a stronger, unified cancer support organization province-wide. This is great news for Albertans and their families who are living with cancer.

At Wellspring all programs and services are offered free of charge and without the need for referral. Those who seek our services can access us at any of our three centres in the province (see addresses below), or join our online community. We are also in the process of establishing satellite Wellspring locations in rural Alberta communities.

Since inception in 2007, Wellspring Alberta has been devoted to its mission to ensure no one has to face cancer alone. After 16 years, we remain steadfast in this commitment and we have expanded and evolved to meet the ever-increasing demand for our services.

This is where I want to ask for your assistance. As Mayor, you have the ability to reach many people and help us to extend this lifeline of support. It is my request that you share the enclosed brochures with any of your constituents who may benefit from the programs, services and supports provided by Wellspring.

I also wish to personally invite you to come and tour one of our three centres, so you can learn about the programs and services we offer and see first-hand the impact of the work we do.

On behalf of those living with cancer and those who love and care for them, I want to thank you in advance for taking an interest in Wellspring, and for helping to ensure no one has to face cancer alone.

With sincere gratitude,



Natalie Noble  
CEO, Wellspring Alberta

Encl.





## Choose what's right for you

We offer a variety of professionally-led programs available in-person, online, and over the phone on topics people living with cancer tell us are most important to them.

- |                           |                         |
|---------------------------|-------------------------|
| Art programs              | Men's group             |
| Brain fog                 | Music                   |
| Caregiver groups          | Nutrition               |
| Exercise                  | Outdoor programs        |
| Gardening                 | Reiki                   |
| Incurable cancer group    | Tai Chi                 |
| Indigenous sharing circle | Work & finance programs |
| Kid friendly programs     | Yoga                    |
| Meditation                | Young adult programs    |

Visit [wellspringalberta.ca](http://wellspringalberta.ca) to see all of our programs.

## Peer support

Wellspring offers peer support with trained volunteers who have experienced cancer. During this supportive, affirming exchange, volunteers offer a compassionate listening ear and practical orientation to Wellspring's programs, services and resources.

"Wellspring has helped me to better understand my cancer, feel less isolated, and live a more enriched life. Both online and in-person, my Wellspring community is here for me... affirming, supporting and sustaining me."

SANDI ANDERSON,  
WELLSPRING MEMBER

## Participating in Wellspring programs is free

Adults who have a cancer diagnosis and caregivers are welcome to become Wellspring Alberta members free of charge, without referral, and at any point in their journey. Kids are also welcome at our family programs.

- ▶ Complete our membership form at [wellspringalberta.ca](http://wellspringalberta.ca)
- ▶ You will receive a welcome email and can begin registering for programs available online, over the phone, or at one of our Calgary or Edmonton houses

## Online programs

Wellspring Alberta's vision is to ensure no one has to face cancer alone. For those who don't live near our houses, or who prefer to take programs where they are, we provide online or over the phone support.



**If you or a loved one has cancer, Wellspring is here for you.**

Wellspring Alberta provides free evidence-informed programs and support for anyone living with cancer, including caregivers and family members.

We provide professionally-led programs that help with the many new life challenges you may experience following a diagnosis and treatment for cancer. At Wellspring, people gather to support each other, exchange information, and share a sense of hope – all in the warm, caring atmosphere of our centres, and in our welcoming online community.

Our focus is always on the person, not the illness, and all who reach out to Wellspring are cared for in a safe community of compassion.

Wellness begins where you are;  
Wellspring will meet you there.

## ONLINE HOUSE

To learn more about our online programs, visit [wellspringalberta.ca](http://wellspringalberta.ca)

## HOUSE LOCATIONS

### Calgary

Carma House  
1404 Home Road NW  
Calgary, AB T3B 1G7

Randy O'Dell House  
3910 Seton Drive SE  
Calgary, AB T3M 2N9

### Edmonton

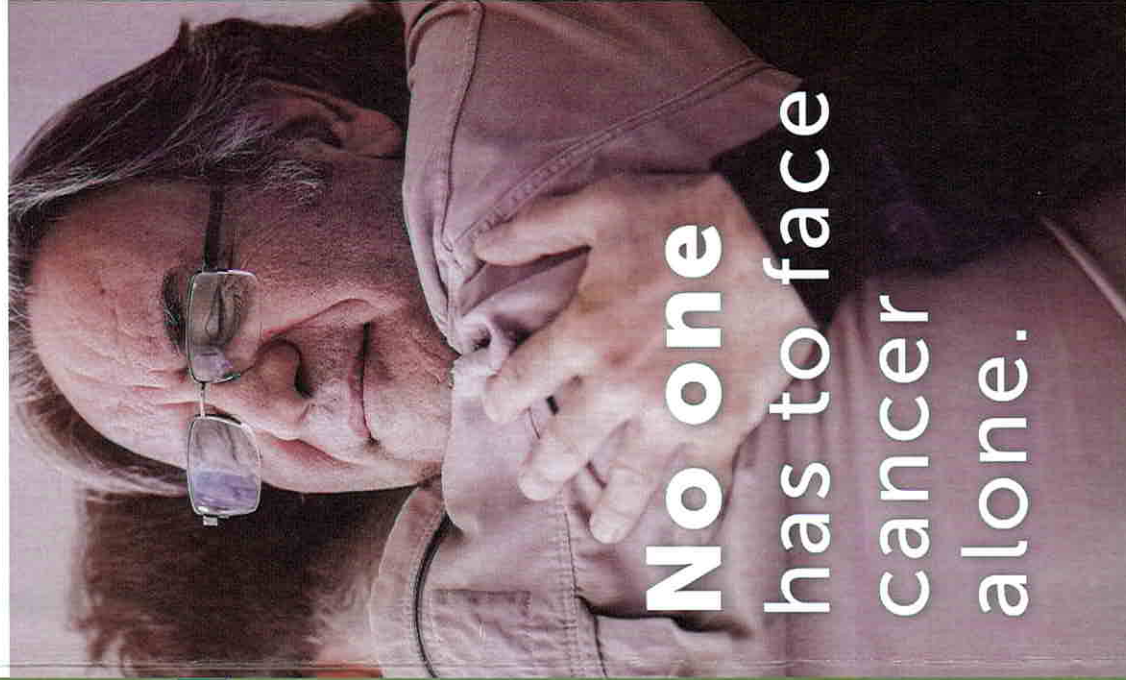
Edmonton House  
11306 65 Ave NW  
Edmonton, AB T6H 2Z8



**1.866.682.3135**  
[wellspringalberta.ca](http://wellspringalberta.ca)



It's important to us that we acknowledge we live, work and play on traditional territories in Alberta of the many First Nations Treaties 6, 7 and 8. Metis and Inuit whose footsteps have marked these lands for centuries and the gifts provided by Elders and Knowledge Keepers.



**No one  
has to face  
cancer  
alone.**

[www.wellspringalberta.ca](http://www.wellspringalberta.ca)





**From:** [Byron Peters](#)  
**To:** [Louise Flooren](#)  
**Subject:** FW: Alberta Energy Regulator Announces Closure Nomination Program is Now Live  
**Date:** April 3, 2023 2:30:35 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

---

Byron Peters  
Mackenzie County  
Main: 780.928.3983  
Cell: 780.821.3278

---

**From:** Engagement <Engagement@aer.ca>  
**Sent:** April 3, 2023 10:38 AM  
**To:** Engagement <Engagement@aer.ca>  
**Subject:** Alberta Energy Regulator Announces Closure Nomination Program is Now Live

Hello,

The Alberta Energy Regulator (AER) has introduced a new process, called [closure nomination](#), that enable Indigenous communities and stakeholders, including landowners and municipalities, to become active participants in the inventory reduction process by giving them opportunity to nominate wells and facilities for closure.

The AER is now accepting nominations from [eligible requesters](#) to close oil and gas wells and facilities that have been inactive or abandoned for at least five years.

Eligible requesters can nominate a well or facility by submitting a [closure nomination form](#) through our website, [aer.ca](#). Any well or facility that has been nominated for closure and meets the eligibility criteria will be accepted by the AER. Eligibility criteria is outlined in section 3.016 of the [Oil and Gas Conservation Rules](#).

Nominations that have been accepted by the AER are posted on a [closure nomination dashboard](#), which is updated regularly and includes information about the progress of closure activities.

Select sites that were nominated under the Government of Alberta's [Site Rehabilitation Program \(SRP\)](#) will also be incorporated into the AER's closure nomination process. Sites that were transferred to the AER are wells and facilities that meet the closure nomination eligibility criteria and did not receive government funding prior to the program ending on March 31, 2022. We are in the process of assessing the number of eligible SRP sites that each licensee is responsible for and will be introducing those sites into the closure nomination process in phases. We expect to incorporate all eligible SRP sites into the closure nomination process by the end of 2023.

Closure Nomination is a part of the AER's [Inventory Reduction Program](#), and supports the Government of Alberta's [Liability Management Framework](#), which aims to increase the amount of closure work occurring in Alberta, reduce liability, and increase the amount of land being returned to equivalent capabilities—or to a state similar to what it was in before development took place.

If you have any questions about the process, please contact [closure.nomination@aer.ca](mailto:closure.nomination@aer.ca)

External Relations

**Alberta Energy Regulator**

Suite 1000, 250 – 5 Street SW, Calgary, Alberta T2P 0R4

**inquiries** 1-855-297-8311 **24-hour emergency** 1-800-222-6514 [www.aer.ca](http://www.aer.ca)



Security Classification: Protected A

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

## Louise Flooren

---

**Subject:** FW: Sustainable Canadian Agricultural Partnership in Alberta

**Subject:** Sustainable Canadian Agricultural Partnership in Alberta

Good afternoon,

I am proud to [announce the Sustainable Canadian Agricultural Partnership](#) (Sustainable CAP) in Alberta and share information on what this new framework means for our industry.

The Sustainable CAP builds on the success of the Canadian Agricultural Partnership (CAP). This new agricultural policy framework provides flexibility to deliver programs that will help Alberta's producers and value-added processors grow their businesses and improve productivity, while addressing the unique challenges of farming in Alberta.

Sustainable CAP is a five-year (2023-2028), \$3.5 billion investment by federal, provincial and territorial governments to strengthen competitiveness, innovation and resiliency in the agricultural, agri-food and agri-based products sectors. This includes a \$2.5 billion in cost-shared programs and activities by federal, provincial and territorial governments, as well as \$1 billion in federal programs and activities.

In Alberta, Sustainable CAP represents a cost-shared federal-provincial investment of \$508 million over five years towards strategic programs and services for the agricultural and agri-food industries. Under the framework, the Government of Alberta has the flexibility that is required to develop and deliver programs that align with the needs of Alberta's agricultural and agri-food sector and our government's priorities. Programs align with the five Sustainable CAP priority areas:

- Building sector capacity, growth, and competitiveness;
- Climate change and environmental protection;
- Science, research, and innovation;
- Market development and trade; and
- Resiliency and public trust.

I am pleased to share that the [Sustainable CAP](#) programs are similar to programs that were offered under CAP – most have been rebranded and transitioned with minimal change. The suite of programs will continue to build a stronger and more resilient agricultural sector for generations to come.

A new program – the Resilient Agricultural Landscape Program – has been added. This program's objective is to accelerate the adoption of beneficial management practices that maximize the provision of ecological goods and services through carbon sequestration and enhancing climate resilience.

Grant program details and information about the application intake periods are available on the [Agriculture and Irrigation website](#). Application forms will be available on the website on April 3, 2023.

Alberta's suite of programs will continue to stimulate the creation of new jobs and spur growth in the agricultural sector by supporting:

- ? Value-added processing competitiveness, attraction of new investment and expansion of irrigation capacity that will enhance crop production; and
- ? The protection of plant and animal health and animal welfare, managing risks to our natural resources and investing in producer-led agriculture research.

If you have any questions about the Sustainable CAP programs, I encourage you to contact the Sustainable CAP Secretariat at [s-cap.alberta@gov.ab.ca](mailto:s-cap.alberta@gov.ab.ca). A member of the team will be happy to follow up with you.

Sincerely,

Honourable Nate Horner  
Minister, Agriculture and Irrigation

AR-79905

Classification: Protected A

## Louise Flooren

---

**From:** Byron Peters  
**Sent:** April 14, 2023 1:34 PM  
**To:** Louise Flooren  
**Subject:** FW: Municipal Affairs - Recall Petition Updates  
**Attachments:** Ministerial Order No. MSD-020-23.pdf; Ministerial Order No. MSD-021-23.pdf

Byron Peters  
Mackenzie County  
Main: 780.928.3983  
Cell: 780.821.3278

**From:** municipalservicesdivision@gov.ab.ca <municipalservicesdivision@gov.ab.ca>  
**Sent:** April 13, 2023 10:34 PM  
**To:** CAO <CAO@mackenziecounty.com>  
**Subject:** Municipal Affairs - Recall Petition Updates

Dear Chief Administrative Officers,

Alberta electors will be able to initiate a recall petition for mayors and councillors later this month. To be successful, these petitions require signatures from eligible voters representing 40 per cent of the population of either the municipality as a whole or of the ward they represent. Like other municipal petitions, the recall petition process will be managed at the local level. As such, I would like to share updates with you regarding the recall petition start date and determination of population.

For councillors that were elected on October 18, 2021, the first date a notice of recall petition can be filed with the municipality is April 24, 2023. This accounts for the date a councillor is declared to be elected, which is the fourth day after election day, as well as the requirement for a notice of petition to be filed on a business day. For elected officials that were acclaimed, the notice of recall petition may be filed 18 months after the close of nominations, which is the date they are deemed elected.

As you know, the population of a municipality needs to be established to validate the sufficiency of the recall petition. To ensure clarity and consistency, the Honourable Rebecca Schulz, Minister of Municipal Affairs, has signed two Ministerial Orders to assist in the review of any potential recall petition. The first order establishes the 2019 Municipal Affairs Population List as the official population source with respect to the *Municipal Government Act*.

A second order provides guidance to determine the population of a ward. The CAO will determine the population of a ward based on the 2019 Municipal Affairs Population List and ward boundaries as set by bylaw. If a notice of recall petition is filed for a councillor elected by ward, the CAO must publish the ward's population on the municipality's website within seven days from the date when the notice of recall petition was submitted and validated as per Section 240.2(8)(a) of the *Municipal Government Act*.

Should you have any questions about recall dates or determination of population, please do not hesitate to contact a municipal advisor at 780-427-2225 or [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca). Further information can also be found in the Recall of a Municipal Councillor Handbook – <https://open.alberta.ca/publications/recall-of-a-municipal->

[councillor-handbook.](#)

Sincerely,

Brandy Cox  
Deputy Minister



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:020/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 604.1(1) of the *Municipal Government Act*, make the following order:

Other than for the purposes of Section 240.5(a), the Municipal Affairs Population List published by the department of Municipal Affairs in 2019 is hereby determined and specified to be the population for all municipal authorities in Alberta.

Dated at Edmonton, Alberta, this 6<sup>th</sup> day of April, 2023.



---

Rebecca Schulz  
Minister of Municipal Affairs



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:021/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 240.96(1) and Section 578(1) of the *Municipal Government Act*, make the following order:

1. For the purposes of Section 240.5(a), the Municipal Affairs Population List published by the department of Municipal Affairs in 2019, not including shadow populations, is hereby determined to be the population for all municipalities in Alberta.
2. For the purposes of Section 240.5(a) regarding recall of a councillor elected in a ward, determination of population of the ward is delegated to the Chief Administrative Officer of the municipality. The Chief Administrative Officer is directed to determine the population of the ward and publish that population on the municipality's website by no later than the date of publication of the notice of recall petition on the municipality's website under Section 240.2(8)(a).
3. In determining population of wards, the Chief Administrative Officer must use reasonable efforts to determine population in a ward by using the following information:
  - a. the municipal populations referred to in paragraph 1; and
  - b. the ward boundaries as set by the municipality's bylaw or by an Order in Council, as the case may be.

Dated at Edmonton, Alberta, this 16<sup>th</sup> day of April, 2023.

  
Rebecca Schulz  
Minister of Municipal Affairs





PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
F 780 662 3929  
E tofieldadmin@tofieldalberta.ca  
W www.tofieldalberta.ca

April 12, 2023

Office of the Minister  
Environment & Protected Areas  
224 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

RE: Exemption of Newspaper from EPR Program Revisions

Dear Minister Savage,

Print media (newspapers) are essential to the lifeblood of Alberta. Newspapers provide a traditional sense, and source of information to our residents. In what has become ever consistent in social media and internet-based forms of news, newspapers rely on facts, sourcing their stories and identifying truths.

The past number of years have been challenging for both business and small business. The continued rise in costs, accompanied by the downturn in the economy has forced job loss and ultimately business closure. Looking to enforce further constraints on what is one of our oldest and most relied upon industries truly seems unfair.

The newspaper industry has already looked at ways to reduce costs and become both more efficient and compliant, such as reducing paper thickness, which has come at a cost. This cost is not only monetary, but also content based. The reduction in paper-based weight has also reduced the amount of content which can be provided to our residents, once again, affecting them.

By expecting newspapers to have the same level of compliance with the EPR Program as plastics, seem short-sighted and unrealistic. The Provincial Government needs to recognize the importance of newspapers to Albertans and stand to make the same move as the Ontario Government. Please exempt newspapers from the revised EPR Program.

Sincerely,

*Debora L. Dueck*

Debora Dueck  
Mayor

C.C  
Jackie Lovely, MLA Camrose  
All Alberta Municipalities  
Kerry Anderson, Tofield Mercury

March 21, 2023

Dear Rural Alberta Municipalities:

Alberta has always been a province that prides itself on resilience and strength, but as we all know, the past few years have been particularly challenging. From economic struggles to growing tensions between provinces, it can be easy to lose sight of all that Alberta has to offer. Sturgeon County believes that now is the time to remind ourselves, and the rest of Canada, just how diverse and vibrant our province truly is.

That is why I'm reaching out to you today with an exciting proposal: *let's come together at the upcoming Federation of Canadian Municipalities (FCM) Convention and showcase Alberta to a national audience.* Through this event, we can promote our province, change outdated stereotypes, and positively strengthen inter-provincial relationships. **Let's tell the story of Alberta and show the rest of Canada why our province is truly exceptional.**

We are proposing to set the stage to tell a truly Albertan story. Each municipality in our great province is unique and brings strengths to the collective table. We know our province as a destination for unique tourism, agriculture, and technology. Our Alberta is home to world-class post-secondary institutions and advanced manufacturing. We are a place of aviation, key energy initiatives, a highly skilled workforce, and solutions-based thinking. We are proud to say Alberta is also home to the most ethically sourced traditional energy extraction projects in the world that help fuel our modern times and an agriculture sector that feeds the world. Diverse in arts and culture and is Canada's third largest contributor to our nations GDP **Let's tell our story.**

During this event, brief educational presentations and entertainment would be available, and each participating municipality may also have the opportunity to showcase their community in a one-two minute video loop. **Sturgeon County's Council has taken a bold step in supporting this initiative by passing a motion to fund a portion of the event, up to \$10,000.** We understand these are challenging economic times and monetary contributions to this initiative will vary from municipality-to-municipality. This opportunity can be a resounding success if we all band together.

With the FCM Convention quickly approaching, we are actively looking for partners. Sturgeon County respectfully requests your municipality reply to this call-to-action **by April 14<sup>th</sup>, 2023** by emailing our Chief of Staff, Ms. Trenna Benesocky [tbenesocky@sturgeoncounty.ca](mailto:tbenesocky@sturgeoncounty.ca), with details on how you may be able to participate in the planning and/or funding of the event.

In addition to support from other municipalities, we are also turning to industry and the Government of Alberta to help progress this important initiative. This is a crucial opportunity to change perceptions about Alberta, build stronger inter-provincial connections, and promote our collective prosperity. Together, we can make a significant impact and inspire positive change.

Sincerely,



Alanna Hnativ,  
Mayor, Sturgeon County

C: Dane Lloyd, MP Sturgeon River-Parkland  
Honourable Dale Nally, Associate Minister of Natural Gas  
Shane Getson, MLA, Lac Ste. Anne-Parkland  
Council, Sturgeon County  
Reegan McCullough, CAO Sturgeon County





To: PREDA / REDI Membership:

March 12, 2023

RE: Support for **NEW!** Child and Youth Mental Health Worker program for Northern Lakes College

**Background:** Our concern for our children’s psychological, social, physical, language, and academic well-being was of utmost importance to us all during the height of the COVID19 pandemic. Our concern was not unique; in 2021 young people reached out to **Kids Help Phone 4.6 million times**. The top five issues young people reached out about were anxiety, depression, relationships, loneliness, and suicidal thoughts. ([Impact 21 Report](#)).

Mental health is a continuum and a life-long journey. A small problem to one can be a huge problem to someone else. A manageable problem can become out-of-control if left undealt with. Mental health services are also a continuum. School counsellors, family and community support services, social workers, psychologists, and psychiatrists all serve a role along the continuum of mental health supports available in a community.

**Program Proposal:** Northern Lakes College would like to offer a diploma in Child & Youth Mental Health to help build our regional capacity to provide mental health services to our children. The new program will benefit from Northern Lakes College’s team of instructional experts across a cluster of programs such as Social Work, Early Learning & Child Care, Addictions Counselling, and Educational Assistant.

**Request:** To proceed with this initiative Northern Lakes College needs to provide the Alberta Department of Advanced Education with a full program proposal which includes support from our communities that the Child & Youth Mental Health program is needed in our region. As municipal leaders and as members of various community boards that deal with the impact of mental health in our communities, we are asking that you, your fellow councillors, and/or board members sign and return this request to show your support for this Northern Lakes College initiative.

Sincerely,  
Elaine Garrow – PREDA Chair  
Councillor - MD of Spirit River #133

Yes, the Child & Youth Mental Health program is needed in my community and I support Northern Lakes College in its endeavors to deliver this program in our region.

Name (Print) Josh Knelsen Signature: 

Municipality / Board Mackenzie County

Please return to [admin@peacecountrycanada.com](mailto:admin@peacecountrycanada.com)



# Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

February 15, 2023

Boreal Housing Foundation  
11201 100 Ave  
High Level, AB  
T0H 1Z0

To Whom It May Concern:

**RE: CHANGES TO MINISTERIAL ORDERS**

Please be advised that on December 13, 2022, Council made the following motion regarding any requests of changes to the Ministerial Orders:

**MOTION 22-12-929**      **MOVED** by Councillor Bateman

*That Mackenzie County send a letter to the Boreal Housing Foundation stating that any requests of changes to the Ministerial Orders be approved by the three requisitioning bodies before it is sent to the Minister.*

**CARRIED**

In moving forward, we ask that the Boreal Housing Foundation seek approval from the three requisitioning bodies before sending any changes in regards to the Ministerial Order.

If you have any questions please feel free to contact me at 780-926-7405 or Byron Peters, Interim Chief Administrative Officer at 780-927-3718 or via email at [bpeters@mackenziecounty.com](mailto:bpeters@mackenziecounty.com).

Sincerely,

Josh Knelsen  
Reeve  
Mackenzie County

c. Mackenzie County Council

**From:** Mary Mercredi <[mmercredi@borealhousing.ca](mailto:mmercredi@borealhousing.ca)>  
**Sent:** March 30, 2023 9:07 AM  
**To:** Byron Peters <[bpeters@mackenziecounty.com](mailto:bpeters@mackenziecounty.com)>; Josh Knelsen <[josh@mackenziecounty.com](mailto:josh@mackenziecounty.com)>  
**Cc:** Cameron Cardinal <[cameron@mackenziecounty.com](mailto:cameron@mackenziecounty.com)>; Clark McAskile <[cao@highlevel.ca](mailto:cao@highlevel.ca)>; Michelle Farris <[mfarris@rainbowlake.ca](mailto:mfarris@rainbowlake.ca)>; Julie Melville <[jmelville@rainbowlake.ca](mailto:jmelville@rainbowlake.ca)>; Darrell Derksen <[Darrell@mackenziecounty.com](mailto:Darrell@mackenziecounty.com)>; Daphne Lizotte <[daphne.lizotte@beaverfirstnation.ab.ca](mailto:daphne.lizotte@beaverfirstnation.ab.ca)>; [jocelynasels@live.ca](mailto:jocelynasels@live.ca); Crystal McAteer <[mayor@highlevel.ca](mailto:mayor@highlevel.ca)>  
**Subject:** FW: Motion from Mackenzie County

Good morning,

Please see email below regarding the letter mailed to BHF regarding a motion made at Mackenzie County December 13, 2022, meeting. These two items were in BHF March 24<sup>th</sup> meeting as information items and a motion was made to send it to Mackenzie County Council.

Thank you,

*Mary Mercredi*  
*Chief Administrative Officer*  
**Boreal Housing Foundation**  
**(780)667-3898 cell**  
**(780)821-1332 office**

**From:** Dean Lussier  
**Sent:** Tuesday, March 7, 2023 4:04 PM  
**To:** Mary Mercredi <[mmercredi@borealhousing.ca](mailto:mmercredi@borealhousing.ca)>; Dora Fitz  
**Cc:** Philip Henke **Subject:** RE: Motion from Mackenzie County

Hi Mary in response to your question below.

The Boreal Housing Foundation is established as a management body by the Minister responsible for the Alberta Housing Act. A management body is a corporation and has the capacity, rights, powers and privileges of a natural person (Alberta Housing Act, section 6(1)). When establishing the Boreal Housing Foundation the Minister included Mackenzie County as a member of the management body with the requirement to appoint 3 members to the Board. The Minister also provided Boreal Housing Foundation with the authority to requisition the County for any Lodge operating deficits. (Boreal may want to include a copy of the most recent MO for their information)

Although Mackenzie County does not have the authority to approve any Ministerial Order amendments, the Boreal Housing Foundation, as a partner with the municipalities, will ask for each of its member municipalities support when requesting amendments to the Ministerial Order that will affect the Board composition or lodge requisition. It would be assumed that the three county board members would be reporting back to the county any board motions that were coming to vote at board meetings.

Ultimately, the Minister is the sole approver of a Ministerial Order and may make a decision without a municipality's support in the case where consensus can't be reached between municipalities.

Dean Lussier  
Executive Director, Alberta Seniors, Community and Social Services  
Housing Operations  
Government of Alberta



Classification: Protected A  
**From:** Mary Mercredi <[mmercredi@borealhousing.ca](mailto:mmercredi@borealhousing.ca)>  
**Sent:** Tuesday, February 28, 2023 1:07 PM  
**To:** Dora Fitz; Dean Lussier  
**Subject:** Motion from Mackenzie County

**CAUTION:** This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good afternoon,

We received a copy of this letter in the mail today. Is this something they can legally do? I'm confused....I thought that BHF is totally independent and all business is done in BHF meetings.

Thank you,

*Mary Mercredi*  
Chief Administrative Officer  
**Boreal Housing Foundation**  
P.O. Box 865, 9916 - 100 Ave., High Level, AB T0H 1Z0  
[mmercredi@borealhousing.ca](mailto:mmercredi@borealhousing.ca)  
(780)667-3898 cell  
(780)821-1332 office



It was so very kind of you to send me such a wonderfully generous message following the death of my beloved mother. Your most thoughtful words are enormously comforting, and I cannot tell you how deeply they are appreciated at this time of immense sorrow.

*Annus R*

## Business Retention and Expansion International

The world leader in business retention and expansion education and certification



The banner features a background image of a cityscape with a highway. On the left, a list of activities is provided: BRE Educational Sessions, Networking Activities, and Community Tours and Attractions. Below this, the location is Grande Prairie, Alberta, the dates are June 19-23, 2023, and it notes that both in-person and virtual registration options are available. Social media icons for Facebook, LinkedIn, and Twitter are at the bottom left. On the right, the conference title is displayed in large, bold letters. The BREI logo and website URL (BREI.ORG) are in the bottom right corner.

- BRE Educational Sessions
- Networking Activities
- Community Tours and Attractions

GRANDE PRAIRIE, ALBERTA

JUNE 19-23, 2023

BOTH IN-PERSON & VIRTUAL  
REGISTRATION OPTIONS AVAILABLE

**2023  
BUSINESS  
RETENTION &  
EXPANSION  
INTERNATIONAL  
CONFERENCE**

BREI  
BREI.ORG

## 2023 Annual Conference

Business Retention & Expansion International is excited to offer registration for its 2023 BRE International Conference, to be held on June 19-23, 2023 in Grande Prairie, Alberta plus full virtual access for those unable to attend in-person. The agenda will contain a wealth of sessions and presenters who will focus on the following topics:

- Workforce innovation
- Immigration and workforce
- Combating brain drain
- Healthcare, energy and tourism
- Supply chain management
- EV charging station strategies
- Generational differences with workforce recruitment / retention
- Business continuity
- ...and more!

Not only will the conference feature great presentations, but it will also contain multiple networking sessions and opportunities to tour various industries in Northern Alberta.





## Location

Grande Prairie, Alberta + Virtual Access

## Fees

Due to the generous support of local sponsors and the local and provincial government and due to this being our first in-person conference back after the COVID-19 pandemic, we are able to offer each attendee a \$350 scholarship for the 2023 conference in order to reduce the cost of attendance. With the scholarship applied, rates are:

Member: \$300 per person\* (regular price \$650)

Non-Member: \$400 per person\*\* (regular price \$750)

\*Registration for the optional pre-conference Fundamentals Course is not included in the main conference registration fees. Fundamentals Course option is available upon main conference registration and, if selected, will be applied to the total upon checkout.

\*\*The non-member rate includes a complimentary 1-year membership in BREI.

## Register Online

[Click here \(https://braei.wildapricot.org/event-5105796\)](https://braei.wildapricot.org/event-5105796) to register online today!

## Conference Program / Agenda

[Click here \(https://businessretention.files.wordpress.com/2023/01/brei-conference-agenda-2023-for-release.pdf\)](https://businessretention.files.wordpress.com/2023/01/brei-conference-agenda-2023-for-release.pdf) to see the draft agenda (more details coming soon).

June 19 – 21, 2023 Pre-Conference Fundamentals Course (optional with additional fee)

June 21 – 23, 2023 Main Conference

Details are located on the conference agenda and registration details are located on the registration page.

## Hotel and Conference Center

The conference and hotel guest room block is at the **Holiday Inn & Suites Grande Prairie – Conference Centre**, located at 9816 107 Street in Grande Prairie. Hotel room block rates are as follows: \$159 (CAD) for a double queen and \$169 (CAD) for a single king. You may call the hotel at (780) 402-6886 to book a room under the room block, or check back here for a room block link to register online.

## Sponsors and Support

Are you interested in partnering with BREI with this conference? Contact Ryan Kelly, executive director, at [ryan.kelly@brei.org](mailto:ryan.kelly@brei.org) (<mailto:ryan.kelly@brei.org>), or Hetti Huls, conference chair, at [HHuls@countygp.ab.ca](mailto:HHuls@countygp.ab.ca) (<mailto:HHuls@countygp.ab.ca>).

## Contact

BREI staff are eager to assist you with your conference registration. Call us anytime at 601.602.8074.

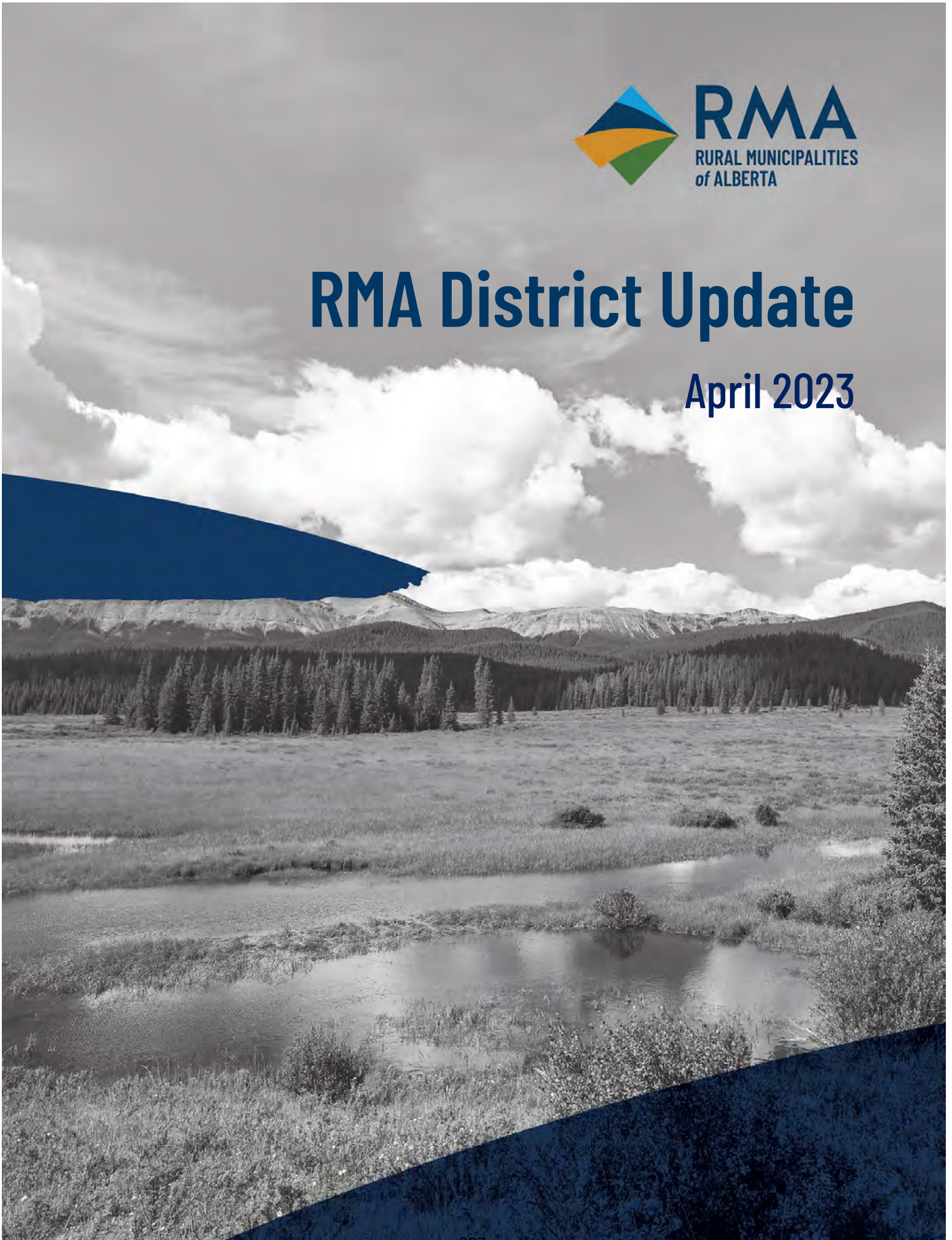




**RMA**  
RURAL MUNICIPALITIES  
of ALBERTA

# RMA District Update

April 2023



## Unpaid Oil and Gas Property Tax Update

RMA's latest unpaid oil and gas tax member survey has been completed and members currently face \$268 million in unpaid property taxes. After the release of the survey results, a [Ministerial Order](#) was issued by the Minister of Energy, Hon. Pete Guthrie, and the AER will now require proof of full payment of municipal property taxes prior to issuing a new license to a company or allowing a company to sell or purchase existing licenses. While [RMA is optimistic](#) that the Ministerial Order will lead to progress on the unpaid tax issue, outstanding questions still remain, including how the tax amount threshold referenced in the Ministerial Order will be determined, and how companies that are not in a position to transfer licenses will be held accountable.

The RMA is also encouraged by the requirement for the AER to work directly with the RMA and rural municipalities to gather unpaid tax data and update it on a regular basis. While the AER previously had the option of considering property tax payment status when assessing a company's risk, it had continuously refused to work with municipalities to gather that data, instead relying on companies to self-report their property tax payment performance, and ignoring the RMA's requests for information on if and how the regulator actually gathered or used property tax payment data. The RMA is looking forward to developing an approach to support the ongoing sharing of property tax data between municipalities and the regulator.

## Advocating for a Municipal Role in Quasi-Judicial Approvals

Rural municipalities have faced ongoing challenges in having their voices heard and their land use plans considered by provincially-formed quasi-judicial bodies such as the AUC, AER and NRCB. While the major current challenge in much of the province relates to renewable energy development, there is a larger fundamental issue at play related to the need for the provincial regulatory bodies to better understand and acknowledge the role of municipalities in acting in the public interest as it relates to land use planning and development.

RMA is now [accepting applications](#) for the member committee on Quasi-Judicial Agencies. The committee will be comprised of five elected officials from RMA member municipalities and will be chaired by a member of the RMA Board of Directors. Due to high interest, the RMA is requesting that only one individual per municipality put their name forward for consideration. Please [apply](#) by April 14, 2023.

## LGFF Update

In spring 2022, Municipal Affairs requested that RMA and ABmunis work together to develop an allocation formula for the Local Government Fiscal Framework, which will replace the current Municipal Sustainability Initiative in the 2024-25 fiscal year. After several months of negotiations, the two associations were unable to agree on a formula. RMA submitted a formula in September 2023 and ABmunis submitted a formula several months later.

Recently, the Minister of Municipal Affairs has reconvened discussions with RMA and ABmunis to seek a final formula that meets the needs of each association. The Minister has established some components that will be included in the formula, but is committed to working with both associations on the formula details, including weighting of individual components.

The Minister has set a goal of summer 2023 to determine a final formula. While a new formula may have significant allocation impacts for some municipalities, the Government of Alberta has committed to providing

transition funding to municipalities that will receive a lower amount than previously due to the formula. This will provide municipalities with an additional year to prepare for the impacts of the new formula.

RMA will provide members with updates on the formula development process when new information becomes available.

## Spring 2023 Resolution Update

Resolutions form an important part in identifying direction for the RMA’s advocacy efforts. At the recent spring convention, the RMA membership endorsed a total of eighteen resolutions. These resolutions will be integrated into the RMA's advocacy efforts, and progress will be communicated back to the membership as developments become available. The endorsed resolutions can be viewed on the [RMA Resolutions Database](#), or the complete package of the endorsed resolutions can be viewed [here](#).

## Resolution Highlight – 2-22S: Negative Impact of Carbon Tax on Rural Albertans

To improve reporting on resolutions, RMA will highlight a different active resolution in each issue of the monthly district update. This issue highlights resolution [2-22S: Negative Impact of Carbon Tax on Rural Albertans](#). 2-22S directs RMA to conduct a study to determine the effect of the federal government's carbon levy on rural Albertans and municipalities. RMA has engaged Nichols Applied Management to undertake this work. The study will be conducted in two phases, with an interim report on the municipal impacts expected to be released in the next few weeks, followed by an analysis in rural individuals and households later in the spring. To ensure that members are kept abreast of the developments, RMA will be organizing a webinar presentation where the initial findings of the study will be presented. Details of the report and webinar will be shared with members very soon.

## Provincial Election Advocacy

With the provincial election approaching, RMA is continuing to develop its “Uniquely Rural” election advocacy campaign. The campaign will be based around six key themes:

- ◆ Adoption of a Rural Lens
- ◆ Municipal Funding
- ◆ Municipal Access to Property Tax Revenues
- ◆ Municipal Autonomy
- ◆ Rural Healthcare and Social Services
- ◆ Rural Internet

RMA will be releasing election advocacy materials in the coming months, including a member advocacy guide, candidate guide, key issues document, and election web hub.

## Asset Management Training for Elected Officials

In collaboration with the Federation of Canadian Municipalities (FCM), RMA, ABmunis and Infrastructure and Asset Management Alberta (IAMA) are providing a series of free educational cohorts and workshops to municipalities. These activities seek to build asset management capacity within municipalities. [Registration for elected officials](#) has been opened.

This one-day course will allow elected officials to peer into the asset management process and learn more about the benefits. Although the workshop is mainly focused on elected officials, CAOs are encouraged to attend as well to get a sense of the strategic side of asset management.

At a minimum, by the end of this workshop, elected officials will have achieved the following:

- ◆ Develop an understanding of the asset management process to support your work as an elected official.
- ◆ Connect with other elected officials and share asset management experiences.

[Registration](#) for the following workshops is still open in:

- ◆ April 20, 2023 – Grande Prairie
- ◆ May 25, 2023 – Edmonton
- ◆ June 8, 2023 – Vermilion

For more information about the Asset Management Program please visit the [RMA website](#).

## 2023 Spring Convention Highlights

The [2023 Spring Convention](#) took place March 20 – 22, 2023 at the Edmonton Convention Centre. RMA welcomed Honourable Jody Wilson-Raybould as the keynote speaker, who spoke about identity and leadership. Convention attendees also heard from multiple businesses and associations about important issues facing rural communities and the resources available to assist them. Members participated in multiple workshops throughout the convention, where they discussed ICFs, renewable energy, social services, the veterinarian shortage, and more.

Renewable energy projects, broadband, policing, and rural healthcare delivery were just a few of the topics addressed during the ministerial forums, which welcomed several Alberta Cabinet Ministers to the main stage. Speeches and question periods were also hosted with the Minister of Municipal Affairs, Hon. Rebecca Schulz, and Premier Danielle Smith. Convention highlights will be shared shortly through the Contact newsletter.

## EOEP Update

The [Elected Officials Education Program](#) (EOEP) has two upcoming virtual courses open for registration:

- ◆ Land Use and Development Approvals
  - ◇ 2:30 – 4:30pm on April 5, 12, 19, and 26
- ◆ Council’s Role in Strategic Planning
  - 3:00 – 5:00pm on May 4, 11, 18, and 25

As a remind, participants who complete all seven EOEP courses will earn their [Municipal Elected Leaders Certificate](#) (MELC), which is offered in coordination with the University of Alberta’s Augustana Campus.

## RMA Communications

Communicating with members is an essential role of the RMA, both to share information and to obtain member input. To ensure that you are receiving the most up to date information, please [subscribe to the Contact newsletter](#). Contact is distributed weekly and includes important member bulletins, announcements, and links to news articles that may be of interest to Alberta’s municipalities. [Trader](#) is the monthly Canoe newsletter sharing important news and updates with our stakeholders and partners.

RMA is also active on social media so follow us on Twitter [@RuralMA](#), check us out on [LinkedIn](#), and find us on [Facebook](#).

March 20, 2023

## FOR IMMEDIATE RELEASE

**Brandon Low**

*Media Contact*

587.671.0164

[brandon@RMAAlberta.com](mailto:brandon@RMAAlberta.com)

## Rural municipalities encouraged by Government of Alberta's action on unpaid oil and gas property taxes

**Nisku, AB, March 20, 2023** – As rural municipalities continue to face an escalating unpaid property tax burden from oil and gas companies, the RMA sees real promise in the action taken by the Government of Alberta to address the issue. Through the Ministerial Order issued by Energy Minister Pete Guthrie and supported by Municipal Affairs Minister Rebecca Schulz, the Alberta Energy Regulator (AER) will now require proof of full payment of municipal property taxes prior to issuing a new licence to a company or allowing a company to sell or purchase existing licences. This action aligns with the RMA's preferred solution to the issue.

"I'm pleased with the minister's announcement today. Municipalities are strong partners in responsible energy and resource development. Unpaid oil and gas property taxes have been the RMA's top advocacy issue for several years and resulted in rural municipalities across the province losing a collective \$268 million in revenue that would be used to provide infrastructure and services across rural Alberta. We appreciate that this is a complex and politically sensitive issue, and the ministers of Municipal Affairs and Energy deserve credit for taking action to stand up for rural municipalities and all taxpayers in Alberta. This action represents major progress in holding accountable the small number of oil and gas companies that operate without paying taxes." – RMA President Paul McLaughlin

A recent RMA member survey showed that rural municipalities collectively face an unpaid property tax burden of \$268 million from oil and gas companies, which represents a 6% increase from last year. These results show that unpaid taxes continue to be a crisis for rural municipalities even as the industry enjoys a boom period, and that a legislative or regulatory solution is long overdue. While this approach will not assist municipalities in recovering taxes owed by companies that are now insolvent, it will require operating companies to pay municipal taxes to sell or acquire licences. This is a crucial accountability tool that has been lacking. Given that 41% of the \$268 million currently outstanding is owed by operational companies, this change could have an immediate positive impact for rural municipalities.

"This issue is not only about municipal impacts. It is also about industry operating with a complete lack of accountability due to legislative loopholes and an uninterested regulator. Today, with the province's action, some industry accountability has returned," said McLaughlin. "This change will not only provide rural municipalities with greater fiscal certainty moving forward, but should also have an immediate impact as operational companies with taxes in arrears will be required to pay what they owe before selling or acquiring licenses."

The RMA is also encouraged by the requirement for the AER to work directly with the RMA and rural municipalities to gather unpaid tax data and update it on a regular basis. Rural municipalities are stewards of the



land, and this action will support responsible energy development moving forward. While the AER previously had the option of considering property tax payment status when assessing a company's risk, it had continuously refused to work with municipalities to gather that data, instead relying on companies to self-report their property tax payment performance, and ignoring the RMA's requests for information on if and how the regulator actually gathered or used property tax payment data. The RMA is looking forward to developing an approach to support the ongoing sharing of property tax data between municipalities and the regulator.

"Rural municipalities are crucial to the oil and gas industry. RMA members build and maintain the roads and bridges industry uses to access wells and pipelines, and provide crucial community services used by those working in the industry. Despite this, the AER has refused to treat rural municipalities as partners, or even as high-priority stakeholders. Year after year, it refused to act on a growing problem as frustration mounted and the reputation of the industry suffered. The province's actions show that, regardless of the AER's views, oil and gas companies should be held accountable for paying municipal property taxes, much like every other property owner in the province. While I'm disappointed that it took a ministerial order to push the AER to properly partner with municipalities, I'm optimistic that we will collaborate to develop a strong system of sharing unpaid tax information and, as a result, improve industry accountability across the board." – RMA President Paul McLaughlin

While the Ministerial Order is great news for rural municipalities, rural landowners across the province continue to face a similar issue as some oil and gas companies ignore their contractual obligation to pay surface leases for oil and gas wells located on private property. While data on unpaid surface leases is much harder to access because it depends on individual landowners sharing such information, rural municipalities are reporting widespread frustration and concern among landowners that surface lease payments are being ignored, delayed, or that companies are making only partial payments. Surface lease disputes can be directed to the Land and Property Rights Tribunal, but the dispute process often places landowners at a disadvantage as many lack the resources and knowledge of the process to participate effectively. While addressing accountability for municipal tax payments is a huge step in the right direction, the province must now turn its attention to surface lease payments.

"While this Ministerial Order is a major positive step in holding oil and gas companies accountable for paying municipal property taxes, rural landowners continue to struggle with unpaid surface leases. In many cases, those affected are small family farms or acreages that use surface lease revenue to supplement their agricultural income, or to support their retirement," explained McLaughlin.

"Unfortunately, the data on the value of unpaid surface leases is not great; we know that this is also a widespread problem, but it is mainly the responsibility of some small group of bad actors that are ignoring their property tax payment obligations. We are thankful for the province's action on unpaid taxes, but we now plan to shift our focus to better understanding and developing solutions to hold the same companies accountable for making surface lease payments."

**Date:** April 14, 2023

**To:** Community Stakeholders

**From:** Crystal Brown for Angie Mann, Director Clinical Operations Area 1, AHS North Zone

**RE:** Temporary lab/DI service reduction at St. Theresa General Hospital Emergency Department

---

The St. Theresa General Hospital in Fort Vermilion is experiencing a shortage of laboratory/diagnostic imaging (DI) staff available for on-call shifts between April 17 and May 31, 2023.

As a result, Alberta Health Services and Alberta Precision Laboratories have made the decision to reduce lab/DI services in the emergency department between the hours of 11 p.m. and 7:30 a.m. on Mondays and Tuesdays during this time period.

The emergency department will remain open with physicians and nursing staff on site to provide triage, assessment and treatment.

Patients with concerns requiring urgent lab or diagnostic imaging services during these time periods will be diverted by EMS to Northwest Health Centre in High Level (81 km).

This is a temporary measure, and we are doing all we can to ensure patients receive the care they need, when they need it, and would like to thank all patients for their support and understanding during this time.

AHS continues to aggressively recruit healthcare professionals for rural areas. AHS has several initiatives underway to help support recruitment efforts including northern incentive programs as well as working closely with practicing professionals and the community.

The Alberta Rural Health Professions Action Plan is also in place, aiming to improve rural medical services for communities, support rural practitioners and recruit new talent.

We are grateful for the support of surrounding healthcare centres and medical staff and would like to thank the community for their patience and understanding during this time.



**Regional Economic Development Initiative for Northwest Alberta  
AGM Board Meeting  
In-Person Meeting with additional Zoom Teleconference  
6 PM, Wednesday, April 20, 2022**

**ATTENDANCE**

**REDI Board Members**

Lisa Wardley, Chair, Mackenzie County  
Boyd Langford Vice Chair, Town of High Level  
Michelle Farris, Secretary/Treasurer, Town of Rainbow Lake  
Peter Braun, Mackenzie County  
Greg McIvor, Zama Chamber of Commerce  
Don Werner, Town of Rainbow Lake  
Chester Omoth, Paddle Prairie Metis Settlement  
April Loewen, Fort Vermilion Board of Trade  
Peter Rossouw, High Level Chamber of Commerce  
Jasmine Light, Northern Lakes College

**Staff & Guests**

Hayley Gavin, Land Use & Planning Manager, Town of High Level.  
Byron Peters, Director of Projects and Infrastructure, Mackenzie County  
Justin Gaudet, CAO, Paddle Prairie Metis Settlement  
Andrew O'Rourke, REDI Manager

**1. CALL TO ORDER - AGM**

REDI Chair, Lisa Wardley, called the meeting to order and declared quorum at 6:01 PM.

**2. REVIEW & ADOPTION OF THE AGENDA**

**Motion:**

That REDI accepts the agenda as presented.

**Moved by: Boyd Langford**

**CARRIED**

**3. MINUTES AGM April 28, 2021**

**Motion:**

That REDI accepts the minutes of the REDI AGM April 28, 2021

**Moved by: Michelle Farris**

**CARRIED**

**4. REDI FINANCIALS**

- i. ANNUAL FINANCIAL STATEMENTS  
for the Year Ending March 31, 2022**

REDI Manager presented a draft annual financial statement to the REDI Board.

**Motion:** **Moved by Boyd Langford**  
That REDI approves the annual financial statements for the year ending March 31, 2022  
**CARRIED**

## 5. AGM ISSUES

- i. **Confirmation of REDI Executive**  
Chair: Lisa Wardley (November 2015 – Present)  
Vice-Chair Boyd Langford (November 2017 – Present)  
Secretary / Treasurer Michelle Farris (November 2017 – Present)

**Motion:** **Moved by: Peter Braun**  
That REDI Executive be confirmed until the next municipal reorganization meetings in November 2022.  
**CARRIED**

- ii. **REDI Signing Officers**

**Motion:** **Moved by: Greg McIvor**  
That REDI signing officers be two of the following five people; Chair Lisa Wardley, Vice-Chair Boyd Langford, Secretary/Treasurer Michelle Farris, and REDI Manager Andrew O'Rourke.  
**CARRIED**

- iii. **REDI Bylaws**

**Motion:** **Moved by Chester Omoth**  
That REDI accepts the REDI 2020 Bylaws with no changers.  
**CARRIED**

- iv. **Policy Review**

Financial Policy June 2020 – (Board & Staff Expenses) and Review of Honorariums and Related Expense Reimbursement Policy – January 2021.

**Motion:** **Moved by Boyd Langford**  
**Financial Policy Amendment – Board & Staff Expenses Amendment**  
Board Members do not receive an honorarium from REDI for attending meetings/functions on behalf of the alliance. Unless otherwise approved in advance by the REDI board in accordance with the Honorarium and Related Expense Reimbursement Policy.  
**CARRIED**

**Motion:** **Moved by Michelle Farris**  
**Honorariums and Related Expense Reimbursement Policy Amendment**  
Mileage shall be paid at a rate in accordance with the Provincial allowance for each kilometre travelled by each Board Member who is travelling with their personal vehicle on business of REDI.  
**CARRIED**

**v. REDI Membership Fee Schedule and Voting Structure**

**Motion**

**Moved by Greg McIvor**

That REDI Membership Fee Structure and voting be accepted with no changes

**CARRIED**

**vi. Industry Member Voting Privileges**

The industry vote is assigned to Northern Lakes College for the 2022/2023 year, with discussions between industry members before voting. The alternative industry members may vote when Northern Lakes College representative is absent from a board meeting.

**6. The REDI AGM was adjourned at 6:14 PM**

---

REDI Chair

---

REDI Manager

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
January 12, 2023**

**Northern Lights Recreation Centre  
La Crete, Alberta**

**Present:** Joe Driedger, President  
Philip Krahn, Vice-President  
Shawn Wieler, BHP Rep  
Holly Neudorf, Figure Skating Rep  
Peter F Braun, County Rep  
Mike Schellenberg, Junior B Rep  
Lukas Peters, Senior Hockey Rep/Treasurer  
Duffy Driedger, Minor Hockey Rep  
Henry Goertzen, Blumenort Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
Jonathan Klassen, Recreation Coordinator

**Missing:** John Zacharias  
Dave Schellenberg  
George Fehr

**Call to Order:** President Joe Driedger called the meeting to order at 6:01 p.m.

**Approval of Agenda**

Add 9.3 Hockey Academy Ice Duration  
Add 9.4 Arena Rental Rates Review  
Add 9.5 JB Dressing Room Reno Invoice  
Peter F Braun moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – Jonathan Klassen**

1: December Rec Coordinator report presented as information.

**Financials:**

1: Financials were presented by Philip Doerksen.

Shawn Wieler moves to accept the December 2022 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Duffy Driedger moves to accept the December 15, 2022 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

**Review of Action Sheet**

Remove #2 from the Action Sheet.

**Managers Report – Philip Doerksen**

1. Managers Report presented by Philip Doerksen

Holly Neudorf moves to accept the December 2022 Managers Report.

CARRIED

**New Business:**

9.1 Wellness Centre Letter

Duffy Driedger made a motion to accept the Wellness Centre letter and submit it to the Mackenzie Aquatics Society.

CARRIED

9.2 Two New Furnaces Electrical Cost

Philip Doerksen received a quote from Redline Electric for \$2520.00 for the electrical portion of the project.

9.3 Hockey Academy Ice Duration

FVSD inquired about how long ice will remain in the arena to use for the hockey academy.

Duffy Driedger made a motion for the ice to remain in the Raymond Knelsen rink until April 30, 2023 and in the Northern Lights Rink until April 15, 2023.

CARRIED

9.4 Arena Rental Rates Review

Philip Krahn made a motion for the arena rental rates to remain the same for the 2023/2024 season.

CARRIED

9.5 JB Dressing Room Invoice

Philip Krahn made a motion to cancel the invoice to Junior B for a portion of the dressing room renovation.

CARRIED

Peter F Braun moves to go in camera at 6:57 p.m.

Holly Neudorf moves to go out of camera at 7:10 p.m.

Henry Goertzen moves for the meeting to be adjourned at 7:12 p.m.

Next Meeting will be **February 16 at 6:00pm**



## ACTION SHEET

Following January 12, 2022 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
1.	Wellness Center Letter	LCRS	January 2023	Completed
2.				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
1.	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly	
5.	Review arena rates	LCRS	Annually in January	
6.	Board Member Assignments	LCRS	Annually by LCRS AGM	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
February 16, 2023**

**Northern Lights Recreation Centre  
La Crete, Alberta**

**Present:** Joe Driedger, President  
Philip Krahn, Vice-President  
Shawn Wieler, BHP Rep  
Peter F Braun, County Rep  
Mike Schellenberg, Junior B Rep  
Henry Goertzen, Blumenort Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
Jonathan Klassen, Recreation Coordinator

**Missing:** John Zacharias  
Dave Schellenberg  
George Fehr  
Holly Neudorf  
Lukas Peters  
Duffy Driedger

**Call to Order:** President Joe Driedger called the meeting to order at 5:57 p.m.

**Approval of Agenda**

Add 9.2 New Kitchen Facility

Peter F Braun moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – Jonathan Klassen**

1: January Rec Coordinator report presented as information.

**Financials:**

1: Financials were presented by Philip Doerksen.

Shawn Wieler moves to accept the January 2023 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Henry Goertzen moves to accept the January 12, 2023 regular meeting minutes as presented.

CARRIED

## **Business from Previous Minutes**

### **Review of Action Sheet**

Remove #1 from the Action Sheet.

### **Managers Report – Philip Doerksen**

1. Managers Report presented by Philip Doerksen

Philip Krahn moves to accept the January 2023 Managers Report.

CARRIED

### **New Business:**

- 9.1 Public Complaints Bylaw Review

Joe Driedger read the Public Complaints Bylaw for information.

- 9.2 New Kitchen Facility

Shawn Wieler suggested gathering concept drawings, plans and quotes for a new kitchen.

Shawn Wieler made a motion for Philip Doerksen to proceed with concept drawings and plans.

CARRIED

Henry Goertzen moves to go in camera at 6:54 p.m.

Shawn Wieler moves to go out of camera at 7:21 p.m.

Henry Goertzen moves for the meeting to be adjourned at 7:22 p.m.

Next Meeting will be **March 16 2023 at 6:00pm**

## ACTION SHEET

Following February 16, 2022 Meeting

Action:	Assigned:	Date to be Completed:	Status:
1.			
2.			
<b>Ongoing &amp; Annual Items</b>			
Action:	Assigned:	Date to be Completed:	
1.	Send Meeting minutes to Mackenzie County	Secretary	Monthly
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly
5.	Review arena rates	LCRS	Annually in January
6.	Board Member Assignments	LCRS	Annually by LCRS AGM

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
March 16, 2023**

**Northern Lights Recreation Centre  
La Crete, Alberta**

**Present:** Joe Driedger, President  
Philip Krahn, Vice-President  
Shawn Wieler, BHP Rep  
Peter F Braun, County Rep  
Holly Neudorf, Figure Skating Rep  
Duffy Driedger, Minor Hockey Rep  
John Zacharias, Blue Hills Rep  
Mike Schellenberg, Junior B Rep  
Henry Goertzen, Blumenort Rep  
George Fehr, Director  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
Jonathan Klassen, Recreation Coordinator

**Missing:** Dave Schellenberg  
Lukas Peters

**Call to Order:** President Joe Driedger called the meeting to order at 6:01 p.m.

**Approval of Agenda**

Add 9.5 Zamboni Gate Rubber Matting

Peter F Braun moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – Jonathan Klassen**

1: February Rec Coordinator report presented as information.

**Financials:**

1: Financials were presented by Philip Doerksen.

Shawn Wieler moves to accept the February 2023 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

George Fehr moves to accept the February 16, 2023 regular meeting minutes as presented.

CARRIED

## **Business from Previous Minutes**

### **Review of Action Sheet**

Duffy Driedger made a motion to form a subcommittee consisting of Joe Driedger, Philip Krahn and Shawn Wieler for the Annual Managers Review.

CARRIED

### **Managers Report – Philip Doerksen**

1. Managers Report presented by Philip Doerksen

Philip Krahn moves to accept the February 2023 Managers Report.

CARRIED

### **New Business:**

#### 9.1 Wheel Chair Lift Grant

LCRS received a grant for the amount of \$62846.00 to be used for a wheel chair lift and will be used to complete the elevator in the Raymond Knelsen arena.

Henry Goertzen made a motion to proceed with quote #8671 along with hiring Hiway Steel for installation.

CARRIED

#### 9.2/3 External Food Sales/OCC Fundraiser

Discussion on external food sales. LCRS has a contract with LCMHA for all food sales and all alternate vendors need approval from LCMHA before proceeding.

#### 9.4 Dressing Rooms

NLRC is in need of more dressing rooms, discussion on options for next season.

#### 9.5 Zamboni Gate Rubber Matting

Figure Skating asked if it would be possible to extend the rubber matting to the southwest gate in the Raymond Knelsen arena.

Duffy Driedger made a motion for Philip Doerksen to spend up to \$2000 on rubber matting for the extension.

CARRIED

Peter F Braun moves to go in camera at 7:16 p.m.

Shawn Wieler moves to go out of camera at 7:34 p.m.

John Zacharias moves for the meeting to be adjourned at 7:35 p.m.

Next Meeting will be **April 13 2023 at 6:00pm**

## ACTION SHEET

Following March 16, 2022 Meeting

	Action:	Assigned:	Date to be Completed:	Status:
1.				
2.				
<b>Ongoing &amp; Annual Items</b>				
	Action:	Assigned:	Date to be Completed:	
1.	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly	
5.	Review arena rates	LCRS	Annually in January	
6.	Board Member Assignments	LCRS	Annually by LCRS AGM	